

SELECT BOARD

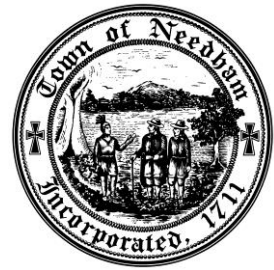
Meeting Agenda

6:00 p.m. December 20, 2022

NEEDHAM TOWN HALL

Select Board Chambers & Zoom

REVISED



Pursuant to Chapter 22 of the Acts of 2022, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

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	6:00	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
1.	6:00	Historical District Designation • Laura Dorfman, Chair, Historical Commission • Don Lankiewicz, Vice Chair, Historical Commission • Rose Doherty, Historical Commission (Zoom)
2.	6:15	Transportation Planning Proposal • Board Discussion
3.	6:30	Town Manager • Appointment Protocol • Retirement COLA Recommendation • ARPA Update • FY2024 Budget Priorities • FY2024 -FY2028 Capital Improvement Plan • Facility Financing Plan Update

		Town Manager Report
4.	7:30	Board Discussion Committee Reports
5.	7:45	Executive Session Exceptions 3 (litigation) and 6 (interest in real property)

APPOINTMENTS

1.	Hugh L Eichelberger	Technology Advisory Board Term Exp: 6/30/2025
2.	Sara Nechasek	Active Recreation Assets Working Group Term Exp: 6/30/2023
3.	Maureen Callahan	Needham Commission on Disabilities Term Exp: 6/30/2024

CONSENT AGENDA *=Backup attached

1.*	Approve minutes of November 22, 2022 (open session)
2.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$250 from Maryruth Perras.
3.	Accept the following donations made to the Needham Public Health Division, Gift of Warmth Program: \$500 from John & Nancy Frantz and \$100 from Elin Soderholm Trust.
4.	Accept the following donations made to the Needham Free Public Library: Sixty Korean language books, estimated value \$500, given anonymously; from Ann MacFate, \$50 in honor of John Milligan and \$5,000 in honor of Irene MacFate; <i>Where Do They Bury the Dead</i> , by Joseph Policape, given by the author (estimated value \$17); and <i>Stories from Across the Globe</i> , by Catarina Chen, and <i>Bouquet of Stars</i> , by Chelan Harkin, given by Lise Perskie Rodriguez (estimated value \$30).
5.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt the updated classification and compensation plan/Schedule C for part-time, temporary and seasonal employees effective January 1, 2022.
6.	Approve for calendar year 2023 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): - North Hill Needham, Inc. d/b/a Central Avenue Café - LPM Holding Co., Inc. d/b/a Epicurean Feast - Cutler Lake - Eat Farmhouse, LLC d/b/a The Farmhouse 1056 Gyro and Kebab House Corp d/b/a Gyro and Kebab House - Three Sons, Inc. d/b/a Kosta's Pizza & Seafood - International Needham House of Pizza d/b/a Needham House of Pizza - Select Pizza d/b/a Nicholas' Pizza - PAN LLC. d/b/a Panella's Market & Deli - Subway of Needham LLC d/b/a Subway

	• Niki Corp. d/b/a Town House of Pizza • Lt. Manson Carter Post 2498 V.F.W. of U.S.
7.*	Approve for calendar year 2023 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork): • 7-Eleven – Special Permit (24 hr. retail sale of food) • Blue on Highland, LLC d/b/a Blue on Highland – Weekday Entertainment • Henry Hospitality Inc. d/b/a The James- Seven Day Entertainment License • Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria – Seven Day Entertainment License • SAI Restaurants, Inc. d/b/a Masala Art- Seven Day Entertainment License • Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Seven Day Entertainment License • Ceed Corp. d/b/a Cook Needham – Seven Day Entertainment License • The Needham Golf Club Inc. – Weekday Entertainment License • Latin-A Group LLC d/b/a Latina Kitchen and Bar – Weekday Entertainment License
8.*	Approve and Sign Water Sewer Abatement #1321
9.	Approve a request from The James to extend its liquor license on December 31, 2022, until 1:00 a.m. The Police Department has approved this request.
10.	Accept the following donations made to the Needham Public Heath Division: \$75 from Shahin Sagafi for Needham's Gift of Warmth Program; \$75 from an anonymous donor for Needham's Domestic Violence Action Committee.
11.	Accept the follow donation made to Needham Youth & Family Services; \$200 Target Gift Card from the Needham Children's Center for a family in need this holiday season.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Historic District Designation
Presenter(s)	Laura Dorfman, Chair, Historical Commission Don Lankiewicz, Vice Chair, Historical Commission Rose Doherty, Historical Commission (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Dorfman, Mr. Lankiewicz and members of the Historical Commission will discuss a proposal to create a single parcel historic district in Needham. This proposal supports Select Board goal 1.13: Create a voluntary local historic district under Chapter 40C for the property of Elizabeth and Maurice Handel at 3 Rosemary Steet, built by Jonathan and Jemima Kingsbury in 1779, the oldest house in 02494 and 11th oldest in Needham. A draft composition and charge for the proposed study committee is presented for discussion purposes.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Proposed charge and composition of the Single Parcel Historic District Study Committee b. Establishing Local Historic Districts Guide, Massachusetts Historic Commission	

Town of Needham

Single Parcel Historic District Study Committee

COMMITTEE CHARGE

Type:	Ad Hoc
Legal Reference:	M.G.L. c. 40C
Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Term of Appointment	Until decision of Town Meeting on Historic District Designation
Special Municipal Employee	Yes
Staff Support	Town Manager/Designee

Members	Year Appointed	Term Expiration

Composition: Seven (7) voting members:

- One (1) member recommended by the Planning Board
- One (1) member nominated by the American Institute of Architects*
- One (1) Member nominated by the Board of Realtors*
- One (1) Member of the Needham History Center*
- One (1) Member of the Historic Commission
- One (1) Resident of the Proposed Historic District
- One (1) community member at large

* If no nominations are received, the Board will consider an architect, a realtor, and a member of the History Center

Purpose: The historic district study committee will be responsible for conducting an investigation of the desirability of establishing a local historic district, developing a report to present its findings and recommendations, and conducting a public hearing on the proposal prior to its consideration by town meeting.

Charge: The Historic District Study Committee will:

- Investigate historic resources in the proposed district
- Evaluate maps of the proposed district
- Determine the appropriate boundaries of the proposed district, including review of Historic District boundaries, intrusions, and open space and vacant lots
- Determine property addresses for inclusion in the proposed district
- Gauge public opinion and build support for the proposed district
- Prepare an initial report
- Submit initial report to the Massachusetts Historical Commission
- Hold a public hearing
- Prepare a final report
- Prepare a warrant article for Town Meeting

Charge Adopted: Charge Revised:

SME Status Voted:



ESTABLISHING LOCAL HISTORIC DISTRICTS



MASSACHUSETTS
HISTORICAL COMMISSION

William Francis Galvin
Secretary of the Commonwealth

The activity that is the subject of *Establishing Local Historic Districts* has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C., 20240.

Acknowledgements:

The Massachusetts Historical Commission gratefully appreciates the assistance received from many individuals on compiling this guidebook.

Brona Simon

Executive Director & State Historic Preservation Officer
Massachusetts Historical Commission

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ESTABLISHING LOCAL HISTORIC DISTRICTS

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Introduction

Our Historic Resources

Throughout Massachusetts, cities and towns face the needless destruction of their treasured historic resources. Village centers, neighborhoods and downtowns are often not very well protected and through demolitions and insensitive alterations can easily disappear. However, many cities and towns in Massachusetts have taken steps to better protect their historic resources. The strongest form of protection is a local historic district created through a local bylaw or ordinance. In a local historic district, before any exterior architectural feature that is visible from a public way is altered, the plans to carry out that alteration must first be approved by a local historic district commission. In this way, needless demolitions and alterations can be permanently prevented. Over 100 cities and towns in Massachusetts have already recognized the value of a local historic district and have established one or more local historic districts in their communities. For a list of communities in Massachusetts with local historic districts, contact the Massachusetts Historical Commission for a copy of *Preservation through Bylaws and Ordinances*.

Have you decided that a local historic district is the right choice for your community? Many communities realize that they need the additional protections that a local historic district offers after a prominent building is proposed for demolition or is lost altogether. Other communities may realize through the completion of a Master Plan that a local historic district is a worthy solution to the loss of the community's assets. Whatever the reason, it is hoped that this guidebook will assist you in understanding the process of creating a local historic district.

This guidebook is designed to help cities and towns through the process of establishing a local historic district in accordance with the provisions of Massachusetts General Laws, Chapter 40C, the Historic Districts Act. It is intended that communities will use this guidebook to assist in the establishment of local historic districts that are well-planned, formed with broad public participation and meet the procedural requirements of state law.

Benefits of Local Historic Districts

Local historic districts have three major purposes as stated in Massachusetts General Law, Chapter 40C:

- to preserve and protect the distinctive characteristics of buildings and places significant in the history of the Commonwealth and its cities and towns;
- to maintain and improve the settings of those buildings and places;
- to encourage new designs compatible with existing buildings in the district.

The benefits of local historic districts are many.

- Local Historic Districts can be credited with saving the character of many areas in Massachusetts.
- Local Historic Districts provide protection from demolitions and inappropriate remodeling.

- Local Historic Districts provide assurance that the historic built environment will be there for future generations to enjoy
- Local Historic Districts provide a visual sense of the past.
- Local Historic Districts create pride in the community.
- Local Historic Districts create neighborhood stabilization
- Local Historic Districts provide schoolchildren with educational opportunities.

Historic districts do not prevent all changes from occurring, nor do they prevent all demolition, new construction or development. The intent is to make changes and additions harmonious, and prevent the intrusion of incongruous elements that might detract from the aesthetic and historic values of the district. Historic district commissions are only allowed to review changes to exterior architectural features visible from a public way. The ordinance or bylaw creating the district may also exclude certain categories from review; most frequently these are paint color, storm windows and doors, and window air conditioning units. The purpose of a local historic district is not to halt growth, but to allow for thoughtful consideration of change.

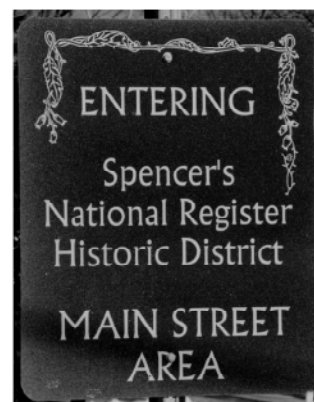
There's a Difference between a Local Historic District and a National Register District



It is essential to know that there are two kinds of historic districts in Massachusetts, Local Historic Districts and National Register Districts.

Although the same area may be designated as both a local historic district and a National Register District, there are substantial differences between the two designations. The National Register of Historic Places is a listing of buildings, structures, sites, objects, and districts significant in our nation's history, culture, architecture or archaeology and that are worthy of preservation. It is a Federal designation, administered by the Secretary of the Interior through the Massachusetts Historical Commission as the State Historic Preservation Office.

The McKnight Historic District in Springfield Listing in the National Register provides formal recognition of the property's significance, potential tax incentives for owners of income-producing property, and limited protection from state or federally funded, licensed, or assisted projects. National Register listing in no way limits the owner's use of the property, and places absolutely no restrictions or conditions on changes made by a private property owner unless there is state or federal involvement in a project, or unless some other regional and/or local regulation is in effect. Nominations to the National Register are usually initiated by a property owner or by the local historical commission, and do not require any local government approval. Property owners



have the right to object to listing on the National Register; a district will not be listed if the majority of owners formally object.

A local historic district, on the other hand, is established locally through town meeting or city council vote. It provides a regulatory review process for all changes to exterior architectural features visible from a public way. For more information on how a local historic district works, contact the Massachusetts Historical Commission.

Both National Register Districts and Local Historic Districts are automatically listed on the *State Register of Historic Places*. This listing provides limited protection from adverse effects by state funded, licensed, or assisted projects, and makes properties owned by municipalities or non-profit organizations eligible for grants from the Massachusetts Preservation Projects Fund when available. For a copy of *There's a Difference*, a brochure which further clarifies the difference between local historic districts and national register districts, contact the Massachusetts Historical Commission.

History of Local Historic Districts

Local historic districts are one of the oldest and strongest forms of protection for historic properties. The historic district movement began in the United States in 1931, when the city of Charleston, South Carolina, enacted a local ordinance designating an “Old and Historic District” administered by a Board of Architectural Review. Following a 1936 amendment to the Louisiana Constitution, the Vieux Carré Commission was created in 1937 to protect and preserve the historic French Quarter in New Orleans. The regulations of these districts provided that no changes could be made to the exterior architectural features of buildings, structures, and sites visible from a public street without the review and approval of an historic district commission. These districts served as models for local protection of historic areas across the country.



Beacon Hill Historic District

Massachusetts first made use of this preservation tool in 1955. Following opinions by the Massachusetts Supreme Judicial Court that held that the local historic districts were constitutional, Special Acts of the Legislature creating the Beacon Hill Historic District in Boston and the Historic District on Nantucket were passed. Special Act Districts in Lexington and Concord were established between 1956 and 1960.

In 1960, a statewide enabling statute, known as the Historic Districts Act, Massachusetts General Law, Chapter 40C, was enacted to empower municipalities to establish local historic districts. The Historic Districts Act was substantially amended in 1971, with minor language changes made in 1983 and 1987. The Historic Districts Act has served Massachusetts' communities well for over three decades, helping to protect thousands of significant historic resources.

Because local historic districts have direct impact on property rights, the question of their legal basis and constitutionality often arises. Historic district controls exist within the broader context of land use regulations that have been extensively reviewed and examined by the courts.

Village of Euclid v. Ambler

The basic origin for historic preservation controls lies with the development of municipal land use and zoning controls in the early twentieth century. In 1926 the U.S Supreme Court decision in *Village of Euclid v. Ambler Realty*, 272 U.S. 365 (1926), upheld the

constitutionality of local zoning ordinances, and established the ability of municipalities to regulate land use through the exercise of their police powers.

Berman v. Parker

As land use controls evolved, they eventually began to encompass aesthetic considerations and the desire of communities to protect and preserve the character of their historic and architectural resources. In 1954, the U.S. Supreme Court affirmed the constitutionality of “aesthetic” zoning in the case of *Berman v. Parker*, 348 U.S. 26 (1954). With the development of historic district controls, state judicial opinions supported the use of such regulation as a valid exercise of the state’s powers to promote the general welfare.

Penn Central Transportation Company v. City of New York

It was not until 1978, when the U.S. Supreme Court decided *Penn Central Transportation Company v. City of New York*, 438 U.S. 104 (1978), that the constitutionality of local controls to further historic preservation was affirmed. In this landmark case the Court considered whether historic preservation controls constituted a ‘taking’ in violation of the Constitution’s Fifth Amendment which provides that private property shall not be taken for public use without just compensation. The Court found that historic preservation is a valid public purpose, and that the City of New York’s landmark restrictions on Grand Central Station did not constitute a “taking’ because the controls did not prevent a reasonable economic use of the property.

Although the basic constitutionality of local historic preservation controls has been recognized by the courts, they are still subject to legal challenge, often involving the claim of ‘taking’. However, unless the regulation is found not to advance a legitimate public interest or the restrictions on designated property are so severe as to deprive the owner of any reasonable economic use, historic preservation controls will remain solidly within the broad spectrum of constitutional land use controls.

In Massachusetts, there have been several court cases specifically regarding local historic districts. A summary of these Massachusetts local historic district court cases can be found in the MHC publication, A Guidebook for Historic District Commissions.

Deciding if a Local Historic District is Right For Your Community

As previously noted, local historic districts are the strongest form of protection that can be given to historic properties. The establishment of a local historic district has considerable implications for property owners, so its establishment should not be approached casually. The recommendation of a local historic district is best when part of a comprehensive assessment of the community's historic resources, consideration of threats these resources may face, and a careful examination of appropriate strategies to address these threats. However, sometimes a building, neighborhood or village center is threatened before this planning process takes place. In this case, a more strategic approach to protecting the resources is needed.

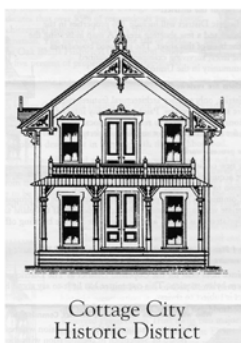
While the establishment of local historic districts is perhaps the best known protective strategy to protect historic resources, it is not the sole mechanism available to further historic preservation and protect community character. Other strategies including changes in local zoning and development policy, the implementation of facade, home improvement or other preservation incentive programs, targeted planning efforts, preservation restrictions, demolition delay bylaws, neighborhood conservation districts, technical and design assistance, public investments, etc. can contribute to the goal of furthering historic preservation and preserving community character. Careful consideration should be given to the appropriateness of any mechanism in addressing threats to historic resources. Ideally, the recommendation of a local historic district will be just one component of a much larger and more comprehensive strategy to ensure the preservation of historic resources and community character. To learn more about the range of tools for protecting historic resources, contact the Massachusetts Historical Commission for a copy of *Preservation through Bylaws and Ordinances*.



Winchendon Centre Historic District

The identification and recommendation of areas for local historic districts is sometimes made as part of the community's ongoing process of surveying its historic resources, through the development of a local preservation or master plan, or the findings of special planning or economic development studies. In most instances the recommendation to pursue the establishment of a local historic district evolves from the work of the local

historical commission, which is responsible for community-wide historic preservation planning. The initiation of the formal local historic district process generally begins with a request from the local historical commission (in some communities a petition from residents or property owners has been utilized) to the board of selectmen or city council for the appointment of an historic district study committee.



Cottage City
Historic District

*Old Bluffs Cottage City
Historic District*

If you have decided that a local historic district is needed in your community, the next section of this guidebook will explain the step-by-step process to follow. The Historic Districts Act (Massachusetts General Law, Chapter 40C) provides a specific procedure for the establishment of local historic districts in Massachusetts. This process must be followed for a local historic district to be valid.

The Local Historic District Study Committee

Be sure to stay in touch with the Massachusetts Historical Commission throughout this process!

The first official step in the process of creating a local historic district is the appointment of a Local Historic District Study Committee (LHDSC) by the Board of Selectmen or the City Council. The historic district study committee will be responsible for conducting an investigation of the desirability of establishing a local historic district, developing a report to present its findings and recommendations, and conducting a public hearing on the proposal prior to its consideration by town meeting or city council. The historic district study committee is established by majority vote of the board of selectmen or city council. A sample vote to establish an historic district study committee follows:

The Vote to Establish a Local Historic District Study Committee

VOTED: There is hereby established under the provisions of Massachusetts General Law Chapter 40C, General Laws, a Local Historic District Study Committee consisting of (3-7) members, which shall make an investigation and report on the historic significance of the buildings, structures, features, sites or surroundings included in such proposed local historic district or districts as the committee may recommend, and shall submit a final report with its recommendations after a public hearing, together with a map of the proposed district or districts and a draft of the proposed ordinance (bylaw), to the City Council (Town Meeting).

Nomination and Appointment Process for the Study Committee

Once the vote to establish the Local Historic District Study Committee is passed, it is time to begin the nomination process for the committee members. They are appointed in towns by the selectmen and in cities by the mayor or, where the city charter so requires, by the city manager and confirmed by the city council. However, the Board of Selectmen or City Council cannot simply appoint anyone they want to the study committee. Massachusetts General Law Chapter 40C, section 4 requires that where possible, membership include nominees from the following organizations: Local Historical Society, Board of Realtors and the American Institute of Architects. For the addresses, phone numbers and contacts for the Board of Realtors and American Institute of Architects, contact the Massachusetts Historical Commission.

Requests for nominees must be sent to these organizations by the selectmen or mayor. Each organization is requested to submit two nominees. Nominees are not required to be from among the membership of the organizations. If the organization submits the nominees within thirty days, then the Board of Selectmen or City Council must choose one of the nominees. If any of the organizations fail to submit nominees within thirty days, then the Board of Selectmen or City Council may appoint anyone they wish.

A study committee can be most effective if its membership embraces a variety of organizations and individuals whose interests and concerns reflect those of the community.

Besides those organizations specified in the Historic Districts Act, consideration should be given to the following:

- Local Historical Commission Members
- Architectural Historians
- Historians
- Landscape Architects
- Lawyers
- Residents or Property Owners in potential districts
- Business Owners and Chamber of Commerce Members
- Public Relations Professionals
- Planning Board Members
- Conservation Commission Members
- Open Space Advocates
- Institutional Property Owners
- Real Estate Professionals
- Building Contractors or Tradespersons
- Affordable Housing Advocates
- Elderly Housing Advocates

Once all the members of the committee have been appointed and sworn in by the municipal clerk, the first meeting should be called by the selectmen, mayor or the first person named on the list of appointees. If all of the appointees are present, the committee can organize on a permanent basis, and a chairperson and secretary or clerk, should be elected. In electing a chairperson, remember that the chairperson's role is to coordinate, delegate, motivate and keep everything on schedule. As a result, the most knowledgeable person about the community may not make the best chairperson. Notice of all future meetings should be given by the secretary, who will also be responsible for record-keeping. Once all members have been sworn in as a member of the study committee by the municipal clerk, the list of names and addresses should be sent to the Massachusetts Historical Commission.

Meetings of the study committee should follow normal procedures, including maintaining a quorum, keeping accurate minutes and records, and ensuring orderly discussion and public comment. Adequate prior notice of meetings must be given to comply with due process requirements. The Massachusetts Open Meeting Law (Chapter 39, Sections 23 A-C) requires committees and commissions to hold open meetings, notice of which must be filed with the municipal clerk and posted in the city or town hall at least 48 hours in advance. Open ballots or roll calls are required and must be reported in the minutes. If a closed (executive) session is needed, for a purpose authorized in the Open Meeting Law, the committee or commission must first meet in an open, posted session and a majority of the members must vote by roll call to go into executive session.

Organizing the Local Historic District Study Committee

Once the organization and operating procedures of the study committee have been established, it is then ready to begin its work. At this time, the study committee is strongly encouraged to contact the Massachusetts Historical Commission for a meeting. MHC staff is available to meet with the study committee to tour the proposed district, review the historic district process, answer questions and provide materials to aid the committee's work. The MHC can also provide the study committee with contacts to historic district commissions and study committees in other communities that may be able to offer additional guidance based on their experiences.

When a local historic district already exists in your community

If a local historic district has already been established in the community, the investigation, report and hearing may be carried out by the existing historic district commission (or by the combined historic district commissions if more than one exists), unless the existing commission(s) recommends otherwise.

When the Board of Selectmen or City Council do not wish to appoint a study committee.

Under the Historic Districts Act, your elected officials are not *required* to appoint a study committee if requested to do so. If the Board of Selectmen or City Council chooses not to establish a study committee, then you should speak with them to hear their concerns. Do they understand what a local historic district is? Are some of their concerns based on local historic district myths? Listen to their concerns and do what you can to advocate your position. At the same time, make sure that public education efforts are put in place to help residents of your town understand the need for a local historic district.

These residents of significant and potentially fragile areas may be your strongest advocates in convincing selectmen or city councilors of the benefits of a local historic district study committee. If despite your best efforts, there is still strong resistance to a local historic district, understand that establishing a local historic district can be a long and slow process. As an advocate for local historic preservation, don't put all your energy into the local historic district. Your efforts may be better spent on the many other ways to improve the historic preservation climate in your community.

Getting Started

At the outset, the Local Historic District Study Committee should fully understand that a local historic district usually takes at least 18 months to accomplish. This is because public education regarding the local historic district is essential and should not be rushed.

Investigating the Historic Resources

Prior to the establishment of any historic district in a city or town an investigation and report on the historical and architectural significance of the buildings, structures or sites to be included in the proposed historic district or districts shall be made by an historic district study committee or by an historic district commission, as an investigation of the desirability of establishing an historic district or districts therein.

The Base Map

The first item for the local historic district study committee to acquire is a base map. If a general area for a local historic district is already proposed, then visit your planning, engineering or assessors office for available maps. An assessors map will have all of the property lines on it. Obtaining assessor maps at the beginning will greatly help the Local Historic District Study Committee in determining the boundaries for the district. If your town has a geographic information system, then you may want to work with your planning department to get a map that shows streets, property lines and building footprints.

Determining the Approximate Boundaries of the Proposed Local Historic District

The boundaries of an historic district must be defensible and easily discernable. As you consider which properties will benefit from the protection be sure to record why those properties are significant. If your community has undertaken a historic resources survey, review the documentation for those properties in the larger study area to gain a sense of the historical and architectural development and significance.

Next, with maps in hand, start looking at where the boundaries of the local historic district could be, and using an assessors map as your working map color code those properties that should definitely be in the local historic district.

When drawing up the outside boundaries of the area that you will study for potential local historic district designation, consider physical barriers such as highways, railroad lines, a river, or other objects that clearly form an edge. Then review historic maps and consider the historical associations and patterns of development for the area. Next consider visual connections between and among properties such as building types and architectural styles, street patterns, and open space such as parks, cemeteries, a town common. All of these elements will inform your significance statement and assist you in viewing the area as a whole and discerning where to draw the boundaries.

Various types of boundaries may be used by the study committee. However, wherever possible it is recommended that your proposed boundaries match the property lines.

Also, it is preferable to avoid using the street as a boundary. To do so, would mean that one side of the street is in the district and one side of the street is outside the district. Historic

district boundaries should also be drawn to include the streets, roads and other public rights of way located between the parcels to be included in the district. Future work or construction that may take place in these areas may have a major impact on the character of the district, and should come under the jurisdiction of the historic district commission. In general, district boundaries should provide not only for the protection of individual historic resources, but for their settings as well.

National Register District Boundaries

If a National Register District is already present, obtain a copy of the map if available. The boundaries of the local historic district can be smaller, larger or exactly the same as the National Register District. However, the reasons for different boundaries should be clearly explained in the Preliminary Study Report.

Intrusions

National Register Districts distinguish between “contributing” and “non-contributing” resources. A local historic district has no such distinctions. Contemporary structures, historic properties which have been severely altered or other intrusions may be included within the boundaries of local historic districts and are subject to the local historic district bylaw/ordinance. Very few districts have no intrusions within their boundaries. When such intrusions are widely scattered within a district, it is generally not necessary or desirable to attempt to draw boundaries that would exclude them. In recommending boundaries, it is important to keep in mind that one of the stated purposes of the Historic Districts Act is to maintain and *improve* the setting of historic properties. Therefore individual properties or small areas which have been altered or otherwise lack integrity should not automatically be excluded from district boundaries. In preparing the boundaries, keep in mind that just about every local historic district has some properties that may not be as significant as others. However, due to their location amongst very significant resources, leaving them out of the proposed district could cause serious problems, depending on what is constructed there in the future.

Open Space and Vacant Lots

Open space or vacant lots may be included within the historic district boundaries. In many instances, it is desirable to include some open space in order to better protect the setting of the district. New construction can have a profound impact on the existing resources of the district. With a local historic district, new construction visible from a public way will be reviewed for its compatibility with the district. It should be noted that local historic districts do not regulate land use nor can they stop all development from occurring. Municipalities interested in protecting larger tracts of open space such as agricultural lands, forests and views should prepare an open space plan and utilize such tools as acquisition, agricultural preservation restrictions, conservation easements, or open space zoning.

Single Property Local Historic Districts

Local Historic District boundaries throughout the state vary greatly. For instance, the entire island of Nantucket is a local historic district while at the same time, the city of Somerville has several hundred single property local historic districts. In some instances it may be

necessary or desirable to protect buildings, structures, or sites which are isolated in terms of their setting. Examples include houses or farmsteads in rural areas, or significant buildings which may be surrounded by contemporary development or significantly altered properties. Although the Historic Districts Act does not make reference to the designation of individual properties as protected “landmarks,” Section 3 of the Act does provide that proposed historic districts *may consist of one or more parcels or lots of land, or one or more buildings or structures on one or more parcels or lots of land.*” This provision clearly allows communities to establish single building districts. When possible however, it is generally more desirable to protect the character of a larger surrounding area, thereby protecting the district’s historic setting in addition to individual historic resources. In areas where a larger historic district is feasible, there should be clear justification for the establishment of single building districts.

The Property Street Addresses

Once the local historic district study committee has a rough idea of the area for the proposed district, it is time to go back to the assessors office and obtain a list of all the street addresses and owners names/addresses. The street address list is an essential component to establishing a local historic district. With this list of addresses, you can contact all of the property owners in the next step for their opinions. Later on in the process, you will have a street address list that includes additional information on each property like the date of construction and architectural style. Keep in mind that, at this point, your boundaries are not yet final. Right now, your map and street address list are your starting point. It is expected that the proposed boundary will shift somewhat as this process moves along.

Gauging Public Opinion and Building Support

If the property owners in the proposed local historic district have not yet been contacted, now is the time to seek their input with your street address list. It is highly recommended that the study committee seek the input of property owners early in the process. Although property owner consent is not required for a local historic district, your local historic district efforts will be much smoother with early, clear and frequent information for property owners.

It is recommended that the LHDSC begin their work by asking property owners (and residents or business owners if applicable) in the proposed district for their opinions on the proposed local historic district. This could be done through an opinion survey mailed to each address. Or members of the LHDSC might want to invite property owners to neighborhood meetings to discuss the proposed local historic district. The important thing is to make sure that everyone is informed and part of the process early on even if they may disagree with you. If someone disagrees with the concept, the last thing you want to hear when town meeting draws closer is “I never heard about this proposed district.” Newspaper articles about the local historic district are also highly recommended.

After a neighborhood meeting in which you explain the proposed local historic district, an opinion survey is a great way to hear from property owners. Hand deliver or mail a cover letter, fact sheet and survey to each property owner or business owner with instructions on how to mail the survey back to you. This will give everyone the chance to respond anonymously with their opinions. Furthermore, you can use the results to design the proposed bylaw or ordinance including what should be exempt from review. If the poll

indicates strong support for the district among the people who would be most affected by it, it will help to convince members of the city council or town meeting to vote favorably.

It is also a good idea to write follow-up letters to the property owners explaining the results of the opinion survey, the current status and the next steps. That way, property owners will be regularly informed about the local historic district.

A sample letter, frequently asked questions and an opinion survey to property owners are included on the next pages. The letter could be sent out earlier in the process by the Local Historical Commission or perhaps, a neighborhood organization. In fact, this is often a preferred method of gauging initial public opinion.

A SAMPLE LETTER TO PROPERTY OWNERS IN A PROPOSED LOCAL HISTORIC DISTRICT

Below is a sample letter to property owners on a proposed local historic district. If you are receiving this as hard copy, it can be emailed to you by contacting Christopher.Skelly@sec.state.ma.us at the Massachusetts Historical Commission.

Dear Property Owner:

The Historical Commission (or the Local Historic District Study Committee) would like to hear your input into establishing a local historic district in the center village. The Historical Commission believes that by establishing a local historic district, the character and historic significance of our village can be preserved.

We can be very thankful that so many buildings from our town's past still remain in the village center. However, without a local historic district, our village center could be lost forever through future demolitions and alterations. A local historic district will help to guide future changes, making sure that historic character will remain a distinct part of the village center.

In a local historic district, exterior architectural features visible from a public way are reviewed by a locally appointed historic district commission to make sure that the proposed changes are appropriate to the historic character of the district.

Today, there are over 200 local historic districts in Massachusetts and that number grows each year.

Please take a few minutes to express your thoughts on whether a local historic district is needed in the village center by filling out the attached survey and returning it to the Historical Commission in the envelope provided.

Thank you for your time. We look forward to hearing from you.

Sincerely

Chairman,

Historical Commission

Frequently Asked Questions

I thought that we were already in a historic district?

The village center is listed on the National Register of Historic Places as a National Register District. The National Register is primarily an honorary designation. Our village center is only minimally protected from state or federally involved projects. By passing a local historic district, the historic character of our village will be much better protected.

How is a local historic district created?

The first step is to find out what residents and property owners think. If there is interest in creating a local historic district, the Board of Selectmen appoints a study committee that will investigate local historic district designation further. The study committee holds public meetings, seeks public input, researches the history of the area and prepares a report on their findings. The final step is passage of a historic district bylaw by a two-thirds majority at town meeting.

If my house is included in the local historic district, does that mean I have to make it look more historic?

No, you can maintain the current look of your house as long as you would like. A local historic district only reviews proposed changes to exterior architectural features. Routine maintenance of your house is exempt from review.

What kinds of things are reviewed by a historic district commission?

Exterior architectural features visible from a public way are reviewed. Interior changes, landscaping, maintenance and exterior features not visible from a public way are not reviewed. Other exemptions can also be included in the bylaw.

Who are members of the historic district commission?

A local bylaw describes specifically how the Board of Selectmen will make appointees to the Historic District Commission. In other communities in Massachusetts, the historic district commission consists of members such as architects, realtors, residents and property owners of the district.

Does this mean I can't paint my house any color I want?

While some local historic districts in Massachusetts do include paint color review, we are recommending NOT to include any paint color review.

If my building was located in a local historic district and I was constructing an addition, what would I have to do?

Before acquiring the building permit for your addition, you would fill out an application to the Historic District Commission. The Commission would hold a public hearing and review the proposed plans to make sure that they are appropriate changes to the historic district. If the addition was appropriate, the district commission would issue a certificate. You would then present the Certificate to the Building Inspector to get your building permit. If the addition was not found appropriate, then the Commission would explain to you how the project could be improved.

Isn't this just another level of bureaucracy?

While it is true that an additional step is needed for some projects, the benefits of protecting the rich architectural heritage found in our village center outweigh this added step. Our village center contains buildings 100 and even 200 years old. Without a local historic district, these gems that have lasted so long could be demolished or irreparably altered tomorrow.

What will happen to the value of my property if a local historic district is established?

No one can predict the future but studies around the country suggest that property values stay the same or increase faster in local historic districts compared to similar, non-designated areas.

If I and my neighbors already maintain the historic character of our properties, why do we need an historic district?

By having a local historic district, you can be assured that a NEW property owner across the street from your house will also maintain the historic character of the village center.

A Survey Questionnaire

Please fill out the survey below. Feel free to add additional comments wherever you would like. We value your input.

1. Do you think that the village center is historically significant? YES NO

2. Do you think that the village center should be preserved? YES NO

3. Do you believe that the Board of Selectmen should appoint a study committee to investigate the feasibility of a local historic district? YES NO

4. If yes to the above question, what kind of projects should be exempt from review?

(Under state law, routine maintenance, repair and landscaping are already exempt from review. Typical exemptions are for things like paint color, storm windows, storm doors, satellite dishes, etc.)

5. Overall, do you support the concept of a local historic district? YES NO
NOT SURE, but would like to find out more.

6. Please include any other comments that you would like to make in the space below:

Thank you for taking the time to complete this survey. You can use the enclosed envelope to return the survey or send to:

Historical Commission
Town Hall
Main Street

Please return the survey by May 15, 2003. At that time, we will compile the surveys and let you know the results.

Based on the results of your public opinion survey, you will have several options.

1. Begin preparing material for the preliminary study report, or
2. Concentrate on building additional support for a local historic district, or
3. Hold off on pursuing a local historic district at this time.

What you choose to do will depend on the results of your public opinion survey and how you, as a committee, want to progress. Understand that not all property owners are apt to agree with you. So, it will be the committee's decision on what the next step should be.

Keep everyone informed about the results of your public opinion survey whatever your results are. Send a letter to property owners explaining your next steps. Do a press release or notice so that all residents in the town know what is happening.

Even if your public opinion survey suggests widespread support for the local historic district, additional material to educate and build support is recommended. Press releases on the history of the district that include old and new photographs are very effective at helping people to appreciate the significance of the proposed area. Walking tours, lectures and slide presentations can also get this message across.

Quite often, a proposed local historic district will fail due to misinformation, myths and rumors spread around the community by opposition to the local historic district. Common areas of misinformation are paint color review and maintenance requirements. By using fact sheets, brochures, neighborhood informational meetings and press releases effectively, you can confront any misinformation head on.

If you have an open town meeting, remember that the whole town will be voting to approve this proposed district so it is important to reach out to as many town meeting voters as possible.

In every case, a range of individuals and groups should be targeted for educational efforts, to provide an opportunity for public input in the district process, and to solicit additional support for district establishment. In addition to property owners, groups to consider include:

- Board of Selectmen and City Council/Board of Aldermen
- Planning Board
- Department Heads
- Chambers of Commerce
- Local Businesses
- Neighborhood Organizations
- Civic Groups
- Realtors
- Educators and Schoolchildren
- Newspaper
- Local Cable TV
- Private Preservation Organizations

Sometimes, an opinion survey will demonstrate that there is widespread opposition to a local historic district. If so, it may be best to hold off on pursuing a local historic district and stick with public education. In this case, it is important to not get discouraged. Rather, focus your efforts on explaining the benefits of a local historic district and dispelling the many myths.

If despite your best efforts to advocate for the local historic district, the opposition means that passage of a local historic district at town meeting or city council is highly unlikely, then you may want to stick with finding other projects that can help raise everyone's awareness of the historic resources in your community. There are many other projects that can help to make a difference. MHC would be happy to provide you with suggestions.

The Investigation of the Historic Resources

Once a generalized area for a proposed district has been settled on by the committee and the committee has decided to move forward, it is time to begin the investigation of the historic resources. If you are on the Historical Commission in your town, you are probably already familiar with inventory forms. MHC Inventory forms are a highly useful method of compiling information on historic resources in a community. MHC inventory forms are used extensively statewide by local historical commissions, local historic district commissions, planning departments and MHC staff.

MHC recommends that a comprehensive community survey be completed prior to establishing local historic districts, so that the proposed district's significance can be placed in a community-wide context. However, it is sometimes necessary to proceed with protective measures before all of the identification and evaluation has been completed community-wide.

MHC also recommends that an up-to-date inventory form for every property in the proposed district is completed. Completed inventory forms for all properties in a proposed local historic district greatly facilitates the work of the study committee. The completed inventory forms provide the study committee with the background information necessary to establish the district's significance and boundary justification. In addition, the information on completed inventory forms --architectural descriptions, historical narratives, and exterior photographs, is a baseline that will assist the potential historic district commission in carrying out its design review authority. While completed inventory forms for all properties are recommended, it is NOT a requirement.

In order to investigate the historic resources within the proposed local historic district, begin by reviewing your property street address index and determining which properties have completed inventory forms. In many instances inventory forms may have already been completed as part of previous survey efforts in the community. The study committee should review existing forms to see that they are complete and meet current MHC survey standards. Existing photographs should also be reviewed to see that they accurately reflect current building conditions.

With the information now compiled on which properties have acceptable inventory forms, the Committee can decide whether they will revise or prepare additional inventory forms. The study committee should be fully aware of the current standards for inventory outlined in detail in MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts*. This publication provides guidelines and recommendations for organizing and conducting a comprehensive survey, and instructions for completing inventory forms. Additional assistance is available from the staff of MHC's Preservation Planning Division.

If an inventory form is not present or will not be prepared, the Committee should compile some basic information on each of the properties. At a minimum, this should include

the architectural style, integrity, use, condition and alterations of any buildings. Dates of construction and historical descriptions for each building are also strongly encouraged. A black and white labeled photograph should be included for every property in the proposed local historic district.

FORM B - BUILDING		Assessor's number	USGS Quad	Area(s)	Form Number
MASSACHUSETTS HISTORICAL COMMISSION MASSACHUSETTS ARCHIVES BUILDING 220 MORRISSEY BOULEVARD BOSTON, MA 02125			Lynn		119
		Town <u>Nahant</u>			
		Place (neighborhood or village) _____			
		Address <u>80 Spring Road</u>			
		Historic Name <u>J. T. Wilson House</u>			
		Uses: Present <u>residential</u>			
		Original <u>residential</u>			
		Date of Construction <u>1882-1883</u>			
		Source <u>J. T. Wilson Job List</u>			
		Style/Form <u>Queen Anne</u>			
		Architect/Builder <u>J. T. Wilson (builder)</u>			
Sketch Map <i>Draw a map showing the building's location in relation to the nearest cross streets and/or major natural features. Show all buildings between inventoried building and nearest intersection or natural feature. Label streets including route numbers, if any. Circle and number the inventoried building. Indicate north.</i>		Exterior Material: Foundation <u>uncut stone</u> Wall/Trim <u>clapboard, wood shingle</u> Roof <u>asphalt shingle</u> Outbuildings/Secondary Structures <u>none</u> Major Alterations (with dates) _____ Condition <u>good</u> Moved ☒ no ☐ yes Date _____ Acreage <u>less than one acre</u> Setting <u>residential</u>			
Recorded by <u>Northfields Preservation Associates/MHC</u> Organization <u>Nahant Historical Commission</u> Date (month/year) <u>June 1989/edited June 1992</u>					
Follow Massachusetts Historical Commission Survey Manual instructions for completing this form.					

The front of an MHC Inventory Form (Form B) for buildings. The reverse side has sections for an architectural description and a historic narrative.

Preparing the Preliminary Study Report

This next section of the guidebook will explain exactly what needs to go into the preliminary study report. While the Preliminary Study Report is an essential component of establishing a local historic district, some Local Historic District Study Committees make the mistake of writing the report as soon as possible. It is recommended that you stick with general planning, public opinion surveys and public education for awhile before beginning the preliminary study report. By having broad support for the local historic district first, your efforts can be focused efficiently on the Preliminary Study Report.

The Preliminary Study Report should clearly explain what a local historic district is and the process for creating a local historic district. In addition, the report should describe the resources present and demonstrate that the proposed district needs the additional protections of a local historic district bylaw. The report should be viewed as both a legal document providing justification for the district's establishment and a source of public information about the district proposal.

Under Massachusetts General Law Chapter 40C, the Local Historic District Study Committee must submit copies of the Preliminary Study Report to the local Planning Board and to the Massachusetts Historical Commission for their consideration and recommendations. It is also recommended that copies are available locally such as in your city or town hall, library or other locations

A description of each section of the Preliminary Study Report is below. A sample preliminary study report can also be sent to you by contacting the Massachusetts Historical Commission.

Summary Sheet

A summary sheet should be included as part of the preliminary study report. The summary sheet contains important information on your proposed local historic district.

The summary sheet should include the following:

- Contact Information (such as the chairperson's name, address and phone number)
- Study Committee Member Names
- Expected Date of Your Public Hearing
- Expected Date of Your Town Meeting/City Council Vote
- Total Number of Properties Included in the Proposed Local Historic District.
- Conclusion of the Preliminary Study Report.

Introduction

Since this report will be read by property owners and residents that request it, it is important to provide background information on local historic districts. This section of the report will provide a national, statewide and regional context for your own local historic district efforts.

The introduction should succinctly explain why a local historic district is needed in your community and what the benefits of a local historic district are.

The Introduction to the Preliminary Study Report should briefly explain the following:

- What is a local historic district?
- How is a local historic district different from a National Register District?
- Is this area already a National Register District?
- Why is a local historic district needed?
- How will a local historic district benefit the community?
- When were local historic districts first established in United States and Massachusetts?
- How many local historic districts are in Massachusetts today?
- What neighboring towns have a local historic district?

Methodology

The methodology section should give the background on why the local historic district was proposed and explain how the Local Historic District Study Committee arrived at their conclusions in the Preliminary Study Report.

Questions to answer in this section of the report might include:

Where did the initial support for the LHDSC come from?

How was the Local Historical Commission involved in recommending a LHDSC?

Why did the community recognize the need for a LHDSC?

Were specific resources lost?

When was the LHDSC appointed by the Board of Selectmen/City Council/Board of Aldermen?

How did they go about their task?

Did they conduct a public opinion survey? What were the results of the public opinion survey?

Were neighborhood meetings held with property owners and residents?

How were the residents and property owners of the district and town involved in this process?

How did the LHDSC choose this area for consideration?

How was the existing inventory used?

How was research on the properties conducted?

What other bylaw or tools were considered besides a local historic district?

Why were these bylaws or tools not recommended?

When is the expected date of the public hearing?

When is the expected date of the Town Meeting/City Council/Board of Aldermen vote?

Significance

The significance section of the Preliminary Study Report must provide a clear and concise explanation of the historical significance of the district. While a brief history of the area can be included here, this section must state why this area is significant in its present form and why it is worthy of preservation. The discussion of the district's architectural and historical significance should include a general description of the overall character of the area, its built and natural environment, noting the district's important individual properties, landscape characteristics, settings, etc. If inventory forms for all properties have not been submitted with the Preliminary Study Report, then this section should include a brief summary of historical information about every property as well as architectural information on the existing structures.

Questions to answer in this section might include:

- What is the overall historical development pattern of the district?
- Is this district associated with one or more historic persons or events?
- Is this district significant in terms of period, style, method of construction, architect or builder?
- In general, when were buildings in the district constructed?
- What are the architectural styles found throughout the district?
- Is this district listed on the National Register of Historic Places?
- If yes, when was it listed?
- Was the district found eligible for the National Register of Historic Places by the Massachusetts Historical Commission?
- If yes, when was it found eligible?
- What is the overall integrity of the resources in the district?
- What alterations are present in the district? Why should these properties be included in the district?
- What is the historical and architectural information on each property?
- How does this district compare to other areas of your town?

Justification of the Boundaries

This section of the report should state why the Local Historic District Study Committee chose the proposed boundaries for the local historic district. These factors may include historical significance or associations, settlement or development patterns, past or present land use, architectural styles, significance, or integrity, topography, property lines or any combination of these factors. In delineating boundaries of historic districts the study committee should consider how the buildings and structures on the edges of the district either contribute to its character or setting, or detract from it, because of incongruity of style, mass, use or condition. Finally, the study committee should keep in mind the degree to which properties proposed for inclusion in the district are visible from the public way, as the district's jurisdiction will be limited to these features. Boundaries that give the district the greatest justifiable protection should be proposed.

Questions to answer in this section might include:

- How do the boundaries compare to areas that have been surveyed?
- Did the existing survey demonstrate that significant historic resources are not present outside of the boundaries?
- Was a smaller or larger area initially considered?
- What other areas of town were considered for a local historic district?
- Are additions to the local historic district contemplated for the future.
- Is there a National Register District present?
- How do the Local historic district boundaries differ from the National Register District?
- Why did the LHDSC reach this conclusion?
- How was the public involved in developing these boundaries?
- If open space or vacant lots are included in the boundaries, why did the LHDSC reach this conclusion?
- What features, besides assessor property lines were used for boundaries? Why were these boundaries chosen?

Map of the Proposed District



The map of the local historic district must clearly demonstrate the boundaries of the district drawn on an assessors map or a similarly accurate map. The map should include street names, a north arrow, scale, title, date and legend. If there is a National Register District already present, a separate map should include both boundaries for comparison purposes. If it is a local historic district expansion, the map must include existing boundaries and proposed boundaries on one map. Some maps have building footprints, which is helpful, but this is not required.

Property Street Address Index

The property street address index is a simple list of all the properties in the proposed district by street address. The index must include the street addresses and the total number of properties included in the proposed district. The property street address index should include whether each property has an inventory form, the date of construction if known, the historic name of the property if any and the architectural style. All properties to be included in the proposed district should be listed by street address.

Options and Recommendations for the Ordinance or Bylaw

This section of the report explains why the local historic district study committee decided on several aspects of the bylaw. Massachusetts General Law Chapter 40C allows some flexibility in how the bylaw is written. For instance, options such as how many members will serve on the historic district commission, how members of the historic district commission will be chosen, which projects will be excluded from historic district commission review and how appeals will be handled should all be explained in this section of the report.

Exclusions often included in a local historic district bylaw include paint color, roof material color, window air conditioners and storm doors. The historic district study committee may recommend that other structures be excluded in the proposed bylaw/ordinance. However, the study committee should carefully consider the long term impact on the district of these decisions.

Questions to answer in this section might include:

What exclusions did the Committee decide to include?

Why did the Committee decide on the exclusions?

What did the Committee decide for the appeal process?

Why did the Committee decide this for the appeal process?

How many Commission members did the Committee recommend?

Why did the Committee recommend this?

The Bylaw or Ordinance

Local historic district ordinances and bylaws are the legal instrument for the creation and administration of the local historic district. In general, the MHC recommends that historic district ordinances and bylaws be as explicit as possible, incorporating language from the Historic Districts Act where appropriate. Generally, the more explicit an ordinance or bylaw is, the more useful it will be to both the historic district commission and the applicants who come before it. Including sufficient language in the local ordinance or bylaw will also help reduce the necessity of referring back to Massachusetts General Law Chapter 40C, the structure of which can make it somewhat difficult to use.

The bylaw or ordinance should provide for the designation and protection of historic resources, for the establishment of the district commission, and for the adoption of basic procedures for administering the historic district. The Historic Districts Act is broadly written to allow communities great flexibility in developing local historic district bylaws and ordinances. The study committee is strongly encouraged to work with its municipal legal counsel in drafting and reviewing the proposed historic district ordinance or bylaw prior to city council or town meeting consideration.

A sample bylaw is included in Appendix II of this guidebook.

Inventory Forms or Photographs

This section of the Preliminary Study Report should include either MHC inventory forms or black and white photographs for every property. If MHC inventory forms were previously prepared or if MHC inventory forms were prepared just for this study report, they should be included in the report.

MHC inventory forms are an excellent way to identify, describe and organize information on all of the properties in the local historic district. While it is recommended that MHC inventory forms be prepared for all properties in the proposed local historic district, it is not a requirement. However, if inventory forms are not available, it is recommended that a black and white photograph of each property is included in the study report. This will provide a minimum level of documentation for the architectural resources present. A black and white photograph should be taken for every property whether the property is considered historically significant or not.

For more information on MHC Inventory Forms, contact MHC for a copy of the *Historic Properties Survey Manual*.

Slides

This last section of the Preliminary Study Report should include at least six slides of the district. When staff at the Massachusetts Historical Commission make a presentation on your preliminary study report to the Massachusetts Historical Commission, slides are used to familiarize commissioners with the district. Submitted slides should be labeled with the date and street location. It is recommended that slides include both buildings and streetscapes.

City/Town_____

Name of District_____

Date_____

Local Historic District Study Committee Preliminary Study Report Checklist

This checklist should be used when submitting a Preliminary Study Report to the Massachusetts Historical Commission (MHC). In towns with an existing Historic District Commission, all sections may not be applicable.

According to M.G.L. Chapter 40C, a Local Historic District Study Committee (LHDSC) submits a Preliminary Study Report to the Massachusetts Historical Commission. Your submitted Preliminary Study Report should contain the following completed sections or it may be considered incomplete by MHC. If you have any questions on submitting the Preliminary Study Report, please feel free to contact Christopher Skelly, Director of Local Government Programs at (617) 727-8470. MHC staff is available to assist Local Historic District Study Committees in developing a Preliminary Study Report.

- The format of the report should be 8 ½ x 11. The map may be a different size if needed.
- The report may be submitted in a 3 ring binder or stapled. Do not use a spiral binder.
- MHC may, in certain cases, decide to accept a Preliminary Study Report that does not meet all the requirements.
- MHC reserves the right to change this checklist, after a public hearing.

Preliminary Report Required Sections	Checklist
Summary Sheet <i>A summary sheet should be included as part of the preliminary study report. The summary sheet should include contact information (such as the chairperson's name, address and phone number), the names of the study committee members, the expected date of the public hearing, the expected date of the town meeting/city council vote and the total number of properties included in the proposed local historic district.</i>	
Introduction <i>The introduction should explain what an historic district is, why it is needed and how it will benefit the community.</i>	
Methodology <i>The methodology should explain when the LHDSC was created, how the LHDSC chose this area for consideration, how the residents and property owners of the district and town were involved in this process, how the inventory was used and how the historic district will help to address loss of resources. This section should also describe when the public hearing will be held and when the district will be proposed at town meeting.</i>	

Significance <i>The significance section should provide a clear and concise explanation of the historical significance of the district. While a brief history of the area can be included here, this section should state why this area is significant in its contemporary form. This section should also very briefly describe each property by street address. This would include a brief summary of historical information about the property as well architectural information on the existing structures. If an inventory form is present, then the address should include the inventory form number as well.</i>	
Justification of the Boundaries <i>This section should explain how the LHDSC determined where the boundaries of the proposed district should be. This section should clarify why the proposed district is not larger or smaller.</i>	
Options and Recommendations for the Ordinance or Bylaw <i>This section should explain why the LHDSC is recommending the draft bylaw. This should include an explanation on how and why the bylaw is including the following items: membership on the historic district commission, what exemptions are included and what the appeal process should be.</i>	
Map <i>The map should very clearly demonstrate the boundaries of the district, preferably on an assessors map. The map should include street names, a north arrow, scale, title, date and legend.</i> <i>• If there is a National Register District already present, a separate map should include both boundaries for comparison purposes.</i> <i>• If it is a local historic district expansion, the map should include existing boundaries and proposed boundaries on one map.</i>	
Property Index <i>The property index is a simple list of all properties in the proposed district by street address. The index should include the street addresses and the total number of properties included in the proposed district. The property index or a separate index should include whether each property has an inventory form, the date of construction if known, the historic name of the property if any and the architectural style.</i>	
Ordinance or Bylaw <i>The proposed ordinance or bylaw should be included. The ordinance or bylaw may be based on examples provided by MHC.</i>	
Inventory Forms or Photographs <i>The preparation of inventory forms for all properties in the proposed district is highly recommended but not required. If an inventory form is not present or will not be prepared, a current black and white photograph should be included for each property.</i>	
Slides <i>At least six labeled slides that demonstrate the overall character and context of the proposed district should be included.</i>	

Submitting the Preliminary Study Report to the Massachusetts Historical Commission

According to Mass General Law, Chapter 40C, the Historic Districts Act, a Local Historic District Study Committee is required to submit a *Preliminary Study Report* to the Massachusetts Historical Commission 60 days before the public hearing. This step is required for all local historic districts created under Chapter 40C.

MGL Chapter 40C states that the study report is submitted to the Massachusetts Historical Commission for their “respective consideration and recommendations.” In considering the Preliminary Study Report, the Massachusetts Historical Commission will review the report for completeness based on the Preliminary Study Report Checklist. If the Preliminary Study Report is found incomplete, the report will not be accepted by the Massachusetts Historical Commission.

The preliminary study report submitted to the Massachusetts Historical Commission should be accompanied by a cover letter, signed by the study committee chairperson. You may want to deliver the Preliminary Study Report by certified mail. Upon receipt of these materials, the Massachusetts Historical Commission will date-stamp the cover letter, return a copy of the cover letter to the Local Historic District Study Committee and also notify the Local Historic District Study Committee whether the report is considered complete. If the study report is considered complete by MHC, the Local Historic District Study Committee can hold the required public hearing 60 days from the date of the MHC date stamp, but no sooner than 60 days from that date.

The staff of the Massachusetts Historical Commission will review the preliminary report, and present it to Massachusetts Historical Commission for their comments. The MHC meets generally on a monthly basis and local historic district reports are scheduled for consideration at the next possible meeting. The MHC serves in an advisory capacity only, and will vote on the acceptance of the preliminary study report. Once the MHC has voted, their actions and comments will be relayed to the study committee.

Acceptance by the Massachusetts Historical Commission is not a statement that a bylaw or ordinance is approved by our office. Legal consultation with your town counsel or city solicitor is necessary.

The Public Hearing

According to MGL Chapter 40C, the local historic district study committee is required to hold a public hearing prior to a vote of town meeting or the city council. This public hearing cannot be held until 60 days after the preliminary study report has been submitted to the Massachusetts Historical Commission and the Planning Board.

At least fourteen days before the scheduled date of the public hearing, all owners of property in the proposed district must be given written notice of the hearing. The notice should be sent to the owner of record according to the most recent list maintained by the local board of assessors, not to ‘occupant’. Property owners should also receive information on where the Preliminary Study Report may be obtained and/or reviewed. At the same time, notice of the hearing should also be published in a newspaper of general circulation in the city or town, given to the municipal clerk and municipal officials, and posted at the city or town hall.

At the public hearing, the study committee should be prepared to answer questions about the local historic district process, the architectural and historical significance of the area proposed for designation, and the provisions of the proposed local historic district ordinance or bylaw. It should be expected that opponents of the local historic district proposal will attend the public hearing. Therefore, it is very important to have supporters of the local historic district attend and be prepared to speak at the hearing. By the time the public hearing is held, the study committee must be knowledgeable about the proposal, the benefits of local historic districts, and be prepared to counter organized or vocal opposition. As a general rule, the MHC does not attend public hearings for local historic districts, however, the MHC staff is available to assist study committees in preparing for the hearing.

While MGL Chapter 40C only requires one Public Hearing following the submittal of a Preliminary Study Report, it is strongly recommended that at least several public informational meetings are held throughout the local historic district process. By the time of the required public hearing, there should be no surprises. It is best to have worked out any differences of opinion much earlier in the process. This doesn’t mean that by the time of the public hearing all property owners must be in agreement with establishing a local historic district. However, all views should have been vocalized and part of the process early on. Whenever informational meetings are held, make sure that supporters of the local historic district attend the meetings.

If you are the person doing the presentation, prepare an outline ahead of time that will include the following:

- A welcome to all the attendees
- An explanation of the presentation
- An introduction of members of the local historic district study committee
- A history of the proposed district
- The significance of the district
- The integrity of the resources

- The challenges facing the resources
- Options for protecting the district
- History of local historic districts
- How a local historic district works
- What is reviewed in a local historic district
- What is not reviewed in a local historic district
- Benefits of a local historic district
- Nearby towns with local historic districts
- A description of the boundaries

Rehearse the presentation ahead of time including how you will answer specific and challenging questions from the audience.

You may want to do a slide or powerpoint presentation so that you can graphically demonstrate the need for a local historic district. Additionally, a one page handout that summarizes the local historic district is helpful. You may want to contact the local historic district commissions from neighboring towns to get their ideas and learn from their experiences. Their attendance has been very useful in previous local historic district proposals.

It is important that you don't take anything personally. It is quite possible that there will be some attendees in opposition to the local historic district at the public hearing. Hear what they have to say, let them ask questions and ask them questions too.

The Final Report

Following the public hearing, the study committee will prepare a final report, incorporating comments and recommendations from the Planning Board, MHC, and the community. The final report may be substantially the same as the preliminary report, or may be modified based on comments received. The final report must be accompanied by a map of the proposed district, suitable for recording, and a copy of the proposed bylaw or ordinance (prepared with the assistance of city or town legal counsel). The sample bylaw is found in Appendix B.

The final report is then submitted for consideration to the city council or town meeting. The study committee should check with the municipal clerk to determine the procedure for getting the ordinance on the city council calendar or the bylaw on the warrant for town meeting. Towns will be required to submit a copy of the final report and bylaw to the State Attorney General's office for review if the district is adopted. A copy of the final report should also be sent to the Massachusetts Historical Commission.

The Town Meeting or City Council Vote

The ordinance or bylaw establishing a local historic district must be adopted by a two-thirds vote of the city council or town meeting. For communities with open town meetings (especially those which may convene for several days) it is important to keep close track of when the historic district proposal is likely to come up for consideration, and to assure that the proposal's supporters are in attendance at that time.

Prior to the Town Meeting

Prepare a one page flyer about the significance and benefits of local historic district that can be distributed to people as they enter the town meeting. Some local historic district supporters have gone so far as to put an advertisement in the local newspaper stating the advantages of the local historic district and including their names as supporters of the district. Finally, use email lists or the phone to make sure that all supporters of the local historic district will be there since a two-thirds majority vote is needed to pass the local historic district bylaw.

The study committee should also be prepared to make a final presentation on the proposal or answer any questions that may arise during town meeting or city council consideration. The MHC should be informed promptly of the result of the vote.

If Your Local Historic District Passes

If your local historic district passes at town meeting or city council, congratulations! Passing a local historic district is an impressive task. Your community has joined the many others in Massachusetts that have decided to better protect their historic resources.

If Your Local Historic District Doesn't Pass

If your local historic district doesn't pass at town meeting or city council, congratulations! Your effort was admirable and has served the purpose of educating many people about the vulnerability of your historic resources and the need for a local historic district. Whether you try again next year or not, your efforts will not be forgotten in your community. It is important to keep in mind that many proposed local historic districts do not receive a favorable vote. You are certainly not the first. Keep in mind that the creation of a local historic district is a process. By proposing a local historic district and getting this far, you made many people aware of the benefits of a local historic district.

Notifying the Attorney General

If your municipality is a town

Before the bylaw takes effect it must be approved by the Attorney General. Within thirty days of the adoption of a local historic district bylaw by town meeting, the town clerk must send to the Attorney General certified copies of the preliminary report, evidence that the report was submitted to the MHC and to the town's planning board 60 days before the public hearing, the notice of public hearing, and the final report containing the committee's recommendations, a map of the proposed district, and the proposed bylaw. The materials which must be submitted to the Attorney General are further outlined on the Attorney General's bylaw submittal forms for local historic districts. Your town clerk will obtain these from the attorney general's office.

If the town clerk fails to submit such materials within thirty days, the selectmen, within fifteen days thereafter, may comply with the required procedure. The Attorney General must take action within ninety days of submission; if that period elapses without such action, the bylaw may be assumed to have the Attorney General's approval.

If your municipality is a City

The ordinance creating an historic district in a city will become effective when the procedural requirements provided by local ordinance and in Massachusetts General Law, Chapter 43, Section 55 are met.

The Final Steps in Establishing the Local Historic District

Recording the Map at the Registry of Deeds

No ordinance or bylaw creating a local historic district will become effective until a map showing the boundaries of the district is filed with the municipal clerk and is recorded in the Registry of Deeds for the county or district in which the city or town is located.

Maps of local historic districts established under Massachusetts General Law Chapter 40C do not have to comply with rules and regulations which may be established by Registers of Deeds under G.L. c. 36, Section 13a, pertaining to the format requirements of maps accepted for recording. However, where such formatting requirements do exist, it is a good idea to follow the regulations as closely as possible to ensure the archival preservation of data on the local historic district. The study committee should contact the appropriate Registry of Deeds for guidance before preparing final maps of the historic district(s), and other requirements such as filing fees.

It is recommended that you make sure that you obtain a copy of the recorded map before you leave the Registry of Deeds! Each registry of deeds is a little bit different and finding the map later without the plan number may be challenging. If requested, MHC staff will accompany you to the Registry of Deeds.

Notifying the Mass Historical Commission

Following approval of a local historic district by a city or town, notice of the establishment of the district, along with a copy of the bylaw or ordinance as enacted and a map of the district boundaries with the registry of deeds stamp on it, is sent to the Massachusetts Historical Commission. Local historic districts are automatically listed on the State Register of Historic Places. However, the additional protection afforded by State Register listing will not go into effect until the district is actually placed on the register by the MHC, therefore it is important to notify the MHC of the district's final establishment as soon as possible.

The Local Historic District Commission

Now that you have established a local historic district, it is time to appoint the Commission that will actually oversee the district. These steps are outlined in the Massachusetts Historical Commission publication, *A Guidebook for Historic District Commissions*. A copy can be obtained by contacting the Massachusetts Historical Commission.

Enlarging, Reducing and Adding Local Historic Districts

Enlarging

Once established, local historic districts may be expanded or reduced in size. Any changes involving the boundaries of an historic district must follow the procedures for the initial establishment of a local historic district. In such cases, the historic district commission having jurisdiction over the historic district being amended is responsible for conducting the study, drafting the preliminary study report, and holding the public hearing.

Reducing

Sometimes, a local historic district is proposed for a reduction in size. While there may be occasional legitimate reasons for reducing a local historic district, more often proposed reductions occur in order to avoid the historic district commission review. In these cases, removing property from a local historic district is not encouraged. Other solutions should be examined. The Historic District Commission considering a historic district reduction should carefully examine the significance of the site, its need for protection and its impact on the local historic district in general. The historic district commission having jurisdiction over the historic district being amended is responsible for conducting the study, drafting the preliminary study report, and holding the public hearing. The Historic District Commission, in preparing their preliminary study report, may conclude that the historic district should not be reduced. The Massachusetts Historical Commission in their review of the Preliminary Study Report may concur with these findings and accept the conclusions of the study report.

Adding a New District

When an additional district is to be created, the existing historic district commission (or commissions acting jointly), is responsible for conducting the study, drafting the preliminary report and holding the public hearing. The existing historic district commission or commissions may however recommend that a separate study committee be appointed for this purpose.

Amending the Bylaw or Ordinance

Historic district ordinances and bylaws may also be amended, by a 2/3 vote of city council or town meeting, as long as the amendment is not inconsistent with the intent of G.L. c. 40C. Before the amendment may be brought to a vote, the amendment must first be submitted to the historic district commission having jurisdiction over the district, for its formal recommendation. The historic district commission has a maximum of 60 days to make its recommendation on a proposed amendment, after which time the amendment may be acted upon by the city council or town meeting.

Converting Special Act Districts to 40C Local Historic Districts

Most local historic districts in Massachusetts operate with ordinances and bylaws created under the authority of Massachusetts General Law Chapter 40C. However some communities in Massachusetts have local historic districts which were established pursuant to a special law or act of the state legislature.

Massachusetts General Law Chapter 40C provides a variety of advantages which may not be present in local historic districts established through special legislation. Local Historic Districts enacted pursuant to Massachusetts General Law Chapter 40C possess a sound procedural and substantive base. The review process under G.L. c. 40C provides protective measures which are generally more comprehensive than those found under special laws. Also, because Massachusetts General Law Chapter 40C is a statewide enabling statute, favorable legal precedent and legislative initiatives to improve and strengthen the operation of the Local Historic Districts Act will directly benefit local historic districts created under it. Lastly, local historic district commissions, operating under the authority of the Massachusetts General Law Chapter 40C, have a state-wide network of commissions who operate under a shared legislative framework, and can provide legal, technical, and practical information and advice.

For these reasons some communities may wish to convert their local historic districts created under special law to Massachusetts General Law Chapter 40C by accepting its provisions. To do so the historic district commission having jurisdiction over the district should recommend the conversion to the city council or town meeting and obtain their 2/3 vote. The validity of the historic district under special law will not be affected, and all previous decisions will remain valid.

Appendix I – MGL Chapter 40C

Massachusetts Historic Districts Act

This is an unofficial version. For searching purposes, this document can be emailed to you.

Chapter 40C: Section 1. Citation.

Section 1. This chapter shall be known and may be cited as the Historic Districts Act.

Chapter 40C: Section 2. Purpose.

Section 2. The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the commonwealth and its cities and towns or their architecture, and through the maintenance and improvement of settings for such buildings and places and the encouragement of design compatible therewith.

Chapter 40C: Section 3. Establishment of historic districts; pre-requisites; enlargement or reduction of boundaries; amendment of creating ordinance; filing of maps.

Section 3. A city or town may, by ordinance or by-law adopted by two-thirds vote of the city council in a city or by a two-thirds vote of a town meeting in a town, establish historic districts subject to the following provisions:-- Prior to the establishment of any historic district in a city or town an investigation and report on the historical and architectural significance of the buildings, structures or sites to be included in the proposed historic district or districts shall be made by an historic district study committee or by an historic district commission, as provided in this section and in section four, who shall transmit copies of the report to the planning board, if any, of the city or town, and to the Massachusetts historical commission for their respective consideration and recommendations. The buildings, structures or sites to be included in the proposed historic district may consist of one or more parcels or lots of land, or one or more buildings or structures on one or more parcels or lots of land. The Massachusetts historical commission may consult with the executive director of the Massachusetts office of business development, the secretary of communities and development and the commissioner of environmental management with respect to such reports, and may make guidelines for such reports, and, after public hearing, establish rules as to their form and manner of transmission. Not less than sixty days after such transmittal the study committee shall hold a public hearing on the report after due notice given at least fourteen days prior to the date thereof, which shall include a written notice mailed postage prepaid, to the owners as they appear on the most recent real estate tax list of the board of assessors of all properties to be included in such district or districts. The committee shall submit a final report with its recommendations, a map of the proposed district or districts and a draft of a proposed ordinance or by-law, to the city council or town meeting.

An historic district may be enlarged or reduced or an additional historic district in a city or town created in the manner provided for creation of the initial district, except that (a) in the case of the enlargement or reduction of an existing historic district the investigation, report

and hearing shall be by the historic district commission having jurisdiction over such historic district instead of by a study committee; (b) in the case of creation of an additional historic district the investigation, report and hearing shall be by the historic district commission of the city or town, or by the historic district commissions acting jointly if there be more than one, instead of by a study committee unless the commission or commissions recommend otherwise; and (c) if the district is to be reduced written notice as above provided of the commission's hearing on the proposal shall be given to said owners of each property in the district.

Any ordinance or by-law creating an historic district may, from time to time, be amended in any manner not inconsistent with the provisions of this chapter by a two-thirds vote of the city council in a city or by a two-thirds vote of a town meeting in a town, provided that the substance of such amendment has first been submitted to the historic district commission having jurisdiction over such district for its recommendation and its recommendation has been received or sixty days have elapsed without such recommendation.

No ordinance or by-law creating an historic district, or changing the boundaries of an historic district, shall become effective until a map or maps setting forth the boundaries of the historic district, or the change in the boundaries thereof, has been filed with the city clerk or town clerk and has been recorded in the registry of deeds for the county or district in which the city or town is located, and the provisions of section thirteen A of chapter thirty-six shall not apply.

Chapter 40C: Section 4. Study committees; commissions; establishment; membership; terms; vacancies; compensation; officers.

Section 4. An historic district study committee may be established in any city or town by vote of the city council or board of selectmen for the purpose of making an investigation of the desirability of establishing an historic district or districts therein. The study committee shall consist of not less than three nor more than seven members appointed in a city by the mayor, subject to confirmation by the city council, or in a town by the board of selectmen, including one member from two nominees submitted by the local historical society or, in the absence thereof, by the Society for the Preservation of New England Antiquities, one member from two nominees submitted by the chapter of the American Institute of Architects covering the area, and one member from two nominees of the board of realtors, if any, covering the area. If within thirty days after submission of a written request for nominees to any of the organizations herein named no such nominations have been made the appointing body may proceed to appoint the study committee without nominations by such organization.

Whenever an historic district is established as provided in section three an historic district commission shall be established which shall consist of not less than three nor more than seven members. An historic district commission shall be appointed in a city by the mayor, subject to confirmation by the city council, or in a town by the board of selectmen, in the same manner as an historic district study committee unless (a) the report recommending its establishment recommends alternate or additional organizations to submit nominees for membership and states reasons why such alternate or additional organizations would be appropriate or more appropriate for the particular city or town, the Massachusetts historical commission does not recommend otherwise prior to the public hearing on the establishment

of the district, and the ordinance or by-law so provides; or (b) there is an existing historic district commission in the city or town which the report recommends should administer the new district, and the ordinance or by-law so provides. Unless the report recommends otherwise on account of the small number of residents or individual property owners, and the ordinance or by-law so provides, the members of the historic district commission shall include one or more residents of or owners of property in an historic district to be administered by the commission. If within thirty days after submission of a written request for nominees to an organization entitled to submit nominations for membership on the commission no such nominations have been made the appointing body may proceed to make the appointment to the commission without nomination by such organization. The appointments to membership in the commission shall be so arranged that the term of at least one member will expire each year, and their successors shall be appointed in the same manner as the original appointment for terms of three years. Vacancies shall be filled in the same manner as the original appointment for the unexpired term. Ordinances or by-laws adopted hereunder may provide for the appointment of alternate members not exceeding in number the principal members who need not be from nominees of organizations entitled to nominate members. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation. The commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

Chapter 40C: Section 5. Definitions.

Section 5. As used in this chapter the word “altered” includes the words “rebuilt”, “reconstructed”, “restored”, “removed” and “demolished” and the phrase “changed in exterior color”; the word “building” means a combination of materials forming a shelter for persons, animals or property; the word “commission” means the commission acting as the historic district commission; the word “constructed” includes the words “built”, “erected”, “installed”, “enlarged”, and “moved”; the words “exterior architectural feature” mean such portion of the exterior of a building or structure as is open to view from a public street, public way, public park or public body of water, including but not limited to the architectural style and general arrangement and setting thereof, the kind, color and texture of exterior building materials, the color of paint or other materials applied to exterior surfaces and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures; the words “person aggrieved” mean the applicant, an owner of adjoining property, an owner of property within the same historic district as property within one hundred feet of said property lines and any charitable corporation in which one of its purposes is the preservation of historic structures or districts; and the word “structure” means a combination of materials other than a building, including a sign, fence, wall, terrace, walk or driveway.

Chapter 40C: Section 6. Certificates of appropriateness, non-applicability or hardship; necessity; applications and plans, etc.; building and demolition permits restricted.

Section 6. Except as the ordinance or by-law may otherwise provide in accordance with section eight or said section eight or nine, no building or structure within an historic district

shall be constructed or altered in any way that affects exterior architectural features unless the commission shall first have issued a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship with respect to such construction or alteration.

Any person who desires to obtain a certificate from the commission shall file with the commission an application for a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship, as the case may be, in such form as the commission may reasonably determine, together with such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application.

No building permit for construction of a building or structure or for alteration of an exterior architectural feature within an historic district and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by a city or town or any department thereof until the certificate required by this section has been issued by the commission.

Chapter 40C: Section 7. Factors to be considered by commission.

Section 7. In passing upon matters before it the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable ordinance or by-law. When ruling on applications for certificates of appropriateness for solar energy systems, as defined in section one A of chapter forty A, the commission shall also consider the policy of the commonwealth to encourage the use of solar energy systems and to protect solar access. The commission shall not consider interior arrangements or architectural features not subject to public view.

The commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

Chapter 40C: Section 8. Review authority of commission over certain categories of buildings, structures or exterior architectural features limited; authorization.

Section 8. (a) Any city or town may provide in the ordinance or by-law establishing a district or in any amendment thereof that the authority of the commission shall not extend to the review of one or more of the following categories of buildings or structures or exterior architectural features in the historic district, and, in this event, the buildings or structures or exterior architectural features so excluded may be constructed or altered within the historic district without review by the commission:

- (1) Temporary structures or signs, subject, however, to such conditions as to duration of use, location, lighting, removal and similar matters as the commission may reasonably specify.
 - (2) Terraces, walks, driveways, sidewalks and similar structures, or any one or more of them, provided that any such structure is substantially at grade level.
 - (3) Walls and fences, or either of them.
 - (4) Storm doors and windows, screens, window air conditioners, lighting fixtures, antennae and similar appurtenances, or any one or more of them.
 - (5) The color of paint.
 - (6) The color of materials used on roofs.
 - (7) Signs of not more than one square foot in area in connection with use of a residence for a customary home occupation or for professional purposes, provided only one such sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one sign in connection with the nonresidential use of each building or structure which is not more than twelve square feet in area, consist of letters painted on wood without symbol or trademark and if illuminated is illuminated only indirectly; or either of them.
 - (8) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.
- (b) A commission may determine from time to time after public hearing that certain categories of exterior architectural features, colors, structures or signs, including, without limitation, any of those enumerated under paragraph (a), if the provisions of the ordinance or by-law do not limit the authority of the commission with respect thereto, may be constructed or altered without review by the commission without causing substantial derogation from the intent and purposes of this chapter.
- (c) A city or town may provide in its ordinance or by-law, or in any amendment thereof, that the authority of the commission shall be limited to exterior architectural features within a district which are subject to view from one or more designated public streets, public ways, public parks or public bodies of water, although other portions of buildings or structures within the district may be otherwise subject to public view, and, in the absence of such provision of the ordinance or by-law, a commission may determine from time to time after public hearing that the authority of the commission may be so limited without substantial derogation from the intent and purposes of this chapter.
- (d) Upon request the commission shall issue a certificate of nonapplicability with respect to construction or alteration in any category then not subject to review by the commission in accordance with the provisions of paragraph (a), (b) or (c).

Chapter 40C: Section 9. Maintenance and repair, etc.

Section 9. Nothing in this chapter shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within an historic district which

does not involve a change in design, material, color or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of the applicable historic district ordinance or by-law.

Chapter 40C: Section 10. Additional powers, functions and duties of commission.

Section 10. The commission shall have the following additional powers, functions and duties:-- (a) If the commission determines that the construction or alteration for which an application for a certificate of appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the historic district, the commission shall cause a certificate of appropriateness to be issued to the applicant. In the case of a disapproval of an application for a certificate of appropriateness the commission shall place upon its records the reasons for such determination and shall forthwith cause a notice of its determination, accompanied by a copy of the reasons therefor as set forth in the records of the commission, to be issued to the applicant, and the commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, material and similar features. Prior to the issuance of any disapproval the commission may notify the applicant of its proposed action accompanied by recommendations of changes in the applicant's proposal which, if made, would make the application acceptable to the commission. If within fourteen days of the receipt of such a notice the applicant files a written modification of his application in conformity with the recommended changes of the commission, the commission shall cause a certificate of appropriateness to be issued to the applicant.

(b) In the case of a determination by the commission that an application for a certificate of appropriateness or for a certificate of nonapplicability does not involve any exterior architectural feature, or involves an exterior architectural feature which is not then subject to review by the commission in accordance with the provisions of section eight, the commission shall cause a certificate of nonapplicability to be issued to the applicant.

(c) If the construction or alteration for which an application for a certificate of appropriateness has been filed shall be determined to be inappropriate, or in the event of an application for a certificate of hardship, the commission shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the historic district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this chapter. If the commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, or in the event of failure to make a determination on an application within the time specified in section eleven, the commission shall cause a certificate of hardship to be issued to the applicant.

(d) Each certificate issued by the commission shall be dated and signed by its chairman,

vice-chairman, secretary or such other person designated by the commission to sign such certificates on its behalf.

(e) The commission shall keep a permanent record of its resolutions, transactions, and determinations and of the vote of each member participating therein, and may adopt and amend such rules and regulations not inconsistent with the provisions of this act and prescribe such forms as it shall deem desirable and necessary for the regulation of its affairs and the conduct of its business. The commission shall file a copy of any such rules and regulations with the city or town clerk.

(f) The commission shall file with the city or town clerk and with any department of the city or town having authority to issue building permits a copy or notice of all certificates and determinations of disapproval issued by it.

(g) A commission may after public hearing set forth in such manner as it may determine the various designs of certain appurtenances, such as light fixtures, which will meet the requirements of an historic district and a roster of certain colors of paint and roofing materials which will meet the requirements of an historic district, but no such determination shall limit the right of an applicant to present other designs or colors to the commission for its approval.

(h) The commission may, subject to appropriation, employ clerical and technical assistants or consultants and incur other expenses appropriate to the carrying on of its work, and may accept money gifts and expend the same for such purposes. The commission may administer on behalf of the city or town any properties or easements, restrictions or other interests in real property which the city or town may have or may accept as gifts or otherwise and which the city or town may designate the commission as the administrator thereof.

(i) The commission shall have, in addition to the powers, authority and duties granted to it by this act, such other powers, authority and duties as may be delegated or assigned to it from time to time by vote of the city council or town meeting.

Chapter 40C: Section 11. Approval or disapproval of exterior architectural features by commission; meetings; applications for certificates; public hearings; notices.

Section 11. Meetings of a commission shall be held at the call of the chairman and shall be called at the request of two members of the commission and in such other manner as the commission shall determine in its rules. A majority of the members of a commission shall constitute a quorum. The concurring vote of a majority of the members of the commission shall be necessary to issue a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship.

A commission shall determine promptly, and in all events within fourteen days after the filing of an application for a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship, as the case may be, whether the application involves any exterior architectural features which are subject to approval by the commission. If a commission determines that such application involves any such features which are subject to approval by the commission the commission shall hold a public hearing on such application unless such hearing is dispensed with as hereinafter provided.

The commission shall fix a reasonable time for the hearing on any application and shall give public notice of the time, place and purposes thereof at least fourteen days before said hearing in such manner as it may determine, and by mailing, postage prepaid, a copy of said notice to the applicant, to the owners of all adjoining property and other property deemed by the commission to be materially affected thereby as they appear on the most recent real estate tax list of the board of assessors, to the planning board of the city or town, to any person filing written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the commission shall deem entitled to notice.

As soon as convenient after such public hearing but in any event within sixty days after the filing of the application, or such lesser period as the ordinance or by-law may provide, or within such further time as the applicant may allow in writing, the commission shall make a determination on the application. If the commission shall fail to make a determination within such period of time the commission shall thereupon issue a certificate of hardship.

A public hearing on an application need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application may be waived by the commission if the commission determines that the exterior architectural feature involved or its category or color, as the case may be, is so insubstantial in its effect on the historic district that it may be reviewed by the commission without public hearing on the application, provided, however, that if the commission dispenses with a public hearing on an application notice of the application shall be given to the owners of all adjoining property and other property deemed by the commission to be materially affected thereby as above provided and ten days shall elapse after the mailing of such notice before the commission may act upon such application.

Chapter 40C: Section 12. Review procedure provided by local ordinance or by-law.

Section 12. A city or town may provide in its ordinance or by-law or in any amendment thereof, for a review procedure whereby any person aggrieved by a determination of the commission may, within twenty days after the filing of the notice of such determination with the city or town clerk, file a written request with the commission for a review by a person or persons of competence and experience in such matters, designated by the regional planning agency of which the city or town is a member. If the city or town is not a member of a regional planning agency, the department of community affairs shall select the appropriate regional planning agency.

The finding of the person or persons making such review shall be filed with the city or town clerk within forty-five days after the request, and shall be binding on the applicant and the commission, unless a further appeal is sought in the superior court as provided in section twelve A.

Chapter 40C: Section 12A. Appeal to superior court.

Section 12A. Any person aggrieved by a determination of the commission, or by the finding of a person or persons making a review, if the provisions of section twelve are included in a local ordinance or by-law, may, within twenty days after the filing of the notice of such determination or such finding with the city or town clerk, appeal to the superior court sitting in equity for the county in which the city or town is situated. The court shall hear

all pertinent evidence and shall annul the determination of the commission if it finds the decision of the commission to be unsupported by the evidence or to exceed the authority of the commission, or may remand the case for further action by the commission or make such other decree as justice and equity may require. The remedy provided by this section shall be exclusive but the parties shall have all rights of appeal and exception as in other equity cases. Costs shall not be allowed against the commission unless it shall appear to the court that the commission acted with gross negligence, in bad faith or with malice in the matter from which the appeal was taken. Costs shall not be allowed against the party appealing from such determination of the commission unless it shall appear to the court that such party acted in bad faith or with malice in making the appeal to the court.

Chapter 40C: Section 13. Jurisdiction of superior court; penalty.

Section 13. The superior court sitting in equity for the county in which the city or town is situated shall have jurisdiction to enforce the provisions of this chapter and any ordinance or by-law enacted hereunder and the determinations, rulings and regulations issued pursuant thereto and may, upon the petition of the mayor or of the board of selectmen or of the commission, restrain by injunction violations thereof; and, without limitation, such court may order the removal of any building, structure or exterior architectural feature constructed in violation thereof, or the substantial restoration of any building, structure or exterior architectural feature altered or demolished in violation thereof, and may issue such other orders for relief as may be equitable.

Whoever violates any of the provisions of this chapter shall be punished by a fine of not less than ten dollars nor more than five hundred dollars. Each day during any portion of which a violation continues to exist shall constitute a separate offense.

Chapter 40C: Section 14. Powers and duties of commissions established hereunder as historical commissions.

Section 14. If the city council or town meeting so votes a commission established hereunder shall have the powers and duties of an historical commission as provided in section eight D of chapter forty and, in this event, a commission may be entitled an historical commission.

Chapter 40C: Section 15. Filing of ordinances, maps, reports, etc.

Section 15. All ordinance or by-laws creating an historic district adopted by a city or town under authority of this chapter and under authority of any special law, unless the special law shall otherwise provide, amendments thereto, maps of historic districts created thereunder, and annual reports and other publications of commissions, and rosters of membership therein, shall be filed with the Massachusetts historical commission.

Chapter 40C: Section 16. Special historic districts; acceptance and effect of this chapter.

Section 16. A city or town in which there is located an historic district established under a special law may, upon recommendation of the historic district commission having jurisdiction over such district, accept the provisions of this chapter with respect to such district by a two-thirds vote of the city council in a city or by two-thirds vote of a town meeting in a town, and thereafter such historic district shall be subject to the provisions of

this chapter notwithstanding the terms of any special act pursuant to which such historic district was created. The provisions of this chapter shall not impair the validity of an historic district established under any special act.

Chapter 40C: Section 17. Severability.

Section 17. The provisions of this chapter shall be deemed to be severable if any of its provisions shall be held to be invalid or unconstitutional by any court of competent jurisdiction the remaining provisions shall continue in full force and effect.

Appendix II – Sample Local Historic District Bylaw

THIS SAMPLE LOCAL HISTORIC DISTRICT BYLAW CAN BE EMAILED TO YOU BY
CONTACTING THE MASSACHUSETTS HISTORICAL COMMISSION

Local Historic District Bylaw

The Town of Preservetown hereby establishes a Local Historic District, to be administered by an Historic District Commission as provided for under Massachusetts General Laws Chapter 40C, as amended.

1. PURPOSE

The purpose of this bylaw is to aid in the preservation and protection of the distinctive characteristics and architecture of buildings and places significant in the history of the Town of Preservetown, the maintenance and improvement of their settings and the encouragement of new building designs compatible with the existing architecture.

2. DEFINITIONS

The terms defined in this section shall be capitalized throughout this Bylaw. Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in this Bylaw the following terms shall have the following meaning:

ALTERATION, TO ALTER

The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

BUILDING

A combination of materials forming a shelter for persons, animals or property.

CERTIFICATE

A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this Bylaw.

COMMISSION

The Historic District Commission as established in this Bylaw.

CONSTRUCTION, TO CONSTRUCT

The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.

DISPLAY AREA

The total surface area of a SIGN, including all lettering, wording, designs, symbols, background and frame, but not including any support structure or bracing incidental to the SIGN. The DISPLAY AREA of an individual letter SIGN or irregular shaped SIGN shall be the area of the smallest rectangle into which the letters or shape will fit. Where SIGN faces are placed back to back and face in opposite directions, the DISPLAY AREA shall be defined as the area of one face of the SIGN.

DISTRICT

The Local Historic District as established in this Bylaw consisting of one or more DISTRICT areas.

EXTERIOR ARCHITECTURAL FEATURE

Such portion of the exterior of a BUILDING or STRUCTURE as is open to view from a public way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures.

PERSON AGGRIEVED

The applicant; an owner of adjoining property; an owner of property within the same DISTRICT area; an owner of property within 100 feet of said DISTRICT area; and any charitable corporation in which one of its purposes is the preservation of historic places, structures, BUILDINGS or districts.

SIGNS

Any symbol, design or device used to identify or advertise any place of business, product, activity or person.

STRUCTURE

A combination of materials other than a BUILDING, including but not limited to a SIGN, fence, wall, terrace, walk or driveway.

TEMPORARY STRUCTURE or BUILDING

A BUILDING not to be in existence for a period of more than two years. A STRUCTURE not to be in existence for a period of more than one year. The COMMISSION may further limit the time periods set forth herein as it deems appropriate.

3. DISTRICT

The DISTRICT shall consist of one or more DISTRICT areas as listed in Section 13 (Appendices) of this Bylaw.

4. COMMISSION

4.1 The DISTRICT shall be overseen by a COMMISSION consisting of seven members, to be appointed by the Board of Selectmen, two members initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.

4.2 The COMMISSION shall include, if possible, one member from two nominees solicited from the Preservetown Historical Society, one member from two nominees solicited from the chapter of the American Institute of Architects covering Preservetown; one member from two nominees of the Board of Realtors covering Preservetown; and one property owner from within each of the DISTRICT areas. If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.

4.3 The Board of Selectmen may appoint up to four alternate members to the COMMISSION. Each alternate member shall have the right to act and vote in the place of one regular member should such regular member be absent from a meeting or be unwilling or unable to act or vote. Said alternate members shall initially be appointed for terms of two or three years, and for three year terms thereafter.

4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

4.5 Meetings of the COMMISSION shall be held at the call of the Chairman, at the request of two members and in such other manner as the COMMISSION shall determine in its Rules and Regulations.

4.6 Four members of the COMMISSION shall constitute a quorum.

5. COMMISSION POWERS AND DUTIES

5.1 The COMMISSION shall exercise its powers in administering and regulating the CONSTRUCTION and ALTERATION of any STRUCTURES or BUILDINGS within the DISTRICT as set forth under the procedures and criteria established in this Bylaw. In exercising its powers and duties hereunder, the COMMISSION shall pay due regard to the distinctive characteristics of each BUILDING, STRUCTURE and DISTRICT area.

5.2 The COMMISSION may adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this Bylaw or M.G.L. Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and the conduct of its business, including requirements for the contents and form of applications for CERTIFICATES, fees, hearing procedures and other matters. The COMMISSION shall file a copy of any such Rules and Regulations with the office of the Town Clerk.

5.3 The COMMISSION, after a public hearing duly posted and advertised at least 14 days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation, may adopt and from time to time amend guidelines which set forth the designs for certain

EXTERIOR ARCHITECTURAL FEATURES which are, in general, suitable for the issuance of a CERTIFICATE. No such design guidelines shall limit the right of an applicant for a CERTIFICATE to present other designs to the COMMISSION for approval.

5.4 The COMMISSION shall at the beginning of each fiscal year hold an organizational meeting and elect a Chairman, a Vice Chairman and Secretary, and file notice of such election with the office of the Town Clerk.

5.5 The COMMISSION shall keep a permanent record of its resolutions, transactions, decisions and determinations and of the vote of each member participating therein.

5.6 The COMMISSION shall undertake educational efforts to explain to the public and property owners the merits and functions of a DISTRICT.

6. ALTERATIONS AND CONSTRUCTION PROHIBITED WITHOUT A CERTIFICATE

6.1 Except as this Bylaw provides, no BUILDING or STRUCTURE or part thereof within a DISTRICT shall be CONSTRUCTED or ALTERED in any way that affects the EXTERIOR ARCHITECTURAL FEATURES as visible from a public way, unless the COMMISSION shall first have issued a CERTIFICATE with respect to such CONSTRUCTION or ALTERATION.

6.2 No building permit for CONSTRUCTION of a BUILDING or STRUCTURE or for ALTERATION of an EXTERIOR ARCHITECTURAL FEATURE within a DISTRICT and no demolition permit for demolition or removal of a BUILDING or STRUCTURE within a DISTRICT shall be issued by the Town or any department thereof until a CERTIFICATE as required under this Bylaw has been issued by the COMMISSION.

7. PROCEDURES FOR REVIEW OF APPLICATIONS

7.1 Any person who desires to obtain a CERTIFICATE from the COMMISSION shall file with the COMMISSION an application for a CERTIFICATE of Appropriateness, of Non-Applicability or of Hardship, as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the COMMISSION to enable it to make a determination on the application.

7.2 The COMMISSION shall determine within fourteen (14) days of the filing of an application for a CERTIFICATE whether said application involves any EXTERIOR ARCHITECTURAL FEATURES which are within the jurisdiction of the COMMISSION.

7.3 If the COMMISSION determines that an application for a CERTIFICATE does not involve any EXTERIOR ARCHITECTURAL FEATURES, or involves an EXTERIOR ARCHITECTURAL FEATURE which is not subject to review by the COMMISSION under the provisions of this Bylaw, the COMMISSION shall forthwith issue a

CERTIFICATE of Non-Applicability.

7.4 If the COMMISSION determines that such application involves any EXTERIOR ARCHITECTURAL FEATURE subject to review under this Bylaw, it shall hold a public hearing on the application, except as may otherwise be provided in this Bylaw. The COMMISSION shall hold such a public hearing within forty-five (45) days from the date of the filing of the application. At least fourteen (14) days before said public hearing, public notice shall be given by posting in a conspicuous place in Town Hall and in a newspaper of general circulation in Preservetown. Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and of other properties deemed by the COMMISSION to be materially affected thereby. all as they appear on the most recent applicable tax list, to the Planning Board, to any person filing a written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the COMMISSION shall deem entitled to notice.

7.4.1 A public hearing on an application for a CERTIFICATE need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a CERTIFICATE may be waived by the COMMISSION if the COMMISSION determines that the EXTERIOR ARCHITECTURAL FEATURE involved, or its category, is so insubstantial in its effect on the DISTRICT that it may be reviewed by the COMMISSION without a public hearing. If the COMMISSION dispenses with a public hearing on an application for a CERTIFICATE, notice of such application shall be given to the owners of all adjoining property and of other property deemed by the COMMISSION to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the COMMISSION may act upon such application.

7.5 Within sixty (60) days after the filing of an application for a CERTIFICATE, or within such further time as the applicant may allow in writing, the COMMISSION shall issue a CERTIFICATE or a disapproval. In the case of a disapproval of an application for a CERTIFICATE, the COMMISSION shall set forth in its disapproval the reasons for such disapproval. The COMMISSION may include in its disapproval specific recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the COMMISSION in a subsequent application, would make the application acceptable to the COMMISSION.

7.6 The concurring vote of a majority of the members shall be required to issue a CERTIFICATE.

7.7 In issuing CERTIFICATES, the COMMISSION may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose if this Bylaw.

7.8 If the COMMISSION determines that the CONSTRUCTION or ALTERATION for which an application for a CERTIFICATE of Appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the DISTRICT, the

COMMISSION shall issue a CERTIFICATE of Appropriateness.

7.9 If the CONSTRUCTION or ALTERATION for which an application for a CERTIFICATE of Appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a CERTIFICATE of Hardship, the COMMISSION shall determine whether, owing to conditions especially affecting the BUILDING or STRUCTURE involved, but not affecting the DISTRICT generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this Bylaw. If the COMMISSION determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the COMMISSION shall issue a CERTIFICATE of Hardship.

7.10 The COMMISSION shall send a copy of its CERTIFICATES and disapprovals to the applicant and shall file a copy of its CERTIFICATES and disapprovals with the office of the Town Clerk and the Building Commissioner. The date of issuance of a CERTIFICATE or disapproval shall be the date of the filing of a copy of such CERTIFICATE or disapproval with the office of the Town Clerk.

7.11 If the COMMISSION should fail to issue a CERTIFICATE or a disapproval within sixty (60) days of the filing of the application for a CERTIFICATE, or within such further time as the applicant may allow in writing, the COMMISSION shall thereupon issue a CERTIFICATE of Hardship Due to Failure to Act.

7.12 Each CERTIFICATE issued by the COMMISSION shall be dated and signed by its chairman or such other person designated by the COMMISSION to sign such CERTIFICATES on its behalf.

7.13 A PERSON AGGRIEVED by a determination of the COMMISSION may, within twenty (20) days of the issuance of a CERTIFICATE or disapproval, file a written request with the COMMISSION for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the regional planning agency. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the COMMISSION, unless a further appeal is sought in the Superior Court as provided in Chapter 4OC, Section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

8. CRITERIA FOR DETERMINATIONS

8.1 In deliberating on applications for CERTIFICATES, the COMMISSION shall consider, among other things, the historic and architectural value and significance of the site, BUILDING or STRUCTURE; the general design, proportions, detailing, mass, arrangement, texture, and material of the EXTERIOR ARCHITECTURAL FEATURES involved; and the relation of such EXTERIOR ARCHITECTURAL FEATURES to similar features of BUILDINGS and STRUCTURES in the surrounding area.

8.2 In the case of new CONSTRUCTION or additions to existing BUILDINGS or STRUCTURES, the COMMISSION shall consider the appropriateness of the scale, shape and proportions of the BUILDING or STRUCTURE both in relation to the land area upon which the BUILDING or STRUCTURE is situated and in relation to BUILDINGS and STRUCTURES in the vicinity. The COMMISSION may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or bylaw.

8.3 When ruling on applications for CERTIFICATES on solar energy systems as defined in Section 1A of Chapter 40A, the COMMISSION shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

8.4 The COMMISSION shall not consider interior arrangements or architectural features not subject to public view from a public way.

9. EXCLUSIONS

9.1 The COMMISSION shall exclude from its purview the following:

9.1.1 Temporary BUILDINGS, STRUCTURES or SIGNS subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the COMMISSION may reasonably specify.

9.1.2 Terraces, walks, driveways, sidewalks and similar STRUCTURES, provided that any such STRUCTURE is substantially at grade level.

9.1.3 Storm windows and doors, screen windows and doors, and window air conditioners.

9.1.4 The color of paint.

9.1.5 The color of materials used on roofs.

9.1.6 Signs of not more than two (2) square feet in DISPLAY AREA in-connection with use of a residence for a customary home occupation or for professional purposes, provided only one such sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one sign in connection with the nonresidential use of each BUILDING or STRUCTURE which is not more than six (6) square feet in DISPLAY AREA, consists of letters painted on wood without symbol or trademark and if illuminated is illuminated indirectly.

9.1.7 The reconstruction, substantially similar in exterior design, of a BUILDING, STRUCTURE or EXTERIOR ARCHITECTURAL FEATURE damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

9.2 Upon request the COMMISSION shall issue a CERTIFICATE of Non-Applicability with respect to CONSTRUCTION or ALTERATION in any category not subject to review by the COMMISSION in accordance with the above provisions.

9.3 Nothing in this Bylaw shall be construed to prevent the ordinary maintenance, repair

or replacement of any EXTERIOR ARCHITECTURAL FEATURE within a DISTRICT which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any CONSTRUCTION or ALTERATION under a permit duly issued prior to the effective date of this Bylaw.

10. CATEGORICAL APPROVAL

The COMMISSION may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Preservetown, that certain categories of EXTERIOR ARCHITECTURAL FEATURES, STRUCTURES or BUILDINGS under certain conditions may be CONSTRUCTED or ALTERED without review by the COMMISSION without causing substantial derogation from the intent and purpose of this Bylaw.

11. ENFORCEMENT AND PENALTIES

11.1 The COMMISSION shall determine whether a particular activity is in violation of this Bylaw or not, and the COMMISSION shall be charged with the enforcement of this Bylaw.

11.2 The COMMISSION, upon a written complaint of any resident of Preservetown, or owner of property within Preservetown, or upon its own initiative, shall institute any appropriate action or proceedings in the name of the Town of Preservetown to prevent, correct, restrain or abate violation of this Bylaw. In the case where the COMMISSION is requested in writing to enforce this Bylaw against any person allegedly in violation of same and the COMMISSION declines to act, the COMMISSION shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty one (21) days of receipt of such request.

11.3 Whoever violates any of the provisions of this Bylaw shall be punishable by a fine of up to \$300.00 for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

11.4 The COMMISSION may designate the Building Commissioner of the Town of Preservetown to act on its behalf and to enforce this Bylaw under the direction of the COMMISSION.

12. VALIDITY AND SEPARABILITY

The provisions of this Bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Bylaw shall continue to be in full force and effect.

13. APPENDICES

Appendix 1:

South Preservetown District

The South Preservetown District shall be a DISTRICT area under this Bylaw. The location and boundaries of the South Preservetown District are defined and shown on the Local Historic District Map of the Town of Preservetown, Sheet 1-1990 which is a part of this Bylaw. Sheet 1 is based on the 1989 Town Atlas. The delineation of the DISTRICT area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 1.

Appendix 2.

Preservetown Centre District

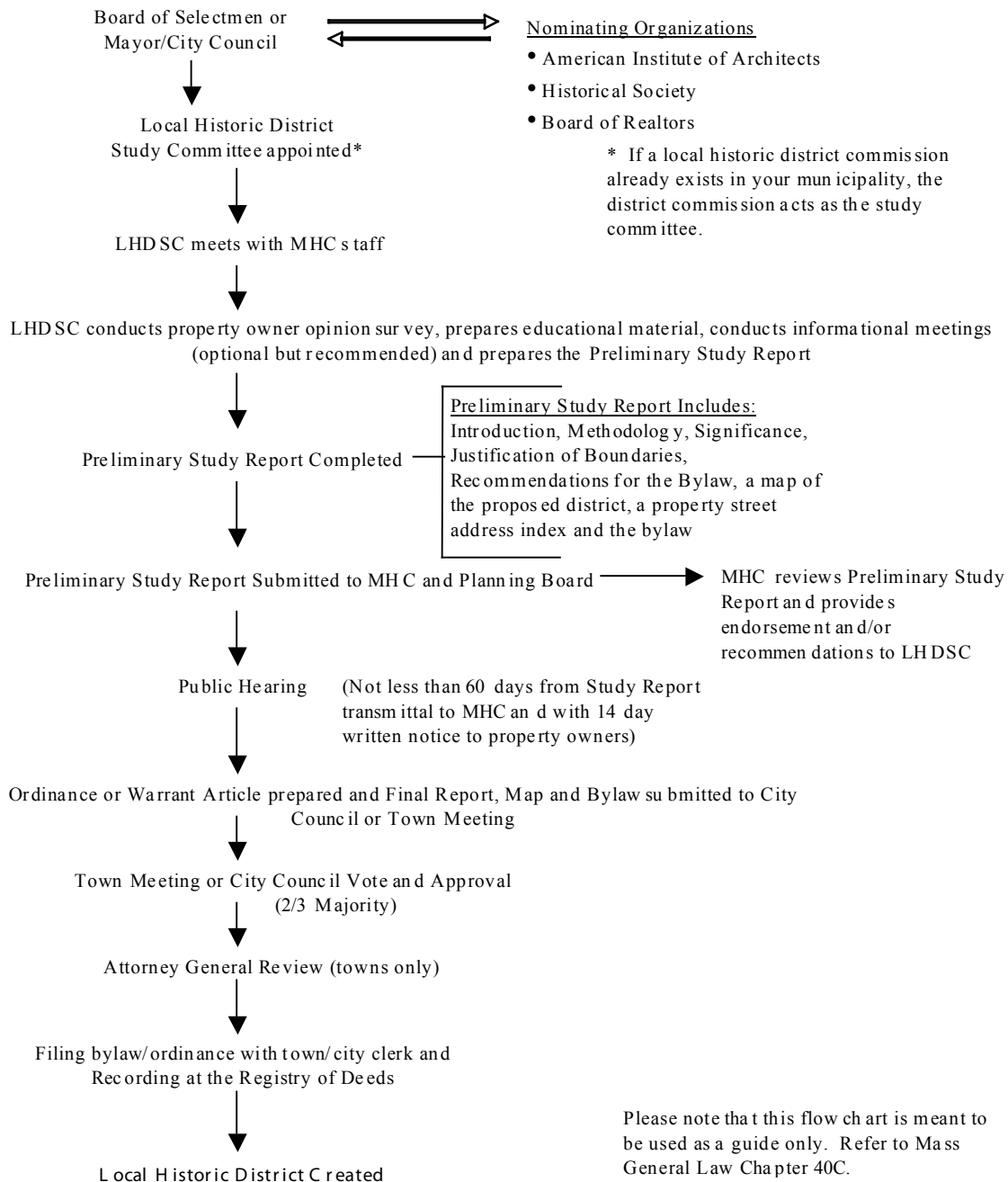
The Preservetown Centre District shall be a DISTRICT area under this Bylaw. The location and boundaries of the Preservetown Centre District are defined and shown on the Local Historic District Map of the Town of Preservetown, Sheet 2-1990 which is a part of this Bylaw. Sheet 2 is based on the 1989 Town Atlas. The delineation of the DISTRICT area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 2.

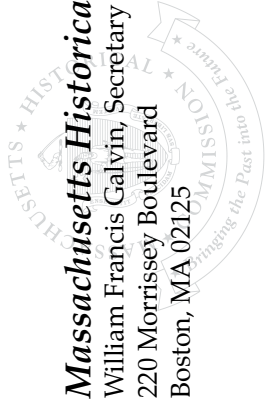
Appendix 3:

West Preservetown District

The West Preservetown District shall be a DISTRICT area under this Bylaw. The location and boundaries of the West Preservetown District are defined and shown on the Local Historic District Map of the Town of Preservetown, Sheet 3-1990 which is a part of this Bylaw. Sheet 3 is based on the 1989 Town Atlas. The delineation of the DISTRICT area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 3.

Establishing a Local Historic District Flow Chart



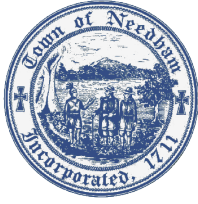


Massachusetts Historical Commission

William Francis Galvin, Secretary of the Commonwealth
220 Morrissey Boulevard
Boston, MA 02125

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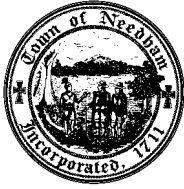


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Transportation Planning Proposal
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Chair Marianne Cooley will outline the proposals developed by the Transportation Planning Review Committee. The TPRC was created under Select Board Goal 3.2: “Evaluate the role and composition of the TMAC, Transportation Committee, Rail Trail Advisory Committee, and Complete Streets Committee.”	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Memo to the Select Board from the TPRC dated December 16, 2022 b. Draft Committee Composition & Charge Mobility Planning Coordinating Committee c. Draft Committee Composition & Charge Transportation Safety Committee d. Draft Committee Composition & Charge Rail Trail Advisory Committee e. Proposed By-law Amendment	



TOWN OF NEEDHAM

TOWN HALL
Needham, MA 02492-2669

Office of the
SELECT BOARD

TEL: (781) 455-7500
FAX: (781) 449-4569

TO: Select Board
FROM: Transportation Planning Review Committee
CC: Kate Fitzpatrick, Carys Lustig
DATE: December 16, 2022
RE: Final Review of Recommendations

The Transportation Planning Review Committee consists of Kevin Keane, Dmitry Gorenburg, Justin McCullen, Adam Block, Duncan Allen, David Montgomery, Robert Rossi, Douglas Palmer, and Keith LaFace. The committee met on seven occasions in 2022. The TPRC recommendations include the following:

- Renaming the Transportation Management Advisory Committee to be the Transportation Safety Committee, and updating the purpose and charge. The TSC will have one member on the Mobility Planning & Coordination Committee.
- Updating the charge of the Rail Trail Advisory Committee. The RTAC will have one member on the Mobility Planning & Coordination Committee.
- Creating the charge and composition of the Mobility Planning & Coordination Committee. The Committee will advise the Select Board in developing and maintaining transportation plans, and will recommend policies for the future of mobility-related infrastructure and will oversee the semi-annual Joint Transportation Committees Meeting.
- Amending the General By-laws of the Town to remove the Transportation Committee.

Attachments:

- Proposed Committee Composition & Charge: Mobility Planning & Coordination Committee (successor to Transportation Committee)
- Proposed Committee Composition & Charge: Transportation Safety Committee (formerly Transportation Management Advisory Committee)
- Proposed Committee Composition & Charge: Rail Trail Advisory Committee
- Proposed General By-law amendment

Town of Needham

Mobility Planning & Coordination Committee (MPCC)

Committee Charge

Type:	Permanent
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Term of Appointment	Three Years
Special Municipal Employee	Yes
Staff Support	Director of Public Works/Designee

Members	Year Appointed	Term Expiration

Composition:

- Two at-large Community Members
- One of the two current representatives to the Metropolitan Area Planning Commission (MAPC)
- Current Town representative to the MBTA Advisory Board
- Current Town representative to the Boston MPO Regional Transportation Advisory Council
- One representative from the Transportation Safety Committee
- One representative from the Rail Trail Advisory Committee
- Director of Public Works/Designee, (ex officio, non-voting)*
- Director of Planning & Community Development/Designee (ex officio, non-voting)*

* Full-time employees serving on the Committee are regular municipal employees, even though the MPCC members are designated as special municipal employees.

Purpose: The MPCC shall advise the Select Board in developing and maintaining plans, and recommending policies for the future of mobility-related infrastructure in the Town. Its functions will complement those of the Transportation Safety Committee.

Charge: The MPCC Committee will:

- Review the Town's needs for a Comprehensive Transportation Plan (CTP) and/or individual components thereof (e.g. transit plan, bicycle plan, traffic calming or speed management plan, traffic or transportation safety plan, pedestrian plan, etc.). Identify and recommend to the Select Board specific CTP elements to be developed.
- Advise and coordinate with Town staff on the development of CTP or CTP elements advanced by the Select Board, including purpose, scope, contents of plan elements, and the appropriateness of engaging outside sources (consultants).
- Provide oversight of transportation policies and annual transportation plans as long term plan steps are identified and funded.
- Review and comment to the Select Board on newly developed CTP elements or changes to established elements, especially as they result to policy (as opposed to specific projects).
- Review and advise on the addition or deletion of specific projects from CTP elements, as may periodically be requested by the Select Board, the TSC and/or the Rail Trail Advisory Committee.
- Participate in the semi-annual meetings of the Transportation committees (Mobility Planning & Coordination Committee, Transportation Safety Committee, and Rail Trail Advisory Committee). The purpose of the joint meetings is to align activities, projects, and planning initiatives to facilitate public awareness of current and planned Public Works projects. These meetings shall constitute a regular committee meeting for each committee. The semi-annual meetings will occur in September and February of each year.
- Advise and coordinate with Town staff and the other transportation committees on the prioritization of mobility-related capital infrastructural improvements, including anticipated funding sources for same.
- Review and comment to the Select Board on the particulars of transportation mitigation measures regularly considered by the Planning Board with respect to new developments, especially regarding conformance with transportation plan elements.
- In collaboration with the Select Board, identify and/or respond to opportunities for coordinating mobility infrastructure plans and improvements and expansion of transit networks with neighboring municipalities.
- The Committee will meet at least semi-annually at the joint meetings, and more often as needed.
- The Committee will elect a chair who shall rotate at least biannually.

Charge Adopted: [DATE] **Charge Revised:**

SME Status Voted: [DATE]

Town of Needham

Transportation Safety Committee

Committee Charge

Type:	Permanent
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Term of Appointment	Three Years
Special Municipal Employee	Yes
Staff Support	Director of Public Works/Designee

Members	Year Appointed	Term Expiration

Composition: The Transportation Safety Committee shall be composed of:

- Four (4) at-large community members
- The Town Engineer/Designee
- The Highway Superintendent
- The Chief of Police/Designee

* Full-time employees serving on the Committee are regular municipal employees, even though the MPCC members are designated as special municipal employees.

Purpose: The purpose of the Transportation Safety Committee is to evaluate and make recommendations to the Director of Public Works and the Select Board to promote and improve the safety of the multimodal public ways in Needham.

Charge: The Transportation Safety Committee will:

- Provide a forum to hear petitions from residents that improve the safety of roads, sidewalks, signals and marks within the Town's multimodal public ways.
- Serve as a resource for residents about Needham's multimodal transportation programs, plans and procedures and assist in the communication of such information.
- Recommend to the Mobility Planning & Coordination Committee proposals for implementing changes to existing multimodal transportation programs, policies and procedures to ensure safety, effective communication, coordination, and continuation of sound traffic and transportation programs.
- Participate in the semi-annual meetings of the Transportation committees (Mobility Planning & Coordination Committee, Transportation Safety Committee, and Rail Trail Advisory Committee). The purpose of the joint meetings is to align activities, projects, and planning initiatives to facilitate public awareness of current and planned Public Works projects. These meetings shall constitute a regular committee meeting for each committee. The semi-annual meetings will occur in September and February of each year.
- The Committee will assist departmental staff in monitoring the effectiveness of infrastructural changes and share evaluations with Public Works and the Select Board.
- The Committee will elect a chair who shall rotate at least biannually.

Organizational Framework: There shall be two types of relief response to resident petitions. Public Works will review each petition to determine the response. The Director of Public Works/Designee shall provide administrative and technical staff support to the Committee.

Existing Infrastructure

- The Director of Public Works/Designee will acknowledge receipt of the petition directly to the petitioner within one (1) week and shall provide the petitioner with an action plan on whether and how relief will be acted upon within three (3) weeks of receipt of the petition.
- Any approved improvements of existing infrastructural elements such as sidewalks, signals, signs and marks shall be completed by the Department of Public Works.
- If the Department of Public Works is unable to resolve the issue satisfactorily to the applicant, the applicant shall file an appeal within four (4) weeks from the date of Public Works' action plan response and that will be forwarded to the Committee for consideration.

New Infrastructure

- Any petition requiring new infrastructural elements ranging from installation of sidewalks, signals, signs, markings or geometric improvements shall be heard by the Committee within two (2) months of receipt. The Director of Public Works/Designee will acknowledge receipt of such petition to the petitioner within one (1) week.
- Upon hearing the petition, the Committee shall recommend action to the Director of Public Works on any project costing up to \$24,999 and shall recommend action to the Select Board on any project costing \$25,000 or more.
- There is no time guarantees on work as they will be workload and budget dependent.
- Appeals on petitions heard for new infrastructural elements shall be filed with the Town Manager's office.

Charge Adopted: [DATE] **Charge Revised:**
SME Status Voted: [DATE]

DRAFT

Town of Needham Rail Trail Advisory Committee Committee Charge

Type:	Permanent
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	Five (5)
Term of Appointment	Three Years
Special Municipal Employee	Yes
Staff Support	Director of Park & Recreation; Director of Public Works/Designee

Members	Year Appointed	Term Expiration

Composition: When possible, one member of the RTAC should be an abutter to the trail.
When practicable, the committee should include:

- One (1) member of the Park and Recreation Commission;
- Two (2) residents who are members of the Bay Colony Rail Trail Association;
- Two (2) residents at large;
- The Director of Park and Recreation (ex officio and non-voting); and
- The Director of Public Works or designee (ex officio and non-voting).

* Full-time employees serving on the Committee are regular municipal employees, even though the RTAC members are designated as special municipal employees.

Purpose: The Rail Trail Advisory Committee provides advice and assistance to the Select Board and other boards, committees and commissions about the design, construction, operation and maintenance of all portions of the Bay Colony Rail Trail in the Town of Needham.

Charge: The Rail Trail Advisory Committee will:

- Monitor the design, construction, operation, and maintenance of the portion of the Bay Colony Rail Trail in Needham;
- Provide a forum for abutters, residents and trail users to provide feedback and concerns regarding the operation of the trail;
- Make recommendations to the Select Board with respect to trail policy, maintenance, and future trail improvements, as appropriate;
- Liaise with the Mobility Planning & Coordination Committee as required to ensure that the rail trail maximizes opportunities for multi-modal transportation in Needham.
- Participate in the semi-annual meetings of the Transportation committees (Mobility Planning & Coordination Committee, Transportation Safety Committee, and Rail Trail Advisory Committee). The purpose of the joint meetings is to align activities, projects, and planning initiatives to facilitate public awareness of current and planned Public Works projects. These meetings shall constitute a regular committee meeting for each committee. The semi-annual meetings will occur in September and February of each year.
- The Committee will meet twice annually to participate in the joint meetings and as needed.
- The Committee will elect a chair who shall rotate at least biannually.

Charge Adopted: [DATE] **Charge Revised:**
SME Status Voted: [DATE]

ARTICLE ____ : AMEND GENERAL BY-LAWS – TRANSPORTATION COMMITTEE

To see if the Town will vote to amend the General By-laws by deleting Section 2.7.1 in its entirety, and renumbering the remaining sections within Section 2.7 in numerical order to account for said deletion; or take any other action relative thereto.

SECTION 2.7 SPECIAL COMMITTEES AND COMMISSIONS

2.7.1 Transportation Committee

2.7.1.1 ————— There is hereby established a Transportation Committee, which shall serve under the supervision of the Select Board as Town Agents. The said Committee shall consist of five members appointed as hereinafter provided, a simple majority of whom shall constitute a quorum for the transaction of business, and of the members of the General Court, whose districts include all or part of Needham, serving ex officio as non-voting members. Of the five appointed members aforesaid, two shall be appointed by the Select Board, two shall be appointed by the Planning Board and one shall be appointed by the Moderator, each such appointee to serve for a term of three years; provided, however, that of the members 21 originally appointed, one shall serve for a term of one year, two for a term of two years and two for a term of three years, as the Select Board shall determine. If any appointed member shall resign or otherwise vacate his office, a successor shall be appointed by the appropriate authority to serve for the balance of the unexpired term.

The Committee shall, annually in April, elect from its membership a Chairman and such other officers it deems necessary and desirable.

2.7.1.2 ————— Duties of the Committee. The Transportation Committee shall conduct continuing studies of the mass transportation needs of the Town, with particular emphasis upon commuter transportation. It shall make such special studies relative to transportation problems as the Select Board or Town Meeting may, from time to time, direct.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Appointment Protocol
Presenter(s)	Myles Tucker, Support Services Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board will consider adoption of a Protocol for Appointments Made by the Select Board (SB-ADMIN-003). The Board discussed the draft revision and proposed standard operating procedures at its meeting on December 4, 2022.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to adopt the revised Protocol for Appointments Made by the Select Board, dated December 20, 2022.	
3.	BACK UP INFORMATION ATTACHED
(a) Draft Appointment Protocol (b) Current Appointment Protocol (c) Proposed Standard Operating Procedure for Committee Appointments	

Town of Needham Select Board

Policy Number:	SB-ADMIN-003
Policy:	Protocol for Appointments Made by the Select Board
Date Approved:	12/18/2007
Date Revised:	Reformatted 8/4/2015, Revised 12/20/2022
Approved:	

Policy:

The Select Board is responsible for the appointment of members of the public to a variety of public bodies (“committees”) as required by Massachusetts General Law, the Town Charter, and Town policy. This policy details the actions that the Select Board takes to make these appointments.

I. Key Roles and Responsibilities

The Select Board Vice Chair (“Vice Chair”) shall serve as the Board’s primary liaison to the appointment process, unless otherwise designated by the Select Board Chair.

The Town Manager shall ensure that adequate staff support is provided to the committee appointment process and that a process exists to post and advertise committee vacancies via appropriate and relevant media.

II. Standard Appointments

1. For the purposes of this policy, a “standard appointment” shall be defined as an appointment of a qualified member of the community to a committee where the Select Board has sole authority to appoint the member.
2. Following advertisement of a committee vacancy (or vacancies), the Vice Chair will interview all qualified applicants. The Vice Chair will also invite the relevant committee chair to sit on the interview panel. Town staff will be available to provide administrative support.
3. After interviews conclude, the Vice Chair may recommend an applicant for appointment to the full Board or coordinate with Town staff to solicit additional applicants.
4. Should the Vice Chair recommend appointment, they shall ensure the Board is made aware of their recommendation no later than seven days prior to the meeting at which the Board is scheduled to vote on the appointment.
5. As a default, standard appointments will be placed on the Board’s Appointment Calendar.

6. The Board need not accept the recommendation of the Vice Chair. Members who object or wish to discuss the recommended appointment may inform the Town Manager, who will add the appointment as a regular item on the Board's agenda.

II. Joint Appointments

1. Joint appointments occur when the Select Board shares appointment authority with other committees.
2. Should a vacancy occur that requires a joint appointment, the Vice Chair shall coordinate with the other relevant committee leadership to facilitate a process to solicit for, review, and interview qualified applicants that is amenable to all bodies, to include the potential possibility of re-advertising the vacancy.
3. Upon reaching consensus with the other committee(s), the Vice Chair shall ensure the full Board is made aware of the recommendation no later than seven days prior to the meeting at which the Board is scheduled to vote on the appointment.
4. As a default, joint appointments shall be placed as a regular item the Board's agenda, and the other appointing committee(s) shall be invited to attend the meeting at which the item is taken up.

III. Appointment of Select Board Members to Committees

1. The Select Board may appoint its own members to other committees or to committees created by the Board that include a Select Board member(s).
2. In this event, the Vice Chair shall announce the opening of such a vacancy during a public meeting, at which members may volunteer to serve.
3. Should no member volunteer or no consensus be reached on which member(s) will serve, the Vice Chair will consult with the Chair and make a recommended appointment at a subsequent Board meeting.

Board of Selectmen

Policy Number:	BOS-ADMIN-003
Policy:	Appointment Protocol (Volunteer Opportunities & the Appointment Process – BOS Appointments)

Policy and Procedure:

The Town Manager will cause notices of all committee vacancies and requests for applications to be posted on the Town website and to be transmitted to local newspapers, unless unusual circumstances require otherwise. The Town's website will include a general volunteer opportunity solicitation form. In order to be considered for a committee vacancy, individuals shall submit a general volunteer opportunity solicitation form or letter of interest. The Town Manager shall include copies of all notices of committee vacancies in the weekly Selectmen's packet.

The Vice Chair of the Board, or in any given instance, a member of the Board designated by the Vice Chair (both hereinafter in this policy referred to as the Vice Chair) shall be responsible for reviewing and making recommendations to the Board regarding appointments to committees. All Board members shall receive copies of all applications for committee appointments, including general volunteer committee applications.

The Vice Chair shall meet with the Town Manager to consider making recommendations for appointment. The Vice Chair may interview any or all candidates for appointment, or may make a recommendation without interviews. With respect to any appointment, the Vice Chair may recommend that the Board make an appointment from among one or more named applicants, recommend that the Board interview one or more named applicants (or all applicants), or make other recommendations consistent with his/her responsibilities (including a recommendation to re-advertise).

Recommendations of the Vice Chair regarding committee appointments shall be submitted to the Board for action at an upcoming meeting. The Board need not accept the recommendations of the Vice Chair. If any member objects to a recommendation he or she may notify the Town Manager and the subject matter of that vacancy shall be placed on the Board's agenda.

Joint Appointments: In the case of a vacancy (as with some elected boards) where the appointing authority is jointly held with another committee, the Vice Chair shall consult with the other committee and thereafter recommend a process to be used for reviewing applications and filling the vacancy.



Title: Committee Appointments		
Department: Office of the Town Manager		
SOP Number: OTM-005	Revision Number: Rev 0	Date: (mm/dd/yyyy) 12/20/2022

Revision History:

Revision Number	Date (mm/dd/yyyy)	Brief Description of Change(s)	Amended By:

1.0 PURPOSE

The purpose of this SOP is to administer staff support for the Select Board's Appointment Protocol.

2.0 SCOPE

This procedure covers the appointment process for:

- Committees for which the Select Board ("Board") makes appointments;
- Committees for which the Board and other bodies jointly make appointments; and
- Appointments of Board members to other bodies.

2.1 Definitions:

Committee: For the purposes of this procedure, "committee" shall mean any committee, commission, board, or public body to which the Board appoints members or coordinates with to appoint members.

Standard Appointment: An appointment to committee that the Board makes unilaterally

Joint Appointment: An appointment to a committee that the Board makes in conjunction with another committee

Annual Reappointment Cycle: The period between March and June where sitting committee members are considered for reappointment

Out of Cycle Appointment: Appointments made outside of the Annual Reappointment Cycle

3.0 PROCEDURE**3.1 Out of Cycle Appointments**

1. Upon the reorganization of the Select Board, the Support Services Manager (SSM) will coordinate with the Select Board Vice Chair ("Vice Chair") to identify set monthly period(s) to set aside for out of cycle appointment interviews, and set the dates/times via Outlook invites and (as applicable) Zoom links

- a. Best practice has been to hold interviews via Zoom and for a duration of no more than fifteen minutes
 - b. The location, media, timing, and duration of interviews is ultimately up to the Vice Chair and the SSM will defer to their decisions
 - c. Should a conflict relative to staff support logistics not be resolved, the SSM will inform the Town Manager
2. The SSM will update the Committee Vacancy webpage with the new out of cycle interview times
3. Upon notification from the Town Clerk of a committee vacancy (if the notification of vacancy is provided by another source, the SSM will inform the source that the vacancy must be reported to the Town Clerk), the SSM will:
 - a. Update the Master Committee Membership Tracker (currently located in T/OTM/Committees) to note the vacancy
 - b. Inform the Office Specialist so that they may update the resigned member's status in Goldmine (or appropriate member-management software)
 - c. Update the Committee Vacancy web page to note the vacancy
 - d. Inform the Public Information Officer (PIO) of the vacancy for advertisement in Town publications
 - e. Draft a letter to the former member (or family of former member if the incumbent is deceased) from the Select Board thanking them for their service.
 - i. This letter can be copied from templates used in prior letters, currently located in T/OTM/Committees)
 - ii. This letter can be signed by the Board at the next scheduled meeting without being placed on the Agenda
 - iii. The letter should be sent via USPS after being signed by the Board
4. Upon receipt of an applicant interest form ("application"), the SSM will forward the receipt to the applicant and ccing the requisite committee chair(s) and liaison(s), noting:
 - a. Receipt of application
 - b. Timing for interviews (to include asking the applicant to set aside the dates/times for scheduled monthly interviews)
 - c. Link to meeting calendars, agendas, and minutes
 - d. Recommendation to reach out to the cc'd chair(s) with questions
5. The SSM will save the application as a PDF and file it with other applications in a folder marked for the calendar year, currently located in T/OTM/Committees
6. Three weeks prior to the scheduled monthly interview session(s), the SSM will coordinate with committee chairs who have vacancies and applicants to coordinate interviews during the regularly scheduled monthly interview periods
 - a. If there are more applicants than interview periods, the SSM will prioritize interviews for committees with a higher vacancy percentage to ensure committees can achieve quorum

- b. After setting the schedule, the SSM will forward the Outlook invite and (as applicable) Zoom link to the committee chairs
 - c. The SSM will add the pending applicant interest forms to the Outlook event
- 7. After confirming chair availability, the SSM will coordinate with applicants for the scheduled committees to determine the interview blocks during the interview period
 - a. The SSM should try to ensure that applicants for a single committee are booked back to back to make the interviews flow and to allow for chairs to stay logged in for a single block of time
 - b. Once confirmed, the SSM will:
 - i. Update the Outlook invite to note the applicant's confirmed interview time
 - ii. Email the applicant confirmation with the specific time and copy of the Zoom link
- 8. During the interview period, the SSM will facilitate the interview to the degree preferred by the Vice Chair
 - a. Best practice has been for the SSM to welcome the applicant, introduce the panel, hand off the interview to the applicant for an introduction, shift to questions from the chair(s) and Vice Chair, and close with timeline for next steps
 - b. Each Vice Chair will have their own preference for the interview flow, so practice will vary by year
 - c. The SSM should take notes throughout the interview
- 9. Following the interview, the Vice Chair and chair(s) will discuss the applicants and the Vice Chair will make a recommendation on the appointment
 - a. The recommendation may be made immediately, after some discussion, or after a period of time by the Vice Chair. The SSM should follow up with the Vice Chair should the decision not be made immediately.
 - b. The recommendation may be to not appoint an applicant and keep a vacancy open. In this event, the SSM should continue to manage ongoing applicants.
- 10. If a decision to appoint is made, the SSM should inform the Select Board of the recommended appointment via email, ccing the Town Manager and Assistant Town Manager, and attaching the application PDF to the email
 - a. The email should note the date of recommended appointment, which will be the first regularly scheduled meeting more than seven calendar days from the date of notification
 - b. The email should also include a note to the Board to contact the Vice Chair with questions or concerns no later than the date of agenda publication for the meeting at which the appointment will be considered
- 11. After informing the Board, the SSM will:
 - a. Create an appointment sheet for the recommended applicant (using a template from prior appointments currently found in T/OTM/Committees)
 - b. Save the file to a folder containing all appointments for the calendar year (currently found in T/OTM/Committees)

- c. Print a copy of the appointment sheet for inclusion in the signature packet for the appropriate Board meeting
 - d. Include the appointment in the appropriate Board meeting agenda's Appointment Calendar noting the applicant's name, committee, and term expiration date
 - e. Email applicants who were not selected for appointment to let them know that another resident was recommended for appointment
- 12. After the agenda with the appointment is published, the SSM will email the recommended applicant to inform them of the Board's recommendation, ccing the committee chair(s), liaison, and Office Specialist
 - a. The email to the applicant should come after publication of the agenda if a Board member has concerns with the appointment and the appointment must be reconsidered, delayed, or moved to a regular agenda item
 - b. The email should note that (if on appointment calendar) the applicant's presence is not required and that the appointment will not be discussed.
- 13. Following appointment, the Office Specialist will add the new appointment to Goldmine and email the newly appointed member to inform them of the steps for swearing in with the Town Clerk.
- 14. The SSM will add the new appointment's information to the Master Committee Membership file and update the Committee Vacancy webpage.

3.2 Annual Reappointment Cycle

- 1. On or before March 1st, the SSM will review the Master Committee Membership file and identify which members have terms expiring on June 30th of the current year ("expiring members")
- 2. In coordination with the current Vice Chair, the SSM will email each expiring member to ask if they wish to continue serving into another term
 - a. Best practice is to include a brief worksheet for those who wish to continue serving detailing what they have contributed during their last term and what they hope to do in their next term
 - b. The above best practice worksheet has historically been exempted for members appointed within the prior year to finish an expiring term
- 3. Upon receipt of confirmation from members who do not wish to pursue further terms, the SSM will:
 - a. Update the Master Committee Membership file
 - b. Add a projected vacancy to the Committee Vacancy webpage
 - c. Draft a thank you letter from the Select Board, per section 3.1.3.e of this SOP
- 4. Following Select Board reorganization in April, the SSM will work with the new Vice Chair to schedule meetings with the chairs of committees with expiring members and those with ongoing vacancies. The purpose of these meetings is to:
 - a. Allow the Vice Chair to discuss the expiring member's past terms with the chairs to confirm that the member is actively contributing

- b. Determine if expiring members should be reappointed without an interview or sit for an interview before reappointment
 - c. Discuss any outstanding new applicants and/or ongoing vacancies for the relevant committee
 - d. Reacquaint the Vice Chair with committee chairs and receive an update on the committee from its chair
 - e. Best practice is to hold these meetings via Zoom with the SSM taking notes and providing staff support
- 5. Following the Vice Chair/chair meetings, the SSM will:
 - a. Create a list of committees that require interviews due to expiring members, new applicants, and/or ongoing vacancies
 - b. Inform the full Board of the Vice Chair's recommendation to reappoint expiring members who do not require interviews, and inform those expiring members of their projected reappointment one week following Select Board notification
 - c. Update the Master Committee Management file to denote reappointments
 - d. Continue to update the Committee Vacancy webpage to include projected vacancies for seats that have expiring members who wish to pursue another term, but are determined to require an interview
 - e. Coordinate with the Vice Chair, relevant chairs, required expiring members, and new applicants to set times for interviews and deadlines for new applications
 - i. Interviews should follow the same process as listed in Sections 3.1.7 through 3.1.8 of this SOP
 - ii. Interviews should occur during May and the first two weeks of June to ensure reappointment during the last Select Board meeting in June
- 6. Following interviews and decisions on appointment by the Vice Chair (following the process listed in Section 3.1.9.a of this SOP), the SSM will follow sections 3.10 through 3.12 of this SOP, except:
 - a. Place confirmed reappointments or new appointments on the Appointment Calendar for the Board's last meeting in June as opposed to the next available meeting
 - i. This appointment calendar will be lengthy and may be in the form of an attachment placed ahead of the Consent Agenda in the Agenda Packet
 - b. If an expiring member who wishes to serve another term not be selected to serve, the Vice Chair and relevant committee chair should inform that member directly, unless otherwise decided by the Vice Chair
- 7. Newly vacated seats for which new appointments were not made transition to ongoing vacancies and will be handled per Section 3.1 of this SOP.

3.3 Creation of New Committees

- 1. Upon the creation of a new committee by the Board, the SSM will:
 - a) Create a list of new vacancies in the Master Committee Membership file

- b) Add the vacancies to the Committee Vacancy webpage and create a narrative for publication to the webpage noting the new committee's goals and the desired attributes of applicants
 - c) Create a webpage for the new committee, using a template created by copying another committee's webpage
 - d) Coordinate with the PIO and Vice Chair to advertise the committee
- 2. The SSM will coordinate with the Vice Chair to schedule an interview period(s) to fill the vacancies in the new committee, then:
 - a) Post the interview dates to the Committee Vacancy webpage
 - b) Use the interview dates to set an application deadline, which will also be posted to the Committee Vacancy webpage
- 3. All other procedures will mimic those for the out of cycle appointment process, except:
 - a) The receipt email will not include committee calendar, agenda, or minutes information as they will not exist at this time
 - b) Applications received after the deadline will be filed, marked as late, and not considered. Late applicants will be informed in their receipt email that their application was late and will not be considered unless otherwise notified
 - c) Interview scheduling will only coordinate with applicants as committee chairs will not be appointed
 - d) The SSM will add the new applicants to the new committee webpage upon appointment

3.4 Joint Appointments

- 1. Joint Appointments will follow the same procedures noted in Section 3.3 (Creation of New Committees), except:
 - a) A new website will not be created
 - b) The scheduled interview dates, application deadline, and interview location/media will be decided by the Vice Chair and the chair of the jointly appointing body
 - i) Best practice is to hold the interviews via Zoom in a similar manner to other interviews, with the Chair or another member of the jointly appointing body serving as their representative in the process
 - c) Coordination with the joint appointing body chair (or representative) will be immediate for the purposes of information sharing and scheduling and may vary based on the details of the interview process as set by the joint appointing body and the Vice Chair.
 - d) The appointment will be placed as a regular agenda item (titled as "Joint Meeting with the [insert name of joint appointing body] at a meeting date agreed to by the Vice Chair, joint appointing body, and Town Manager
 - e) The applicant and the joint appointing body membership will be invited to attend to the Select Board meeting at which the appointment will be considered
 - i) The joint appointing body must have a quorum in attendance as a vote on the appointment will occur

- f) The appointment sheet will have signature lines for the Select Board and the joint appointing body membership
- i) Both bodies should sign this signature sheet during the meeting at which the appointment is voted on

3.5 Appointment of Select Board Members to Committees

1. As determined by committee charge, members of the Select Board may be required to appoint members of their Board to other committees. These decisions will be made by the Board during a meeting, and the SSM will:
 - a) Add the appointment to the next meeting agenda's appointment calendar (using the same process as the out of cycle appointment process)
 - b) Create an appointment slip (using the same process as the out of cycle appointment process)
 - c) Email the committee chair, liaison, and Office Specialist to inform them of the pending appointment
 - d) Update the Master Committee Membership file following approval of the appointment

REFERENCES

1. BOS-ADMIN-003 (Eff. 12/18/2007, Rfm. 8/4/2015, Rvs 12/20/2022): Protocol for Appointments Made by the Select Board

Peer Reviewer: <i>Signature</i>	<i>Date</i>	Author: Myles Tucker <i>Signature</i>	<i>Date</i>
Approved By: <i>Signature</i>		<i>Date</i>	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Retiree COLA Recommendation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Select Board adopt the recommendation of the Needham Contributory Retirement Board to provide a one-time cost of living adjustment (COLA) to eligible retirees for FY2023. The Retirement Board previously voted to approve a 3% COLA for FY2024. By action taken at the 2022 Annual Town Meeting, the base on which the COLA is calculated is the first \$16,000 of the retiree's pension. On November 16, 2022, Governor Baker signed Chapter 269 of the Acts of 2022. This Act provides local retirements systems with a local option to increase the COLA for FY2023 to up to 5% of the base amount. The local approval mechanism is different from traditional COLA increases. The local retirement board must vote and then receive approval from the city or town. In a Town, such approval is by the CEO – in Needham's case the Town Manager. Any COLA approved for members of the Needham Contributory Retirement System becomes part of the fixed amount of a retiree's retirement allowance. As such, the Retirement Board has provided a calculation of the estimated cost of the one-time additional 2% COLA on the \$16,000 base. That amount is \$1,105,700 over the remainder of the actuarial funding schedule, which is projected to be fully funded in 2033.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board endorse the Town Manager's recommendation to approve the recommendation of the Needham Contributory Retirement Board to provide a total 5% increase for retirees for FY2023.	
3.	BACK UP INFORMATION ATTACHED
a. Chapter 269 of the Acts of 2022 b. Letter from the Needham Contributory Retirement System dated December 14, 2022 c. KMS Actuaries Report on estimated cost dated December 2, 2022	

Acts (2022)

Chapter 269

AN ACT RELATIVE TO COST-OF-LIVING ADJUSTMENTS FOR RETIREES

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to provide for increased cost-of-living adjustments for retirees, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

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

SECTION 1. (a) (1) Notwithstanding section 103 of chapter 32 of the General Laws or any other general or special law to the contrary, the retirement board of any system that has accepted said section 103 may elect to establish a cost-of-living adjustment increase of not less than 3 per cent and not greater than 5 per cent on the base amount provided for in said section 103 for fiscal year 2023.

(2) The sum of the dollar amount of the cost-of-living increase on the base amount, together with the amount of retirement allowance, pension or annuity to which the cost-of-living increase is applied, shall become the fixed retirement allowance, pension or annuity for all future purposes, including the application of subsequent cost-of-living adjustments in future years.

(b) A retirement board may grant a cost-of-living increase of not less than 3 per cent and not greater than 5 per cent on the base amount for fiscal year 2023 at any time during the fiscal year.

(c) This section shall take effect for the members of a retirement system by a majority vote of the board of such system and upon local acceptance: (i) of the city council upon recommendation of the mayor in a city, (ii) of the city council upon recommendation of the city manager in a city having a Plan D or Plan E charter, (iii) of the chief executive officer, as defined in section 7 of chapter 4 of the General Laws, in a town, (iv) of the county commissioners in a county and (v) by vote of the governing board, commission or committee in a district or other political subdivision of the commonwealth. For any retirement system comprising more than 1 political subdivision of the commonwealth, this section shall be effective by a majority vote of the board of such system and upon the acceptance of two-thirds of cities and towns within the system by approval of: (i) the city council upon recommendation of the mayor in a city, (ii) the city council upon recommendation of the city manager in a city having a Plan D or Plan E charter, and (iii) the chief executive officer, as defined in section 7 of chapter 4 of the General Laws, in a town.

SECTION 2. This act shall take effect on July 1, 2022.

Approved, November 16, 2022.



TOWN OF NEEDHAM
CONTRIBUTORY RETIREMENT SYSTEM
1471 HIGHLAND AVENUE
NEEDHAM, MASSACHUSETTS 02492-2605



Board:

Sandra J. Cincotta, Chair
John P. Krawiecki
Robert P. Mearls
Robert H. Papetti
Michelle T. Vaillancourt

Staff:

Jacob Cole, Administrator
jcole@needhamma.gov (preferred)
781-455-7500 x231

Elizabeth Milch, Specialist
emilch@needhamma.gov (preferred)
781-455-7500 x232

Martin Feeney, Accounting Specialist
mfeeney@needhamma.gov (preferred)
781-455-7500 x231

December 14, 2022

TO: Kate Fitzpatrick
Needham Town Manager

RE: 2% Additional 1-Time PERAC-Approved COLA (Cost of Living Adjustment)

Good Afternoon Ms. Fitzpatrick,

This letter is to serve as confirmation that the Retirement Board this morning approved the 2% Additional 1-Time PERAC-Approved COLA. Enclosed, you'll also find the KMS Actuaries Liability Calculation they provided for us as well as the PERAC Memo for this additional one-time 2% COLA. Lastly, if approved by the Select Board, this 2% COLA will be retro-active back to July 1, 2022.

Please let me know if you have any questions.

Respectfully,

Jacob Cole, Administrator
Needham Contributory Retirement System
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492
Office: 781-455-7500 x231
jcole@needhamma.gov (preferred)

Honor | Truth | Integrity | Service

Every effort is, and will always be made to be compliant, ethical, professional and a good steward of the funds of the fine men and women that serve, and have served Needham—past, present and future.

— Jacob P. Cole, Administrator



December 2, 2022

Needham Retirement Board
1471 Highland Avenue
Needham, MA 02492-2605

Members of the Board:

As requested, we have prepared an analysis of the impact on the Needham Retirement System's liabilities and funding schedule as a result of a one-time increase in the COLA of an additional 2% on July 1, 2022, up to the COLA base of \$16,000 (increased from \$14,000 effective July 1, 2022). We used the data and results of the January 1, 2022 valuation to develop the change in the unfunded actuarial accrued liability and the resulting impact on the FY2026 and later appropriations. The results of our analysis are provided under a 6.25% investment return rate assumption.

Cost-of-living adjustments (COLA) may be granted by the retirement board under M.G.L. c. 32, § 103 each year. If an increase is given, the COLA percentage is applied to a retiree's retirement allowance up to \$16,000. If the COLA on July 1, 2022 increased from 3% to 5%, a one-time increase that will become a permanent part of retirees' current retirement allowance, and as allowed in the recently enacted Chapter 269 of the Acts of 2022, the accrued liability and FY2026 appropriation are expected to increase as follows:

COLA	Accrued Liability	Increase in FY2026 Appropriation
5% on July 1, 2022 up to \$800	\$1,105,700	\$195,000

The increase in the FY2026 appropriation is without regard to any limits on the annual increases in appropriations and assumes that appropriations of \$12,319,665 and \$13,305,237 will be made for FY2024 and FY2025, respectively. The additional FY2026 appropriation of \$195,000 will increase by approximately 3.5% annually until the system is expected to be fully funded in 2033.

In closing, we are happy to answer any questions you may have regarding the material we have provided in this supplemental report.

Sincerely,

A handwritten signature in black ink that reads "Linda Bournival".

Linda L. Bournival, FSA, EA
Consulting Actuary

K M S A C T U A R I E S

52 Hunt Road • Kingston, New Hampshire 03848-3456 • phone: (603) 792-9494 • kmsactuaries.com

MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director 

RE: 5% Local COLA option

DATE: November 18, 2022

On November 16, 2022, the Governor signed Chapter 269 of the Acts of 2022 into law. This act provides the local retirement systems with a local option to increase the Cost of Living Adjustment ("COLA") for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103. The approval of the increase can occur at any time during the fiscal year and will take effect as of July 1, 2022.

The local approval mechanism is different than traditional COLA increases and COLA base increases. In order for a system to adopt a COLA increase pursuant to this act, **the retirement board must vote for the increased amount and then it must also receive local approval.**

For purposes of this act, local approval means:

- In a city, the mayor must recommend the increase to the city council and the council must vote in favor.
- In a city having a Plan D or Plan E charter, the city manager must recommend the increase to the city council and the council must vote in favor.
- In a town, the chief executive officer¹ - the select board in nearly all cases - must vote in favor to accept the increase rather than the town meeting as is the case for COLA base increases.
- In a district, or other political subdivision, the governing board, commission or committee must vote in favor to accept the COLA increase.

¹ As defined in G.L. c. 4, § 7, "chief executive officer", when used in connection with the operation of municipal governments shall include the mayor in a city and the select board in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.



MEMORANDUM - Page Two

TO: All Retirement Boards
FROM: John W. Parsons, Esq., Executive Director
RE: 5% Local COLA option
DATE: November 18, 2022

- In a regional system, two-thirds of the cities and towns within the system must approve the increase. This is done in the same fashion as stated above for municipalities: in a city, by the city council upon recommendation by the mayor or, in a city with a Plan D or Plan E charter, the city manager; or, in a town, by approval of the chief executive officer (likely the select board) as defined by G.L. c. 4, § 7.
- In a county, the county commissioners, who normally do not have a role in COLAs nor COLA base increases, must vote to accept **and** two-thirds of the cities and towns within the system must approve the increase in the same manner as stated above for regional systems.

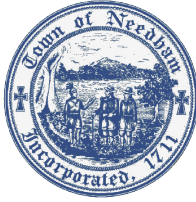
Though many local systems are comprised of multiple units such as housing authorities and districts, the two-thirds language only applies to regional and county systems as the approval specified in the statute only refers to cities and towns as voting political subdivisions.

Section 2 of the act provides that a COLA increase pursuant to this act is retroactive to July 1, 2022. Any COLA increase, in addition to any COLA previously adopted for FY 23, will become part of the fixed amount of a retirees' retirement allowance in the same manner as all COLAs granted pursuant to section 103.

PERAC has already received questions about estimating the cost of the enhanced COLA. PERAC Actuary John Boorack has provided the following formula for a conservative full-cost estimate, not a one-year estimate, to assist boards in their planning:

$$(0.2) \times (\text{COLA base}) \times (\# \text{ of retirees/beneficiaries})$$

If you have any questions about this memo, please contact PERAC's General Counsel, Judith Corrigan, at (617) 591-8904 or at judith.a.corrigan@mass.gov.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

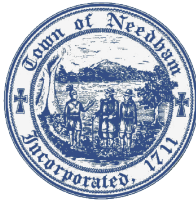
Agenda Item	American Rescue Plan Act Funding
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will provide the Board with an update on ARPA spending, commitments, grants, and projects, and will recommend that the Board approve certain transfers within spending categories. The proposed amendment is to advance the Library Chiller Project Replacement Project (\$369,000) from the FY2024 Capital Plan to a new category of Ventilation Upgrades in the ARPA Budget. Use of ARPA funding will allow the Public Works Building Maintenance Division to start the work prior to the summer of 2023 when any failure of the chiller is most problematic. The chiller is a component of the HVAC system that cools an area by transferring heat away from a space using a refrigerant, releasing it outside. The current chiller is past the end of its useful life, functions poorly, and its obsolete parts needs constant repair. It utilizes a refrigerant called R22, which the Environmental Protection Agency (EPA) has banned the production and import of as of January 1, 2020 due to the harm it causes to the ozone layer. This means it is increasingly more difficult and expensive to find replacement R22. This project would remove the existing chiller and replace it with a new chiller that is easier to maintain and does not utilize R22. The new chiller would also have an energy recovery system to reduce energy consumption, which the existing chiller does not have.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board approve the updated ARPA Proposal Budget dated December 16, 2022.	
3.	BACK UP INFORMATION ATTACHED
a. ARPA Proposal Budget with Expended Balances December 16, 2022	

ARPA Proposal Budget with Expended Balance

Category	Description	State/County	Budget	Adjusted Budget	Total Expended	Available	Encumbered
COVID-19 Direct Impact	Contact Tracers	State	\$60,000.00	\$23,910.00	\$23,910.00	\$0.00	
	Epidemiologist	State	\$140,000.00	\$216,077.47	\$65,819.34	\$150,258.13	\$150,258.13
	Public Health Nurse	State	\$160,000.00	\$279,083.00	\$87,492.00	\$191,591.00	\$191,591.00
	Mental & Behavioral Health Staffing	State	\$190,000.00	\$265,548.00	\$67,108.19	\$198,439.81	\$198,439.81
	Mental & Behavioral Health Services	State	\$190,000.00	\$48,350.75	\$39,350.75	\$9,000.00	\$9,000.00
	COVID-19 Test Kits for School Staff and residents of limited means and those in high risk groups	State	\$229,800.00	\$229,800.00	\$229,800.00	\$0.00	
	Other - Rentals	State	\$4,246.00	\$4,246.00	\$4,246.00	\$0.00	
	Other - Town COVID-19 Test Kits	State	\$2,984.78	\$2,984.78	\$2,984.78	\$0.00	
	Other - Not yet assigned	State	\$92,969.22	\$0.00	\$0.00	\$0.00	
	Subtotal		\$1,070,000.00	\$1,070,000.00	\$520,711.06	\$549,288.94	\$549,288.94
Ventilation Upgrades	Library Chiller	State	\$0.00	\$369,000.00	\$0.00	\$369,000.00	
	Subtotal		\$0.00	\$369,000.00	\$0.00	\$369,000.00	
Technology Improvements	Support for Hybrid Meetings, Communications & Remote Work	State	\$175,000.00	\$175,000.00	\$0.00	\$175,000.00	\$18,570.58
	NeoGov E-Forms Module	State	\$31,613.48	\$31,613.48	\$0.00	\$31,613.48	\$31,613.48
	Other - Not yet assigned	State	\$68,386.52	\$68,386.52	\$0.00	\$68,386.52	\$0.00
	Subtotal		\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	\$50,184.06
Economic Development	Grant Program	State	\$460,000.00	\$445,000.00	\$347,184.36	\$97,815.64	\$40,315.64
	Public Art	State	\$20,000.00	\$20,000.00	\$1,500.00	\$18,500.00	\$0.00
	Other - Rental of Tents	State	\$18,725.00	\$18,725.00	\$18,725.00	\$0.00	\$0.00
	Other - Not yet assigned	State	\$1,275.00	\$16,275.00	\$0.00	\$16,275.00	\$0.00
	Subtotal		\$500,000.00	\$500,000.00	\$367,409.36	\$132,590.64	\$40,315.64
Water/Sewer/Drains	Temp Project Manager	State	\$500,000.00	\$471,336.60	\$0.00	\$500,000.00	\$0.00
	Rosemary Sluice Gate Replacement/NPDES Stormwater	State	\$600,000.00	\$600,000.00	\$0.00	\$600,000.00	\$0.00
	Other - Not yet assigned	State	\$340,336.60	\$0.00	\$0.00	\$340,336.60	\$0.00
			\$1,440,336.60	\$1,071,336.60	\$0.00	\$1,440,336.60	\$0.00
		State total	\$3,285,336.60	\$2,916,336.60	\$888,120.42	\$2,397,216.18	\$639,788.64
Infrastructure*	Town Reservoir Clean-up Construction	County	\$2,070,000.00	\$2,070,000.00	\$0.00	\$2,070,000.00	\$0.00
	Walker Pond Category 2 Construction	County	\$356,000.00	\$356,000.00	\$0.00	\$356,000.00	\$0.00
	128 Sewer Interceptor Project Design	County	\$0.00	\$0.00	\$0.00	\$0.00	
	128 Sewer Interceptor Project Construction	County	\$0.00	\$0.00	\$0.00	\$0.00	
	South St Water Main Construction	County	\$0.00	\$0.00	\$0.00	\$0.00	
	Allowance for Water/Sewer/Drains	County	\$3,487,848.40	\$3,487,848.40	\$0.00	\$3,487,848.40	\$0.00
	Subtotal	County total	\$5,913,848.40	\$5,913,848.40	\$0.00	\$5,913,848.40	\$0.00
Grand Total			\$9,199,185.00	\$9,199,185.00	\$888,120.42	\$8,311,064.58	\$639,788.64

updated 12/16/22



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	FY2024 Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance Katie King, Assistant Town Manager/Director of Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will review proposed budget priorities for the FY2024 Operating and Capital Budgets with the Select Board.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to adopt the budget priorities for FY2024.	
3.	BACK UP INFORMATION ATTACHED
a. Budget Priorities for FY2024	

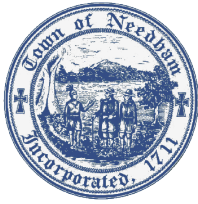
Select Board Budget Priorities for Fiscal Year 2024

Approved: December 20, 2022

The Select Board has adopted the following core budget priorities for general government operations. These priorities served as a key guideline in our evaluation of departmental spending requests.

- Support for investment in safe, well-maintained and attractive buildings and infrastructure and accommodate a diverse set of community needs. (SB Goal #1).
 - Prioritize the installation of a new, modernized phone system for the Needham Free Public Library and other Town Buildings.
 - Identify funding for School Master Plan projects.
- Ensure that Needham has the economic opportunities and resources for residents and businesses to thrive in our community. (SB Goal #2)
- Creating or strengthening a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively. (SB Goal #3).
 - Seek funding for noise reduction/Quiet Zone feasibility, design and construction.
- Support initiatives to ensure that Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. (SB Goal #4).
 - Support funding for expanded services for mental and behavioral health needs.
- Support for initiatives that ensure that Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters. (SB Goal #5)
- Support for an excellent customer experience, responsible management of the Town's assets, data-driven decision-making, and community engagement. (SB Goal #6)
 - Support for employee recruitment and retention initiatives.
 - Support the continuation of the communications role (PIO) through the operating budget.
 - Support for the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.

- Maximizes resources within the limits of Proposition 2 ½ to avoid operating overrides.
- Ensuring that Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. (SB Goal #7)
- Achieving greater coordination and efficiency among Town departments and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost-effective manner.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Approve the FY2024 – FY2028 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Katie King, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board approve the FY2024 - 2028 Capital Improvement Plan for transmittal to the Finance Committee.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> that the Board approve the updated Capital Improvement Policies and Debt Management Policies, and approve the FY2024 – 2028 Capital Improvement Plan for transmittal to the Finance Committee.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Capital Improvement Plan Executive Summary b. Updated Capital Improvement and Debt Management Policies c. Capital Project Recommendations for Fiscal Years 2024 – 2028 were forwarded previously d. Individual Capital Requests were forwarded previously	

EXECUTIVE SUMMARY

The Recommended Capital Plan

The Town Charter requires that the Town Manager, after consultation with the Select Board, submit in writing to the Board a careful, detailed estimate of recommended capital expenditures showing specific amounts necessary for each office, department, and activity, as well as a statement of the amount required to meet the debt service requirements and other indebtedness of the Town. This plan includes the proposed FY2024 Capital Budget, which will be recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2025-2028 reflect an assessment by municipal departments and the School Committee of future capital needs and are primarily shown for planning purposes. While many of the out-year projects may be recommended for funding in future capital budgets, the plan is fluid and projects may be added or removed as circumstances change. Proposed financing for the recommended FY2024 Capital Budget is shown in Table 1.

Table 1
Proposed Financing Plan

Fund	Cash	Debt	Other	Total
General Fund Tier 1	\$6,707,428	\$13,650,000	\$2,425,000	\$22,782,428
General Fund Tier 2	\$1,649,679			\$1,649,679
General Fund Total	\$8,357,107	\$13,650,000	\$2,425,000	\$24,432,107
Community Preservation Fund	\$1,035,000			\$1,035,000
Sewer Enterprise	\$532,582			\$532,582
Sewer Enterprise Tier 2	\$52,059			\$52,059
Water Enterprise	\$771,633	\$6,500,000		\$7,271,633
Total (all funds)	\$10,748,381	\$20,150,000	\$2,425,000	\$33,323,381

Eight Facility Plan

In October 2016, the Select Board convened a Capital Facility Summit and committed to planning for the renovation, reconstruction, or construction of eight facilities: Rosemary Pool, the Public Safety Building, Fire Station #2, the Memorial Park Fieldhouse, the DPW Complex, the Hillside School (now Sunita L. Williams), Needham High School, and Emery Grover. Over the last six years, the Town has made significant progress on this plan.

Project	Status
Rosemary Pool	The Rosemary Recreation Complex includes two pools, parking, and office and programming space for the Park & Recreation and Health Departments. The facility opened in 2018, with the first full pool season operating in 2019.
Public Safety Building & Fire Station #2	Construction of the new Fire Station #1 was completed in 2020, and the Fire Station #2 reconstruction was complete in November 2021. Occupancy of the new Police Station occurred in the winter of 2022. The public safety communications network, including towers at the Jack Cogswell Building, the Public Safety Building, on State land behind the Norfolk County House of Correction, and on leased property on Cabot Street, is also complete.
Memorial Park Fieldhouse	The Town dedicated the newly constructed fieldhouse in September 2019.
DPW Complex	This project is progressing in phases. A new fuel station was installed in 2017, and construction of the Jack Cogswell Building storage facility was completed in the fall of 2019. Continued planning for the phased reconstruction of the DPW operations building at 470 Dedham Avenue is a priority of the Select Board. Funding for a refreshed feasibility study was approved at the 2022 Annual Town Meeting.
Sunita Williams Elementary School	The new school at 585 Central Avenue replaced the Hillside School on Glen Gary Road, and opened in September 2019.
Needham High School	The cafeteria was expanded in 2017, and the construction of eight new classrooms and "A" gym renovations were completed in 2018.
Emery Grover Building	The October 24, 2022 Special Town Meeting approved supplemental funding for the renovation of the Emery Grover School Administration Building. Construction is expected to begin in early 2023, and School Administration staff will be relocated to the Hillside School.

Other Highlights

In addition to the above projects, the School Committee is continuing its School Master Planning process to evaluate and plan for the future use of school facilities. An evaluation of funding options and alternatives is underway. The Public Works Facilities Feasibility Refresh Study will begin in early 2023 and will inform planning for the final project in the eight-building plan.

In the coming years, the Town will be required to make significant investments to improve stormwater quality. This effort will likely require funding in the operating budget (for maintenance) and capital budget (for construction items). The Select Board will consider options for funding the new investments, to include the option of instituting a stormwater fee and creation of a stormwater fund, and has allocated American Rescue Plan Act (ARPA) funds for this purpose.

Capital Planning 101

Capital Improvement Plan

A capital expenditure is defined by Needham General By-laws as the acquisition, construction, renovation, betterment, or improvement involving land, public buildings and facilities; water and sewer system laterals, mains and appurtenances; and equipment or vehicles; provided that the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expense.

The Capital Improvement Plan (CIP) is a multi-year tool used to coordinate the financing and timing of major public improvements for the Town of Needham. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP identifies each proposed project and presents a summary description, estimate of cost, method of financing, and a schedule of implementation. Capital planning helps ensure that the community is positioned to:

- preserve and improve its basic infrastructure through construction, rehabilitation and maintenance;
- maximize the useful life of capital investments by scheduling major renovation, rehabilitation, or replacement at the appropriate time in the life cycle of the facility or equipment;
- identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage; and
- improve financial planning by balancing needs and resources and identifying potential fiscal implications.

Operating Budget and Capital Budget

The Town's capital budget and operating budget are developed separately but are closely linked. The annual operating budget provides for general municipal service delivery, to include personnel, supplies, and other contractual services, as well as certain capital equipment. Most appropriations in the annual operating budget are for a single fiscal year. In contrast, the capital budget is a multi-year plan designed to expend monies which add to the physical assets of the Town. Capital projects typically require expenditures that take place beyond a single fiscal year, funding with debt because of significant costs shared by current and future beneficiaries, the systematic acquisition of equipment over an extended period in order to implement major operating systems or programs, and scheduled replacement or maintenance of specific elements of physical assets.

The operating and capital budgets are closely interwoven because operating costs related to capital projects are estimated and incorporated into the operating budget. Many capital projects have an impact on operating costs once constructed or acquired. Town practice is to project the net effect of a capital project on the operating budget. While maintenance and repair costs may be lower in a new facility, larger and more modern facilities are often more costly to operate. In addition, since many capital projects are financed through municipal debt, repayment of that debt becomes part of the operating budget and is incorporated into the Town's forecasting models. The necessity to incur some degree of debt in order to finance the CIP carries with it the burden to effectively manage that debt within the Town's financial resources.

Best Practices

The following best practices have been used in the development of the FY2024 Operating and Capital Budgets:

1. Current revenues must be sufficient to support current expenditures.
2. The operating and capital budgets will be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.
3. The five-year Pro Forma budget is a preliminary planning tool and should be updated to ensure that underlying assumptions reflect changing conditions and data.
4. Debt must not be used to fund ongoing operating expenses and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.
5. The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.
6. Adequate contingency funds will be maintained.
7. Appropriate maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.
8. The operating and capital budgets must be resilient, allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.
9. The operating and capital budgets must be sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Budget Priorities

The Select Board has adopted the following core budget priorities for general government operations. These priorities serve as a key guideline in the evaluation of departmental spending requests.

- Support for investment in safe, well-maintained and attractive buildings and infrastructure and accommodate a diverse set of community needs. (SB Goal #1).
 - Prioritize the installation of a new, modernized phone system for the Needham Free Public Library and other Town Buildings.
 - Identify funding for School Master Plan projects.
- Ensure that Needham has the economic opportunities and resources for residents and businesses to thrive in our community. (SB Goal #2)
- Creating or strengthening a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively. (SB Goal #3).
 - Seek funding for noise reduction/Quiet Zone feasibility, design and construction.
- Support initiatives to ensure that Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. (SB Goal #4).
 - Support funding for expanded services for mental and behavioral health needs.
- Support for initiatives that ensure that Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters. (SB Goal #5)
- Support for an excellent customer experience, responsible management of the Town's assets, data-driven decision-making, and community engagement. (SB Goal #6)
 - Support for employee recruitment and retention initiatives.
 - Support the continuation of the communications role (PIO) through the operating budget.
 - Support for the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
 - Maximizes resources within the limits of Proposition 2 ½ to avoid operating overrides.
- Ensuring that Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. (SB Goal #7)
- Achieving greater coordination and efficiency among Town departments and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost-effective manner.

Financial Benefits of Capital Planning

Needham's capital planning initiatives have contributed to the successful maintenance of a AAA bond rating from Standard and Poor's. This bond rating places Needham in the top tier of Massachusetts municipalities and allows the Town to borrow at a lower interest rate. Investors and bond rating agencies stress the value of a CIP for a municipality seeking to borrow funds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to Needham by rating agencies and result in higher interest rates on bond issues and the diversion of tax dollars towards interest. Another financial benefit of the capital planning process is the avoidance of poorly timed projects. Good planning can ensure that capital improvement efforts are coordinated. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bonds are issued infrequently, and at times when the Town can take advantage of low interest rates.

Development of the CIP

The process for preparing the FY2024-2028 CIP and associated FY2024 Capital Budget involved active participation by the Town Manager, Assistant Town Managers, and requesting departments, boards, committees, and commissions. The Capital Budget is prepared in the context of a five-year determination of need by departments and the School Committee, in conjunction with the Town's overall financial capacity to affordably accommodate the required debt service payments. Projected debt service payments and budgetary impacts are forecast annually to help ensure affordability and sustainability of the CIP. The Town's capital improvement policies provide guidance for assessing capital needs. These policies, included in Section 5, define capital projects as those items requiring the expenditure of at least \$25,000 and having a useful life of more than five years. Recommended capital project requests are prioritized using the following criteria:

- the project is required to comply with State and/or Federal accessibility standards;
- the project is necessary to protect the health and safety of people; or
- the project is necessary to maintain an existing capital facility, or operation of equipment used in providing Town services.

In addition to the criteria listed above, the Town has a long practice of funding the systematic replacement of obsolete or worn-out equipment, and items requested for the improvement of operating efficiency and the equitable provision of services.

The development of the CIP occurs over the following approximate timeframe:

Late Summer — Following Town Meeting, departments are provided with their previously submitted five-year requests for review, update and the addition of the next fifth year. While requests for each year should remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to the Town Manager and staff for review. The Assistant Town Manager/Finance Director periodically reviews a five-year pro forma forecast, which is one of the tools used to forecast capital funding availability.

Autumn — The Town Manager and staff meet with each department to gain a better understanding of each request.

Late Autumn/Early Winter — The Assistant Town Manager/Finance updates the preliminary debt schedules and financial forecasts in order to provide context to the capital budget as well as the five-year CIP, and the Town Manager presents the Select Board with a proposed five-year plan.

January – The Town Manager transmits the CIP, along with any recommendations made by the Select Board, to the Finance Committee by the Tuesday after the first Monday in January.

January/February/March — The Finance Committee reviews each project in the capital budget and makes recommendations on items included in the Town Meeting Warrant.

May — The Capital Budget is presented to Town Meeting for consideration.

Financing of Capital Projects

The number of capital projects to be funded must be considered in the context of the total Operating Budget, Capital Budget needs, and revenue growth. Capital improvement projects are funded through current receipts, reserves, and/or other funds such as grants.

Current Receipts – Current receipts include property tax revenue, local receipts (such as fees and charges), and state aid. This plan includes no projects to be funded from current receipts.

Free Cash – Free Cash is a function of actual revenue collections in excess of estimates and expenditures less than appropriations. Because Free Cash should not be relied upon as a recurring revenue source, the Town's practice is not to rely upon it as an operating revenue source. In this plan, we have continued the effort to minimize the Town's reliance on Free Cash to support on-going operations by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower. The recommended plan includes \$6,707,428 in Tier 1 projects to be funded from Free Cash.

Capital Improvement Fund – In 2004, the Town created a General Fund Cash Capital Equipment and Facility Improvement Fund (CIF). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital. The CIF may be used in future years to fund the acquisition of new equipment, the replacement of existing equipment that costs less than \$250,000, and for which the Town may borrow for a period of five years or more. Projects must be included in the CIP in order to be eligible for funding through the CIF. This plan includes no projects to be funded from the Capital Improvement Fund.

Capital Facility Stabilization Fund – In 2007, the Town created a Capital Facility Stabilization Fund to allow the Town 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. For this purpose, capital facility refers to any building or structure located on Town property and under the jurisdiction of the Town Manager, to include any Town-owned building,

structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town. This plan includes no projects to be funded from the Capital Facility Stabilization Fund.

Athletic Facility Improvement Fund – In 2012, the Town created an Athletic Facility Improvement Fund to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities. For the purpose of the fund, athletic facilities include any Town-owned building, structure, pool, synthetic turf and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and school teams. This plan includes no projects to be funded from the Athletic Facility Improvement Fund.

Debt Service Stabilization Fund – The November 2, 2015 Special Town Meeting approved the establishment of a Debt Service Stabilization Fund to set aside funds to be available as necessary to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund would provide added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. All appropriations to and from the fund require Town Meeting action. This plan includes no projects to be financed through use of the Debt Service Stabilization Fund for FY2024.

Retained Earnings – Two of the Town's operations – water and sewer – are accounted for as enterprise funds. The revenues and expenditures of these operations are not commingled with those generated by General Fund operations. Generally, each enterprise will generate surplus funds on an annual basis. The Select Board's retained earnings policies are included in Section 5. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds above the target are considered available for appropriation. This plan includes \$532,582 in Tier 1 funding from Sewer Enterprise Fund retained earnings for FY2024.

Debt – The Select Board's debt management policies (Section 5) provide guidance in translating capital expenditures into annual debt service. Section 2 of this plan contains a graphic presentation of the Town's current debt service and a calculation of the Town's debt burden (annual debt service as a percent of total Town revenues). The figures used in calculating the debt burden are derived from the Town's long-term debt service schedule that is also included in Section 2. This plan includes \$13,650,000 in projects to be funded through General Fund debt.

Community Preservation Fund – The Community Preservation Act (CPA) allows cities and towns to raise monies through a surcharge on the tax levy. These funds may then be used to acquire, create and preserve open space, acquire and preserve historic resources, create, preserve and support community housing, and acquire, create and preserve land for recreational use. The CPA also provides for matching funds from the Commonwealth. The CPA requires that each fiscal year Needham must spend, or set aside for later spending, at least 10% of the annual revenues in the Community Preservation Fund for each of three CPA

target areas: open space (but not including land for recreational use), historic resources, and community housing. The remaining 70% may be appropriated at the Town's discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the annual revenue estimate for the administrative expenses of the Community Preservation Committee (CPC). Projects submitted for inclusion in the CIP that qualify for CPA funding are forwarded to the CPC for its consideration. This plan includes a recommendation for \$1,035,000 in projects contingent upon Community Preservation Funding for FY2024. The Community Preservation Committee has not yet made recommendations for FY2024 funding.

Other Available Funds – An Available Fund is actual monies which have become available and may be used to fund expenditures. Monies may become available after a project is completed and the cost was less than appropriated, monies that were previously set aside for future expenditure (e.g., stabilization fund), or monies that are received by the Town but must be specifically identified as a funding source in the Town Meeting motion. An available fund may be restricted to certain purposes (e.g., surplus bond proceeds, special stabilization funds, sale of surplus real estate, grants), or may be non-restricted and hence can be appropriated for any legal purpose. Some Available Funds carry over from year to year and others expire at the end of the fiscal year and close out to fund balance. This plan includes \$2,685,000 contingent on other available funds (American Rescue Plan Act or other State/Federal Funding) for FY2024.

The CIP Is a Flexible Planning Tool

While much of the Town's budget and financial planning efforts are by necessity focused on one or at most two-year intervals, capital planning helps to focus attention on the Town's long-term objectives and financial capacity, and the balance between operating and capital needs. The Town is often faced with the option of reducing its capital plan in order to balance the operating budget. Having a formal and accepted plan helps to maintain a consistent level of spending for capital needs, barring extraordinary circumstances. Individual projects are evaluated against long-term objectives and in relationship to each other. By strategically programming capital projects, the Town can maintain a tolerable level of debt service and prevent unexpected changes in debt service payments.

Investment in Real Property, Facilities, and Infrastructure & Equipment, Technology and Fleet

While significant investments in many capital facilities are still required, the Town has made an extraordinary investment in public infrastructure over the past decade. The Town's success in this area is a direct result of continued and sustained focus on asset evaluation, needs assessment, careful planning, and prioritization. As noted previously, the Town has seen significant progress in several major building projects over the last few years. The Town has also continued its investment in athletic facilities, parks, and recreational amenities, such as Walker Gordon Field, Greene's Field and playground, Newman Fields, Eastman Trail, Rail Trail, Amity Path, the replacement of the synthetic turf fields at Memorial Park and DeFazio Complex, the renovation of Cricket Field, and the Rosemary Lake sediment removal project. Investment in equipment, technology and fleet is primarily in Public Safety,

Public Schools and Public Works. Table 2 shows the Town's investment in facilities and infrastructure the five-year period FY2019 through FY2023, and Table 3 shows the Town's investment in equipment, technology, and fleet for the same period.

Table 2
Facility and Infrastructure Investment FY2019 to FY2023

Description	2019	2020	2021	2022	2023	Total	Average
Municipal Facilities	\$74,641,000	\$794,000	\$0	\$1,896,000	\$442,500	\$77,773,500	\$15,554,700
Townwide Facilities and Community Services	\$8,826,000	\$3,662,000	\$561,500	\$2,568,091	\$2,602,000	\$18,219,591	\$3,643,918
Public Works Infrastructure Program	\$2,508,500	\$2,219,550	\$820,500	\$2,639,000	\$4,001,000	\$14,199,550	\$2,039,710
School Facilities	\$2,796,000	\$1,471,200	\$1,016,000	\$1,848,100	\$24,061,250	\$46,360,550	\$4,459,860
Drains, Sewer, and Water Infrastructure	\$2,395,000	\$7,021,500	\$270,000	\$2,073,000	\$610,000	\$15,269,500	\$2,931,900
Total Appropriations	\$91,166,500	\$15,168,250	\$2,668,000	\$11,024,191	\$31,716,750	\$171,822,691	\$28,630,088

Table 3
Equipment, Technology, and Fleet Capital FY2019 to FY2023

Description	2019	2020	2021	2022	2023	Total	Average
All Other Functions	\$68,970	\$137,960		\$56,000	\$160,000	\$422,930	\$84,586
Public Facilities & Works	\$176,500	\$68,000	\$192,000	\$38,000		\$474,500	\$118,625
Public Safety	\$43,424	\$43,424	\$109,309	\$266,055	\$53,174	\$515,386	\$103,077
Public School	\$60,500	\$35,000	\$35,000	\$25,000	\$25,000	\$180,500	\$36,100
Equipment	\$349,394	\$284,384	\$336,309	\$385,055	\$238,174	\$1,593,316	\$342,388
All Other Functions	\$215,000	\$85,600	\$65,600	\$48,500	\$146,280	\$560,980	\$112,196
Public Facilities & Works					\$50,000	\$50,000	\$10,000
Public Safety	\$112,000	\$852,550		\$50,000	\$50,000	\$1,064,550	\$212,910
Public School	\$706,790	\$684,820	\$648,995	\$540,914	\$490,275	\$3,071,794	\$614,359
Technology	\$1,033,790	\$1,622,970	\$714,595	\$639,414	\$736,555	\$4,747,324	\$949,465
All Other Functions		\$33,085				\$33,085	\$8,271
Public Facilities & Works	\$1,616,409	\$1,245,083	\$1,132,090	\$1,255,028	\$1,222,645	\$6,471,255	\$1,294,251
Public Safety	\$840,163	\$35,249	\$392,981	\$416,383	\$84,845	\$1,769,621	\$353,924
Public School	\$97,552	\$158,718	\$104,748	\$102,838	\$108,100	\$571,956	\$114,391
Fleet	\$2,554,124	\$1,472,135	\$1,629,819	\$1,774,249	\$1,415,590	\$8,845,917	\$1,770,838
Total Appropriations	\$3,937,308	\$3,379,489	\$2,680,723	\$2,798,718	\$2,390,319	\$15,186,557	\$3,062,691

Project Summaries – Recommended Projects for Fiscal Year 2024

GENERAL GOVERNMENT

TELEPHONE SYSTEM REPLACEMENT

This funding request is to study the requirements for replacing legacy telephone systems in Town facilities. Most Town facilities currently use legacy telephone ("landline") technology that is increasingly prone to degradation and failure. Due to the shift in the market from landlines to cellular data and voice over internet protocol (VOIP), replacement infrastructure, parts, and equipment required for the Town's systems are no longer able to be efficiently procured. Similarly, utilities that manage landline infrastructure have drawn down investment in said infrastructure, in line with market trends. This has led to an increasingly unreliable system prone to unscheduled outages and degraded performance over a system that provides a vital and equitable link between residents and Town government. In FY2024, the Town will conduct an analysis of existing infrastructure and systems as a necessary first step. The intent of the study would be to provide options for the Town to consider regarding future telephone infrastructure and systems. (Submitted by Information Technology Center)

The Town Manager's recommendation for Telephone System Replacement is \$50,000 to be funded by Free Cash.

TOWN BUILDING SWITCHES

This funding request is to replace communication switches in Town Facilities. Switching is an important aspect of the communications between the multiple buildings supported by the Information Technology Center (ITC). This request is to upgrade and replace switches in Town Hall, the Center at The Heights, and the Rosemary Recreation Complex – a total of seven switches. The most significant of these is the core switch managed in Town Hall. Because of the increased data transfer speeds between the buildings, it is important to maintain a current level of switching. Many of the current switches within the buildings today are five to six years old and will require replacement in the near future. This project will replace switches at one time to ensure that they are all at the same level of make and model and going forward having a regular routine for replacement for these buildings. (Submitted by Information Technology Center)

The Town Manager's recommendation for Town Building Switches is \$130,000 to be funded by Free Cash.
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PUBLIC FACILITY REPLACEMENT FURNITURE

This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2024, the furniture will be well over 10 years old, and many items require replacement due to heavy wear and tear. Inventory and requests for input on the status of furniture is conducted periodically, most recently in August 2022. In FY2023, furniture and equipment most in need of repair will be replaced using funding appropriated for this purpose at the 2022 Annual Town Meeting. The August 2022 review also yielded a large amount of furniture and equipment in need of replacement as soon as possible, for which remaining funding was not available in FY2023. (Submitted by Office of the Town Manager)

The Town Manager's recommendation for Public Facility Replacement Furniture is \$40,000 to be funded by Free Cash.
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VIDEO PROJECTION EQUIPMENT

This funding request is for the replacement of video projection equipment in the Rosemary Recreation Complex (RRC). RRC Smart TVs and display monitors were included in the base construction of the building. Normally, the Information Technology Center works on a five-year replacement cycle for this hardware – FY2024 will represent year six for this equipment. The ITC will coordinate with the Health and Human Services and Park and Recreation Departments to find replacement equipment that represents the needs of both departments. This request includes purchase and estimated costs for installation and training. (Submitted by Information Technology Center)

The Town Manager's recommendation for Video Projection Equipment is \$55,000 to be funded by Free Cash.

WIRELESS HARDWARE INFRASTRUCTURE

This funding request is for the replacement and upgrade of the wireless access points (WAPs) installed across multiple buildings as well as switches, the controller, and controller software. The controller is designed to manage the WAPs. Currently the Town has wireless access available in multiple buildings throughout Town. These buildings include Town Hall, Public Services Administration Building, The Center at The Heights, the Rosemary Recreation Complex, and Memorial Park Field House. The inclusion of the wireless infrastructure and hardware was part of the original construction for all the listed facilities and there was no previous capital request for any replacement or upgrade. There are currently several buildings that are struggling with access to the wireless network as currently installed. This project would help making the wireless access at larger events in Town buildings, such as Town Meeting and Rosemary Pool visitor access during the summer months. Moving forward, older WAPs will not be compatible with updated controller software. This project will look to replace these WAPs at one time to ensure that they are all at the

same level of make and model and going forward having a regular routine for replacement for these buildings.
(Submitted by Information Technology Center)

The Town Manager's recommendation for Wireless Hardware Infrastructure is \$175,000 to be funded by ARPA.

PUBLIC SAFETY

PERSONAL PROTECTIVE EQUIPMENT

This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel. (Submitted by Fire Department)

The Town Manager's recommendation for Personal Protective Personal Protective Equipment is \$51,030 to be funded by Free Cash.

LIFEPAK 15 V4 MONITOR/DEFIBRILLATOR

This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that the Department uses on frontline rescues. The Department has two frontline rescues with two backup units. The average lifespan for this piece of lifesaving equipment is estimated to be about five years. At the time of this request, the Town currently has only one operating LP15. The Town was notified that Stryker no longer has parts or services for older generation models. As a result, the Town is currently using a "loaner" LP15 from Stryker. Having an additional LP15 would enable the Town to act swiftly if one of the main LP15 devices were to have a service issue. (Submitted by Fire Department)

The Town Manager's recommendation for Lifepak 15 Equipment is \$30,185 to be funded by Free Cash.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT

This funding request is to replace eight copiers in the following locations: Eliot School (2), High School (1), Mitchell School (1), Newman School (2), and Sunita Williams School (2). School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Copier Replacement is \$69,379 to be funded by Free Cash.
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SCHOOL FURNITURE

This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom furniture as needed for new enrollment or replacement purposes. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Furniture is \$25,000 to be funded by Free Cash.

SCHOOL TECHNOLOGY

This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2024 School Technology request includes \$347,750 for hardware and \$113,000 for infrastructure replacement. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Technology is \$460,750 to be funded by Free Cash.

ROOF TOP UNIT REPLACEMENT (BROADMEADOW AND ELIOT SCHOOLS)

This funding request is for the replacement of roof top units (RTUs) at the Broadmeadow and Eliot Schools. RTUs distribute outside air to all spaces in a building, both heating and cooling the air as required. They are critical in maintaining safe and comfortable temperatures inside. RTUs age along with the buildings they support, and their maintenance needs also increase over time. When RTUs pass the end of their useful life, they function less efficiently and experience reoccurring problems with their condensers, controls, motors, and fans. The RTUs at the Broadmeadow and Eliot Schools are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. This project will also include the installation of a small boiler at each school dedicated to reheating overcooled dehumidified air during the summer and shoulder months. The current boilers struggle to run solely for reheat purposes because of their larger size, wasting energy. In the interest of sustainability and reducing greenhouse gas emissions, the funding requested would allow the Town to explore alternate energy options for the natural gas used by the RTUs. (Submitted by Needham Public Schools)

The Town Manager's recommendation for Roof Top Unit Replacement (Broadmeadow and Eliot Schools) is \$9,000,000 to be funded by General Fund debt.

PUBLIC WORKS

RTS PROPERTY IMPROVEMENTS

This funding request is to fund property improvements at the Recycling and Transfer Station (RTS). The upgrades would increase processing efficiency, ensure compliance with regulatory requirements, improve safety, and enhance the facility's overall functionality. Proposed improvements include: concrete storage bins, employee trailer, portable fuel trailer, fabric-covered storage for 100-yard trailers, and scale extension. (Submitted by Department of Public Works – Recycling and Solid Waste)

The Town Manager's recommendation for RTS Property Improvements is \$135,000 to be funded by Free Cash.

ENERGY EFFICIENCY UPGRADES

This funding request is to fund energy efficient upgrades in Town and School facilities. Each year, the Building Maintenance Division submits a funding request for various projects that have been identified as opportunities to increase energy efficiency throughout the Town. These upgrades produce environmental benefits and cost savings. The Town will conduct a study of potential energy efficiency upgrades throughout various buildings. The results of

that study, in conjunction with recommendations from the Climate Action Plan Committee, will be used to determine future energy efficiency upgrade requests. (Submitted by Department of Public Works – Building Maintenance)

The Town Manager's recommendation for Energy Efficiency Upgrades is \$250,000 to be funded by Free Cash.

NPDES SUPPORT PROJECTS (NOT IN RECOMMENDED TIER 1)

This funding request is to support identification of opportunities for stormwater-related improvements. Such opportunities are vital towards the Town's full compliance with new federal stormwater standards. FY2024 funding is planned for the replacement of the Rosemary Dam sluice gate, which is in need of repair due to some leaking. The sluice gate is a mechanism that helps control the flow through the Rosemary Dam. It is vital to maintaining the water level of the pond and in helping to prevent excess runoff during rains. This request is for the funding to replace the existing sluice gate and retrofit the spillway within the existing structure. (Submitted by Public Works – Engineering)

The Town Manager's recommendation for NPDES Support Projects is \$600,000 to be funded by ARPA and \$260,000 in the Tier 2 category.

COMMUNITY SERVICES

CENTER AT THE HEIGHTS GENERATOR

This funding request is to install a permanent generator at the Center at the Heights (CATH). The Town has identified The CATH as an ideal location to serve as an emergency shelter, as it could provide a shelter and warming space as well as a restaurant-grade kitchen in case of emergency. However, the CATH was not designed or built with an emergency generator. The existing portable generator is insufficient as it does not support the electric load of the entire CATH building. (Submitted by DPW- Building Maintenance Division)

The Town Manager's recommendation for Center at the Heights Generator is \$250,000 to be funded by Free Cash.

LIBRARY CHILLER REPLACEMENT

This funding request is for a replacement chiller at the Library. The chiller is a component of the building's HVAC system. The current chiller is past the end of its useful life, functions poorly, and has obsolete parts which require constant repair. Additionally, it utilizes R22, a refrigerant which the Environmental Protection Agency (EPA) has banned the production and import of as of January 1, 2020. The new chiller would also have an energy recovery

system to reduce energy consumption, which the existing chiller does not have. (Submitted by DPW – Building Maintenance Division)

The Town Manager's recommendation for Library Chiller Replacement is \$369,000 to be funded by Free Cash.

ACTION SPORTS PARK FEASIBILITY STUDY

This funding request is for a feasibility study relative to a potential Action Sports Park. Over the past two years, the Park & Recreation Commission and Park & Recreation Department have received numerous requests from residents for various amenities to be added to the Town. The Park & Recreation Commission along with the Needham Select Board have created a Working Group to take a wholistic look at all locations, current amenities, and ongoing requests from the residents. The Active Recreation Assets Working Group will serve in an advisory capacity to guide the Town in space planning for the future of active recreational opportunities in Needham. The feasibility study will look at both action sports complex and pickleball court options. (Submitted by Park and Recreation Department)

The Town Manager's recommendation for Action Sports Complex Feasibility Study is \$35,000 in the Tier 2 category.

ATHLETIC FACILITY IMPROVEMENTS – MCLEOD FIELD

This funding request is for the construction phase of the McLeod Field Renovation. Over the course of several public meetings with residents and Town staff, the Park and Recreation Commission determined that conversion of the field from a baseball field to a softball field would better serve the needs of the community. The project will address existing drainpipe issues and the eroding subsurface of the field, while also incorporating improvements identified during the design phase as needed to ensure a quality softball field for all users. The construction phase of the project will include a repair of the drainpipe, resurfacing, a skin conversion for softball use, upgraded lighting and spectator seating, and the installation of an irrigation system, a scoreboard, and covered dugouts and warm up areas along with storage for equipment and upgraded electrical outlets. A lacrosse wall will be formalized for added field utility. (Submitted by Park & Recreation Department)

The Town Manager's recommendation for Athletic Facility Improvements – McLeod Field is \$1,310,000 to be funded by General Fund debt.

DEFAZIO PLAYGROUND RENOVATION DESIGN

This funding request is for the design phase of the DeFazio Playground ("Tot Lot") renovation. The design will study, among other things, location, equipment, target age-groups, fences, pathways, shade, and other amenities. (Submitted by Park & Recreation Department)

The Town Manager's recommendation for DeFazio Playground Renovation Design is \$35,000 contingent on CPA funding.

ATHLETIC FACILITY IMPROVEMENTS - CLAXTON FIELD LIGHTING INSTALLATION AND SOFTBALL FIELD SKIN REPLACEMENT

This funding request is for the construction phase of the Claxton Field lighting installation and softball field skin replacement. The lighting component of the project will address issues relative to converting from halide to LED lighting. The softball skin replacement component includes regrading, drainage improvements, and construction of covered dugouts, spectator seating, fencing, warm-up areas, and replacement equipment. (Submitted by Park & Recreation Department)

The Town Manager's recommendation for Athletic Facility Improvements – Claxton Field Lighting Installation and Softball Field Skin Replacement is \$1,780,000 to be funded by \$780,000 in Free Cash and \$1,000,000 contingent on CPA funding.

GENERAL FUND FLEET REPLACEMENT PROGRAM

This funding request supports the Town's fleet replacement program, established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUVs, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles

and equipment are just as integral to Town operations as the general-purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2024 fleet replacement schedule is as follows. (Submitted by Multiple Departments)

GENERAL FUND CORE FLEET REPLACEMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
82	Ford F-150	Community Development	2011	Pick-Up	53,706
453	Ford Focus	Building Inspector	2016	SUV Hybrid	49,432
454	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
455	Ford Focus	Building Inspector	2016	SUV Hybrid	49,432
456	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
458	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
701	Ford E-250 Pick-Up	DPW Building Maintenance	2014	Work Truck Class 3	92,216
CO1	Chevrolet Tahoe	Fire	2020	Public Safety Response Vehicle	70,114
Van 09	Toyota Sienna	School	2014	Passenger Van	71,698
Van 10	Toyota Sienna	School	2015	Passenger Van	71,698

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
9	International 7400 Series	DPW Highway	2012	Heavy Duty Truck Class 8 Large Dump	347,431
41	Ford F-250	DPW Parks	2016	Work Truck Class 3	92,216
53	International S600 Roll Off	DPW RTS	2013	Work Truck Class 6	337,155
66	Ford F-550	DPW Highway	2015	Work Truck Class 5	142,050

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
68	Addition to Fleet	DPW Engineering	N/A	Pick-Up	99,410
73	Ford F-550	DPW Parks	2016	Work Truck Class 5	142,050
75	Ford F-550 Dump Truck	DPW Parks	2016	Work Truck Class 5	142,050
90	Specter Refuse Trailer	DPW RTS	2016	Specialty Trailer	120,797
259	Hudson Trailer	DPW Highway	2010	Trailer	OB
323	Pace Utility Trailer	DPW Highway	2010	Trailer	OB
L01	Sutphen Quint Ladder Truck	Fire	2004	Fire Ladder Truck	2,000,000
R03	Ford E450 Ambulance	Fire	2016	Ambulance (Renumber as R01)	498,951
112	Prinoth	DPW Highway	2011	Sidewalk Plow	206,561

The Town Manager's recommendation for General Fund Fleet Replacement is \$4,735,263 with \$1,962,084 funded by Free Cash, \$2,000,000 funded by General Fund debt, and \$773,177 in the Tier 2 category.

TRANSPORTATION NETWORK

TRAFFIC IMPROVEMENTS

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

The Town Manager's recommendation for Traffic Improvements is \$50,000 to be funded by Free Cash.

QUIET ZONE SAFETY UPGRADES

This funding request supports the design phase of an upgrade plan at each grade crossing in Needham with the goal of achieving a Quiet Zone designation from the MBTA. Design of the Great Plain Avenue crossing is underway, and the proposed funding would support design for the crossings at West Street, Rosemary Street, May Street, Oak Street, and at the Needham Golf Club. (Submitted by Public Works – Engineering).

The Town Manager's recommendation for Quiet Zone Safety Upgrades is \$1,340,000 to be funded by General Fund debt.

PUBLIC WORKS INFRASTRUCTURE PROGRAM

This funding request supports the Public Works Infrastructure Program which allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

STREET RESURFACING The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY2023 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard. Target funding for street resurfacing in FY2024 is \$1,285,000.

SIDEWALK PROGRAM FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/linear foot). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in FY2024 is \$855,500.

GUARDRAIL Many of the Town's guardrails are noncompliant with safety standards and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. In FY2024, the Town will address the guardrails on Dedham Avenue which do not meet state guidelines. Target funding for guardrail improvements for FY2024 is \$220,000.

BROOKS AND CULVERTS The section of Rosemary Brook to be addressed (from Trout Pond north to Rosemary Lake) has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues. This project would consist of removing sediment and vegetation and repairing and/or replacing failing walls. Target funding for brooks and culvert improvements for FY2024 is \$221,500. (Submitted by Department of Public Works – Highway)

The Town Manager's recommendation for the Public Works Infrastructure Program is \$2,000,000 funded by free cash in the Tier 1 category and 581,500 in the Tier 2 category.

SEWER ENTERPRISE FUND

SEWER FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
11	Ford Explorer	Sewer	2013	SUV Hybrid	52,059
17	Ford F-550	Sewer	2012	Work Truck Class 5	148,477
103	Deere Backhoe	Sewer	2012	Backhoe	200,105

(Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Sewer Fleet Replacement is \$400,641 of which \$348,582 is proposed to be funded by Sewer Enterprise Fund Retained Earnings, and \$52,059 in the Tier 2 category.

COOKS BRIDGE SEWER PUMP STATION FEASIBILITY STUDY

This funding request supports a feasibility study for the potential replacement of the Cooks Bridge Sewer Pump Station. The current pump station is currently located by the playground of the Needham Housing Authority and is becoming unreliable and unsustainable. This feasibility study would look at other potential locations for the replacement pump station as well as the possibility of switching to a gravity system. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Cooks Bridge Sewer Pump Station Feasibility Study is \$54,000 funded by Sewer Enterprise Fund Retained Earnings.

SEWER SYSTEM INFILTRATION/INFLOW

This funding request supports the replacement of the existing sewer flow monitoring system. The current system detects potential inflow and/or infiltration issues in the sewer system. This current system requires unsustainable levels of maintenance. The new system will require fewer sustainment resources and introduce updated software. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Sewer System Infiltration/Inflow is \$130,000 funded by Sewer Enterprise Fund Retained Earnings.

WATER ENTERPRISE FUND

CHARLES RIVER WATER TREATMENT PLANT HVAC UPGRADES DESIGN

The Charles River Water Treatment Plant is over 20 years old. The heating, ventilation, and air conditioning (HVAC) controls are at the end of their useful life. Some of the controls are no longer supported by the manufacturer, making repairs and maintenance difficult. Like the HVAC controls, the boilers are also approaching the end of their useful lives. Many of the parts needed to maintain the boilers are no longer manufactured, and they have become more and more inefficient. Adding to this problem, the setup of the boiler room makes it difficult to reach some of the equipment that is most in need of repair. Finally, the facility needs a dehumidification system, as the high levels of humidity in the warmer months can create unsafe working conditions for the staff and a potential for mold growth. This funding would be used to commission an outside engineer to analyze the boiler room and the entire HVAC system to determine the best plan to upgrade the outdated equipment and better utilize the existing space. The design phase will also explore opportunities for increased energy efficiency and additional electrification of the HVAC systems.

The Town Manager's recommendation for Charles River Water Treatment Plant HVAC Upgrades Design is \$34,000 to be funded by Water Enterprise Fund Retained Earnings.

WATER SYSTEM DISTRIBUTION IMPROVEMENTS (SOUTH STREET)

This funding request supports the construction phase of the water main replacement on South Street from Charles River Street to Chestnut Street. This water main has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 9,000 linear feet of the 16-inch water main will be removed and replaced. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Water System Distribution Improvements (South Street) is \$6,500,000 funded by Water Enterprise Fund debt.

WATER SUPPLY DEVELOPMENT

This funding request supports the design phase of a proposed redundant well. A redundant well is critical to the long-term strategy for maintaining capacity in the Town's water supply from the Charles River Well Field. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Water Supply Development is \$595,000 funded by Water Enterprise Fund Retained Earnings.

WATER FLEET REPLACEMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
21	Ford F-250	Water	2016	Work Truck Class 2 Pick-Up	90,074
846/78	Ford Escape Hybrid	Water	2011	Pick-Up	52,059

(Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Water Fleet Replacement is \$142,133 funded by Water Enterprise Fund Retained Earnings.

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Improvement Fund (CIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter referred to as the Capital Improvement Fund or CIF (Article 58/2004 ATM). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital.
2. Appropriations from the CIF are restricted to the following items for which the Town may borrow for a period of five years or more: the acquisition of new capital equipment and the replacement of existing capital equipment.
3. Only General Fund capital items that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of Massachusetts General Laws 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, the Town of

Needham has established a Capital Facility Fund (Article 10/2007 ATM). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.

2. For the purpose of the Fund, the term "capital facility" shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of Massachusetts General Laws 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, the Town of Needham has established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities.
2. For the purpose of the fund, the term "athletic facility" shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and public school teams.

E. Debt Service Stabilization Fund

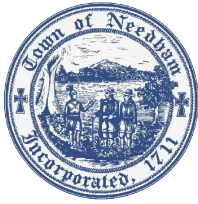
1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Debt Service Stabilization Fund to allow the Town to plan for long-term capital expenses and, from time to time, by appropriation, reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 20, 2016, Revised December 20, 2022

DEBT MANAGEMENT POLICIES

1. Proceeds from long-term debt will not be used for current, ongoing operations.
2. The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.
3. The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.
4. The Town will limit annual increases in debt service to a level that will not materially jeopardize the Town's credit rating.
5. For those previously authorized bonded projects with residual balances, the Town Manager shall propose the reallocation of these balances for other capital projects in conformance with Massachusetts General Laws Chapter 44, Section 20.
6. For those previously authorized projects funded with available revenue (tax levy or reserves), that have residual balances in excess of \$25,000, the Town Manager shall propose the reallocation of these balances for other future capital projects in conformance with Massachusetts General Laws Chapter 44, Section 33B. This practice will avoid abnormally inflating general fund surplus with one-time receipts.
7. For those previously authorized projects funded with available revenue (tax levy or reserves), with residual balances of less than \$25,000, the Assistant Town Manager/Finance Director may authorize the Town Accountant to close these balances to the appropriate fund surplus.
8. The Town will attempt to limit bond sales in any calendar year to \$10,000,000 in order to maintain bank qualifications and thereby receive lower interest rates on bonded debt.
9. Long-term borrowing will be confined to capital improvements too expensive to be financed from current revenues. In general, the Town will attempt to finance purchases costing less than \$250,000 with operating revenues.
10. Bonds will be paid back within a period not to exceed the expected useful life of the capital project.
11. To the extent practicable, user fees will be set to cover the capital costs of enterprise type services or activities - whether purchased on a pay-as-you-go basis or through debt financing - to avoid imposing a burden on the property tax levy.
12. Ongoing communications with bond rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.

Approved May 1991; Revised December 1998, April 7, 2009; Revised December 20, 2022



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Facility Financing Plan Update
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager/Director of Finance will review the recently updated Facility Financing Plan with the Select Board.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Facilities Financing Outlook will be forwarded under separate cover.	



TOWN OF NEEDHAM
DEPARTMENT OF FINANCE
1471 Highland Avenue
Needham, Massachusetts 02492
Telephone 781-455-7500 www.needhamma.gov

To: Kate Fitzpatrick, Town Manager

From: David Davison, Assistant Town Manager/Director of Finance

cc: Finance Committee; Permanent Public Building Committee; Select Board; School Committee

Date: December 19, 2022

Re: Facilities Financing Outlook

The Facilities Financing Outlook is to provide a sense of what the Town's debt position and annual debt service budget requirements may be to fund the identified projects. This outlook assumes that all open authorizations (shown below) will be fully expended, including the two projects approved at the October 24, 2022 Special Town Meeting (the Emery Grover supplemental appropriation and the purchase of a portion of the Foster property). The report includes all the capital proposed to be funded by debt in the preliminary FY2024 - FY2028 Capital Improvement Plan. The report also includes the two major school projects under consideration, the Mitchell and Pollard schools, and a significant investment in the Public Works facilities. The debt authorizations are based on requested timelines and not necessarily the timeline that would be followed.

Current Authorized Projects

Approved	Project	Town Meeting	Art	Authorized	Balance
2019	RTS Property Improvements	07-May-18	37	\$645,000	\$185,000
2019	Public Works Storage Facility (Jack Cogswell Facility)	14-May-18	35	\$3,503,000	\$70,000
2020	Water Distribution System Improvements	06-May-19	41	\$4,500,000	\$4,000,000
2021	Mitchell School Restroom Upgrades	08-Jun-20	23	\$676,700	\$200,000
2022	Sewer Main Replacement	01-May-21	39	\$363,000	\$204,500
2022	Water Service Connections	01-May-21	41	\$1,000,000	\$1,000,000
2022	Public Safety Buildings Construction	01-May-21	37	\$1,400,000	\$1,400,000
2022	Emery Grover Renovation Design	25-Oct-21	7	\$1,475,000	\$1,005,000
2023	Emery Grover Renovation Renovation	04-May-22	21	\$4,000,000	\$4,000,000
2023	Emery Grover Renovation Renovation	04-May-22	21	\$10,150,000	\$10,150,000
2023	Emery Grover Renovation Renovation Supplement	24-Oct-22	10	\$1,295,000	\$1,295,000
2023	Land Purchase (Foster Property)	24-Oct-22	11	\$2,500,000	\$2,500,000
Total				\$31,507,700	\$26,009,500

Project Cost and Timing Assumptions

For the purposes of this report, as in prior reports, we have assumed that the project cost would not be more than the figures presented and that 100% of the appropriation would be necessary to complete the project. If the total project cost is actually less than authorized, the effect would be less debt, hence a lower debt

expense, and for an excluded debt financed project less would be paid by the taxpayer on the tax bill. We assume that capital equipment purchases will take one year to complete. The major facility projects are assumed to take eighteen to twenty-four months unless otherwise stated, and may require bond anticipation notes beyond two years which may increase the total length of time that debt would be outstanding. When the Town is involved in a large multi-year construction project it does not borrow all the funds at one time, but rather borrows a sum to cover the payments due to the contractors for work expected to be completed over the upcoming six to twelve month period. Should a project take more than the estimated time, payments to the contractor would be delayed; hence the funds would not be borrowed as quickly. The effect would be less interest expense in the short run, but perhaps a longer repayment schedule.

The FY2024 – FY2028 Capital Improvement Plan will include several projects that are recommended for funding over the next five years. These are projects which are not considered extraordinary. The preliminary plan before the Select Board on Tuesday, December 20, 2022 has thirteen projects identified to be funded in whole or partially by debt. There are five projects planned for the 2023 Annual Town Meeting. The table below shows the projects currently recommended for funding by fiscal year, the appropriation amount and how much would be paid from cash, if any, and by debt. The table also shows the debt group (category) that the project would fall under. Seven projects proposed for debt financing are from the General Fund within the levy limit, four projects would be funded by the Sewer Enterprise Fund, and two projects would be funded by the Water Enterprise Fund. No project was identified for debt financing that would be paid from the Community Preservation Act (CPA) Fund.

Capital Projects Proposed to be Funded By Debt

Funding Fiscal Year	Project Title	Appropriation	Cash	Debt	Debt Group
2024	McLeod Field Improvements	\$1,310,000		\$1,310,000	GF Within Levy
2024	Quiet Zone Safety Upgrades	\$1,340,000		\$1,340,000	GF Within Levy
2024	Quint Ladder Truck	\$2,000,000		\$2,000,000	GF Within Levy
2024	Roof Top Unit Replacements (Broadmeadow & Eliot)	\$9,000,000		\$9,000,000	GF Within Levy
2024	Water Distribution Improvements	\$6,500,000		\$6,500,000	Water Enterprise
2025	Fire Engine	\$1,085,000		\$1,085,000	GF Within Levy
2025	Quiet Zone Safety Upgrades	\$2,775,000		\$2,775,000	GF Within Levy
2025	Sewer Main Greendale/Rte. 128	\$3,105,000	\$330,000	\$2,775,000	Sewer Enterprise
2025	Water Supply Development	\$2,627,000	\$127,000	\$2,500,000	Water Enterprise
2026	Pollard School Air Conditioning	\$1,335,000		\$1,335,000	GF Within Levy
2026	Sewer Main Greendale/Rte. 128	\$3,322,500	\$322,500	\$3,000,000	Sewer Enterprise
2027	Cooks Bridge Sewer Pump Station	\$3,859,000	\$159,000	\$3,700,000	Sewer Enterprise
2027	Sewer Main Greendale/Rte. 128	\$3,556,000	\$556,000	\$3,000,000	Sewer Enterprise
2028	Fire Engine	\$1,950,000		\$1,950,000	GF Within Levy

General Fund Debt Service within the Levy Limit

- The McLeod Field improvements has been requested for funding in May 2023 at \$1,310,000 (FY2024). This would be financed over ten years and would be paid from the General Fund within the levy limit.

- The first phase of the implementation of the quiet zone is also requested for funding in May 2023 at \$1,340,000. The second phase at \$2,775,000 would be presented the following year, May 2024 (FY2025). Phase one would be financed over five years and phase two would be financed over ten years. Both phases would be paid by the General Fund within the levy limit.
- The designs for the replacement of the roof top HVAC systems at the Broadmeadow and Eliot schools are underway and the \$9,000,000 construction funding request is anticipated for the 2023 Annual Town Meeting (FY2024). This project is expected to take two to three years to complete. Financing will include bond anticipation notes and then permanent financing within three years. The total amount of time that debt may be outstanding is 15 years.
- The five-year capital plan also has a funding request in the amount of \$1,335,000 for May 2025 (FY2026) for improvements to the air conditioning system at the Pollard School. However, if the Town were to move forward with the replacement of the Pollard School as laid out below, funding this project would not be necessary and would be removed. If this project is authorized the proposed financing would be for a five-year period.
- The Town is scheduled to replace three major fire vehicles within the next five years. The replacement of the fire ladder truck will be requested this spring (May 2023) with a total estimated cost of \$2 million. A fire engine, at an estimated cost of \$1,085,000, would be brought to Town Meeting in May 2024 (FY2025). Another fire engine with an estimated cost \$1,950,000 would be requested at the May 2027 Annual Town Meeting (FY2028). The ladder truck is proposed to be financed over four years, the first fire engine would be financed over three years, and the second fire engine would be financed over four years. A general guideline is capital equipment that would be funded by debt with an approximate cost of \$1 million would be for a period of not more than four years (inclusive of notes and bonds) and equipment with an approximate cost of \$2 million or less would be for a period of not more than five years (inclusive of notes and bonds).

Sewer Enterprise Debt Service

- The sewer main replacement in the Greendale Avenue and I-95 area has an estimated cost of \$9,983,500 and will be presented to Town Meeting for funding over three years. The first phase is planned for a Town Meeting vote in May 2024 (FY2025) for \$3,105,000. The current plan is that \$330,000 would be financed from cash and the balance (\$2,775,000) by debt. The second phase would be presented for a vote the following year, May 2025 (FY2026) in the amount of \$3,322,500 of which \$322,500 would be from cash and \$3,000,000 by debt. The final phase would be voted at a town meeting effective for FY2027 at \$3,556,000. This appropriation would be \$556,000 from cash and \$3,000,000 by debt. The entire project is anticipated to take four to five years to complete. The borrowing for each phase will include multiple bond anticipation notes and the amortization schedules are likely to be 25 years each. The Town will pursue opportunities for the Commonwealth to participate in the financing of this project. If the Town qualifies and is approved by the State to finance a portion or the entire project through a state revolving fund program, the rate of interest would be significantly less.
- The timetable for the sewer pump station improvements at Cooks Bridge has an engineering appropriation request planned for the May 2024 Town Meeting (FY2025) which would be funded from cash, followed two years later with an appropriation request of \$3,859,000 for the construction (FY2027) of which \$159,000 would be funded from cash and \$3,700,000 would be funded by debt. The project would be financed over 25 years. Similarly, the Town will pursue opportunities for the Commonwealth to participate in the funding of this project.

Water Enterprise Debt Service

- The funding request for improvements to the water distribution system in the South Street, Charles River Street, and Chestnut Street area in the amount of \$6,500,000 is planned for the May 2023 Annual Town Meeting (FY2024). This project is assumed to be financed over 25 years through a combination of notes and bonds.
- A water supply development project with an estimated cost of \$2,627,000 is assumed for the May 2024 Town Meeting (FY2025). The current plan is to fund the project from cash (\$127,000) and by debt (\$2,500,000). The notes and bonds would be issued for not more than ten years.

School Facility Master Plan Projects and the Public Works Facilities

The **Pollard School** replacement project has been identified by the Needham Public Schools as a need that will be presented for consideration during the FY2024 time period. The option which is reflected in this report is D1. Under this option, it is assumed that the MSBA would not be participating in the funding of the school project. Feasibility funding in the amount of \$1,750,000 would be presented at the 2023 May Annual Town Meeting, followed a year later (May 2024) with design funding of \$23,677,935, and then construction funding in the amount of \$213,992,465 would be presented to Town Meeting during the fall of 2025 (FY2026). The financing of the feasibility study would be for a period not to exceed five years and would be paid from the General Fund within the levy limit. The design and construction appropriations would be funded by excluded debt. A debt exclusion question is assumed to be presented to voters as early as April 2024. The length of time that the design and construction would be ongoing would result in multiple bond issues. The design financing would be for a period of not more than 22 years and a bond would not be issued until passage of both a debt exclusion override by the voters and funding of the construction by Town Meeting. For the purposes of this plan, there would be three bond issues related to the construction funding with 35% of the construction authorization in phase one, 55% would be bonded for the next phase, and the last phase (the remaining 10%) would be bonded after the project is substantially completed. The bond issues would be preceded by the issuance of notes which would result in payable debt service for as long as 26 to 27 years with the final debt payment being made in FY2055. Please note that if the Town were to not move forward with the construction in a timely manner the length of borrowing for the design expense would be limited to five years, which would result in higher debt payments over the short term, but since construction bonds would not have been issued, the total debt service payable over the five years should not be as high. However, should the voters not approve an override, the design expense incurred may need to be repaid from the General Fund within the levy limit. This would impact the capital plan for the period of time that the debt cost would need to be carried within the levy limit.

The **Mitchell School** replacement project has been identified as a need that will be presented for consideration during calendar year 2028, followed by design and construction in 2030. The School Facility Masterplan referred to this as option D1a with a total cost of \$94.3 million. The feasibility funding would be in the amount of \$2,383,100, financed by General Fund debt within the levy limit for a period of not more than five years. The design and construction costs would be financed by debt excluded from the levy limit. A debt exclusion vote under this scenario would be presented as early as April 2030. We have assumed a 20% MSBA reimbursement rate on the construction funding. The MSBA would contribute \$18,393,200 with the balance funded by excluded debt. The length of time that construction would be ongoing would result in multiple bond issues, similar to the Pollard School project. For the purposes of this plan, there would be three bond issues with 35% of the construction authorization in phase one, 55% would be bonded for the next phase, and the last phase (the remaining 10%) would be bonded after the project is

substantially completed. Each of the bond issue would be preceded by the issuance of notes which would result in payable debt service for as long as 25 to 27 years with a final debt payment being made in FY2060. Unlike the Pollard School project where the vote for the design funding would happen before the vote of the construction funding, the Mitchell School project design and construction is proposed to be presented at one Town Meeting and hence if approved, the design and construction would move forward and should not be subject to the five year payback limitation that the Pollard School design borrowing would be if construction was not approved.

The original cost assumptions for the **Public Works Complex** which were prepared in 2016 were updated by Weston and Sampson with additional input from Building Design and Construction Department. The first pass at a design of a new facility at 470 Dedham Avenue was assumed for a 2020 Annual Town Meeting vote, this was then pushed out by two years (May 2022), and now pushed out by an additional two years (May 2024). This project has a pending refresh feasibility study which may change the scope, timeline, and/or cost again, but for the purposes of this report, we rely on the submitted request in the FY2024 – FY2028 CIP. The submitted project timeline has design funding of \$3,900,000 proposed for the May 2024 Annual Town Meeting (FY2025) and the construction funding vote for \$56,500,000 in May 2025 (FY2026). The funding for design would be by debt within the levy limit. The financing for the design portion is amortized over a period of not more than 6 years; if the Town was not to move forward with the construction in a timely manner the length of borrowing would be limited to five years. The construction project would be in phases, and is still proposed to be funded by debt within the levy limit. This project would have multiple bond issues for which we have assumed the same 35%, 55%, and 10% phases. The bond issues would be preceded by the issuance of notes which would result in payable debt service terms between 22 and 26 years with the final debt payment being made in FY2053.

Interest Rates

The tables were built assuming a 7.0% long term interest rate for amounts already approved but not yet borrowed, and 7.0% for all future projects bonded after 2022. We have also built the tables with a 5.0% long term interest rate for all projects. The coupon rates on the last five bond issues included 5% rates. We have assumed that the short-term rates will be half of the long-term rate; meaning, 3.5% under the 7.0% long term interest rate assumption and 2.5% under the 5.0% assumption. We continue to assume that the Town would not move forward with debt financing if prevailing interest rates were above 7.0%. The 7.0% rate is conservative based on the current rates, but given the amount of time that may elapse before the projects are undertaken, it is prudent to weigh the impact that a higher rate would have on the Town's ability to fund projects and service the debt. The chart (next page) shows the history of the general obligation bonds the Town has issued since 2000 and what the stated interest rates on the bonds were. Since 2000, the highest bond rate was 5% and the lowest bond rate was 1%. Interestingly, only eight months elapsed between the highest and the lowest rate. The Town last issued a Bond on April 14, 2022 which carried interest rates between 3% and 5%. The bond issued just one year prior (2021) carried interest rates between 2% and 5%. The higher coupon rates have tended to be in the earlier years when the principal balance is higher and consequently the debt service cost is also higher.

Issued	Years	Amount	Bond Rates
6/15/2001	10	\$8,883,000	4.000%
5/15/2003	8	\$5,590,000	1.500% - 2.800%
11/4/2003	20	\$14,000,000	2.500% - 4.625%
6/1/2004	3	\$1,680,000	3.000%
12/8/2004	15	\$12,649,000	3.000% - 4.750%
6/1/2005	20	\$6,827,000	3.250% - 4.125%
12/15/2005	9	\$3,346,000	3.375% - 3.800%
11/1/2006	20	\$11,970,000	3.750% - 4.500%
6/15/2007	15	\$4,470,000	4.050% - 5.000%
12/11/2007	4	\$3,205,000	3.250% - 3.250%
6/13/2008	18	\$12,600,000	3.250% - 5.000%
11/7/2008	19	\$5,600,000	3.000% - 5.000%
6/1/2009	19	\$6,842,000	2.000% - 4.000%
12/15/2009	19	\$15,815,000	2.000% - 4.000%
6/15/2010	14	\$4,000,000	2.000% - 3.500%

Issued	Years	Amount	Bond Rates
10/15/2010	6	\$4,635,000	1.000% - 3.000%
6/1/2011	17	\$11,750,000	2.000% - 5.000%
10/18/2011	15	\$2,460,000	2.000% - 3.125%
10/15/2012	18	\$12,244,000	2.000% - 4.000%
6/28/2013	19	\$5,945,000	2.000% - 4.000%
12/2/2013	20	\$6,085,000	3.000% - 4.000%
6/2/2014	20	\$5,032,000	2.000% - 3.500%
4/15/2015	19	\$13,425,000	2.000% - 4.000%
6/16/2016	11	\$6,645,000	2.000% - 4.000%
1/17/2017	25	\$10,945,000	3.000% - 4.000%
7/31/2018	25	\$31,000,000	3.000% - 5.000%
10/1/2019	25	\$27,500,000	2.625% - 5.000%
6/25/2020	20	\$25,185,000	2.000% - 5.000%
4/15/2021	19	\$24,075,000	2.000% - 5.000%
4/14/2022	15	\$10,115,000	3.000% - 5.000%

Debt Service Allowances

In calculating debt service allowances, the following assumptions are built into the report. The General Fund debt within the levy limit allowance is equal to three percent of the General Fund recurring revenue. The years in which the total estimated General Fund within the levy limit debt service would be above the three percent limit would need to be addressed. Projects could be scheduled in a manner to apply the flexibility that was envisioned with the establishment of the Debt Service Stabilization Fund (DSSF). Those funds could be used to offset the debt service expense that would be paid from General Fund revenue within the levy limit so that the three percent policy is maintained. A concept for your consideration is to direct a significant portion or all of the New Growth property tax revenue that will arise from the redevelopment of the former Muzi site into the DSSF. An amount equal to the fee paid for the building permit for that project could also be directed to the Fund. Placing those monies into the DSSF requires Town Meeting approval, annually. A preliminary estimate of the New Growth revenue is four million dollars. However, the increase revenue would not happen all at once, but rather as the site is developed. Increased revenue generated from that project is likely for FY2023 (building permit), FY2024, FY2025, and perhaps FY2026.

The debt service budget for both Sewer and Water Enterprise Funds are based on the estimated debt service for the projects identified to be funded in part or whole by debt. The Sewer Enterprise Fund debt budget for FY2023 is \$610,000 and based on the projects is expected to increase to over \$1.6 million under the 7.0% interest rate assumption and then begins to decline. The report assumes the minimum annual sewer debt budget will be \$750,000 when the actual annual debt service drops below that amount. The Sewer Enterprise Fund debt budget use to be carried at \$1,500,000 per year as recent as FY2019, but was lowered over the past few years to the current budget of \$610,000. The decrease was due to projects not ready to move forward and hence funding at the higher amount was not needed. Likewise, we assume a minimum annual Water Enterprise Fund debt budget of \$1,250,000, which is the current budget for water debt. The Water Enterprise Fund debt budget use to be carried at \$1,550,000 per year, but was decreased to the current \$1,250,000 in FY2020. Based on the two projects that need to be funded, the water debt increases to over \$2 million by FY2028, under the 7.0% interest rate assumption and then begins to decline. Even under the 5.0% interest rate assumption, the peak year tops out at just under \$1.8 million.

Revenue Assumptions

General Fund revenue within the levy limit consists of property taxes (after subtracting excluded debt), state aid (after subtracting aid meant for excluded debt), and local receipts. We have assumed a rounded straight four percent increase in the total of those receipt types annually, with the preliminary FY2024 estimate as the base year. The FY2024 estimate does not include revenue that may result from the Muzi site redevelopment which could be part of an overall funding plan discussed earlier. The growth assumption is based on ~80% of the long-term average growth rate in General Fund revenue after adjusting for overrides and nonrecurring revenue. The much higher growth rate in revenues, particularly property tax, over the past several years was due to a number of factors, including an unabated residential construction boom, major commercial developments in and near Needham Crossing, and the addition of TripAdvisor and NBC Universal developments. This growth provided the Town with the ability to fund full-day kindergarten without the need of a general override or tuition fees, to increase staff for the public health, public safety, and school departments, and again without the need for a general override to cover the increased operating expenses with the new or expanded facilities added to the Town's inventory during the past few years, such as the Williams School, High School addition, Jack Cogswell Building, Memorial Park Field House, the Public Safety buildings, and the Rosemary Recreation Complex. The higher revenue growth during that time also made it possible to fund additional capital projects by debt within the levy limit and to assist funding the annual Public Works infrastructure program from cash.

The debt excluded revenue is assumed at the same amount as the exempted debt identified for payment in the fiscal year. The excluded debt revenue is the property tax and any offsetting revenue such as MSBA installment payments for the Broadmeadow School (ends in FY2024) and premiums received on bonds issued prior to the implementation of the Municipal Finance Modernization Act. The Act changed the accounting and the use of any premium proceeds received which now negates the need for the annual adjustment.

CPA revenues are derived primarily from two sources: property tax surcharges and state aid matches. The CPA revenue estimates in the out years are built off of the FY2023 estimate. The CPA surcharge revenue is assumed to grow at four percent annually, and the State revenue match is assumed at 10%. We have continued to assume a lower percentage match from the Commonwealth because of the increased number of communities eligible for funding from the State Trust. The total number of communities participating in the program (as of November 2022) is 194 (35 cities and 159 towns). The State's match is based on the Town's prior fiscal year surcharge, i.e., the State revenue match payment received this year (FY2023) was based on the FY2022 CPA surcharge. The state match calculation is based on 99% of the prior year committed surcharge.

We have assumed a two percent annual increase for both Sewer and Water Enterprise Funds with FY2023 as the base year moving forward.

Debt Exclusions

Proposition 2-1/2 sets a limit on how much a community may increase the tax levy without voter approval. There are three types of "Override" votes: general override, capital exclusion, and debt exclusion. A general override vote is for a set dollar amount, when the tax levy may be increased over the levy ceiling in a given year and become part of the base in the following year's calculation. A capital exclusion override is a set dollar increase in the tax levy for one specific year for a capital project. The exclusion is not included in

the calculation of the following year's tax levy base calculation. The third type is a debt exclusion override which is the mechanism that is employed by the Town as part of its overall capital financing program. The debt exclusion is not a specific amount, nor a specific year, but rather the override is in effect to pay the annual debt service that was exempted by the voters until the debt is fully repaid.

A debt exclusion question may be presented to and approved by the voters before or after the related debt is authorized or issued. A debt exclusion approved after repayment of the debt has begun applies prospectively, i.e., to the remaining debt service payments owed on the obligation. A separate question may be presented for each borrowing or multiple borrowings may be included within a single question. Only the Select Board can vote to put an override/exclusion question on the ballot, no other Town board or Town Meeting can place an override on the ballot. A debt exclusion override question requires a 2/3 vote of the Select Board to submit the question to the voters.

The Town of Needham has exempted debt from Proposition 2-1/2 for a number of projects since the 1980's. The following facilities have been financed by exempt debt:

- Broadmeadow School; Eliot School; High Rock; Newman Preschool (2000)
- High Rock/Pollard School (2007)
- High School (1988) (2000) (2003) (2005)
- Land Purchases (1988) (2000)
- Landfill (1998)
- Library (2003)
- Williams Elementary School and related Land Purchases (2016)
- Newman School (1996) (2009)
- Public Safety Building; Police/Fire Headquarters; Fire Station #2 (1988) (2018)
- Pollard School (1992)
- Transfer Station (1988)

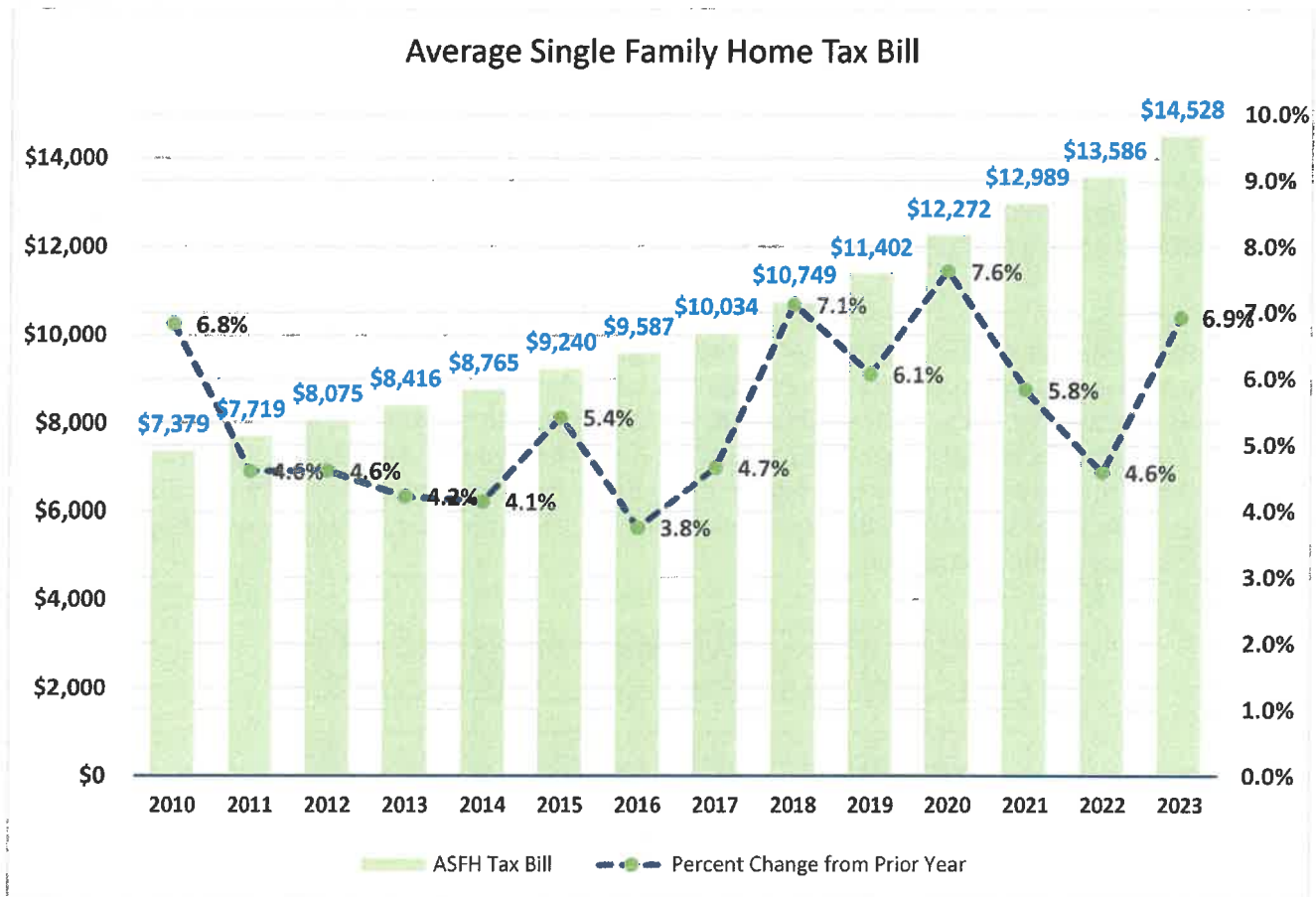
The following future projects are assumed to be presented for an exclusion vote:

- Mitchell School Option D (2030)
- Pollard School Option D (2024)

Needham Average Single Family Home Tax Bill

The total average single family home (ASFH) tax bill in Needham since 2010, based on the actual residential tax rate for the fiscal year, is shown in the graph on the next page. The annual change from the prior year has FY2020 with the greatest percent increase at 7.6% and the lowest percent change was in FY2016 at 3.8%. The change in the average annual tax bill over the period was approximately 5.5%. The increase in the average tax bill for FY2020 (the highest percent change) primarily resulted from a large increase in the amount of excluded debt to be paid during FY2020 compared to FY2019, and the commercial tax base not keeping pace with the residential tax base. The amount of excluded debt that was raised on the FY2020 tax levy was \$12,122,344 which compares to the \$9,057,029 that was raised on the FY2019 tax levy. This was approximately a 34% increase. The average tax bill increased by 4.6% in FY2022, which was a lower percentage increase in the ASFH tax bill than the previous five years. The FY2023 average tax bill increased by 6.9%, the highest since FY2020. The average single-family home assessed value is now at \$1,114,084 or 9.6% more than FY2022. This increase in the average single family home assessment was due to a combination of higher resale values for existing homes (which does not generate additional property

tax revenue) and the construction of many new homes in the \$1 to \$3 million range (which does generate additional property tax revenue).



Key Components of the Select Board's Debt Policy

The Board's policy on debt management has twelve points of which the following three are essential to this report:

- The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.
- To the extent practicable, user fees will be set to cover the capital costs of enterprise type services or activities - whether purchased on a pay-as-you-go basis or through debt financing - to avoid imposing a burden on the property tax levy.
- The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.

The Three Percent

The General Fund debt within the levy limit will be three percent. This report assumes the continuation of this policy and that the Debt Service Stabilization fund will be a tool used to mitigate the years where we estimate that the debt service obligations would exceed the 3% of General Fund receipts.

Enterprise Debt

The existing and approved debt for the RTS Enterprise Fund was moved and now is reflected in the General Fund debt within the levy limit. The RTS Enterprise was dissolved effective as of FY2020. This report incorporates the estimated debt service for Water and Sewer projects in the current capital improvement plan and assumes an annual debt serve budget for water of \$1,250,000 and \$750,000 for sewer. The Water Enterprise debt exceeds the target debt budget for 10 years (FY2025 – FY2034) based on a 7.0% interest rate; even at a 5.0% interest rate the target is exceeded for the same amount of time. The Sewer Enterprise debt exceeds the target debt budget for 19 years (FY2027 - FY2045) based on a 7.0% interest rate. Since rates need and are set to recover the cost of operations, including the annual debt service, enterprise revenue would increase and hence would have a positive impact on the debt to revenue ratio.

Overall Debt

The Town's total annual debt service has exceeded the 10% measure for several years. The total debt service to estimated gross revenues for FY2023 has fallen below the 10% guideline and is now at 9.9%; FY2024 is projected at 8.4%. The analysis shows that, based on revenue growth assumptions, the cost estimate for the projects, and longer-term bonds, the estimated annual debt service will be or exceed 10% for a number of years regardless of whether the interest assumption is 7% or 5%. Similarly, the 3% allowance is projected to be exceeded nine years under a 7% interest rate assumption and by eight years under a 5% interest rate assumption.

Fiscal Year	Debt Ratio at 7%		Debt Ratio at 5%	
	Total	GF	Total	GF
2023	9.9%	2.9%	9.9%	2.9%
2024	8.4%	2.8%	8.3%	2.7%
2025	8.2%	3.0%	8.0%	2.9%
2026	8.1%	3.3%	7.7%	3.1%
2027	9.3%	4.0%	8.6%	3.7%
2028	13.6%	5.0%	12.3%	4.4%
2029	14.1%	4.6%	12.5%	4.1%
2030	15.1%	4.9%	13.3%	4.3%
2031	14.7%	4.8%	13.0%	4.3%
2032	14.3%	4.1%	12.5%	3.6%
2033	13.5%	3.6%	11.8%	3.2%
2034	12.8%	3.3%	11.2%	2.9%
2035	12.6%	3.0%	11.4%	3.0%
2036	12.2%	3.0%	11.0%	3.0%
2037	11.6%	3.0%	10.5%	3.0%
2038	11.0%	3.0%	10.0%	3.0%
2039	10.4%	3.0%	9.5%	3.0%
2040	9.9%	3.0%	9.1%	3.0%
2041	9.3%	3.0%	8.5%	3.0%
2042	8.7%	3.0%	8.0%	3.0%
2043	8.2%	3.0%	7.6%	3.0%

Review of the Table Attachments

Identified Future Capital Projects

This chart lists the projects that have yet to be approved by Town Meeting but have been identified for funding by debt in whole or partially during the next five years in the FY2024 – FY2028 Capital Improvement Plan and the three major building projects under consideration. The “Funding Fiscal Year” column indicates the fiscal year that the project would be funded. The “Project Title” column is the name assigned to the request. The “Appropriation” column indicates the submitted funding amount requested. The “Cash” column indicates the amount of cash, if any that would be used to fund the project. The column includes any MSBA reimbursement assumption. The “Debt” column indicates the amount of the appropriation which is proposed to be funded by debt. The “Debt Group” column indicates which debt category the project would fall under. The Town has five categories of debt. General Fund within the levy limit (GF Within Levy) which is the debt category that the three percent debt ratio is applicable. Debt excluded from the levy limit (Excluded) is the debt category which is funded by property taxes above the allowed levy for the fiscal year. Community Preservation Act Fund is the debt category that is funded by CPA revenues. There are no projects proposed for debt funding which would be paid by CPA receipts. The Emery Grover renovation project, which has already been approved by Town Meeting, includes \$4 million that will be financed by debt paid from the CPA fund. Sewer Enterprise Fund debt (Sewer Enterprise) is debt that is paid by sewer use rates and charges. Water Enterprise Fund debt (Water Enterprise) is debt that is paid by water use rates and charges. The five debt categories combined relate to the ten percent debt guideline.

Issued and Outstanding Long Term Debt

This table shows the schedule of bonds currently outstanding and payable by fiscal year. The “Project” column is the name of the project. The “Amount Issued” column is the amount that was borrowed for that bond issue. The “Yrs” column is the number of years that the bond was issued. The “Average Rate” column is the average coupon interest rate for the life of the bond. The “Debt Service” columns show the amount of debt to be paid by fiscal year. The debt service payments are inclusive of interest and principal. The last group of payments are due in FY2045.

Debt Service Authorized Not Yet Issued

This table shows the assumed annual debt service for borrowings not yet done for projects that have previously been authorized by Town Meeting. The assumed long term interest rate is 7.0% and the short-term rate (note) is 3.5%. The “Project” column is the name of the project or type of debt. The “TM Vote” column is the Town Meeting which the borrowing authorization was approved. The “Amount” column is the estimated amount to be borrowed for that specific borrowing. The “Yrs^” column is the number of years that the bond would be issued. However, the total length of time that payments are shown may be longer to account for temporary borrowing which may be necessary. The “Rate*” column is the assumed interest rate on the bonds; for years which may include bond anticipation notes (short term borrowing), the payments were calculated based on a short term rate. The “Debt Service” columns show the amount to be paid by fiscal year. The debt service payments are inclusive of interest and principal. The last payments would be due in FY2044.

Debt Service Identified Future Projects (7%)

This table shows the assumed amortization period for the debt that may be issued for projects which appear on the Identified Capital Projects chart. The assumed long term interest rate is 7.0% and the short-term rate

(notes) is 3.5%. The number to the left of each line indicates the fiscal year that the proposed project would be approved. The “Project” column is the name of the project. The “TM Vote” column is the Town Meeting which the project is assumed to be presented to Town Meeting for funding. The “Amount” column is the estimated amount to be borrowed for that specific borrowing. The “Yrs^” column is the number of years that the bond would be issued. However, the total length of time that payments are shown may be longer to account for temporary borrowing which may be necessary. The “Rate*” column is the assumed interest rate on the bonds; for years which may include bond anticipation notes (short term borrowing), the payments were calculated based on a short term rate. The “Debt Service” columns show the amount to be paid by fiscal year. The debt service payments are inclusive of interest and principal. The last payments would be due in FY2060.

Estimated Debt Service

This table combines the issued and outstanding long term debt schedule (Issued and Outstanding), debt service authorized not yet issued schedule (Approved Not Yet Borrowed), debt service identified future projects schedule (Identified Future Projects), and for the General Fund within the levy limit, Sewer Enterprise Fund, and Water Enterprise Fund the additional debt service capacity (Additional Debt Service Capacity), if any, based on the allowances described earlier. The long-term interest rate is 7.0% and the short-term interest rate is 3.5%

Estimated Revenue and Debt Ratios Long Term Interest Rate Assumption (7%)

This table shows the estimated revenue by fiscal year for each revenue category: Debt Within The Levy Limit (the total is identified as Line A); Debt Excluded from the Levy Limit (Line B); CPA Fund (Line C); Enterprise Funds - sewer and water receipts (Line D), and the total revenue which is the total of lines A through D (Line E). The total estimate debt service is shown on Line F which will be found on Line F of the Estimated Debt Service table. Line G is the calculation of the Total Estimated Debt Service divided by the Total Revenues (Line F divided by Line E). This is the line that relates to the 10% guideline. Line H is total of the General Fund Receipts (Line A). Line I is the General Fund debt paid within the levy limit. Those totals are also on the Estimated Debt Service table Line A at the top of the table. Line J is the calculation of the total General Fund debt within the levy limit divided by the total General Fund receipts within the levy limit (Line I divided by Line H). This is the line that relates to the 3% debt policy. Line K is the calculation of the combined debt service from Lines A+C+D+E from the Estimated Debt Service Table divided by the combined revenues of Lines A+C+D on the Estimated Revenue and Debt Ratios table. This shows the estimate debt ratio without excluded debt and excluded revenue. The table shows the totals and calculations for every fiscal year from FY2023 to FY2062. The long-term interest rates are based on 7.0%.

Debt Service Authorized Not Yet Issued (5%)

This table is the same as the 7% table, but the debt calculations are based on a 5.0% long term interest rate and a 2.5% short-term interest rate.

Debt Service Identified Future Projects (5%)

This table is the same as the 7% table, but the debt calculations are based on a 5.0% long term interest rate and a 2.5% short-term interest rate.

Estimated Debt Service (5%)

This table is the same as the 7% table, but the debt calculations are based on a 5.0% long term interest rate and a 2.5% short-term interest rate.

Estimated Revenue and Debt Ratios Long Term Interest Rate Assumption (5%)

This table is the same as the 7% table, but the debt calculations are based on a 5.0% long term interest rate and a 2.5% short-term interest rate.

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Facilities Financing Outlook Charts and Tables

Funding Fiscal Year	Project Title	Appropriation	Cash	Debt	Debt Group	Interest Rate Assumption	Comment
2024	McLeod Field Improvements	\$1,310,000		\$1,310,000	GF Within Levy	7.00%	
2024	Quiet Zone Safety Upgrades	\$1,340,000		\$1,340,000	GF Within Levy	7.00%	
2024	Quint Ladder Truck	\$2,000,000		\$2,000,000	GF Within Levy	7.00%	
2024	Roof Top Unit Replacements (Broadmeadow & Eliot)	\$9,000,000		\$9,000,000	GF Within Levy	7.00%	
2024	Water Distribution Improvements	\$6,500,000		\$6,500,000	Water Enterprise	7.00%	
2025	Fire Engine	\$1,085,000		\$1,085,000	GF Within Levy	7.00%	
2025	Quiet Zone Safety Upgrades	\$2,775,000		\$2,775,000	GF Within Levy	7.00%	
2025	Sewer Main Greendale/Rte. 128	\$3,105,000	\$330,000	\$2,775,000	Sewer Enterprise	7.00%	
2025	Water Supply Development	\$2,627,000	\$127,000	\$2,500,000	Water Enterprise	7.00%	
2026	Sewer Main Greendale/Rte. 128	\$3,322,500	\$322,500	\$3,000,000	Sewer Enterprise	7.00%	
2027	Cooks Bridge Sewer Pump Station	\$3,859,000	\$159,000	\$3,700,000	Sewer Enterprise	7.00%	
2027	Sewer Main Greendale/Rte. 128	\$3,556,000	\$556,000	\$3,000,000	Sewer Enterprise	7.00%	
2028	Fire Engine	\$1,950,000		\$1,950,000	GF Within Levy	7.00%	
2026	Pollard School Air Conditioning	\$1,335,000		\$1,335,000	GF Within Levy	7.00%	Project will not be done if Renovation/Expansion is Funded
2024	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility	\$1,750,000		\$1,750,000	GF Within Levy	7.00%	
2025	High Rock Renovation to Reconfigure as K-5 Elementary School (High Rock as ES Option D1a)	\$399,500	\$399,500	\$0	Cash	7.00%	Cash Only School Opens September 2029 (FY2030)
2025	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design	\$23,677,935		\$23,677,935	Debt Exclusion	7.00%	
2025	Public Works Facilities Improvements	\$3,900,000		\$3,900,000	GF Within Levy	7.00%	
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	\$213,992,465		\$213,992,465	Excluded	7.00%	Opens September 2029 (FY2030)
2026	Public Works Facilities Improvements	\$56,500,000		\$56,500,000	GF Within Levy	7.00%	
2029	Mitchell Elementary School (Option D1a) - Feasibility	\$2,383,100		\$2,383,100	GF Within Levy	7.00%	
2031	Mitchell Elementary School (Option D1a) - Design and Construction	\$91,943,200	\$18,393,200	\$73,550,000	Debt Exclusion	7.00%	Assumes ~20% MSBA Reimbursement Construction; School Opens September 2034 (FY2035)

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Issued and Outstanding Long Term Debt									
Project	Amount Issued	Yrs	Average Rate	Debt Service		Debt Service		Debt Service	
				2023	2024	2025	2026	2027	2028
Town Hall	\$385,000	15	2.63%	28,375	27,656	26,906	26,156	25,391	
Public Services Administration Bldg.	\$100,000	10	3.69%	10,200					
59 Lincoln Street & 89 School Street	\$52,500	20	2.93%	3,625	3,505	3,415	2,365	2,325	2,283
Senior Center	\$1,000,000	20	3.38%	66,756	65,256	63,756	62,256	60,756	59,194
59 Lincoln Street & 89 School Street	\$1,005,000	20	3.39%	67,500	66,000	64,500	63,000	61,500	59,938
37-39 Lincoln Street	\$605,000	20	3.39%	40,500	39,600	38,700	37,800	36,900	35,963
51 Lincoln Street	\$950,000	20	3.39%	65,825	59,400	58,050	56,700	55,350	53,944
Senior Center	\$5,050,000	20	3.54%	357,775	348,850	335,000	327,500	319,688	311,406
DPW Complex - Garage Bays	\$800,000	10	2.09%	83,600	82,000				
Senior Center	\$1,050,500	20	2.83%	72,700	71,600	65,225	63,975	62,725	61,400
66 - 70 Chestnut Street	\$1,330,000	19	3.35%	96,950	94,150	91,350	88,550	85,750	83,475
Central Avenue/Elliott Street Bridge	\$500,000	10	4.00%	60,000	58,000	56,000	54,000	52,000	
Rosemary Recreational Complex	\$2,260,000	10	5.00%	198,750	191,250	183,750	176,250	168,750	161,250
Memorial Park Building	\$970,000	10	5.00%	113,625	109,375	95,375	91,625	87,875	84,125
Public works Storage Facility	\$1,025,000	5	5.00%	235,750	225,500	215,250			
Memorial Park Building	\$440,000	4	5.00%	121,000	115,500				
Public Services Administration Building#	\$1,201,500	7	4.52%	255,950	250,450	214,700	210,200	192,400	
Public Works Infrastructure Program	\$140,000	3	5.00%	48,375	46,125				
Public Works Storage Facility	\$75,000	3	5.00%	26,875	25,625				
Public Services Administration Building#	\$280,000	4	5.00%	78,750	75,250	71,750			
Pollard School Roof Replacement	\$725,000	10	3.67%	71,400					
High School Cafeteria Construction	\$1,500,000	10	4.00%	180,000	174,000	168,000	162,000	156,000	
High School Expansion Construction	\$6,500,000	16	3.86%	489,125	472,875	456,625	440,375	424,125	407,875
High School Expansion Construction	\$4,004,000	15	4.13%	393,950	381,200	368,450	355,700	342,950	330,200
Total General Fund Debt Service Within the Levy Limit				3,167,356	2,983,168	2,576,803	2,218,453	2,134,484	1,651,051

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2023	Debt Service 2024	Debt Service 2025	Debt Service 2026	Debt Service 2027	Debt Service 2028
Broadmeadow School#	\$8,400,000	12	3.00%	678,000	642,600				
Newman School Extraordinary Repairs	\$9,000,000	20	2.82%	574,100	556,020	542,460	529,460	520,500	510,980
Newman School Extraordinary Repairs	\$2,200,000	20	3.39%	148,500	145,200	141,900	138,600	135,300	131,863
Eliot School#	\$2,562,000	10	3.94%	269,500	259,700	249,900			
High School#	\$4,775,000	10	3.97%	523,600	500,300	482,100	459,000		
High Rock School Design#	\$187,770	11	4.00%	28,840	27,840	21,940	21,140	18,870	
High Rock & Pollard School Projects#	\$429,470	11	4.00%	63,960	56,860	54,860	52,860	47,430	
High School#	\$2,991,900	9	4.00%	538,600	514,100	494,700			
High School#	\$782,850	11	4.00%	112,040	108,240	104,440	100,640	95,370	
High Rock & Pollard School Projects#	\$2,253,010	12	4.00%	297,160	287,360	272,660	258,160	245,330	234,600
Owens Farm Land Purchase	\$7,000,000	25	3.70%	483,300	472,100	460,900	449,700	438,500	427,300
609 Central Land Purchase	\$730,000	22	3.68%	40,750	39,750	38,750	37,750	36,750	35,750
William School Construction Project	\$18,000,000	25	3.53%	1,297,800	1,261,800	1,225,800	1,189,800	1,153,800	1,117,800
William School Construction Project	\$7,400,000	22	3.48%	515,731	500,981	486,231	471,481	456,731	441,981
Public Safety Buildings Construction	\$11,565,000	25	3.36%	857,075	828,700	805,450	782,200	758,950	730,825
High Rock & Pollard School Projects#	\$3,788,500		4.30%	617,200	598,700	574,950	556,200	537,000	512,800
Public Safety Buildings Construction	\$18,540,000	20	2.86%	1,431,900	1,387,150	1,342,400	1,297,650	1,261,850	1,226,050
Public Safety Buildings Construction	\$19,160,000	20	2.70%	1,340,250	1,298,750	1,257,250	1,215,750	1,174,250	1,132,750
Public Safety Buildings Construction	\$9,970,000	15	4.13%	3,500,598	768,075	743,825	724,425	705,025	680,775
High School#	\$1,149,000	7	5.00%	214,000	210,375	201,625	197,750	188,750	87,125
Newman School Extraordinary Repairs#	\$1,894,000	8	5.00%	311,375	299,625	292,750	280,750	273,625	261,375
Total General Fund Debt Service Excluded from the Levy Limit				13,844,279	10,764,226	9,794,891	8,763,316	8,048,031	7,531,974
Town Hall	\$1,225,000	15	2.63%	90,800	88,500	86,100	83,700	81,250	
Town Hall	\$970,000	18	2.80%	66,225	64,025	62,375	61,275	60,175	54,063
Rosemary Recreational Complex	\$4,000,000	20	3.57%	326,000	316,000	306,000	296,000	286,000	276,000
Rosemary Recreational Complex	\$3,221,000	18	3.74%	266,981	258,731	250,481	242,231	233,981	220,856
Town Hall#	\$1,345,000	8	5.00%	219,625	211,375	203,125	199,750	191,250	187,625
Total CPA Debt Service				969,631	938,631	908,081	882,956	852,656	738,544

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2023	Debt Service 2024	Debt Service 2025	Debt Service 2026	Debt Service 2027	Debt Service 2028
Sewer Pump Station Reservoir B - MWPAT	\$6,034,290	20	2.15%	374,391	374,460	374,531	374,602	374,677	374,752
Sewer Rehabilitation (Rte 128)#	\$500,000	8	4.00%	71,400					
MWRA Sewer System Rehab - I/I Work	\$179,548	5	No Interest	35,910					
MWRA Sewer System Rehab - I/I Work	\$440,000	5	No Interest	88,000	88,000	88,000			
Sewer Rehabilitation (Rte 128)#	\$36,000	8	4.39%	6,350	6,100	5,850	5,600	5,400	5,200
Sewer Main Replacement	\$145,000	6	4.13%	30,019	29,875	28,625	27,625	26,625	20,500
Total Sewer Fund Debt Service				606,069	498,435	497,006	407,827	406,702	400,452
MWPAT Water DWS-08-24	\$765,335	19	2.00%	48,979	48,913	48,845	48,777	48,707	48,635
St Mary's Pump Station	\$1,995,000	20	2.85%	134,775	132,775	130,275	127,775	125,275	122,625
Water Main Improvements	\$400,000	10	3.95%	44,000	42,400	40,800			
St Mary's Pump Station	\$1,700,000	19	3.36%	124,350	120,750	117,150	113,550	109,950	107,025
Water System Rehabilitation (Rte 128) #	\$638,000	8	4.00%	117,300					
Water Service Connections (MWRA)	\$1,000,000	10	No Interest	100,000	100,000	100,000	100,000	100,000	100,000
Water System Rehabilitation (MWRA)	\$1,131,265	10	No Interest	113,127	113,127	113,127	113,127	113,127	113,127
Total Water Fund Debt Service				682,530	557,965	550,197	503,229	497,059	491,412
Total				19,269,866	15,742,424	14,326,978	12,775,781	11,938,932	10,813,433

Note total may not add up due to rounding; # refunding bond

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Issued and Outstanding Long Term Debt									
Project	Amount Issued	Yrs	Average Rate	Debt Service		Debt Service		Debt Service	
				2029	2030	2031	2032	2033	2034
Town Hall	\$385,000	15	2.63%						
Public Services Administration Bldg.	\$100,000	10	3.69%						
59 Lincoln Street & 89 School Street	\$52,500	20	2.93%	2,238	2,193	2,145	2,090	2,030	
Senior Center	\$1,000,000	20	3.38%	57,538	50,906	49,303	47,644	45,900	
59 Lincoln Street & 89 School Street	\$1,005,000	20	3.39%	58,281	56,563	54,781	52,938	51,000	
37-39 Lincoln Street	\$605,000	20	3.39%	34,969	33,938	32,869	31,763	30,600	
51 Lincoln Street	\$950,000	20	3.39%	52,453	50,906	49,303	47,644	45,900	
Senior Center	\$5,050,000	20	3.54%	302,813	293,906	284,688	275,000	265,000	255,000
DPW Complex - Garage Bays	\$800,000	10	2.09%						
Senior Center	\$1,050,500	20	2.83%	60,075	58,750	57,000	55,250	53,500	51,750
66 - 70 Chestnut Street	\$1,330,000	19	3.35%	81,550	79,450	77,350	75,250	73,150	71,050
Central Avenue/Elliott Street Bridge	\$500,000	10	4.00%						
Rosemary Recreational Complex	\$2,260,000	10	5.00%	153,750					
Memorial Park Building	\$970,000	10	5.00%	80,375	71,750				
Public works Storage Facility	\$1,025,000	5	5.00%						
Memorial Park Building	\$440,000	4	5.00%						
Public Services Administration Building#	\$1,201,500	7	4.52%						
Public Works Infrastructure Program	\$140,000	3	5.00%						
Public Works Storage Facility	\$75,000	3	5.00%						
Public Services Administration Building#	\$280,000	4	5.00%						
Pollard School Roof Replacement	\$725,000	10	3.67%						
High School Cafeteria Construction	\$1,500,000	10	4.00%						
High School Expansion Construction	\$6,500,000	16	3.86%	391,625	378,625	368,875	359,125	349,375	339,625
High School Expansion Construction	\$4,004,000	15	4.13%	317,450	304,700	293,225	278,125	268,125	259,844
Total General Fund Debt Service Within the Levy Limit				1,593,116	1,381,686	1,269,539	1,224,828	1,184,580	977,269

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service					Debt Service	Debt Service	Debt Service	Debt Service
				2029	2030	2031	2032	2033				
Broadmeadow School#	\$8,400,000	12	3.00%									
Newman School Extraordinary Repairs	\$9,000,000	20	2.82%	500,900	490,820	480,180	462,935	449,645				
Newman School Extraordinary Repairs	\$2,200,000	20	3.39%	128,219	124,438	120,519	116,463	112,200				
Eliot School#	\$2,562,000	10	3.94%									
High School#	\$4,775,000	10	3.97%									
High Rock School Design#	\$187,770	11	4.00%									
High Rock & Pollard School Projects#	\$429,470	11	4.00%									
High School#	\$2,991,900	9	4.00%									
High School#	\$782,850	11	4.00%									
High Rock & Pollard School Projects#	\$2,253,010	12	4.00%									
Owens Farm Land Purchase	\$7,000,000	25	3.70%	416,100	404,900	393,700	385,300	376,550	367,450			
609 Central Land Purchase	\$730,000	22	3.68%	34,750	33,750	32,750	32,000	31,219	30,406			
William School Construction Project	\$18,000,000	25	3.53%	1,081,800	1,053,000	1,031,400	1,009,800	988,200	966,600			
William School Construction Project	\$7,400,000	22	3.48%	427,231	412,481	399,206	387,406	375,606	365,834			
Public Safety Buildings Construction	\$11,565,000	25	3.36%	707,825	684,825	664,125	645,725	627,325	612,088			
High Rock & Pollard School Projects#	\$3,788,500		4.30%	488,800								
Public Safety Buildings Construction	\$18,540,000	20	2.86%	1,190,250	1,154,450	1,118,650	1,082,850	1,047,050	1,020,200			
Public Safety Buildings Construction	\$19,160,000	20	2.70%	1,091,250	1,049,750	1,016,550	991,650	970,900	954,300			
Public Safety Buildings Construction	\$9,970,000	15	4.13%	656,525	632,275	608,025	583,775	559,525	532,800			
High School#	\$1,149,000	7	5.00%									
Newman School Extraordinary Repairs#	\$1,894,000	8	5.00%	210,125								
Total General Fund Debt Service Excluded from the Levy Limit				6,933,775	6,040,689	5,865,105	5,697,904	5,538,220	4,849,678			
Town Hall	\$1,225,000	15	2.63%									
Town Hall	\$970,000	18	2.80%	52,938	51,813	50,625						
Rosemary Recreational Complex	\$4,000,000	20	3.57%	266,000	258,000	252,000	246,000	240,000	234,000			
Rosemary Recreational Complex	\$3,221,000	18	3.74%	212,856	204,856	197,656	191,256	184,856	179,556			
Town Hall#	\$1,345,000	8	5.00%	169,125								
Total CPA Debt Service				700,919	514,669	500,281	437,256	424,856	413,556			

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2029	Debt Service 2030	Debt Service 2031	Debt Service 2032	Debt Service 2033	Debt Service 2034
Sewer Pump Station Reservoir B - MW PAT	\$6,034,290	20	2.15%	374,829	374,908	374,988	375,070	375,154	
Sewer Rehabilitation (Rte 128)#	\$500,000	8	4.00%						
MWRA Sewer System Rehab - I/I Work	\$179,548	5	No Interest						
MWRA Sewer System Rehab - I/I Work	\$440,000	5	No Interest						
Sewer Rehabilitation (Rte 128)#	\$36,000	8	4.39%						
Sewer Main Replacement	\$145,000	6	4.13%						
Total Sewer Fund Debt Service				374,829	374,908	374,988	375,070	375,154	
MW PAT Water DWS-08-24	\$765,335	19	2.00%	48,563	48,488	48,413			
St Mary's Pump Station	\$1,995,000	20	2.85%	119,975	117,325	113,825	110,325	106,825	98,325
Water Main Improvements	\$400,000	10	3.95%						
St Mary's Pump Station	\$1,700,000	19	3.36%	104,550	101,850	99,150	96,450	88,825	86,275
Water System Rehabilitation (Rte 128) #	\$638,000	8	4.00%						
Water Service Connections (MWRA)	\$1,000,000	10	No Interest						
Water System Rehabilitation (MWRA)	\$1,131,265	10	No Interest						
Total Water Fund Debt Service				273,088	267,663	261,388	206,775	195,650	184,600
Total				9,875,726	8,579,614	8,271,300	7,941,833	7,718,460	6,425,103

Note total may not add up due to rounding; # refunding bond

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2035	Debt Service 2036	Debt Service 2037	Debt Service 2038	Debt Service 2039	Debt Service 2040
Town Hall	\$385,000	15	2.63%						
Public Services Administration Bldg.	\$100,000	10	3.69%						
59 Lincoln Street & 89 School Street	\$52,500	20	2.93%						
Senior Center	\$1,000,000	20	3.38%						
59 Lincoln Street & 89 School Street	\$1,005,000	20	3.39%						
37-39 Lincoln Street	\$605,000	20	3.39%						
51 Lincoln Street	\$950,000	20	3.39%						
Senior Center	\$5,050,000	20	3.54%						
DPW Complex - Garage Bays	\$800,000	10	2.09%						
Senior Center	\$1,050,500	20	2.83%						
66 - 70 Chestnut Street	\$1,330,000	19	3.35%						
Central Avenue/Elliott Street Bridge	\$500,000	10	4.00%						
Rosemary Recreational Complex	\$2,260,000	10	5.00%						
Memorial Park Building	\$970,000	10	5.00%						
Public works Storage Facility	\$1,025,000	5	5.00%						
Memorial Park Building	\$440,000	4	5.00%						
Public Services Administration Building#	\$1,201,500	7	4.52%						
Public Works Infrastructure Program	\$140,000	3	5.00%						
Public Works Storage Facility	\$75,000	3	5.00%						
Public Services Administration Building#	\$280,000	4	5.00%						
Pollard School Roof Replacement	\$725,000	10	3.67%						
High School Cafeteria Construction	\$1,500,000	10	4.00%						
High School Expansion Construction	\$6,500,000	16	3.86%	329,875					
High School Expansion Construction	\$4,004,000	15	4.13%	253,281					
Total General Fund Debt Service Within the Levy Limit				583,156					

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2035	Debt Service 2036	Debt Service 2037	Debt Service 2038	Debt Service 2039	Debt Service 2040
Broadmeadow School#	\$8,400,000	12	3.00%						
Newman School Extraordinary Repairs	\$9,000,000	20	2.82%						
Newman School Extraordinary Repairs	\$2,200,000	20	3.39%						
Eliot School#	\$2,562,000	10	3.94%						
High School#	\$4,775,000	10	3.97%						
High Rock School Design#	\$187,770	11	4.00%						
High Rock & Pollard School Projects#	\$429,470	11	4.00%						
High School#	\$2,991,900	9	4.00%						
High School#	\$782,850	11	4.00%						
High Rock & Pollard School Projects#	\$2,253,010	12	4.00%						
Owens Farm Land Purchase	\$7,000,000	25	3.70%	358,350	348,900	339,100	307,900	287,500	278,750
609 Central Land Purchase	\$730,000	22	3.68%	29,594	28,750	27,875	26,875	25,875	
William School Construction Project	\$18,000,000	25	3.53%	945,000	923,400	901,350	878,850	855,900	832,050
William School Construction Project	\$7,400,000	22	3.48%	358,091	350,163	342,050	333,753	325,272	316,791
Public Safety Buildings Construction	\$11,565,000	25	3.36%	600,013	587,650	575,000	562,063	548,838	535,613
High Rock & Pollard School Projects#	\$3,788,500		4.30%						
Public Safety Buildings Construction	\$18,540,000	20	2.86%	1,002,300	984,400	966,500	948,600	930,700	907,800
Public Safety Buildings Construction	\$19,160,000	20	2.70%	937,700	921,100	904,500	887,900	871,300	849,750
Public Safety Buildings Construction	\$9,970,000	15	4.13%	516,000	501,600	487,200			
High School#	\$1,149,000	7	5.00%						
Newman School Extraordinary Repairs#	\$1,894,000	8	5.00%						
Total General Fund Debt Service Excluded from the Levy Limit				4,747,047	4,645,963	4,543,575	3,945,941	3,845,384	3,720,753
Town Hall	\$1,225,000	15	2.63%						
Town Hall	\$970,000	18	2.80%						
Rosemary Recreational Complex	\$4,000,000	20	3.57%	228,000	222,000	215,875	209,625	203,250	
Rosemary Recreational Complex	\$3,221,000	18	3.74%	175,356	171,056	166,656	157,228		
Town Hall#	\$1,345,000	8	5.00%						
Total CPA Debt Service				403,356	393,056	382,531	366,853	203,250	

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2035	Debt Service 2036	Debt Service 2037	Debt Service 2038	Debt Service 2039	Debt Service 2040
Sewer Pump Station Reservoir B - MWPAT	\$6,034,290	20	2.15%						
Sewer Rehabilitation (Rte 128)#	\$500,000	8	4.00%						
MWRA Sewer System Rehab - I/I Work	\$179,548	5	No Interest						
MWRA Sewer System Rehab - I/I Work	\$440,000	5	No Interest						
Sewer Rehabilitation (Rte 128)#	\$36,000	8	4.39%						
Sewer Main Replacement	\$145,000	6	4.13%						
Total Sewer Fund Debt Service									
MWPAT Water DWS-08-24	\$765,335	19	2.00%						
St Mary's Pump Station	\$1,995,000	20	2.85%						
Water Main Improvements	\$400,000	10	3.95%						
St Mary's Pump Station	\$1,700,000	19	3.36%						
Water System Rehabilitation (Rte 128) #	\$638,000	8	4.00%						
Water Service Connections (MWRA)	\$1,000,000	10	No Interest						
Water System Rehabilitation (MWRA)	\$1,131,265	10	No Interest						
Total Water Fund Debt Service									
Total				5,733,559	5,039,019	4,926,106	4,312,794	4,048,634	3,720,753

Note total may not add up due to rounding; # refunding bond

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045
Town Hall	\$385,000	15	2.63%					
Public Services Administration Bldg.	\$100,000	10	3.69%					
59 Lincoln Street & 89 School Street	\$52,500	20	2.93%					
Senior Center	\$1,000,000	20	3.38%					
59 Lincoln Street & 89 School Street	\$1,005,000	20	3.39%					
37-39 Lincoln Street	\$605,000	20	3.39%					
51 Lincoln Street	\$950,000	20	3.39%					
Senior Center	\$5,050,000	20	3.54%					
DPW Complex - Garage Bays	\$800,000	10	2.09%					
Senior Center	\$1,050,500	20	2.83%					
66 - 70 Chestnut Street	\$1,330,000	19	3.35%					
Central Avenue/Elliott Street Bridge	\$500,000	10	4.00%					
Rosemary Recreational Complex	\$2,260,000	10	5.00%					
Memorial Park Building	\$970,000	10	5.00%					
Public works Storage Facility	\$1,025,000	5	5.00%					
Memorial Park Building	\$440,000	4	5.00%					
Public Services Administration Building#	\$1,201,500	7	4.52%					
Public Works Infrastructure Program	\$140,000	3	5.00%					
Public Works Storage Facility	\$75,000	3	5.00%					
Public Services Administration Building#	\$280,000	4	5.00%					
Pollard School Roof Replacement	\$725,000	10	3.67%					
High School Cafeteria Construction	\$1,500,000	10	4.00%					
High School Expansion Construction	\$6,500,000	16	3.86%					
High School Expansion Construction	\$4,004,000	15	4.13%					
Total General Fund Debt Service Within the Levy Limit								

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045
Broadmeadow School#	\$8,400,000	12	3.00%					
Newman School Extraordinary Repairs	\$9,000,000	20	2.82%					
Newman School Extraordinary Repairs	\$2,200,000	20	3.39%					
Eliot School#	\$2,562,000	10	3.94%					
High School#	\$4,775,000	10	3.97%					
High Rock School Design#	\$187,770	11	4.00%					
High Rock & Pollard School Projects#	\$429,470	11	4.00%					
High School#	\$2,991,900	9	4.00%					
High School#	\$782,850	11	4.00%					
High Rock & Pollard School Projects#	\$2,253,010	12	4.00%					
Owens Farm Land Purchase	\$7,000,000	25	3.70%	270,000	260,000			
609 Central Land Purchase	\$730,000	22	3.68%					
William School Construction Project	\$18,000,000	25	3.53%	807,750	783,000	757,800	732,600	
William School Construction Project	\$7,400,000	22	3.48%	308,125	294,350			
Public Safety Buildings Construction	\$11,565,000	25	3.36%	522,100	508,300	494,500	480,700	466,900
High Rock & Pollard School Projects#	\$3,788,500		4.30%					
Public Safety Buildings Construction	\$18,540,000	20	2.86%					
Public Safety Buildings Construction	\$19,160,000	20	2.70%	833,250				
Public Safety Buildings Construction	\$9,970,000	15	4.13%					
High School#	\$1,149,000	7	5.00%					
Newman School Extraordinary Repairs#	\$1,894,000	8	5.00%					
Total General Fund Debt Service Excluded from the Levy Limit				2,741,225	1,845,650	1,252,300	1,213,300	466,900
Town Hall	\$1,225,000	15	2.63%					
Town Hall	\$970,000	18	2.80%					
Rosemary Recreational Complex	\$4,000,000	20	3.57%					
Rosemary Recreational Complex	\$3,221,000	18	3.74%					
Town Hall#	\$1,345,000	8	5.00%					
Total CPA Debt Service								

Facilities Financing Outlook Charts and Tables

Issued and Outstanding Long Term Debt

Project	Amount Issued	Yrs	Average Rate	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045
Sewer Pump Station Reservoir B - MW/PAT	\$6,034,290	20	2.15%					
Sewer Rehabilitation (Rte 128)#	\$500,000	8	4.00%					
MWRA Sewer System Rehab - I/I Work	\$179,548	5	No Interest					
MWRA Sewer System Rehab - I/I Work	\$440,000	5	No Interest					
Sewer Rehabilitation (Rte 128)#	\$36,000	8	4.39%					
Sewer Main Replacement	\$145,000	6	4.13%					
Total Sewer Fund Debt Service								
MW/PAT Water DWS-08-24	\$765,335	19	2.00%					
St Mary's Pump Station	\$1,995,000	20	2.85%					
Water Main Improvements	\$400,000	10	3.95%					
St Mary's Pump Station	\$1,700,000	19	3.36%					
Water System Rehabilitation (Rte 128) #	\$638,000	8	4.00%					
Water Service Connections (MWRA)	\$1,000,000	10	No Interest					
Water System Rehabilitation (MWRA)	\$1,131,265	10	No Interest					
Total Water Fund Debt Service								
Total				2,741,225	1,845,650	1,252,300	1,213,300	466,900

Note total may not add up due to rounding; # refunding bond

Facilities Financing Outlook Charts and Tables

Debt Service Authorized Not Yet Issued		Project	TM Vote	Amount	Yrs^	Rate*	Debt Service				
							2024	2025	2026	2027	2028
T		General Fund Within the Limit					2,717,225	1,881,655	2,086,800	2,010,500	1,934,200
T		General Fund Excluded									
T		Community Preservation Act					140,000	480,000	466,000	452,000	438,000
T		Sewer Enterprise					111,566	172,994			
T		Water Enterprise					692,035	680,000	652,000	424,000	410,000
		General Fund BAN Paydowns	Various	Various		Various	1,875,760	56,380			
		Sewer Fund BAN Paydowns	Various	Various		Various	111,566	172,994			
		Water Fund BAN Paydowns	Various	Various		Various	359,035				
2022		Public Safety Building Project	May-21	\$1,400,000	10	7.0%	238,000	228,200	218,400	208,600	198,800
2019		RTS Property Improvements	May-18	\$124,500	2	7.0%	73,215	64,200			
2023		Emery Grover Building Renovation	May-22	\$10,150,000	19	7.0%	355,250	1,232,875	1,226,500	1,186,950	1,147,400
2023		Emery Grover Building Renovation Supplement	Oct-22	\$1,295,000	6	7.0%			350,650	332,450	314,250
2023		Land Purchase	Oct-22	\$2,500,000	20	7.0%	175,000	300,000	291,250	282,500	273,750
2023		Emery Grover Building Renovation	May-22	\$4,000,000	20	7.0%	140,000	480,000	466,000	452,000	438,000
2020		Water Distribution System Improvements	May-19	\$3,800,000	17	7.0%	333,000	452,000	438,000	424,000	410,000
2022		Water Service Connections	May-21	\$400,000	2	7.0%		228,000	214,000		

Facilities Financing Outlook Charts and Tables

Debt Service Authorized Not Yet Issued										
Project	Debt Service 2029	Debt Service 2030	Debt Service 2031	Debt Service 2032	Debt Service 2033	Debt Service 2034	Debt Service 2035	Debt Service 2036	Debt Service 2037	
General Fund Within the Limit	1,857,900	1,776,600	1,445,650	1,387,550	1,329,450	1,131,350	1,083,050	1,034,750	986,450	
General Fund Excluded										
Community Preservation Act	424,000	410,000	396,000	382,000	368,000	354,000	340,000	326,000	312,000	
Sewer Enterprise										
Water Enterprise	396,000	382,000	368,000	354,000	340,000	326,000	312,000	298,000	284,000	
General Fund BAN Paydowns										
Sewer Fund BAN Paydowns										
Water Fund BAN Paydowns										
Public Safety Building Project	189,000	179,200	169,400	159,600	149,800					
RTS Property Improvements										
Emery Grover Building Renovation	1,107,850	1,068,300	1,028,750	989,200	949,650	910,100	870,550	831,000	791,450	
Emery Grover Building Renovation Supplement	296,050	272,850								
Land Purchase	265,000	256,250	247,500	238,750	230,000	221,250	212,500	203,750	195,000	
Emery Grover Building Renovation	424,000	410,000	396,000	382,000	368,000	354,000	340,000	326,000	312,000	
Water Distribution System Improvements	396,000	382,000	368,000	354,000	340,000	326,000	312,000	298,000	284,000	
Water Service Connections										

Facilities Financing Outlook Charts and Tables

Debt Service Authorized Not Yet Issued	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
Project	2038	2039	2040	2041	2042	2043	2044	2045		
General Fund Within the Limit	938,150	889,850	841,550	793,250	589,950	142,500	133,750			
General Fund Excluded										
Community Preservation Act	298,000	284,000	270,000	256,000	242,000	228,000	214,000			
Sewer Enterprise										
Water Enterprise	270,000	256,000	162,000	33,600						
General Fund BAN Paydowns										
Sewer Fund BAN Paydowns										
Water Fund BAN Paydowns										
Public Safety Building Project										
RTS Property Improvements										
Emery Grover Building Renovation	751,900	712,350	672,800	633,250	438,700					
Emery Grover Building Renovation Supplement										
Land Purchase	186,250	177,500	168,750	160,000	151,250	142,500	133,750			
Emery Grover Building Renovation	298,000	284,000	270,000	256,000	242,000	228,000	214,000			
Water Distribution System Improvements	270,000	256,000	162,000	33,600						
Water Service Connections										

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)

Debt Service Identified Future Projects (7%)										
	Project	TM Vote	Amount	Yrs^	Rate*	Debt Service 2024	Debt Service 2025	Debt Service 2026	Debt Service 2027	Debt Service 2028
T	General Fund Within the Limit						1,861,900	2,906,963	4,959,238	8,128,275
T	General Fund Excluded							165,746	2,728,215	14,333,154
T	Community Preservation Act									
T	Sewer Enterprise							342,125	392,825	735,750
T	Water Enterprise						227,500	542,500	1,052,500	1,104,300
2024	McLeod Field Improvements	May-23	\$1,310,000	10	7.0%		478,775	163,000	156,000	149,000
2024	Roof Top Unit Replacements (Broadmeadow & Eliot)	May-23	\$9,000,000	15	7.0%		442,500	622,513	434,288	1,221,850
2024	Quint Ladder Truck	May-23	\$2,000,000	4	7.0%		570,000	605,000	570,000	535,000
2024	Quiet Zone Safety Upgrades	May-23	\$1,340,000	5	7.0%		340,000	285,000	302,500	285,000
2025	Quiet Zone Safety Upgrades	May-24	\$2,775,000	10	7.0%			122,125	467,500	448,250
2025	Fire Engine	May-24	\$1,085,000	3	7.0%			440,950	410,400	385,200
2026	Pollard School Air Conditioning	May-25	\$1,335,000	5	7.0%				316,725	344,550
2028	Fire Engine	May-27	\$1,950,000	4	7.0%					
2025	Sewer Main Greendale/Rte 128	May-24	\$2,775,000	25	7.0%			342,125	287,825	276,250
2026	Sewer Main Greendale/Rte 128	May-25	\$3,000,000	25	7.0%				105,000	225,000
2027	Sewer Main Greendale/Rte 128	May-26	\$3,000,000	25	7.0%					105,000
2027	Cooks Bridge Sewer Pump Station	May-26	\$3,700,000	25	7.0%					129,500
2024	Water Distribution Improvements	May-23	\$6,500,000	25	7.0%		227,500	455,000	715,000	696,800

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)

	Project	TM Vote	Amount	Yrs^	Rate*	Debt Service 2024	Debt Service 2025	Debt Service 2026	Debt Service 2027	Debt Service 2028
2025	Water Supply Development	May-24	\$2,500,000	10	7.0%			87,500	337,500	407,500
2024	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility	May-23	\$1,750,000	4	7.0%		30,625	531,875	531,700	500,900
2025	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design	May-24	\$23,677,935	20	7.0%			165,746	1,321,027	2,852,000
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	Oct-25	\$74,896,500	25	7.0%				1,407,189	8,727,000
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	Oct-25	\$117,694,500	25	7.0%					2,754,154
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	Oct-25	\$21,401,465	25	7.0%					
2029	Mitchell Elementary School (Option D1a) - Feasibility	Oct-28	\$2,383,100	5	7.0%					
2031	Mitchell Elementary School (Option D1a) - Design and Construction	Oct-30	\$25,742,500	25	7.0%					
2031	Mitchell Elementary School (Option D1a) - Design and Construction	Oct-30	\$40,452,500	25	7.0%					
2031	Mitchell Elementary School (Option D1a) - Design and Construction	Oct-30	\$7,355,000	25	7.0%					
2025	Public Works Facilities Improvements Design	May-24	\$3,900,000	5	7.0%			136,500	1,053,000	998,400
2026	Public Works Facilities Improvements Construction	May-25	\$19,775,000	25	7.0%				717,125	2,172,500
2026	Public Works Facilities Improvements Construction	May-25	\$31,075,000	25	7.0%					1,087,625
2026	Public Works Facilities Improvements Construction	May-25	\$5,650,000	20	7.0%					

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)

Project	Debt Service 2029	Debt Service 2030	Debt Service 2031	Debt Service 2032	Debt Service 2033	Debt Service 2034	Debt Service 2035	Debt Service 2036	Debt Service 2037
General Fund Within the Limit	7,869,175	9,311,509	10,124,650	8,689,400	7,892,300	7,608,800	6,555,300	6,075,700	5,863,600
General Fund Excluded	18,610,500	23,613,991	23,811,000	26,202,025	26,283,725	27,439,363	29,345,225	28,937,500	28,074,400
Community Preservation Act									
Sewer Enterprise	1,094,650	1,232,025	1,259,150	1,224,150	1,189,150	1,154,150	1,119,150	1,084,150	1,049,150
Water Enterprise	1,068,600	1,032,900	997,200	961,500	925,800	890,100	854,400	818,700	533,000
McLeod Field Improvements	142,000	135,000	128,000	121,000	114,000	107,000			
Roof Top Unit Replacements (Broadmeadow & Eliot)	1,175,300	1,128,750	1,082,200	1,035,650	989,100	942,550	896,000	849,450	802,900
Quint Ladder Truck									
Quiet Zone Safety Upgrades	267,500								
Quiet Zone Safety Upgrades	479,000	456,250	433,500	410,750	388,000	365,250	267,500		
Fire Engine									
Pollard School Air Conditioning	325,650	306,750	272,850						
Fire Engine	558,250	592,200	557,900	513,600					
Sewer Main Greendale/Rte 128	268,550	260,850	253,150	245,450	237,750	230,050	222,350	214,650	206,950
Sewer Main Greendale/Rte 128	321,600	313,200	304,800	296,400	288,000	279,600	271,200	262,800	254,400
Sewer Main Greendale/Rte 128	225,000	321,600	313,200	304,800	296,400	288,000	279,600	271,200	262,800
Cooks Bridge Sewer Pump Station	279,500	336,375	388,000	377,500	367,000	356,500	346,000	335,500	325,000
Water Distribution Improvements	678,600	660,400	642,200	624,000	605,800	587,600	569,400	551,200	533,000

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)										
Project		Debt Service 2029	Debt Service 2030	Debt Service 2031	Debt Service 2032	Debt Service 2033	Debt Service 2034	Debt Service 2035	Debt Service 2036	Debt Service 2037
Water Supply Development		390,000	372,500	355,000	337,500	320,000	302,500	285,000	267,500	
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility		460,100								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design		2,768,000	2,684,000	2,600,000	2,516,000	2,432,000	2,348,000	2,264,000	2,180,000	2,096,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		7,700,000	7,504,000	7,308,000	7,112,000	6,916,000	6,720,000	6,524,000	6,328,000	6,132,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		8,142,500	12,650,000	12,328,000	12,006,000	11,684,000	11,362,000	11,040,000	10,718,000	10,396,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction			775,991	1,575,000	2,251,200	2,192,400	2,133,600	2,074,800	2,016,000	1,957,200
Mitchell Elementary School (Option D1a) - Feasibility			86,509	761,600	719,950	678,300	636,650			
Mitchell Elementary School (Option D1a) - Design and Construction				900,988		1,643,488	2,750,000	2,680,000	2,610,000	2,540,000
Mitchell Elementary School (Option D1a) - Design and Construction				1,415,838		1,415,838	1,868,338	4,400,000	4,288,000	4,176,000
Mitchell Elementary School (Option D1a) - Design and Construction							257,425	362,425	797,500	777,200
Public Works Facilities Improvements Design		943,800	889,200	834,600						
Public Works Facilities Improvements Construction		2,117,200	2,061,900	2,006,600	1,951,300	1,896,000	1,840,700	1,785,400	1,730,100	1,674,800
Public Works Facilities Improvements Construction		1,202,625	3,457,200	3,366,900	3,276,600	3,186,300	3,096,000	3,005,700	2,915,400	2,825,100
Public Works Facilities Improvements Construction		197,750	197,750	680,500	660,550	640,600	620,650	600,700	580,750	560,800

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)

Project	Debt Service 2038	Debt Service 2039	Debt Service 2040	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045	Debt Service 2046
General Fund Within the Limit	5,651,500	5,414,400	4,564,050	4,398,500	4,232,950	4,067,400	3,901,850	3,736,300	3,570,750
General Fund Excluded	27,211,300	26,348,200	25,485,100	24,622,000	23,758,900	22,895,800	22,032,700	21,169,600	20,106,500
Community Preservation Act									
Sewer Enterprise	1,014,150	979,150	944,150	909,150	874,150	839,150	804,150	769,150	734,150
Water Enterprise	514,800	496,600	478,400	460,200	442,000	423,800	405,600	387,400	369,200
McLeod Field Improvements									
Roof Top Unit Replacements (Broadmeadow & Eliot)	756,350	684,800							
Quint Ladder Truck									
Quiet Zone Safety Upgrades									
Quiet Zone Safety Upgrades									
Fire Engine									
Pollard School Air Conditioning									
Fire Engine									
Sewer Main Greendale/Rte 128	199,250	191,550	183,850	176,150	168,450	160,750	153,050	145,350	137,650
Sewer Main Greendale/Rte 128	246,000	237,600	229,200	220,800	212,400	204,000	195,600	187,200	178,800
Sewer Main Greendale/Rte 128	254,400	246,000	237,600	229,200	220,800	212,400	204,000	195,600	187,200
Cooks Bridge Sewer Pump Station	314,500	304,000	293,500	283,000	272,500	262,000	251,500	241,000	230,500
Water Distribution Improvements	514,800	496,600	478,400	460,200	442,000	423,800	405,600	387,400	369,200

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)										
Project		Debt Service 2038	Debt Service 2039	Debt Service 2040	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045	Debt Service 2046
Water Supply Development										
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility										
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design		2,012,000	1,928,000	1,844,000	1,760,000	1,676,000	1,592,000	1,508,000	1,424,000	1,140,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		5,936,000	5,740,000	5,544,000	5,348,000	5,152,000	4,956,000	4,760,000	4,564,000	4,368,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		10,074,000	9,752,000	9,430,000	9,108,000	8,786,000	8,464,000	8,142,000	7,820,000	7,498,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		1,898,400	1,839,600	1,780,800	1,722,000	1,663,200	1,604,400	1,545,600	1,486,800	1,428,000
Mitchell Elementary School (Option D1a) - Feasibility										
Mitchell Elementary School (Option D1a) - Design and Construction		2,470,000	2,400,000	2,330,000	2,260,000	2,190,000	2,120,000	2,050,000	1,980,000	1,910,000
Mitchell Elementary School (Option D1a) - Design and Construction		4,064,000	3,952,000	3,840,000	3,728,000	3,616,000	3,504,000	3,392,000	3,280,000	3,168,000
Mitchell Elementary School (Option D1a) - Design and Construction		756,900	736,600	716,300	696,000	675,700	655,400	635,100	614,800	594,500
Public Works Facilities Improvements Design										
Public Works Facilities Improvements Construction		1,619,500	1,564,200	1,508,900	1,453,600	1,398,300	1,343,000	1,287,700	1,232,400	1,177,100
Public Works Facilities Improvements Construction		2,734,800	2,644,500	2,554,200	2,463,900	2,373,600	2,283,300	2,193,000	2,102,700	2,012,400
Public Works Facilities Improvements Construction		540,850	520,900	500,950	481,000	461,050	441,100	421,150	401,200	381,250

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)

Project	Debt Service 2047	Debt Service 2048	Debt Service 2049	Debt Service 2050	Debt Service 2051	Debt Service 2052	Debt Service 2053	Debt Service 2054	Debt Service 2055
General Fund Within the Limit	3,405,200	3,239,650	3,074,100	2,858,550	2,461,500	2,315,900	1,380,300		
General Fund Excluded	19,257,400	17,408,300	16,629,200	15,850,100	15,071,000	14,291,900	13,512,800	9,933,700	4,750,600
Community Preservation Act									
Sewer Enterprise	699,150	664,150	584,150	487,300	460,000	432,700	235,400		
Water Enterprise	351,000	332,800	314,600	296,400	278,200				
McLeod Field Improvements									
Roof Top Unit Replacements (Broadmeadow & Eliot)									
Quint Ladder Truck									
Quiet Zone Safety Upgrades									
Quiet Zone Safety Upgrades									
Fire Engine									
Pollard School Air Conditioning									
Fire Engine									
Sewer Main Greendale/Rte 128	129,950	122,250	69,550						
Sewer Main Greendale/Rte 128	170,400	162,000	153,600	145,200	136,800	128,400			
Sewer Main Greendale/Rte 128	178,800	170,400	162,000	153,600	145,200	136,800	128,400		
Cooks Bridge Sewer Pump Station	220,000	209,500	199,000	188,500	178,000	167,500	107,000		
Water Distribution Improvements	351,000	332,800	314,600	296,400	278,200				

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)										
Project		Debt Service 2047	Debt Service 2048	Debt Service 2049	Debt Service 2050	Debt Service 2051	Debt Service 2052	Debt Service 2053	Debt Service 2054	Debt Service 2055
Water Supply Development										
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility										
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design		1,070,000								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		4,172,000	3,976,000	3,780,000	3,584,000	3,388,000	3,192,000	2,996,000		
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction		7,176,000	6,854,000	6,532,000	6,210,000	5,888,000	5,566,000	5,244,000	4,922,000	
Pollard School Renovation/Expansion as 6-8 Middle School		1,369,200	1,310,400	1,251,600	1,192,800	1,134,000	1,075,200	1,016,400	957,600	898,800
Mitchell Elementary School (Option D1a) - Feasibility										
Mitchell Elementary School (Option D1a) - Design and Construction		1,840,000	1,770,000	1,700,000	1,630,000	1,560,000	1,490,000	1,420,000	1,350,000	1,280,000
Mitchell Elementary School (Option D1a) - Design and Construction		3,056,000	2,944,000	2,832,000	2,720,000	2,608,000	2,496,000	2,384,000	2,272,000	2,160,000
Mitchell Elementary School (Option D1a) - Design and Construction		574,200	553,900	533,600	513,300	493,000	472,700	452,400	432,100	411,800
Public Works Facilities Improvements Design										
Public Works Facilities Improvements Construction		1,121,800	1,066,500	1,011,200	955,900	900,600	845,300			
Public Works Facilities Improvements Construction		1,922,100	1,831,800	1,741,500	1,651,200	1,560,900	1,470,600	1,380,300		
Public Works Facilities Improvements Construction		361,300	341,350	321,400	251,450					

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)	Project	Debt Service					Debt Service				
		2056	2057	2058	2059	2060	2061	2062			
	General Fund Within the Limit										
	General Fund Excluded	3,649,500	3,447,200	3,244,900	2,042,600	310,300					
	Community Preservation Act										
	Sewer Enterprise										
	Water Enterprise										
	McLeod Field Improvements										
	Roof Top Unit Replacements (Broadmeadow & Eliot)										
	Quint Ladder Truck										
	Quiet Zone Safety Upgrades										
	Quiet Zone Safety Upgrades										
	Fire Engine										
	Pollard School Air Conditioning										
	Fire Engine										
	Sewer Main Greendale/Rte 128										
	Sewer Main Greendale/Rte 128										
	Sewer Main Greendale/Rte 128										
	Cooks Bridge Sewer Pump Station										
	Water Distribution Improvements										

Facilities Financing Outlook Charts and Tables

Debt Service Identified Future Projects (7%)		Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
Project		2056	2057	2058	2059	2060	2061	2062	
Water Supply Development									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction									
Pollard School Renovation/Expansion as 6-8 Middle School									
Mitchell Elementary School (Option D1a) - Feasibility									
Mitchell Elementary School (Option D1a) - Design and Construction		1,210,000	1,140,000	1,070,000					
Mitchell Elementary School (Option D1a) - Design and Construction		2,048,000	1,936,000	1,824,000	1,712,000				
Mitchell Elementary School (Option D1a) - Design and Construction		391,500	371,200	350,900	330,600	310,300			
Public Works Facilities Improvements Design									
Public Works Facilities Improvements Construction									
Public Works Facilities Improvements Construction									
Public Works Facilities Improvements Construction									

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2023	2024	2025	2026	2027	2028	2029	2030
A General Fund Within the Limit	5,552,406	5,700,393	6,320,358	7,212,215	9,104,222	11,713,526	11,320,191	12,469,795
B General Fund Excluded	13,844,279	10,764,226	9,794,891	8,929,062	10,776,247	21,865,128	25,544,275	29,654,679
C Community Preservation Act	969,631	1,078,631	1,388,081	1,348,956	1,304,656	1,176,544	1,124,919	924,669
D Sewer Enterprise	610,000	610,000	670,000	749,952	799,527	1,136,202	1,469,479	1,606,933
E Water Enterprise	1,250,000	1,250,000	1,457,697	1,697,729	1,973,559	2,005,712	1,737,688	1,682,563

F Total Debt Service	22,226,317	19,403,250	19,631,027	19,937,914	23,958,210	37,897,111	41,196,551	46,338,639
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General Fund Within the Limit

1	Issued and Outstanding	3,167,356	2,983,168	2,576,803	2,218,453	2,134,484	1,651,051	1,593,116	1,381,686
2	Approved Not Yet Borrowed	2,385,050	2,717,225	1,881,655	2,086,800	2,010,500	1,934,200	1,857,900	1,776,600
3	Identified Future Projects	-	-	1,861,900	2,906,963	4,959,238	8,128,275	7,869,175	9,311,509
4	Additional Debt Service Capacity	-	-	-	-	-	-	-	-
A	General Fund Within the Limit	5,552,406	5,700,393	6,320,358	7,212,215	9,104,222	11,713,526	11,320,191	12,469,795

General Fund Excluded

1	Issued and Outstanding	13,844,279	10,764,226	9,794,891	8,763,316	8,048,031	7,531,974	6,933,775	6,040,689
2	Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3	Identified Future Projects	-	-	-	165,746	2,728,215	14,333,154	18,610,500	23,613,991
B	General Fund Excluded	13,844,279	10,764,226	9,794,891	8,929,062	10,776,247	21,865,128	25,544,275	29,654,679

Community Preservation Act

1	Issued and Outstanding	969,631	938,631	908,081	882,956	852,656	738,544	700,919	514,669
2	Approved Not Yet Borrowed	-	140,000	480,000	466,000	452,000	438,000	424,000	410,000
3	Identified Future Projects	-	-	-	-	-	-	-	-
C	Community Preservation Act	969,631	1,078,631	1,388,081	1,348,956	1,304,656	1,176,544	1,124,919	924,669

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2023	2024	2025	2026	2027	2028	2029	2030
Sewer Enterprise								
1 Issued and Outstanding	606,069	498,435	497,006	407,827	406,702	400,452	374,829	374,908
2 Approved Not Yet Borrowed	3,931	111,566	172,994	-	-	-	-	-
3 Identified Future Projects	-	-	-	342,125	392,825	735,750	1,094,650	1,232,025
4 Additional Debt Service Capacity								
D Sewer Enterprise	610,000	610,000	670,000	749,952	799,527	1,136,202	1,469,479	1,606,933
Water Enterprise								
1 Issued and Outstanding	682,530	557,965	550,197	503,229	497,059	491,412	273,088	267,663
2 Approved Not Yet Borrowed	567,470	692,035	680,000	652,000	424,000	410,000	396,000	382,000
3 Identified Future Projects	-	-	227,500	542,500	1,052,500	1,104,300	1,068,600	1,032,900
4 Additional Debt Service Capacity								
E Water Enterprise	1,250,000	1,250,000	1,457,697	1,697,729	1,973,559	2,005,712	1,737,688	1,682,563
Recap								
1 Issued and Outstanding	19,269,866	15,742,424	14,326,978	12,775,781	11,938,932	10,813,433	9,875,726	8,579,614
2 Approved Not Yet Borrowed	2,956,451	3,660,826	3,214,649	3,204,800	2,886,500	2,782,200	2,677,900	2,568,600
3 Identified Future Projects	-	-	2,089,400	3,957,333	9,132,778	24,301,479	28,642,925	35,190,424
4 Additional Debt Service Capacity								
F Total	22,226,317	19,403,250	19,631,027	19,937,914	23,958,210	37,897,111	41,196,551	46,338,639

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2031	2032	2033	2034	2035	2036	2037	2038
A General Fund Within the Limit	12,839,839	11,301,778	10,406,330	9,717,419	9,314,041	9,686,603	10,074,067	10,477,030
B General Fund Excluded	29,676,105	31,899,929	31,821,945	32,289,041	34,092,272	33,583,463	32,617,975	31,157,241
C Community Preservation Act	896,281	819,256	792,856	767,556	743,356	719,056	694,531	664,853
D Sewer Enterprise	1,634,138	1,599,220	1,564,304	1,154,150	1,119,150	1,084,150	1,049,150	1,014,150
E Water Enterprise	1,626,588	1,522,275	1,461,450	1,400,700	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	46,672,950	47,142,458	46,046,885	45,328,866	46,518,819	46,323,272	45,685,723	44,563,273
General Fund Within the Limit								
1 Issued and Outstanding	1,269,539	1,224,828	1,184,580	977,269	583,156	-	-	-
2 Approved Not Yet Borrowed	1,445,650	1,387,550	1,329,450	1,131,350	1,083,050	1,034,750	986,450	938,150
3 Identified Future Projects	10,124,650	8,689,400	7,892,300	7,608,800	6,555,300	6,075,700	5,863,600	5,651,500
4 Additional Debt Service Capacity					1,092,535	2,576,153	3,224,017	3,887,380
A General Fund Within the Limit	12,839,839	11,301,778	10,406,330	9,717,419	9,314,041	9,686,603	10,074,067	10,477,030
General Fund Excluded								
1 Issued and Outstanding	5,865,105	5,697,904	5,538,220	4,849,678	4,747,047	4,645,963	4,543,575	3,945,941
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	23,811,000	26,202,025	26,283,725	27,439,363	29,345,225	28,937,500	28,074,400	27,211,300
B General Fund Excluded	29,676,105	31,899,929	31,821,945	32,289,041	34,092,272	33,583,463	32,617,975	31,157,241
Community Preservation Act								
1 Issued and Outstanding	500,281	437,256	424,856	413,556	403,356	393,056	382,531	366,853
2 Approved Not Yet Borrowed	396,000	382,000	368,000	354,000	340,000	326,000	312,000	298,000
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	896,281	819,256	792,856	767,556	743,356	719,056	694,531	664,853

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2031	2032	2033	2034	2035	2036	2037	2038
Sewer Enterprise								
1 Issued and Outstanding	374,988	375,070	375,154	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	1,259,150	1,224,150	1,189,150	1,154,150	1,119,150	1,084,150	1,049,150	1,014,150
4 Additional Debt Service Capacity								
D Sewer Enterprise	1,634,138	1,599,220	1,564,304	1,154,150	1,119,150	1,084,150	1,049,150	1,014,150
Water Enterprise								
1 Issued and Outstanding	261,388	206,775	195,650	184,600	-	-	-	-
2 Approved Not Yet Borrowed	368,000	354,000	340,000	326,000	312,000	298,000	284,000	270,000
3 Identified Future Projects	997,200	961,500	925,800	890,100	854,400	818,700	533,000	514,800
4 Additional Debt Service Capacity					83,600	133,300	433,000	465,200
E Water Enterprise	1,626,588	1,522,275	1,461,450	1,400,700	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	8,271,300	7,941,833	7,718,460	6,425,103	5,733,559	5,039,019	4,926,106	4,312,794
2 Approved Not Yet Borrowed	2,209,650	2,123,550	2,037,450	1,811,350	1,735,050	1,658,750	1,582,450	1,506,150
3 Identified Future Projects	36,192,000	37,077,075	36,290,975	37,092,413	37,874,075	36,916,050	35,520,150	34,391,750
4 Additional Debt Service Capacity	-	-	-	-	1,176,135	2,709,453	3,657,017	4,352,580
F Total	46,672,950	47,142,458	46,046,885	45,328,866	46,518,819	46,323,272	45,685,723	44,563,273

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2039	2040	2041	2042	2043	2044	2045	2046
A General Fund Within the Limit	10,896,111	11,331,955	11,785,233	12,256,643	12,746,909	13,256,785	13,787,056	14,338,539
B General Fund Excluded	30,193,584	29,205,853	27,363,225	25,604,550	24,148,100	23,246,000	21,636,500	20,106,500
C Community Preservation Act	487,250	270,000	256,000	242,000	228,000	214,000	-	-
D Sewer Enterprise	979,150	944,150	909,150	874,150	839,150	804,150	769,150	750,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	43,806,095	43,001,958	41,563,608	40,227,343	39,212,159	38,770,935	37,442,706	36,445,039

General Fund Within the Limit

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	889,850	841,550	793,250	589,950	142,500	133,750	-	-
3 Identified Future Projects	5,414,400	4,564,050	4,398,500	4,232,950	4,067,400	3,901,850	3,736,300	3,570,750
4 Additional Debt Service Capacity	4,591,861	5,926,355	6,593,483	7,433,743	8,537,009	9,221,185	10,050,756	10,767,789
A General Fund Within the Limit	10,896,111	11,331,955	11,785,233	12,256,643	12,746,909	13,256,785	13,787,056	14,338,539

General Fund Excluded

1 Issued and Outstanding	3,845,384	3,720,753	2,741,225	1,845,650	1,252,300	1,213,300	466,900	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	26,348,200	25,485,100	24,622,000	23,758,900	22,895,800	22,032,700	21,169,600	20,106,500
B General Fund Excluded	30,193,584	29,205,853	27,363,225	25,604,550	24,148,100	23,246,000	21,636,500	20,106,500

Community Preservation Act

1 Issued and Outstanding	203,250	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	284,000	270,000	256,000	242,000	228,000	214,000	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	487,250	270,000	256,000	242,000	228,000	214,000	-	-

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2039	2040	2041	2042	2043	2044	2045	2046
Sewer Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	979,150	944,150	909,150	874,150	839,150	804,150	769,150	734,150
4 Additional Debt Service Capacity								15,850
D Sewer Enterprise	979,150	944,150	909,150	874,150	839,150	804,150	769,150	750,000
Water Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	256,000	162,000	33,600	-	-	-	-	-
3 Identified Future Projects	496,600	478,400	460,200	442,000	423,800	405,600	387,400	369,200
4 Additional Debt Service Capacity	497,400	609,600	756,200	808,000	826,200	844,400	862,600	880,800
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	4,048,634	3,720,753	2,741,225	1,845,650	1,252,300	1,213,300	466,900	-
2 Approved Not Yet Borrowed	1,429,850	1,273,550	1,082,850	831,950	370,500	347,750	-	-
3 Identified Future Projects	33,238,350	31,471,700	30,389,850	29,308,000	28,226,150	27,144,300	26,062,450	24,780,600
4 Additional Debt Service Capacity	5,089,261	6,535,955	7,349,683	8,241,743	9,363,209	10,065,585	10,913,356	11,664,439
F Total	43,806,095	43,001,958	41,563,608	40,227,343	39,212,159	38,770,935	37,442,706	36,445,039

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2047	2048	2049	2050	2051	2052	2053	2054
A General Fund Within the Limit	14,912,080	15,508,563	16,128,906	16,774,062	17,445,025	18,142,826	18,868,539	19,623,280
B General Fund Excluded	19,257,400	17,408,300	16,629,200	15,850,100	15,071,000	14,291,900	13,512,800	9,933,700
C Community Preservation Act								
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	36,169,480	34,916,863	34,758,106	34,624,162	34,516,025	34,434,726	34,381,339	31,556,980

General Fund Within the Limit

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	3,405,200	3,239,650	3,074,100	2,858,550	2,461,500	2,315,900	1,380,300	-
4 Additional Debt Service Capacity	11,506,880	12,268,913	13,054,806	13,915,512	14,983,525	15,826,926	17,488,239	19,623,280
A General Fund Within the Limit	14,912,080	15,508,563	16,128,906	16,774,062	17,445,025	18,142,826	18,868,539	19,623,280

General Fund Excluded

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	19,257,400	17,408,300	16,629,200	15,850,100	15,071,000	14,291,900	13,512,800	9,933,700
B General Fund Excluded	19,257,400	17,408,300	16,629,200	15,850,100	15,071,000	14,291,900	13,512,800	9,933,700

Community Preservation Act

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	-	-	-	-	-	-	-	-

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2047	2048	2049	2050	2051	2052	2053	2054
Sewer Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	699,150	664,150	584,150	487,300	460,000	432,700	235,400	-
4 Additional Debt Service Capacity	50,850	85,850	165,850	262,700	290,000	317,300	514,600	750,000
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Water Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	351,000	332,800	314,600	296,400	278,200	-	-	-
4 Additional Debt Service Capacity	899,000	917,200	935,400	953,600	971,800	1,250,000	1,250,000	1,250,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	23,712,750	21,644,900	20,602,050	19,492,350	18,270,700	17,040,500	15,128,500	9,933,700
4 Additional Debt Service Capacity	12,456,730	13,271,963	14,156,056	15,131,812	16,245,325	17,394,226	19,252,839	21,623,280
F Total	36,169,480	34,916,863	34,758,106	34,624,162	34,516,025	34,434,726	34,381,339	31,556,980

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2055	2056	2057	2058	2059	2060	2061	2062
A General Fund Within the Limit	20,408,211	21,224,540	22,073,521	22,956,462	23,874,721	24,829,709	25,822,898	26,855,814
B General Fund Excluded	4,750,600	3,649,500	3,447,200	3,244,900	2,042,600	310,300	-	-
C Community Preservation Act	-	-	-	-	-	-	-	-
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	27,158,811	26,874,040	27,520,721	28,201,362	27,917,321	27,140,009	27,822,898	28,855,814

General Fund Within the Limit

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
4 Additional Debt Service Capacity	20,408,211	21,224,540	22,073,521	22,956,462	23,874,721	24,829,709	25,822,898	26,855,814
A General Fund Within the Limit	20,408,211	21,224,540	22,073,521	22,956,462	23,874,721	24,829,709	25,822,898	26,855,814

General Fund Excluded

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	4,750,600	3,649,500	3,447,200	3,244,900	2,042,600	310,300	-	-
B General Fund Excluded	4,750,600	3,649,500	3,447,200	3,244,900	2,042,600	310,300	-	-

Community Preservation Act

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	-	-	-	-	-	-	-	-

Facilities Financing Outlook Charts and Tables

Estimated Debt Service

Description	2055	2056	2057	2058	2059	2060	2061	2062
Sewer Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
4 Additional Debt Service Capacity	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Water Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
4 Additional Debt Service Capacity	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	4,750,600	3,649,500	3,447,200	3,244,900	2,042,600	310,300	-	-
4 Additional Debt Service Capacity	22,408,211	23,224,540	24,073,521	24,956,462	25,874,721	26,829,709	27,822,898	28,855,814
F Total	27,158,811	26,874,040	27,520,721	28,201,362	27,917,321	27,140,009	27,822,898	28,855,814

Facilities Financing Outlook Charts and Tables

Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption 7%

Description	2023	2024	2025	2026	2027	2028	2029
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$165,808,498	\$173,659,014	\$180,605,375	\$187,829,590	\$195,342,773	\$203,156,484	\$211,282,743
Cherry Sheet	\$14,525,939	\$15,106,977	\$15,711,256	\$16,339,706	\$16,993,294	\$17,673,026	\$18,379,947
Local Receipts	\$12,411,662	\$12,908,128	\$13,424,454	\$13,961,432	\$14,519,889	\$15,100,685	\$15,704,712
A General Fund Receipts	\$192,746,099	\$201,674,119	\$209,741,084	\$218,130,727	\$226,855,956	\$235,930,194	\$245,367,402
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$13,084,416	\$10,010,827	\$9,741,984	\$8,880,366	\$10,731,752	\$21,824,980	\$25,508,624
MSBA Payments	\$695,150	\$695,150					
Debt Exclusion Offsets	\$64,713	\$58,249	\$52,907	\$48,696	\$44,495	\$40,148	\$35,651
B Revenue Dedicated for Excluded Debt	\$13,844,279	\$10,764,226	\$9,794,891	\$8,929,062	\$10,776,247	\$21,865,128	\$25,544,275
CPA FUND							
Surcharge (Growth Rate 4%)	\$3,125,000	\$3,250,000	\$3,380,000	\$3,515,200	\$3,655,808	\$3,802,040	\$3,954,122
State Match	\$890,924	\$309,375	\$321,750	\$334,620	\$348,005	\$361,925	\$376,402
C CPA Receipts	\$4,015,924	\$3,559,375	\$3,701,750	\$3,849,820	\$4,003,813	\$4,163,965	\$4,330,524
ENTERPRISE FUNDS							
Sewer Receipts	\$8,404,492	\$8,572,582	\$8,744,033	\$8,918,914	\$9,097,292	\$9,279,238	\$9,464,823
Water Receipts	\$6,084,687	\$6,206,381	\$6,330,508	\$6,457,119	\$6,586,261	\$6,717,986	\$6,852,346
D Enterprise Fund Receipts (Level \$)	\$14,489,179	\$14,778,963	\$15,074,542	\$15,376,033	\$15,683,553	\$15,997,224	\$16,317,169
E Total Revenues (A+B+C+D)	\$225,095,481	\$230,776,683	\$238,312,267	\$246,285,642	\$257,319,569	\$277,956,512	\$291,559,370
F Total Estimated Debt Service	\$22,226,317	\$19,403,250	\$19,631,027	\$19,937,914	\$23,958,210	\$37,897,111	\$41,196,551
G Debt Service % of Total Revenue (F/E)	9.9%	8.4%	8.2%	8.1%	9.3%	13.6%	14.1%
H General Fund Revenue within the Levy	192,746,099	201,674,119	209,741,084	218,130,727	226,855,956	235,930,194	245,367,402
I GF Debt within the Levy	5,552,406	5,700,393	6,320,358	7,212,215	9,104,222	11,713,526	11,320,191
J GF Debt Service % of GF Receipts (I/H)	2.9%	2.8%	3.0%	3.3%	4.0%	5.0%	4.6%
K Debt Service % of Revenue without Excluded Debt/Revenue	4.0%	3.9%	4.3%	4.6%	5.3%	6.3%	5.9%

**Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption**

Description	2030	2031	2032	2033	2034	2035	2036
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$219,734,053	\$228,523,415	\$237,664,352	\$247,170,926	\$257,057,763	\$267,340,074	\$278,033,676
Cherry Sheet	\$19,115,145	\$19,879,751	\$20,674,941	\$21,501,938	\$22,362,016	\$23,256,496	\$24,186,756
Local Receipts	\$16,332,900	\$16,986,216	\$17,665,665	\$18,372,292	\$19,107,183	\$19,871,471	\$20,666,330
A General Fund Receipts	\$255,182,098	\$265,389,382	\$276,004,958	\$287,045,156	\$298,526,962	\$310,468,041	\$322,886,762
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$29,623,533	\$29,649,610	\$31,878,039	\$31,804,987	\$32,275,313	\$34,080,009	\$33,572,722
MSBA Payments							
Debt Exclusion Offsets	\$31,146	\$26,495	\$21,890	\$16,958	\$13,728	\$12,263	\$10,741
B Revenue Dedicated for Excluded Debt	\$29,654,679	\$29,676,105	\$31,899,929	\$31,821,945	\$32,289,041	\$34,092,272	\$33,583,463
CPA FUND							
Surcharge (Growth Rate 4%)	\$4,112,287	\$4,276,778	\$4,447,849	\$4,625,763	\$4,810,794	\$5,003,226	\$5,203,355
State Match	\$391,458	\$407,116	\$423,401	\$440,337	\$457,951	\$476,269	\$495,319
C CPA Receipts	\$4,503,745	\$4,683,895	\$4,871,250	\$5,066,100	\$5,268,745	\$5,479,494	\$5,698,674
ENTERPRISE FUNDS							
Sewer Receipts	\$9,654,120	\$9,847,202	\$10,044,146	\$10,245,029	\$10,449,929	\$10,658,928	\$10,872,107
Water Receipts	\$6,989,393	\$7,129,181	\$7,271,764	\$7,417,200	\$7,565,543	\$7,716,854	\$7,871,191
D Enterprise Fund Receipts (Level \$)	\$16,643,512	\$16,976,382	\$17,315,910	\$17,662,228	\$18,015,473	\$18,375,782	\$18,743,298
E Total Revenues (A+B+C+D)	\$305,984,035	\$316,725,764	\$330,092,047	\$341,595,430	\$354,100,220	\$368,415,589	\$380,912,197
F Total Estimated Debt Service	\$46,338,639	\$46,672,950	\$47,142,458	\$46,046,885	\$45,328,866	\$46,518,819	\$46,323,272
G Debt Service % of Total Revenue (F/E)	15.1%	14.7%	14.3%	13.5%	12.8%	12.6%	12.2%
H General Fund Revenue within the Levy	255,182,098	265,389,382	276,004,958	287,045,156	298,526,962	310,468,041	322,886,762
I GF Debt within the Levy	12,469,795	12,839,839	11,301,778	10,406,330	9,717,419	9,314,041	9,686,603
J GF Debt Service % of GF Receipts (I/H)	4.9%	4.8%	4.1%	3.6%	3.3%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	6.0%	5.9%	5.1%	4.6%	4.1%	3.7%	3.7%

Facilities Financing Outlook Charts and Tables

Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption

Description	2037	2038	2039	2040	2041	2042	2043
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$289,155,024	\$300,721,224	\$312,750,073	\$325,260,076	\$338,270,479	\$351,801,299	\$365,873,351
Cherry Sheet	\$25,154,226	\$26,160,396	\$27,206,811	\$28,295,084	\$29,426,887	\$30,603,963	\$31,828,121
Local Receipts	\$21,492,983	\$22,352,702	\$23,246,810	\$24,176,683	\$25,143,750	\$26,149,500	\$27,195,480
A General Fund Receipts	\$335,802,233	\$349,234,322	\$363,203,695	\$377,731,843	\$392,841,116	\$408,554,761	\$424,896,952
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$32,608,812	\$31,149,882	\$30,187,911	\$29,201,603	\$27,360,268	\$25,603,072	\$24,148,100
MSBA Payments							
Debt Exclusion Offsets	\$9,163	\$7,359	\$5,673	\$4,250	\$2,957	\$1,478	
B Revenue Dedicated for Excluded Debt	\$32,617,975	\$31,157,241	\$30,193,584	\$29,205,853	\$27,363,225	\$25,604,550	\$24,148,100
CPA FUND							
Surcharge (Growth Rate 4%)	\$5,411,489	\$5,627,948	\$5,853,066	\$6,087,189	\$6,330,677	\$6,583,904	\$6,847,260
State Match	\$515,132	\$535,737	\$557,167	\$579,454	\$602,632	\$626,737	\$651,806
C CPA Receipts	\$5,926,621	\$6,163,686	\$6,410,233	\$6,666,643	\$6,933,308	\$7,210,641	\$7,499,066
ENTERPRISE FUNDS							
Sewer Receipts	\$11,089,549	\$11,311,340	\$11,537,566	\$11,768,318	\$12,003,684	\$12,243,758	\$12,488,633
Water Receipts	\$8,028,615	\$8,189,188	\$8,352,971	\$8,520,031	\$8,690,431	\$8,864,240	\$9,041,525
D Enterprise Fund Receipts (Level \$)	\$19,118,164	\$19,500,527	\$19,890,538	\$20,288,349	\$20,694,116	\$21,107,998	\$21,530,158
E Total Revenues (A+B+C+D)	\$393,464,993	\$406,055,776	\$419,698,050	\$433,892,687	\$447,831,765	\$462,477,950	\$478,074,276
F Total Estimated Debt Service	\$45,685,723	\$44,563,273	\$43,806,095	\$43,001,958	\$41,563,608	\$40,227,343	\$39,212,159
G Debt Service % of Total Revenue (F/E)	11.6%	11.0%	10.4%	9.9%	9.3%	8.7%	8.2%
H General Fund Revenue within the Levy	335,802,233	349,234,322	363,203,695	377,731,843	392,841,116	408,554,761	424,896,952
I GF Debt within the Levy	10,074,067	10,477,030	10,896,111	11,331,955	11,785,233	12,256,643	12,746,909
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.6%	3.6%	3.5%	3.4%	3.4%	3.3%	3.3%

**Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption**

Description	2044	2045	2046	2047	2048	2049	2050
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$380,508,285	\$395,728,616	\$411,557,761	\$428,020,071	\$445,140,874	\$462,946,509	\$481,464,369
Cherry Sheet	\$33,101,246	\$34,425,296	\$35,802,308	\$37,234,400	\$38,723,776	\$40,272,727	\$41,883,636
Local Receipts	\$28,283,299	\$29,414,631	\$30,591,216	\$31,814,865	\$33,087,459	\$34,410,958	\$35,787,396
A General Fund Receipts	\$441,892,830	\$459,568,543	\$477,951,284	\$497,069,336	\$516,952,109	\$537,630,194	\$559,135,401
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$23,246,000	\$21,636,500	\$20,106,500	\$19,257,400	\$17,408,300	\$16,629,200	\$15,850,100
MSBA Payments							
Debt Exclusion Offsets							
B Revenue Dedicated for Excluded Debt	\$23,246,000	\$21,636,500	\$20,106,500	\$19,257,400	\$17,408,300	\$16,629,200	\$15,850,100
CPA FUND							
Surcharge (Growth Rate 4%)	\$7,121,150	\$7,405,996	\$7,702,236	\$8,010,326	\$8,330,739	\$8,663,968	\$9,010,527
State Match	\$677,879	\$704,994	\$733,194	\$762,521	\$793,022	\$824,743	\$857,733
C CPA Receipts	\$7,799,029	\$8,110,990	\$8,435,430	\$8,772,847	\$9,123,761	\$9,488,711	\$9,868,260
ENTERPRISE FUNDS							
Sewer Receipts	\$12,738,406	\$12,993,174	\$13,253,037	\$13,518,098	\$13,788,460	\$14,064,229	\$14,345,514
Water Receipts	\$9,222,355	\$9,406,802	\$9,594,938	\$9,786,837	\$9,982,574	\$10,182,225	\$10,385,870
D Enterprise Fund Receipts (Level \$)	\$21,960,761	\$22,399,976	\$22,847,976	\$23,304,935	\$23,771,034	\$24,246,455	\$24,731,384
E Total Revenues (A+B+C+D)	\$494,898,619	\$511,716,009	\$529,341,190	\$548,404,518	\$567,255,204	\$587,994,559	\$609,585,145
F Total Estimated Debt Service	\$38,770,935	\$37,442,706	\$36,445,039	\$36,169,480	\$34,916,863	\$34,758,106	\$34,624,162
G Debt Service % of Total Revenue (F/E)	7.8%	7.3%	6.9%	6.6%	6.2%	5.9%	5.7%
H General Fund Revenue within the Levy	441,892,830	459,568,543	477,951,284	497,069,336	516,952,109	537,630,194	559,135,401
I GF Debt within the Levy	13,256,785	13,787,056	14,338,539	14,912,080	15,508,563	16,128,906	16,774,062
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.3%	3.2%	3.2%	3.2%	3.2%	3.2%	3.2%

**Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption**

Description	2051	2052	2053	2054	2055	2056	2057
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$500,722,944	\$520,751,862	\$541,581,936	\$563,245,214	\$585,775,022	\$609,206,023	\$633,574,264
Cherry Sheet	\$43,558,981	\$45,301,341	\$47,113,394	\$48,997,930	\$50,957,847	\$52,996,161	\$55,116,008
Local Receipts	\$37,218,892	\$38,707,648	\$40,255,954	\$41,866,192	\$43,540,839	\$45,282,473	\$47,093,772
A General Fund Receipts	\$581,500,817	\$604,760,850	\$628,951,284	\$654,109,336	\$680,273,709	\$707,484,657	\$735,784,044
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$15,071,000	\$14,291,900	\$13,512,800	\$9,933,700	\$4,750,600	\$3,649,500	\$3,447,200
MSBA Payments							
Debt Exclusion Offsets							
B Revenue Dedicated for Excluded Debt	\$15,071,000	\$14,291,900	\$13,512,800	\$9,933,700	\$4,750,600	\$3,649,500	\$3,447,200
CPA FUND							
Surcharge (Growth Rate 4%)	\$9,370,948	\$9,745,786	\$10,135,617	\$10,541,042	\$10,962,684	\$11,401,191	\$11,857,239
State Match	\$892,042	\$927,724	\$964,833	\$1,003,426	\$1,043,563	\$1,085,306	\$1,128,718
C CPA Receipts	\$10,262,990	\$10,673,510	\$11,100,450	\$11,544,468	\$12,006,247	\$12,486,497	\$12,985,956
ENTERPRISE FUNDS							
Sewer Receipts	\$14,632,424	\$14,925,072	\$15,223,574	\$15,528,045	\$15,838,606	\$16,155,378	\$16,478,486
Water Receipts	\$10,593,587	\$10,805,459	\$11,021,568	\$11,242,000	\$11,466,840	\$11,696,176	\$11,930,100
D Enterprise Fund Receipts (Level \$)	\$25,226,011	\$25,730,532	\$26,245,142	\$26,770,045	\$27,305,446	\$27,851,555	\$28,408,586
E Total Revenues (A+B+C+D)	\$632,060,819	\$655,456,791	\$679,809,676	\$702,357,549	\$724,336,002	\$751,472,209	\$780,625,786
F Total Estimated Debt Service	\$34,516,025	\$34,434,726	\$34,381,339	\$31,556,980	\$27,158,811	\$26,874,040	\$27,520,721
G Debt Service % of Total Revenue (F/E)	5.5%	5.3%	5.1%	4.5%	3.7%	3.6%	3.5%
H General Fund Revenue within the Levy	581,500,817	604,760,850	628,951,284	654,109,336	680,273,709	707,484,657	735,784,044
I GF Debt within the Levy	17,445,025	18,142,826	18,868,539	19,623,280	20,408,211	21,224,540	22,073,521
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.2%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%

**Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption**

Description	2058	2059	2060	2061	2062
DEBT WITHIN THE LEVY LIMIT					
Property Tax within the Levy Limit	\$658,917,235	\$685,273,924	\$712,684,881	\$741,192,276	\$770,839,967
Cherry Sheet	\$57,320,648	\$59,613,474	\$61,998,013	\$64,477,933	\$67,057,051
Local Receipts	\$48,977,523	\$50,936,624	\$52,974,089	\$55,093,052	\$57,296,774
A General Fund Receipts	\$765,215,405	\$795,824,022	\$827,656,982	\$860,763,262	\$895,193,792
DEBT EXCLUDED FROM THE LEVY LIMIT					
Property Tax excluded from the Levy Limit	\$3,244,900	\$2,042,600	\$310,300	\$0	\$0
MSBA Payments					
Debt Exclusion Offsets					
B Revenue Dedicated for Excluded Debt	\$3,244,900	\$2,042,600	\$310,300	\$0	\$0
CPA FUND					
Surcharge (Growth Rate 4%)	\$12,331,528	\$12,824,789	\$13,337,781	\$13,871,292	\$14,426,144
State Match	\$1,173,867	\$1,220,821	\$1,269,654	\$1,320,440	\$1,373,258
C CPA Receipts	\$13,505,395	\$14,045,611	\$14,607,435	\$15,191,732	\$15,799,402
ENTERPRISE FUNDS					
Sewer Receipts	\$16,808,056	\$17,144,217	\$17,487,101	\$17,836,843	\$18,193,580
Water Receipts	\$12,168,702	\$12,412,076	\$12,660,318	\$12,913,524	\$13,171,794
D Enterprise Fund Receipts (Level \$)	\$28,976,758	\$29,556,293	\$30,147,419	\$30,750,367	\$31,365,374
E Total Revenues (A+B+C+D)	\$810,942,458	\$841,468,525	\$872,722,136	\$906,705,361	\$942,358,568
F Total Estimated Debt Service	\$28,201,362	\$27,917,321	\$27,140,009	\$27,822,898	\$28,855,814
G Debt Service % of Total Revenue (F/E)	3.5%	3.3%	3.1%	3.1%	3.1%
H General Fund Revenue within the Levy	765,215,405	795,824,022	827,656,982	860,763,262	895,193,792
I GF Debt within the Levy	22,956,462	23,874,721	24,829,709	25,822,898	26,855,814
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.1%	3.1%	3.1%	3.1%	3.1%

Facilities Financing Outlook Charts and Tables

Debt Service Authorized Not Yet Issued (5%)

Debt Service Authorized Not Yet Issued (5%)										
Project		TMI Vote	Amount	Yrs^	Rate*	Debt Service		Debt Service		Debt Service
						2024	2025	2026	2027	2028
T	General Fund Within the Limit					2,535,235	1,653,005	1,802,000	1,747,500	1,693,000
T	General Fund Excluded									
T	Community Preservation Act					100,000	400,000	390,000	380,000	370,000
T	Sewer Enterprise					111,566	172,994			
T	Water Enterprise					654,035	600,000	580,000	360,000	350,000
	General Fund BAN Paydowns	Various	Various		Various	1,875,760	56,380			
	Sewer Fund BAN Paydowns	Various	Various		Various	111,566	172,994			
	Water Fund BAN Paydowns	Various	Various		Various	359,035				
2022	Public Safety Building Project	May-21	\$1,400,000	10	5.0%	210,000	203,000	196,000	189,000	182,000
2019	RTS Property Improvements	May-18	\$124,500	2	5.0%	70,725	63,000			
2023	Emery Grover Building Renovation	May-22	\$10,150,000	19	5.0%	253,750	1,080,625	1,037,500	1,009,250	981,000
2023	Emery Grover Building Renovation Supplement	Oct-22	\$1,295,000	6	5.0%			324,750	311,750	298,750
2023	Land Purchase	Oct-22	\$2,500,000	20	5.0%	125,000	250,000	243,750	237,500	231,250
2023	Emery Grover Building Renovation	May-22	\$4,000,000	20	5.0%	100,000	400,000	390,000	380,000	370,000
2020	Water Distribution System Improvements	May-19	\$3,800,000	17	5.0%	295,000	380,000	370,000	360,000	350,000
2022	Water Service Connections	May-21	\$400,000	2	5.0%		220,000	210,000		

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Debt Service Authorized Not Yet Issued (5%)	Project										
	2029	2030	2031	2032	2033	2034	2035	2036	2037		
General Fund Within the Limit	1,638,500	1,579,000	1,269,750	1,228,250	1,186,750	1,005,250	970,750	936,250	901,750		
General Fund Excluded											
Community Preservation Act	360,000	350,000	340,000	330,000	320,000	310,000	300,000	290,000	280,000		
Sewer Enterprise											
Water Enterprise	340,000	330,000	320,000	310,000	300,000	290,000	280,000	270,000	260,000		
General Fund BAN Paydowns											
Sewer Fund BAN Paydowns											
Water Fund BAN Paydowns											
Public Safety Building Project	175,000	168,000	161,000	154,000	147,000						
RTS Property Improvements											
Emery Grover Building Renovation	952,750	924,500	896,250	868,000	839,750	811,500	783,250	755,000	726,750		
Emery Grover Building Renovation Supplement	285,750	267,750									
Land Purchase	225,000	218,750	212,500	206,250	200,000	193,750	187,500	181,250	175,000		
Emery Grover Building Renovation	360,000	350,000	340,000	330,000	320,000	310,000	300,000	290,000	280,000		
Water Distribution System Improvements	340,000	330,000	320,000	310,000	300,000	290,000	280,000	270,000	260,000		
Water Service Connections											

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Debt Service Authorized Not Yet Issued (5%)	Debt Service 2038	Debt Service 2039	Debt Service 2040	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045
Project								
General Fund Within the Limit	867,250	832,750	798,250	763,750	574,250	137,500	131,250	
General Fund Excluded								
Community Preservation Act	270,000	260,000	250,000	240,000	230,000	220,000	210,000	
Sewer Enterprise								
Water Enterprise	250,000	240,000	150,000	24,000				
General Fund BAN Paydowns								
Sewer Fund BAN Paydowns								
Water Fund BAN Paydowns								
Public Safety Building Project								
RTS Property Improvements								
Emery Grover Building Renovation	698,500	670,250	642,000	613,750	430,500			
Emery Grover Building Renovation Supplement								
Land Purchase	168,750	162,500	156,250	150,000	143,750	137,500	131,250	
Emery Grover Building Renovation	270,000	260,000	250,000	240,000	230,000	220,000	210,000	
Water Distribution System Improvements	250,000	240,000	150,000	24,000				
Water Service Connections								

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Debt Service Identified Future Projects (5%)

Debt Service Identified Future Projects (5%)										
Project		TM Vote	Amount	Yrs^	Rate*	Debt Service 2024	Debt Service 2025	Debt Service 2026	Debt Service 2027	Debt Service 2028
T	General Fund Within the Limit						1,768,500	2,690,688	4,482,313	7,071,625
T	General Fund Excluded							118,390	1,998,564	12,150,681
T	Community Preservation Act									
T	Sewer Enterprise							314,375	324,875	591,250
T	Water Enterprise						162,500	387,500	897,500	934,500
2024	McLeod Field Improvements	May-23	\$1,310,000	10	5.0%		459,125	145,000	140,000	135,000
2024	Roof Top Unit Replacements (Broadmeadow & Elliot)	May-23	\$9,000,000	15	5.0%		397,500	578,938	393,063	1,062,750
2024	Quint Ladder Truck	May-23	\$2,000,000	4	5.0%		550,000	575,000	550,000	525,000
2024	Quiet Zone Safety Upgrades	May-23	\$1,340,000	5	5.0%		340,000	275,000	287,500	275,000
2025	Quiet Zone Safety Upgrades	May-24	\$2,775,000	10	5.0%			94,375	412,500	398,750
2025	Fire Engine	May-24	\$1,085,000	3	5.0%			419,250	396,000	378,000
2026	Pollard School Air Conditioning	May-25	\$1,335,000	5	5.0%				303,375	323,250
2028	Fire Engine	May-27	\$1,950,000	4	5.0%					
2025	Sewer Main Greendale/Rte 128	May-24	\$2,775,000	25	5.0%			314,375	249,875	228,750
2026	Sewer Main Greendale/Rte 128	May-25	\$3,000,000	25	5.0%				75,000	195,000
2027	Sewer Main Greendale/Rte 128	May-26	\$3,000,000	25	5.0%					75,000
2027	Cooks Bridge Sewer Pump Station	May-26	\$3,700,000	25	5.0%					92,500
2024	Water Distribution Improvements	May-23	\$6,500,000	25	5.0%		162,500	325,000	585,000	572,000

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Debt Service Identified Future Projects (5%)

	Project	TM Vote	Amount	Yrs^	Rate *	Debt Service			
						2024	2025	2026	Debt Service
									2027
									2028
2025	Water Supply Development	May-24	\$2,500,000	10	5.0%			62,500	312,500
2024	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility	May-23	\$1,750,000	4	5.0%		21,875	505,625	505,500
2025	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design	May-24	\$23,677,935	20	5.0%			118,390	965,858
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	Oct-25	\$74,896,500	25	5.0%				1,032,706
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	Oct-25	\$117,694,500	25	5.0%				7,605,000
2026	Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	Oct-25	\$21,401,465	25	5.0%				2,165,681
2029	Mitchell Elementary School (Option D1a) - Feasibility	Oct-28	\$2,383,100	5	5.0%				
2031	Mitchell Elementary School (Option D1a) - Design and Construction	Oct-30	\$25,742,500	25	5.0%				
2031	Mitchell Elementary School (Option D1a) - Design and Construction	Oct-30	\$40,452,500	25	5.0%				
2031	Mitchell Elementary School (Option D1a) - Design and Construction	Oct-30	\$7,355,000	25	5.0%				
2025	Public Works Facilities Improvements Design	May-24	\$3,900,000	5	5.0%			97,500	936,000
2026	Public Works Facilities Improvements Construction	May-25	\$19,775,000	25	5.0%				519,375
2026	Public Works Facilities Improvements Construction	May-25	\$31,075,000	25	5.0%				776,875
2026	Public Works Facilities Improvements Construction	May-25	\$5,650,000	20	5.0%				

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Debt Service Identified Future Projects (5%)									
Project	Debt Service 2029	Debt Service 2030	Debt Service 2031	Debt Service 2032	Debt Service 2033	Debt Service 2034	Debt Service 2035	Debt Service 2036	Debt Service 2037
General Fund Within the Limit	6,825,125	7,997,678	8,824,750	7,501,000	6,794,500	6,592,000	5,619,500	5,205,500	5,054,000
General Fund Excluded	15,007,500	19,438,983	19,705,000	21,412,875	21,683,375	22,711,688	24,430,875	24,192,500	23,576,000
Community Preservation Act									
Sewer Enterprise	924,750	1,022,875	1,042,250	1,017,250	992,250	967,250	942,250	917,250	892,250
Water Enterprise	909,000	883,500	858,000	832,500	807,000	781,500	756,000	730,500	455,000
McLeod Field Improvements	130,000	125,000	120,000	115,000	110,000	105,000			
Roof Top Unit Replacements (Broadmeadow & Eliot)	1,029,500	996,250	963,000	929,750	896,500	863,250	830,000	796,750	763,500
Quint Ladder Truck									
Quiet Zone Safety Upgrades	262,500								
Quiet Zone Safety Upgrades	435,000	418,750	402,500	386,250	370,000	353,750	262,500		
Fire Engine									
Pollard School Air Conditioning	309,750	296,250	267,750						
Fire Engine	538,750	563,000	538,500	504,000					
Sewer Main Greendale/Rte 128	223,250	217,750	212,250	206,750	201,250	195,750	190,250	184,750	179,250
Sewer Main Greendale/Rte 128	264,000	258,000	252,000	246,000	240,000	234,000	228,000	222,000	216,000
Sewer Main Greendale/Rte 128	195,000	264,000	258,000	252,000	246,000	240,000	234,000	228,000	222,000
Cooks Bridge Sewer Pump Station	242,500	283,125	320,000	312,500	305,000	297,500	290,000	282,500	275,000
Water Distribution Improvements	559,000	546,000	533,000	520,000	507,000	494,000	481,000	468,000	455,000

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Debt Service Identified Future Projects (5%)

Project	Debt Service 2029	Debt Service 2030	Debt Service 2031	Debt Service 2032	Debt Service 2033	Debt Service 2034	Debt Service 2035	Debt Service 2036	Debt Service 2037
Water Supply Development	350,000	337,500	325,000	312,500	300,000	287,500	275,000	262,500	
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility	451,500								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design	2,320,000	2,260,000	2,200,000	2,140,000	2,080,000	2,020,000	1,960,000	1,900,000	1,840,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	6,300,000	6,160,000	6,020,000	5,880,000	5,740,000	5,600,000	5,460,000	5,320,000	5,180,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	6,387,500	10,350,000	10,120,000	9,890,000	9,660,000	9,430,000	9,200,000	8,970,000	8,740,000
Pollard School Renovation/Expansion as 6-8 Middle School		668,983	1,365,000	1,848,000	1,806,000	1,764,000	1,722,000	1,680,000	1,638,000
Mitchell Elementary School (Option D1a) - Feasibility		62,678	714,000	684,250	654,500	624,750			
Mitchell Elementary School (Option D1a) - Design and Construction				643,563	1,386,063	2,250,000	2,200,000	2,150,000	2,100,000
Mitchell Elementary School (Option D1a) - Design and Construction				1,011,313	1,011,313	1,463,813	3,600,000	3,520,000	3,440,000
Mitchell Elementary School (Option D1a) - Design and Construction						183,875	288,875	652,500	638,000
Public Works Facilities Improvements Design	897,000	858,000	819,000						
Public Works Facilities Improvements Construction	1,738,000	1,698,500	1,659,000	1,619,500	1,580,000	1,540,500	1,501,000	1,461,500	1,422,000
Public Works Facilities Improvements Construction	891,875	2,838,000	2,773,500	2,709,000	2,644,500	2,580,000	2,515,500	2,451,000	2,386,500
Public Works Facilities Improvements Construction	141,250	141,250	567,500	553,250	539,000	524,750	510,500	496,250	482,000

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Debt Service Identified Future Projects (5%)										
Project		Debt Service 2038	Debt Service 2039	Debt Service 2040	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045	Debt Service 2046
General Fund Within the Limit		4,902,500	4,726,000	3,935,750	3,817,500	3,699,250	3,581,000	3,462,750	3,344,500	3,226,250
General Fund Excluded		22,959,500	22,343,000	21,726,500	21,110,000	20,493,500	19,877,000	19,260,500	18,644,000	17,827,500
Community Preservation Act										
Sewer Enterprise		867,250	842,250	817,250	792,250	767,250	742,250	717,250	692,250	667,250
Water Enterprise		442,000	429,000	416,000	403,000	390,000	377,000	364,000	351,000	338,000
McLeod Field Improvements										
Roof Top Unit Replacements (Broadmeadow & Eliot)		730,250	672,000							
Quint Ladder Truck										
Quiet Zone Safety Upgrades										
Quiet Zone Safety Upgrades										
Fire Engine										
Pollard School Air Conditioning										
Fire Engine										
Sewer Main Greendale/Rte 128		173,750	168,250	162,750	157,250	151,750	146,250	140,750	135,250	129,750
Sewer Main Greendale/Rte 128		210,000	204,000	198,000	192,000	186,000	180,000	174,000	168,000	162,000
Sewer Main Greendale/Rte 128		216,000	210,000	204,000	198,000	192,000	186,000	180,000	174,000	168,000
Cooks Bridge Sewer Pump Station		267,500	260,000	252,500	245,000	237,500	230,000	222,500	215,000	207,500
Water Distribution Improvements		442,000	429,000	416,000	403,000	390,000	377,000	364,000	351,000	338,000

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Debt Service Identified Future Projects (5%)

Project	Debt Service 2038	Debt Service 2039	Debt Service 2040	Debt Service 2041	Debt Service 2042	Debt Service 2043	Debt Service 2044	Debt Service 2045	Debt Service 2046
Water Supply Development									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design	1,780,000	1,720,000	1,660,000	1,600,000	1,540,000	1,480,000	1,420,000	1,360,000	1,100,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	5,040,000	4,900,000	4,760,000	4,620,000	4,480,000	4,340,000	4,200,000	4,060,000	3,920,000
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	8,510,000	8,280,000	8,050,000	7,820,000	7,590,000	7,360,000	7,130,000	6,900,000	6,670,000
Pollard School Renovation/Expansion as 6-8 Middle School	1,596,000	1,554,000	1,512,000	1,470,000	1,428,000	1,386,000	1,344,000	1,302,000	1,260,000
Mitchell Elementary School (Option D1a) - Feasibility									
Mitchell Elementary School (Option D1a) - Design and Construction	2,050,000	2,000,000	1,950,000	1,900,000	1,850,000	1,800,000	1,750,000	1,700,000	1,650,000
Mitchell Elementary School (Option D1a) - Design and Construction	3,360,000	3,280,000	3,200,000	3,120,000	3,040,000	2,960,000	2,880,000	2,800,000	2,720,000
Mitchell Elementary School (Option D1a) - Design and Construction	623,500	609,000	594,500	580,000	565,500	551,000	536,500	522,000	507,500
Public Works Facilities Improvements Design									
Public Works Facilities Improvements Construction	1,382,500	1,343,000	1,303,500	1,264,000	1,224,500	1,185,000	1,145,500	1,106,000	1,066,500
Public Works Facilities Improvements Construction	2,322,000	2,257,500	2,193,000	2,128,500	2,064,000	1,999,500	1,935,000	1,870,500	1,806,000
Public Works Facilities Improvements Construction	467,750	453,500	439,250	425,000	410,750	396,500	382,250	368,000	353,750

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Debt Service Identified Future Projects (5%)											
Project		Debt Service 2047	Debt Service 2048	Debt Service 2049	Debt Service 2050	Debt Service 2051	Debt Service 2052	Debt Service 2053	Debt Service 2054	Debt Service 2055	
General Fund Within the Limit		3,108,000	2,989,750	2,871,500	2,703,250	2,352,500	2,248,500	1,354,500			
General Fund Excluded		17,221,000	15,614,500	15,058,000	14,501,500	13,945,000	13,388,500	12,832,000	9,475,500	4,459,000	
Community Preservation Act											
Sewer Enterprise		642,250	617,250	547,250	459,500	440,000	420,500	231,000			
Water Enterprise		325,000	312,000	299,000	286,000	273,000					
McLeod Field Improvements											
Roof Top Unit Replacements (Broadmeadow & Eliot)											
Quint Ladder Truck											
Quiet Zone Safety Upgrades											
Quiet Zone Safety Upgrades											
Fire Engine											
Pollard School Air Conditioning											
Fire Engine											
Sewer Main Greendale/Rte 128		124,250	118,750	68,250							
Sewer Main Greendale/Rte 128		156,000	150,000	144,000	138,000	132,000	126,000				
Sewer Main Greendale/Rte 128		162,000	156,000	150,000	144,000	138,000	132,000	126,000			
Cooks Bridge Sewer Pump Station		200,000	192,500	185,000	177,500	170,000	162,500	105,000			
Water Distribution Improvements		325,000	312,000	299,000	286,000	273,000					

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Debt Service Identified Future Projects (5%)

Project	Debt Service 2047	Debt Service 2048	Debt Service 2049	Debt Service 2050	Debt Service 2051	Debt Service 2052	Debt Service 2053	Debt Service 2054	Debt Service 2055
Water Supply Development									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility									
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design	1,050,000								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	3,780,000	3,640,000	3,500,000	3,360,000	3,220,000	3,080,000	2,940,000		
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction	6,440,000	6,210,000	5,980,000	5,750,000	5,520,000	5,290,000	5,060,000	4,830,000	
Pollard School Renovation/Expansion as 6-8 Middle School	1,218,000	1,176,000	1,134,000	1,092,000	1,050,000	1,008,000	966,000	924,000	882,000
Mitchell Elementary School (Option D1a) - Feasibility									
Mitchell Elementary School (Option D1a) - Design and Construction	1,600,000	1,550,000	1,500,000	1,450,000	1,400,000	1,350,000	1,300,000	1,250,000	1,200,000
Mitchell Elementary School (Option D1a) - Design and Construction	2,640,000	2,560,000	2,480,000	2,400,000	2,320,000	2,240,000	2,160,000	2,080,000	2,000,000
Mitchell Elementary School (Option D1a) - Design and Construction	493,000	478,500	464,000	449,500	435,000	420,500	406,000	391,500	377,000
Public Works Facilities Improvements Design									
Public Works Facilities Improvements Construction	1,027,000	987,500	948,000	908,500	869,000	829,500			
Public Works Facilities Improvements Construction	1,741,500	1,677,000	1,612,500	1,548,000	1,483,500	1,419,000	1,354,500		
Public Works Facilities Improvements Construction	339,500	325,250	311,000	246,750					

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Debt Service Identified Future Projects (5%)	Project	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
		2056	2057	2058	2059	2060	2061	2062	
	General Fund Within the Limit								
	General Fund Excluded	3,432,500	3,288,000	3,143,500	1,999,000	304,500			
	Community Preservation Act								
	Sewer Enterprise								
	Water Enterprise								
	McLeod Field Improvements								
	Roof Top Unit Replacements (Broadmeadow & Eliot)								
	Quint Ladder Truck								
	Quiet Zone Safety Upgrades								
	Quiet Zone Safety Upgrades								
	Fire Engine								
	Pollard School Air Conditioning								
	Fire Engine								
	Sewer Main Greendale/Rte 128								
	Sewer Main Greendale/Rte 128								
	Sewer Main Greendale/Rte 128								
	Cooks Bridge Sewer Pump Station								
	Water Distribution Improvements								

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Debt Service Identified Future Projects (5%)		Debt Service 2056	Debt Service 2057	Debt Service 2058	Debt Service 2059	Debt Service 2060	Debt Service 2061	Debt Service 2062
Project								
Water Supply Development								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Feasibility								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Design								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction								
Pollard School Renovation/Expansion as 6-8 Middle School (Option D1a) - Construction								
Pollard School Renovation/Expansion as 6-8 Middle School								
Mitchell Elementary School (Option D1a) - Feasibility								
Mitchell Elementary School (Option D1a) - Design and Construction								
Mitchell Elementary School (Option D1a) - Design and Construction								
Mitchell Elementary School (Option D1a) - Design and Construction								
Public Works Facilities Improvements Design								
Public Works Facilities Improvements Construction								
Public Works Facilities Improvements Construction								
Public Works Facilities Improvements Construction								

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Estimated Debt Service (5%)

Description	2023	2024	2025	2026	2027	2028	2029	2030
A General Fund Within the Limit	5,552,406	5,518,403	5,998,308	6,711,140	8,364,297	10,415,676	10,056,741	10,958,364
B General Fund Excluded	13,844,279	10,764,226	9,794,891	8,881,706	10,046,595	19,682,655	21,941,275	25,479,672
C Community Preservation Act	969,631	1,038,631	1,308,081	1,272,956	1,232,656	1,108,544	1,060,919	864,669
D Sewer Enterprise	610,000	610,000	670,000	722,202	731,577	991,702	1,299,579	1,397,783
E Water Enterprise	1,250,000	1,212,000	1,312,697	1,470,729	1,754,559	1,775,912	1,522,088	1,481,163
F Total Debt Service	22,226,317	19,143,260	19,083,977	19,058,733	22,129,684	33,974,489	35,880,601	40,181,550
General Fund Within the Limit								
1 Issued and Outstanding	3,167,356	2,983,168	2,576,803	2,218,453	2,134,484	1,651,051	1,593,116	1,381,686
2 Approved Not Yet Borrowed	2,385,050	2,535,235	1,653,005	1,802,000	1,747,500	1,693,000	1,638,500	1,579,000
3 Identified Future Projects	-	-	1,768,500	2,690,688	4,482,313	7,071,625	6,825,125	7,997,678
4 Additional Debt Service Capacity								
A General Fund Within the Limit	5,552,406	5,518,403	5,998,308	6,711,140	8,364,297	10,415,676	10,056,741	10,958,364
General Fund Excluded								
1 Issued and Outstanding	13,844,279	10,764,226	9,794,891	8,763,316	8,048,031	7,531,974	6,933,775	6,040,689
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	118,390	1,998,564	12,150,681	15,007,500	19,438,983
B General Fund Excluded	13,844,279	10,764,226	9,794,891	8,881,706	10,046,595	19,682,655	21,941,275	25,479,672
Community Preservation Act								
1 Issued and Outstanding	969,631	938,631	908,081	882,956	852,656	738,544	700,919	514,669
2 Approved Not Yet Borrowed	-	100,000	400,000	390,000	380,000	370,000	360,000	350,000
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	969,631	1,038,631	1,308,081	1,272,956	1,232,656	1,108,544	1,060,919	864,669

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2023	2024	2025	2026	2027	2028	2029	2030
Sewer Enterprise								
1 Issued and Outstanding	606,069	498,435	497,006	407,827	406,702	400,452	374,829	374,908
2 Approved Not Yet Borrowed	3,931	111,566	172,994	-	-	-	-	-
3 Identified Future Projects	-	-	-	314,375	324,875	591,250	924,750	1,022,875
4 Additional Debt Service Capacity	-	-	-	-	-	-	-	-
D Sewer Enterprise	610,000	610,000	670,000	722,202	731,577	991,702	1,299,579	1,397,783
Water Enterprise								
1 Issued and Outstanding	682,530	557,965	550,197	503,229	497,059	491,412	273,088	267,663
2 Approved Not Yet Borrowed	567,470	654,035	600,000	580,000	360,000	350,000	340,000	330,000
3 Identified Future Projects	-	-	162,500	387,500	897,500	934,500	909,000	883,500
4 Additional Debt Service Capacity	-	-	-	-	-	-	-	-
E Water Enterprise	1,250,000	1,212,000	1,312,697	1,470,729	1,754,559	1,775,912	1,522,088	1,481,163
Recap								
1 Issued and Outstanding	19,269,866	15,742,424	14,326,978	12,775,781	11,938,932	10,813,433	9,875,726	8,579,614
2 Approved Not Yet Borrowed	2,956,451	3,400,836	2,825,999	2,772,000	2,487,500	2,413,000	2,338,500	2,259,000
3 Identified Future Projects	-	-	1,931,000	3,510,952	7,703,251	20,748,056	23,666,375	29,343,036
4 Additional Debt Service Capacity	-	-	-	-	-	-	-	-
F Total	22,226,317	19,143,260	19,083,977	19,058,733	22,129,684	33,974,489	35,880,601	40,181,650

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2031	2032	2033	2034	2035	2036	2037	2038
A General Fund Within the Limit	11,364,039	9,954,078	9,165,830	8,574,519	9,314,041	9,686,603	10,074,067	10,477,030
B General Fund Excluded	25,570,105	27,110,779	27,221,595	27,561,366	29,177,922	28,838,463	28,119,575	26,905,441
C Community Preservation Act	840,281	767,256	744,856	723,556	703,356	683,056	662,531	636,853
D Sewer Enterprise	1,417,238	1,392,320	1,367,404	967,250	942,250	917,250	892,250	867,250
E Water Enterprise	1,439,388	1,349,275	1,302,650	1,256,100	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	40,631,050	40,573,708	39,802,335	39,082,791	41,387,569	41,375,372	40,998,423	40,136,573

General Fund Within the Limit

1 Issued and Outstanding	1,269,539	1,224,828	1,184,580	977,269	583,156	-	-	-
2 Approved Not Yet Borrowed	1,269,750	1,228,250	1,186,750	1,005,250	970,750	936,250	901,750	867,250
3 Identified Future Projects	8,824,750	7,501,000	6,794,500	6,592,000	5,619,500	5,205,500	5,054,000	4,902,500
4 Additional Debt Service Capacity					2,140,635	3,544,853	4,118,317	4,707,280
A General Fund Within the Limit	11,364,039	9,954,078	9,165,830	8,574,519	9,314,041	9,686,603	10,074,067	10,477,030

General Fund Excluded

1 Issued and Outstanding	5,865,105	5,697,904	5,538,220	4,849,678	4,747,047	4,645,963	4,543,575	3,945,941
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	19,705,000	21,412,875	21,683,375	22,711,688	24,430,875	24,192,500	23,576,000	22,959,500
B General Fund Excluded	25,570,105	27,110,779	27,221,595	27,561,366	29,177,922	28,838,463	28,119,575	26,905,441

Community Preservation Act

1 Issued and Outstanding	500,281	437,256	424,856	413,556	403,356	393,056	382,531	366,853
2 Approved Not Yet Borrowed	340,000	330,000	320,000	310,000	300,000	290,000	280,000	270,000
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	840,281	767,256	744,856	723,556	703,356	683,056	662,531	636,853

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2031	2032	2033	2034	2035	2036	2037	2038
Sewer Enterprise								
1 Issued and Outstanding	374,988	375,070	375,154	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	1,042,250	1,017,250	992,250	967,250	942,250	917,250	892,250	867,250
4 Additional Debt Service Capacity								
D Sewer Enterprise	1,417,238	1,392,320	1,367,404	967,250	942,250	917,250	892,250	867,250
Water Enterprise								
1 Issued and Outstanding	261,388	206,775	195,650	184,600	-	-	-	-
2 Approved Not Yet Borrowed	320,000	310,000	300,000	290,000	280,000	270,000	260,000	250,000
3 Identified Future Projects	858,000	832,500	807,000	781,500	756,000	730,500	455,000	442,000
4 Additional Debt Service Capacity					214,000	249,500	535,000	558,000
E Water Enterprise	1,439,388	1,349,275	1,302,650	1,256,100	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	8,271,300	7,941,833	7,718,460	6,425,103	5,733,559	5,039,019	4,926,106	4,312,794
2 Approved Not Yet Borrowed	1,929,750	1,868,250	1,806,750	1,605,250	1,550,750	1,496,250	1,441,750	1,387,250
3 Identified Future Projects	30,430,000	30,763,625	30,277,125	31,052,438	31,748,625	31,045,750	29,977,250	29,171,250
4 Additional Debt Service Capacity	-	-	-	-	2,354,635	3,794,353	4,653,317	5,265,280
F Total	40,631,050	40,573,708	39,802,335	39,082,791	41,387,569	41,375,372	40,998,423	40,136,573

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2039	2040	2041	2042	2043	2044	2045	2046
A General Fund Within the Limit	10,896,111	11,331,955	11,785,233	12,256,643	12,746,909	13,256,785	13,787,056	14,338,539
B General Fund Excluded	26,188,384	25,447,253	23,851,225	22,339,150	21,129,300	20,473,800	19,110,900	17,827,500
C Community Preservation Act	463,250	250,000	240,000	230,000	220,000	210,000	-	-
D Sewer Enterprise	842,250	817,250	792,250	767,250	742,250	717,250	692,250	750,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	39,639,995	39,096,458	37,918,708	36,843,043	36,088,459	35,907,835	34,840,206	34,166,039

General Fund Within the Limit

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	832,750	798,250	763,750	574,250	137,500	131,250	-	-
3 Identified Future Projects	4,726,000	3,935,750	3,817,500	3,699,250	3,581,000	3,462,750	3,344,500	3,226,250
4 Additional Debt Service Capacity	5,337,361	6,597,955	7,203,983	7,983,143	9,028,409	9,662,785	10,442,556	11,112,289
A General Fund Within the Limit	10,896,111	11,331,955	11,785,233	12,256,643	12,746,909	13,256,785	13,787,056	14,338,539

General Fund Excluded

1 Issued and Outstanding	3,845,384	3,720,753	2,741,225	1,845,650	1,252,300	1,213,300	466,900	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	22,343,000	21,726,500	21,110,000	20,493,500	19,877,000	19,260,500	18,644,000	17,827,500
B General Fund Excluded	26,188,384	25,447,253	23,851,225	22,339,150	21,129,300	20,473,800	19,110,900	17,827,500

Community Preservation Act

1 Issued and Outstanding	203,250	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	260,000	250,000	240,000	230,000	220,000	210,000	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	463,250	250,000	240,000	230,000	220,000	210,000	-	-

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2039	2040	2041	2042	2043	2044	2045	2046
Sewer Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	842,250	817,250	792,250	767,250	742,250	717,250	692,250	667,250
4 Additional Debt Service Capacity								82,750
D Sewer Enterprise	842,250	817,250	792,250	767,250	742,250	717,250	692,250	750,000
Water Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	240,000	150,000	24,000	-	-	-	-	-
3 Identified Future Projects	429,000	416,000	403,000	390,000	377,000	364,000	351,000	338,000
4 Additional Debt Service Capacity	581,000	684,000	823,000	860,000	873,000	886,000	899,000	912,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	4,048,634	3,720,753	2,741,225	1,845,650	1,252,300	1,213,300	466,900	-
2 Approved Not Yet Borrowed	1,332,750	1,198,250	1,027,750	804,250	357,500	341,250	-	-
3 Identified Future Projects	28,340,250	26,895,500	26,122,750	25,350,000	24,577,250	23,804,500	23,031,750	22,059,000
4 Additional Debt Service Capacity	5,918,361	7,281,955	8,026,983	8,843,143	9,901,409	10,548,785	11,341,556	12,107,039
F Total	39,639,995	39,096,458	37,918,708	36,843,043	36,088,459	35,907,835	34,840,206	34,166,039

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2047	2048	2049	2050	2051	2052	2053	2054
A General Fund Within the Limit	14,912,080	15,508,563	16,128,906	16,774,062	17,445,025	18,142,826	18,868,539	19,623,280
B General Fund Excluded	17,221,000	15,614,500	15,058,000	14,501,500	13,945,000	13,388,500	12,832,000	9,475,500
C Community Preservation Act								
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	34,133,080	33,123,063	33,186,906	33,275,562	33,390,025	33,531,326	33,700,539	31,098,780

General Fund Within the Limit

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	3,108,000	2,989,750	2,871,500	2,703,250	2,352,500	2,248,500	1,354,500	-
4 Additional Debt Service Capacity	11,804,080	12,518,813	13,257,406	14,070,812	15,092,525	15,894,326	17,514,039	19,623,280
A General Fund Within the Limit	14,912,080	15,508,563	16,128,906	16,774,062	17,445,025	18,142,826	18,868,539	19,623,280

General Fund Excluded

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	17,221,000	15,614,500	15,058,000	14,501,500	13,945,000	13,388,500	12,832,000	9,475,500
B General Fund Excluded	17,221,000	15,614,500	15,058,000	14,501,500	13,945,000	13,388,500	12,832,000	9,475,500

Community Preservation Act

1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
C Community Preservation Act	-	-	-	-	-	-	-	-

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2047	2048	2049	2050	2051	2052	2053	2054
Sewer Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	642,250	617,250	547,250	459,500	440,000	420,500	231,000	-
4 Additional Debt Service Capacity	107,750	132,750	202,750	290,500	310,000	329,500	519,000	750,000
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Water Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	325,000	312,000	299,000	286,000	273,000	-	-	-
4 Additional Debt Service Capacity	925,000	938,000	951,000	964,000	977,000	1,250,000	1,250,000	1,250,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	21,296,250	19,533,500	18,775,750	17,950,250	17,010,500	16,057,500	14,417,500	9,475,500
4 Additional Debt Service Capacity	12,836,830	13,589,563	14,411,156	15,325,312	16,379,525	17,473,826	19,283,039	21,623,280
F Total	34,133,080	33,123,063	33,186,906	33,275,562	33,390,025	33,531,326	33,700,539	31,098,780

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2055	2056	2057	2058	2059	2060	2061	2062
A General Fund Within the Limit	20,408,211	21,224,540	22,073,521	22,956,462	23,874,721	24,829,709	25,822,898	26,855,814
B General Fund Excluded	4,459,000	3,432,500	3,288,000	3,143,500	1,999,000	304,500		
C Community Preservation Act								
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
F Total Debt Service	26,867,211	26,657,040	27,361,521	28,099,962	27,873,721	27,134,209	27,822,898	28,855,814

General Fund Within the Limit

1	Issued and Outstanding	-	-	-	-	-	-	-
2	Approved Not Yet Borrowed	-	-	-	-	-	-	-
3	Identified Future Projects	-	-	-	-	-	-	-
4	Additional Debt Service Capacity	20,408,211	21,224,540	22,073,521	22,956,462	23,874,721	24,829,709	25,822,898
A	General Fund Within the Limit	20,408,211	21,224,540	22,073,521	22,956,462	23,874,721	24,829,709	25,822,898
								26,855,814

General Fund Excluded

1	Issued and Outstanding	-	-	-	-	-	-	-
2	Approved Not Yet Borrowed	-	-	-	-	-	-	-
3	Identified Future Projects	4,459,000	3,432,500	3,288,000	3,143,500	1,999,000	304,500	-
B	General Fund Excluded	4,459,000	3,432,500	3,288,000	3,143,500	1,999,000	304,500	-

Community Preservation Act

1	Issued and Outstanding	-	-	-	-	-	-	-
2	Approved Not Yet Borrowed	-	-	-	-	-	-	-
3	Identified Future Projects	-	-	-	-	-	-	-
C	Community Preservation Act	-	-	-	-	-	-	-

Facilities Financing Outlook Charts and Tables

Estimated Debt Service (5%)

Description	2055	2056	2057	2058	2059	2060	2061	2062
Sewer Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
4 Additional Debt Service Capacity	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
D Sewer Enterprise	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Water Enterprise								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	-	-	-	-	-	-	-	-
4 Additional Debt Service Capacity	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
E Water Enterprise	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Recap								
1 Issued and Outstanding	-	-	-	-	-	-	-	-
2 Approved Not Yet Borrowed	-	-	-	-	-	-	-	-
3 Identified Future Projects	4,459,000	3,432,500	3,288,000	3,143,500	1,999,000	304,500	-	-
4 Additional Debt Service Capacity	22,408,211	23,224,540	24,073,521	24,956,462	25,874,721	26,829,709	27,822,898	28,855,814
F Total	26,867,211	26,657,040	27,361,521	28,099,962	27,873,721	27,134,209	27,822,898	28,855,814

Facilities Financing Outlook Charts and Tables

Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption 5%

Description	2023	2024	2025	2026	2027	2028	2029
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$165,808,498	\$173,659,014	\$180,605,375	\$187,829,590	\$195,342,773	\$203,156,484	\$211,282,743
Cherry Sheet	\$14,525,939	\$15,106,977	\$15,711,256	\$16,339,706	\$16,993,294	\$17,673,026	\$18,379,947
Local Receipts	\$12,411,662	\$12,908,128	\$13,424,454	\$13,961,432	\$14,519,889	\$15,100,685	\$15,704,712
A General Fund Receipts	\$192,746,099	\$201,674,119	\$209,741,084	\$218,130,727	\$226,855,956	\$235,930,194	\$245,367,402
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$13,084,416	\$10,010,827	\$9,741,984	\$8,833,010	\$10,002,100	\$19,642,507	\$21,905,624
MSBA Payments	\$695,150	\$695,150					
Debt Exclusion Offsets	\$64,713	\$58,249	\$52,907	\$48,696	\$44,495	\$40,148	\$35,651
B Revenue Dedicated for Excluded Debt	\$13,844,279	\$10,764,226	\$9,794,891	\$8,881,706	\$10,046,595	\$19,682,655	\$21,941,275
CPA FUND							
Surcharge (Growth Rate 4%)	\$3,125,000	\$3,250,000	\$3,380,000	\$3,515,200	\$3,655,808	\$3,802,040	\$3,954,122
State Match	\$890,924	\$309,375	\$321,750	\$334,620	\$348,005	\$361,925	\$376,402
C CPA Receipts	\$4,015,924	\$3,559,375	\$3,701,750	\$3,849,820	\$4,003,813	\$4,163,965	\$4,330,524
ENTERPRISE FUNDS							
Sewer Receipts	\$8,404,492	\$8,572,582	\$8,744,033	\$8,918,914	\$9,097,292	\$9,279,238	\$9,464,823
Water Receipts	\$6,084,687	\$6,206,381	\$6,330,508	\$6,457,119	\$6,586,261	\$6,717,986	\$6,852,346
D Enterprise Fund Receipts (Level \$)	\$14,489,179	\$14,778,963	\$15,074,542	\$15,376,033	\$15,683,553	\$15,997,224	\$16,317,169
E Total Revenues (A+B+C+D)	\$225,095,481	\$230,776,683	\$238,312,267	\$246,238,286	\$256,589,917	\$275,774,039	\$287,956,370
F Total Estimated Debt Service	\$22,226,317	\$19,143,260	\$19,083,977	\$19,058,733	\$22,129,684	\$33,974,489	\$35,880,601
G Debt Service % of Total Revenue (F/E)	9.9%	8.3%	8.0%	7.7%	8.6%	12.3%	12.5%
H General Fund Revenue within the Levy	192,746,099	201,674,119	209,741,084	218,130,727	226,855,956	235,930,194	245,367,402
I GF Debt within the Levy	5,552,406	5,518,403	5,998,308	6,711,140	8,364,297	10,415,676	10,056,741
J GF Debt Service % of GF Receipts (I/H)	2.9%	2.7%	2.9%	3.1%	3.7%	4.4%	4.1%
K Debt Service % of Revenue without Excluded Debt/Revenue	4.0%	3.8%	4.1%	4.3%	4.9%	5.6%	5.2%

**Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption**

Description	2030	2031	2032	2033	2034	2035	2036
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$219,734,053	\$228,523,415	\$237,664,352	\$247,170,926	\$257,057,763	\$267,340,074	\$278,033,676
Cherry Sheet	\$19,115,145	\$19,879,751	\$20,674,941	\$21,501,938	\$22,362,016	\$23,256,496	\$24,186,756
Local Receipts	\$16,332,900	\$16,986,216	\$17,665,665	\$18,372,292	\$19,107,183	\$19,871,471	\$20,666,330
A General Fund Receipts	\$255,182,098	\$265,389,382	\$276,004,958	\$287,045,156	\$298,526,962	\$310,468,041	\$322,886,762
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$25,448,526	\$25,543,610	\$27,088,889	\$27,204,637	\$27,547,638	\$29,165,659	\$28,827,722
MSBA Payments							
Debt Exclusion Offsets	\$31,146	\$26,495	\$21,890	\$16,958	\$13,728	\$12,263	\$10,741
B Revenue Dedicated for Excluded Debt	\$25,479,672	\$25,570,105	\$27,110,779	\$27,221,595	\$27,561,366	\$29,177,922	\$28,838,463
CPA FUND							
Surcharge (Growth Rate 4%)	\$4,112,287	\$4,276,778	\$4,447,849	\$4,625,763	\$4,810,794	\$5,003,226	\$5,203,355
State Match	\$391,458	\$407,116	\$423,401	\$440,337	\$457,951	\$476,269	\$495,319
C CPA Receipts	\$4,503,745	\$4,683,895	\$4,871,250	\$5,066,100	\$5,268,745	\$5,479,494	\$5,698,674
ENTERPRISE FUNDS							
Sewer Receipts	\$9,654,120	\$9,847,202	\$10,044,146	\$10,245,029	\$10,449,929	\$10,658,928	\$10,872,107
Water Receipts	\$6,989,393	\$7,129,181	\$7,271,764	\$7,417,200	\$7,565,543	\$7,716,854	\$7,871,191
D Enterprise Fund Receipts (Level \$)	\$16,643,512	\$16,976,382	\$17,315,910	\$17,662,228	\$18,015,473	\$18,375,782	\$18,743,298
E Total Revenues (A+B+C+D)	\$301,809,028	\$312,619,764	\$325,302,897	\$336,995,080	\$349,372,545	\$363,501,239	\$376,167,197
F Total Estimated Debt Service	\$40,181,650	\$40,631,050	\$40,573,708	\$39,802,335	\$39,082,791	\$41,387,569	\$41,375,372
G Debt Service % of Total Revenue (F/E)	13.3%	13.0%	12.5%	11.8%	11.2%	11.4%	11.0%
H General Fund Revenue within the Levy	255,182,098	265,389,382	276,004,958	287,045,156	298,526,962	310,468,041	322,886,762
I GF Debt within the Levy	10,958,364	11,364,039	9,954,078	9,165,830	8,574,519	9,314,041	9,686,603
J GF Debt Service % of GF Receipts (I/H)	4.3%	4.3%	3.6%	3.2%	2.9%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	5.3%	5.2%	4.5%	4.1%	3.6%	3.7%	3.6%

Facilities Financing Outlook Charts and Tables

Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption

Description	2037	2038	2039	2040	2041	2042	2043
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$289,155,024	\$300,721,224	\$312,750,073	\$325,260,076	\$338,270,479	\$351,801,299	\$365,873,351
Cherry Sheet	\$25,154,226	\$26,160,396	\$27,206,811	\$28,295,084	\$29,426,887	\$30,603,963	\$31,828,121
Local Receipts	\$21,492,983	\$22,352,702	\$23,246,810	\$24,176,683	\$25,143,750	\$26,149,500	\$27,195,480
A General Fund Receipts	\$335,802,233	\$349,234,322	\$363,203,695	\$377,731,843	\$392,841,116	\$408,554,761	\$424,896,952
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$28,110,412	\$26,898,082	\$26,182,711	\$25,443,003	\$23,848,268	\$22,337,672	\$21,129,300
MSBA Payments							
Debt Exclusion Offsets	\$9,163	\$7,359	\$5,673	\$4,250	\$2,957	\$1,478	
B Revenue Dedicated for Excluded Debt	\$28,119,575	\$26,905,441	\$26,188,384	\$25,447,253	\$23,851,225	\$22,339,150	\$21,129,300
CPA FUND							
Surcharge (Growth Rate 4%)	\$5,411,489	\$5,627,948	\$5,853,066	\$6,087,189	\$6,330,677	\$6,583,904	\$6,847,260
State Match	\$515,132	\$535,737	\$557,167	\$579,454	\$602,632	\$626,737	\$651,806
C CPA Receipts	\$5,926,621	\$6,163,686	\$6,410,233	\$6,666,643	\$6,933,308	\$7,210,641	\$7,499,066
ENTERPRISE FUNDS							
Sewer Receipts	\$11,089,549	\$11,311,340	\$11,537,566	\$11,768,318	\$12,003,684	\$12,243,758	\$12,488,633
Water Receipts	\$8,028,615	\$8,189,188	\$8,352,971	\$8,520,031	\$8,690,431	\$8,864,240	\$9,041,525
D Enterprise Fund Receipts (Level \$)	\$19,118,164	\$19,500,527	\$19,890,538	\$20,288,349	\$20,694,116	\$21,107,998	\$21,530,158
E Total Revenues (A+B+C+D)	\$388,966,593	\$401,803,976	\$415,692,850	\$430,134,087	\$444,319,765	\$459,212,550	\$475,055,476
F Total Estimated Debt Service	\$40,998,423	\$40,136,573	\$39,639,995	\$39,096,458	\$37,918,708	\$36,843,043	\$36,088,459
G Debt Service % of Total Revenue (F/E)	10.5%	10.0%	9.5%	9.1%	8.5%	8.0%	7.6%
H General Fund Revenue within the Levy	335,802,233	349,234,322	363,203,695	377,731,843	392,841,116	408,554,761	424,896,952
I GF Debt within the Levy	10,074,067	10,477,030	10,896,111	11,331,955	11,785,233	12,256,643	12,746,909
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.6%	3.5%	3.5%	3.4%	3.3%	3.3%	3.3%

Facilities Financing Outlook Charts and Tables

Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption

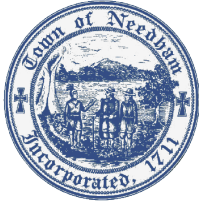
Description	2044	2045	2046	2047	2048	2049	2050
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$380,508,285	\$395,728,616	\$411,557,761	\$428,020,071	\$445,140,874	\$462,946,509	\$481,464,369
Cherry Sheet	\$33,101,246	\$34,425,296	\$35,802,308	\$37,234,400	\$38,723,776	\$40,272,727	\$41,883,636
Local Receipts	\$28,283,299	\$29,414,631	\$30,591,216	\$31,814,865	\$33,087,459	\$34,410,958	\$35,787,396
A General Fund Receipts	\$441,892,830	\$459,568,543	\$477,951,284	\$497,069,336	\$516,952,109	\$537,630,194	\$559,135,401
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$20,473,800	\$19,110,900	\$17,827,500	\$17,221,000	\$15,614,500	\$15,058,000	\$14,501,500
MSBA Payments							
Debt Exclusion Offsets							
B Revenue Dedicated for Excluded Debt	\$20,473,800	\$19,110,900	\$17,827,500	\$17,221,000	\$15,614,500	\$15,058,000	\$14,501,500
CPA FUND							
Surcharge (Growth Rate 4%)	\$7,121,150	\$7,405,996	\$7,702,236	\$8,010,326	\$8,330,739	\$8,663,968	\$9,010,527
State Match	\$677,879	\$704,994	\$733,194	\$762,521	\$793,022	\$824,743	\$857,733
C CPA Receipts	\$7,799,029	\$8,110,990	\$8,435,430	\$8,772,847	\$9,123,761	\$9,488,711	\$9,868,260
ENTERPRISE FUNDS							
Sewer Receipts	\$12,738,406	\$12,993,174	\$13,253,037	\$13,518,098	\$13,788,460	\$14,064,229	\$14,345,514
Water Receipts	\$9,222,355	\$9,406,802	\$9,594,938	\$9,786,837	\$9,982,574	\$10,182,225	\$10,385,870
D Enterprise Fund Receipts (Level \$)	\$21,960,761	\$22,399,976	\$22,847,976	\$23,304,935	\$23,771,034	\$24,246,455	\$24,731,384
E Total Revenues (A+B+C+D)	\$492,126,419	\$509,190,409	\$527,062,190	\$546,368,118	\$565,461,404	\$586,423,359	\$608,236,545
F Total Estimated Debt Service	\$35,907,835	\$34,840,206	\$34,166,039	\$34,133,080	\$33,123,063	\$33,186,906	\$33,275,562
G Debt Service % of Total Revenue (F/E)	7.3%	6.8%	6.5%	6.2%	5.9%	5.7%	5.5%
H General Fund Revenue within the Levy	441,892,830	459,568,543	477,951,284	497,069,336	516,952,109	537,630,194	559,135,401
I GF Debt within the Levy	13,256,785	13,787,056	14,338,539	14,912,080	15,508,563	16,128,906	16,774,062
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.3%	3.2%	3.2%	3.2%	3.2%	3.2%	3.2%

**Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption**

Description	2051	2052	2053	2054	2055	2056	2057
DEBT WITHIN THE LEVY LIMIT							
Property Tax within the Levy Limit	\$500,722,944	\$520,751,862	\$541,581,936	\$563,245,214	\$585,775,022	\$609,206,023	\$633,574,264
Cherry Sheet	\$43,558,981	\$45,301,341	\$47,113,394	\$48,997,930	\$50,957,847	\$52,996,161	\$55,116,008
Local Receipts	\$37,218,892	\$38,707,648	\$40,255,954	\$41,866,192	\$43,540,839	\$45,282,473	\$47,093,772
A General Fund Receipts	\$581,500,817	\$604,760,850	\$628,951,284	\$654,109,336	\$680,273,709	\$707,484,657	\$735,784,044
DEBT EXCLUDED FROM THE LEVY LIMIT							
Property Tax excluded from the Levy Limit	\$13,945,000	\$13,388,500	\$12,832,000	\$9,475,500	\$4,459,000	\$3,432,500	\$3,288,000
MSBA Payments							
Debt Exclusion Offsets							
B Revenue Dedicated for Excluded Debt	\$13,945,000	\$13,388,500	\$12,832,000	\$9,475,500	\$4,459,000	\$3,432,500	\$3,288,000
CPA FUND							
Surcharge (Growth Rate 4%)	\$9,370,948	\$9,745,786	\$10,135,617	\$10,541,042	\$10,962,684	\$11,401,191	\$11,857,239
State Match	\$892,042	\$927,724	\$964,833	\$1,003,426	\$1,043,563	\$1,085,306	\$1,128,718
C CPA Receipts	\$10,262,990	\$10,673,510	\$11,100,450	\$11,544,468	\$12,006,247	\$12,486,497	\$12,985,956
ENTERPRISE FUNDS							
Sewer Receipts	\$14,632,424	\$14,925,072	\$15,223,574	\$15,528,045	\$15,838,606	\$16,155,378	\$16,478,486
Water Receipts	\$10,593,587	\$10,805,459	\$11,021,568	\$11,242,000	\$11,466,840	\$11,696,176	\$11,930,100
D Enterprise Fund Receipts (Level \$)	\$25,226,011	\$25,730,532	\$26,245,142	\$26,770,045	\$27,305,446	\$27,851,555	\$28,408,586
E Total Revenues (A+B+C+D)	\$630,934,819	\$654,553,391	\$679,128,876	\$701,899,349	\$724,044,402	\$751,255,209	\$780,466,586
F Total Estimated Debt Service	\$33,390,025	\$33,531,326	\$33,700,539	\$31,098,780	\$26,867,211	\$26,657,040	\$27,361,521
G Debt Service % of Total Revenue (F/E)	5.3%	5.1%	5.0%	4.4%	3.7%	3.5%	3.5%
H General Fund Revenue within the Levy	581,500,817	604,760,850	628,951,284	654,109,336	680,273,709	707,484,657	735,784,044
I GF Debt within the Levy	17,445,025	18,142,826	18,868,539	19,623,280	20,408,211	21,224,540	22,073,521
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.2%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%

Estimated Revenue and Debt Ratios
Long Term Interest Rate Assumption

Description	2058	2059	2060	2061	2062
DEBT WITHIN THE LEVY LIMIT					
Property Tax within the Levy Limit	\$658,917,235	\$685,273,924	\$712,684,881	\$741,192,276	\$770,839,967
Cherry Sheet	\$57,320,648	\$59,613,474	\$61,998,013	\$64,477,933	\$67,057,051
Local Receipts	\$48,977,523	\$50,936,624	\$52,974,089	\$55,093,052	\$57,296,774
A General Fund Receipts	\$765,215,405	\$795,824,022	\$827,656,982	\$860,763,262	\$895,193,792
DEBT EXCLUDED FROM THE LEVY LIMIT					
Property Tax excluded from the Levy Limit	\$3,143,500	\$1,999,000	\$304,500	\$0	\$0
MSBA Payments					
Debt Exclusion Offsets					
B Revenue Dedicated for Excluded Debt	\$3,143,500	\$1,999,000	\$304,500	\$0	\$0
CPA FUND					
Surcharge (Growth Rate 4%)	\$12,331,528	\$12,824,789	\$13,337,781	\$13,871,292	\$14,426,144
State Match	\$1,173,867	\$1,220,821	\$1,269,654	\$1,320,440	\$1,373,258
C CPA Receipts	\$13,505,395	\$14,045,611	\$14,607,435	\$15,191,732	\$15,799,402
ENTERPRISE FUNDS					
Sewer Receipts	\$16,808,056	\$17,144,217	\$17,487,101	\$17,836,843	\$18,193,580
Water Receipts	\$12,168,702	\$12,412,076	\$12,660,318	\$12,913,524	\$13,171,794
D Enterprise Fund Receipts (Level \$)	\$28,976,758	\$29,556,293	\$30,147,419	\$30,750,367	\$31,365,374
E Total Revenues (A+B+C+D)	\$810,841,058	\$841,424,925	\$872,716,336	\$906,705,361	\$942,358,568
F Total Estimated Debt Service	\$28,099,962	\$27,873,721	\$27,134,209	\$27,822,898	\$28,855,814
G Debt Service % of Total Revenue (F/E)	3.5%	3.3%	3.1%	3.1%	3.1%
H General Fund Revenue within the Levy	765,215,405	795,824,022	827,656,982	860,763,262	895,193,792
I GF Debt within the Levy	22,956,462	23,874,721	24,829,709	25,822,898	26,855,814
J GF Debt Service % of GF Receipts (I/H)	3.0%	3.0%	3.0%	3.0%	3.0%
K Debt Service % of Revenue without Excluded Debt/Revenue	3.1%	3.1%	3.1%	3.1%	3.1%

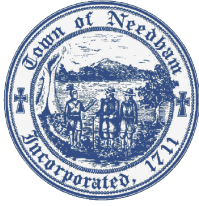


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on issues not covered on the agenda.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
none	

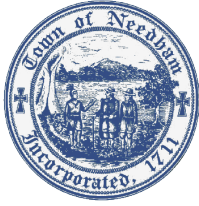


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2022

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may report on the progress and / or activities of their Committee assignments.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
None	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/8/2022

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	1.) Exception 3: Potential Litigation & Collective Bargaining (Police Union) 2.) Exception 6: Purchase, Exchange, Lease or Value of Real Property
2.	VOTE REQUIRED BY SELECT BOARD
	<u>Exception 3:</u> To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. <u>Exception 6:</u> To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to Open Session prior to adjournment
T	BACK UP INFORMATION ATTACHED
	None.

**Town of Needham
Select Board
Minutes for Tuesday, November 22, 2022
Select Board's Chamber
and
Via ZOOM
<https://us02web.zoom.us/j/88386737191>**

- 6:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Marianne Cooley. Those present were Marcus Nelson, Kevin Keane, Heidi Frail, Matthew Borrelli, and Kate Fitzpatrick, Town Manager. Dave Davison, ATM/Finance, Katie King, ATM/Operations, Myles Tucker, Support Services Manager, and Mary Hunt, Recording Secretary were also in attendance.
- 6:00 p.m. Public Comment Period:
Joshua Levy, Town Meeting Member, Precinct C commented on a letter he received on November 10, 2022, from the Town Manager to abutters on Whitman Road and Charles River Street regarding the proposed development of the Castle Farm property. Mr. Levy suggested direct and open communication between the Select Board and Town Meeting members. Mr. Levy commented on the postponement of a meeting with residents due to the lack of a purchase and sale agreement, suggesting a signed P&S agreement should not be a requirement to meet with neighbors. Mr. Levy asked for minutes (or portions of minutes) from some of the Executive Sessions regarding parcel acquisitions that could be released, citing MGL Ch. 38 s. 22. and specific dates of Executive Session - Exception 6.
- Holly Clark, 1652 Central Avenue, Town Meeting Member, Precinct D commented on development of the Castle Farm property, suggesting public discussion builds trust, lets people gain knowledge, and can improve the project. She said it is important for the Select Board to share information, as well as hear from neighbors by holding more than one meeting. Ms. Clark said there is a perception that decisions are being made outside of public view and presented as final. She encouraged the Select Board to hear concerns of neighbors so that people feel included and respected from the beginning.
- Ms. Cooley clarified a letter was sent to abutters and Town Meeting Members, and that the Town remains optimistic the project will happen. She said a purchase and sale agreement has not yet been signed. She said the Board will continue to hear feedback.
- 6:09 p.m. Public Hearing: Grant of Location - 68 Garden Street
Joanne Callendar, Eversource Energy representative spoke with the Board via Zoom requesting permission to install approximately 53 feet of conduit in Garden Street. This work is necessary to provide underground service to 68 Garden Street, Needham.

Ms. Fitzpatrick said all paperwork is in order

Ms. Cooley invited public comment. No comments were heard.

Motion by Mr. Borrelli that the Select Board approve and sign a petition from Eversource Energy to install approximately 53 feet of conduit in Garden Street.

Second: Mr. Nelson. Unanimously approved 5-0.

6:10 p.m. Appointments and Consent Agenda:
Motion by Mr. Borrelli that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- 1. Sue Barber Active Recreation Assets Working Group Term Exp: 6/30/2023**
- 2. Dan Lee Active Recreation Assets Working Group Term Exp. 6/30/2023**

CONSENT AGENDA *=Backup attached

- 1.* Approve minutes of October 24, 2022 (open session), November 9, 2022 (open session), November 9, 2022 (executive session).**
- 2. Accept the following donations made to the Needham Free Public Library; \$1,079 from friends and family in memory of Ruth Cunningham, Estimated \$795 worth of donated English language learning books from Sandra Boynton, From Scratch: Adventures in Harvesting, Hunting, Fishing, and Foraging on a Fragile Planet, by David Moscow & Jon Moscow, estimated value of \$27; Bill Littlefield gave a copy of his book Mercy, estimated value \$21; Kieran Teare-Thomas donated a copy of Clementine by Tillie Walden, estimated value \$15; and Rita Bartczak gave a DVD set of Fawlty Towers, estimated value of \$56.**
- 3. Accept the following donations made to the Needham Public Health Department; \$250 from MaryClare Siegel for Needham's Gift of Warmth Program, \$50 from MaryClare Siegel for Needham's Traveling Meals Program.**
- 4.* Approve and sign Water & Sewer Abatement #1320**
- 5. Approve the closure of Pickering Street from Great Plain Ave to Walgreens parking lot, 2:00pm – 7:00pm for the Blue Tree even on Saturday, December 3, 2022, 5:00-6:00 PM.**

Second: Mr. Keane. Unanimously approved 5-0.

6:11 p.m. Introduce Assistant Director of Public Works:
Carys Lustig, DPW Director introduced newly appointed Assistant Director of Public Works, Shane Mark.

Ms. Lustig said she is excited to have Mr. Mark on board, as the position has been vacant since April 2022. She said the search to hire was exhaustive, with a number

of qualified applicants. Ms. Lustig said Mr. Mark had a quality and professional background that stood out from the rest of the candidate pool.

The Board welcomed Mr. Mark to Needham and wished him well in his new position.

6:15 p.m. Class II Auto Dealer's License Revocation Hearing - Hentley Holden, LLC d/b/a Needham Auto Sales:

John Schlittler, Police Chief and Graham Parker, Manager, Hentley Holden, LLC spoke with the Board regarding the possible revocation of the Class II Auto Dealer's licenses issued to Hentley Holden, LLC d/b/a Needham Auto Sales for operation at 54 Mellen Street and 76 Wexford Street due to alleged violation of M.G.L. Chapter 140, Sec. 59.

Ms. Cooley read a statement citing state rules and regulations for the issuance of a Class II Auto Dealer's License and the reasons for tonight's hearing. She noted the Select Board received correspondence from the Needham Police Department giving the Board reason to believe that Hentley Holden, LLC does not possess legal authority to use the premises identified as the required repair facility noted in the license applications.

Chief Schlittler gave an overview of the situation.

Mr. Parker gave a timeline of steps taken to secure Class II Auto Dealer's licenses with the Town of Needham.

Discussion ensued on the facts of the case and whether or not a valid lease is in place. The Board concluded a valid lease is not in place for either of the licensed premises noted in the applications. The Board considered requiring a copy of a signed lease for future applications.

Motion by Mr. Borrelli that the Select Board revoke the Class II auto dealer's license issued to Graham Parker d/b/a Needham Auto Sales on June 14, 2022 for property located at 54 Mellen Street, and that the Board send notice of the revocation to the Registrar of Motor Vehicles;

and

Move that the Select Board revoke the Class II auto dealer's license issued to Hentley Holden LLC d/b/a Needham Auto Sales on September 27, 2022 for property located at 76 Wexford Street, and that the Board send notice of the revocation to the Registrar of Motor Vehicles.

Second: Mr. Nelson. Unanimously approved 5-0.

6:25 p.m. MWRA Metropolitan Tunnel Redundancy Program:

Kathy Murtagh, Director of the Tunnel Redundancy Program, Paul Savard, Director of Design and Construction – Tunnel Redundancy Program, Carmine DeMaria, Community Relations Coordinator – Tunnel Redundancy Program, and Sean Navin, MWRA Director of Intergovernmental Affairs updated the Board on the status of the proposed Metropolitan Tunnel Redundancy Program.

A PowerPoint presentation from the Massachusetts Water Resources Authority titled “Metropolitan Water Tunnel Program, dated November 22, 2022 was viewed.

Ms. Murtagh gave an overview of topics to be discussed including what the MWRA does, the MWRA system, the purpose of the Metropolitan Water Tunnel Program and Goals, Tunnel program schedule, Environmental Impact Report, Preferred Route and Alternatives, location of Shaft Sites at Highland Avenue Northwest and Northeast, and Potential Construction Impacts on traffic, water supply, noise and vibrations from the tunnel boring machine. It was noted tunnel construction is planned to occur over the 2027-2040 timeframe.

Mr. Savard commented on community and stakeholder outreach. He noted outreach has begun and will continue with guidance from the Select Board. He said a goal is to engage the community in an interactive way to build support for the program and to reach residents with as much information as possible so they feel confident in what the MWRA is doing. He said additional information can be found at <https://www.mwra.com/mwtp.html> and questions regarding the project can be sent to tunnels.info@mwra.com.

Ms. Cooley commented that Michael Retzky, Needham’s Water, Sewer, Drain Superintendent is representing the Town on the working group.

Discussion ensued on extracted tailing material during construction, launch tunnels, program schedule, and hours of operation.

Mr. Borrelli said this project is staggering. He noted drainage to the Charles River, suggesting an easement through a parking lot would be best, rather than taking up roadway. He also asked about alternative sites for launch shafts.

Mr. Nelson asked about the water supply contingency plan, the tunnel boring machine, and the MEPA public comment period ending December 9, 2022. Ms. Murtagh acknowledged conversations will continue after closure of the MEPA public comment period.

Ms. Frail expressed concern about the St. Mary’s Street pump station, as it is in the middle of a residential and commuter route, as well as noise and vibration emanating from the construction site on Route 128. She suggested hearing from other communities (Framingham and Weston) who have experienced the Tunnel Program.

Ms. Cooley concurred with Ms. Frail that it would be helpful to understand the experiences of people from other towns. She also commented on the best and most effective times for community outreach. It was noted that project and traffic updates, among other information, can be done via technology, community email groups, and public meetings.

Mr. Keane said the project is a real benefit. He asked about vibration, noise, and the diameter of tunnels. He expressed concern for abutters who have already been impacted by construction, as well as planned construction projects in the area. Mr. Keane asked about the need for Eversource Energy to lay additional conduit for electricity to power the tunnel boring machine, and location of wells.

Ms. Lustig, DPW Director, said it is important for people to understand the benefits and potential risks of the project.

Ms. Cooley suggested to Ms. Fitzpatrick information should be posted on the Town's website for residents to peruse.

The Board thanked the presenters for the presentation and information.

8:00 p.m. Mr. Borrelli departed the meeting due to a scheduling conflict.

8:01 p.m. Director of Public Works - General Update:
Carys Lustig, DPW Director, provided the Board a general update from the Public Works Department including project updates and snow and ice management.

Ms. Lustig spoke about the work completed over the summer by staff to evaluate the Town's current sidewalk program and make recommendations on moving forward. She told the Board about the Walker Pond Phase 1 project, as well as Drainage and NPDES improvements, Water Main replacement on Marked Tree Road, Lead Service replacement work, the new Salt Shed Road at RTS, Town Common refurbishment, and floor replacement at Broadmeadow and Eliot schools. The Department of Public Works is seeking input on the various options to pursue for snow removal on sidewalks. Ms. Lustig commented on the current snow and ice program, and that contractors are being signed on for this winter. She said a significant adjustment in rates was made to align with market conditions and in order to increase the number of contractors, as well as a retention bonus for contractors who were with the Town last year. Ms. Lustig said the Town intends to continue the snow pilot program downtown this year, with increased communication with residents, businesses, and schools.

The Board thanked Ms. Lustig for the update and Town staff for their work.

8:28 p.m. Town Manager:
Kate Fitzpatrick, Town Manager spoke with the Board concerning 6 items:

1. American Rescue Plan Act Funding

Ms. Fitzpatrick provided the Board with an update on ARPA spending, commitments, grants, and projects, and recommended that the Board approve certain transfers within spending categories. She spoke about a proposed amendment to advance the Sluice Gate Replacement Project (\$600,000) from the FY2024 Capital Plan to the Water/Sewer/Stormwater Reserve in the ARPA Budget. Ms. Fitzpatrick explained the Rosemary Dam sluice gate is in need of repair due to some leaking. The sluice gate is a mechanism that helps control the flow through the Rosemary Dam and is vital to maintaining the water level of the pond and in helping to prevent excess runoff during rains. Ms. Fitzpatrick said the request is for funding to replace the existing sluice gate and retrofit the spillway within the existing structure.

Motion by Mr. Keane that the Board approve the updated ARPA Proposal Budget dated November 18, 2022.

Second: Mr. Nelson. Unanimously approved 4-0.

2. Fuel Storage Application Procedures Policy

Myles Tucker, Support Service Manager reminded the Board of its discussion on the draft revision and proposed standard operating procedures at its meeting on November 11, 2022. He said no public comments have been received and no changes have been made to the draft policy. He said a one page FAQ sheet was created for the process of applying for a fuel storage application based on feedback from discussion at the November 11, 2022 meeting.

Motion by Mr. Nelson that the Board vote to adopt the revised Fuel Storage Application Procedures Policy, dated November 22, 2022.

Second: Mr. Keane. Unanimously approved 4-0.

3. Preliminary FY2024 - FY2028 Capital Improvement Plan

Ms. Fitzpatrick, Mr. Davison, and Ms. King spoke with the Board regarding the preliminary FY2024 cash capital and debt-financed project submissions. Ms. Fitzpatrick said the FY2024 – FY2028 projects will be discussed at the Select Board meeting on December 6th, with final approval of the Capital Improvement Plan being sought on December 20th. She commented on several preliminary recommendations including Wireless Hardware Infrastructure, Rooftop Unit Replacement at Broadmeadow and Eliot schools, Action Sports Park Feasibility Study, Athletic Facility Improvements (McLeod Field renovation), Central Ave/Centre Street Bridge, and Quiet Zone Safety Upgrades among other items.

Mr. Davison reminded the Board the recommendations are preliminary, noting the approach is conservative and once free cash is certified, modifications can be made in the final capital plan. He commented on several items contained in the plan.

Ms. King commented on McLeod Field and Claxton Field renovations, noting project construction and openings would be staggered in 2024.

Discussion ensued on electric/hybrid vehicle replacement and having the infrastructure in place to support a large number of vehicles. Mr. Davison commented on Eversource Energy and the ability of the power grid to support the demands for power. Mr. Davison pointed out the fleet manager is very engaged and an advocate for green energy and alternative fuel vehicles. Ms. Cooley pointed out the information is something people will want to know about.

The Board thanked Ms. Fitzpatrick, Mr. Davison, and Ms. King for the information.

4. Town Manager's Report

Ms. Fitzpatrick said the Blue Tree Lighting will be held on December 3, 2022 on Greens Field at 5pm. She thanked staff for their efforts to make the downtown feel more festive.

She reported that Children's Hospital Boston contacted the Town about starting phase 1 of the project, including building a garage. She said she expects a building permit to be pulled in the next month.

5. Reasons for Convening Executive Session

Ms. Cooley commented the Executive Session is proscribed by the state under open meeting laws and discussed reasons for convening an Executive Session. She assured folks the Executive Session is not for the Select Board to discuss things it does not wish to discuss in public. Ms. Cooley commented on the specific purposes an Executive Session can be held, noting the Chair must declare that discussion would have a detrimental effect on some specific purpose (ie. the litigating or negotiating position). Ms. Cooley explained a "detrimental effect" is "not in the public interest to have the discussion, at that time, in public." She noted "public interest" is the taxpayer who the Board is accountable to. Ms. Cooley listed the reason for discussions in the Executive Session, specifically noting Exception 3 (collective bargaining or litigation) and Exception 6 (real estate), both of which are the most common reasons for the Select Board to convene an Executive Session.

6. Report on Goal Progress

Ms. Cooley said a workshop will be held to discuss Goal Progress. She said the topic will also be discussed by the Board after the workshop. Ms. Cooley commented on discussion held with the Commissioners of Trust Funds regarding the goal of Reviewing Elected vs. Appointed positions so that the best person can be selected for open positions. Ms. Cooley commented on filling positions by appointment rather than by election, noting that running for elected positions can sometimes be seen as a barrier.

Ms. Cooley commented on the Select Board's goal of expanding community engagement efforts. She proposed the Select Board consider holding office hours. Discussion ensued on the structure and when hours could be held, emailing

residents, and posting hours on the Needham website. Ms. Cooley suggested starting office hours in the new year.

9:18 p.m. Board Discussion:

1. Committee Reports

Ms. Frail reported the Housing Plan Working Group met last week in Powers Hall and on Zoom. She noted the meeting was well attended, and folks asked good questions. Ms. Frail said the meeting is available for viewing on the Needham YouTube channel and comments can be sent to the Housing Plan Working Group via the Town website.

Mr. Keane reported the Climate Action Committee is doing great work and a consultant is anticipated to be on board very soon. He said the community electrical aggregation, passed by Town Meeting, will have its kickoff meeting in early December 2022. Mr. Keane noted there are many ways to fight climate change, saying decarbonization is the “watchword.” He commented there are many steps the Select Board can take leading up to the Town Meeting.

Ms. Cooley commented that the expectation is that four areas of goals will be ready to give to the consultant to work into an overall plan in January 2023.

Mr. Nelson commented on the forthcoming process to fill a vacancy on the Council of Economic Advisors.

Mr. Nelson said Needham held an Interfaith Trans Day of Remembrance Vigil, saying while it was heartbreaking, it was also a moment to celebrate lives of people lost through senseless acts of violence and hate. He commented on the recent violence at the Q nightclub in Colorado Springs. Mr. Nelson read a statement regarding youth and how words can affect how people feel, depression, suicidal thoughts, and suicide attempts. He said words are powerful and people in different groups affected by hate, especially in the trans community, must be embraced, lifted up, recognized, and heard. He said he knows that he and the Board are working towards being better about it.

Mr. Nelson shared a quote about gratitude, saying he wants to be positive, optimistic, and aspirational.

The Board wished residents a Happy Thanksgiving.

Motion by Mr. Nelson that the Select Board vote to adjourn the Select Board meeting of Tuesday, November 22, 2022.

Second: Ms. Frail. Unanimously approved 4-0.

A list of all documents used at this Select Board meeting is available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID>

The next Select Board meeting is scheduled for Tuesday, December 6, 2022.

Town of Needham
Schedule C - Compensation Tables for Part-Time, Seasonal and Temporary Positions
Effective January 1, 2023

Title	Rate	Note
Activity Instructor	\$80.80	*
Administrative/Office Support Specialist 1 (AOS1)	\$22.02	
Administrative/Office Support Specialist 2 (AOS2)	\$26.27	
Administrative/Office Support Specialist 3 (AOS3)	\$27.20	
Building Monitor 1	\$15.00	
Building Monitor 2	\$21.00	
General Services Assistant (GSA)	\$15.00	
Parking Clerk	\$27.20	
Playground Maintenance Specialist	\$18.13	
Police Matron	\$22.02	
Professional/Technical Support Specialist 1 (PTS1)	\$28.72	
Professional/Technical Support Specialist 2 (PTS2)	\$33.06	
Professional/Technical Support Specialist 3 (PTS3)	\$41.47	
Program Support Assistant (PSA1) 1	\$18.13	
Program Support Assistant (PSA2) 2	\$23.93	
Program Support Assistant (PSA3) 3	\$29.63	
Recording Secretary	\$22.02	
Senior Corps Participant	\$15.00	
Special Assignment Support (SAS)	\$80.80	*
Special Detail Worker 1	\$41.00	
Special Detail Worker 2	\$50.00	**
Substitute Inspector (Building, Plumbing, Gas, Wiring)	\$30.40	
Traffic Supervisor	\$22.02	

* Maximum Hourly Rate by Individual Agreement

** Based on Differential in Police Union CBA

Title	Per Hour*	Note
Election Clerk	\$16.65	*
Election Inspector	\$15.00	*
Election Warden	\$16.65	*

*Rate set by the Select Board

Title	Annual
Care of Graves for Veterans and Coordinator of Ceremonies	\$2,666
Registrar of Voters	\$642
Finance Committee Executive Secretary	\$45,192

Title	Per Event
Senior Trip Coordinator	\$159.98

Title	Level	Year 1	Year 2	Year 3
Van Driver	VAN	\$20.14	\$21.26	\$22.38

Library

Title	Level	Year 1	Year 2	Year 3
Library Page	L01	\$15.29	\$15.74	\$16.22
Library Technical Services Assistant; Library Circulation Assistant	L02	\$20.01	\$20.61	\$21.22
Administrative/Office Support Specialist	L03	\$27.70	\$28.53	\$29.38
Children's Reference Librarian; Reference Librarian	L04	\$34.29	\$35.32	\$36.38

Seasonal/Temporary

Title	Level	1 Yr Exp	2 Yr Exp	3 Yr Exp	4 Yr Exp	5 Yr Exp	6 Yr Exp
Counselor; Booth & Maintenance Staff	PR01	\$15.79	\$16.26	\$16.75	\$17.25	\$17.77	\$18.30
Group Leader; Lifeguard (cert req)	PR02	\$16.84	\$17.34	\$17.87	\$18.40	\$18.95	\$19.52
Swim Coach	PR03	\$17.37	\$17.90	\$18.43	\$18.99	\$19.55	\$20.14
Site Supervisor, Specialist, AM/PM Care, Head Guard	PR04	\$18.43	\$18.98	\$19.55	\$20.14	\$20.74	\$21.36
Water Safety Instructor (WSI cert req)	PR05	\$18.95	\$19.52	\$20.10	\$20.71	\$21.33	\$21.97
Assistant Supervisor	PR06	\$20.00	\$20.60	\$21.22	\$21.86	\$22.51	\$23.19
Supervisor	PR07	\$22.11	\$22.77	\$23.45	\$24.16	\$24.88	\$25.63
Laborer/Trades Assistant	DPW01	\$15.00	\$15.56	\$16.02	\$16.50		
Student Intern	INT01	\$15.00	\$16.67	\$20.00	\$24.16		
Seasonal Driver Traveling Meals	HHS01	\$17.06	\$18.13	\$19.20			

Town of Needham
Water Sewer Billing System
Abatement Form

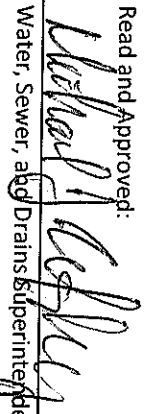
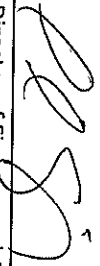
FROM: DEPARTMENT OF PUBLIC WORKS
TO: TOWN TREASURER AND COLLECTOR
CC: TOWN ACCOUNTANT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	- \$1,015.67
Water Irrigation:	- \$6,703.59
Water Admin Fees:	\$0.00
Sewer Sales:	- \$1,478.86
Transfer Station Charges:	\$0.00

Total Abatement: - \$9,198.12

Order #: 1321	Date	Date
Read and Approved:		
	12/16/2022	
Water, Sewer, and Drains Superintendent, DPW		
	12/16/22	
Director of Finance and Administration for Public Services, DPW		

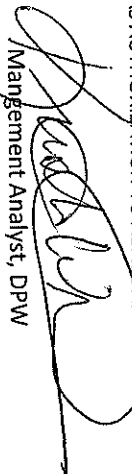
Town of Needham
Water Sewer Billing System
Abatement Form

Customer Name	Customer Location		Street #	Street Name	Domestic		Sewer	Irrigation		Total	Reason Code	Prepared By:
	ID #	ID #			Water			Water				
Philip Atwood	2967	3990	140	Plymouth Rd	-\$133.91		-\$194.74	\$0.00		-\$328.65	ACC	KW
Joseph & Eileen Winters	15447	11414	19	Avery St	-\$131.77		-\$124.49	\$0.00		-\$256.26	ACC	KW
Anna Lvovich	33479	11868	110	Booth St	-\$3.78		-\$16.92	\$0.00		-\$20.70	ACC	KW
Justin & Rachel Gilson	42935	4832	935	Webster St	-\$50.05		-\$47.25	\$0.00		-\$97.30	ACC	KW
David Rutley	41603	1458	66	Thornton Rd	-\$79.65		-\$75.57	\$0.00		-\$155.22	ACC	KW
Kim Rubin	27753	11272	55	Lynn Rd	-\$7.83		-\$7.11	\$0.00		-\$14.94	ACC	KW
James Kane	23689	6340	686	Webster St	-\$24.15		-\$22.47	\$0.00		-\$46.62	ACC	KW
Samuel & Anna Maria Terrazzino	10557	7532	18	Oak Hill Rd	-\$38.29		-\$35.49	\$0.00		-\$73.78	ACC	KW
Francisco Quintana	39325	7672	124	Parker Rd	-\$169.50		-\$160.22	\$0.00		-\$329.72	ACC	KW
James Mastermann	6775	16982	53	Canavan Cir	-\$135.25		-\$128.13	\$0.00		-\$263.38	ACC	KW
Norman Ashkenas	36689	17876	77	Richardson Dr	\$0.00		\$0.00	-\$5,619.96		-\$5,619.96	ACC	KW
Keith Kenney	43793	1080	21	Parkvale Rd	\$0.00		\$0.00	\$1,083.63		-\$1,083.63	ACC	KW
Paula Grossman	12633	3026	19	Higgate St	-\$3.78		-\$16.92	\$0.00		-\$20.70	ACC	KW
Barbara Smith	17017	14560	124	Damon Rd	-\$27.41		-\$25.25	\$0.00		-\$52.66	ACC	KW
COA (2)					-\$210.30		-\$624.30	\$0.00		-\$834.60	COA	KW

Totals: -\$1,015.67 -\$1,478.86 -\$6,703.59 -\$9,198.12

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Verified By:


Management Analyst, DPW