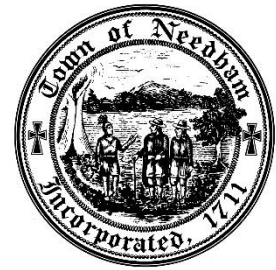


SELECT BOARD AGENDA

Regular Meeting

6:00 p.m. June 10, 2025



Town Hall
Select Board Chambers
1471 Highland Avenue
Needham, MA 02492
&
Zoom

Pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting or click the link below to join the webinar:

Link:

<https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRfJoQT09>

Webinar ID: 826 0101 3229

Passcode: 652800

One tap mobile: [+16469313860](tel:+16469313860).,82601013229#,,, *652800#

This is a public meeting of the Needham Select Board. The meeting is open to the public both in person and via Zoom. Residents are invited to provide comment during the public comment period (if set forth below) and for any item explicitly listed as a public hearing. Public comment is not available during other agenda items.

	6:00	Public Comment Period Residents 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 .
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1.	6:00	Joint Meeting: Select Board and School Committee – Executive Session Exception 4: To discuss the deployment of security personnel or devices, and strategies with respect thereto.
2.	6:45	Joint Meeting: Select Board and School Committee - Kate Fitzpatrick, Town Manager - Dan Gutekanst, Superintendent of Schools - Anne Gulati, Assistant Superintendent for Financial Operations - Mark Messias, Interim Chief Technology Officer
3.	7:30	2025 Juneteenth Proclamation
4.	7:35 (7:00)	Public Hearing: Eversource Grant of Location – 77 Oxbow Road - Joanne Callendar, Eversource Energy - David Tocci, Tocci Management
5.	7:35	Introduce Julie Castor-Deas, Director of Assessing Cecilia Simchak, Assistant Director of Finance
6.	7:45 (7:15)	Joint Meeting: Select Board and Needham Housing Authority Board of Commissioners - Cathy Dowd, Select Board Vice Chair - Jim Flanagan, Needham Housing Authority Board of Commissioners
7.	8:00 (7:30)	Public Hearing: Water and Sewer Rates - Water and Sewer Rate Structure Committee - David Davison, Deputy Town Manager/Director of Finance - Carys Lustig, Director of Public Works - Cecilia Simchak, Assistant Director of Finance - Michael Retzky, Superintendent of Water and Sewer
8.	8:10	Update on Highland Avenue Roadway Improvements Project - Tyler Gabrielski, Director of Streets and Transportation - Carys Lustig, Director of Public Works - Jared Duval, P.E., Project Manager, TEC, Inc. - Rebecca Clark, P.E., Design Lead/Asst. Project Manager, TEC Inc.
9.	8:40	Town Manager - Update to List of Special Municipal Employees - Town Manager Report
10.	8:45	Board Discussion - Envision Needham Center Working Group - Committee Reports

Note: Times in parentheses are the noticed meeting/hearing times

APPOINTMENT CALENDAR

1.	Shawn Larsen	Needham Council for Arts and Culture Term Exp: 6/10/2028
2.	Sheila Selby	Needham Council for Arts and Culture Term Exp: 6/30/2028 (effective 7/1/2025)

3.	Victor Seidel	Historical Commission Term Exp: 6/30/2028 (effective 7/1/2025)
4.	David Downing	Council of Economic Advisors Term Exp: 6/30/2028 (effective 7/1/2025)
5.	Andrew Lyczmanenko	Council of Economic Advisors Term Exp: 6/30/2028
6.	Dina Creiger	Council of Economic Advisors Term Exp: 6/30/2028 (effective 7/1/2025)
7.	Eric Greenberg	Climate Action Committee Term Exp: 6/30/2026
*Reappointments and Updated Ex-Officio Appointments Included in Agenda Packet		

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of May 5, 2025, Open Session Minutes of May 13, 2025, and Executive Session Minutes of May 13, 2025
2.	Accept the following donation made to the Needham Affordable Housing Trust: \$100 from Janis M. Soma and Bruce T. Eisenhut in honor of the 80th birthday of Jeanne McKnight
3.	Accept the following donations made to the Needham Aging Services Division: \$25 from Lynne Clafin \$20 from Fitzroy Danglad
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$5000 from Paul Good
5.	Dissolve the following committees: - Housing Needham Advisory Group - Needham United Against Racism Initiative Working Group - Town Manager Screening Committee
6.*	Approve 20B Exemption for the following individuals to engage in work with the Needham Park and Recreation Department: Logan Demaria and Elizabeth Vallatini
7.*	Approve and authorize the chair to sign amendment #1 of the Employment Agreement between the Town Manager and the Fire Chief.
8.*	Approve and Sign Water Sewer Abatement 1341

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Janine Helwig	158 Meadowbrook Rd	Newell Ave. & Prospect St.	9/6/25	3pm-9pm	9/7/25

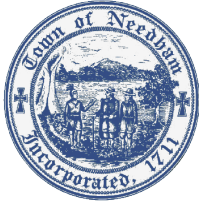


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 6/10/2025

Agenda Item	Joint Meeting: Select Board and School Committee – Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Exception 4: To discuss the deployment of security personnel or devices, and strategies with respect thereto.
2.	VOTE REQUIRED BY SELECT BOARD
	Move that the Select Board enter into executive session pursuant to: <u>Exception 4</u> : To discuss the deployment of security personnel or devices, and strategies with respect thereto; with said executive session to include the School Committee and the Chair and Vice Chair of the Finance Committee, and with the Board to return to open session at the conclusion of the executive session.
3.	BACK UP INFORMATION ATTACHED
	None



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

MEETING DATE: 6/10/2025

Agenda Item	Joint Meeting: Select Board and School Committee
Presenter(s)	Kate Fitzpatrick, Town Manager Dan Gutekanst, Superintendent of Schools Anne Gulati, Assistant Superintendent for Financial Operations Mark Messias, Interim Chief Technology Officer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Staff will outline the progress the Town has made in its School/Town information technology consolidation project over the first year.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only. The Select Board will be asked to vote on the Needham Information Technology Strategic Plan FY2026-2028 at a future meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Status Update Information Technology (IT) Consolidation from Mark Messias dated June 10, 2025 b. Draft Needham Information Technology Strategic Plan FY2026-2028 c. IT Update Presentation d. IT Strategic Plan Highlights presentation	



June 10, 2025
Memorandum

To: Needham Select Board
Needham School Committee
From: Mark Messias, Interim Chief Technology Officer
RE: Status Update Information Technology (IT) Consolidation

This memorandum provides a status update on the first year of consolidated IT services, which began on July 1, 2025. The consolidation effort has made significant strides since the start of the fiscal year. This memo outlines the major accomplishments, as well as challenges and next steps.

Accomplishments:

- The consolidated department began operation on July 1, 2024. A consultant hired to [study](#) the issue recommended the merger, which was subsequently approved at the [2024 Annual Town Meeting](#). The Select Board and School Committee developed a [Memorandum of Understanding](#) to memorialize the terms of the consolidation.
- A new organizational structure was created, which consists of three divisions overseen by an Interim Chief Technology Officer (CTO) and an Assistant Director: an Enterprise Applications team, a Network & Systems group and a Service Desk/Device Management division. The Town Manager and Superintendent negotiated with employee groups to reorganize positions within the new structure, update job descriptions and implement a new, progressive salary structure. At this time, all positions have now been filled, with the pending hire of the new Enterprise Systems Manager. The new organizational structure is presented in Attachment A.
- The [2024 Annual Town Meeting](#) also authorized funding for the consolidated department in a budget that maintains parallel appropriations for the Town and Schools, as well as a one-time Financial Warrant Article ([2024 ATM Article 12](#)). The [FY26 budget](#) includes ongoing funding to continue the services funded by the Warrant Article. In addition, the [FY26-30 Capital Improvement Plan](#) now includes replacement cycle requests for Town technology devices and copiers, similar to what exists for the schools. A school budget analyst and a bookkeeper support the CTO in managing and planning IT expenditures.
- The [2025 Annual Town Meeting](#) also approved funding for new financial application software to replace the Town's tax and utility billing applications and Enterprise Resource Planning (ERP) software, which manage core business processes. The new system is needed to address significant performance issues with the billing platform, and to provide capacity for accomplishing key financial processes today and into the future. The system will be implemented in phases, starting with real estate billing (est. May 2026) and excise tax billing (est. January 2027), followed by Human Resources/Payroll (est. Jan 2028) and the remaining ERP functions (est. June 2029).
- The IT Department has focused on safeguarding Town information and assets. It recently completed a cybersecurity risk analysis and implemented a 24/7 cybersecurity monitoring and

remediation tool to detect and respond to cyber threats. Dual factor authentication has been implemented for Google applications within the schools, and the IT Department plans to expand this security measure to other town-wide systems.

- The IT Department has also procured contracted technology services to support the round-the-clock technology needs of the public safety functions, a help desk system for user support/ tickets, and outsourced printer management. These contracted resources were called upon to provide data recovery services as well, upon the failure of the legacy financial application last Fall. Other projects that are underway include: an inventory of devices, networks and applications; an upgrade to the Town's wireless system; and the installation of zoom phones Town-wide. The Town has developed a standardized 'technology profile' for all of its employee groups. A similar project will begin in FY26 for all school groups.
- Finally, the Superintendent and Town Manager convened an IT User Advisory Group, which met twice during FY25 to identify the strategic technology priorities for the Town. These priorities have been incorporated into the [Draft IT Strategic Plan](#), which will be reviewed by the Select Board and School Committee on June 10, 2025.
- The School Department established a new, 'spin off' [Data Analysis, Reporting and Training \(DART\)](#) team to continue many of the non-IT tasks formerly completed by the IT department, including student registration and data reporting. This team consists of two new positions - a Data Analyst & Reporting Specialist and a District Registrar. The DART team also is assisted by a newly purchased dashboard tool for internal school use, Open Architect. Open Architect compiles and monitors a variety of indicators, including: student enrollment, attendance, testing and assessment data, student services statistics, district survey data, staff data, teacher licensure, and financial information. This dashboard, implemented for school administrators in FY25, will be rolled out to teachers beginning in FY26. The Town Manager is interested in a similar data dashboard for general government departments.
- Finally, the School Department retained a consultant to recommend process and software improvements in the area of cloud-based data integrations, student registration/enrollment, and employee on/offboarding. The School Department is in the process of upgrading its systems to implement the consultant's recommendations. The new systems will include a connected intelligence solution to facilitate data integrations in the future. This solution is both a data warehousing platform and a target system for the extraction, transformation and load process of data that is linked to other systems. These implementations are happening simultaneously and are expected to be completed by the end of next school year.

Challenges & Opportunities:

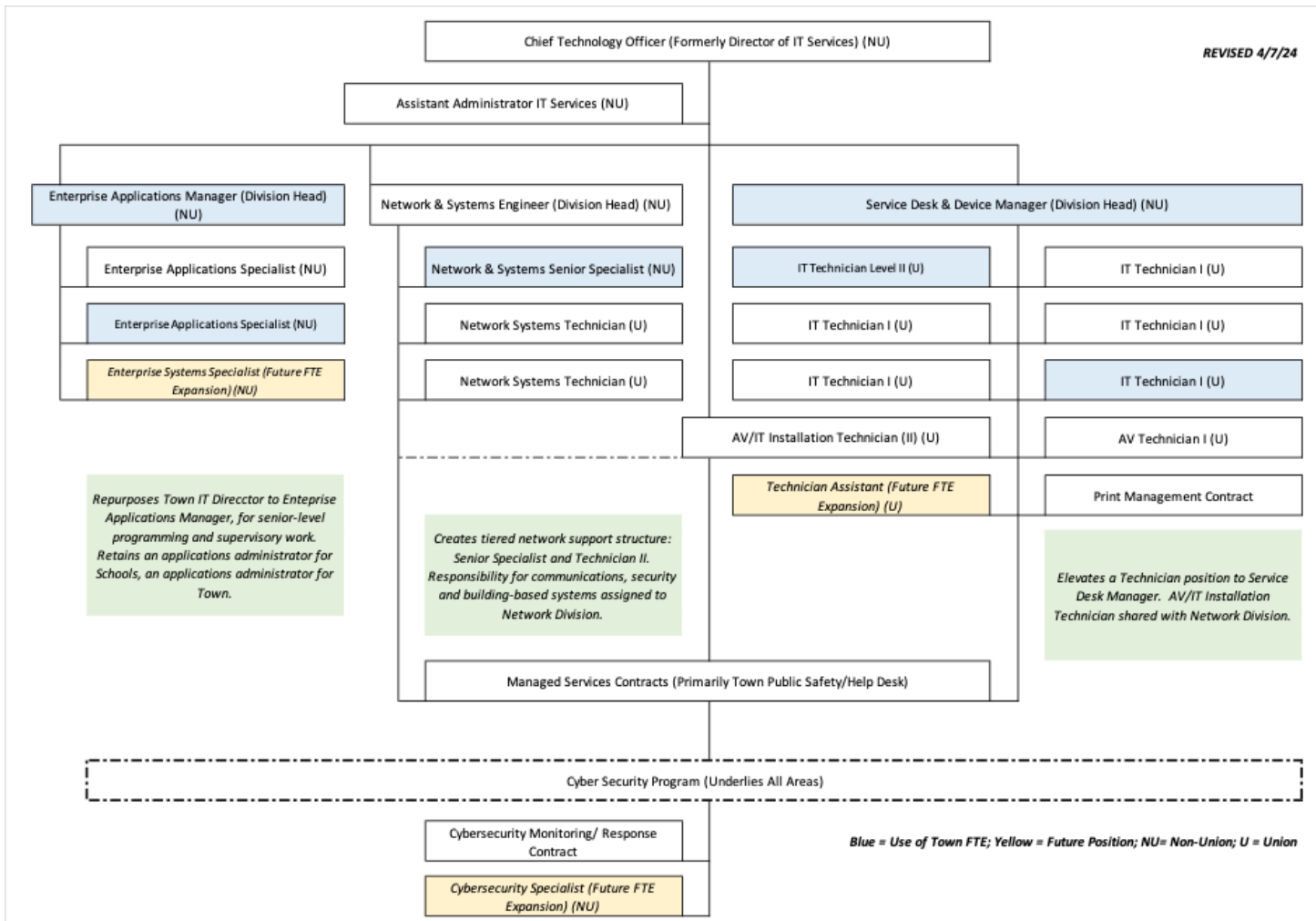
- Although the IT Department has accomplished much in a short period of time, there is much left to do both to address the pent-up demand for IT services, and to complete the large number of projects planned for the next three years. These projects include installation of the financial system application and other software upgrades, equipment replacement, and Zoom phone/ Zoom room implementation. It will be important for the department to communicate implementation schedules in a way that manages employee expectations while providing clear information about the system changes.
- Additionally, cybersecurity improvements will continue to be an ongoing priority for the Department. This focus will include security awareness training for employees, technical security controls and monitoring, and incident response planning. The IT Department intends to put forth a request in the FY27 budget for a dedicated cybersecurity specialist to design security measures, monitor systems, coordinate remediation and implement prevention measures.

- Finally, the policy and procedure development will be a focus of the upcoming year. Attachment B identifies some of the policy and procedure topics that have been recommended. A consultant will assist the IT Department with this effort.

The IT Department looks forward to working with the general government and school departments in the upcoming year, and we thank you for your tremendous support during this past fiscal year.

ALG/mm
Attachment(s)

Attachment A - Staffing Structure



Attachment B – Draft IT Policy/ Plan List

Cybersecurity Policy & Procedures	Non-Cybersecurity Policy & Procedures
<u><i>Policy (In-House or Contracted)</i></u> Asset Management Acceptable Use Policy for Town Security Threat/ Response Incident/ Breach Notification & Reporting Risk Assessment Contingency Planning System Access/ Password Management & MFA Vulnerability Management (Patching) Change Control Vendor Management Emerging Technologies Information Security (Sensitive Data Handling/ Data Privacy/ Encryption) Data Deletion Physical Security Policy (Buildings, Data, Assets) Removable Media Policy <u><i>Procedures/ Plans (Contracted)</i></u> Business Continuity Incident Response Plan Incident Reporting/ Recordkeeping Disaster Recovery Contingency Plans/ Tabletop Exercises Password Management Vendor Management	<u><i>Policy (Contracted)</i></u> Employee Training (include Security Training) Remote Access Policy Software Installation Policy Wireless Communication Policy Maintenance Policy Replacement/Update Policy Equipment Disposal Data Backup Cyber Insurance Employee BYOD Technology Budgeting/ Procurement <u><i>Procedures/ Plans (Contracted)</i></u> Service Level Standards Employee Group Technology Standards (Schools)

Needham Information Technology Strategic Plan: FY2026 - FY2028

1. Introduction

This Information Technology (IT) Strategic Plan for the Town of Needham outlines the mission, vision, values, and strategic goals for the newly unified IT department. This plan covers the period of Fiscal Year 2026 to FY2028. It addresses the current state of IT services within the Town and School departments and sets a course for improvement based on the 2023 IT Organizational Assessment's findings and best practices in technology management.

2. Mission

To empower the Town of Needham and its stakeholders with reliable, secure, and innovative technology services and solutions that enhance operational efficiency, support educational excellence, and foster a connected community. This mission reflects the need for effective technology to support both general government and school functions.

3. Vision

To be a trusted and strategic partner that drives Needham's success through seamless, accessible, and future-ready technology, and which enables informed decision-making, exceptional public service, and a dynamic learning environment. This vision emphasizes the desired outcome of a unified and proactive IT department contributing directly to the Town's overall objectives.

4. Core Values

- **End User Focus:** Prioritizing the needs and success of our users – town staff, school employees, students, and residents – by providing responsive and effective support.
- **Collaboration:** Fostering strong partnerships and open communication across all town departments and the school system, as well as with vendors.
- **Excellence:** Committing to high standards of service delivery, technical expertise, and continuous improvement in all IT operations.
- **Security and Reliability:** Ensuring the integrity, confidentiality, and availability of technology infrastructure and data through proactive security measures and robust systems.
- **Innovation:** Embracing new technologies and best practices to enhance services, streamline processes, and support the evolving needs of the community.

5. Strategic Themes and Goals

This strategic plan is organized around key themes that are critical for the advancement of IT services in Needham, drawing upon the findings of the IT Organizational Assessment and IT User Advisory Committee feedback.

5.1. Unified and Effective IT Organization

Goal 1: Establish a fully integrated and effectively structured IT Department.

o

- Objective 1.1: Implement the proposed organizational structure, clearly defining roles and responsibilities within the unified IT department.
 - ~~Implement new organizational structure for IT with updated job responsibilities and financial warrant article (FY25.)~~
 - ~~Request ongoing budget funding to support consolidated department (FY25)~~
 - Complete hiring process for Enterprise Applications Manager (FY26)
 - Formalize hiring of Chief Technology Officer (FY26)
- Objective 1.2: Reassess staffing needs every three years to ensure adequate resources
 - Staffing adequacy assessment (FY28)
- Objective 1.3: Provide annual status reports and updates to the Select Board and School Committee. (FY25-FY28)
 - FY25 Status Update (June 2025)
 - FY26 Status Update
 - FY27 Status Update
 - FY28 Status Update

5.2. Enhanced IT Governance and Decision-Making

Goal 2: Implement a formal technology governance process to ensure strategic alignment and effective resource allocation.

- Objective 2.1: Establish an IT User Advisory Committee with representation from key general government and school departments.
 - ~~Convene inaugural IT User Advisory Group (FY25)~~
 - Schedule IT User Advisory Group meeting dates and nominate participants for 2025-26 (FY25)
- Objective 2.2: Develop and maintain an IT strategic plan and technology roadmap, informed by stakeholder input.
 - Develop and approve IT Strategic Plan (FY25)
 - Update Strategic Plan action steps for 2026/27 (FY26)
 - Update Strategic Plan action steps for 2027/28 (FY27)
- Objective 2.3: Define clear policy and procedure for technology user support, infrastructure, data management, data privacy and security.
 - Procure consultant for policy, procedure and standards development (FY26) **(Intermediate Effort)**
 - Policies approved by Boards (FY26)

5.3. Improved End-User Experience and Support

Goal 3: Elevate the end-user experience through improved support services, training and communication.

- Objective 3.1: Optimize the technology support process to ensure timely and effective resolution of user issues.
 - ~~Provide contracted 24/7 user support for public safety functions. (FY25)~~
 - ~~Install help desk system for Town employees (FY24-25.)~~
 - ~~Implement upgrade to wireless coverage for Town systems (FY25)~~
 - ~~Develop standardized 'technology equipment profile' for all Town employee groups (FY25)~~
 - Develop standardized 'technology profile' for all school employee groups (FY26)
 - Assess technology support process to conform to documented procedures and standards (FY27)
- Objective 3.2: Develop and implement formal training programs for staff, including new hires and mandatory cybersecurity training.
 - Develop cybersecurity training program for all end users (FY26)
 - Develop enterprise application training program for end users (FY26)
 - Create formal professional development program for IT staff (FY26)
 - Install, configure and support a Learning Management System (LMS) training platform for school staff. (FY26) **(Intermediate Effort)**
 - Develop LMS learning module to support Open Architect teacher rollout (FY26)
- Objective 3.3: Establish a communications plan to update staff on technology activities, projects, policies, and procedures.
 - Develop technology communications procedures for employee groups (FY26)
 - Disseminate policies and procedures to staff (FY27)

5.4. Modern and Reliable Technology Infrastructure

Goal 4: Ensure a robust, and well-documented technology infrastructure to support current and future needs.

- Objective 4.1: Develop and maintain comprehensive documentation, including inventories and system maps
 - ~~Complete town-wide inventory of devices and network hardware (FY25)~~
 - ~~Complete Town-wide inventory of software and applications (FY26)~~
- Objective 4.2: Develop a multi-year plan for the replacement and/or upgrade of IMplegacy technologies.
 - ~~Develop a dynamic multi-year replacement plan for Town devices and equipment (FY25)~~
- Objective 4.3: Explore opportunities to standardize technologies across the organization for improved efficiency and support.
 - Complete implementation of Zoom Phone and Zoom Rooms, Town-wide (FY26)

- Implement contract printer management services for Town and Schools (FY25)
- Objective 4.4: Digitize key financial, demographic, operational and student data.
 - Archive legacy financial information and records (FY27-28)
 - Digitize financial, demographic, operational and student data, Town-wide (FY26-28) **(Major Effort)**
- Objective 4.5: Engage in discussion and planning around future-state technology (FY26-28)
 - Engage in research-based activities to support planning, including evaluation of current trends in technologies (FY26-28)

5.5. Strategic Data Management and Utilization

Goal 5: Develop a cohesive management strategy to improve data accessibility, integration, and informed decision-making.

- Objective 5.1: Review current administrative systems and software tools to identify opportunities for greater integration and efficiency.
 - ~~Review school registration/enrollment and employee on/offboarding procedures for efficiency. (FY25)~~
 - Implement Plante Moran recommendation for reconfiguring student registration/ enrollment process, including software upgrade. (FY26) **(Intermediate Effort)**
 - Implement Plante Moran recommendation for reconfiguring school staff on/offboarding processes, including software upgrade. (FY26) **(Intermediate Effort)**
 - Investigate opportunities for cost savings and productivity optimization by unifying school and town platforms (MS365/Google) (FY27)
- Objective 5.2: Identify a platform for data sharing and collaboration across the Town and within departments.
 - Assess platform needs and software options (FY27)
 - Implement platform upgrade (FY28)
- Objective 5.3: Identify and implement platform(s) for digitizing and storing records, Town-wide.
 - Assess platform needs and software options (FY27)
 - Provide adequate data storage capacity and high availability (FY28)
 - Implement a streamlined platform and process for student records (FY27)
- Objective 5.4: Implement a Town-wide ERP system for improved financial system accuracy and performance.
 - ~~Secure appropriation for ERP Financial System replacement (FY25)~~
 - Complete procurement of new ERP financial system for Town (FY26)
 - Complete installation of tax/utility/COA/GL conversion (Real Estate May 2026; Excise January 2027) **(Major Effort)**

- Complete installation of HR/Payroll Conversion (January 2028)
(Major Effort)
- Complete installation of remaining ERP Functions (June 2029)
(Major Effort)
- Objective 5.3: Implement data dashboards to provide key metrics for both the school and general government administration.
 - Complete installation of Open Architects data dashboard for School Department
 - ~~For student demographic and assessment data (FY25)~~
 - For financial and accounts payable information (FY25)
 - For staffing and human resource information (FY26)
 - Procure and implement data dashboard for General Government departments (FY27) **(Funding)**

5.6. Secure Technology Environment and Data Privacy

Goal 6: Implement robust security measures to ensure the integrity, confidentiality, and availability of the Town's technology infrastructure and data.

- ~~Objective 6.1: Implement a comprehensive cybersecurity monitoring tool to detect, prevent and remediate security threats to data and systems.~~
 - ~~Implement Cyber Security Platform (FY25)~~
- Objective 6.2: Conduct regular and recurring cybersecurity risk assessments, including penetration testing, to detect vulnerabilities.
 - ~~Conduct cybersecurity risk assessment of Town technology systems, data and assets (FY25)~~
 - Conduct risk assessments every two to three years (FY26-28)
- Objective 6.3: Develop and maintain a formal response plan that outlines procedures for detecting, responding, and recovering from an identified vulnerability, security threat or attack.
 - Develop and implement cybersecurity response plan (FY26)
 - Plan and conduct cybersecurity tabletop exercises (FY26 – FY27)
- Objective 6.5: Mitigate cybersecurity risks through prevention activities.
 - Strengthen existing security measures through authentication, access controls and patch management. (FY25- FY26)
 - Embed cybersecurity responsibilities into job descriptions (FY26)
- Objective 6.6: Define comprehensive plans and policies for data handling, acceptable use, asset management, access control and incident response.
 - Procure consultant for policy, procedure and standards development (FY26)
 - Policies voted by Boards (FY26)
- Objective 6.7: Hire a dedicated cybersecurity specialist to design security measures, monitor systems, coordinate remediation and implement prevention measures.

- Approve Cybersecurity Specialist position, based on Cybersecurity Assessment (FY27) **(Funding)**
- Objective 6.8: Evaluate the current landscape of educational software applications to ensure compliance with student data privacy requirements
 - Evaluate software applications currently in use for compliance with student data privacy requirements (FY26)
 - Educate and support staff/stakeholders on the importance of data privacy (FY26)
 - Procure inventory management tool (as necessary) to facilitate the task of tracking compliance (FY27)

IT Update School Committee Select Board

June, 10 2025



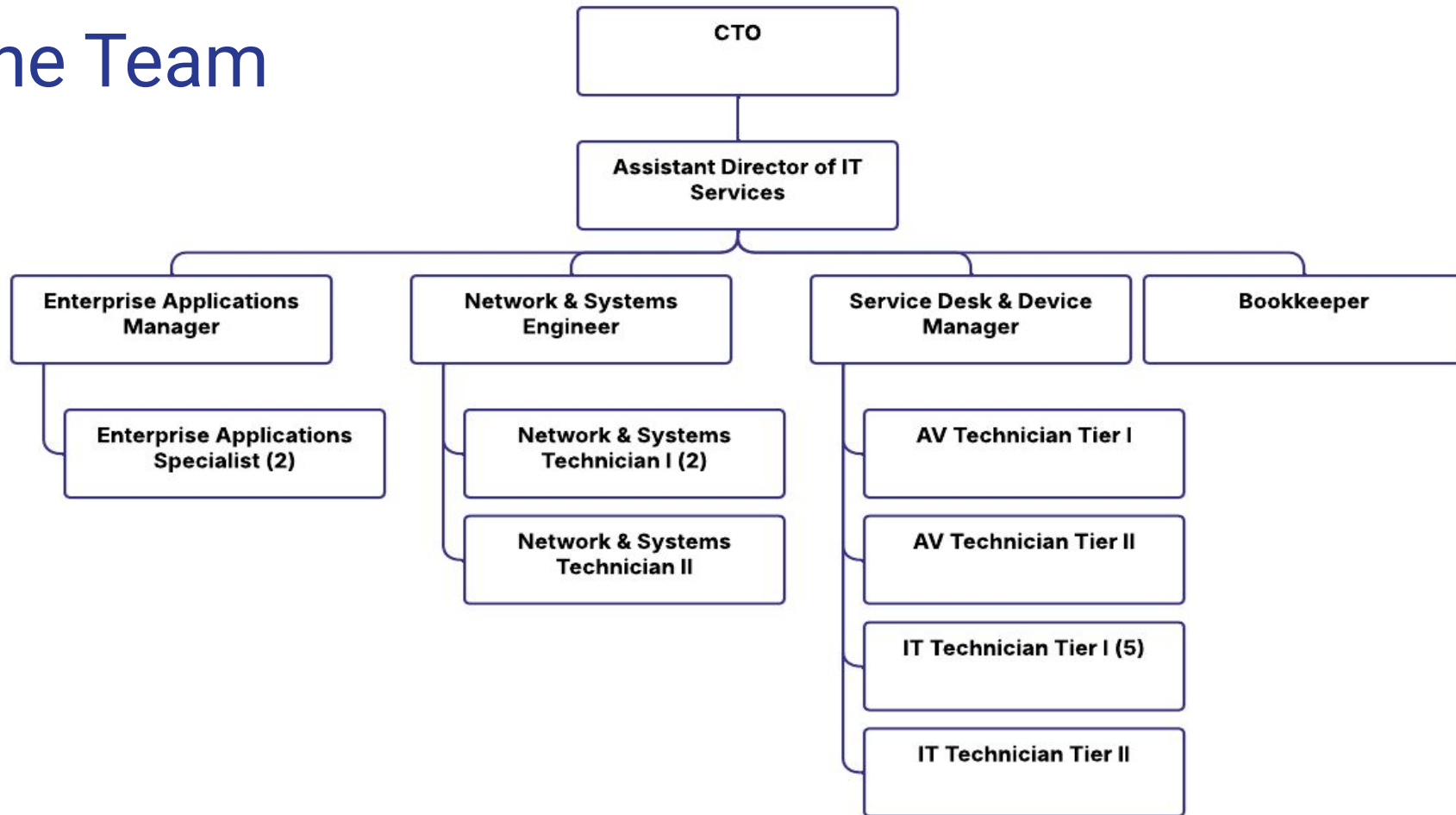
Overview

Department overview

Achievements

What's Next

The Team



Department Service Areas

Service Desk /Devices

End User support
Device Deployment
IT inventory Management
Print Management

Enterprise Apps

End User Enterprise
Application Support
Enterprise Application
Maintenance
Data Integration
Training

Network

Network Support and
maintenance
Security systems
Phones
Cybersecurity

Contracted Support Town

- Intra Systems
- Help Desk 24/7 Public Safety
- Managed services for all Town IT



Department Highlights

Priorities

End User Support

Provide the Town School Departments with a consistent level of quality end user support.

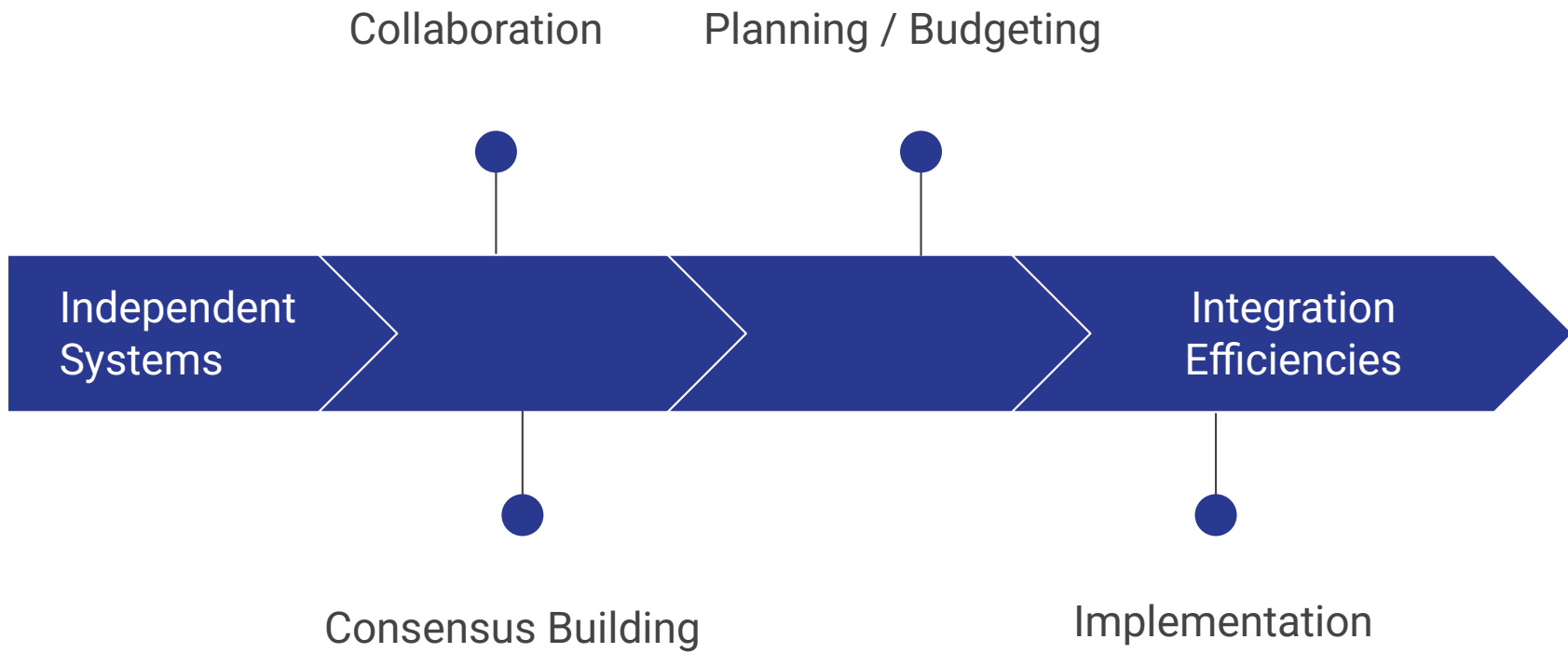
IT Infrastructure

Maintain updated consistent standard of modern network and end user hardware.

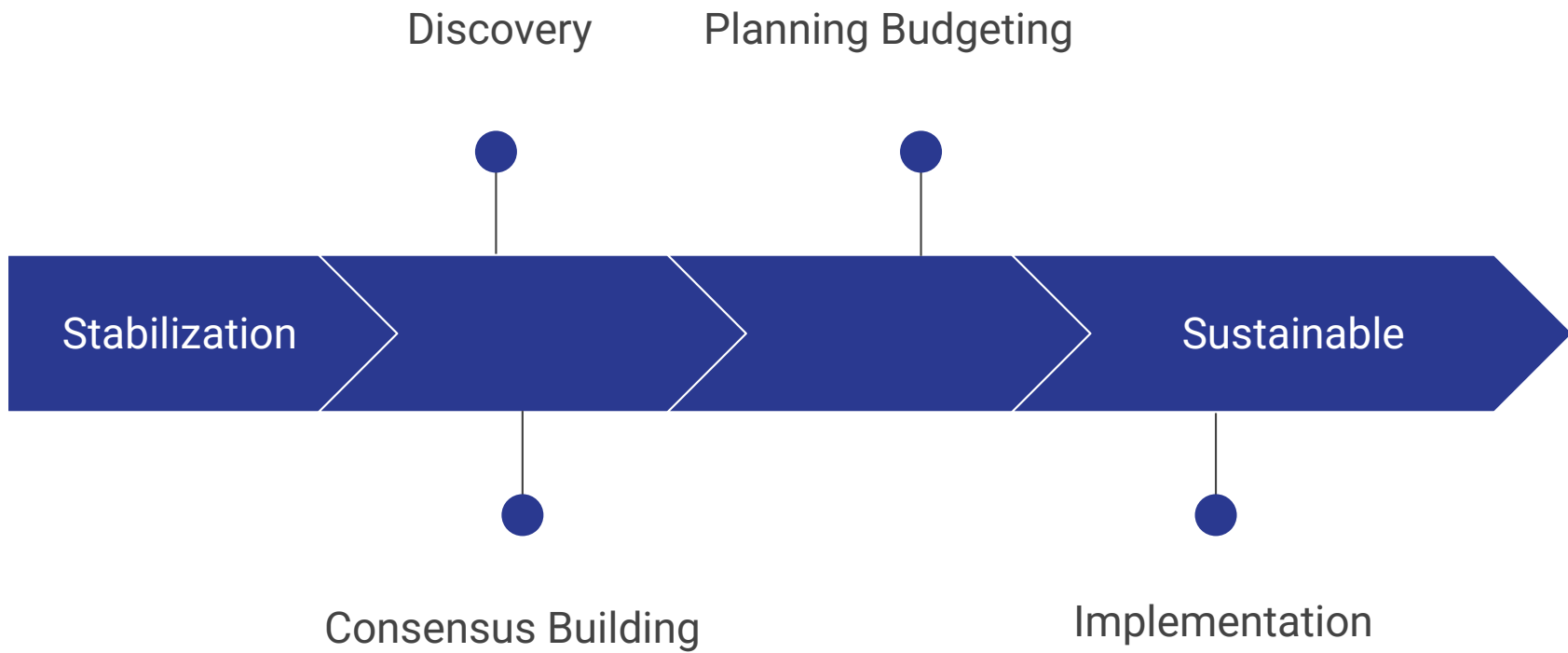
Efficiencies

Look for efficiencies across all town departments to increase collaboration and spend budget effectively.

School IT



Town IT



Service Desk / Device Management Team

Project	Status
• Inventory all Town IT equipment • Standardize equipment and software used by Town staff • Train IT staff on Town technology, including Public Safety systems • Roll out Managed Print Services for both Schools and Town offices • Replace laptops for Town staff • Implement ticketing system for Town staff to request IT support • Provide 24/7 IT support for Public Safety and Public Works departments • Support Town-wide events with audio/visual (AV) services • Install AV equipment at Emery Grover, resulting in cost savings • Set up Zoom-enabled conference rooms for virtual meetings • MDM investigation / deployment Town / School • Unified Printing Platform investigation / deployment	In Progress In Progress Ongoing Complete In Progress Complete Complete Ongoing Complete In Progress FY26 FY26

Enterprise Applications Team

Project

- **Training** - New Enterprise Applications team
- Student Information System enhancements and security updates
- **Data synchronization** - Moving data between systems
- Data visualization tool implementation
- **Process review onboarding / offboarding staff** - Schools
- **School Media and Digital Learning collaboration**
- Supported implementation of Schools Learning Management System
- Investigate standardization and updated management of student devices
- Investigate internet safety systems for students
- Data integration / storage platform
- **Financial / Human Resource / Student Enrollment applications**
- Investigate unified communications platforms
- **Investigate Town data cloud transition**

Status

Ongoing
Complete
Ongoing
Ongoing
Complete
Ongoing
Ongoing
Ongoing
Ongoing
FY26-27
FY26-29
FY26
FY26

Network and Systems Team

Project

- **Unified Network Management**
- **Cybersecurity**
- **Town Wifi replacement**
- Town Transition from remote virtual desktop (Citrix) to VPN
- **Install Video Surveillance at Hillside (Cost Savings)**
- **Library collaboration**
- **Zoom Phone DPW Library**
- Town Transition from remote virtual desktop (Citrix) to VPN
- **Town data center replacement**
- Town security camera replacement
- **Investigate Town data cloud transition**

Status

Complete
Ongoing
Complete
Ongoing
Complete
Ongoing
Ongoing
Ongoing
FY26
FY26-27
FY26

Cybersecurity

- Completed Full Assessment by Blue Mantis
 - Penetration Testing
 - Social Engineering
- Work begun to sure up all findings
- Implementation of of Cyber Platform
 - Prevention
 - Detection
 - Response
 - Training



Questions?

IT Strategic Plan *highlights*

June 2025

Town of Needham

Joint Meeting of Select Board and
School Committee
June 10, 2025



FY 26-28

Mission

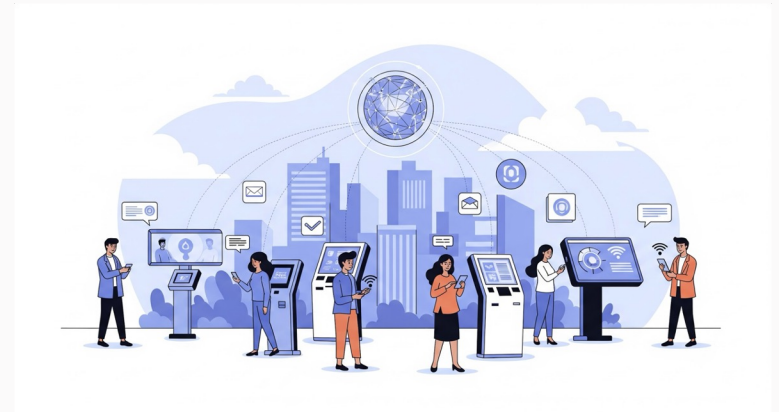


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To empower the Town of Needham and its stakeholders with reliable, secure and innovative technology services and solutions that enhance operational efficiency, support educational excellence, and foster a connected community. This mission reflects the need for effective technology to support both general government and school functions.

Vision

To be a trusted and strategic partner that drives Needham's success through seamless, accessible, and future-ready technology, and which enables informed decision-making, exceptional public service, and a dynamic learning environment. This vision emphasizes the desired outcome of a unified and proactive IT department contributing directly to the Town's overall objectives.



Core Values

MONTH YEAR

*End User
Focus*

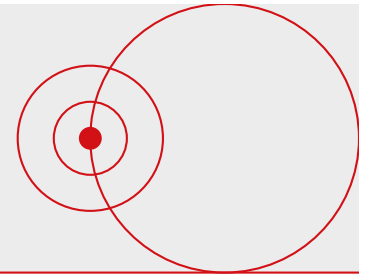
Collaboration

Excellence

*Security &
Reliability*

Innovation

Establish a Fully Integrated & Effectively Structured IT Department



Goal 1

Implement the proposed organizational structure, clearly defining roles and responsibilities within the unified IT Department.

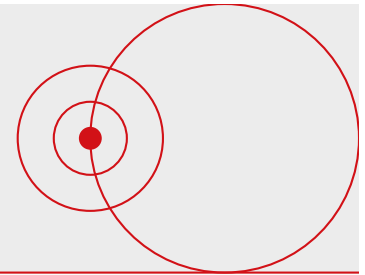
Goal 2

Reassess staffing needs every three years to ensure adequate resources.

Goal 3

Provide annual status updates to the Select Board and School Committee.

Implement a Formal Technology Governance Process to Ensure Strategic Alignment and Effective Resource Allocation



Goal 1

Establish an IT User Advisory Committee with representation from key general government and school departments.

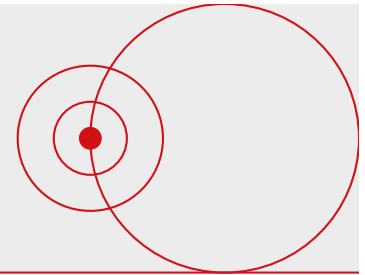
Goal 2

Develop and maintain an IT strategic plan and technology roadmap, informed by stakeholder input.

Goal 3

Define clear policy and procedure for technology user support, infrastructure, data management, data privacy and security.

Elevate the end-user experience through improved support services, training and communication



Goal 1

Optimize the technology support process to ensure timely and effective resolution of user issues.

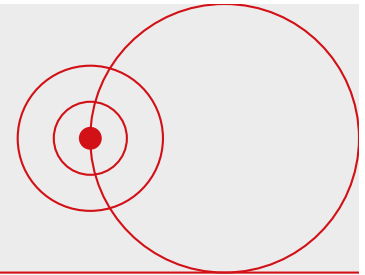
Goal 2

Develop and implement formal training programs for staff, including new hires and mandatory cybersecurity training.

Goal 3

Establish a communications plan to update staff on technology activities, projects, policies and procedures.

Ensure a robust and well-documented technology infrastructure to support current and future needs



Goal 1

Develop and maintain comprehensive documentation, including inventories and system maps.

Goal 2

Develop a multi-year plan for the replacement and/or upgrade of legacy technologies.

Goal 3

Explore opportunities to standardize technologies across the organization for improved efficiency and support.

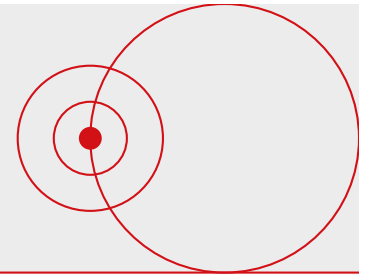
Goal 4

Digitize key financial, demographic, operational and student data.

Goal 5

Engage in discussion and planning around future-state technology.

Develop a cohesive management strategy to improve accessibility, integration and informed decision-making



Goal 1

Review current administrative systems and software tools to identify opportunities for greater integration and efficiency.

Goal 2

Identify a platform for data sharing and collaboration across the Town and within departments.

Goal 3

Identify and implement platform(s) for digitizing and storing records, Town-wide.

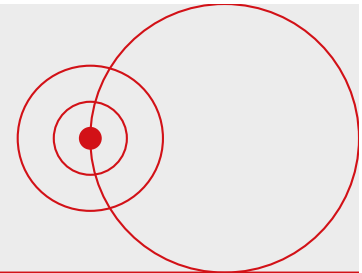
Goal 4

Implement a Town-wide ERP system for improved financial system accuracy and performance.

Goal 5

Implement data dashboards to provide key metrics for both the school and general government administration.

Implement robust security measures to ensure the integrity, confidentiality and availability of the Town's technology infrastructure and data



Goal 1

Conduct regular and recurring cybersecurity risk assessments, including penetration testing, to detect vulnerabilities.

Goal 2

Develop and maintain a formal response plan that outlines procedures for detecting, responding to and recovering from an identified vulnerability, threat or attack.

Goal 3

Mitigate cybersecurity risks through prevention activities.

Goal 4

Define comprehensive plans and policies for data handling, acceptable use, asset management, access controls and incident response.

Goal 5

Hire a dedicated cybersecurity specialist to design security measures, monitor systems, coordinate remediation and implement prevention measures.

Goal 6

Evaluate the current landscape of educational software applications to ensure compliance with student data privacy requirements.

Recommendation

- **Every three years, the Select Board and School Committee approve an IT strategic plan. The plan would reflect goals and priorities, as identified by Town and School Departments and the IT User Advisory Committee.**
- **The Select Board and School Committee receive annual updates on actions planned and taken to meet those goals.**





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

MEETING DATE: 6/10/2025

Agenda Item	2025 Juneteenth Proclamation
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board will read the 2025 Juneteenth Proclamation.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: That the Board vote to approve and sign the 2025 Juneteenth Proclamation.
3.	BACK UP INFORMATION ATTACHED
	a) 2025 Juneteenth Proclamation

TOWN OF NEEDHAM

2025 JUNETEENTH PROCLAMATION

WHEREAS: On July 4, 1776 the thirteen United States of America pronounced in their Declaration of Independence the self-evident truth that all men are created equal, even as those states continued to allow the cruel and inhumane enslavement of African people stolen from their homelands; and

WHEREAS: In 1863 during the Civil War, President Lincoln issued the Emancipation Proclamation declaring that “all persons held as slaves” within the states then in a state of rebellion “are, and henceforth shall be free”; and

WHEREAS: Due to the slow advance of Union troops, enslaved people in Texas did not know of the signing of the proclamation and their subsequent freedom until Union General Gordon Granger issued General Order No. 3 on June 19, 1865; and

WHEREAS: In 1866 formerly enslaved people and their allies began commemorating the anniversary of the issuance of General Order No. 3 on June 19, calling the date Juneteenth, with celebrations spreading throughout the South and the country over the next century and a half; and

WHEREAS: In 2020, Governor Charlie Baker signed into law a bill designating Juneteenth as a legal holiday in the Commonwealth of Massachusetts.

NOW THEREFORE, be it resolved that June 19th, 2025 be declared Juneteenth in the Town of Needham and that all residents be encouraged to observe Juneteenth as a celebration of the resilience of Black Americans and an opportunity for education about the true history of this country.

Signed this tenth day of June, 2025

SELECT BOARD



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

MEETING DATE: 6/10/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 77 Oxbow Road
Presenter(s)	Joanne Callender, Eversource Representative David Tocci, Tocci Management Inc

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately nine feet of conduit in Oxbow Road. The reason for this work is to provide service to a pool house at 77 Oxbow Road. The Department of Public Works has approved this petition, based on Eversource Energy’s commitment to adhere to the Town’s regulation that all conduit installed must be 3” schedule 40 minimum; and, that when buried, that conduit must be placed at 24” below grade to the top of the conduit. Work has already been completed in the right of way.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately nine feet of conduit in Oxbow Road.	
3.	BACK UP INFORMATION ATTACHED
a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

NEEDHAM, MA 02492 Telephone: (781) 455-7550

www.needhamma.gov/dpw

TO: Myles Tucker, Select Board Office

FROM: DPW Office

DATE: 6/10/25

RE: 77 Oxbow Road

For Select Board Meeting of June 10, 2025

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 6/3/25

REVIEWER: TML

SITE LOCATION: #77 Oxbow Rd.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review 6/3/25

☐ B Work Within Paved Road Perpendicular Crossing

Peer Review

☐ C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review Div. Head Review

☐ D Other

Peer Review Div. Head Review

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed

☒ Diameter of Conduit 3"

☐ Cables Transferred to New Pole

☒ Depth of Conduit

☒ New Riser on Pole

☐ Utility Conflicts

☐ Visible Trench Patch across Road/Sidewalk

☐ Crossing Perpendicular to Road

☐ Abutters List Complete

☒ Public Road

☐ Photos Included

☐ Double Pole

Department Head

COMMENTS:

Trenching visible (across grass plot), riser on pole, no overhead

The conduit has already been installed, otherwise the application is complete pending the public hearing. tar 6/3/25



180 Calvary Street
Waltham, Ma 02453

May 19, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Oxbow Drive
Needham, MA
W.O.# 20554646

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 9 feet of conduit in Oxbow Road.

The reason for this work is to provide service to a pool house at #77 Oxbow Road.

If you have any further questions, contact Joanne Callender at (781) 314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/HC
Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Oxbow Road -

Northerly from pole 429/9, approximately 864 feet southwest of Central Avenue, install approximately 9 feet of conduit.

W.O.# 20554646

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **K. Rice,** **dated May 8, 2025** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1 _____

2 _____

3 _____

4 _____

5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2025 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2025 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated May 8, 2025,** and filed herewith, under the following public way or ways of said Town:

**Oxbow Road - Northerly from pole 429/9, approximately 864 feet
southwest of Central Avenue, install approximately
9 feet of conduit.**

W.O.# 20554646

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

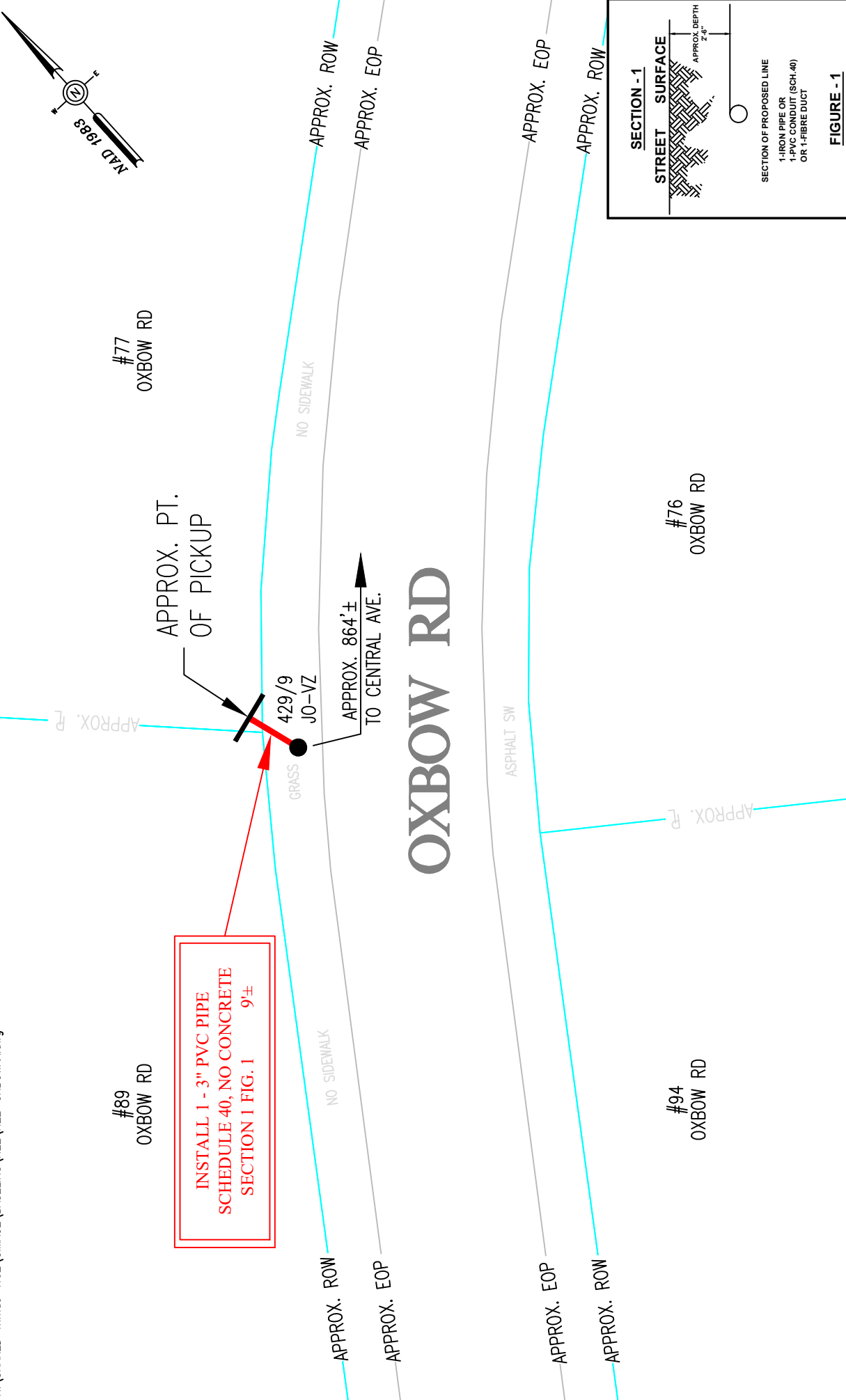
By: *Richard M. Schifone*

Richard M. Schifone, Supervisor
Rights & Permits

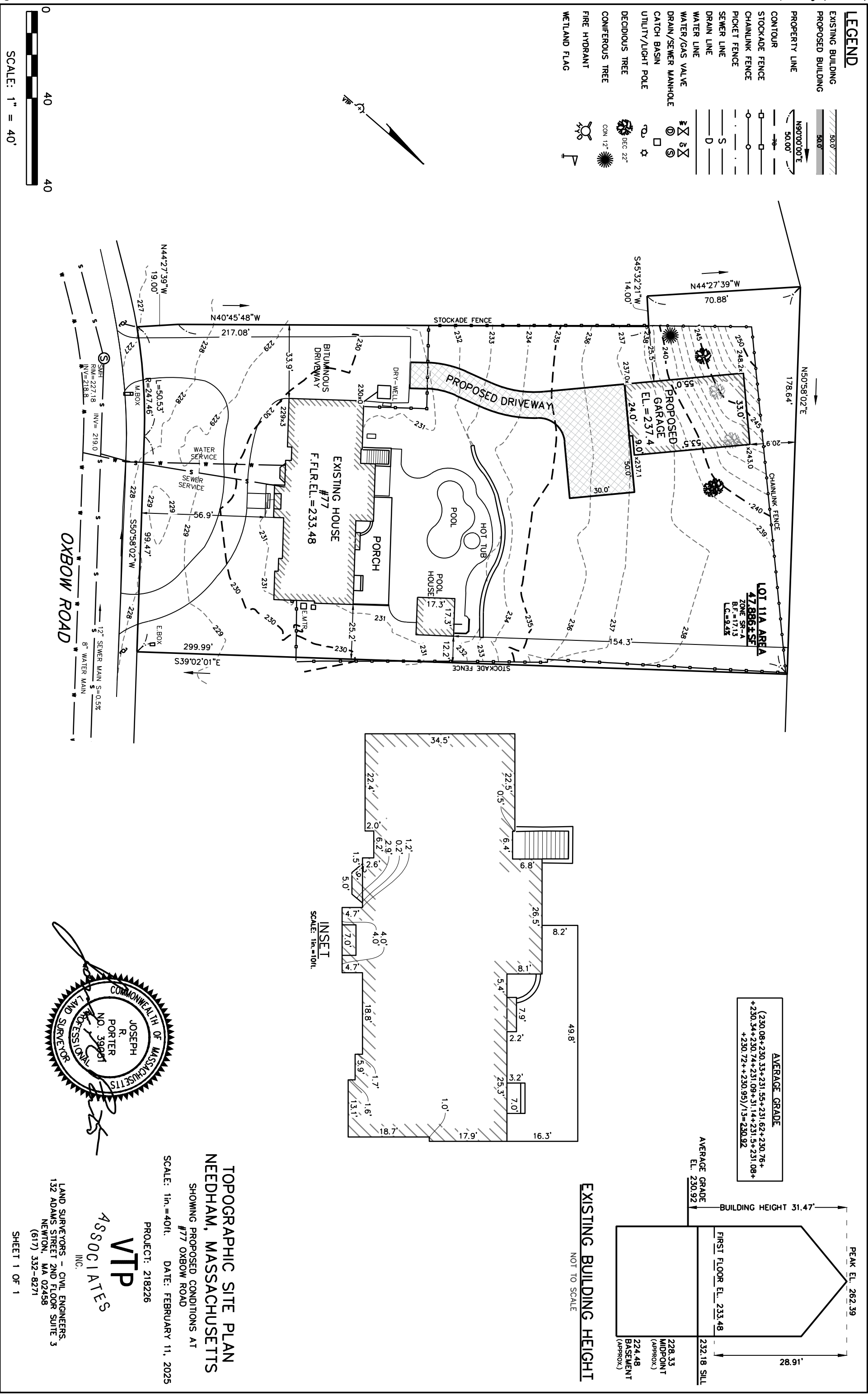
Dated this 19th day of May 2025

Town of **NEEDHAM** Massachusetts

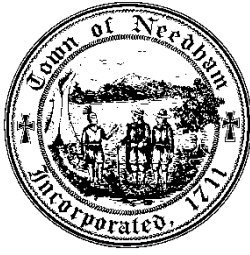
Received and filed _____ 2025



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES"), SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.		C# 102-25	NSTAR EVERSOURCE 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE, AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION. EITHER EXPRESS OR IMPLIED. INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.		Ward #	Plan of OXBOW ROAD	
MASS. LAW REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233		Work Order # 20554646	NEEDHAM	
		Surveyed by: N/A	Showing PROPOSED CONDUIT LOCATION	
		Research by: GR		
		Plotted by: VT		
		Proposed Structures: LM		
		Approved: K RICE	Scale 1"=20'	
		P#	SHEET 1 of 1	







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 7:00 p.m. on Tuesday, June 10, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated May 8, 2025, to install approximately nine feet of conduit in Oxbow Road. The reason for this work is to provide service to a pool house at 77 Oxbow Road.

A public hearing is required, and abutters are hereby notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Heidi Frail
Catherine Dowd
Joshua Levy
Marianne Cooley
Kevin Keane

SELECT BOARD

You are invited to a Zoom webinar:

<https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVSXZjFNbWJXRFJoQT09>

Passcode: 652800

Webinar ID: 826 0101 3229

Dated: June 2, 2025

77 OXBOW RD

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/304.0-0006-0000.0	TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492-
199/214.0-0025-0000.0	MACIEJCZAK, CHRISTOPHER &	MACIEJCZAK, LAUREN	94 OXBOW RD	NEEDHAM	MA	02492-
199/214.0-0026-0000.0	SHAMASH, EYTAN &	WOLFF, KRISTIN S	76 OXBOW RD	NEEDHAM	MA	02492-
199/214.0-0018-0000.0	TOCCI, DAVID F. &	DZIAMA, JEANNIE	77 OXBOW RD	NEEDHAM	MA	02492-
199/214.0-0019-0000.0	HAMMER, NORMAN & RANDY BERKOWITZ TRS	89 OXBOW ROAD NOMINEE TRUST	89 OXBOW RD	NEEDHAM	MA	02492-
199/214.0-0027-0000.0	BOYD, JAMES L. TR.&	POLACH, LINDA L.	62 OXBOW RD	NEEDHAM	MA	02492-
199/214.0-0017-0000.0	JOHNSON, SUZETTE J.F		65 OXBOW RD	NEEDHAM	MA	02492-

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
for the Needham Board of Assessors.....



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

MEETING DATE: 06/10/2025

Agenda Item	Introduce Julie Castor-Deas, Director of Assessing
Presenter(s)	Cecilia Simchak, Assistant Director of Finance
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Director of Finance will introduce Julie Castor-Deas, newly appointed Director of Assessing who began work with the Town on April 28, 2025.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Resume for Julie Castor-Deas	

Julie Castor-Deas M.A.A.



Assessor, Director of Assessing

Education: University of Massachusetts-Boston, Boston, MA
Enrolled in the Criminal Justice BA and Sociology BA (2026)

Skills:

Microsoft Suite
E-mail (Google)
MUNIS
Tyler Technology IAS CAMA System (GIS MAPS)
VISION Technology CAMA system (GIS MAPS)
PATRIOT (ASSESPRO) CAMA System (GIS MAPS)
PEOPLES GIS
Speak Haitian-Creole Fluently

Experience:

Town of Stoughton
Director of Assessing

Stoughton, MA
(May 2024-current)

- Management Team of 4
- Assess the value of real estate property
- Maintain Property cards
- Maintain Property Data Collections
- Perform inspections on residential/commercial units
- Board Decisions and duties
- Plan changes to city maps
- Facilitate and conduct Tax hearings for the community
- Communicate with Select Board, other Dept Heads, City Officials daily
- Communication with DOR, DLS and other State Departments regularly
- Strong interface relationships w Engineering and Planning on new developments
- Code out Deeds, maintain relationship with Registry of Deeds Norfolk County
- Track and Manage new growth on construction and development
- Facilitate new GIS Mapping Program Near Map and Pushpin to promote over 300k in new growth alone in 3 months
- Project Management
- Department budgeting of over \$400k

City of Brockton
Member, Board of Assessors

Brockton, MA
(November 2018- May, 2024)

- Management Team of 5
- Assess the value of real estate property
- Maintain Property cards
- Maintain Property Data Collections
- Perform inspections on residential/commercial units
- Board Decisions and duties
- Plan changes to city maps

Julie Castor-Deas M.A.A.



Assessor, Director of Assessing

- Facilitate and conduct Tax hearings for the community
- Communicate with City Councilors, other Dept Heads, City Officials daily
- Communication with DOR, DLS and other State Departments regularly
- Strong interface relationships w Engineering and Planning on new developments
- Code out Deeds, maintain relationship with Registry of Deeds Plymouth County
- Track and Manage new growth on construction and development

**City of Boston Assessing Department
Assistant Assessor MAAO designation**

**Boston Ma
(August 2016- November 2018)**

- Assess the value of real estate
- Maintain Property cards
- Maintain Property Data Collections
- Perform inspections on residential units
- Customer Service
- Track and Manage new growth on construction and development

**Greater Boston Real Estate Board
Membership Compliance Coordinator**

**Boston, MA
(September 2015-August 2016)**

- Administrative duties
- Assists Member coordinator and manager
- Process invoices
- Data entry
- Process new member applications
- Assists in New Orientation and Ethics class trainings
- Assists with GBREB events
- Scheduling

Community Engagement:

3rd Vice President of the Plymouth County Association (2025)

- Assist in coordinating MAAO Cont. Ed Courses
- Assist to facilitate and coordinate trainings and conferences
- Review awards and scholarship applicants for future and current Assessors
- Lesson for information on Plymouth County Assessing
- Manage Plymouth County Funds

Interview Panel

- Valuation Specialist

Julie Castor-Deas M.A.A.



Assessor, Director of Assessing

- DEI Manager
- Asst. Council on Aging
- Financial Analyst
- Executive Admin

Notary: September 2013- 2029

Assessor MAAO #1331

Activities:

Real Estate License: 2025

Sponsorship Chairman (Shoe City Festival Brockton 2019)

Volunteer Chairman 125th Brockton Gala (12/2019)

References Available up request



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

MEETING DATE: 6/10/2025

Agenda Item	Joint Meeting: Select Board and Needham Housing Authority Board of Commissioners
Presenter(s)	Cathy Dowd, Select Board Vice Chair Jim Flanagan, Needham Housing Authority Board of Commissioners

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Cathy Dowd, Vice Chair of the Select Board, and Jim Flanagan, Vice Chair of the Needham Housing Authority Board of Commissioners interviewed seven applicants for a current vacancy on the Needham Housing Authority Board of Commissioners. Ms. Dowd and Mr. Flanagan recommend that Amanda Berman and Felix Zemel be considered to serve until the next Town Election.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board and Needham Housing Authority Board of Commissioners vote to appoint _____ to the Needham Housing Authority Board of Commissioners until the next Town Election.	
3.	BACK UP INFORMATION ATTACHED
a. Letter dated May 15, 2025 from Penelope Kirk b. Letter dated May 15, 2025 from Needham Housing Authority Board of Commissioners c. Legal Ad	

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

PENELOPE W. KIRK 2025 MAY 16 AM 10:14
100 ROSEMARY WAY #219
NEEDHAM, MA 02494
781-888-1532
Pennywkirk@gmail.com

Cheryl Gosmon, Executive Director
Reginald Foster, Chair, Needham Housing Authority Commissioner
21 Highland Circle
Needham MA 02494

May 15, 2025

Dear Ms. Gosmon and Mr. Foster,

This letter is to inform you that for personal reasons I hereby resign my position of Commissioner of the Needham Housing Authority, effective tomorrow, May 16, 2025.

Thanks to all on the board and to the many residents who have supported me during my tenure with Needham Housing Authority Board of Commissioners. It has been my pleasure and my honor.

Sincerely,



Penelope W. Kirk



RECEIVED TOWN CLERK
NEEDHAM, MA 02492

2025 MAY 16 AM 10:14

21 Highland Circle, Needham, Massachusetts 02494
(781) 444-3011 • Fax (781) 444-1089 • Chair@NeedhamHousing.org

May 15, 2025

Heidi Frail, Chair of the Select Board
Town of Needham
1471 Great Plain Ave.
Needham, MA 02492

Dear Heidi,

At the May 15, 2025 monthly meeting of the NHA Board of Commissioners, for personal reasons Penny Kirk tendered her resignation as NHA commissioner, effective on May 16, 2025. Acknowledging Penny's long service to the NHA, the Board regretfully accepted her resignation.

As you know, Penny was elected to the position in April, 2023 and her 5 year term runs until April, 2028. Pursuant to MGL Ch. 121B §5, MGL Ch. 41 §11 and Town Bylaws, please consider this letter to be NHA's formal request for the Town to seek out and interview qualified candidates who are interested in filling the vacancy, then for the Select Board to meet jointly with the NHA Board of Commissioners and vote on the appointment of Penny Kirk's successor.

Sincerely,

NHA Board of Commissioners

Reginald C. Foster

Handwritten signature of Reginald C. Foster in blue ink.

James Flanagan

Handwritten signature of James Flanagan in blue ink.

Janice Bennett

Handwritten signature of Janice Bennett in blue ink.

Geoff Engler

Handwritten signature of Geoff Engler in blue ink.

cc: Kate Fitzpatrick, Town Manager
Lousie Miller, Town Clerk
Cheryl Gosmon, NHA Executive Director

LEGAL NOTICE



TOWN OF NEEDHAM

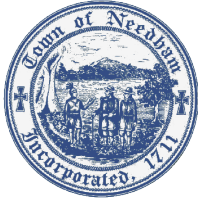
Needham Select Board and Needham Housing Authority Board of Commissioners

The Needham Select Board and Needham Housing Authority Board of Commissioners will hold a joint meeting on June 10th, 2025 at 7:15 PM in the Select Board Chambers, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492 to vote on the appointment of a Needham resident to fill an existing vacancy on the Needham Housing Authority Board of Commissioners.

This meeting will also be held on Zoom, accessible through the following means: Link: <https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZH VXZjFNBWJXR FJoQT09>

Webinar ID: 826 0101 3229 Passcode: 652800

One tap mobile: +16469313860,,82601013229#,,, *652800#



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

MEETING DATE: 06/10/2025

Agenda Item	Public Hearing Water and Sewer Rates
Presenter(s)	Water and Sewer Rate Structure Committee David Davison, Deputy Town Manager/Director of Finance Carys Lustig, Director of Public Works Cecilia Simchak, Assistant Director of Finance Michael Retzky, Superintendent of Water and Sewer
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Water and Sewer Rate Structure Committee met on several occasions to prepare for its recommendations to the Board for the FY2026 water and sewer rates. The Committee is forwarding to the Board three rate scenarios. It is anticipated that the Select Board will vote on the water and sewer rates at its meeting on June 24, 2025. The rates would take effect for usage from July 1 forward.
2.	VOTE REQUIRED BY SELECT BOARD Suggested Motion: None
3.	BACK UP INFORMATION ATTACHED a. Legal Notice b. Water and Sewer Rate Recommendations Memo Dated June 6, 2026 c. Summary of Water and Sewer Rate Proposals (Pros and Cons)

LEGAL NOTICE



TOWN OF NEEDHAM Select Board Public Hearing

The Needham Select Board will hold a public hearing on Tuesday, June 10, 2025 at 7:30 p.m. in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of this hearing is to provide the public with an opportunity to comment on any proposed changes to the water and sewer rates. In addition, written comments may be sent to the Select Board, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to selectboard@needhamMA.gov. This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at (<http://masspublicnotices.org/>).



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

Memorandum

To: Select Board

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

CC: Water and Sewer Rate Structure Committee; Kate Fitzpatrick, Town Manager; Katie King, Deputy Town Manager; Carys Lustig, Director of Public Works; Shane Mark, Assistant Director of Public Works/Operations; Cecilia Simchak, Assistant Director of Finance; Ellyse Glushkov, Treasurer and Collector; Michael Retzky, Water and Sewer Superintendent

Date: June 6, 2025

Re: Water and Sewer Rate Recommendations

A public hearing has been scheduled for the Board's meeting on June 10, 2025, and the final rates are proposed to be set at the Board's June 24, 2025 meeting. The Water and Sewer Rate Structure Committee met on Tuesday, March 18, 2025, Tuesday, May 20, 2025, and Thursday, May 29, 2025, to weigh and deliberate on options for the Select Board to consider. The five-member committee is appointed by the Select Board, and its general charge is to review proposed changes to the water and sewer rate structure and to make recommendations to the Board on said changes. The Select Board expanded the Committee's scope to also provide recommendations to the Board on changes to the Stormwater Mitigation Assessment (SMA) fee structure as well. Keeping with the recommendation by the Finance Department to the Select Board that when the stormwater fee was adopted the fees would not be changed for a couple of years and hence no recommendation is made this year to change any of those fees. The Committee voted to present the Board with three water and sewer rate options to consider. The Committee consists of the Chair, Harold Burger, Peter Kuck, John Tallarico, John Terry, and Matt Zollner. Vice Chair, Matt Zollner, will be leaving the Committee this month as he will be relocating from Needham.

Consumption Trends

It is important to remember that the water which runs through the domestic (primary) water meter of a customer, who is also connected to the public sewer, is the basis for determining the sewer bill for the customer. When a customer has a secondary water meter installed (commonly used for irrigation), the water which is used outside of the house is measured separately and therefore is not included in the calculation of the sewer bill. In this case, sewer revenue declines, but the expense of the sewer system does not. Although the installation of an irrigation meter lowers the cost to the individual customer, the decline in billable primary water use also lowers the amount which is used to determine the sewer bill. Therefore, the sewer rates must increase to generate the same amount of revenue. The problem is worsened if the primary meter water use is estimated too high when determining the rates. Furthermore, by state regulatory design, the rate charged per unit increases as consumption increases, conversely, when consumption declines, the amount of revenue lost is more impactful, and consequently will result in even higher rates per unit to support operations.

Table One
Water and Sewer
Billed Consumption History
Fiscal Year July 1 – June 30

	2018	2019	2020	2021	2022	2023	2024	3-Year Average	5-Year Average	7-Year Average
Hundred Cubic Feet										
WATER										
Primary Water	1,064,537	1,017,472	939,664	1,009,461	984,044	960,737	948,524	964,435	968,486	989,206
Secondary Water	284,575	335,420	303,407	442,941	396,580	478,883	343,725	406,396	393,107	369,362
TOTAL BILLED WATER	1,349,112	1,352,892	1,243,071	1,452,402	1,380,624	1,439,620	1,292,249	1,370,831	1,361,593	1,358,567
Percentage Change in Total Billed From Prior Year	-5.9%	0.3%	-8.1%	16.8%	-4.9%	4.3%	-10.2%			
Secondary Water as a % of Total Billed Water	21.1%	24.8%	24.4%	30.5%	28.7%	33.3%	26.6%			
SEWER										
TOTAL BILLED SEWER	895,424	891,805	860,235	914,046	888,838	866,421	846,619	867,293	875,232	880,484
Percentage Change in Total Billed From Prior Year	-2.2%	-0.4%	-3.5%	6.3%	-2.8%	-2.5%	-2.3%			
Total Billed Sewer as a % of Total Billed Water	66.4%	65.9%	69.2%	62.9%	64.4%	60.2%	65.5%			

Total billed water use has risen and fallen over the last seven completed fiscal years. Total billed water use for FY2024 was 129,224,900 c.f. which represents a decline of 10.2% from FY2023 which shows a total billed consumption of 143,962,000 c.f., refer to Table One (please note that the table shows the figures in 100 c.f. measures). FY2024 was 4.2% less than was billed during FY2018 (134,911,200 c.f.). The FY2023 billed consumption was 4.3% more than FY2022 which had 138,062,400 c.f. But FY2022 was 4.9% less than FY2021 with 145,240,200 c.f. However, FY2021 was a 16.8% increase over FY2020 (124,307,100 c.f.) which was the start of the COVID restrictions. FY2020 had an overall decrease of 8.1% from the prior year (FY2019). FY2019's 135,289,200 c.f. of total billed usage was a slight increase (0.3%) over FY2018 (134,911,200 c.f.). The up and down in usage is primarily due to the volatility of irrigation use. Water use is tracked and billed under two classes, primary water (a/k/a domestic use) and secondary water (a/k/a irrigation use).

Primary water use consumption declined from FY2018 through FY2020, but the decline in billed primary water use during that period was generally tied to the phase out of the Coca Cola bottling operation in Needham. Coca Cola bottling related activities effectively ended in FY2020 and their consumption is now on par with many commercial operations in Town. Primary water use decreased from 106,453,700 c.f. billed during FY2018 to 101,747,200 c.f. billed in FY2019, a decrease of 4.4%. FY2020 billed primary water use also declined from the prior year (FY2019) but by 7.6% to 93,966,395 c.f. from FY2019; FY2020 had the lowest billed primary water use in the last seven years. In FY2021 the billed primary water use increased by more than 7.4% to 100,946,100 c.f. This increase happened during the height of the COVID travel restrictions and when many did not go to their places of employment. Residential use was up, and commercial use was down. However, many commercial customers have a greater share of water use at the

top step compared to residential customers. So, although billed volume was higher, there would not necessarily be a commensurate increase in revenue. The three-year average (FY2022 – 24) on Table One for total primary water use, shows that the average cubic feet consumption (96,443,500) was slightly less (0.4%) when compared to the five-year average (96,848,600) and was 2.5% less than the seven-year average (98,920,600). The five-year (FY2020 – 24) average was 2.1% less than the seven-year average.

Billed water use through secondary meters can have wide swings in total consumption from year to year. Secondary water usage is affected by weather much more than primary water use, although warmer months tend to have higher water use by both services. Secondary water use billed for FY2024 decreased by 10.2% with 34,372,500 c.f. compared to the 47,888,300 c.f. that was billed use for FY2023. FY2023 secondary water usage was a 20.8% increase over the FY2022 billed volume. This swing in billed use comes after the FY2022 decline of 10.5% with 39,658,000 c.f. compared to the 44,294,100 c.f. billed during FY2021. FY2021 billed use had an increase of 46% over the 30,340,700 c.f. billed during FY2020. The FY2020 water use was 9.5% lower than was billed during FY2019 with 33,542,000 c.f. FY2019 billed usage was approximately 17.9% more than the 28,457,500 c.f. billed during FY2018 which had the lowest billed usage for the immediate past seven-year period (FY2018 – 24). The three-year (FY2022 – 24) average of the billed secondary water use was 40,639,600 c.f., an increase of 1,328,880 c.f., 3.4% more than the five-year average (39,310,700) and 3.6% more than the seven-year (36,936,200). The five-year (FY2020 – 24) secondary water average was 6.4% more than the seven-year average.

Total billed sewer volume has been declining for years. Over the past seven completed fiscal years, only FY2021 had a year over year increase in billed use. The FY2019 billed sewer volume (89,180,500 c.f.) declined by 0.4% from the FY2018 volume (89,542,400 c.f.). During FY2020, a total of 86,023,500 c.f. was billed, which was 3.5% less than FY2019. During FY2021, 91,404,600 c.f. was billed for sewer which represents a 6.3% increase over FY2020. This increase was driven by residential properties, as many people stayed home due to the COVID related restrictions, but billable commercial sewer was less. The total billed sewer for FY2022 was 88,883,800 c.f. a decrease of 2,520,800 c.f. (-2.8%) from FY2021 followed by decrease of 2.5% for FY2023 with 86,642,100 c.f. FY2024 billed sewer volume was 84,661,900, which was 1,980,200 c.f. less than FY2023, a decline of 2.3% and was the lowest billed volume in the seven years (FY2018-24). The billed sewer three-year average (FY2022 – 24) was 86,729,300 c.f. which compared to the five-year average of 87,523,200 c.f., was less (-0.9%) and 1.5% less than the seven-year average of 88,048,400 c.f. The five year average was 0.6% less than the seven year average. This trend of declining billable use is contributing to the need for higher percentage increases in the sewer rates.

Rate Structure Development

The basis of the rate structure is to distribute the costs associated with operation, maintenance, capital infrastructure, and other liabilities incurred to provide public water and sewer services. We must be able to demonstrate that the rate structure will generate the revenue to meet appropriations and other liabilities to be paid during the fiscal year. Because demands on the system and costs can swing significantly from year-to-year - due to factors such as seasonal demand for water, infrastructure improvements, unexpected major system repairs, assessments for the treatment of sewer, purchase of water from the MWRA, and regulatory and local constraints - we look to reach a rate revenue target estimate, rather than a specific dollar amount when determining where rates need to be in order to pay the costs of operations. The revenue estimates for water and sewer are calculated to meet the estimated operating expenses, maintain sufficient reserves to fund unexpected events, maintain adequate capital to satisfy the liquidity and financial

ratios that the rating agencies look for when determining the Town's overall credit rating, and to weather short term consumption variations.

Chart One
User Rate Revenue Target

SEWER USER RATE REVENUE TARGET RECAP	Three Year Average	FY2026
Operating Appropriation Period Average	\$12,107,563.16	\$11,321,467.00
Less Estimated Fix Rate Revenue	(\$325,000)	(\$325,000)
Less Estimated General Fund Payment	(\$800,000)	(\$800,000)
Add Doubtful Account Allowance (0.75%)	\$90,807	\$84,911
Expenditures to be Supported by Rate Revenue	\$11,073,370	\$10,281,378
Rounding Adjustment	(\$370)	(\$378)
User Rate Revenue Target	\$11,073,000	\$10,281,000
Estimated Billable Volume (FY2024)	84,661,900	84,661,900
Minimum Flat Rate	\$13.08	\$12.14

WATER USER RATE REVENUE TARGET RECAP	Three Year Average	FY2026
Operating Appropriation Period Average	\$8,051,061.41	\$7,724,635.00
Less Estimated Fix Rate Revenue	(\$700,000)	(\$700,000)
Add Doubtful Account Allowance (0.75%)	\$60,383	\$57,935
Expenditures to be Supported by Rate Revenue	\$7,411,444	\$7,082,570
Rounding Adjustment	(\$444)	\$430
User Rate Revenue Target	\$7,411,000	\$7,083,000
Estimated Billable Primary Volume (5 Yr Avg)	96,848,600	96,848,600
Estimated Billable Secondary Volume (5 Yr Avg)	39,310,700	39,310,700
Estimated Billable Volume	136,159,300	136,159,300
Minimum Flat Rate	\$5.44	\$5.20

The user rate revenue target for both sewer and water is determined by estimating the operating appropriations for the next three years (FY2026 – 28) and then using the three-year average, less other revenue sources (e.g., basic service fees, specific service charges), and adjustments for uncollectible (doubtful) and rounding. The water revenue target is \$7,411,000 and the sewer revenue target is \$11,073,000 (refer to Chart One). The revenue target for water is 9.16% higher than the target for FY2025 (\$6,789,000) and the revenue target for sewer is 6.98% higher than the target for last year (\$10,351,000). However, the impact on the rate is effected by both the revenue target and the billable volume (consumption), which the consumption for FY2026 is lower for both water and sewer. The billable volume estimate for water is based on the five year average (FY2020 – 2024), but for sewer the estimate is the FY2024 volume of 84,661,900 c.f. because it

is the lowest volume during the past seven years and the trend has been one of year over year decline.

FY2025 Water Target Range	\$6,789,000	Water Volume	137,892,900
FY2026 Water Target Range	\$7,411,000	Water Volume	136,159,300
	Change-->	9.16%	-1.26%
FY2025 Sewer Target Range	\$10,351,000	Sewer Volume	88,238,500
FY2026 Sewer Target Range	\$11,073,000	Sewer Volume	84,661,900
	Change-->	6.98%	-4.05%

In discussions with the Committee at the March meeting, the Committee asked that we build rate structures using concepts discussed last year. The Committee reviewed nine different water rate structure options and ten sewer rate structure options. The Committee, understanding that the billed consumption pattern has been one of decline, that the impact of the loss of the Coca Cola revenue has not yet been fully addressed, and that infrastructure and operational requirements were going to necessitate higher increases over the next few years. Options were developed using two different revenue targets. The first was the standard approach where the revenue target was based on the three year outlook average (\$7,411,000 for water and \$11,073,000 for sewer) and the second was based on the FY2026 estimated minimum revenue requirement (\$7,083,000 for water and \$10,281,000 for sewer). In total, the Committee had 88 scenarios for consideration. Every scenario had different consequences and degree of risk of not meeting the revenue target. Since expense, consumption, and volume billed at each step are based on averages, we deemed a rate structure that is estimated to generate revenue that is 98.5% to 101.5% of the user rate revenue target as meeting the target. The current water rate structure option (W1), option W2, option W3, Option W4 and Option W9 used the three year revenue average target (\$7,411,000) and options W5, W6, W7, and W8 used the FY2026 minimum revenue requirement (\$7,083,000). For the sewer rate options, S1, S2, S3, and S4 used the three year average (\$11,073,000) and options S5, S6, S7, S8, S9, and S10 used the FY2026 minimum requirement (\$10,281,000). The information for each of the rate options may be found in the May 20, 2025 rate packet attachment. The Committee reduced the number of water rate options for consideration from nine (the current structure and the eight new structures) to two, and from ten sewer rate options down to three. The selected alternatives for further consideration at the next meeting were A10 (pg. 25), A16 (pg. 26), A70 (pg. 29), A81 (pg. 30), and A87 (pg. 31).

The two water rate structures, so called options W2 and W8, and the three sewer rate structure options, referred to as S2, S8, and S10, are all estimated to meet or exceed the revenue target range and hence are interchangeable, meaning either of the water rate structure options could be paired with any one of the sewer rate structure options. However, only one of the water (W2) and one of the sewer (S2) rate options selected were based on the three year average revenue target – the methodology used in prior years. The other water rate option (W8) and the two sewer rate options (S8 and S10) selected were built using the FY2026 minimum revenue target. The Committee focused on five alternatives, but with the selected rate options there are six different rate alternatives. At the May 29, 2025 meeting, the Committee also looked at the sixth alternative (A64).

Comparable Communities

In comparison to area communities, Needham ranks 16th out of 19 in terms of annual water and sewer charges for fiscal year 2025 (refer to Table Two next page). The average household bill per the MWRA comparison for Needham was \$1,930 which is approximately 86% of the average bill (\$2,235) for the group. The average bill ranges from a low of \$1,141 for the City of Waltham, a community with a more diverse group of users, to a high of \$2,824 for the Town of Belmont. The

rates adopted by the Board last year effectively raised the annual bill by 5.9% for the AHWS, whereas the average change in the other communities was 4.7%. The change over five years for Needham was 13.7%, compared to the average for the other communities of 22.1%. The average increase for all MWRA serviced communities over the last five years was 21.4%.

Table Two
Annual Water and Sewer Charges in Selected MWRA Communities
Cost to Average Customer Consuming 12,000 Cubic Feet

Community		Dec-19	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24	One Year Change	Five Year Change
Belmont		\$2,500	\$2,500	\$2,500	\$2,500	\$2,524	\$2,824	11.9%	12.9%
Cambridge	*	\$1,766	\$1,938	\$2,066	\$2,208	\$2,327	\$2,447	5.2%	38.6%
Canton	*	\$1,716	\$1,804	\$1,804	\$1,804	\$1,911	\$2,119	10.9%	23.5%
Dedham	**	\$1,579	\$1,592	\$1,611	\$1,624	\$1,624	\$1,861	14.6%	17.8%
Framingham		\$1,855	\$1,855	\$2,035	\$2,361	\$2,361	\$2,361	0.0%	27.3%
Lexington		\$1,759	\$1,827	\$1,827	\$1,939	\$2,122	\$2,201	3.7%	25.1%
Melrose		\$2,371	\$2,371	\$2,371	\$2,492	\$2,580	\$2,710	5.1%	14.3%
Milton		\$2,298	\$2,353	\$2,376	\$2,414	\$2,608	\$2,768	6.1%	20.4%
Natick	**	\$1,596	\$1,792	\$1,891	\$1,891	\$2,155	\$2,155	0.0%	35.1%
Newton		\$2,360	\$2,454	\$2,454	\$2,550	\$2,638	\$2,704	2.5%	14.6%
Norwood		\$1,625	\$1,693	\$1,806	\$1,806	\$1,947	\$2,064	6.0%	27.0%
Stoughton	*	\$1,825	\$1,825	\$1,825	\$1,825	\$2,233	\$2,233	0.0%	22.3%
Wakefield	*	\$2,150	\$2,150	\$2,204	\$2,601	\$2,672	\$2,739	2.5%	27.4%
Waltham		\$1,123	\$1,123	\$1,123	\$1,123	\$1,141	\$1,141	0.0%	1.6%
Watertown		\$1,633	\$1,775	\$1,831	\$1,831	\$2,116	\$2,263	7.0%	38.6%
Wellesley	*	\$1,575	\$1,618	\$1,618	\$1,918	\$1,918	\$2,002	4.4%	27.1%
Westwood	*	\$1,474	\$1,506	\$1,524	\$1,557	\$1,594	\$1,637	2.7%	11.1%
Weymouth	**	\$1,740	\$1,778	\$1,780	\$1,780	\$1,934	\$1,998	3.3%	14.9%
Group Average		\$1,830	\$1,886	\$1,925	\$2,012	\$2,134	\$2,235	4.7%	22.1%
MWRA Communities A'		\$1,662	\$1,706	\$1,764	\$1,819	\$1,920	\$2,018	5.1%	21.4%
Needham	*	\$1,698	\$1,698	\$1,698	\$1,777	\$1,823	\$1,930	5.9%	13.7%

* = Partial water service from MWRA

** = Sewer service only

Source: MWRA Annual Water and Sewer Retail Rate Surveys

Table Three shows the bottom and top step rates for regular water and sewer service in the other communities. The MWRA does not provide data as to whether the communities have different rates for irrigation (secondary meters). Needham has four step rates for both water and sewer use. A four step rate structure for water is used by many of the other communities. The number of billing steps for water use ranged from two to five. However, excluding Needham, 9 of the 17 communities have three or fewer billing steps for sewer.

Table Three
Water and Sewer
Bottom and Top Step Rates

Community	Water Steps	Bottom Water Step Rate	Top Water Step Rate	Sewer Steps	Bottom Sewer Step Rate	Top Sewer Step rate
Belmont	2	\$7.20	\$8.26	1	\$15.11	\$15.11
Cambridge	5	\$3.55	\$4.65	5	\$16.07	\$20.89
Canton	4	\$5.41	\$20.35	4	\$8.71	\$17.16
Dedham	3	\$5.40	\$11.36	2	\$7.72	\$9.65
Framingham	5	\$8.34	\$18.43	5	\$10.83	\$31.15
Lexington	3	\$5.06	\$10.02	3	\$10.27	\$26.69
Melrose	2	\$8.32	\$11.15	2	\$12.25	\$15.43
Milton	4	\$6.96	\$9.84	4	\$8.76	\$19.41
Natick	4	\$2.52	\$8.84	3	\$7.12	\$20.99
Newton	4	\$7.81	\$12.95	4	\$12.14	\$17.54
Stoughton	3	\$5.21	\$10.63	2	\$12.14	\$12.53
Wakefield	4	\$8.49	\$10.47	4	\$11.98	\$14.13
Waltham	4	\$3.07	\$12.14	4	\$5.46	\$21.51
Watertown	4	\$5.68	\$15.61	4	\$11.46	\$20.45
Wellesley	5	\$4.86	\$14.89	1	\$10.57	\$10.57
Westwood	3	\$5.40	\$11.36	3	\$6.25	\$16.61
Weymouth	2	\$5.53	\$8.86	2	\$9.42	\$15.75
Average of the Communities	3.6	\$5.81	\$11.75	3.1	\$10.37	\$17.97
Needham (Current)	4	\$3.37	\$5.56	4	\$10.50	\$13.63

* Rates as reported in the MWRA 2024 survey.

The primary water meter use rate for Needham is one of the lowest at \$3.37 per hundred cubic feet, which has Needham's water rate well below that of many of the comparison communities. Only the communities of Natick and Waltham have a lower step one rate. Last year, there were

four communities that had a lower step one rate than Needham. Needham's highest regular water rate (Step 4) of \$5.56 is well below that of many other communities. Only the City of Cambridge has a lower top step rate which is \$4.65 which is \$0.30 more than last year. The top water rate for Cambridge is approximately 6.9% more than last year. Even Needham's highest secondary meter water rate (Step 4) of \$9.11 is lower than all but four other communities' top water rate, Belmont, Cambridge, Natick, and Weymouth. The Town's lowest sewer step rate (Step 1) continues to be higher than many communities with Needham's rate at \$10.50 per hundred cubic feet compared to the average of \$10.37. The community with the lowest sewer step one rate is the City of Waltham at \$5.46. The highest step sewer rate (step 4) for Needham is \$13.63 per hundred cubic feet, which compares to the current average of \$17.97 for the other communities. There are three communities which have a lower top sewer rate step than Needham which are Dedham (\$9.65), Stoughton (\$12.53), and Wellesley (\$10.57). Wellesley has a flat rate of \$10.57 per hundred cubic feet.

Recommendation

The Committee voted to present three rate proposals for the Select Board to consider. Each structure has pros and cons and implications on the rates in the following years. The Committee prepared a summary of the three. The Committee ranked the rate proposals with Alternative 70 being first, Alternative 64 second, and Alternative 16 as third. The proposals that the Committee has put forward will begin to address the concern about the growing gap (subsidy) between the rate and the cost of the service over time. Guidelines that were presented to the Committee were to modify the rate structure over time to reduce the gap so that maximum subsidy for primary water use at step one would be 20% or less, at step 2 would be 10% or less, and no subsidy at step 3. There are not enough customers to pay the highest rate so that 75% of the primary water use could be charged under the cost of providing the water. The guidelines suggested to the Committee for sewer rates are that the subsidy at step one would be 10% or less and step two would be 5% or less. There would be no subsidy at step three. The Committee has provided a Pro/Con summary of the three proposals. The table on the following page shows the proposed rates for each option.

Next Steps

The Select Board will hear from staff, the citizen committee, and the public about the proposals. The Board will be asked which proposal and whether to start a path to moderate the subsidies as not to place the burden of the cost only on the step four rate payers. The adopted rate structure would be effective July 1, 2025.

We will be at your meeting along with members of the Water and Sewer Rate Structure Committee to discuss the recommendations and to answer questions you may have. Please do not hesitate to contact me if you have any questions beforehand.

Town of Needham Water and Sewer Rates							
Description	Current Rate	A-70 Rate	\$ Change	A-64 Rate	\$ Change	A-16 Rate	\$ Change
Basic Service Fee - Monthly	\$5.33	\$5.33		\$5.33		\$5.33	
Basic Service Fee - Quarterly	\$16.00	\$16.00		\$16.00		\$16.00	
Water - Primary Meter							
Step 1	\$3.37	\$3.47	\$0.10	\$3.69	\$0.32	\$3.47	\$0.10
Step 2	\$3.61	\$3.72	\$0.11	\$3.95	\$0.34	\$3.72	\$0.11
Step 3	\$4.53	\$5.44	\$0.91	\$4.96	\$0.43	\$5.44	\$0.91
Step 4	\$5.56	\$5.73	\$0.17	\$6.09	\$0.53	\$5.73	\$0.17
Basic Service Fee - Monthly	\$1.67	\$1.67		\$1.67		\$1.67	
Basic Service Fee - Quarterly	\$5.00	\$5.00		\$5.00		\$5.00	
Water - Secondary Meter							
Step 1	\$5.72	\$5.89	\$0.17	\$6.26	\$0.54	\$5.89	\$0.17
Step 2	\$6.17	\$6.36	\$0.19	\$6.76	\$0.59	\$6.36	\$0.19
Step 3	\$6.84	\$7.05	\$0.21	\$7.49	\$0.65	\$7.05	\$0.21
Step 4	\$9.11	\$9.38	\$0.27	\$9.98	\$0.87	\$9.38	\$0.27
Basic Service Fee - Monthly	\$4.34	\$4.34		\$4.34		\$4.34	
Basic Service Fee - Quarterly	\$13.00	\$13.00		\$13.00		\$13.00	
Sewer							
Step 1	\$10.50	\$11.69	\$1.19	\$11.69	\$1.19	\$11.79	\$1.29
Step 2	\$11.59	\$12.90	\$1.31	\$12.90	\$1.31	\$13.02	\$1.43
Step 3	\$12.50	\$13.91	\$1.41	\$13.91	\$1.41	\$14.04	\$1.54
Step 4	\$13.63	\$15.17	\$1.54	\$15.17	\$1.54	\$15.31	\$1.68
Prices are per 100 cubic feet (CF) 1 CF = 7.4805 Gallons AHWS = 12,000 CF Per Year							
Annual	\$1,930.04	\$2,035.52	\$105.48	\$2,054.36	\$124.32	\$2,122.16	\$192.12
		5.5%		6.4%		10.0%	
<u>Septage Disposal</u>							
Per 1,000 Gallons	\$85.00	\$85.00		\$85.00		\$85.00	

Attachments:

March 18, 2025 Water and Sewer Rate Structure Committee Information Package (7 pages)
 March 18, 2025 Water and Sewer Rate Structure Committee meeting minutes
 May 20, 2025 Water and Sewer Rate Structure Committee Rate Package (31 pages)
 May 20, 2025 Water and Sewer Rate Structure Committee meeting minutes
 May 29, 2025 Water and Sewer Rate Structure Committee Rate Package (16 pages)
 May 29, 2025 Water and Sewer Rate Structure Committee meeting Drfat minutes

TOWN OF NEEDHAM

Water and Sewer Rate Structure Committee

18-Mar-25

Discussion Only

Operational Expense

Forecast

Three Year Outlook

		Budget		Estimate	Projection	
		2024	2025		2026	2027
Sewer Enterprise						
Salaries & Wages	\$1,144,544	\$1,218,870	\$1,275,049	\$1,324,776	\$1,376,442	
Expenses	\$823,367	\$866,539	\$904,663	\$954,419	\$1,006,913	
Capital Outlay	\$65,000	\$96,000	\$134,000	\$134,000	\$134,000	
MWRA	\$7,084,841	\$7,445,411	\$7,706,000	\$7,975,710	\$8,254,860	
Reserve Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	
Debt Service	\$610,000	\$670,000	\$700,000	\$976,000	\$1,675,000	
Other Expenses	\$150,000					
Operating Budget	\$9,912,752	\$10,331,820	\$10,754,712	\$11,399,906	\$12,482,215	
Indirect Expense						
Indirect Costs	\$476,616	\$308,495	\$517,500	\$530,438	\$543,698	
Change in Indirect	-4.9%	-35.3%	8.6%	2.5%	2.5%	
Percent of OB	4.8%	3.0%	4.8%	4.7%	4.4%	
Operational Cost	\$10,389,368	\$10,640,315	\$11,272,212	\$11,930,343	\$13,025,913	

Discussion Only

Operational Expense

Forecast

Three Year Outlook

	Budget		Estimate		Projection		Projection	
	2024	2025	2026	2027	2028			
Water Enterprise								
Salaries & Wages	\$1,598,687	\$1,672,073	\$1,771,597	\$1,867,263	\$1,968,095			
Expenses	\$1,564,469	\$1,689,997	\$1,704,771	\$1,810,467	\$1,922,716			
Capital Outlay	\$53,605	\$57,100	\$46,984	\$46,984	\$46,984			
MWRA**	\$1,887,130	\$1,212,985	\$1,212,985	\$1,215,535	\$1,215,535			
Reserve Fund	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000			
Debt Service	\$1,250,000	\$1,460,000	\$1,550,000	\$1,550,000	\$1,750,000			
Other Expenses								
Operating Budget	\$6,428,891	\$6,167,155	\$6,361,337	\$6,565,249	\$6,978,330			
Indirect Expense								
Indirect Costs	\$879,782	\$463,465	\$931,500	\$954,788	\$978,657			
Change in Indirect	22.9%	-47.3%	5.9%	2.5%	2.5%			
Percent of OB	13.7%	7.5%	14.6%	14.5%	14.0%			
Operational Cost	\$7,308,673	\$6,630,620	\$7,292,837	\$7,520,037	\$7,956,987			

SEWER & WATER
User Rate Structure Recap
Three Year Trending Average Revenue Target

WATER USER RATE REVENUE TARGET RECAP

Operating Appropriation Period Average	\$7,589,953.64
Less Estimated Fix Rate Revenue	(\$690,000)
Less Adjustment for Higher MWRA Water Use	
Add Doubtful Account Allowance (0.75%)	\$56,925

Expenditures to be Supported by Rate Revenue **\$6,956,878**

Rounding Adjustment	\$22
User Rate Revenue Target	\$6,956,900

Estimated Billable Volume (4-Yr Average) FY2020 - FY2023	137,892,900
Minimum Flat Rate	\$5.05

SEWER USER RATE REVENUE TARGET RECAP

Operating Appropriation Period Average	\$12,076,156.36
Less Estimated Fix Rate Revenue	(\$260,000)
Less Estimated General Fund Payment	(\$800,000)
Add Doubtful Account Allowance (0.75%)	\$90,571

Expenditures to be Supported by Rate Revenue **\$11,106,728**

Rounding Adjustment	(\$28)
User Rate Revenue Target	\$11,106,700

Estimated Billable Volume (4-Yr Average) FY2020 - FY2023	88,238,500
Minimum Flat Rate	\$12.59

Discussion Only

Water and Sewer Rates Quarterly FY2025

Step	Volume	Rate
Water - Primary Meter		
Step 1	0 - 600	\$3.37
Step 2	600 - 2,700	\$3.61
Step 3	2,700 - 4,200	\$4.53
Step 4	Over 4,200	\$5.56
Basic Service Fee		\$16.00
Water - Secondary Meter		
Step 1	0 - 600	\$5.72
Step 2	600 - 2,700	\$6.17
Step 3	2,700 - 4,200	\$6.84
Step 4	Over 4,200	\$9.11
Basic Service Fee		\$5.00
Sewer		
Step 1	0 - 600	\$10.50
Step 2	600 - 2,700	\$11.59
Step 3	2,700 - 4,200	\$12.50
Step 4	Over 4,200	\$13.63
Basic Service Fee		\$13.00
Septage Disposal		
Per 1,000 Gallons		\$85.00
Average Household Annual Bill		\$1,930

Discussion Only

Water and Sewer Rates

Monthly

FY2025

Step	Volume	Rate
Water - Primary Meter		
Step 1	0 - 200	\$3.37
Step 2	200 - 900	\$3.61
Step 3	900 - 1,400	\$4.53
Step 4	Over 1,400	\$5.56
Basic Service Fee		\$5.33
Water - Secondary Meter		
Step 1	0 - 200	\$5.72
Step 2	200 - 900	\$6.17
Step 3	900 - 1,400	\$6.84
Step 4	Over 1,400	\$9.11
Basic Service Fee		\$1.67
Sewer		
Step 1	0 - 200	\$10.50
Step 2	200 - 900	\$11.59
Step 3	900 - 1,400	\$12.50
Step 4	Over 1,400	\$13.63
Basic Service Fee		\$4.34
Septage Disposal		
Per 1,000 Gallons		\$85.00

Discussion Only

Stormwater Annual FY2025

Impervious SF	Tier	Rate
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Community Stormwater Mitigation		
0 - 200	Tier 1	
200 - 4,000	Tier 2	\$38.20
4,001 - 8,000	Tier 3	\$80.00
8,001 - 20,000	Tier 4	\$200.00
20,001 - 45,000	Tier 5	\$400.00
45,001 - 90,000	Tier 6	\$600.00
90,001 - 175,000	Tier 7	\$800.00
175,001 - 345,000	Tier 8	\$1,000.00
345,001 - 685,000	Tier 9	\$1,200.00
685,001 and above	Tier 10	\$1,500.00

Discussion Only

Annual Water and Sewer Charges in Selected Communities Receiving Services from the MWRA Cost to Average Customer Consuming 12,000 Cubic Feet

Community	Residential Schedule	Dec-19	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24	One Year Change	Five Year Change
Belmont	M	\$2,500	\$2,500	\$2,500	\$2,500	\$2,524	\$2,824	11.9%	12.9%
Cambridge	* Q	\$1,766	\$1,938	\$2,066	\$2,208	\$2,327	\$2,447	5.2%	38.6%
Canton	* Q	\$1,716	\$1,804	\$1,804	\$1,804	\$1,911	\$2,119	10.9%	23.5%
Dedham	** M/Q	\$1,579	\$1,592	\$1,611	\$1,624	\$1,624	\$1,861	14.6%	17.8%
Framingham	Q	\$1,855	\$1,855	\$2,035	\$2,361	\$2,361	\$2,361	0.0%	27.3%
Lexington	S	\$1,759	\$1,827	\$1,827	\$1,939	\$2,122	\$2,201	3.7%	25.1%
Melrose	M	\$2,371	\$2,371	\$2,371	\$2,492	\$2,580	\$2,710	5.1%	14.3%
Milton	Q	\$2,298	\$2,353	\$2,376	\$2,414	\$2,608	\$2,768	6.1%	20.4%
Natick	** Q	\$1,596	\$1,792	\$1,891	\$1,891	\$2,155	\$2,155	0.0%	35.1%
Newton	Q	\$2,360	\$2,454	\$2,454	\$2,550	\$2,638	\$2,704	2.5%	14.6%
Norwood	M	\$1,625	\$1,693	\$1,806	\$1,806	\$1,947	\$2,064	6.0%	27.0%
Stoughton	* Q	\$1,825	\$1,825	\$1,825	\$1,825	\$2,233	\$2,233	0.0%	22.3%
Wakefield	* Q	\$2,150	\$2,150	\$2,204	\$2,601	\$2,672	\$2,739	2.5%	27.4%
Waltham	Q	\$1,123	\$1,123	\$1,123	\$1,123	\$1,141	\$1,141	0.0%	1.6%
Watertown	Q	\$1,633	\$1,775	\$1,831	\$1,831	\$2,116	\$2,263	7.0%	38.6%
Wellesley	* M	\$1,575	\$1,618	\$1,618	\$1,918	\$1,918	\$2,002	4.4%	27.1%
Westwood	* M/Q	\$1,474	\$1,506	\$1,524	\$1,557	\$1,594	\$1,637	2.7%	11.1%
Weymouth	** Q	\$1,740	\$1,778	\$1,780	\$1,780	\$1,934	\$1,998	3.3%	14.9%
Group Average		\$1,830	\$1,886	\$1,925	\$2,012	\$2,134	\$2,235	4.7%	22.1%
MWRA Communities Average		\$1,662	\$1,706	\$1,764	\$1,819	\$1,920	\$2,018	5.1%	21.4%
Needham	* Q	\$1,698	\$1,698	\$1,698	\$1,777	\$1,823	\$1,930	5.9%	13.7%

* = Partial water service from MWRA

** = Sewer service only

Source: MWRA Annual Water and Sewer Retail Rate Surveys

WATER AND SEWER RATE STRUCTURE COMMITTEE

TOWN OF NEEDHAM

MEETING MINUTES

Date: March 18, 2025	Time: 6:00 PM	Location: Town Hall & Zoom
WSRSC Member Attendance:		
Present:	Harold Burger - Chair, Peter Kuck, John Tallarico, John Terry	
Absent:	Matt Zollner- Vice-Chair	
Other Attendees:	David Davison Cecilia Simchak Carys Lustig Mike Retzky	Deputy Town Manager/Director of Finance Assistant Director of Finance DPW Director (remote) Superintendent of Water/Sewer & Drains
Notes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site as a hybrid meeting:

Remote access on Zoom Cloud Meetings

Meeting ID # 865 1164 4897

<https://us02web.zoom.us/j/86511644897>

Mr. Burger called the meeting to order at 6:00 PM. The chair reviewed the remote meeting emergency order and noted the meeting was being recorded and will be uploaded to the Town YouTube channel for publication, later viewing and administrative purposes.

Acceptance of Minutes

Mr. Terry made a motion that the Committee accept the minutes from the November 20, 2024 meeting as presented. Mr. Tallarico seconded the motion. The motion was then voted upon and approved unanimously. 4 yeas - 0 nays – 0 abstain.

Discussion

Ms. Lustig gave an update on the water restrictions that might be impacting water consumption in the next few seasons. There is a requirement through the Water Management Act on the registered water use that requires the Town to implement a strict water restriction that will go into effect on April 8, 2025. When Needham renewed the water registration two years ago, we were given two years to implement the regulations. Needham, along with several other municipalities, is contesting the regulations but the court case has not been resolved. In the meantime, the regulations must be followed. Needham is experiencing a Level 2 drought which means limiting all watering in town even hand watering to after 5PM and before 8AM and would preclude all irrigation systems being turned on at all. If it gets moved up to a Level 3 or 4 drought all watering from hand watering to irrigation systems will be forbidden. There would not be odd/even watering days allowed under the new restriction. This restriction is based on the amount of available water

in the water shed and not on trying to hit a certain target of gallons per person per day. It was noted that in past years the goal was 65 gallons per person per day. The restriction has nothing to do with the Town's ability to provide water. Needham has wellfields and supplements with MWRA water. The MWRA is exempt from this restriction. This is one of the reasons that the regulation is being challenged.

The DPW is working with the Select Board on coming up with a process for implementing, rescinding and what exemptions are allowed. Some exemptions would be establishing new grass in the months of May and September, or grass that has been established in the last twelve months and filling pools. There are other exemptions that include agricultural, recreation and commercial car washes. The enforcement would be through education. There will also be a process for residents to request an exemption for this upcoming year.

With this regulation, billable water consumption would be lower, especially in the higher irrigation levels as all irrigation would be banned.

Mr. Retzky reported on the Water, Sewer, and Drain Division operations.

The South Street water main improvements project for a new 16-inch water main to be installed on South Street between Charles River St. and Chestnut Street will start up again for the second half of the work on March 24th. The contractor will be working from Marant Drive/Burr Drive area all the way to Charles River Street. They will be making some additional drainage improvements along that area to comply with NPDES/MS4 permit regulations. This will allow the water to infiltrate instead of just running into the storm water system. This will lower the phosphate and nitrogen going right into the streams and water resource areas.

The Rte. 128/I95 Sewer Interceptor Rehabilitation and Replacement project is substantially complete with some punch list work to be done. This consisted of installing cured-in-place structural pipelining within the existing sewer pipe. There was a major sewer break there in early December that took two days to fix. The 18" pipe was cleaned and ready to line but the pipe failed and collapsed on the Friday before the Tuesday they were scheduled to do the work. The Water and Sewer Division did the bypass work while the Town's on-call contractor, RH White performed the repair.

There is a new contractor, GVC Construction, for the water service renewal/replacement program work. The program consists of removing known lead lined/lead gooseneck water services and galvanized water services to homes. There are 130 services left to be done that consist of about 35 known lead with the remaining being galvanized or unknown. The remaining work will be done over the next two years. It is anticipated that half of the remaining replacements will be done in 2025 and half in 2026. The department spent two years filling out the required forms and spreadsheets for the Lead Copper Rule Revisions/Service Line Inventory detailing all the individual connections and this was submitted to the DEP last October.

Mr. Burger asked if changes to the EPA would affect operations. Mr. Retzky indicated that they look to the Massachusetts DEP regulations since they are the local body and can be more stringent than the EPA. We don't have any information as of this meeting that any regulation will be changed.

There are currently two staff openings in the department to be filled, Assistant Superintendent and a laborer. The laborer position has been filled and they are scheduled to start April 24th. Another

staff member will soon be moving from Water, Sewer and Drains to the Building Maintenance Division.

The department is gearing up for the upcoming season with in-house staff and the On-call contractors. They have been performing maintenance and emergency repairs to the system in preparation for the upcoming season. This includes a water break repair today at Meadowbrook Road, sewer / drain manhole repairs, catch basin cleaning, sewer and drain pipeline CCTV inspections and maintenance and paving repairs.

A town wide leak detection survey contract will be put out for bid to perform work in the 2025 season. The goal is to detect leaks before they become breaks and mitigate unaccounted for water loss. Approximately 15% of total water consumption is lost water and it is the goal to get it below 10%. Some of the lost water may be due billing issues or to water meters that are not reading correctly and we have not been able to access these homes so the meters/MIUs can be changed out. Efforts are being made with much success to notify the homeowners with cards and visits to inspect the meters and change them out if needed. This year the meters have been upgraded to Neptune Mach10 solid state sonar meters that cannot be tampered with.

The MWRA Redundant Water Tunnel program work continues. In February an MWRA team had an informational public meeting, in Needham at Town Hall, and invited personnel from the surrounding communities for a progress and schedule update on the 15-mile tunnel. It is anticipated that the work will be finished somewhere between 2038 and 2040. They are scheduling and performing deep and shallow rock borings for the design and alignment of the new MWRA redundant water tunnel running through Needham. The tunnel will be 350 to 500 feet deep. The tunnel will be at the Highland Avenue interchange at Route 128 and will go off in multiple directions. As part of the project there will be a redundant water feed installed into Saint Mary Pump Station.

There was an unexpected submersible water well pump and motor failure at the Charles River Water Treatment Facility in Water Well 1A which was fixed in August/September 2024. In December 2024 it unexpectedly stopped pumping. The well pump/motor was under warranty and was replaced by the On-Call Mechanical and Electrical Contractor, CTE Pumps and Controls and F.G. Sullivan Drilling. A new pump/motor was provided at no cost to the Town. MWRA water was used during this period. Water Well 3A was cleaned and redeveloped last year. We will perform well cleaning / redevelopment on Well 1A this year. This is a rotating cleaning / redevelopment schedule we perform on each well every one to two years .

Mr. Davison noted that last year there was an increase in the water/sewer rates, and it was stated to the Select Board that it was anticipated that there would be several years of higher rate increases in the future. This assumption was correct. Driving the sewer rate increase, in addition to the change in consumption, are expenses which have been running at 5.5% more per year. There is nothing to suggest this will abate. The cost of energy, maintaining the system is capital, equipment and material intensive. Some of the products they buy will be impacted by the tariffs and will increase costs as well.

The three-year forecast for sewer/water were reviewed. There are some major sewer pipe repair projects that have already been approved by Town Meeting that are coming up that will impact the debt budget into 2028. Additional sewer line projects for approximately \$13M will be coming before Town meeting in the next few years. The only way costs will come down would be to have more water/sewer customers. The hoped for uptick in water use at Needham Crossings hasn't materialized. The MWRA assessment has been increasing by 3.5% to 5% per year. MWRA

water use is up 25%. The MWRA assessment is based on their budget and assistance they receive from the State budget. Needham should find out the final assessment amount sometime in late June or early July. Reductions in Federal aid for infrastructure projects may also affect the assessment.

Mr. Davison indicated the revenue to date is running behind the target that was anticipated for FY2025. He is waiting for the revenue data from February to have a better sense of where the numbers are with nine months of data. The information should be available at the next meeting.

The retained earnings has been drawn down to smooth out the impact of the rate increases as well as the capital investments. Last summer was a wet year which reduced the higher irrigation rate revenues due to lower water consumption. With the anticipated irrigation ban due to the drought, the irrigation consumption will be down which means revenues for the coming summer are also expected to be significantly lower. Domestic rates will have to go up to offset that reduction

Mr. Kuck asked if future development at the former Muzi Ford site would require infrastructure development. Ms. Lustig indicated that the original proposal was for biotech facilities that would probably use quite a bit of water. If residential units go in less water would be used. The developer would be responsible for making the infrastructure improvements and it would be part of the planning board approval process. Traffic mitigation would also be at the expense of the developer. Needham has sufficient capacity to provide the water demanded as evidenced by the Coca Cola water bottling operation and the Muzi Ford car wash.

The investment is in replacing existing systems for the existing population and those are the costs that were known to be coming. Newer development would lower the costs for the existing population.

The average of the four-year forecasts are used to determine the revenue targets for sewer and water. The water revenue target is \$6,956,900 and the sewer revenue target is \$11,106,700. The minimum flat rate for water would be \$5.05 per hundred cubic feet and the minimum flat rate for sewer would be \$12.59 per hundred cubic feet if flat rates were used.

The current water and sewer rates were reviewed. Three of the current step rates for water are below the \$5.05 flat rate and one is higher. Three of the current step rates for sewer are below the \$12.59 flat rate and one is higher. The loss in irrigation water billing will need to be made up in the domestic water area.

The annual water and sewer charges per 12,000 cubic feet in the surrounding communities was reviewed. The average water bill in Needham for 2024 was \$1,930. The previous year was \$1,823 an increase of 5.9%. The average of the group Needham is compared to was 4.7%. The MWRA Communities average was 5.1%. Needham is well below the other communities when the five-year average is looked at. Needham's average was 13.7% and the group average was 22.1% as the other communities' rates did go up during COVID and Needham's rates didn't.

Some suggested changes to investigate were raising the basic service fees, changing water rates to flat fees, increasing step rates by percentages and changing the sewer rates to a flat rate, which is the area that is growing fastest in terms of cost. Not all the water customers are on town sewer, some have septic systems. The DEP requires an inclining block rate with a minimum of two blocks. Most residential customers are at Step 1 or 2, some get to Step 3 and 4. Most commercial customers get to Step 4.

Mr. Tallarico asked if Needham has used ChatGPT to run the different scenarios. Needham has not used ChatGPT. Ms. Lustig indicated that the level of analytics needed for the AI program would be a paid model and expensive. There have been conversations with IT about AI and it could be explored going forward.

It was noted that neutralizing the volatility of irrigation consumption would be desirable.

Mr. Davison will develop some options and present them at the next meeting on April 10th.

There will be three meetings leading up to the hearing at Select Board's June 10th meeting. The Select Board will vote on the recommended changes on June 24th and the rates will go into effect on July 1st.

Documents Agenda, November 20, 2024 Minutes, Superintendents Update, Water and Sewer Enterprise Operational Expenses Forecast 3-year outlook, Water & Sewer User Rate Structure Recap, Water & Sewer Rates, Stormwater Rates, Annual Water & Sewer Charges in Selected Communities

Adjournment

Mr. Burger made a motion that the Committee adjourned at 7:240 PM. Mr. Kuck seconded the motion. The motion was then voted upon and approved unanimously. 4 yeas - 0 nays – 0 abstain.

The next meetings are scheduled for April 10, 2025, May 8, 2025 and May 20, 2025.

These notes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.

TOWN OF NEEDHAM

Water and Sewer Rate Structure Committee

20-May-25

Water and Sewer Rates
Quarterly
FY2025

Step	Volume	Rate
Water - Primary Meter		
Step 1	0 - 600	\$3.37
Step 2	600 - 2,700	\$3.61
Step 3	2,700 - 4,200	\$4.53
Step 4	Over 4,200	\$5.56
Basic Service Fee		\$16.00
Water - Secondary Meter		
Step 1	0 - 600	\$5.72
Step 2	600 - 2,700	\$6.17
Step 3	2,700 - 4,200	\$6.84
Step 4	Over 4,200	\$9.11
Basic Service Fee		\$5.00
Sewer		
Step 1	0 - 600	\$10.50
Step 2	600 - 2,700	\$11.59
Step 3	2,700 - 4,200	\$12.50
Step 4	Over 4,200	\$13.63
Basic Service Fee		\$13.00
Septage Disposal		
Per 1,000 Gallons		\$85.00
Average Household Annual Bill		\$1,930

Water and Sewer Rate Structure Committee
Discussion Only

Water and Sewer Rates

Monthly

FY2025

Step	Volume	Rate
Water - Primary Meter		
Step 1	0 - 200	\$3.37
Step 2	200 - 900	\$3.61
Step 3	900 - 1,400	\$4.53
Step 4	Over 1,400	\$5.56
Basic Service Fee		\$5.33
Water - Secondary Meter		
Step 1	0 - 200	\$5.72
Step 2	200 - 900	\$6.17
Step 3	900 - 1,400	\$6.84
Step 4	Over 1,400	\$9.11
Basic Service Fee		\$1.67
Sewer		
Step 1	0 - 200	\$10.50
Step 2	200 - 900	\$11.59
Step 3	900 - 1,400	\$12.50
Step 4	Over 1,400	\$13.63
Basic Service Fee		\$4.34
Septage Disposal		
Per 1,000 Gallons		\$85.00

**Town of Needham
Other Water & Sewer Rates**

Description	Rate
Back Flow Test	\$50.00
Cross-Connection Test	\$50.00
Final Read	\$25.00
Hydrant Flow Flush/Test	\$300.00
Shut-off Water & Turn on Water	\$50.00
Shut-off Water and Remove Meter	\$25.00
Temporary Water Meter install on Fire Hydrant = \$2	\$25.00
Valve Job \$75 to \$150 (includes material & labor)	Varies

Water and Sewer Rate Structure Committee
Discussion Only

Stormwater
Annual
FY2025

Impervious SF	Tier	Rate
Community Stormwater Mitigation		
0 - 200	Tier 1	
200 - 4,000	Tier 2	\$38.20
4,001 - 8,000	Tier 3	\$80.00
8,001 - 20,000	Tier 4	\$200.00
20,001 - 45,000	Tier 5	\$400.00
45,001 - 90,000	Tier 6	\$600.00
90,001 - 175,000	Tier 7	\$800.00
175,001 - 345,000	Tier 8	\$1,000.00
345,001 - 685,000	Tier 9	\$1,200.00
685,001 and above	Tier 10	\$1,500.00

Water and Sewer Rate Structure Committee Discussion Only

Water and Sewer Bottom and Top Step Rates*

Community	Water Service Fee	Sewer Service Fee	Water Steps	Bottom Water Step Rate	Top Water Step Rate	Step 1 Range Quarter	Step 1 Range Quarter	Sewer Steps	Bottom Sewer Step Rate	Top Sewer Step Rate
Belmont	\$18.90	\$17.76	2	\$7.20	\$8.26	9,000	All	1	\$15.11	\$15.11
Cambridge	\$0.00	\$0.00	5	\$3.55	\$4.65	1,000	Same	5	\$16.07	\$20.89
Canton	\$19.09	\$5.03	4	\$5.41	\$20.35	1,500	Same	4	\$8.71	\$17.16
Dedham	\$29.58	\$38.60	3	\$5.40	\$11.36	4,200	500	2	\$7.72	\$9.65
Framingham	\$0.00	\$0.00	5	\$8.34	\$18.43	900	Same	5	\$10.83	\$31.15
Lexington	\$0.00	\$0.00	3	\$5.06	\$10.02	2,000	Same	3	\$10.27	\$26.69
Melrose	\$20.34	\$26.37	2	\$8.32	\$11.15	2,001	Same	2	\$12.25	\$15.43
Milton	\$0.00	\$0.00	4	\$6.96	\$9.84	600	Same	4	\$8.76	\$19.41
Natick	\$0.00	\$0.00	4	\$2.52	\$8.84	800	Same	3	\$7.12	\$20.99
Newton	\$0.00	\$0.00	4	\$7.81	\$12.95	1,000	Same	4	\$12.14	\$17.54
Stoughton	\$16.19	\$94.68	3	\$5.21	\$10.63	2,600	780	2	\$12.14	\$12.53
Wakefield	\$21.08	\$23.54	4	\$8.49	\$10.47	1,000	1,000	4	\$11.98	\$14.13
Waltham	\$9.21	\$16.38	4	\$3.07	\$12.14	2,100	2,100	4	\$5.46	\$21.51
Watertown	\$9.12	\$0.00	4	\$5.68	\$15.61	2,500	Same	4	\$11.46	\$20.45
Wellesley	\$9.99	\$15.00	5	\$4.86	\$14.89	1,500	All	1	\$10.57	\$10.57
Westwood	\$29.58	\$15.00	3	\$5.40	\$11.36	1,400	2,500	3	\$6.25	\$16.61
Weymouth	\$13.98	\$8.02	2	\$5.53	\$8.86	2,700	Same	2	\$9.42	\$15.75
Average of the Communities	\$11.59	\$15.32	3.6	\$5.81	\$11.75	2,165		3.118	\$10.37	\$17.97
Needham (Current)	\$16.00	\$13.00	4	\$3.37	\$5.56	600	Same	4	\$10.50	\$13.63

* Rates as reported in the MWRA 2024 survey.

Water and Sewer Rate Structure Committee
Discussion Only

Operational Expense
Forecast
Three Year Outlook

	Budget			Estimate			Projection	
	2023	2024	2025	2026	2027	2028	2027	2028
Water Enterprise								
Salaries & Wages	\$1,503,306	\$1,598,687	\$1,672,073	\$1,771,597	\$1,867,263	\$1,968,095		
Expenses	\$1,361,349	\$1,564,469	\$1,689,997	\$1,704,771	\$1,810,467	\$1,922,716		
Capital Outlay	\$0	\$53,605	\$57,100	\$46,984	\$46,984	\$46,984		
MWRA**	\$1,464,186	\$1,887,130	\$1,212,985	\$1,776,283	\$1,776,283	\$1,776,283		
Reserve Fund	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000		
Debt Service	\$1,250,000	\$1,250,000	\$1,460,000	\$1,550,000	\$1,550,000	\$1,852,974		
Other Expenses			\$75,000					
Operating Budget	\$5,653,841	\$6,428,891	\$6,242,155	\$6,924,635	\$7,125,997	\$7,642,052		
Indirect Expense								
Indirect Costs	\$715,567	\$879,782	\$463,465	\$800,000	\$820,000	\$840,500		
Change in Indirect	-20.5%	22.9%	-47.3%	72.6%	2.5%	2.5%		
Percent of OB	12.7%	13.7%	7.4%	11.6%	11.5%	11.0%		
Operational Cost	\$6,369,408	\$7,308,673	\$6,705,620	\$7,724,635	\$7,945,997	\$8,482,552		
							Outlook Average	\$8,051,061

SEWER & WATER
User Rate Structure Recap
Three Year Trending Average Revenue Target

WATER USER RATE REVENUE TARGET RECAP	
Operating Appropriation Period Average	\$8,051,061.00
Less Estimated Fix Rate Revenue	(\$700,000)
Add Doubtful Account Allowance (0.75%)	\$60,383
Expenditures to be Supported by Rate Revenue	\$7,411,444
Rounding Adjustment	(\$444)
User Rate Revenue Target	\$7,411,000
Estimated Billable Primary Volume (5 Yr Avg)	96,848,600
Estimated Billable Secondary Volume (5 Yr Avg)	39,310,700
Estimated Billable Volume	136,159,300
Minimum Flat Rate	\$5.44

Operational Expense
Forecast
Three Year Outlook

	Budget			Estimate			Projection		
	2023	2024	2025	2026	2027	2028	2027	2028	2028
Sewer Enterprise									
Salaries & Wages	\$1,080,247	\$1,144,544	\$1,218,870	\$1,275,049	\$1,324,776	\$1,376,442			
Expenses	\$770,691	\$823,367	\$866,539	\$904,663	\$954,419	\$1,006,913			
Capital Outlay	\$51,000	\$65,000	\$96,000	\$134,000	\$134,000	\$134,000			
MWRA	\$6,760,857	\$7,084,841	\$7,445,411	\$7,792,755	\$8,065,501	\$8,347,794			
Reserve Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000			
Debt Service	\$610,000	\$610,000	\$670,000	\$700,000	\$1,000,000	\$1,591,077			
Other Expenses		\$150,000							
Operating Budget	\$9,307,795	\$9,912,752	\$10,331,820	\$10,841,467	\$11,513,697	\$12,491,226			
Indirect Expense									
Indirect Costs	\$500,948	\$476,616	\$308,495	\$480,000	\$492,000	\$504,300			
Change in Indirect	-1.3%	-4.9%	-35.3%	55.6%	2.5%	2.5%			
Percent of OB	5.4%	4.8%	3.0%	4.4%	4.3%	4.0%			
Operational Cost	\$9,808,743	\$10,389,368	\$10,640,315	\$11,321,467	\$12,005,697	\$12,995,526			
									Outlook Average
									\$12,107,563

SEWER & WATER
User Rate Structure Recap
Three Year Trending Average Revenue Target

SEWER USER RATE REVENUE TARGET RECAP	
Operating Appropriation Period Average	\$12,107,563.00
Less Estimated Fix Rate Revenue	(\$325,000)
Less Estimated General Fund Payment	(\$800,000)
Add Doubtful Account Allowance (0.75%)	\$90,807
Expenditures to be Supported by Rate Revenue	\$11,073,370
Rounding Adjustment	(\$370)
User Rate Revenue Target	\$11,073,000
Estimated Billable Volume (FY2024)	84,661,900
Minimum Flat Rate	\$13.08

Water and Sewer Rates
Subsidy Per 100 Cubic Feet

Current			
Service	Rate	Subsidy per HCF	Percent
Water			
The minimum required single rate per HCF			
Primary Meter			
Proposed Step 1 Rate	\$3.37	\$2.07	38.1%
Proposed Step 2 Rate	\$3.61	\$1.83	33.6%
Proposed Step 3 Rate	\$4.53	\$0.91	16.7%
Proposed Step 4 Rate	\$5.56	No Subsidy	
Secondary Meter			
Proposed Step 1 Rate	\$5.72	No Subsidy	
Proposed Step 2 Rate	\$6.17	No Subsidy	
Proposed Step 3 Rate	\$6.84	No Subsidy	
Proposed Step 4 Rate	\$9.11	No Subsidy	
Sewer			
The minimum required single rate per HCF			
Proposed Step 1 Rate	\$13.08		19.7%
Proposed Step 2 Rate	\$10.50	\$2.58	11.4%
Proposed Step 3 Rate	\$11.59	\$1.49	4.4%
Proposed Step 4 Rate	\$12.50	\$0.58	
	\$13.63	No Subsidy	

Water and Sewer Rate Structure Committee
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**Water and Sewer
Billed Consumption History
Fiscal Year July 1 - June 30**

	2018	2019	2020	2021	2022	2023	2024	3-Year Average	5-Year Average	7-Year Average	Lowest	Year
Hundred Cubic Feet												
WATER												
Primary Water	1,064,537	1,017,472	939,664	1,009,461	984,044	960,737	948,524	964,435	968,486	989,206	939,664	2020
Secondary Water	284,575	335,420	303,407	442,941	396,580	478,883	343,725	406,396	393,107	369,362	284,575	2018
TOTAL BILLED WATER	1,349,112	1,352,892	1,243,071	1,452,402	1,380,624	1,439,620	1,292,249	1,370,831	1,361,593	1,358,567	1,243,071	
Percent Change from prior	-5.9%	0.3%	-8.1%	16.8%	-4.9%	4.3%	-10.2%					
Secondary Water as a % of Total Billed Water												
	21.1%	24.8%	24.4%	30.5%	28.7%	33.3%	26.6%					
SEWER												
TOTAL BILLED SEWER	895,424	891,805	860,235	914,046	888,838	866,421	846,619	867,293	875,232	880,484	846,619	2024
Percentage Change in Total Sewer Billed From Prior Year												
	-2.2%	-0.4%	-3.5%	6.3%	-2.8%	-2.5%	-2.3%					
Total Billed Sewer as a % of Total Billed Water												
	66.4%	65.9%	69.2%	62.9%	64.4%	60.2%	65.5%					

Billable Use

By Step

Hundred Cubic Feet

Fiscal Year	2020	2021	2022	2023	2024	5-Yr Average (2020 - 2024)
Primary Water						
Step 1	283,143.3	287,089.5	282,840.5	281,017.5	237,398.2	274,297.8
Step 2	442,660.4	490,290.7	443,897.7	436,612.5	399,718.3	442,635.9
Step 3	45,305.1	62,028.2	47,766.2	50,454.7	48,961.0	50,903.0
Step 4	168,555.2	170,052.6	209,539.6	192,652.3	262,446.5	200,649.3
Total	939,664.0	1,009,461.0	984,044.0	960,737.0	948,524.0	968,486.0

Secondary Water

Step 1	52,258.0	66,922.0	60,912.0	65,391.6	56,269.8	60,350.7
Step 2	103,864.4	142,812.0	120,922.0	142,346.4	114,362.7	124,861.5
Step 3	39,349.2	59,374.0	43,707.0	60,857.1	42,400.7	49,137.6
Step 4	107,935.4	173,833.0	171,039.0	210,287.9	130,691.6	158,757.4
Total	303,407.0	442,941.0	396,580.0	478,883.0	343,724.8	393,107.2

Primary Water

Step 1	30.1%	28.4%	28.7%	29.3%	25.0%	28.3%
Step 2	47.1%	48.6%	45.1%	45.4%	42.1%	45.7%
Step 3	4.8%	6.1%	4.9%	5.3%	5.2%	5.3%
Step 4	17.9%	16.8%	21.3%	20.1%	27.7%	20.7%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Secondary Water

Step 1	17.2%	15.1%	15.4%	13.7%	16.4%	15.4%
Step 2	34.2%	32.2%	30.5%	29.7%	33.3%	31.8%
Step 3	13.0%	13.4%	11.0%	12.7%	12.3%	12.5%
Step 4	35.6%	39.2%	43.1%	43.9%	38.0%	40.4%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Water and Sewer Rate Structure Committee
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Billable Use

By Step

Hundred Cubic Feet

Fiscal Year	2020	2021	2022	2023	2024	5-Yr Average (2020 - 2024)
Billed Sewer						
Step 1	272,172.7	276,105.7	272,582.7	271,401.7	227,062.6	263,865.1
Step 2	421,360.9	466,983.3	422,968.1	416,334.6	379,050.8	421,339.5
Step 3	39,103.5	53,820.7	40,698.9	42,696.2	42,279.9	43,719.8
Step 4	127,597.9	117,136.4	152,588.4	135,988.5	198,225.2	146,307.3
Total	860,235.0	914,046.0	888,838.0	866,421.0	846,618.5	875,231.7

Billed Sewer						
Step 1	31.6%	30.2%	30.7%	31.3%	26.8%	30.1%
Step 2	49.0%	51.1%	47.6%	48.1%	44.8%	48.1%
Step 3	4.5%	5.9%	4.6%	4.9%	5.0%	5.0%
Step 4	14.8%	12.8%	17.2%	15.7%	23.4%	16.7%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Water Enterprise Five Year Average (FY2020 - FY2024) Current Rate Structure						Target Revenue		
						Revenue	Flat Rate	Subsidy
Primary Step	Step %	96,848,600	Rate Per HCF					
1	28.3%	27,408,153.80	\$3.37			\$923,654.78	\$5.44	\$2.07 38.1%
2	45.7%	44,259,810.20	\$3.61			\$1,597,779.15	\$5.44	\$1.83 33.6%
3	5.3%	5,132,975.80	\$4.53			\$232,523.80	\$5.44	\$0.91 16.7%
4	20.7%	20,047,660.20	\$5.56			\$1,114,649.91	\$5.44	-\$0.12 -2.2%
Secondary Step	Step %	39,310,700	Rate Per HCF			Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$5.72			\$346,280.09	\$5.44	-\$0.28 -5.1%
2	31.8%	12,500,802.60	\$6.17			\$771,299.52	\$5.44	-\$0.73 -13.4%
3	12.5%	4,913,837.50	\$6.84			\$336,106.49	\$5.44	-\$1.40 -25.7%
4	40.3%	15,842,212.10	\$9.11			\$1,443,225.52	\$5.44	-\$3.67 -67.5%
Grand Total	100.00%	136,159,300				\$6,765,519.26		
						Shortfall		
						-\$645,480.74		
						-9.5%		91.3%

Annual 12,000 C.F. Fiscal Year				Annual Change	
Volume	%	Bill			
2,400	20.0%	\$80.88			
8,400	70.0%	\$303.24			
1,200	10.0%	\$54.36			
-	-	\$64.00			
12,000		\$502.48		\$0.00	0.0%

Water Enterprise Option W2 All Steps Change 9.5%						Target Revenue		
						Revenue	Flat Rate	Subsidy
Primary Step	Step %	96,848,600	Rate Per HCF					
1	28.3%	27,408,153.80	\$3.69			\$1,011,360.88	\$5.44	\$1.75 32.2%
2	45.7%	44,259,810.20	\$3.95			\$1,748,262.50	\$5.44	\$1.49 27.4%
3	5.3%	5,132,975.80	\$4.96			\$254,595.60	\$5.44	\$0.48 8.8%
4	20.7%	20,047,660.20	\$6.09			\$1,220,902.51	\$5.44	-\$0.65 -11.9%
Secondary Step	Step %	39,310,700	Rate Per HCF			Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$6.26			\$378,970.87	\$5.44	-\$0.82 -15.1%
2	31.8%	12,500,802.60	\$6.76			\$845,054.26	\$5.44	-\$1.32 -24.3%
3	12.5%	4,913,837.50	\$7.49			\$368,046.43	\$5.44	-\$2.05 -37.7%
4	40.3%	15,842,212.10	\$9.98			\$1,581,052.77	\$5.44	-\$4.54 -83.5%
Grand Total	100.00%	136,159,300				\$7,408,245.81		
						Shortfall		
						-\$2,754.19		
						0.0%		100.0%

Annual 12,000 C.F. Fiscal Year				Annual Change	
Volume	%	Bill			
2,400	20.0%	\$88.56			
8,400	70.0%	\$331.80			
1,200	10.0%	\$59.52			
-	-	\$64.00			
12,000		\$543.88		\$41.40	8.2%

Water and Sewer Rate Structure Committee
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Water Enterprise Option W3						
Target Revenue						
Increase Annual Service Fee Primary \$16 Secondary \$5				\$7,241,000.00		
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	28.3%	27,408,153.80	\$3.37	\$923,654.78	\$5.44	\$2.07 38.1%
2	45.7%	44,259,810.20	\$3.61	\$1,597,779.15	\$5.44	\$1.83 33.6%
3	5.3%	5,132,975.80	\$4.53	\$232,523.80	\$5.44	\$0.91 16.7%
4	20.7%	20,047,660.20	\$5.56	\$1,114,649.91	\$5.44	-\$0.12 -2.2%
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$5.72	\$346,280.09	\$5.44	-\$0.28 -5.1%
2	31.8%	12,500,802.60	\$6.17	\$771,299.52	\$5.44	-\$0.73 -13.4%
3	12.5%	4,913,837.50	\$6.84	\$336,106.49	\$5.44	-\$1.40 -25.7%
4	40.3%	15,842,212.10	\$9.11	\$1,443,225.52	\$5.44	-\$3.67 -67.5%
Grand Total	100.00%	136,159,300		\$6,765,519.26		
				Shortfall	-\$475,480.74	
					-7.0%	
					93.4%	

Annual 12,000 C.F.			
Fiscal Year	Volume	%	Bill
	2,400	20.0%	\$80.88
	8,400	70.0%	\$303.24
	1,200	10.0%	\$54.36
	-	-	\$80.00
Annual Change			\$16.00 3.2%

Water Enterprise Option W4						
Target Revenue						
Primary rate 4%; Secondary rate 8%				\$7,411,000.00		
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	28.3%	27,408,153.80	\$3.51	\$962,026.20	\$5.44	\$1.93 35.5%
2	45.7%	44,259,810.20	\$3.75	\$1,659,742.88	\$5.44	\$1.69 31.1%
3	5.3%	5,132,975.80	\$4.71	\$241,763.16	\$5.44	\$0.73 13.4%
4	20.7%	20,047,660.20	\$5.78	\$1,158,754.76	\$5.44	-\$0.34 -6.3%
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$6.18	\$374,127.79	\$5.44	-\$0.74 -13.6%
2	31.8%	12,500,802.60	\$6.66	\$832,553.45	\$5.44	-\$1.22 -22.4%
3	12.5%	4,913,837.50	\$7.39	\$363,132.59	\$5.44	-\$1.95 -35.8%
4	40.3%	15,842,212.10	\$9.84	\$1,558,873.67	\$5.44	-\$4.40 -80.9%
Grand Total	100.00%	136,159,300		\$7,150,974.51		
				Shortfall	-\$260,025.49	
					-3.6%	
					96.5%	

Annual 12,000 C.F.			
Fiscal Year	Volume	%	Bill
	2,400	20.0%	\$84.24
	8,400	70.0%	\$315.00
	1,200	10.0%	\$56.52
	-	-	\$64.00
Annual Change			\$17.28 3.4%

Water Enterprise Option W5					Target Revenue		
Meet FY2026 Budget Number Current Rates					\$7,024,635.00		
Primary Step	Step %	96,848,600	Rate Per HCF		Revenue	Flat Rate	Subsidy
1	28.3%	27,408,153.80	\$3.37		\$923,654.78	\$5.44	\$2.07 38.1%
2	45.7%	44,259,810.20	\$3.61		\$1,597,779.15	\$5.44	\$1.83 33.6%
3	5.3%	5,132,975.80	\$4.53		\$232,523.80	\$5.44	\$0.91 16.7%
4	20.7%	20,047,660.20	\$5.56		\$1,114,649.91	\$5.44	-\$0.12 -2.2%
Secondary Step	Step %	39,310,700	Rate Per HCF		Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$5.72		\$346,280.09	\$5.44	-\$0.28 -5.1%
2	31.8%	12,500,802.60	\$6.17		\$771,299.52	\$5.44	-\$0.73 -13.4%
3	12.5%	4,913,837.50	\$6.84		\$336,106.49	\$5.44	-\$1.40 -25.7%
4	40.3%	15,842,212.10	\$9.11		\$1,443,225.52	\$5.44	-\$3.67 -67.5%
Grand Total	100.00%	136,159,300			\$6,765,519.26		
					-\$259,115.74		
					-3.8%		96.3%
					Shortfall		

Water Enterprise Option W6					Target Revenue		
Meet FY2026 Budget 3.8% Step Rates					\$7,024,635.00		
Primary Step	Step %	96,848,600	Rate Per HCF		Revenue	Flat Rate	Subsidy
1	28.3%	27,408,153.80	\$3.50		\$959,285.38	\$5.44	\$1.94 35.7%
2	45.7%	44,259,810.20	\$3.75		\$1,659,742.88	\$5.44	\$1.69 31.1%
3	5.3%	5,132,975.80	\$4.70		\$241,249.86	\$5.44	\$0.74 13.6%
4	20.7%	20,047,660.20	\$5.77		\$1,156,749.99	\$5.44	-\$0.33 -6.1%
Secondary Step	Step %	39,310,700	Rate Per HCF		Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$5.94		\$359,598.56	\$5.44	-\$0.50 -9.2%
2	31.8%	12,500,802.60	\$6.40		\$800,051.37	\$5.44	-\$0.96 -17.6%
3	12.5%	4,913,837.50	\$7.10		\$348,882.46	\$5.44	-\$1.66 -30.5%
4	40.3%	15,842,212.10	\$9.46		\$1,498,673.26	\$5.44	-\$4.02 -73.9%
Grand Total	100.00%	136,159,300			\$7,024,233.77		
					-\$401.23		
					0.0%		100.0%
					Shortfall		

Annual 12,000 C.F. Fiscal Year				Annual Change	
Volume	%	Bill			
2,400	20.0%	\$80.88			
8,400	70.0%	\$303.24			
1,200	10.0%	\$54.36			
-	-	\$64.00			
12,000		\$502.48		\$0.00	0.0%

Annual 12,000 C.F. Fiscal Year				Annual Change	
Volume	%	Bill			
2,400	20.0%	\$84.00			
8,400	70.0%	\$315.00			
1,200	10.0%	\$56.40			
-	-	\$64.00			
12,000		\$519.40		\$16.92	3.4%

Water and Sewer Rate Structure Committee
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Water Enterprise Option W7							Target Revenue	
Meet FY2026 Budget Increase Base Fee \$16; No Subsidy							\$6,854,635.00	
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy		
1	28.3%	27,408,153.80	\$3.37	\$923,654.78	\$5.44	\$2.07 38.1%		
2	45.7%	44,259,810.20	\$3.61	\$1,597,779.15	\$5.44	\$1.83 33.6%		
3	5.3%	5,132,975.80	\$5.44	\$279,233.88	\$5.44	\$0.00 0.0%		
4	20.7%	20,047,660.20	\$5.56	\$1,114,649.91	\$5.44	-\$0.12 -2.2%		
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy		
1	15.4%	6,053,847.80	\$5.72	\$346,280.09	\$5.44	-\$0.28 -5.1%		
2	31.8%	12,500,802.60	\$6.17	\$771,299.52	\$5.44	-\$0.73 -13.4%		
3	12.5%	4,913,837.50	\$6.84	\$336,106.49	\$5.44	-\$1.40 -25.7%		
4	40.3%	15,842,212.10	\$9.11	\$1,443,225.52	\$5.44	-\$3.67 -67.5%		
Grand Total	100.00%	136,159,300		\$6,812,229.34				
				Shortfall			-\$42,405.66	
							-0.6%	99.4%

Annual 12,000 C.F.				Annual Change	
Fiscal Year	Volume	%	Bill		
	2,400	20.0%	\$80.88		
	8,400	70.0%	\$303.24		
	1,200	10.0%	\$65.28		
	-	-	\$80.00		
	12,000		\$529.40		
				\$26.92	5.4%

Water Enterprise Option W8							Target Revenue	
Meet FY2026 Budget No Subsidy Step 3; Step Rates 3%							\$7,024,635.00	
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy		
1	28.3%	27,408,153.80	\$3.47	\$951,062.94	\$5.44	\$1.97 36.2%		
2	45.7%	44,259,810.20	\$3.72	\$1,646,464.94	\$5.44	\$1.72 31.6%		
3	5.3%	5,132,975.80	\$5.44	\$279,233.88	\$5.44	\$0.00 0.0%		
4	20.7%	20,047,660.20	\$5.73	\$1,148,730.93	\$5.44	-\$0.29 -5.3%		
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy		
1	15.4%	6,053,847.80	\$5.89	\$356,571.64	\$5.44	-\$0.45 -8.3%		
2	31.8%	12,500,802.60	\$6.36	\$795,051.05	\$5.44	-\$0.92 -16.9%		
3	12.5%	4,913,837.50	\$7.05	\$346,425.54	\$5.44	-\$1.61 -29.6%		
4	40.3%	15,842,212.10	\$9.38	\$1,485,999.49	\$5.44	-\$3.94 -72.4%		
Grand Total	100.00%	136,159,300		\$7,009,540.41				
				Shortfall			-\$15,094.59	
							-0.2%	99.8%

Annual 12,000 C.F.				Annual Change	
Fiscal Year	Volume	%	Bill		
	2,400	20.0%	\$83.28		
	8,400	70.0%	\$312.48		
	1,200	10.0%	\$65.28		
	-	-	\$64.00		
	12,000		\$525.04		
				\$22.56	4.5%

Water Enterprise				Target Revenue			
Option W9				\$7,411,000.00			
Cut Subsidy by 50%							
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy	
1	28.3%	27,408,153.80	\$4.41	\$1,208,699.58	\$5.44	\$1.03	18.9%
2	45.7%	44,259,810.20	\$4.53	\$2,004,969.40	\$5.44	\$0.91	16.7%
3	5.3%	5,132,975.80	\$4.99	\$256,135.49	\$5.44	\$0.45	8.3%
4	20.7%	20,047,660.20	\$5.56	\$1,114,649.91	\$5.44	-\$0.12	-2.2%
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy	
1	15.4%	6,053,847.80	\$5.72	\$346,280.09	\$5.44	-\$0.28	-5.1%
2	31.8%	12,500,802.60	\$6.17	\$771,299.52	\$5.44	-\$0.73	-13.4%
3	12.5%	4,913,837.50	\$6.84	\$336,106.49	\$5.44	-\$1.40	-25.7%
4	40.3%	15,842,212.10	\$9.11	\$1,443,225.52	\$5.44	-\$3.67	-67.5%
Grand Total	100.00%	136,159,300		\$7,481,366.01			
				\$70,366.01			
				0.9%			
				100.9%			

Annual 12,000 C.F. Fiscal Year			
Volume	%	Bill	
2,400	20.0%	\$105.84	
8,400	70.0%	\$380.52	
1,200	10.0%	\$59.88	
-	-	\$64.00	Annual Change
12,000		\$610.24	\$107.76 21.4%

Water and Sewer Rate Structure Committee
Discussion Only

Sewer Enterprise FY2024 Volume					Target Revenue		
Current Rate Structure					\$11,073,000.00		
Step	Step %	84,661,900	Rate Per HCF	Flat Rate	Revenue	Subsidy	
1	30.2%	25,567,893.80	\$10.50	\$13.08	\$2,684,628.85	\$2.58	19.7%
2	48.1%	40,722,373.90	\$11.59	\$13.08	\$4,719,723.14	\$1.49	11.4%
3	5.0%	4,233,095.00	\$12.50	\$13.08	\$529,136.88	\$0.58	4.4%
4	16.7%	14,138,537.30	\$13.63	\$13.08	\$1,927,082.63	-\$0.55	-4.2%
100.00%		84,661,900.00			\$9,860,571.49		
Shortfall					-\$1,212,428.51		
					-12.3%	89.1%	

Sewer Enterprise Option S2					Target Revenue		
All Steps Change 12.3%					\$11,073,000.00		
Step	Step %	84,661,900	Rate Per HCF	Flat Rate	Revenue	Subsidy	
1	30.2%	25,567,893.80	\$11.79	\$13.08	\$3,014,454.68	\$1.29	9.9%
2	48.1%	40,722,373.90	\$13.02	\$13.08	\$5,302,053.08	\$0.06	0.5%
3	5.0%	4,233,095.00	\$14.04	\$13.08	\$594,326.54	-\$0.96	-7.3%
4	16.7%	14,138,537.30	\$15.31	\$13.08	\$2,164,610.06	-\$2.23	-17.0%
100.00%		84,661,900.00			\$11,075,444.36		
					\$2,444.36		
					0.0%	100.0%	

Sewer Enterprise Option S3					Target Revenue		
Flat Rate					\$11,073,000.00		
Step	Step %	84,661,900	Rate Per HCF	Flat Rate	Revenue	Subsidy	
1	30.2%	25,567,893.80	\$13.08	\$13.08	\$3,344,280.51	\$0.00	0.0%
2	48.1%	40,722,373.90	\$13.08	\$13.08	\$5,326,486.51	\$0.00	0.0%
3	5.0%	4,233,095.00	\$13.08	\$13.08	\$553,688.83	\$0.00	0.0%
4	16.7%	14,138,537.30	\$13.08	\$13.08	\$1,849,320.68	\$0.00	0.0%
100.00%		84,661,900.00			\$11,073,776.52		
					\$776.52		
					0.0%	100.0%	

Annual 12,000 C.F.				Annual Change	
Fiscal Year					
Volume	%	Bill			
2,400	20.0%	\$252.00			
8,400	70.0%	\$973.56			
1,200	10.0%	\$150.00			
Service Fee		\$52.00			
12,000		\$1,427.56		\$0.00	0.0%

Annual 12,000 C.F.				Annual Change	
Fiscal Year					
Volume	%	Bill			
2,400	20.0%	\$282.96			
8,400	70.0%	\$1,093.68			
1,200	10.0%	\$168.48			
Service Fee		\$52.00			
12,000		\$1,597.12		\$169.56	11.9%

Annual 12,000 C.F.				Annual Change	
Fiscal Year					
Volume	%	Bill			
2,400	20.0%	\$313.92			
8,400	70.0%	\$1,098.72			
1,200	10.0%	\$156.96			
Service Fee		\$52.00			
12,000		\$1,621.60		\$194.04	13.6%

Water and Sewer Rate Structure Committee
Discussion Only

Sewer Enterprise Option S4						Target Revenue	
No Subsidy After Step 1; Step 1 NC; Step 4 Five % N						\$11,073,000.00	
Step	Step %	84,661,900	Rate Per HCF	Flat Rate	Subsidy	Revenue	
1	30.2%	25,567,893.80	\$10.50	\$13.08	\$2.58 19.7%	\$2,684,628.85	
2	48.1%	40,722,373.90	\$13.08	\$13.08	\$0.00 0.0%	\$5,326,486.51	
3	5.0%	4,233,095.00	\$13.08	\$13.08	\$0.00 0.0%	\$553,688.83	
4	16.7%	14,138,537.30	\$14.31	\$13.08	-\$1.23 -9.4%	\$2,023,224.69	
100.00%		84,661,900.00				\$10,588,028.87	
Shortfall						-\$484,971.13	
-4.6%						95.6%	

Annual 12,000 C.F.				Annual Change	
Fiscal Year					
Volume	%	Bill			
2,400	20.0%	\$252.00			
8,400	70.0%	\$1,098.72			
1,200	10.0%	\$156.96			
Service Fee		\$52.00			
12,000		\$1,559.68		\$132.12	9.3%

Sewer Enterprise Option S5						Target Revenue	
FY2026 Budget Current Rates						\$10,261,467.00	
Step	Step %	84,661,900	Rate Per HCF	Flat Rate	Subsidy	Revenue	
1	30.2%	25,567,893.80	\$10.50	\$13.08	\$2.58 19.7%	\$2,684,628.85	
2	48.1%	40,722,373.90	\$11.59	\$13.08	\$1.49 11.4%	\$4,719,723.14	
3	5.0%	4,233,095.00	\$12.50	\$13.08	\$0.58 4.4%	\$529,136.88	
4	16.7%	14,138,537.30	\$13.63	\$13.08	-\$0.55 -4.2%	\$1,927,082.63	
100.00%		84,661,900.00				\$9,860,571.49	
Shortfall						-\$400,895.51	
-4.1%						96.1%	

Annual 12,000 C.F.				Annual Change	
Fiscal Year					
Volume	%	Bill			
2,400	20.0%	\$252.00			
8,400	70.0%	\$973.56			
1,200	10.0%	\$150.00			
Service Fee		\$52.00			
12,000		\$1,427.56		\$0.00	0.0%

Sewer Enterprise Option S6						Target Revenue	
FY2026 Budget All Steps Change 4.1%						\$10,261,467.00	
Step	Step %	84,661,900	Rate Per HCF	Flat Rate	Subsidy	Revenue	
1	30.2%	25,567,893.80	\$10.93	\$13.08	\$2.15 16.4%	\$2,794,570.79	
2	48.1%	40,722,373.90	\$12.07	\$13.08	\$1.01 7.7%	\$4,915,190.53	
3	5.0%	4,233,095.00	\$13.01	\$13.08	\$0.07 0.5%	\$550,725.66	
4	16.7%	14,138,537.30	\$14.19	\$13.08	-\$1.11 -8.5%	\$2,006,258.44	
100.00%		84,661,900.00				\$10,266,745.42	
0.1%						\$5,278.42	
100.1%							

Annual 12,000 C.F.				Annual Change	
Fiscal Year					
Volume	%	Bill			
2,400	20.0%	\$262.32			
8,400	70.0%	\$1,013.88			
1,200	10.0%	\$156.12			
Service Fee		\$52.00			
12,000		\$1,484.32		\$56.76	4.0%

Sewer Enterprise Option S7						Target Revenue
FY2026 Budget 5% Step Change						\$10,261,467.00
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	30.2%	25,567,893.80	\$11.03	\$2,820,138.69	\$13.08	\$2.05 15.7%
2	48.1%	40,722,373.90	\$12.17	\$4,955,912.90	\$13.08	\$0.91 7.0%
3	5.0%	4,233,095.00	\$13.13	\$555,805.37	\$13.08	-\$0.05 -0.4%
4	16.7%	14,138,537.30	\$14.31	\$2,023,224.69	\$13.08	-\$1.23 -9.4%
100.00%	84,661,900.00			\$10,355,081.65		
				\$93,614.65		
				0.9%	100.9%	

Annual 12,000 C.F.				Annual Change
Fiscal Year	Volume	%	Bill	
	2,400	20.0%	\$264.72	
	8,400	70.0%	\$1,022.28	
	1,200	10.0%	\$157.56	
	Service Fee		\$52.00	
	12,000		\$1,496.56	\$69.00 4.8%

Sewer Enterprise Option S8						Target Revenue
FY2026 Budget 6% Step Change						\$10,261,467.00
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	30.2%	25,567,893.80	\$11.13	\$2,845,706.58	\$13.08	\$1.95 14.9%
2	48.1%	40,722,373.90	\$12.29	\$5,004,779.75	\$13.08	\$0.79 6.0%
3	5.0%	4,233,095.00	\$13.25	\$560,885.09	\$13.08	-\$0.17 -1.3%
4	16.7%	14,138,537.30	\$14.45	\$2,043,018.64	\$13.08	-\$1.37 -10.5%
100.00%	84,661,900.00			\$10,454,390.06		
				\$192,923.06		
				1.8%	101.9%	

Annual 12,000 C.F.				Annual Change
Fiscal Year	Volume	%	Bill	
	2,400	20.0%	\$267.12	
	8,400	70.0%	\$1,032.36	
	1,200	10.0%	\$159.00	
	Service Fee		\$52.00	
	12,000		\$1,510.48	\$82.92 5.8%

Sewer Enterprise Option S9						Target Revenue
FY2026 Budget Minimum Annual Fee \$100; Step 4 Fee \$100						\$9,936,507.00
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	30.2%	25,567,893.80	\$10.50	\$2,684,628.85	\$13.08	\$2.58 19.7%
2	48.1%	40,722,373.90	\$11.59	\$4,719,723.14	\$13.08	\$1.49 11.4%
3	5.0%	4,233,095.00	\$12.50	\$529,136.88	\$13.08	\$0.58 4.4%
4	16.7%	14,138,537.30	\$14.31	\$2,023,224.69	\$13.08	-\$1.23 -9.4%
100.00%	84,661,900.00			\$9,956,713.55		
				\$20,206.55		
				0.2%	100.2%	

Annual 12,000 C.F.				Annual Change
Fiscal Year	Volume	%	Bill	
	2,400	20.0%	\$252.00	
	8,400	70.0%	\$973.56	
	1,200	10.0%	\$150.00	
	Service Fee		\$100.00	
	12,000		\$1,475.56	\$48.00 3.4%

Water and Sewer Rate Structure Committee
Discussion Only

Sewer Enterprise					Target Revenue		
Option S10							
FY2026 Budget Minimum Annual Fee \$80; Varying Steps 1 = 4%; 2 = 3%; 3 = 4.6% No Subsidy; 4 = 4%					\$10,071,907.00		
Step	Step %	86,023,500	Rate Per HCF	Revenue	Flat Rate	Subsidy	
1	30.2%	25,979,097.00	\$10.92	\$2,836,917.39	\$13.08	\$2.16	16.5%
2	48.1%	41,377,303.50	\$11.94	\$4,940,450.04	\$13.08	\$1.14	8.7%
3	5.0%	4,301,175.00	\$13.08	\$562,593.69	\$13.08	\$0.00	0.0%
4	16.7%	14,365,924.50	\$14.18	\$2,037,088.09	\$13.08	-\$1.10	-8.4%
	100.00%	86,023,500.00		\$10,377,049.21			
				\$305,142.21			
			2.9%	103.0%			

Annual
12,000 C.F.

Fiscal Year	Volume	%	Bill
	2,400	20.0%	\$262.08
	8,400	70.0%	\$1,002.96
	1,200	10.0%	\$156.96
	Service Fee		\$80.00
	12,000		\$1,502.00
			Annual Change
			\$74.44 5.2%

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet

A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Current Rates	Current Rates	Current Rates	Current	Current	\$502.48	\$1,427.56	\$1,930.04	\$0.00	0.0%
Alternative 01	All Steps 9.5%	Current Rates	Option W2	Current	\$543.88	\$1,427.56	\$1,971.44	\$41.40	2.1%
Alternative 02	Increase Annual Fee by \$16 (\$5)	Current Rates	Option W3	Current	\$518.48	\$1,427.56	\$1,946.04	\$16.00	0.8%
Alternative 03	Primary Steps 4% Secondary Steps 8%	Current Rates	Option W4	Current	\$519.76	\$1,427.56	\$1,947.32	\$17.28	0.9%
Alternative 04	FY2026 Budget Same Rates	Current Rates	Option W5	Current	\$502.48	\$1,427.56	\$1,930.04	\$0.00	0.0%
Alternative 05	FY2026 Budget All Steps 3.8%	Current Rates	Option W6	Current	\$519.40	\$1,427.56	\$1,946.96	\$16.92	0.9%
Alternative 06	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	Current Rates	Option W7	Current	\$529.40	\$1,427.56	\$1,956.96	\$26.92	1.4%
Alternative 07	FY2026 Budget All Steps 3% No Subsidy Step 3	Current Rates	Option W8	Current	\$525.04	\$1,427.56	\$1,952.60	\$22.56	1.2%
Alternative 08	Reduce Subsidy by 50% Hold All Other Rates	Current Rates	Option W9	Current	\$610.24	\$1,427.56	\$2,037.80	\$107.76	5.6%
Alternative 09	Current Rates	All Steps 12.3%	Current	Option S2	\$502.48	\$1,597.12	\$2,099.60	\$169.56	8.8%
Alternative 10	All Steps 9.5%	All Steps 12.3%	Option W2	Option S2	\$543.88	\$1,597.12	\$2,141.00	\$210.96	10.9%
Alternative 11	Increase Annual Fee by \$16 (\$5)	All Steps 12.3%	Option W3	Option S2	\$518.48	\$1,597.12	\$2,115.60	\$185.56	9.6%
Alternative 12	Primary Steps 4% Secondary Steps 8%	All Steps 12.3%	Option W4	Option S2	\$519.76	\$1,597.12	\$2,116.88	\$186.84	9.7%
Alternative 13	FY2026 Budget Same Rates	All Steps 12.3%	Option W5	Option S2	\$502.48	\$1,597.12	\$2,099.60	\$169.56	8.8%
Alternative 14	FY2026 Budget All Steps 3.8%	All Steps 12.3%	Option W6	Option S2	\$519.40	\$1,597.12	\$2,116.52	\$186.48	9.7%
Alternative 15	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	All Steps 12.3%	Option W7	Option S2	\$529.40	\$1,597.12	\$2,126.52	\$196.48	10.2%

Water and Sewer Rate Structure Committee
Discussion Only

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet									
A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Alternative 16	FY2026 Budget All Steps 3% No Subsidy Step 3	All Steps 12.3%	Option W8	Option S2	\$525.04	\$1,597.12	\$2,122.16	\$192.12	10.0%
Alternative 17	Reduce Subsidy by 50% Hold All Other Rates	All Steps 12.3%	Option W9	Option S2	\$610.24	\$1,597.12	\$2,207.36	\$277.32	14.4%
Alternative 18	Current Rates	Flat Rate \$13.08	Current	Option S3	\$502.48	\$1,621.60	\$2,124.08	\$194.04	10.1%
Alternative 19	All Steps 9.5%	Flat Rate \$13.08	Option W2	Option S3	\$543.88	\$1,621.60	\$2,165.48	\$235.44	12.2%
Alternative 20	Increase Annual Fee by \$16 (\$5)	Flat Rate \$13.08	Option W3	Option S3	\$518.48	\$1,621.60	\$2,140.08	\$210.04	10.9%
Alternative 21	Primary Steps 4% Secondary Steps 8%	Flat Rate \$13.08	Option W4	Option S3	\$519.76	\$1,621.60	\$2,141.36	\$211.32	10.9%
Alternative 22	FY2026 Budget Same Rates	Flat Rate \$13.08	Option W5	Option S3	\$502.48	\$1,621.60	\$2,124.08	\$194.04	10.1%
Alternative 23	FY2026 Budget All Steps 3.8%	Flat Rate \$13.08	Option W6	Option S3	\$519.40	\$1,621.60	\$2,141.00	\$210.96	10.9%
Alternative 24	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	Flat Rate \$13.08	Option W7	Option S3	\$529.40	\$1,621.60	\$2,151.00	\$220.96	11.4%
Alternative 25	FY2026 Budget All Steps 3% No Subsidy Step 3	Flat Rate \$13.08	Option W8	Option S3	\$525.04	\$1,621.60	\$2,146.64	\$216.60	11.2%
Alternative 26	Reduce Subsidy by 50% Hold All Other Rates	Flat Rate \$13.08	Option W9	Option S3	\$610.24	\$1,621.60	\$2,231.84	\$301.80	15.6%
Alternative 27	Current Rates	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Current	Option S4	\$502.48	\$1,559.68	\$2,062.16	\$132.12	6.8%
Alternative 28	All Steps 9.5%	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W2	Option S4	\$543.88	\$1,559.68	\$2,103.56	\$173.52	9.0%
Alternative 29	Increase Annual Fee by \$16 (\$5)	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W3	Option S4	\$518.48	\$1,559.68	\$2,078.16	\$148.12	7.7%
Alternative 30	Primary Steps 4% Secondary Steps 8%	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W4	Option S4	\$519.76	\$1,559.68	\$2,079.44	\$149.40	7.7%
Alternative 31	FY2026 Budget Same Rates	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W5	Option S4	\$502.48	\$1,559.68	\$2,062.16	\$132.12	6.8%
Alternative 32	FY2026 Budget All Steps 3.8%	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W6	Option S4	\$519.40	\$1,559.68	\$2,079.08	\$149.04	7.7%

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet

A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Alternative 33	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W7	Option S4	\$529.40	\$1,559.68	\$2,089.08	\$159.04	8.2%
Alternative 34	FY2026 Budget All Steps 3% No Subsidy Step 3	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W8	Option S4	\$525.04	\$1,559.68	\$2,084.72	\$154.68	8.0%
Alternative 35	Reduce Subsidy by 50% Hold All Other Rates	Hold Step 1 No Subsidy Step 2&3 Step 4 5%	Option W9	Option S4	\$610.24	\$1,559.68	\$2,169.92	\$239.88	12.4%
Alternative 36	Current Rates	FY2026 Budget Current Rates	Current	Option S5	\$502.48	\$1,427.56	\$1,930.04	\$0.00	0.0%
Alternative 37	All Steps 9.5%	FY2026 Budget Current Rates	Option W2	Option S5	\$543.88	\$1,427.56	\$1,971.44	\$41.40	2.1%
Alternative 38	Increase Annual Fee by \$16 (\$5)	FY2026 Budget Current Rates	Option W3	Option S5	\$518.48	\$1,427.56	\$1,946.04	\$16.00	0.8%
Alternative 39	Primary Steps 4% Secondary Steps 8%	FY2026 Budget Current Rates	Option W4	Option S5	\$519.76	\$1,427.56	\$1,947.32	\$17.28	0.9%
Alternative 40	FY2026 Budget Same Rates	FY2026 Budget Current Rates	Option W5	Option S5	\$502.48	\$1,427.56	\$1,930.04	\$0.00	0.0%
Alternative 41	FY2026 Budget All Steps 3.8%	FY2026 Budget Current Rates	Option W6	Option S5	\$519.40	\$1,427.56	\$1,946.96	\$16.92	0.9%
Alternative 42	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	FY2026 Budget Current Rates	Option W7	Option S5	\$529.40	\$1,427.56	\$1,956.96	\$26.92	1.4%
Alternative 43	FY2026 Budget All Steps 3% No Subsidy Step 3	FY2026 Budget Current Rates	Option W8	Option S5	\$525.04	\$1,427.56	\$1,952.60	\$22.56	1.2%
Alternative 44	Reduce Subsidy by 50% Hold All Other Rates	FY2026 Budget Current Rates	Option W9	Option S5	\$610.24	\$1,427.56	\$2,037.80	\$107.76	5.6%
Alternative 45	Current Rates	FY2026 Budget All Steps 4.1%	Current	Option S6	\$502.48	\$1,484.32	\$1,986.80	\$56.76	2.9%
Alternative 46	All Steps 9.5%	FY2026 Budget All Steps 4.1%	Option W2	Option S6	\$543.88	\$1,484.32	\$2,028.20	\$98.16	5.1%
Alternative 47	Increase Annual Fee by \$16 (\$5)	FY2026 Budget All Steps 4.1%	Option W3	Option S6	\$518.48	\$1,484.32	\$2,002.80	\$72.76	3.8%
Alternative 48	Primary Steps 4% Secondary Steps 8%	FY2026 Budget All Steps 4.1%	Option W4	Option S6	\$519.76	\$1,484.32	\$2,004.08	\$74.04	3.8%

Water and Sewer Rate Structure Committee
Discussion Only

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet

A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Alternative 49	FY2026 Budget Same Rates	FY2026 Budget All Steps 4.1%	Option W5	Option S6	\$502.48	\$1,484.32	\$1,986.80	\$56.76	2.9%
Alternative 50	FY2026 Budget All Steps 3.8%	FY2026 Budget All Steps 4.1%	Option W6	Option S6	\$519.40	\$1,484.32	\$2,003.72	\$73.68	3.8%
Alternative 51	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	FY2026 Budget All Steps 4.1%	Option W7	Option S6	\$529.40	\$1,484.32	\$2,013.72	\$83.68	4.3%
Alternative 52	FY2026 Budget All Steps 3% No Subsidy Step 3	FY2026 Budget All Steps 4.1%	Option W8	Option S6	\$525.04	\$1,484.32	\$2,009.36	\$79.32	4.1%
Alternative 53	Reduce Subsidy by 50% Hold All Other Rates	FY2026 Budget All Steps 4.1%	Option W9	Option S6	\$610.24	\$1,484.32	\$2,094.56	\$164.52	8.5%
Alternative 54	Current Rates	FY2026 Budget All Steps 5%	Current	Option S7	\$502.48	\$1,496.56	\$1,999.04	\$69.00	3.6%
Alternative 55	All Steps 9.5%	FY2026 Budget All Steps 5%	Option W2	Option S7	\$543.88	\$1,496.56	\$2,040.44	\$110.40	5.7%
Alternative 56	Increase Annual Fee by \$16 (\$5)	FY2026 Budget All Steps 5%	Option W3	Option S7	\$518.48	\$1,496.56	\$2,015.04	\$85.00	4.4%
Alternative 57	Primary Steps 4% Secondary Steps 8%	FY2026 Budget All Steps 5%	Option W4	Option S7	\$519.76	\$1,496.56	\$2,016.32	\$86.28	4.5%
Alternative 58	FY2026 Budget Same Rates	FY2026 Budget All Steps 5%	Option W5	Option S7	\$502.48	\$1,496.56	\$1,999.04	\$69.00	3.6%
Alternative 59	FY2026 Budget All Steps 3.8%	FY2026 Budget All Steps 5%	Option W6	Option S7	\$519.40	\$1,496.56	\$2,015.96	\$85.92	4.5%
Alternative 60	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	FY2026 Budget All Steps 5%	Option W7	Option S7	\$529.40	\$1,496.56	\$2,025.96	\$95.92	5.0%
Alternative 61	FY2026 Budget All Steps 3% No Subsidy Step 3	FY2026 Budget All Steps 5%	Option W8	Option S7	\$525.04	\$1,496.56	\$2,021.60	\$91.56	4.7%
Alternative 62	Reduce Subsidy by 50% Hold All Other Rates	FY2026 Budget All Steps 5%	Option W9	Option S7	\$610.24	\$1,496.56	\$2,106.80	\$176.76	9.2%
Alternative 63	Current Rates	FY2026 All Steps 6%	Current	Option S8	\$502.48	\$1,510.48	\$2,012.96	\$82.92	4.3%
Alternative 64	All Steps 9.5%	FY2026 All Steps 6%	Option W2	Option S8	\$543.88	\$1,510.48	\$2,054.36	\$124.32	6.4%

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet

A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Alternative 65	Increase Annual Fee by \$16 (\$5)	FY2026 All Steps 6%	Option W3	Option S8	\$518.48	\$1,510.48	\$2,028.96	\$98.92	5.1%
Alternative 66	Primary Steps 4% Secondary Steps 8%	FY2026 All Steps 6%	Option W4	Option S8	\$519.76	\$1,510.48	\$2,030.24	\$100.20	5.2%
Alternative 67	FY2026 Budget Same Rates	FY2026 All Steps 6%	Option W5	Option S8	\$502.48	\$1,510.48	\$2,012.96	\$82.92	4.3%
Alternative 68	FY2026 Budget All Steps 3.8%	FY2026 All Steps 6%	Option W6	Option S8	\$519.40	\$1,510.48	\$2,029.88	\$99.84	5.2%
Alternative 69	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	FY2026 All Steps 6%	Option W7	Option S8	\$529.40	\$1,510.48	\$2,039.88	\$109.84	5.7%
Alternative 70	FY2026 Budget All Steps 3% No Subsidy Step 3	FY2026 All Steps 6%	Option W8	Option S8	\$525.04	\$1,510.48	\$2,035.52	\$105.48	5.5%
Alternative 71	Reduce Subsidy by 50% Hold All Other Rates	FY2026 All Steps 6%	Option W9	Option S8	\$610.24	\$1,510.48	\$2,120.72	\$190.68	9.9%
Alternative 92	Current Rates	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Current	Option S9	\$502.48	\$1,475.56	\$1,978.04	\$48.00	2.5%
Alternative 72	All Steps 9.5%	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W2	Option S9	\$543.88	\$1,475.56	\$2,019.44	\$89.40	4.6%
Alternative 73	Increase Annual Fee by \$16 (\$5)	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W3	Option S9	\$518.48	\$1,475.56	\$1,994.04	\$64.00	3.3%
Alternative 74	Primary Steps 4% Secondary Steps 8%	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W4	Option S9	\$519.76	\$1,475.56	\$1,995.32	\$65.28	3.4%
Alternative 75	FY2026 Budget Same Rates	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W5	Option S9	\$502.48	\$1,475.56	\$1,978.04	\$48.00	2.5%
Alternative 76	FY2026 Budget All Steps 3.8%	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W6	Option S9	\$519.40	\$1,475.56	\$1,994.96	\$64.92	3.4%

Water and Sewer Rate Structure Committee
Discussion Only

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet									
A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Alternative 77	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W7	Option S9	\$529.40	\$1,475.56	\$2,004.96	\$74.92	3.9%
Alternative 78	FY2026 Budget All Steps 3% No Subsidy Step 3	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W8	Option S9	\$525.04	\$1,475.56	\$2,000.60	\$70.56	3.7%
Alternative 79	Reduce Subsidy by 50% Hold All Other Rates	FY2026 Budget Increase Annual Fee by \$48; Step 4 5%	Option W9	Option S9	\$610.24	\$1,475.56	\$2,085.80	\$155.76	8.1%
Alternative 80	Current Rates	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Current	Option S10	\$502.48	\$1,502.00	\$2,004.48	\$74.44	3.9%
Alternative 81	All Steps 9.5%	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W2	Option S10	\$543.88	\$1,502.00	\$2,045.88	\$115.84	6.0%
Alternative 82	Increase Annual Fee by \$16 (\$5)	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W3	Option S10	\$518.48	\$1,502.00	\$2,020.48	\$90.44	4.7%
Alternative 83	Primary Steps 4% Secondary Steps 8%	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W4	Option S10	\$519.76	\$1,502.00	\$2,021.76	\$91.72	4.8%
Alternative 84	FY2026 Budget Same Rates	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W5	Option S10	\$502.48	\$1,502.00	\$2,004.48	\$74.44	3.9%

**Water and Sewer Rate Concepts
Annual Water and Sewer Charges**

Cost to Average Customer Consuming 12,000 Cubic Feet

A	Water Structure	Sewer Structure	Water Option	Sewer Option	Annual Water	Annual Sewer	Combined	\$ Change from Current	% Change from Current
Alternative 85	FY2026 Budget All Steps 3.8%	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W6	Option S10	\$519.40	\$1,502.00	\$2,021.40	\$91.36	4.7%
Alternative 86	FY2026 Increase Annual Fee by \$16 (\$5) No Subsidy Step 3	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W7	Option S10	\$529.40	\$1,502.00	\$2,031.40	\$101.36	5.3%
Alternative 87	FY2026 Budget All Steps 3% No Subsidy Step 3	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W8	Option S10	\$525.04	\$1,502.00	\$2,027.04	\$97.00	5.0%
Alternative 88	Reduce Subsidy by 50% Hold All Other Rates	FY2026 Budget Increase Annual Fee by \$28; Step 1 by 4%; Step 2 by 3%; Step 3 by 4.6%; Step 4 by 4%	Option W9	Option S10	\$610.24	\$1,502.00	\$2,112.24	\$182.20	9.4%
Bold = Option is in the 98.5 to 101.5% range									

WATER AND SEWER RATE STRUCTURE COMMITTEE

TOWN OF NEEDHAM

MEETING MINUTES

Date: May 20, 2025

Time: 6:00 PM

Location: Town Hall & Zoom

WSRSC Member Attendance:

Present: Harold Burger - Chair, Matt Zollner- Vice-Chair, Peter Kuck,
John Tallarico, John Terry

Absent:

Other Attendees: David Davison Deputy Town Manager/Director of Finance
Cecilia Simchak Assistant Director of Finance
Carys Lustig DPW Director (remote)
Michelle Provencal-Jones DPW Director of Administration

Notes prepared by: Kathryn Copley Administrative Specialist

This meeting was posted on the Town web site as a hybrid meeting:

Remote access on Zoom Cloud Meetings

Meeting ID # 825 7691 5720

<https://us02web.zoom.us/j/82576915720>

Mr. Burger called the meeting to order at 6:00 PM. The chair reviewed the remote meeting emergency order and noted the meeting was being recorded and will be uploaded to the Town YouTube channel for publication, later viewing and administrative purposes.

Acceptance of Minutes

Mr. Zollner made a motion that the Committee accept the minutes from the March 18, 2025 meeting as amended with a correction of a number (from \$12.56 to \$12.59) on Page 4, third paragraph from the bottom. Mr. Tallarico seconded the motion. The motion was then voted upon and approved unanimously. 5 yeas - 0 nays – 0 abstain.

Discussion

Mr. Zollner noted that he will be moving out of state in June and will be resigning from the Committee at that point.

Ms. Lustig gave an update on the water restriction. The state Drought Management Task Force met yesterday. Region 1, the southeastern region of the state, which includes Needham, will continue at Level 1 drought restrictions. This is due mainly to a stream flow issue in the southern part of the region. Needham is one of the most northern towns in the region. The restriction allows all hand watering and use of irrigation on Sundays before 9AM and after 5PM. The Task Force is

meeting more frequently, perhaps due to the cool rainy weather we have been experiencing. Drought restrictions have been lifted in all other regions. The Town is challenging the restriction.

Mr. Davison reviewed the handouts. Under the current rate structure, the average single family household annual water and sewer bill was \$1,930 based on 12,000 cubic feet of usage. There is no proposed change to the miscellaneous fees for tests and services such as back flow tests and final readings. There will be no change to the Community Stormwater Mitigation fees that were implemented last year.

Bottom and top step rates were reviewed of some of the nearby communities that are members of the MWRA and receive water and sewer services from the MWRA.

The operational expenses three-year forecast for Water Enterprise was reviewed. The projected operational expenses are slightly higher than reported at the March meeting due to the MWRA assessment. A level dollar approach was used in the March report (\$1,200,000) and the current report uses the preliminary assessment, which is higher, at \$1,776,000. The final assessment will be known after the state completes its budgetary process. The operational costs estimated for FY2026 are higher than they were in March. The MWRA water usage was higher in part due to irrigation last year. Generally, irrigation drives the use of MWRA water. The three-year average operational expense forecast for FY2026, FY2027 and FY2028 is \$8,051,061.

The user rate revenue target for water is \$7,411,000 (\$8,051,061 less \$700,000 estimated fix rate revenue plus \$60,383 for doubtful account allowance rounded to the nearest thousand).

The volume of billable water estimated to be sold, estimated on a five-year average, is 96,848,600 hundred cubic feet for primary use and 39,310,700 hundred cubic feet for secondary use for a total of 136,159,300 hundred cubic feet. The minimum flat rate for water would be \$5.44 per hundred cubic feet. In March the estimate was \$5.05 per hundred cubic feet. The increase is due to the MWRA assessment being higher than anticipated and a decrease in billable water volume used based on FY2024 data. Billable water use has gone up and down over the years due to the volatility in irrigation use and sewer volume is declining.

The operational expenses three-year forecast for the Sewer Enterprise was reviewed. The three-year average operational expense forecast for FY2026, FY2027 and FY2028 is \$12,107,563. This is higher than what was discussed in March due to a higher MWRA assessment than assumed. A 3.5% increase was anticipated, and the preliminary assessment is an increase of 4.7%.

The user rate revenue target for sewer is \$11,073,000 (\$12,107,563 less \$325,000 estimated fix rate revenue from the service fee, less \$800,000 estimated general fund payment for the drains program plus \$90,807 for doubtful account allowance rounded to the nearest thousand). The minimum flat rate for sewer would be \$13.08 per hundred cubic feet.

The volume of billable sewer estimated to be sold is based on the FY2024 volume of 84,661,900 because billable volume is declining each year. If a five- or three-year average was used it would be overestimating the billable sewer volume.

Mr. Burger asked why the sewer volume is declining. Mr. Davison indicated that more efficient water conserving low-flow toilets and appliances are being installed in commercial and residential remodels and new construction. Secondary irrigation meters also have an effect as no sewer charges are billed on them.

The Water & Sewer first three quarters comparison of FY2019 through FY2025 was reviewed. This indicated that billable water usage was up in FY2025 over FY2024 by a total of 6.7% for residential and commercial primary and secondary water.

The sewer usage was a .09% increase from FY2024 to FY2025 so basically flat. This is why it is being proposed to use the FY2024 flow as the basis to determine the FY2026 budget. Sewer consumption has been declining over the last three years.

Mr. Burger asked if customer accounts were growing. Mr. Davison indicated they are flat and not growing.

Are customers paying the cost of the services they are receiving? For FY2026, based upon the above assumptions, \$5.44 needs to be raised for every 100 cubic feet of water used. The current rate structure at Step 1 is \$3.37 per 100 cubic feet for the first 600 cubic feet of water. This is \$2.07 less than full cost or a subsidy of 38.1%. For Step 2 the rate is \$3.61, a \$1.83 or 33.6% subsidy. These two steps together represent 70% of all primary billed water volume use is paying less than the cost of delivering and providing the water. Step 3 is also a subsidy at \$4.53, a \$9.1 or 16.7% per 100 cubic feet this represents 5% of all billed consumption. Step 4 at \$5.56 is paying a premium to help make up for those lost dollars. Step 4 represents about 25% of total billed use and represents about 5.6% of total customers. The secondary water of the irrigation meters is billed at a higher rate and also acts as a subsidy.

For sewer \$13.08 is the breakeven amount that needs to be raised per 100 cubic feet. The customer is being charged less than this in the first three steps and Step 4 is being charged a premium. Steps 1 and 2 represent 79% of all billed sewer volume and Step 4 represents 17% of all billed sewer volume and represents 4% of total customers. It is desirable to reduce the subsidies in the lower step rates.

The state regulation requires inclining block rates to in theory promote conservation of water by charging less for the beginning use. It can be a two-step rate. However, if no one was going above the 600 cubic feet of use per quarter then rates would have to go up to cover the cost of service. Subsidies at Step 2 and 3 rates cannot be supported and these rates should be raised. To correct the rates all at once would be a huge increase. For example, raising the primary Step 1 rate from \$3.37 to \$5.44 all at once would be an increase of 62%, Step 2 a 51% increase and Step 3 a 20% increase, percentages that are not desirable in one year. The sewer can be a flat rate as block steps are not required.

It cannot be done all at once but should be done gradually over three to four years. Mr. Davison suggested a goal to reach over the next four years for primary water usage of having no more than a 20% subsidy in Step 1, no more than a 10% subsidy in Step 2 and no subsidies in Step 3 or Step 4 because they would be subsidizing Step 1 and Step 2. Once the goals are achieved efforts would be made to prevent these subsidy percentages from increasing.

The suggestion for sewer usage rates is to have no more than a 10% subsidy in Step 1, no more than a 5% subsidy in Step 2 and no subsidies in Step 3 or Step 4. There is a smaller population using sewer services as some households are on septic systems and do not use sewer services. Except for these households on septic systems, the primary water usage volume is the basis for sewer usage in billing.

Mr. Burger asked if the Committee has ever recommended a multi-year plan. Mr. Davison responded that in the past the Committee has suggested a multi-year rate structure, but starting

with the COVID years, the Select Board has not been interested due to volatility. This year the recommendation for FY2026 would be a one-year rate increase. Mr. Davison would like to see if the Select Board would be receptive to the Committee coming back with a rate structure that would have a predictability for two to three years with laid out rates. There would still be a public hearing if there is a significant deviation from what the estimates were that would require the rates to be revisited.

Mr. Zollner expressed concern about how the increase in the lower steps would impact the most vulnerable in the community, particularly the elderly. Mr. Davison indicated that people that live alone and elderly people that live alone tend to be at that lower consumption. Households with children tend to reach higher step levels.

The Water and Sewer billed consumption history from FY2018 through FY 2024 was reviewed. Mr. Davison noted the up and down variability from year to year and indicated that this was due to irrigation use. In dry years irrigation use was up and in wet years irrigation use was down. The billed averages over a three-year period, a five-year period and a seven-year period indicate that usage is trending downward. The lowest consumption of secondary water was in 2018. Additional second meters and new houses with new irrigation systems installed are affecting the secondary water usage.

Increases in water rates would be effective July 1 in order to satisfy the Department of Revenue that the Town is generating the revenue to cover costs. If the Town cannot demonstrate the rates will generate the revenue the Department of Revenue will not approve the tax rate will require the Town Meeting to raise property taxes to subsidize the water or sewer costs. Last year the rate increase went into effect in October at the request of the Select Board.

Drought conditions and how long they will last are unknown and that is why Mr. Davison is relying on the five-year average for secondary water for the revenue estimate for FY2026. In the worst case scenario, if we notice by January that there may be a significant shortfall, there could be a rate adjustment at that time.

Ms. Lustig noted that Needham is experiencing extremes in weather, and this may be the case for years to come. Mr. Tallarico wondered if most residents were observing or paying attention to the current restrictions as there is no penalty that goes with enforcement only education. Perhaps there will not be a decrease in secondary water usage. Ms. Lustig noted that with the rain and cool temperatures we have had lately have had more impact on irrigation water use than the restriction. Mr. Davison stated that a Level 3 or Level 4 drought would have more of an impact on irrigation use as most likely there would be penalties associated with them. The DEP monitors the average usage to see if it is beyond 65 gallons per person per day, but this restriction is not tied to the 65-gallon measure.

It is reasonable to have the estimated revenue fall between 98.5% to 101.5% of the target and be considered meeting the target. Mr. Davison presented nine water options and ten sewer options.

Nine water options were reviewed. Option W1 is the current rate structure which produces a shortfall of \$645,480.74 and is at the target percentage of 91.3%.

Option W2 proposes a uniform percentage change in all steps of 9.5%, which would produce a shortfall of \$2,754.19 and a target percentage of 100.0%.

Option W3 proposes an increase in the annual services fee – Primary by \$16 and Secondary by \$5, which would produce a shortfall of \$475,480.74 and a target percentage of 93.4%.

Option W4 proposes an increase to all primary step rates of 4% and an increase to all secondary step rates of 8%, which would produce a shortfall of \$260,025.49 and a target percentage of 96.5%.

Option W5 proposes meeting the FY2026 Budget Number with current rates, which would produce a shortfall of \$259,115.74 and a target percentage of 96.3%.

Option W6 proposes meeting the FY2026 Budget Number with a uniform percentage change in all steps by 3.8%, which would produce a shortfall of \$401.23 and a target percentage of 100.0%.

Option W7 proposes meeting the FY2026 Budget Number increase the base fee to \$16 and, which would produce a shortfall of \$42,405.66 and a target percentage of 99.4%.

Option W8 proposes meeting the FY2026 Budget Number with no subsidy in Step 3 and increasing all steps by 3%, which would produce a shortfall of \$15,094.59 and a target percentage of 99.8%.

Option W9 proposes cutting the subsidy by 50%, which would produce a surplus of \$70,366.01 and a target percentage of 100.9%.

Ten sewer options were reviewed. The sewer rates need to be increase more than the water rates.

Option S1 is the current rate structure which has a shortfall of \$1,212,428.51 and is at the target percentage of 89.1%.

Option S2 proposes a uniform increase in all steps by 12.3%, which would produce a surplus of \$2,444.36 and a target percentage of 100.0%.

Option S3 proposes a flat rate for all steps of \$13.08, which would produce a surplus of \$776.52 and a target percentage of 100.0%.

Option S4 proposes no subsidy after Step 1; Step 1 no change and increase Step 4 by 5%, which would produce a shortfall of \$484,971.13 and a target percentage of 95.6%.

Option S5 proposes meeting the FY2026 Budget Number with current rates, which would produce a shortfall of \$400,895.51 and a target percentage of 96.1%.

Option S6 proposes meeting the FY2026 Budget Number and increasing all Steps by 4.1%, which would produce a surplus of \$5,278.42 and a target percentage of 100.1%.

Option S7 proposes meeting the FY2026 Budget Number and increasing all Steps by 5%, which would produce a surplus of \$93,614.65 and a target percentage of 100.9%.

Option S8 proposes meeting the FY2026 Budget Number and increasing all Steps by 6%, which would produce a surplus of \$192,923.06 and a target percentage of 101.9%.

Option S9 proposes meeting the FY2026 Budget Number, increasing the minimum annual fee to \$100 and increasing Step 4 by 5%, which would produce a surplus of \$20,206.55 and a target percentage of 100.2%.

Option S10 proposes meeting the FY2026 Budget Number, increasing the minimum annual fee to \$80, increasing Step 1 by 4%, increasing Step 2 by 3%, no subsidy Step 3, and increasing Step 4 by 4%, which would produce a surplus of \$305,142.21 and a target percentage of 103.0%.

Mr. Terry expressed concern that many of the options used are only meeting the FY2026 budget as a basis instead of the three-year average.

The Committee discussed the advantages and disadvantages of the eighty-eight water/sewer alternative combinations. It was determined that the preferred alternatives were Alternative 10 (W2 & S2), Alternative 16 (W8 & S2), Alternative 70 (W8 & S8), Alternative 81 (W2 & S10) and Alternative 87 (W8 & S10).

Mr. Davison will prepare updated alternatives based on the preferred five alternatives for the next meeting scheduled for May 29th.

The preferred options will be presented at the Select Board hearing scheduled for their June 10th meeting. The Select Board will vote on the recommended changes on June 24th, and the rates will go into effect on July 1st.

Documents Agenda, Email dated May 18, 2025 from David Davison to Committee, March 18, 2025 Minutes, Water & Sewer Rate Structure Quarterly FY2025, Water & Sewer Rate Structure Monthly FY2025, Other Water & Sewer Rates, Annual FY2025 Stormwater Rates, Water & Sewer Bottom & Top Step Rates in Selected Communities, Water and Sewer Enterprise Operational Expenses Forecast 3-year outlook, Sewer & Water User Rate Structure Recap - Three Year Trending Average Revenue Target Water User Rate, Operational Expenses Forecast - Three Year Outlook, Sewer & Water User Rate Structure Recap - Three Year Trending Average Revenue Target Sewer User Rate, Water & Sewer Rates Subsidy per 100 cubic feet, Water & Sewer Billed Consumption History by Fiscal Year FY2019 through FY2024, Billable Use by Step per 100 Cubic Feet Water & Sewer, Water Enterprise Options, Sewer Enterprise Options, Water and Sewer Rate Concepts Annual Water & Sewer Charges – Cost to Average Customer Consuming 12,000 Cubic Feet, Water and Sewer First Three Quarters of FY 2019 through FY2025

Adjournment

Mr. Burger made a motion that the Committee adjourned at 8:23 PM. Mr. Zollner seconded the motion. The motion was then voted upon and approved unanimously. 5 yeas - 0 nays – 0 abstain.

The next meeting is scheduled for May 29, 2025.

These notes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.

Approved May 29, 2025

Preliminary
TOWN OF NEEDHAM

Water and Sewer Rate Structure Committee

29-May-25

Water and Sewer Rate Structure Committee

Water and Sewer User Rate Revenue Target v Actual

Fiscal Year	Sewer Revenue Target	Actual User Rate Revenue	Revenue Change	Actual v Target	Water Revenue Target	Actual User Rate Revenue	Revenue Change	Actual v Target	Annual ASFH Bill 12,000 cf	Irrigation
2025#	\$10,351,000	\$8,652,467.82	10.3%	(\$1,698,532)	\$6,789,000	\$6,553,381.98	15.3%	(\$235,618)	5.8%	
2024	\$9,749,000	\$7,842,793.65	-16.7%	(\$1,906,207)	\$6,641,000	\$5,681,750.46	-23.5%	(\$959,250)	2.6%	-28.2% Down
2023	\$9,370,000	\$9,417,802.36	12.5%	\$47,802	\$6,092,000	\$7,429,898.45	23.6%	\$1,337,898	4.7%	20.8% Up
2022	\$9,010,000	\$8,374,371.57	-11.7%	(\$635,629)	\$6,371,000	\$6,008,977.60	-18.1%	(\$362,023)	0.0%	-10.5% Down
2021	\$9,075,000	\$9,482,671.27	5.7%	\$407,671	\$5,700,000	\$7,335,930.86	19.0%	\$1,635,931	0.0%	46.0% Up
2020	\$9,075,000	\$8,972,110.50	1.4%	(\$102,890)	\$5,700,000	\$6,164,359.73	-8.1%	\$464,360	2.7%	-9.5% Down

As of April 25

Water and Sewer Rate Structure Committee

Operational Expense Forecast

Three Year Outlook

	Budget			Estimate			Projection	
	2023	2024	2025	2026	2027	2028	2027	2028
Water Enterprise								
Salaries & Wages	\$1,503,306	\$1,598,687	\$1,672,073	\$1,771,597	\$1,867,263	\$1,968,095		
Expenses	\$1,361,349	\$1,564,469	\$1,689,997	\$1,704,771	\$1,810,467	\$1,922,716		
Capital Outlay	\$0	\$53,605	\$57,100	\$46,984	\$46,984	\$46,984		
MWRA**	\$1,464,186	\$1,887,130	\$1,212,985	\$1,776,283	\$1,776,283	\$1,776,283		
Reserve Fund	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000		
Debt Service	\$1,250,000	\$1,250,000	\$1,460,000	\$1,550,000	\$1,550,000	\$1,852,974		
Other Expenses			\$75,000					
Operating Budget	\$5,653,841	\$6,428,891	\$6,242,155	\$6,924,635	\$7,125,997	\$7,642,052		
Indirect Expense								
Indirect Costs	\$715,567	\$879,782	\$463,465	\$800,000	\$820,000	\$840,500		
<i>Change in Indirect</i>	-20.5%	22.9%	-47.3%	72.6%	2.5%	2.5%		
Percent of OB	12.7%	13.7%	7.4%	11.6%	11.5%	11.0%		
Operational Cost	\$6,369,408	\$7,308,673	\$6,705,620	\$7,724,635	\$7,945,997	\$8,482,552		
							Outlook Average	\$8,051,061

SEWER & WATER
User Rate Structure Recap
Annual Estimated Requirement

WATER USER RATE REVENUE TARGET RECAP	Three Year Average	FY2026	FY2027	FY2028
Operating Appropriation Period Average	\$8,051,061.41	\$7,724,635.00	\$7,945,997.04	\$8,482,552.20
Less Estimated Fix Rate Revenue	(\$700,000)	(\$700,000)	(\$700,000)	(\$700,000)
Less Adjustment for Higher MWRA Water Use				
Add Doubtful Account Allowance (0.75%)	\$60,383	\$57,935	\$59,595	\$63,619
Expenditures to be Supported by Rate Revenue	\$7,411,444	\$7,082,570	\$7,305,592	\$7,846,171
Rounding Adjustment	(\$444)	\$430	\$408	(\$171)
User Rate Revenue Target	\$7,411,000	\$7,083,000	\$7,306,000	\$7,846,000
Estimated Billable Primary Volume (5 Yr Avg)	96,848,600	96,848,600	96,848,600	96,848,600
Estimated Billable Secondary Volume (5 Yr Avg)	39,310,700	39,310,700	39,310,700	39,310,700
Estimated Billable Volume	136,159,300	136,159,300	136,159,300	136,159,300
Minimum Flat Rate	\$5.44	\$5.20	\$5.37	\$5.76

Water and Sewer Rate Structure Committee

Operational Expense
Forecast
Three Year Outlook

	Budget	Budget	Budget	Estimate	Projection	Projection
	2023	2024	2025	2026	2027	2028
Sewer Enterprise						
Salaries & Wages	\$1,080,247	\$1,144,544	\$1,218,870	\$1,275,049	\$1,324,776	\$1,376,442
Expenses	\$770,691	\$823,367	\$866,539	\$904,663	\$954,419	\$1,006,913
Capital Outlay	\$51,000	\$65,000	\$96,000	\$134,000	\$134,000	\$134,000
MWRA	\$6,760,857	\$7,084,841	\$7,445,411	\$7,792,755	\$8,065,501	\$8,347,794
Reserve Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Debt Service	\$610,000	\$610,000	\$670,000	\$700,000	\$1,000,000	\$1,591,077
Other Expenses		\$150,000				
Operating Budget	\$9,307,795	\$9,912,752	\$10,331,820	\$10,841,467	\$11,513,697	\$12,491,226
Indirect Expense						
Indirect Costs	\$500,948	\$476,616	\$308,495	\$480,000	\$492,000	\$504,300
<i>Change in Indirect</i>	-1.3%	-4.9%	-35.3%	55.6%	2.5%	2.5%
Percent of OB	5.4%	4.8%	3.0%	4.4%	4.3%	4.0%
Operational Cost	\$9,808,743	\$10,389,368	\$10,640,315	\$11,321,467	\$12,005,697	\$12,995,526
					Outlook Average	\$12,107,563

SEWER & WATER
User Rate Structure Recap
Annual Estimated Requirement

SEWER USER RATE REVENUE TARGET RECAP	Three Year Average	FY2026	FY2027	FY2028
Operating Appropriation Period Average	\$12,107,563.16	\$11,321,467.00	\$12,005,696.80	\$12,995,525.68
Less Estimated Fix Rate Revenue	(\$325,000)	(\$325,000)	(\$325,000)	(\$325,000)
Less Estimated General Fund Payment	(\$800,000)	(\$800,000)	(\$800,000)	(\$800,000)
Add Doubtful Account Allowance (0.75%)	\$90,807	\$84,911	\$90,043	\$97,466
Expenditures to be Supported by Rate Revenue	\$11,073,370	\$10,281,378	\$10,970,740	\$11,967,992
Rounding Adjustment	(\$370)	(\$378)	\$260	\$8
User Rate Revenue Target	\$11,073,000	\$10,281,000	\$10,971,000	\$11,968,000
Estimated Billable Volume (FY2024)	84,661,900	84,661,900	84,661,900	84,661,900
Minimum Flat Rate	\$13.08	\$12.14	\$12.96	\$14.14

Water and Sewer Rate Structure Committee

FY2026

Water Enterprise						Target Revenue		Annual	
Five Year Average (FY2020 - FY2024)						\$7,411,000.00		12,000 C.F.	
Current Rate Structure								Fiscal Year	
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	Bill	
1	28.3%	27,408,153.80	\$3.37	\$923,654.78	\$5.44	\$2.07	2,400	\$80.88	
2	45.7%	44,259,810.20	\$3.61	\$1,597,779.15	\$5.44	\$1.83	8,400	\$303.24	
3	5.3%	5,132,975.80	\$4.53	\$232,523.80	\$5.44	\$0.91	1,200	\$54.36	
4	20.7%	20,047,660.20	\$5.56	\$1,114,649.91	\$5.44	-\$0.12	-	\$64.00	Annual Change
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy	12,000	\$502.48	\$0.00 0.0%
1	15.4%	6,053,847.80	\$5.72	\$346,280.09	\$5.44	-\$0.28			
2	31.8%	12,500,802.60	\$6.17	\$771,299.52	\$5.44	-\$0.73			
3	12.5%	4,913,837.50	\$6.84	\$336,106.49	\$5.44	-\$1.40			
4	40.3%	15,842,212.10	\$9.11	\$1,443,225.52	\$5.44	-\$3.67			
Grand Total	100.00%	136,159,300		\$6,765,519.26					
				-	Shortfall				
					-9.5%	-\$645,480.74			
						91.3%			

Water Enterprise						Target Revenue		Annual	
Option W2						\$7,411,000.00		12,000 C.F.	
All Steps Change 9.5%								Fiscal Year	
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	Bill	
1	28.3%	27,408,153.80	\$3.69	\$1,011,360.88	\$5.44	\$1.75	2,400	\$88.56	
2	45.7%	44,259,810.20	\$3.95	\$1,748,262.50	\$5.44	\$1.49	8,400	\$331.80	
3	5.3%	5,132,975.80	\$4.96	\$254,595.60	\$5.44	\$0.48	1,200	\$59.52	
4	20.7%	20,047,660.20	\$6.09	\$1,220,902.51	\$5.44	-\$0.65	-	\$64.00	Annual Change
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy	12,000	\$543.88	\$41.40 8.2%
1	15.4%	6,053,847.80	\$6.26	\$378,970.87	\$5.44	-\$0.82			
2	31.8%	12,500,802.60	\$6.76	\$845,054.26	\$5.44	-\$1.32			
3	12.5%	4,913,837.50	\$7.49	\$368,046.43	\$5.44	-\$2.05			
4	40.3%	15,842,212.10	\$9.98	\$1,581,052.77	\$5.44	-\$4.54			
Grand Total	100.00%	136,159,300		\$7,408,245.81					
				-	Shortfall				
					-2,754.19				
					0.0%	100.0%			

FY2026

Water Enterprise						Target Revenue		Annual 12,000 C.F.		
Option W8								Fiscal Year		
Meet FY2026 Budget No Subsidy Step 3; Step Rates 3%						\$7,083,000.00		Volume	Bill	
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy				
1	28.3%	27,408,153.80	\$3.47	\$951,062.94	\$5.44	\$1.97	36.2%	2,400	\$83.28	Annual Change
2	45.7%	44,259,810.20	\$3.72	\$1,646,464.94	\$5.44	\$1.72	31.6%	8,400	\$312.48	
3	5.3%	5,132,975.80	\$5.44	\$279,233.88	\$5.44	\$0.00	0.0%	1,200	\$65.28	
4	20.7%	20,047,660.20	\$5.73	\$1,148,730.93	\$5.44	-\$0.29	-5.3%	-	\$64.00	
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy		12,000	\$525.04	
1	15.4%	6,053,847.80	\$5.89	\$356,571.64	\$5.44	-\$0.45	-8.3%			
2	31.8%	12,500,802.60	\$6.36	\$795,051.05	\$5.44	-\$0.92	-16.9%			
3	12.5%	4,913,837.50	\$7.05	\$346,425.54	\$5.44	-\$1.61	-29.6%			
4	40.3%	15,842,212.10	\$9.38	\$1,485,999.49	\$5.44	-\$3.94	-72.4%			
Grand Total	100.00%	136,159,300		\$7,009,540.41						
				-	Shortfall					
					-\$73,459.59					
					-1.0%					
					99.0%					

Sewer Enterprise						Target Revenue		Annual 12,000 C.F.		
FY2024 Volume								Fiscal Year		
Current Rate Structure						\$11,073,000.00		Volume	Bill	
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy				
1	30.2%	25,567,893.80	\$10.50	\$2,684,628.85	\$13.08	\$2.58	19.7%	2,400	\$252.00	Annual Change
2	48.1%	40,722,373.90	\$11.59	\$4,719,723.14	\$13.08	\$1.49	11.4%	8,400	\$973.56	
3	5.0%	4,233,095.00	\$12.50	\$529,136.88	\$13.08	\$0.58	4.4%	1,200	\$150.00	
4	16.7%	14,138,537.30	\$13.63	\$1,927,082.63	\$13.08	-\$0.55	-4.2%	Service Fee	\$52.00	
								12,000	\$1,427.56	
					Shortfall					
					-\$1,212,428.51					
					-12.3%					
					89.1%					

Water and Sewer Rate Structure Committee

FY2026

Sewer Enterprise Option S2					Target Revenue		Annual 12,000 C.F.		
All Steps Change 12.3%					\$11,073,000.00				
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy	Fiscal Year Volume	Bill	Annual 12,000 C.F.
1	30.2%	25,567,893.80	\$11.79	\$3,014,454.68	\$13.08	\$1.29 9.9%	2,400	\$282.96	
2	48.1%	40,722,373.90	\$13.02	\$5,302,053.08	\$13.08	\$0.06 0.5%	8,400	\$1,093.68	
3	5.0%	4,233,095.00	\$14.04	\$594,326.54	\$13.08	-\$0.96 -7.3%	1,200	\$168.48	
4	16.7%	14,138,537.30	\$15.31	\$2,164,610.06	\$13.08	-\$2.23 -17.0%	Service Fee	\$52.00	Annual Change
	100.00%	84,661,900.00		\$11,075,444.36			12,000	\$1,597.12	\$169.56 11.9%

0.0% \$2,444.36 100.0%

Sewer Enterprise Option S8					Target Revenue		Annual 12,000 C.F.		
FY2026 Budget 6% Step Change					\$10,281,000.00				
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy	Fiscal Year Volume	Bill	Annual 12,000 C.F.
1	30.2%	25,567,893.80	\$11.13	\$2,845,706.58	\$13.08	\$1.95 14.9%	2,400	\$267.12	
2	48.1%	40,722,373.90	\$12.29	\$5,004,779.75	\$13.08	\$0.79 6.0%	8,400	\$1,032.36	
3	5.0%	4,233,095.00	\$13.25	\$560,885.09	\$13.08	-\$0.17 -1.3%	1,200	\$159.00	
4	16.7%	14,138,537.30	\$14.45	\$2,043,018.64	\$13.08	-\$1.37 -10.5%	Service Fee	\$52.00	Annual Change
	100.00%	84,661,900.00		\$10,454,390.06			12,000	\$1,510.48	\$82.92 5.8%

1.7% \$173,390.06 101.7%

Sewer Enterprise Option S10					Target Revenue		Annual 12,000 C.F.		
FY2026 Budget Minimum Annual Fee \$80; Varying					\$10,091,440.00				
Step	Step %	86,023,500	Rate Per HCF	Revenue	Flat Rate	Subsidy	Fiscal Year Volume	Bill	Annual 12,000 C.F.
1	30.2%	25,979,097.00	\$10.92	\$2,836,917.39	\$13.08	\$2.16 16.5%	2,400	\$262.08	
2	48.1%	41,377,303.50	\$11.94	\$4,940,450.04	\$13.08	\$1.14 8.7%	8,400	\$1,002.96	
3	5.0%	4,301,175.00	\$13.08	\$562,593.69	\$13.08	\$0.00 0.0%	1,200	\$156.96	
4	16.7%	14,365,924.50	\$14.18	\$2,037,088.09	\$13.08	-\$1.10 -8.4%	Service Fee	\$80.00	Annual Change
	100.00%	86,023,500.00		\$10,377,049.21			12,000	\$1,502.00	\$74.44 5.2%

2.8% \$285,609.21 102.8%

Water and Sewer Rate Structure Committee

FY2026 Estimate

Concept	Options	FY2026 Annual	% Change from FY2025	Water Rate Structure Highlights	Annual Increase	Water Subsidy Target Primary Step 1 under 20%; Step 2 under 10%; no other subsidies	Meets Revenue Target	Sewer Rate Structure Highlights	Annual Increase	Sewer Subsidy Target Primary Step 1 under 10%; Step 2 under 5%; no other subsidies	Meets Revenue Target
Current	No Changes	\$1,930	0.0%	No changes property tax subsidy	\$0.00	1 (38.1%); 2 (33.6%); 3 (16.7%)	No (\$645,481)	No changes property tax subsidy	\$0.00	1 (19.7%); 2 (11.4%); 3 (4.4%)	No (\$1,212,429)
A-10	W-2; S-2	\$2,141	10.9%	All steps increased by 9.5%	\$41.40	1 (32.2%); 2 (27.4%); 3 (8.8%)	Yes (\$2,754)	All steps increased by 12.3%	\$169.56	1 (9.9%); 2 (0.5%)	Yes \$2,444
A-16	W-8; S-2	\$2,122	10.0%	All steps increased 3% except Primary step 3 increased 20% eliminates subsidy.	\$22.56	1 (36.2%); 2 (31.6%)	Yes (\$73,460)	All steps increased by 12.3%	\$169.56	1 (9.9%); 2 (0.5%)	Yes \$2,444
A-70	W-8; S-8	\$2,036	5.5%	All steps increased 3% except Primary step 3 increased 20% eliminates subsidy.	\$22.56	1 (36.2%); 2 (31.6%)	Yes (\$73,460)	All steps increased by 6.0%	\$82.92	1 (14.9%); 2 (6.0%)	Yes \$173,390
A-81	W-2; S-10	\$2,046	6.0%	All steps increased by 9.5%	\$41.40	1 (32.2%); 2 (27.4%); 3 (8.8%)	Yes (\$2,754)	Increase qrtly fee \$7; step 1 4%; step 2 3%; step 3 4.6%; step 4 4%	\$74.44	1 (16.5%); 2 (8.7%)	Yes \$285,610
A-87	W-8; S-10	\$2,027	5.0%	All steps increased 3% except Primary step 3 increased 20% eliminates subsidy.	\$22.56	1 (36.2%); 2 (31.6%)	Yes (\$73,460)	Increase qrtly fee \$7; step 1 4%; step 2 3%; step 3 4.6%; step 4 4%	\$74.44	1 (16.5%); 2 (8.7%)	Yes \$285,610

FY2027

Water Enterprise Option W2					Target Revenue			Annual 12,000 C.F.		
Step 1 N/C; Step 2 5.1%; Step 3 9.7%; All Other ~2%					\$7,411,000.00			Fiscal Year		
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	%	Bill	Annual Change
1	28.3%	27,408,153.80	\$3.69	\$1,011,360.88	\$5.44	\$1.75	2,400	20.0%	\$88.56	
2	45.7%	44,259,810.20	\$4.15	\$1,836,782.12	\$5.44	\$1.29	8,400	70.0%	\$348.60	
3	5.3%	5,132,975.80	\$5.44	\$279,233.88	\$5.44	\$0.00	1,200	10.0%	\$65.28	
4	20.7%	20,047,660.20	\$6.21	\$1,244,959.70	\$5.44	-\$0.77	-	-	\$64.00	
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy	12,000		\$566.44	
1	15.4%	6,053,847.80	\$6.39	\$386,840.87	\$5.44	-\$0.95				\$22.56
2	31.8%	12,500,802.60	\$6.90	\$862,555.38	\$5.44	-\$1.46				4.1%
3	12.5%	4,913,837.50	\$7.64	\$375,417.19	\$5.44	-\$2.20				
4	40.3%	15,842,212.10	\$10.18	\$1,612,737.19	\$5.44	-\$4.74				
Grand Total	100.00%	136,159,300		\$7,609,887.21						
				\$198,887.21						
				2.6%						
				102.7%						

Water Enterprise Option W8					Target Revenue			Annual 12,000 C.F.		
FY2027 Budget Step 1 N/C; Step 2 8.1%; All Other ~1.1					\$7,306,000.00			Fiscal Year		
Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	%	Bill	Annual Change
1	28.3%	27,408,153.80	\$3.47	\$951,062.94	\$5.44	\$1.97	2,400	20.0%	\$83.28	
2	45.7%	44,259,810.20	\$4.02	\$1,779,244.37	\$5.44	\$1.42	8,400	70.0%	\$337.68	
3	5.3%	5,132,975.80	\$5.50	\$282,313.67	\$5.44	-\$0.06	1,200	10.0%	\$66.00	
4	20.7%	20,047,660.20	\$5.80	\$1,162,764.29	\$5.44	-\$0.36	-	-	\$64.00	
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy	12,000		\$550.96	
1	15.4%	6,053,847.80	\$5.95	\$360,203.94	\$5.44	-\$0.51				\$25.92
2	31.8%	12,500,802.60	\$6.42	\$802,551.53	\$5.44	-\$0.98				4.9%
3	12.5%	4,913,837.50	\$7.12	\$349,865.23	\$5.44	-\$1.68				
4	40.3%	15,842,212.10	\$9.47	\$1,500,257.49	\$5.44	-\$4.03				
Grand Total	100.00%	136,159,300		\$7,188,263.45						
				-\$117,736.55						
				Shortfall						
				-1.6%						
				98.4%						

Water and Sewer Rate Structure Committee

FY2027

Sewer Enterprise Option S2						Target Revenue		Annual 12,000 C.F.	
All Steps 2.5% Eliminated Step 2 Subsidy						\$11,073,000.00		Fiscal Year	
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy		Volume	Bill
1	30.2%	25,567,893.80	\$12.08	\$3,088,601.57	\$13.08	\$1.00	7.6%	2,400	\$289.92
2	48.1%	40,722,373.90	\$13.35	\$5,436,436.92	\$13.08	-\$0.27	-2.1%	8,400	\$1,121.40
3	5.0%	4,233,095.00	\$14.39	\$609,142.37	\$13.08	-\$1.31	-10.0%	1,200	\$172.68
4	16.7%	14,138,537.30	\$15.69	\$2,218,336.50	\$13.08	-\$2.61	-20.0%	Service Fee	\$52.00
100.00%						\$11,352,517.36		12,000	\$1,636.00
						\$279,517.36		Annual Change	
						2.5%	102.5%	\$38.88	
								2.4%	

Sewer Enterprise Option S8						Target Revenue		Annual 12,000 C.F.	
FY2027 Budget All Steps 5%						\$10,971,000.00		Fiscal Year	
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy		Volume	Bill
1	30.2%	25,567,893.80	\$11.69	\$2,988,886.79	\$13.08	\$1.39	10.6%	2,400	\$280.56
2	48.1%	40,722,373.90	\$12.90	\$5,253,186.23	\$13.08	\$0.18	1.4%	8,400	\$1,083.60
3	5.0%	4,233,095.00	\$13.91	\$588,823.51	\$13.08	-\$0.83	-6.3%	1,200	\$166.92
4	16.7%	14,138,537.30	\$15.17	\$2,144,816.11	\$13.08	-\$2.09	-16.0%	Service Fee	\$52.00
100.00%						\$10,975,712.64		12,000	\$1,583.08
						\$4,712.64		Annual Change	
						0.0%	100.0%	\$72.60	
								4.8%	

Sewer Enterprise Option S10						Target Revenue		Annual 12,000 C.F.	
FY2027 Budget All Steps 4% Eliminated Step 2 Subsidy						\$10,781,440.00		Fiscal Year	
Step	Step %	86,023,500	Rate Per HCF	Revenue	Flat Rate	Subsidy		Volume	Bill
1	30.2%	25,979,097.00	\$11.36	\$2,951,225.42	\$13.08	\$1.72	13.1%	2,400	\$272.64
2	48.1%	41,377,303.50	\$12.42	\$5,139,061.09	\$13.08	\$0.66	5.0%	8,400	\$1,043.28
3	5.0%	4,301,175.00	\$13.60	\$584,959.80	\$13.08	-\$0.52	-4.0%	1,200	\$163.20
4	16.7%	14,365,924.50	\$14.75	\$2,118,973.86	\$13.08	-\$1.67	-12.8%	Service Fee	\$80.00
100.00%						\$10,794,220.18		12,000	\$1,559.12
						\$12,780.18		Annual Change	
						0.1%	100.1%	\$57.12	
								3.8%	

Water and Sewer Rate Structure Committee

FY2027 Forecast

Concept	Options	FY2027 Annual	% Change from FY2026	Water Rate Structure Highlights	Annual Increase	Water Subsidy Target Primary Step 1 under 20%; Step 2 under 10%; no other subsidies	Meets Revenue Target	Sewer Rate Structure Highlights	Annual Increase	Sewer Subsidy Target Primary Step 1 under 10%; Step 2 under 5%; no other subsidies	Meets Revenue Target
A-10	W-2; S-2	\$2,202	2.9%	Step 1 N/C; step 2 5.1%; step 3 9.7%; all other steps 2% eliminates step 3 subsidy	\$22.56	1 (32.2%); 2 (23.7%)	Yes \$198,887	All steps increased by 2.5%; step 2 subsidy eliminated	\$38.88	1 (7.6%)	Yes \$279,517
A-16	W-8; S-2	\$2,187	3.1%	Step 1 N/C; step 2 8.1% all other steps ~1.1%	\$25.92	1 (36.2%); 2 (26.1%)	No (\$117,737)	All steps increased by 2.5%; step 2 subsidy eliminated	\$38.88	1 (7.6%)	Yes \$279,517
A-70	W-8; S-8	\$2,134	4.8%	Step 1 N/C; step 2 8.1% all other steps ~1.1%	\$25.92	1 (36.2%); 2 (26.1%)	No (\$117,737)	All steps increased by 5%	\$72.60	1 (10.6%); 2 (1.4%)	Yes \$4,713
A-81	W-2; S-10	\$2,126	3.9%	Step 1 N/C; step 2 5.1%; step 3 9.7%; all other steps 2% eliminates step 3 subsidy	\$22.56	1 (32.2%); 2 (23.7%)	Yes \$198,887	All steps increased by 4%; step 2 subsidy eliminated	\$57.12	1 (13.1%)	Yes \$12,780
A-87	W-8; S-10	\$2,110	4.1%	Step 1 N/C; step 2 8.1% all other steps ~1.1%	\$25.92	1 (36.2%); 2 (26.1%)	No (\$117,737)	All steps increased by 4%; step 2 subsidy eliminated	\$57.12	1 (13.1%)	Yes \$12,780

FY2028

**Water Enterprise
Option W2**

Target Revenue

Annual
12,000 C.F.

All Steps ~3% Except Step 2 6%

\$7,411,000.00

Fiscal Year	Volume	%	Bill
2,400	20.0%		\$91.20
8,400	70.0%		\$369.60
1,200	10.0%		\$67.20
-	-		\$64.00

Annual Change

\$25.56 4.5%

Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	28.3%	27,408,153.80	\$3.80	\$1,041,509.84	\$5.44	\$1.64 30.1%
2	45.7%	44,259,810.20	\$4.40	\$1,947,431.65	\$5.44	\$1.04 19.1%
3	5.3%	5,132,975.80	\$5.60	\$287,446.64	\$5.44	-\$0.16 -2.9%
4	20.7%	20,047,660.20	\$6.40	\$1,283,050.25	\$5.44	-\$0.96 -17.6%
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$6.58	\$398,343.19	\$5.44	-\$1.14 -21.0%
2	31.8%	12,500,802.60	\$7.11	\$888,807.06	\$5.44	-\$1.67 -30.7%
3	12.5%	4,913,837.50	\$7.87	\$386,719.01	\$5.44	-\$2.43 -44.7%
4	40.3%	15,842,212.10	\$10.49	\$1,661,848.05	\$5.44	-\$5.05 -92.8%
Grand Total	100.00%	136,159,300		\$7,895,155.70		
		-		\$484,155.70		
			6.1%	106.5%		

**Water Enterprise
Option W8**

Target Revenue

Annual
12,000 C.F.

FY2028 Budget Step 1 12.1%; Step 2 11.9%; ~5% All C

\$7,846,000.00

Fiscal Year	Volume	%	Bill
2,400	20.0%		\$93.36
8,400	70.0%		\$378.00
1,200	10.0%		\$69.36
-	-		\$64.00

Annual Change

\$53.76 9.8%

Primary Step	Step %	96,848,600	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	28.3%	27,408,153.80	\$3.89	\$1,066,177.18	\$5.44	\$1.55 28.5%
2	45.7%	44,259,810.20	\$4.50	\$1,991,691.46	\$5.44	\$0.94 17.3%
3	5.3%	5,132,975.80	\$5.78	\$296,686.00	\$5.44	-\$0.34 -6.3%
4	20.7%	20,047,660.20	\$6.09	\$1,220,902.51	\$5.44	-\$0.65 -11.9%
Secondary Step	Step %	39,310,700	Rate Per HCF	Revenue	Flat Rate	Subsidy
1	15.4%	6,053,847.80	\$6.25	\$378,365.49	\$5.44	-\$0.81 -14.9%
2	31.8%	12,500,802.60	\$6.74	\$842,554.10	\$5.44	-\$1.30 -23.9%
3	12.5%	4,913,837.50	\$7.48	\$367,555.05	\$5.44	-\$2.04 -37.5%
4	40.3%	15,842,212.10	\$9.94	\$1,574,715.88	\$5.44	-\$4.50 -82.7%
Grand Total	100.00%	136,159,300		\$7,738,647.66		
		-		-\$107,352.34		
			Shortfall	-1.4%		
				98.6%		

FY2028

Sewer Enterprise Option S2					Target Revenue		Annual 12,000 C.F.		
FY2028 Budget All Steps 4%					\$11,968,000.00		Fiscal Year		
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	%	Bill
1	30.2%	25,567,893.80	\$12.56	\$3,211,327.46	\$13.08	\$0.52	2,400	20.0%	\$301.44
2	48.1%	40,722,373.90	\$13.88	\$5,652,265.50	\$13.08	-\$0.80	8,400	70.0%	\$1,165.92
3	5.0%	4,233,095.00	\$14.97	\$633,694.32	\$13.08	-\$1.89	1,200	10.0%	\$179.64
4	16.7%	14,138,537.30	\$16.32	\$2,307,409.29	\$13.08	-\$3.24	Service Fee		\$52.00
100.00%					\$11,804,696.57		12,000		\$1,699.00
					Shortfall -\$163,303.43		Annual Change		
					-1.4%	98.6%	\$63.00		
							3.9%		

Sewer Enterprise Option S8					Target Revenue		Annual 12,000 C.F.		
FY2028 Budget All Steps 7%					\$11,968,000.00		Fiscal Year		
Step	Step %	84,661,900	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	%	Bill
1	30.2%	25,567,893.80	\$12.51	\$3,198,543.51	\$13.08	\$0.57	2,400	20.0%	\$300.24
2	48.1%	40,722,373.90	\$13.80	\$5,619,687.60	\$13.08	-\$0.72	8,400	70.0%	\$1,159.20
3	5.0%	4,233,095.00	\$14.88	\$629,884.54	\$13.08	-\$1.80	1,200	10.0%	\$178.56
4	16.7%	14,138,537.30	\$16.23	\$2,294,684.60	\$13.08	-\$3.15	Service Fee		\$52.00
100.00%					\$11,742,800.25		12,000		\$1,690.00
					Shortfall -\$225,199.75		Annual Change		
					-1.9%	98.1%	\$106.92		
							6.8%		

Sewer Enterprise Option S10					Target Revenue		Annual 12,000 C.F.		
FY2028 Budget All Steps 6%, Except Step 1 4%					\$11,778,440.00		Fiscal Year		
Step	Step %	86,023,500	Rate Per HCF	Revenue	Flat Rate	Subsidy	Volume	%	Bill
1	30.2%	25,979,097.00	\$11.81	\$3,068,131.36	\$13.08	\$1.27	2,400	20.0%	\$283.44
2	48.1%	41,377,303.50	\$13.17	\$5,449,390.87	\$13.08	-\$0.09	8,400	70.0%	\$1,106.28
3	5.0%	4,301,175.00	\$14.42	\$620,229.44	\$13.08	-\$1.34	1,200	10.0%	\$173.04
4	16.7%	14,365,924.50	\$15.64	\$2,246,830.59	\$13.08	-\$2.56	Service Fee		\$80.00
100.00%					\$11,384,582.25		12,000		\$1,642.76
					Shortfall -\$393,857.75		Annual Change		
					-3.5%	96.7%	\$83.64		
							5.4%		

Water and Sewer Rate Structure Committee

FY2028 Forecast

Concept	Options	FY2028 Annual	% Change from FY2027	Water Rate Structure Highlights	Annual Increase	Water Subsidy Target Primary Step 1 under 20%; Step 2 under 10%; no other subsidies	Meets Revenue Target	Sewer Rate Structure Highlights	Annual Increase	Sewer Subsidy Target Primary Step 1 under 10%; Step 2 under 5%; no other subsidies	Meets Revenue Target
A-10	W-2; S-2	\$2,291	4.0%	All steps ~3% except step 2 primary 6%	\$25.56	1 (30.1%); 2 (19.1%)	Yes \$484,156	All steps increased by 4%	\$63.00	1 (4.0%)	Yes (\$163,303)
A-16	W-8; S-2	\$2,304	5.3%	Step 1 12.1%; step 2 11.9%; all other steps ~5%	\$53.76	1 (28.5%); 2 (17.3%)	Yes (\$107,352)	All steps increased by 4%	\$63.00	1 (4.0%)	Yes (\$163,303)
A-70	W-8; S-8	\$2,295	7.5%	Step 1 12.1%; step 2 11.9%; all other steps ~5%	\$53.76	1 (28.5%); 2 (17.3%)	Yes (\$107,352)	All steps increased by 7%	\$106.92	1 (4.4%)	No (\$225,200)
A-81	W-2; S-10	\$2,235	5.1%	All steps ~3% except step 2 primary 6%	\$25.56	1 (30.1%); 2 (19.1%)	Yes \$484,156	All steps increased by 6%, except step 1 increased by 4%	\$83.64	1 (9.7%)	No (\$393,858)
A-87	W-8; S-10	\$2,247	6.5%	Step 1 12.1%; step 2 11.9%; all other steps ~5%	\$53.76	1 (28.5%); 2 (17.3%)	Yes (\$107,352)	All steps increased by 6%, except step 1 increased by 4%	\$83.64	1 (9.7%)	No (\$393,858)

WATER AND SEWER RATE STRUCTURE COMMITTEE

TOWN OF NEEDHAM

MEETING MINUTES

Date: May 29, 2025	Time: 6:00 PM	Location: Town Hall & Zoom
WSRSC Member Attendance:		
Present:	Harold Burger - Chair, Matt Zollner- Vice-Chair, Peter Kuck (remote), John Tallarico, John Terry (remote)	
Absent:		
Other Attendees:	David Davison Cecilia Simchak Shane Mark	Deputy Town Manager/Director of Finance Assistant Director of Finance Assistant DPW Director (remote)
Notes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site as a hybrid meeting:

Remote access on Zoom Cloud Meetings

Meeting ID # 825 7691 5720

Mr. Burger, Chair, called the meeting to order at 6:01 PM. He read the following statement:

“Hello, my name is Harold Burger, and I am the chair of the Water and Sewer Rate Structure Committee. Welcome to the May 29, 2025 meeting. In accordance with the Open Meeting Law at the beginning of the meeting, I must disclose to attendees whether the meeting is being recorded. This meeting is being broadcast via Zoom, and is being recorded for publication, later viewing and administrative purposes.

Also, after notifying the chair, any person may make a video or audio recording of the meeting or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Please let me know now so that I can make that announcement as well. Thank you. (there were no notifications)

Any member of the Committee who is participating remotely must be disclosed and recorded in the minutes of the Committee. The following members are participating remotely: John Terry and Peter Kuck. As we have one or more members participating remotely, all votes will be taken by roll call and recorded as such in the minutes.”

Acceptance of Minutes

Mr. Zollner made a motion that the Committee accept the minutes of the May 20, 2025 meeting as presented. Mr. Tallarico seconded the motion. The motion was then voted upon and approved

unanimously by roll call vote, John Tallarico – aye, Peter Kuck – aye, John Terry – aye, Matt Zollner – aye, and Harold Burger – aye. 5 yeas - 0 nays – 0 abstain.

Discussion

Mr. Davison reviewed the updated handouts. It was determined that the preferred alternatives were Alternative 10 (W2 & S2), Alternative 16 (W8 & S2), Alternative 70 (W8 & S8), Alternative 81 (W2 & S10) and Alternative 87 (W8 & S10).

The Committee reviewed the updated handout material. They show what rates would be in FY2026, FY 2027 and FY2028. The FY2027 and FY2028 forecast used the same consumption estimates as the FY2026 estimates. The percentage billed is the same as FY2026.

The Water and Sewer User Rate Revenue Target vs Actual was reviewed. The chart includes actual data from FY2020 through FY2024 and the first three quarters of FY2025. In April, FY2025 sewer revenue is behind by \$1.7M so far and water revenue is behind by \$235,618. There are still three months to catch up to the targets. This is further behind than experienced in FY2024, FY2023 and FY2022. The shortfalls in previous years have been covered by the reserve fund.

Irrigation use is up for FY2025, and water revenue is expected to be in the black by the end of the fiscal year. The chart indicates the swing in revenues which are tied to the up and down usage of irrigation water.

The three-year average operational expense forecast for FY2026, FY2027 and FY2028 is \$8,051,061. The user rate revenue target for water in FY2025 is \$7,411,000 (\$8,051,061 less \$700,000 estimated fix rate revenue plus \$60,383 for doubtful account allowance rounded to the nearest thousand). The minimum flat rate for water would be \$5.44 per hundred cubic feet. By FY2028 the estimated revenue target for water is estimated to be \$7,846,000.

The user rate revenue target for sewer is \$11,073,000 (\$12,107,563 less \$325,000 estimated fix rate revenue from the service fee, less \$800,000 estimated general fund payment for the drains program plus \$90,807 for doubtful account allowance rounded to the nearest thousand). The minimum flat rate for sewer would be \$13.08 per hundred cubic feet. By FY2028 the estimated revenue target for sewer is estimated to be \$11,968,000.

The state regulation requires inclining block rates to in theory promote conservation of water by charging less for the beginning use. It can be a two-step rate. The sewer rate does not require block rates and can be a flat rate.

Increases in water rates would be effective July 1 to satisfy the Department of Revenue that the Town is generating the revenue to cover costs. If the Town cannot demonstrate the rates will generate the revenue the Department of Revenue will not approve the tax rate will require the Town Meeting to raise property taxes to subsidize the water or sewer costs. It is undesirable to raise property taxes to subsidize the water or sewer costs because there are many users that do not pay property taxes, like Olin College and the BID hospital, and the burden would fall on residents and those that do pay property taxes.

Mr. Davison noted that it is reasonable to have the estimated revenue fall between 98.5% to 101.5% of the target and be considered meeting the target.

Three updated water options were reviewed including the current rate structure and the preferred alternatives.

Option W1 is the current rate structure which produces a shortfall of \$645,480.74 and is at the target percentage of 91.3%.

Option W2 proposes a uniform percentage change in all steps of 9.5%, which would produce a shortfall of \$2,754.19 and a target percentage of 100.0%. The annual increase in residents' bill per 12,000 cubic feet of water would be \$41.40 or 8.2%.

Option W8 proposes meeting the FY2026 Budget Number with no subsidy in Step 3 and increasing all steps by 3%, which would produce a shortfall of \$73,459.59 and a target percentage of 99.0%. The annual increase in residents' bill per 12,000 cubic feet of water would be \$22.56 or 4.5%.

Mr. Davison noted that Option W1, the current rate structure, cannot be maintained. Both Option W2 and Option W3 are paying less than the cost of the water and are still subsidized.

Four updated sewer options were reviewed, including the current rate structure and the preferred alternatives.

Option S1 is the current rate structure which has a shortfall of \$1,212,428.51 and is at the target percentage of 89.1%.

Option S2 proposes a uniform increase in all steps by 12.3%, which would produce a surplus of \$2,444.36 and a target percentage of 100.0%. The annual increase in residents bill per 12,000 cubic feet of sewer would be \$169.56 or 11.9%.

Option S8 proposes meeting the FY2026 Budget Number and increasing all Steps by 6%, which would produce a surplus of \$173,390.06 and a target percentage of 101.7%. The annual increase in residents' bill per 12,000 cubic feet of sewer would be \$82.92 or 5.8%.

Option S10 proposes meeting the FY2026 Budget Number, increasing the minimum annual fee to \$80, increasing Step 1 by 4%, increasing Step 2 by 3%, no subsidy Step 3, and increasing Step 4 by 4%, which would produce a surplus of \$285,609.21 and a target percentage of 102.8%. The annual increase in residents' bill per 12,000 cubic feet of sewer would be \$74.44 or 5.2%.

It was noted that it would be desirable to eliminate subsidies and would take three to four years to get rid of the subsidies. Mr. Davison recommended a goal to reach over the next four years for primary water usage could be having no more than a 20% subsidy in Step 1, no more than a 10% subsidy in Step 2 and no subsidies in Step 3 or Step 4 because they would be subsidizing Step 1 and Step 2. Once the goals are achieved efforts would be made to prevent these subsidy percentages from increasing.

The Committee discussed the advantages and disadvantages of the five preferred alternatives combinations from the May 20, 2025 meeting: Alternative 10 (W2 & S2), Alternative 16 (W8 & S2), Alternative 70 (W8 & S8), Alternative 81 (W2 & S10) and Alternative 87 (W8 & S10). They also looked again at Alternative 64 (W2 & S8). All the alternatives selected would meet the target revenue within the acceptable range of 98.5% to 101.5% of the target. For FY2025 the Committee recommended a rate increase of 5.8%.

Mr. Burger made a motion that the Committee present the following three alternative combinations in order of preference to the Select Board at their hearing on June 10, 2025: Alternative 70 (W8 & S8), Alternative 64 (W2 & S8), and Alternative 16 (W8 & S2). Mr. Tallarico seconded the motion. The motion was then voted upon and approved unanimously by roll call vote, John Tallarico – aye, Peter Kuck – aye, John Terry – aye, Matt Zollner – aye, and Harold Burger – aye. 5 yeas - 0 nays – 0 abstain.

Mr. Burger will draft a letter to the Select Board regarding the Committees recommendations and forward it to Mr. Davison for distribution. The preferred options will be presented at the Select Board hearing scheduled for their June 10th meeting. The Select Board will vote on the recommended changes on June 24th, and the rates will go into effect on July 1st.

Documents Agenda, 5/20/25 Minutes, email dated 5/2/25 from David Davison to the Committee, Water & Sewer User Rate Revenue Target vs Actual, Water Enterprise Operational Expenses Forecast 3-year outlook, Water User Rate Structure Recap – Annual Estimated Requirement, Sewer Enterprise Operational Expenses Forecast 3-year outlook, Sewer User Rate Structure Recap - Annual Estimated Requirement, FY2026 Water Enterprise Options, FY2026 Sewer Enterprise Options, FY2026 Forecast with Water and Sewer Rate Concepts Annual Water & Sewer Charges – Cost to Average Customer Consuming 12,000 Cubic Feet, FY2027 Water Enterprise Options, FY2027 Sewer Enterprise Options, FY2027 Forecast with Water and Sewer Rate Concepts Annual Water & Sewer Charges – Cost to Average Customer Consuming 12,000 Cubic Feet, FY2028 Water Enterprise Options, FY2028 Sewer Enterprise Options, FY2028 Forecast with Water and Sewer Rate Concepts Annual Water & Sewer Charges – Cost to Average Customer Consuming 12,000 Cubic Feet

Adjournment

Mr. Burger made a motion that the Committee adjourned at 7:08 PM. Mr. Zollner seconded the motion. The motion was then voted upon and approved unanimously by roll call vote, John Tallarico – aye, Peter Kuck – aye, John Terry – aye, Matt Zollner – aye, and Harold Burger – aye. 5 yeas - 0 nays – 0 abstain.

These notes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.



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

MEETING DATE: 6/10/2025

Agenda Item	Update on Highland Avenue Roadway Improvements Project
Presenter(s)	Tyler Gabrielski, Director of Streets and Transportation Carys Lustig, Director of Public Works Jared Duval, P.E., Project Manager, TEC, Inc. Rebecca Clark, P.E., Design Lead/Asst. Project Manager, TEC Inc.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Department of Public Works and TEC Inc. will provide a progress update on the Town's design process for submission to the Transportation Improvement Program (TIP) through the regional Boston Metropolitan Planning Organization (MPO) for Highland Ave South (Webster St to Great Plain Ave). This process requires the Town to go through a prescribed process with the MPO and the Massachusetts Department of Transportation (MassDOT) to get access to the resources and funding from the program. This program will address three signalized intersections in need of upgrades, resolve drainage issues, and improve multimodal transit throughout the corridor. This is an extension of a pre-existing program that goes from Highland Ave at Webster St all the way to Newton Center.	
2.	VOTE REQUIRED BY SELECT BOARD
None – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
• PowerPoint – Highland Ave Roadway Improvements • 10% Design Drafts with Alternatives • Highland Avenue TIP Project Frequently Asked Questions #1	



HIGHLAND AVE ROADWAY IMPROVEMENTS



**SELECT BOARD
INFORMATIONAL SESSION**

June 10, 2025

AGENDA

- Project Team Introduction
- Project Limits
- Project History/Timeline
- Project Goals
- MassDOT TIP Process
- Scope / Design Considerations
- Public Feedback
- Potential Design Revisions
- Next Steps / Milestones
- Q&A

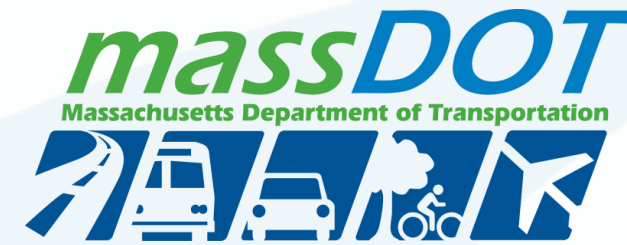


ABOUT TEC, INC.

- Locations in Lawrence & Worcester, MA & Portland, ME
- 100 ± employees
- Municipally focused – 80% of Client Base
- Key services:
 - Transportation & Traffic engineering
 - Civil/Site engineering
 - Structural/bridge engineering
 - Landscape Architecture
 - Construction administration



PROJECT TEAM



Jared Duval, PE
Project Manager



Mikel Myers, PE
Principal-In-Charge

SUPPORT TEAM



Sam Gregorio, PE, PTOE
Senior Traffic Engineer



Rebecca Clark, PE
Asst. PM/Transportation
Design Lead



Joe Coan, RLA
Landscape Architecture
Design Lead



Pete Engle, PE
Stormwater/Permitting

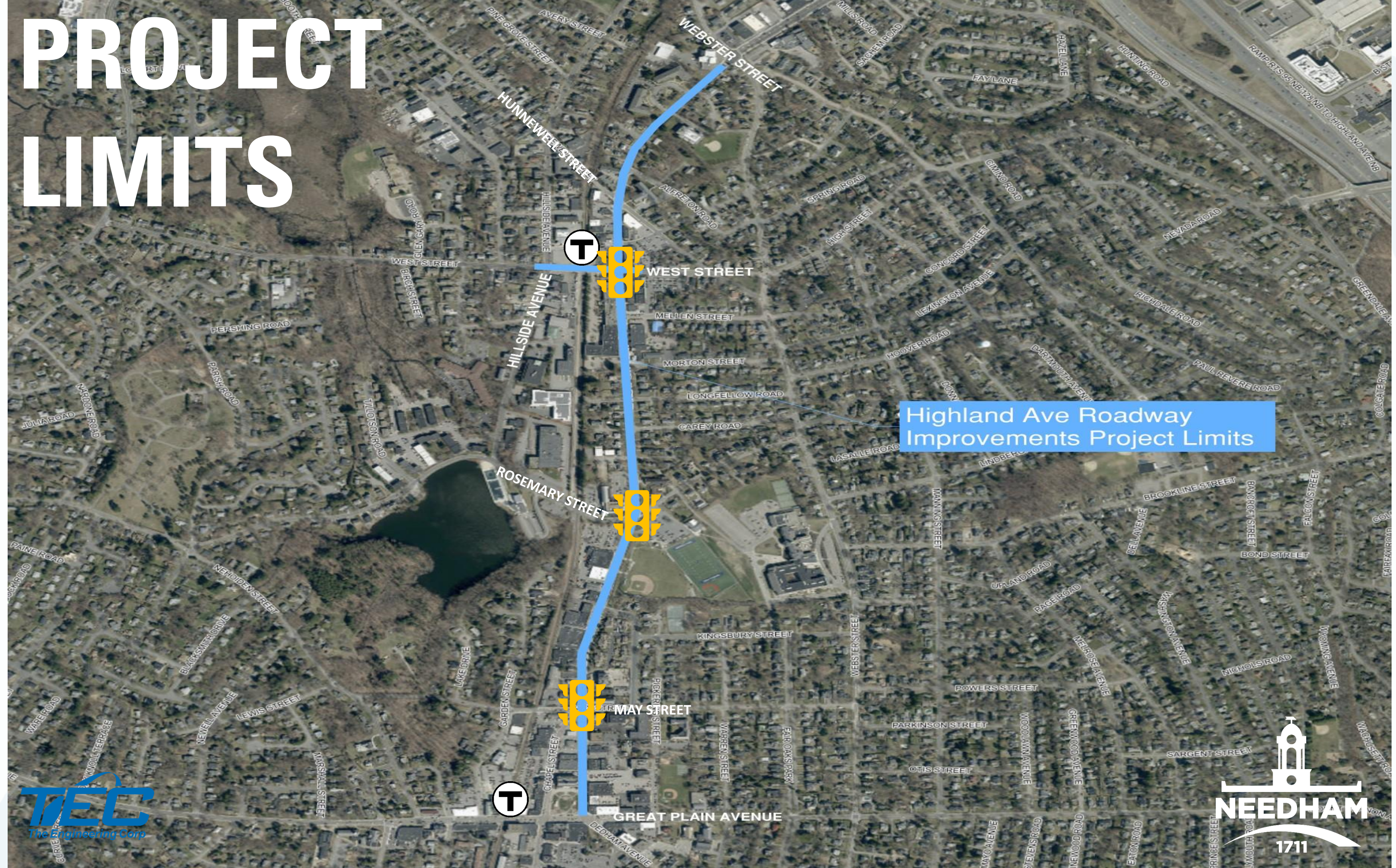


Nick Diana, EIT
Transportation Designer

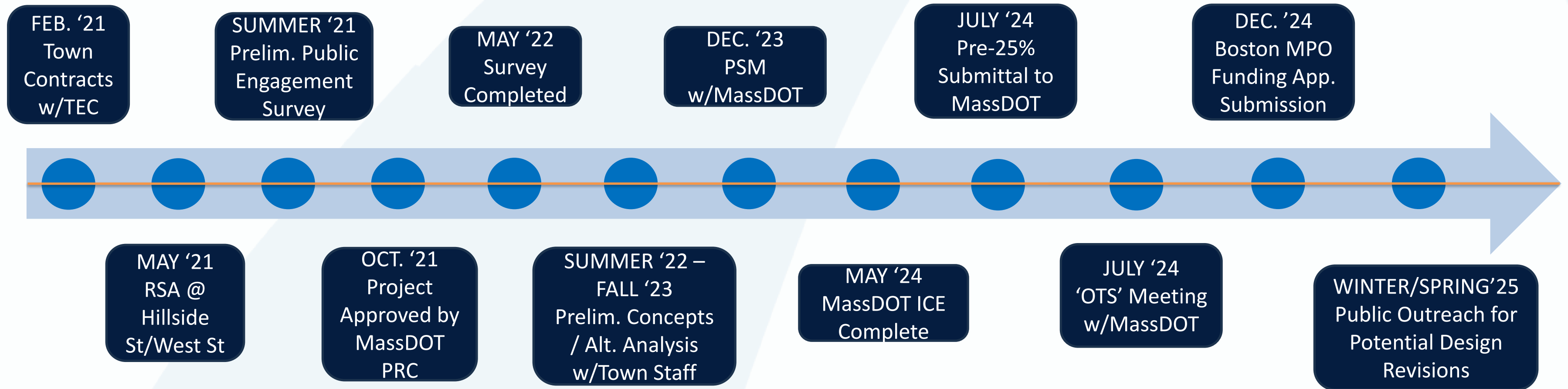


Rana Eslamifard
Transportation Engineer

PROJECT LIMITS



PROJECT TIMELINE



MASSDOT TIP PROCESS

- **What is the TIP?**
 - *5-Year Rolling CIP for transportation projects developed by regional MPO (e.g. Boston Region Metropolitan Planning Organization)*
- **Town Funds Design / ROW Acquisition, Feds/State Fund Const.**
- **MassDOT Design Development:**
 - *Project Initiation (COMPLETE)*
 - *Pre-25% Scoping (IN-PROGRESS)*
 - *25% Design*
 - *75% Design / Permitting*
 - *100% Design*
 - *Plans, Specifications, and Estimates for Project Bidding*

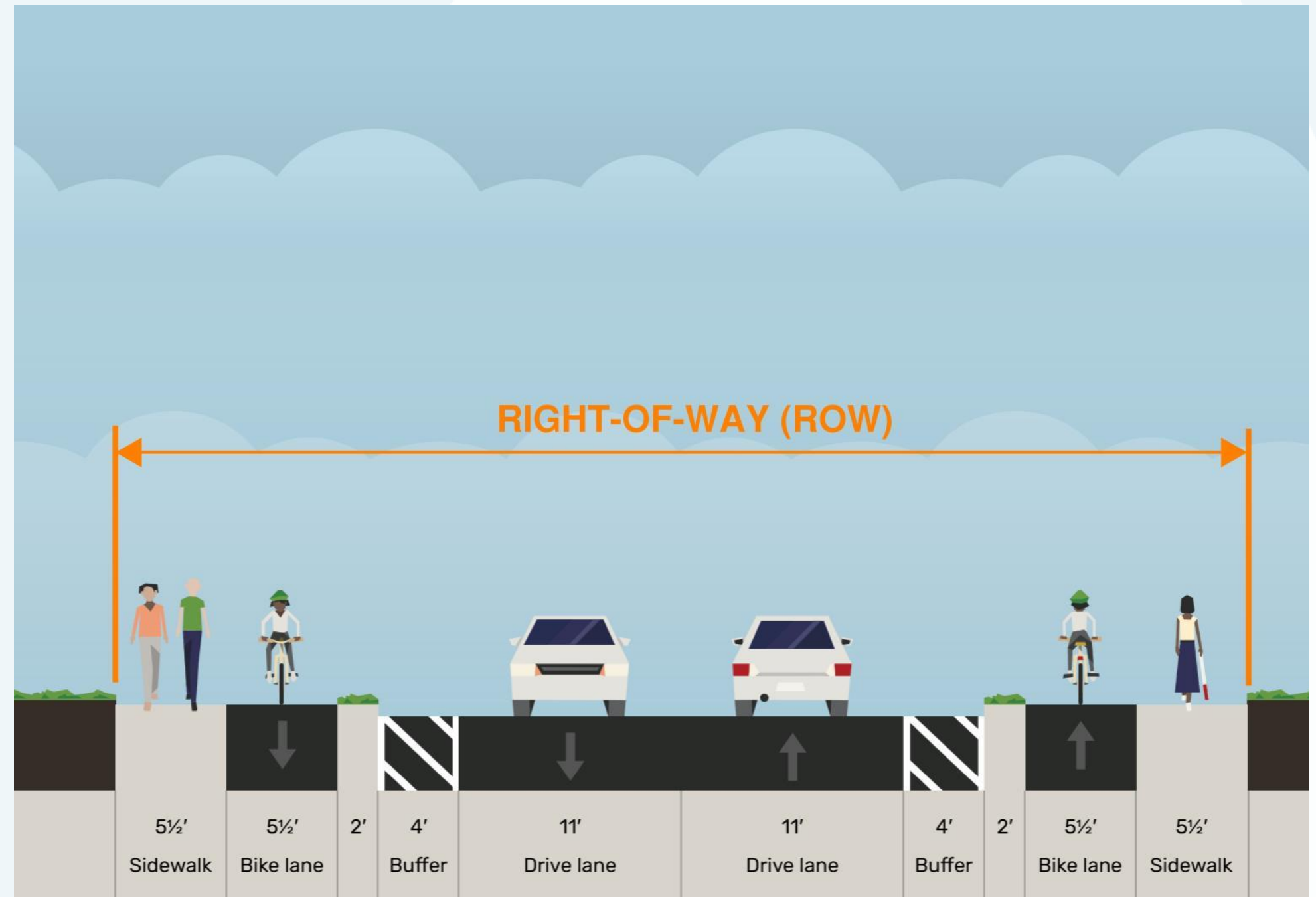
PROJECT GOALS

- **Operational & Safety Improvements at Intersections**
 - Reduce back-ups, optimize traffic flows and signal function
- **Traffic calming features to enhance safety for pedestrians**
- Ramps/sidewalks compliant with state/federal accessibility requirements
- Improve pedestrian access and protection at bus stops
- Provide safe and comfortable bicycle accommodations
- Improve multimodal connectivity to other areas of Town, transit, etc.
- **Stormwater drainage system improvements**
- Resurface roadway to extend service life of pavement
- Context sensitive design (i.e. trees, parking, loading/unloading...)
- Enhance streetscape & create a more vibrant “spine” of the Town

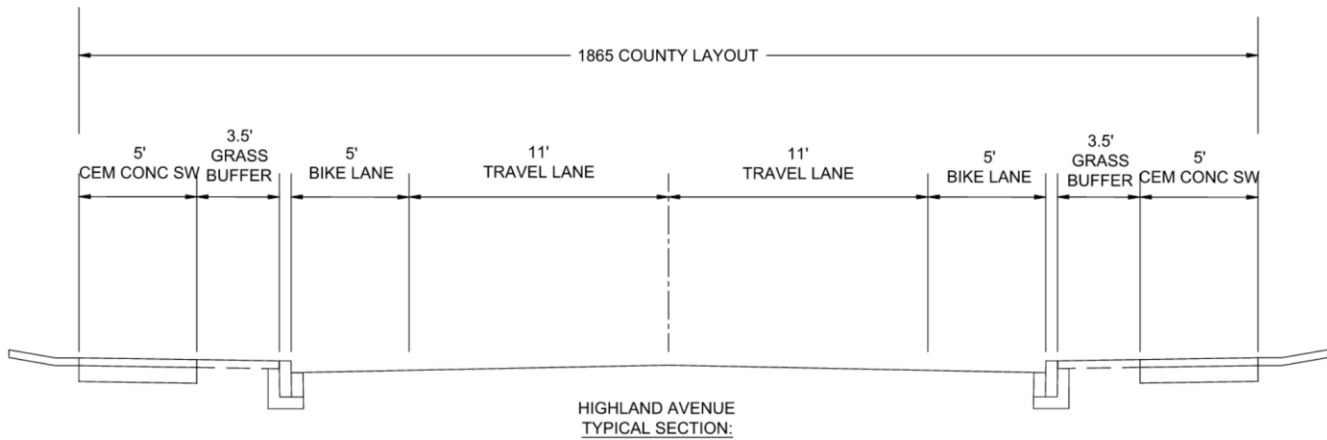
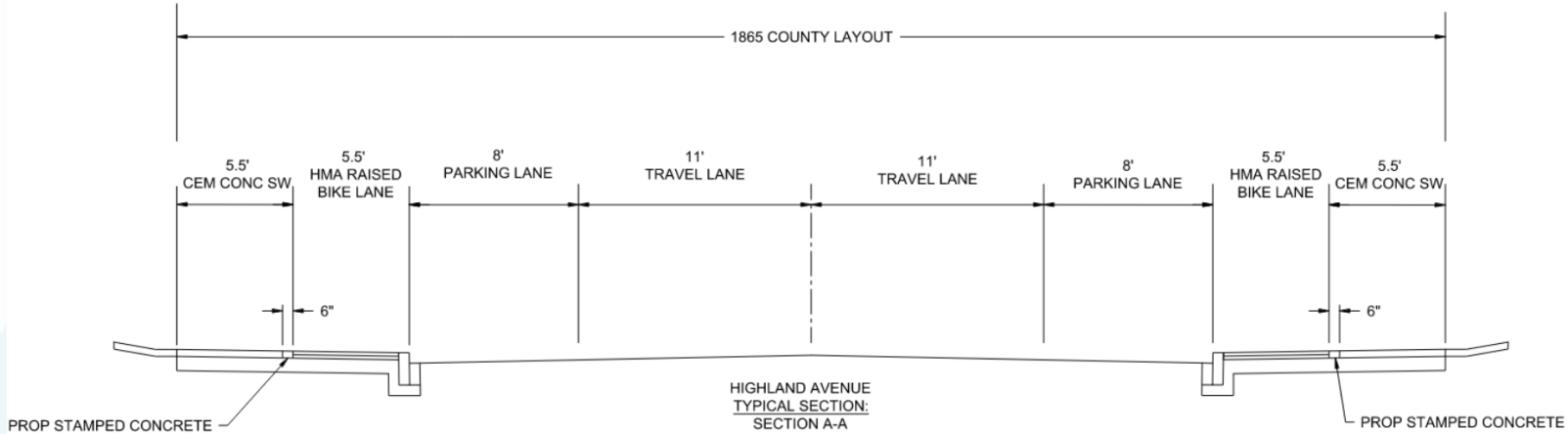


SCOPE / DESIGN CONSIDERATIONS

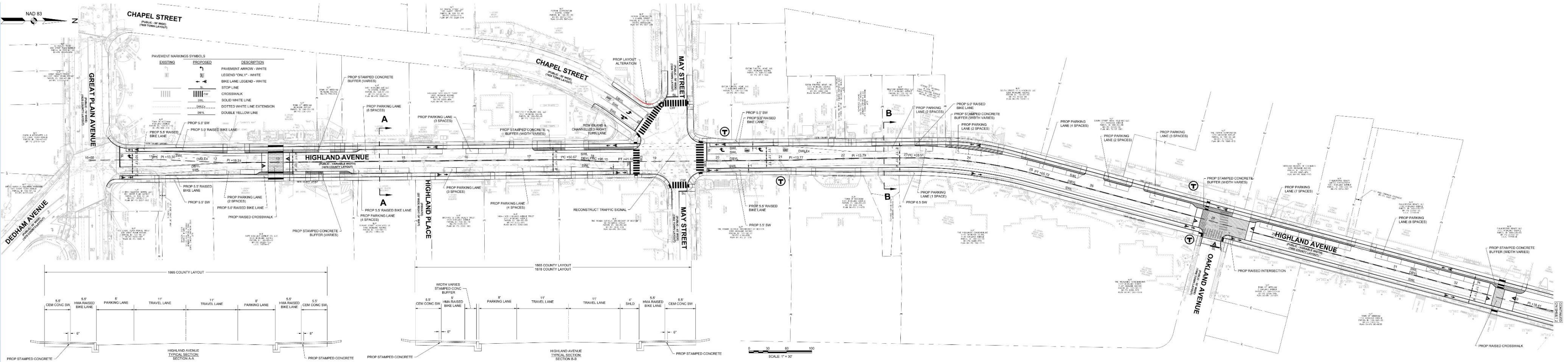
- MBTA Rezoning - Traffic Impact Analysis (July '24)
- Parking impacts
- Tree Preservation
- Drainage Improvements
- Ped/Bicycle Accommodations
- Right-of-Way (ROW)
- Cross-Section



SCOPE / DESIGN CONSIDERATIONS (cont.)



SCOPE / DESIGN CONSIDERATIONS (cont.)



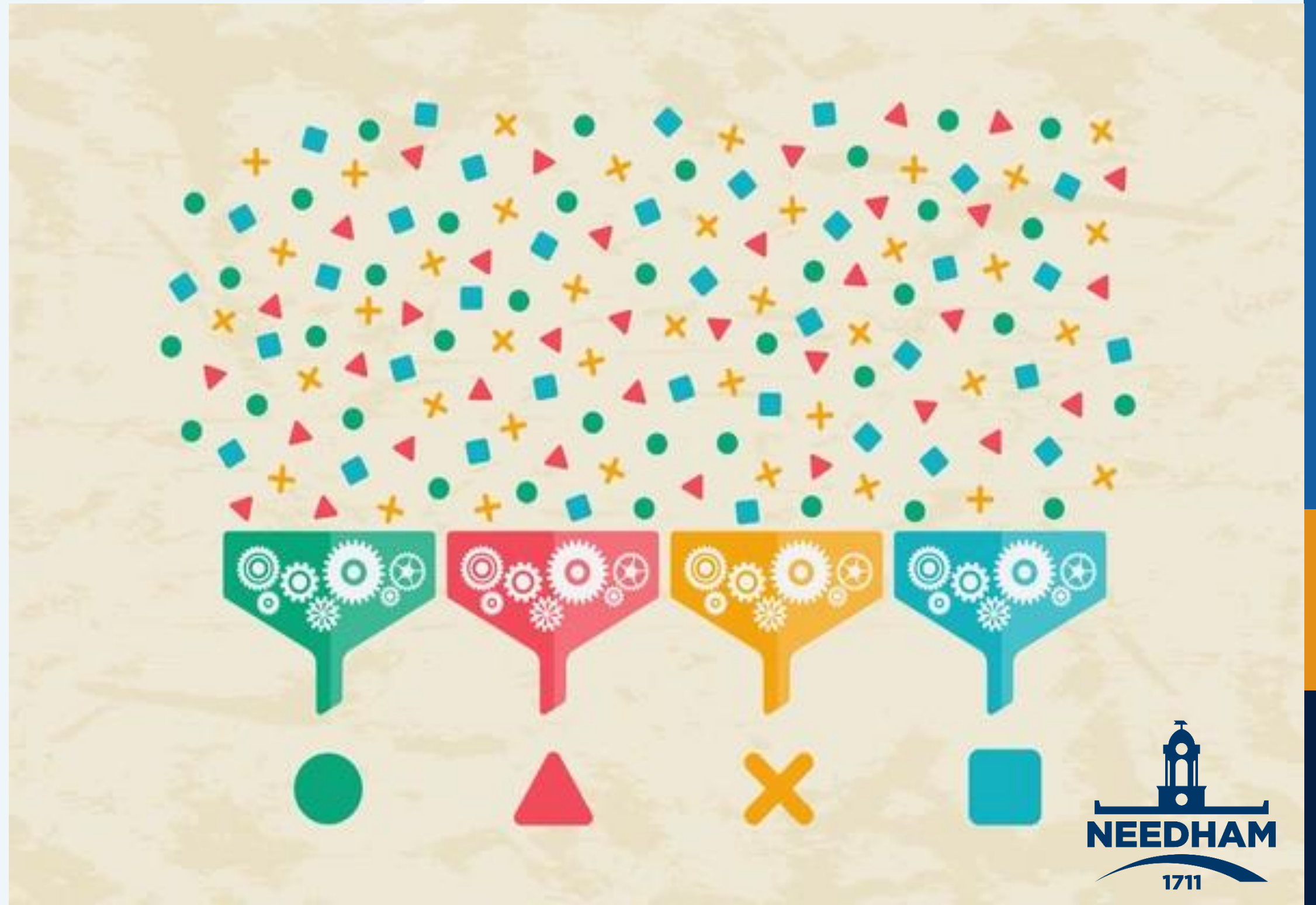
PUBLIC FEEDBACK

- **Public Survey - 2021**
 - 600± responses
 - Relationship to project, comfort level walking/biking?
 - Top needs for corridor?
- **Visioning Workshop – Feb. 26, 2025**
- **Public Survey – Bicycle Ridership – April-Mar. 2025**
 - Extent of current and anticipated bicycle ridership?
 - 330± responses



PUBLIC FEEDBACK (cont.)

- Feedback categorized
 - Safety
 - Parking
 - Trees
 - Congestion
 - Cost
 - Design



PUBLIC FEEDBACK (cont.)

- **Safety measures**

- Dedicated/separated travel ways for bikes and peds
- Reduced lane widths and raised features to reduce speeds

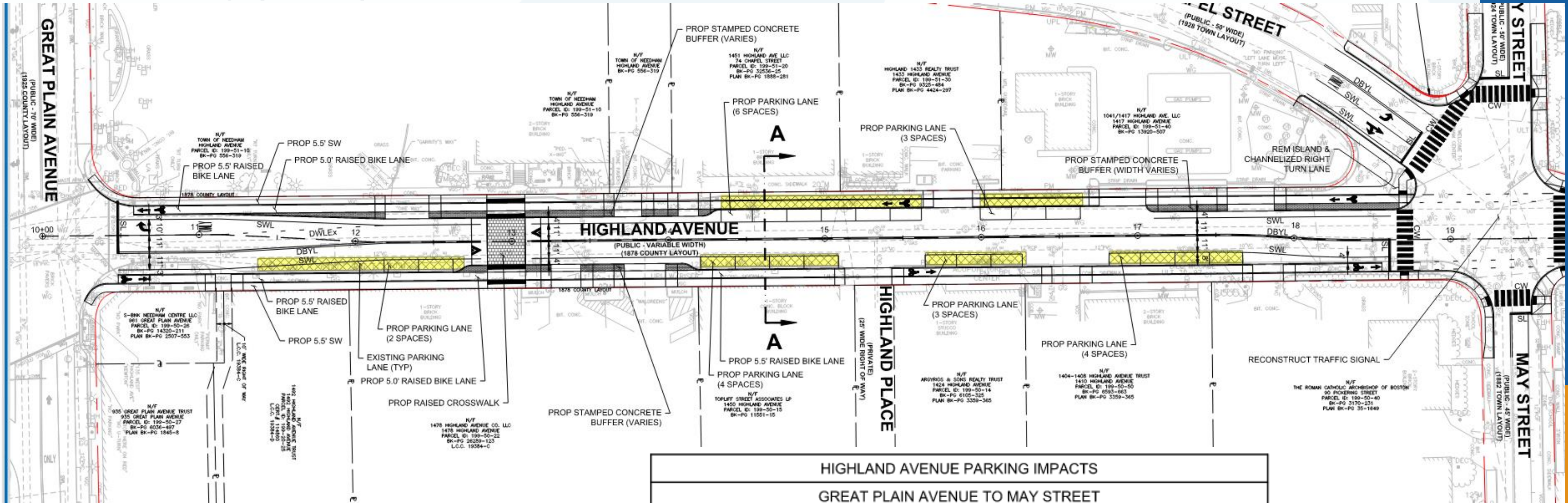
- **Parking**

- Preserve to max extent practicable
- Evaluate/revise 10% x-section
- Policy intervention
- Supplemental parking study



PUBLIC FEEDBACK (cont.)

- Parking (cont.)



HIGHLAND AVENUE PARKING IMPACTS			
GREAT PLAIN AVENUE TO MAY STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	17	13	-4
WEST SIDE	9	9	0
TOTAL	26	22	-4

PUBLIC FEEDBACK (cont.)

- Tree Preservation



PUBLIC FEEDBACK (cont.)

- Tree Preservation



PUBLIC FEEDBACK (cont.)

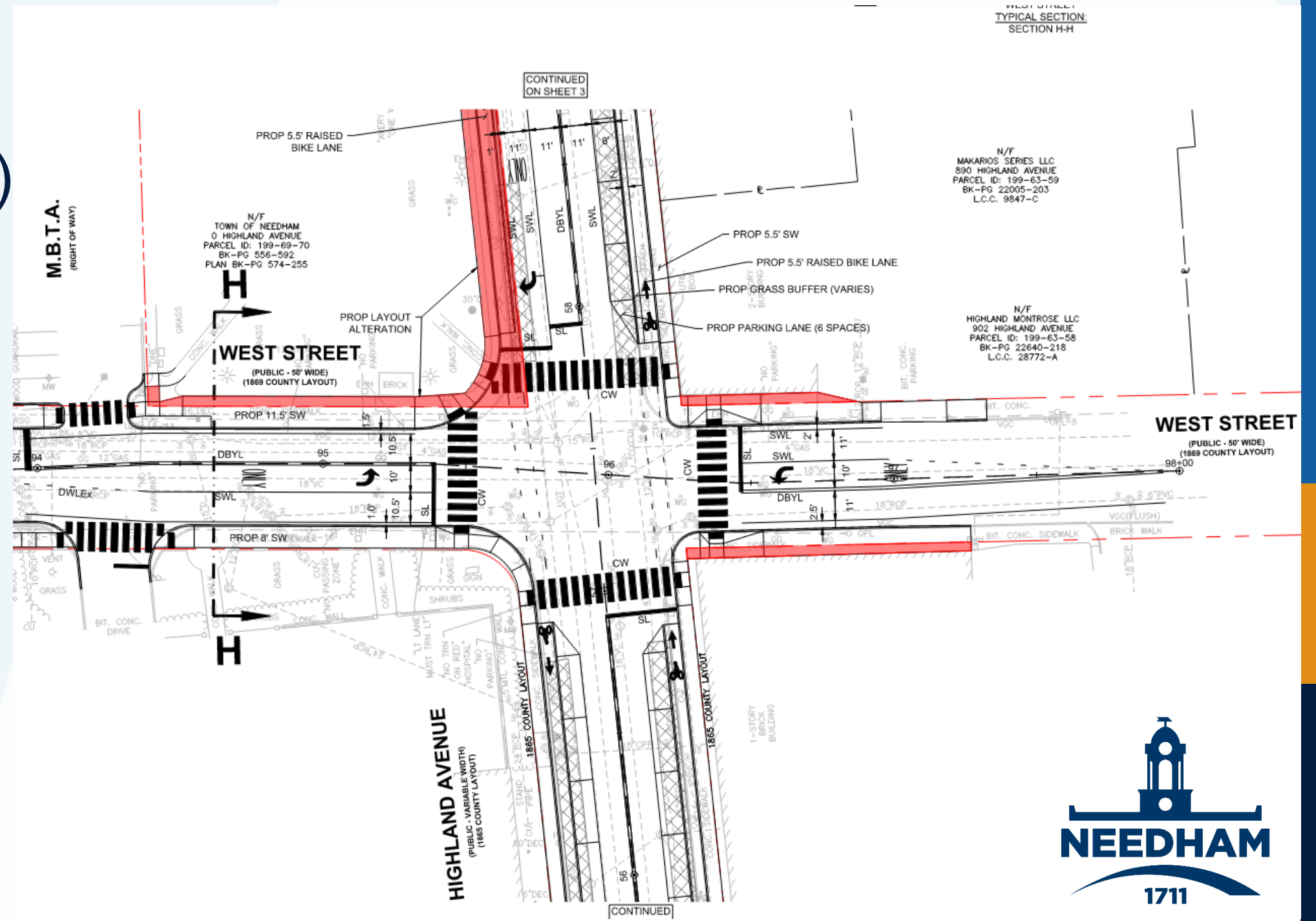
- **Congestion**

- Traffic study by others in 2024
- 2034 build-scenarios evaluated to model increased capacity needs
- Level-of-Service (LOS): A – F

		LEVEL OF SERVICE	
		2024 Existing	2034-No Build
Highland Ave @ West St (Signalized)	AM Peak Hour	C	D
	PM Peak Hour	D	D
Highland Ave @ Rosemary St (Signalized)	AM Peak Hour	C	C
	PM Peak Hour	B	C
Highland Ave @ Chapel/May St (Signalized)	AM Peak Hour	E	F
	PM Peak Hour	E	F
Hillside Ave @ West St (Unsignalized)	AM Peak Hour	F	F
	PM Peak Hour	F	F
Highland Ave @ Hunnewell St (Unsignalized)	AM Peak Hour	F	F
	PM Peak Hour	F	F

PUBLIC FEEDBACK (cont.)

- **Congestion (cont.)**
 - Potential Mitigation:
 - Signal timing optimization
 - Exclusive turn lanes
 - Signalization (Hunnewell St)



POTENTIAL DESIGN REVISIONS

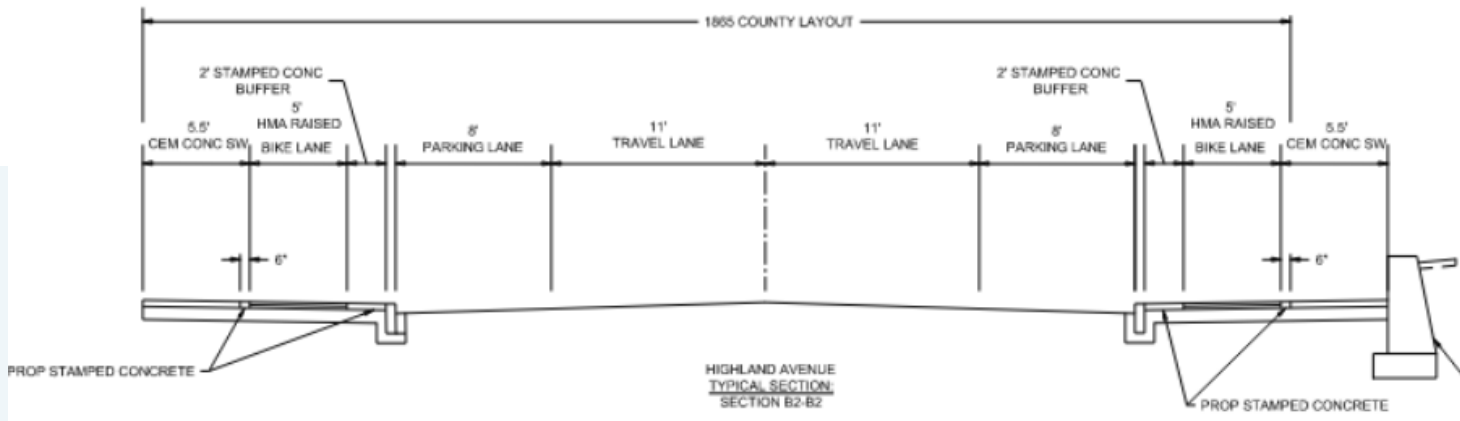
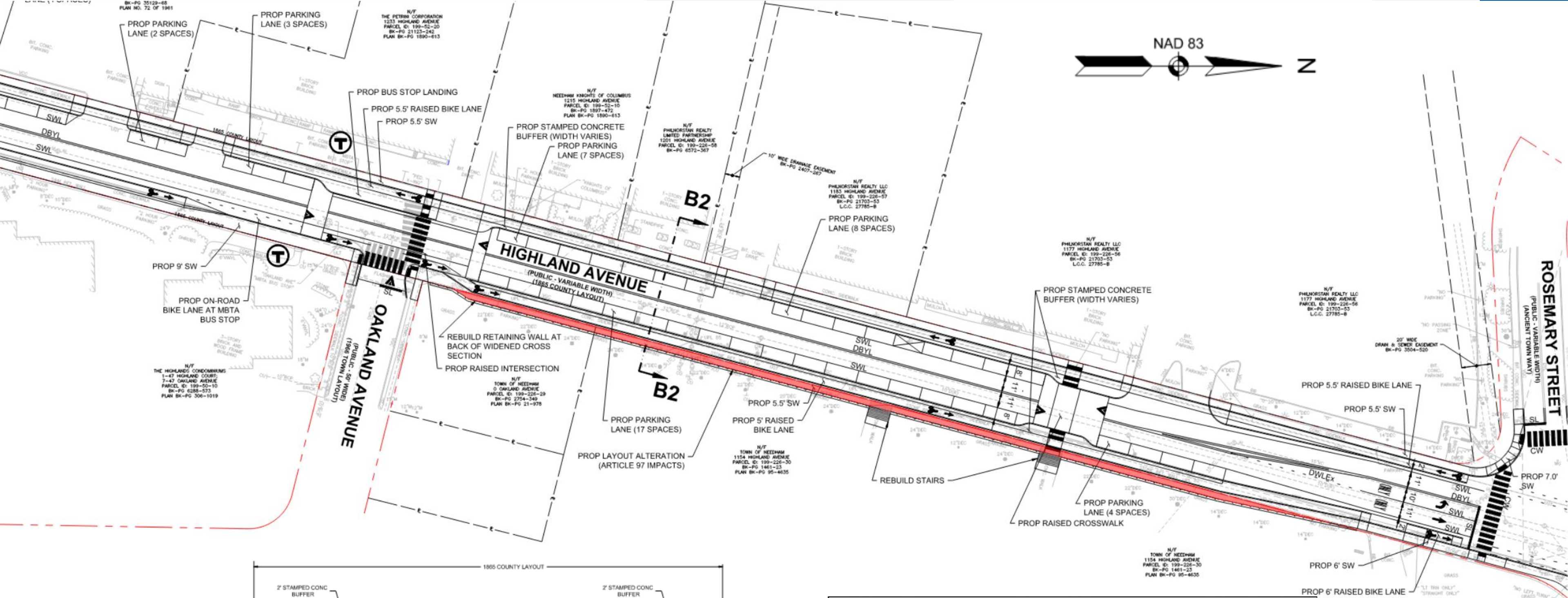
- **Cross-Section**

- Revise prop. back of sidewalk in downtown area for more ped space
- Maximize existing parking retention

- **Memorial Park**

- Evaluate 2-additional alternatives to maintain parking + add bike lane
 - R&R ret. wall or reroute bike lane into park
- Add'l survey, discussions with stakeholders and Mem Park Trustees
 - Art. 97 Impacts

POTENTIAL DESIGN REVISIONS (cont.)



HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
OAKLAND AVENUE TO ROSEMARY STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	15	21	6
WEST SIDE	16	15	-1
TOTAL	31	36	5

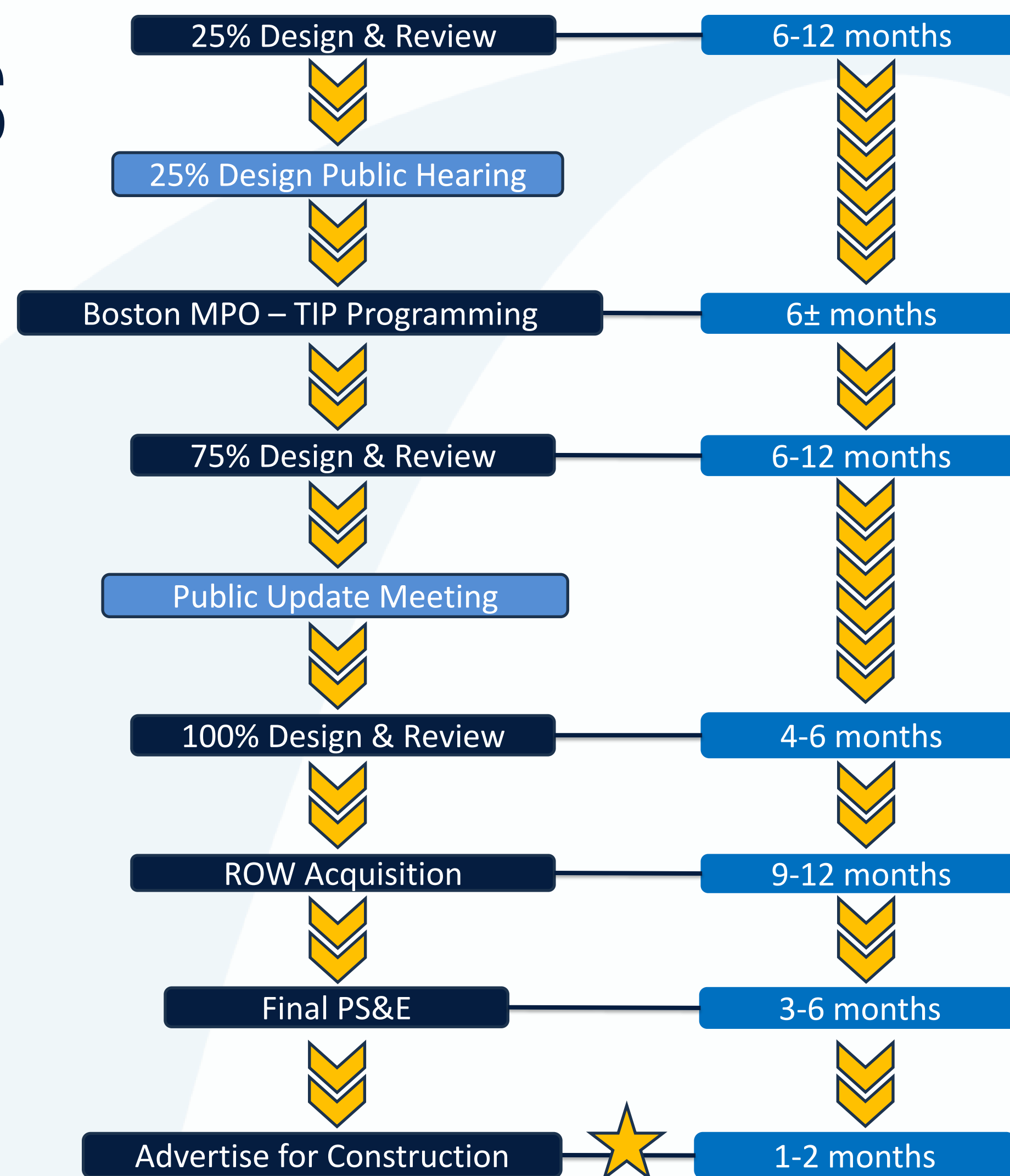


NEXT STEPS

- **Pre-25% Design Public Outreach – Summer '25**
 - In-person public information meeting
- **Design Revision Review w/ MassDOT - Summer '25**
- **25% Design Development – Fall/Winter '25**
 - Pavement cores
 - Subsurface Utility Engineering
- **25% Design Submission – Spring '26**
 - For programming consideration in FFY2030



MILESTONES



MORE OPPORTUNITIES FOR PROJECT INFO. & FEEDBACK!

- *Dedicated Project Webpage:*

www.highlandaveroadwayimprovements.com

- *Public Info. Session #2*
 - *Date TBD*



The Highland Avenue Roadway Improvements Project needs your input!

Needham is embarking on an initiative to implement Complete Streets improvements along the Highland Avenue corridor in order to enhance safety and accessibility for all users (motor vehicles, transit, pedestrians, and bicycles) of all ages and abilities.



The project team is seeking to engage the public in the design process.

Visit HighlandAveRoadwayImprovements.com to take our brief survey, and learn how and when to share your ideas, vision, and needs for the future of Highland Ave!

Thank you!





TheEngineeringCorp.com

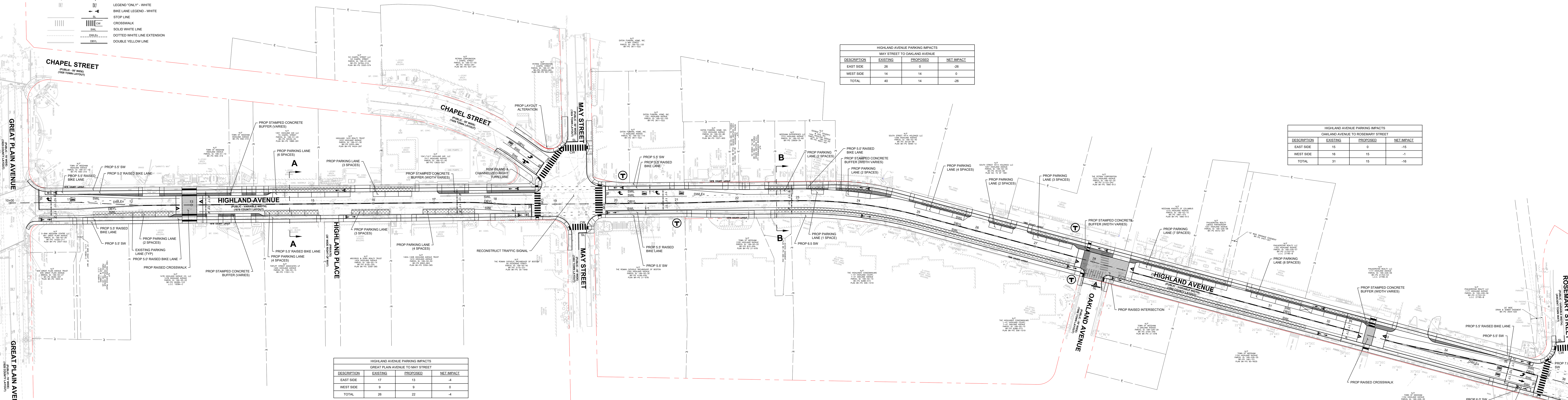
PAVEMENT MARKINGS SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	PAVEMENT ARROW - WHITE
[Symbol]	[Symbol]	LEGEND "ONLY" - WHITE
[Symbol]	[Symbol]	BIKE LANE LEGEND - WHITE
[Symbol]	[Symbol]	STOP LINE
[Symbol]	[Symbol]	CROSSWALK
[Symbol]	[Symbol]	SOLID WHITE LINE
[Symbol]	[Symbol]	DOTTED WHITE LINE EXTENSION
[Symbol]	[Symbol]	DOUBLE YELLOW LINE

LEGEND

[Symbol] = EXISTING PARKING LANE

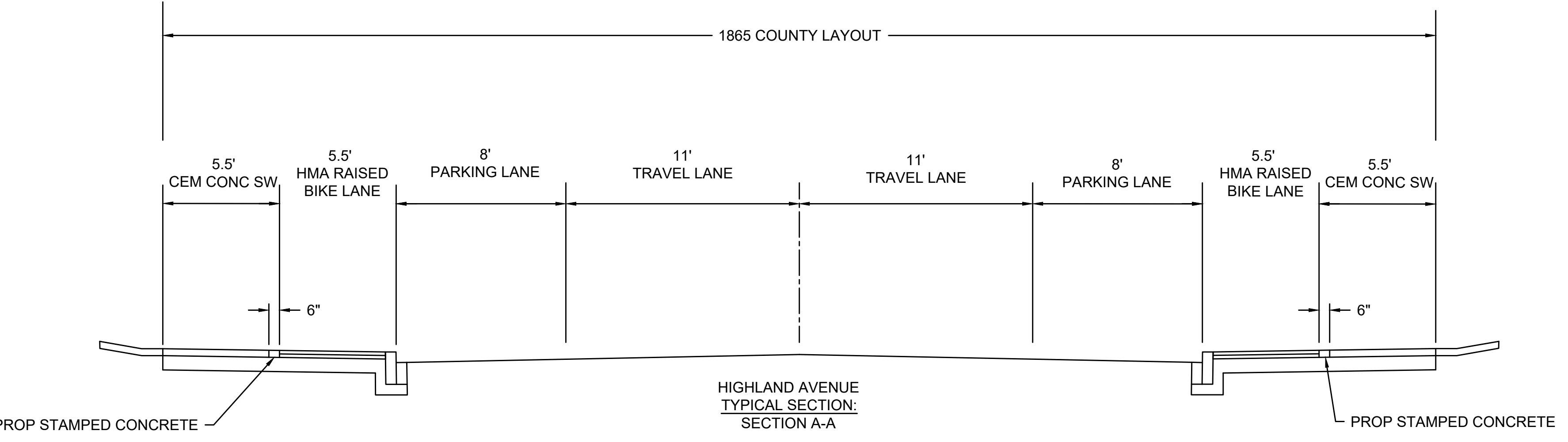
HIGHLAND AVENUE PARKING IMPACTS			
NET IMPACT - ENTIRE PROJECT			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	103	57	-46
WEST SIDE	70	72	2
TOTAL	173	129	-44



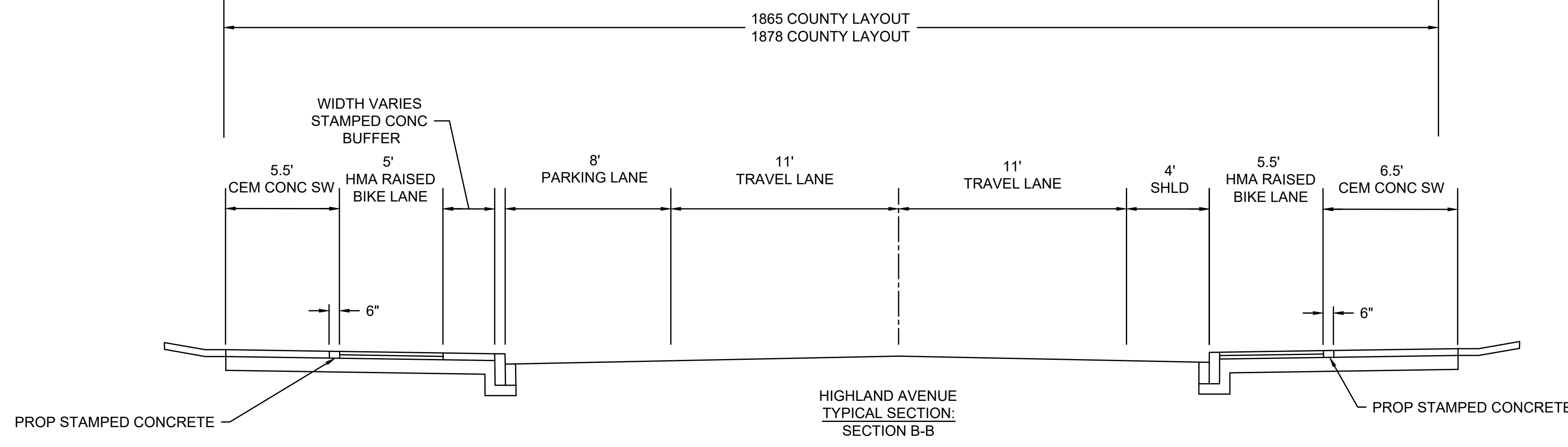
HIGHLAND AVENUE PARKING IMPACTS			
MAY STREET TO OAKLAND AVENUE			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	26	0	-26
WEST SIDE	14	14	0
TOTAL	40	14	-26

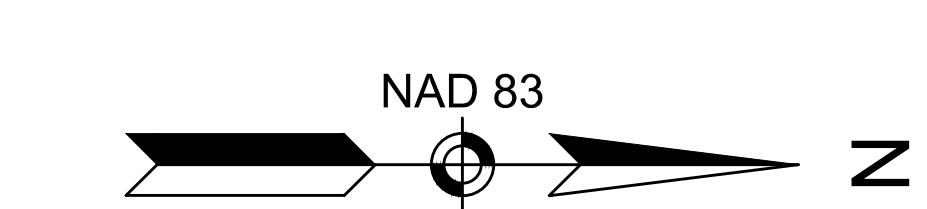
HIGHLAND AVENUE PARKING IMPACTS			
OAKLAND AVENUE TO ROSEMARY STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	15	0	-15
WEST SIDE	16	15	-1
TOTAL	31	15	-16

HIGHLAND AVENUE PARKING IMPACTS			
GREAT PLAIN AVENUE TO MAY STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	17	13	-4
WEST SIDE	9	9	0
TOTAL	26	22	-4



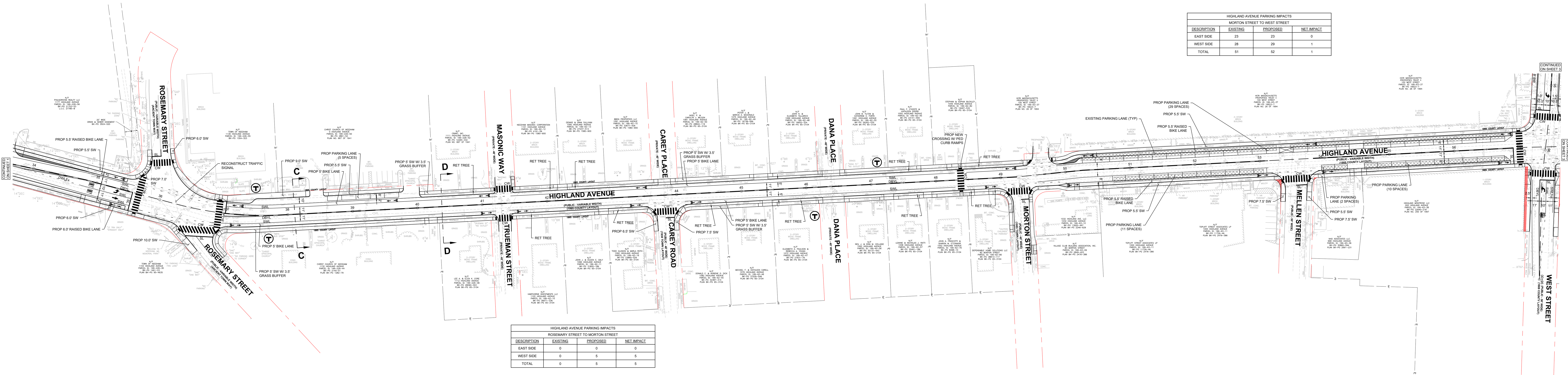
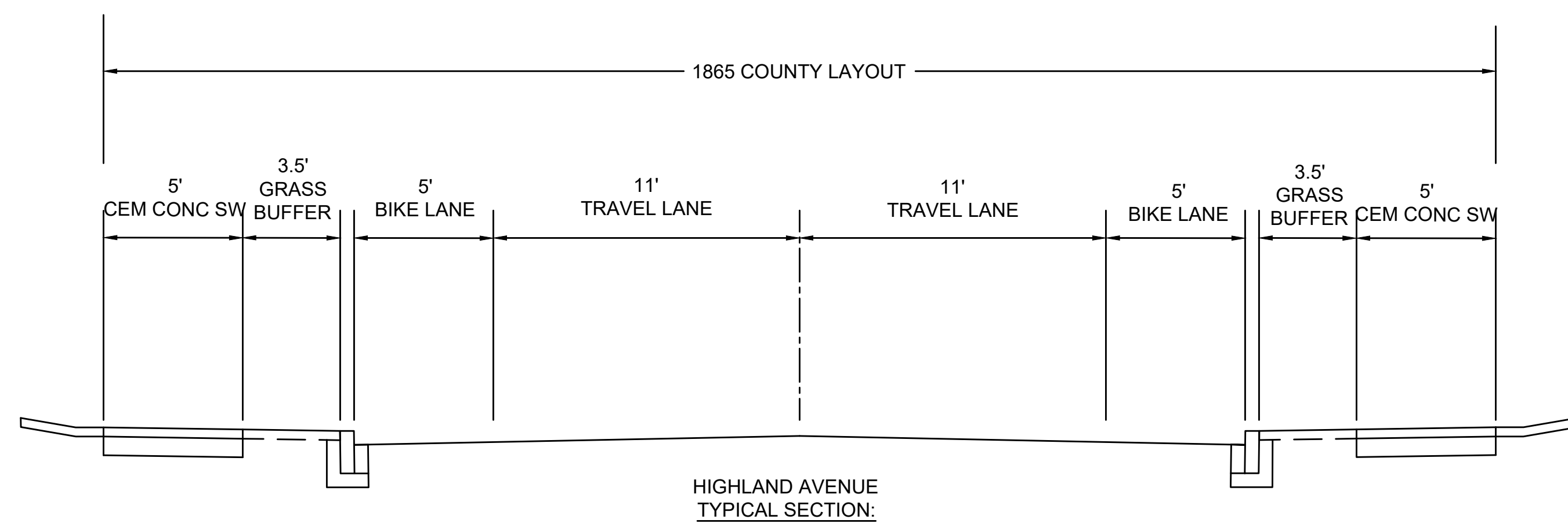
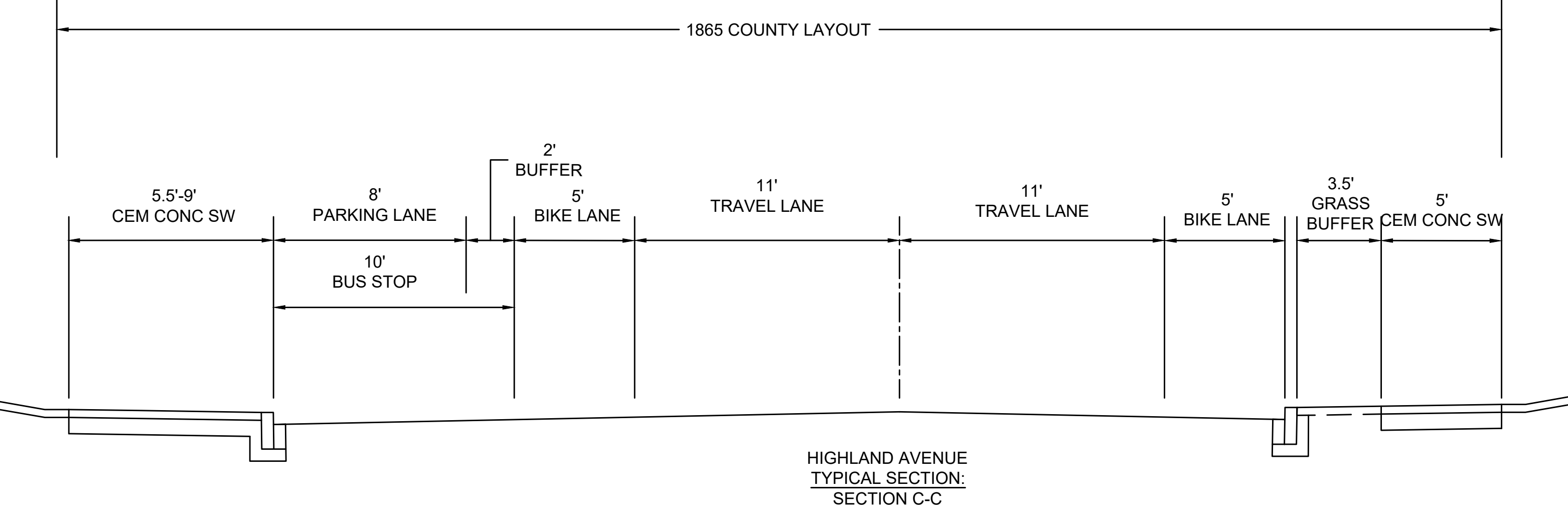
SCALE: 1" = 30'





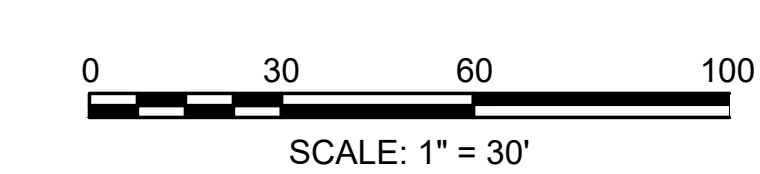
PAVEMENT MARKINGS SYMBOLS		DESCRIPTION
EXISTING	PROPOSED	
		PAVEMENT ARROW - WHITE
		LEGEND "ONLY" - WHITE
		BIKE LANE - WHITE
		STOP LINE
		CROSSWALK
		SOLID WHITE LINE
		DOTTED WHITE LINE EXTENSION
		DOUBLE YELLOW LINE

LEGEND	
	EXISTING PARKING LANE



HIGHLAND AVENUE PARKING IMPACTS			
MORTON STREET TO WEST STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	23	23	0
WEST SIDE	28	29	1
TOTAL	51	52	1

HIGHLAND AVENUE PARKING IMPACTS			
ROSEMARY STREET TO MORTON STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	0	0	0
WEST SIDE	0	5	5
TOTAL	0	5	5



NAD 83

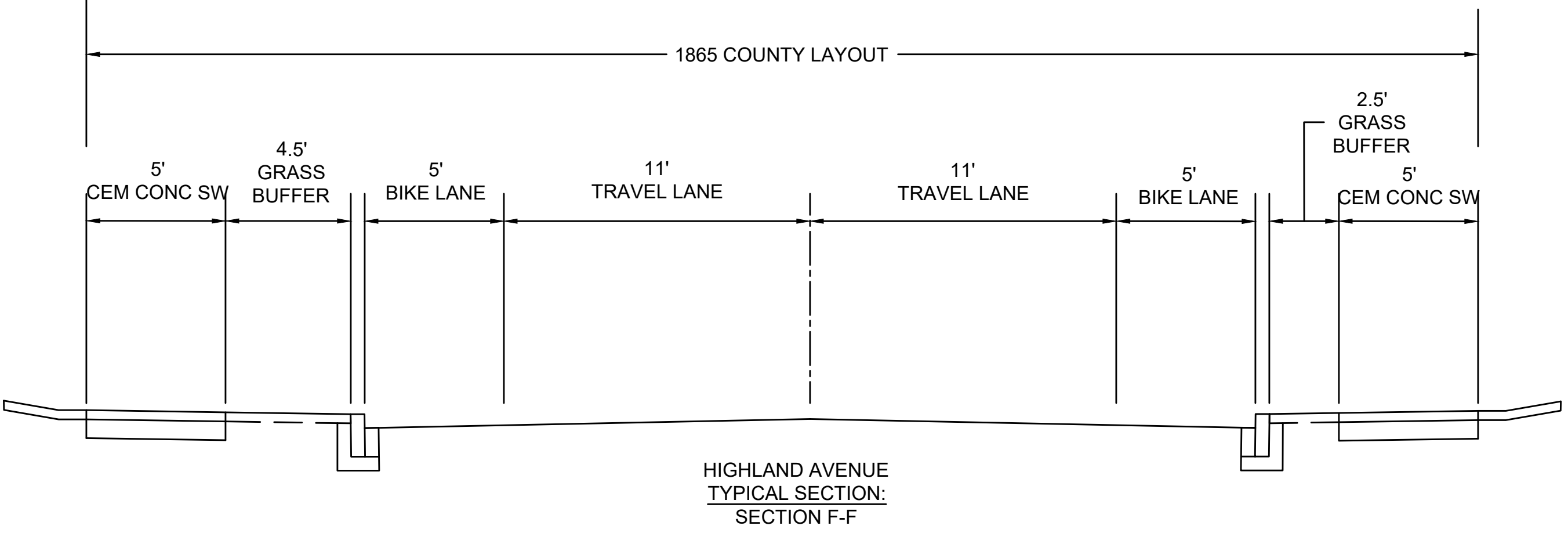
PAVEMENT MARKINGS SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	PAVEMENT ARROW - WHITE
[Symbol]	[Symbol]	LEGEND 'ONLY' - WHITE
[Symbol]	[Symbol]	BIKE LANE LEGEND - WHITE
[Symbol]	[Symbol]	STOP LINE
[Symbol]	[Symbol]	CROSSWALK
[Symbol]	[Symbol]	SOLID WHITE LINE
[Symbol]	[Symbol]	DOTTED WHITE LINE EXTENSION
[Symbol]	[Symbol]	DOUBLE YELLOW LINE

LEGEND

[Symbol] = EXISTING PARKING LANE

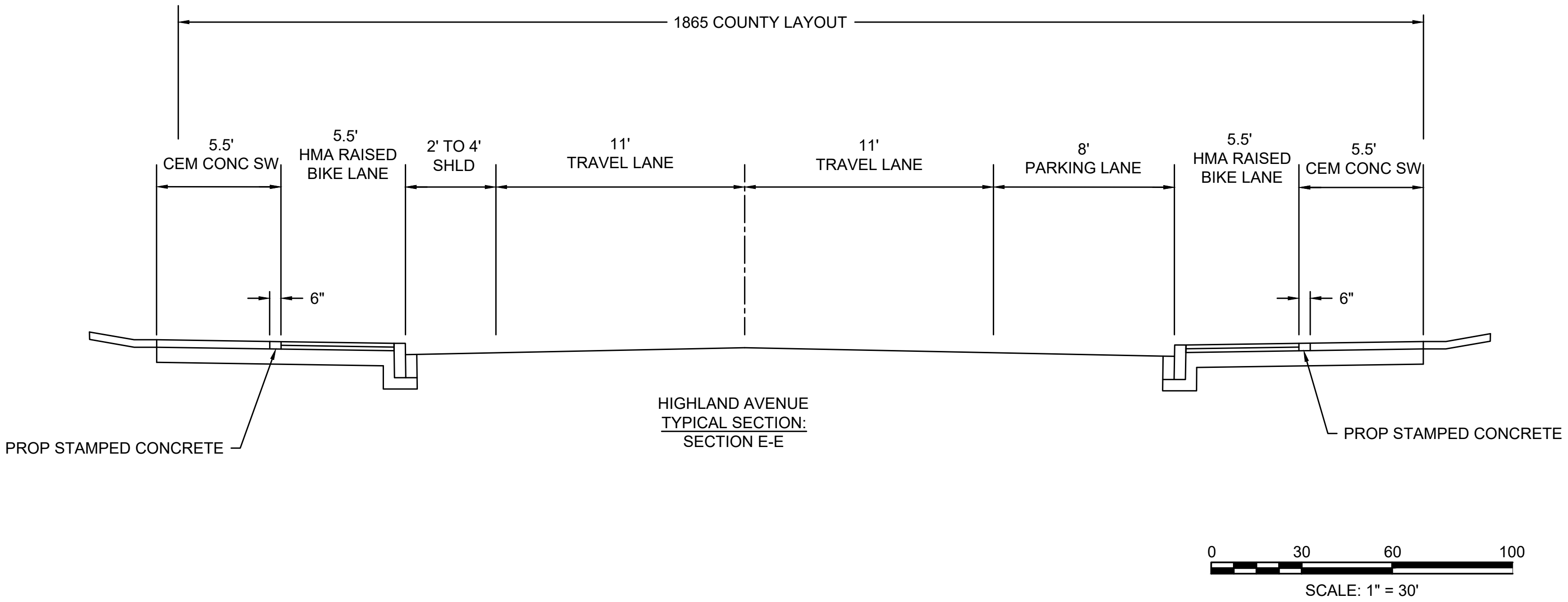
HIGHLAND AVENUE PARKING IMPACTS			
MARK LEE ROAD TO HUNNEWELL STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	8	8	0
WEST SIDE	0	0	0
TOTAL	8	8	0

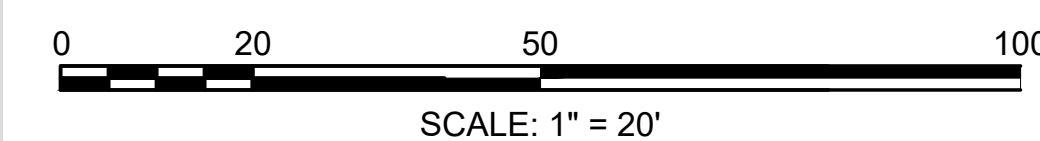
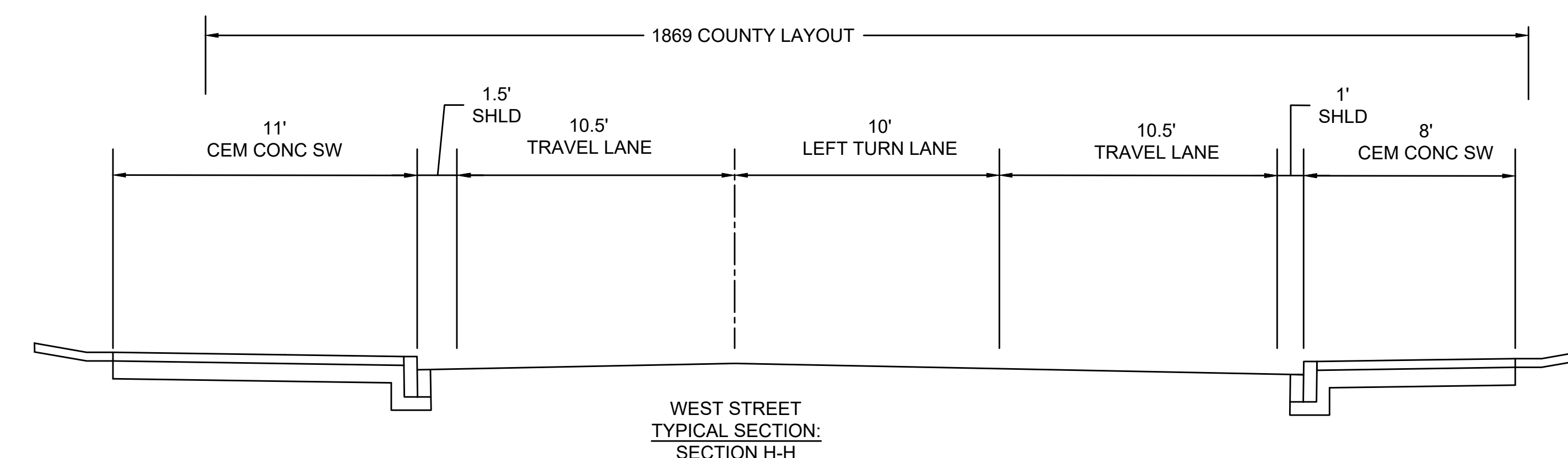
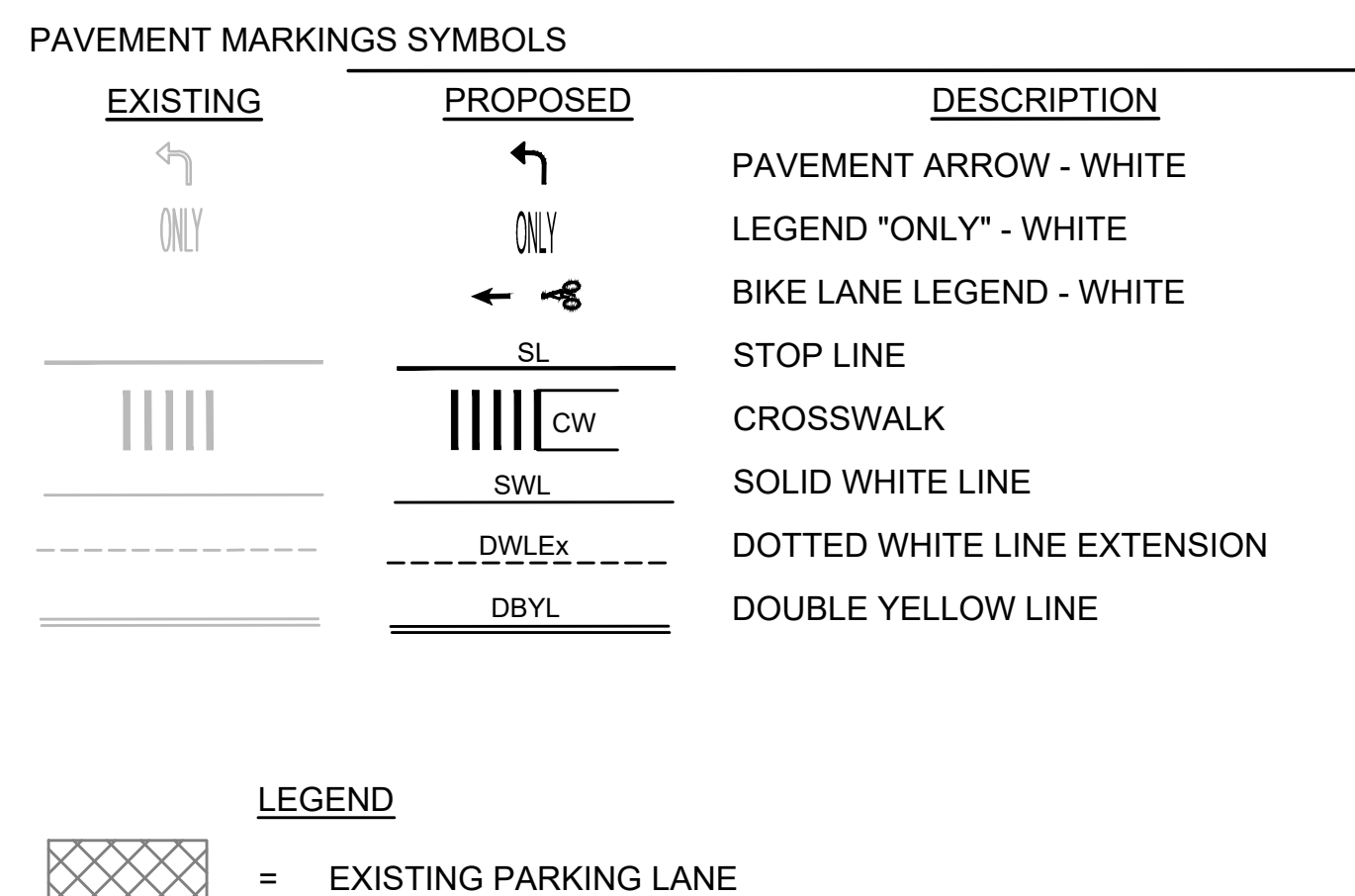


HIGHLAND AVENUE PARKING IMPACTS			
ALFRETON STREET TO WEBSTER STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	0	0	0
WEST SIDE	0	0	0
TOTAL	0	0	0

HIGHLAND AVENUE PARKING IMPACTS			
HUNNEWELL STREET TO ALFRETON STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	7	7	0
WEST SIDE	0	0	0
TOTAL	7	7	0

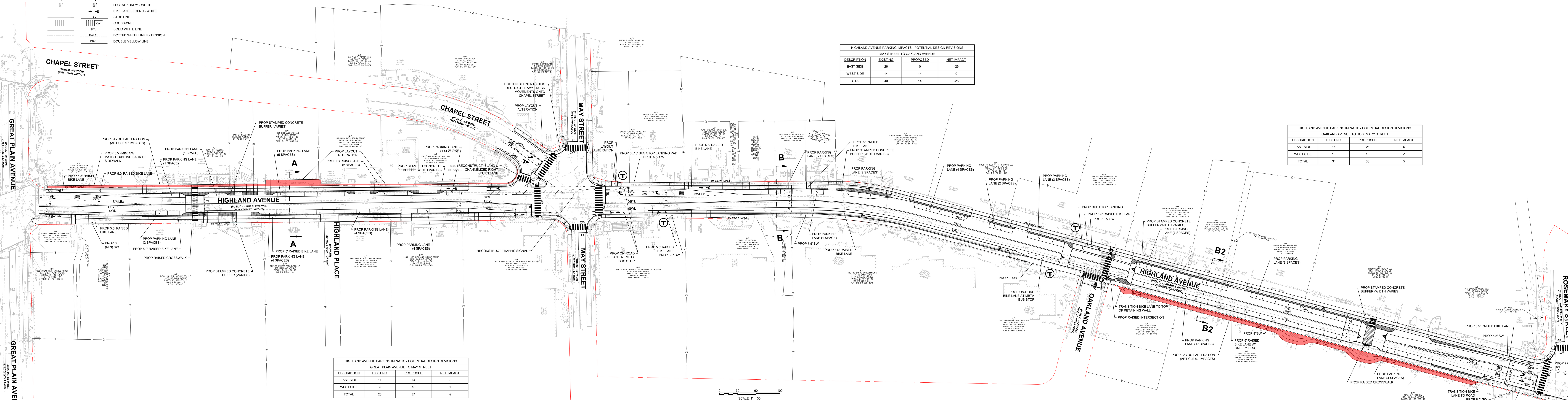
HIGHLAND AVENUE PARKING IMPACTS			
WEST STREET TO MARK LEE ROAD			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	7	6	-1
WEST SIDE	3	0	-3
TOTAL	10	6	-4





HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
NET IMPACT - ENTIRE PROJECT			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	103	79	-24
WEST SIDE	70	73	3
TOTAL	173	152	-21

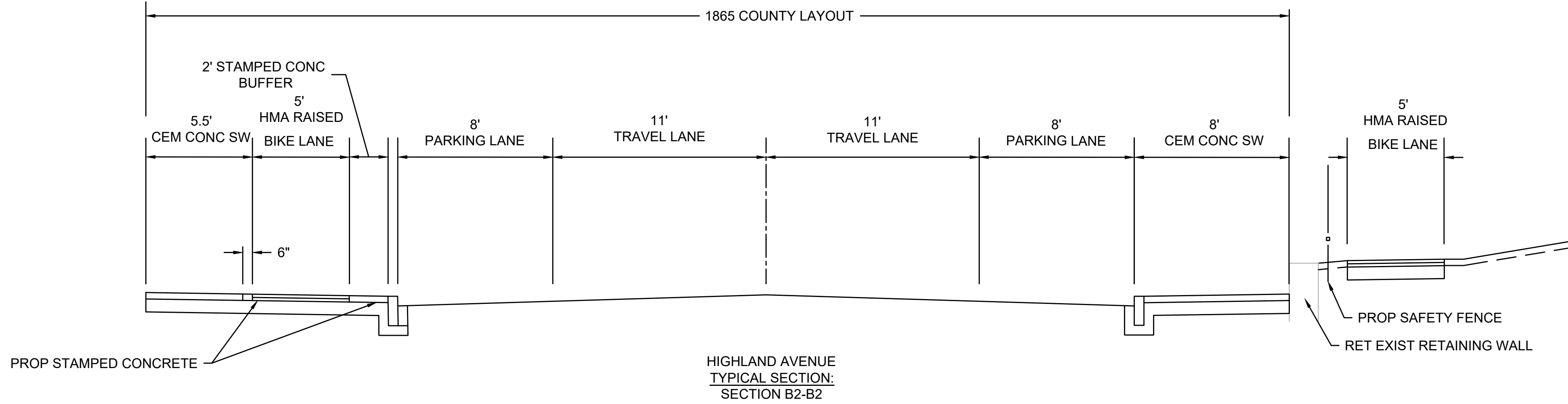
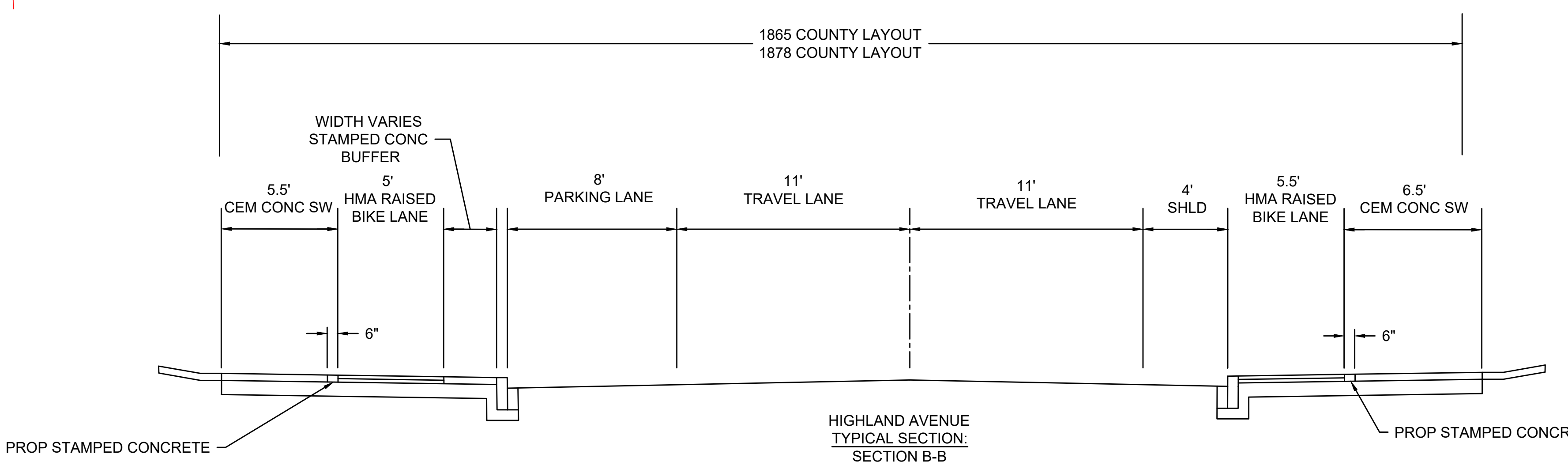
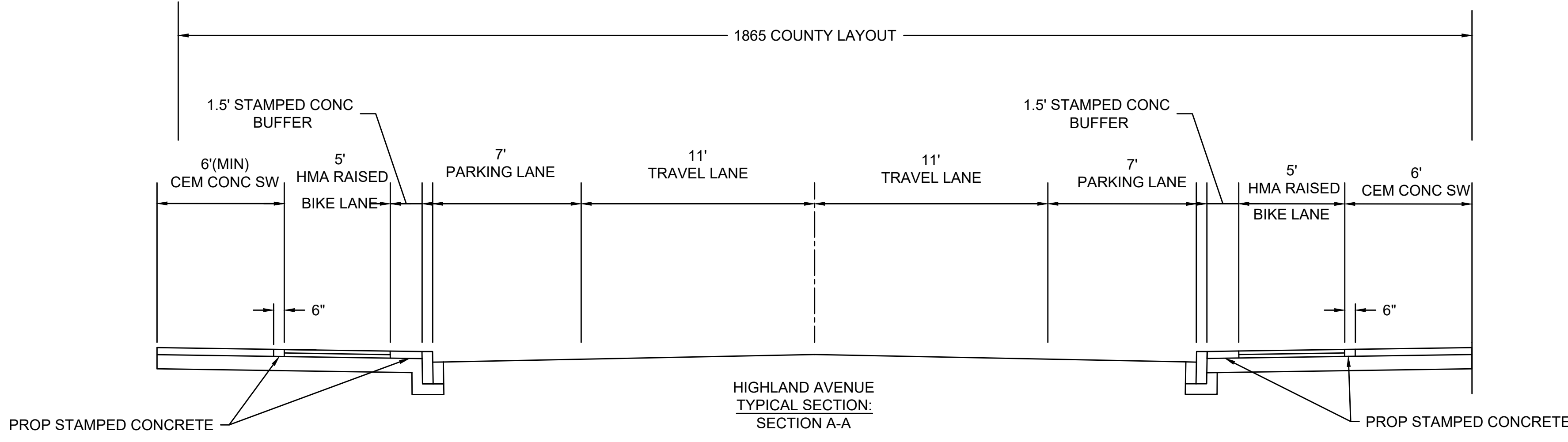
PAVEMENT MARKINGS SYMBOLS		
EXISTING	PROPOSED	DESCRIPTION
		PAVEMENT ARROW - WHITE
		LEGEND "ONLY" - WHITE
		BIKE LANE LEGEND - WHITE
		STOP LINE
		CROSSWALK
		SOLID WHITE LINE
		DOTTED WHITE LINE EXTENSION
		DOUBLE YELLOW LINE

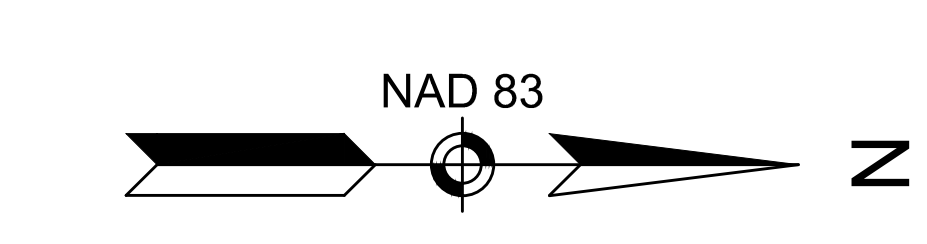


HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
MAY STREET TO OAKLAND AVENUE			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	26	0	-26
WEST SIDE	14	14	0
TOTAL	40	14	-26

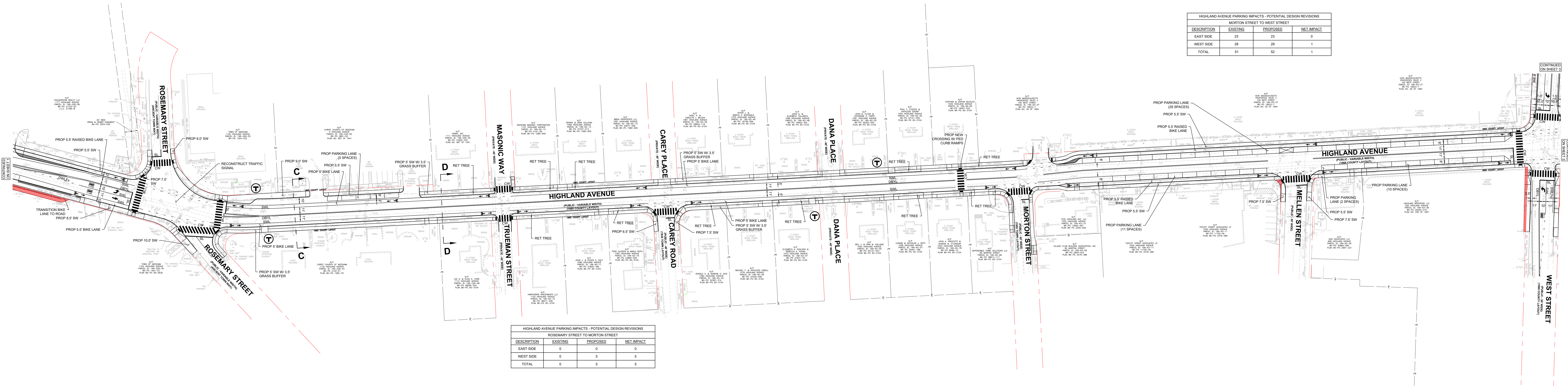
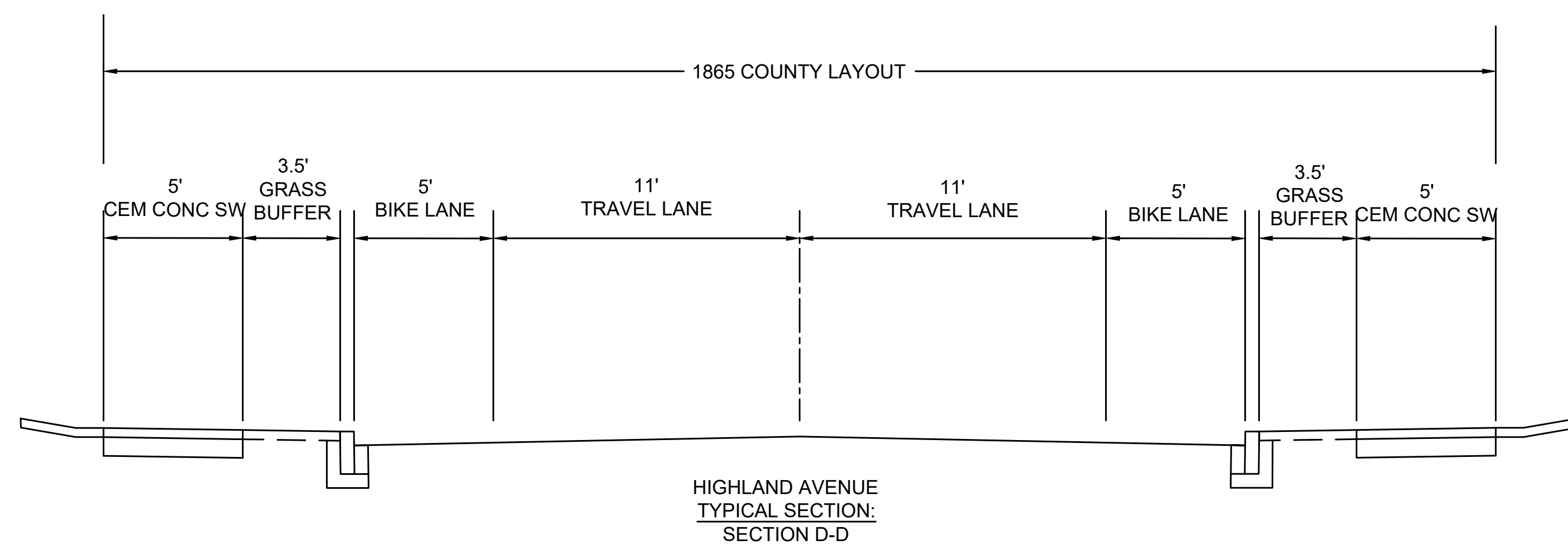
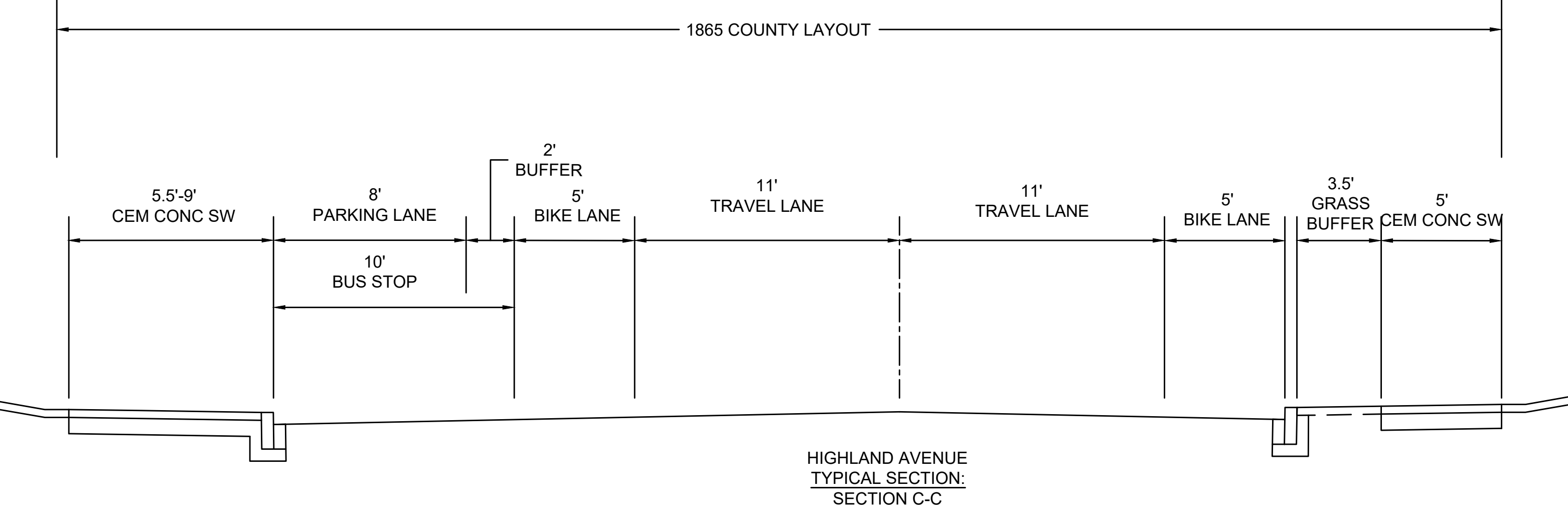
HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
OAKLAND AVENUE TO ROSEMARY STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	15	21	6
WEST SIDE	16	15	-1
TOTAL	31	36	5

HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
GREAT PLAIN AVENUE TO MAY STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	17	14	-3
WEST SIDE	9	10	1
TOTAL	26	24	-2



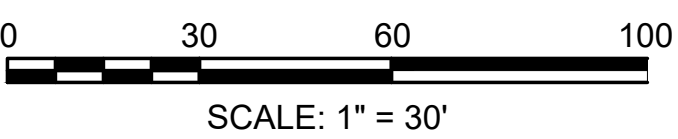


PAVEMENT MARKINGS SYMBOLS		DESCRIPTION
EXISTING	PROPOSED	
		PAVEMENT ARROW - WHITE
		LEGEND "ONLY" - WHITE
		BIKE LANE LEGEND - WHITE
		STOP LINE
		CROSSWALK
		SOLID WHITE LINE
		DOTTED WHITE LINE EXTENSION
		DOUBLE YELLOW LINE



HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
MORTON STREET TO WEST STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	23	23	0
WEST SIDE	28	29	1
TOTAL	51	52	1

HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
ROSEMARY STREET TO MORTON STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	0	0	0
WEST SIDE	0	5	5
TOTAL	0	5	5



NAD 83

PAVEMENT MARKINGS SYMBOLS

EXISTING

PROPOSED

DESCRIPTION

PAVEMENT ARROW - WHITE

LEGEND "ONLY" - WHITE

BIKE LANE LEGEND - WHITE

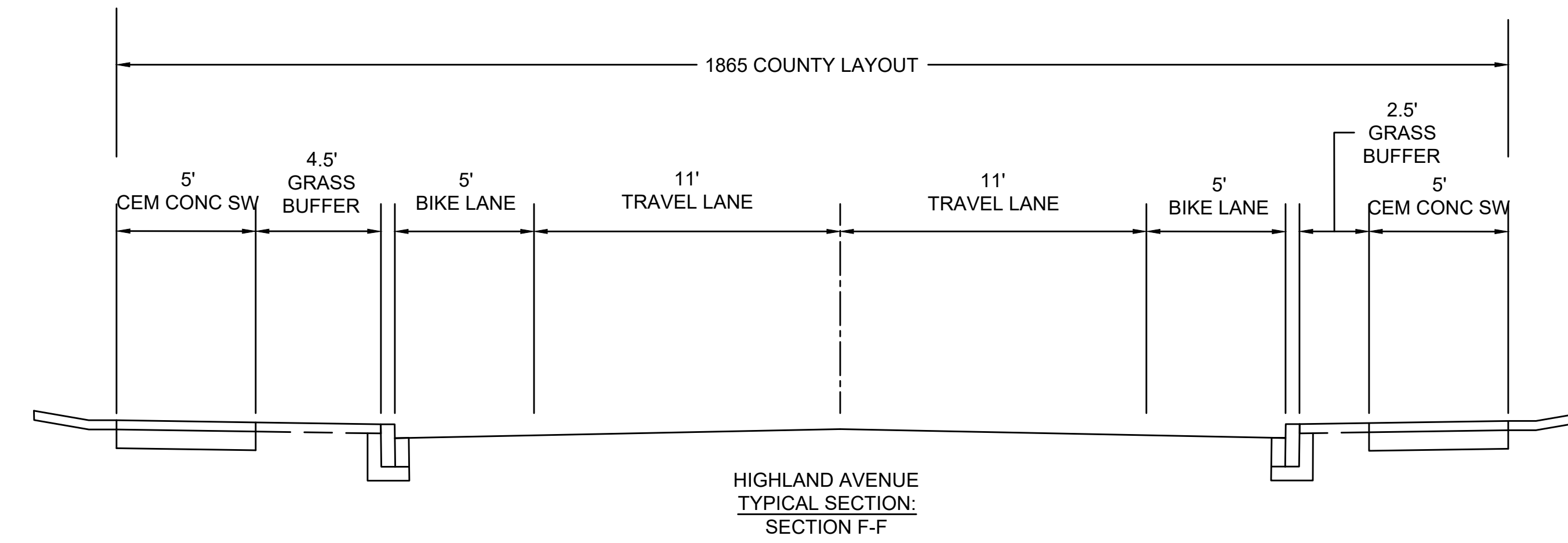
STOP LINE

CROSSWALK

SOLID WHITE LINE

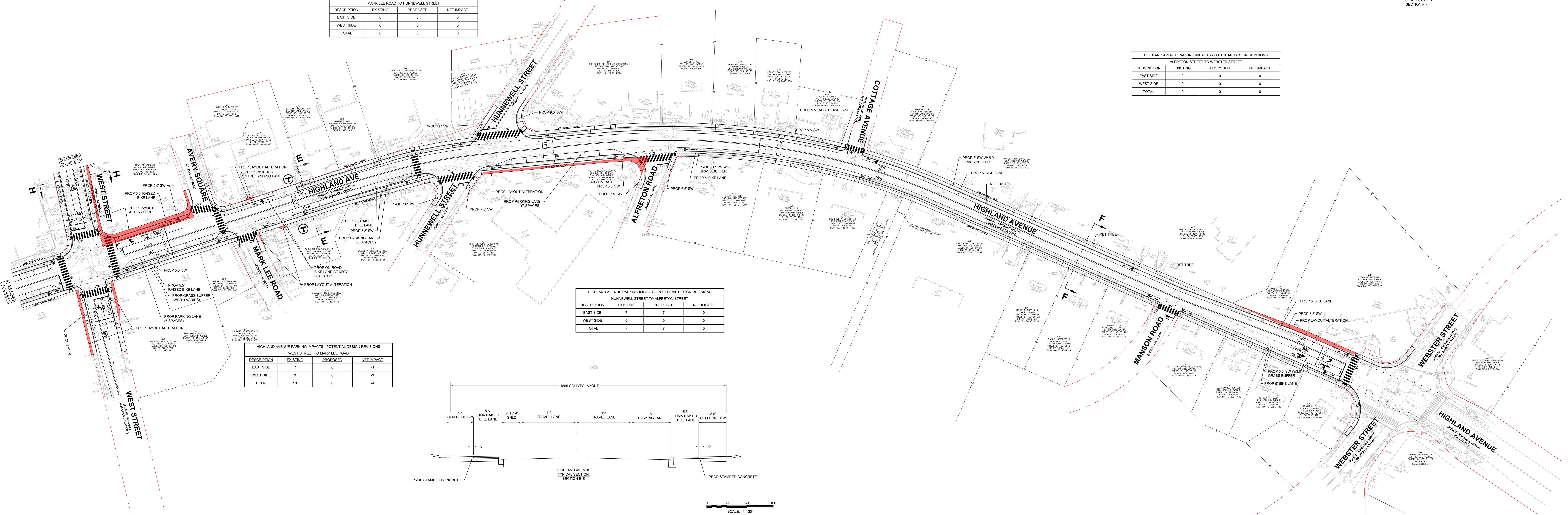
DOTTED WHITE LINE EXTENSION

DOUBLE YELLOW LINE



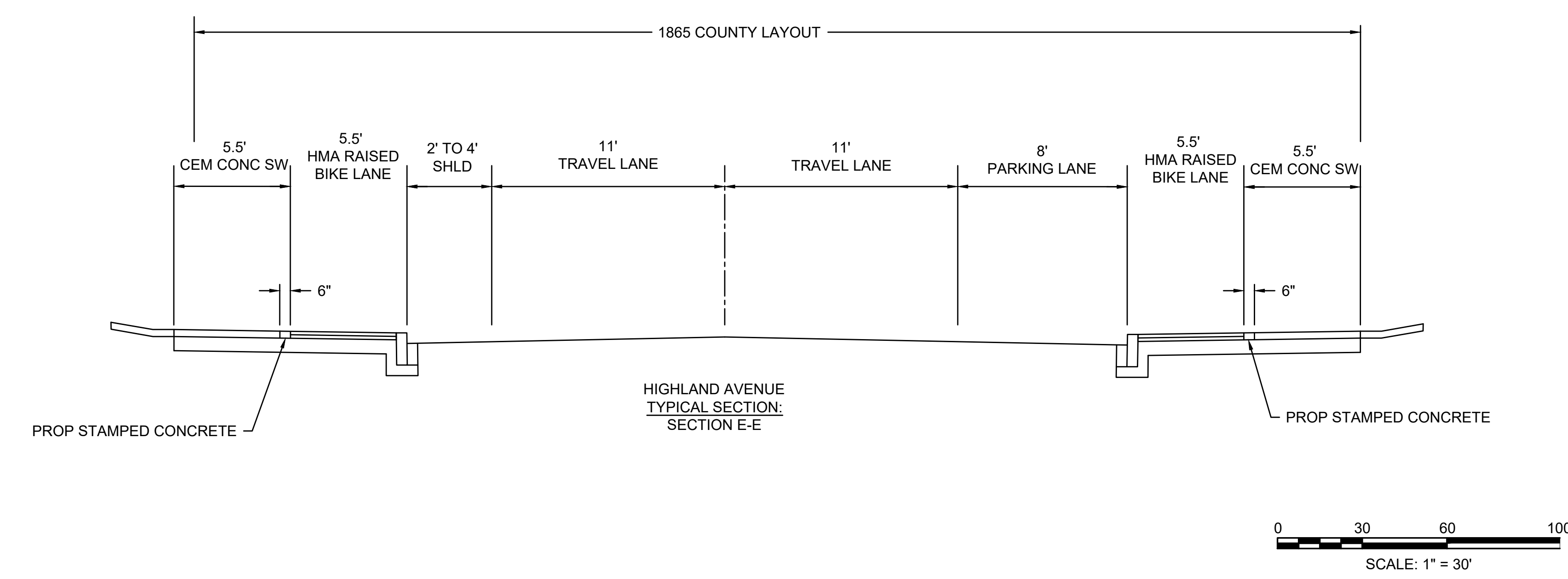
MARK LEE ROAD TO HUNNEWELL STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	8	8	0
WEST SIDE	0	0	0
TOTAL	8	8	0

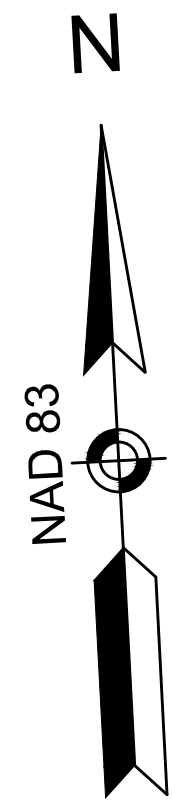
HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
ALFRETON STREET TO WEBSTER STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	0	0	0
WEST SIDE	0	0	0
TOTAL	0	0	0



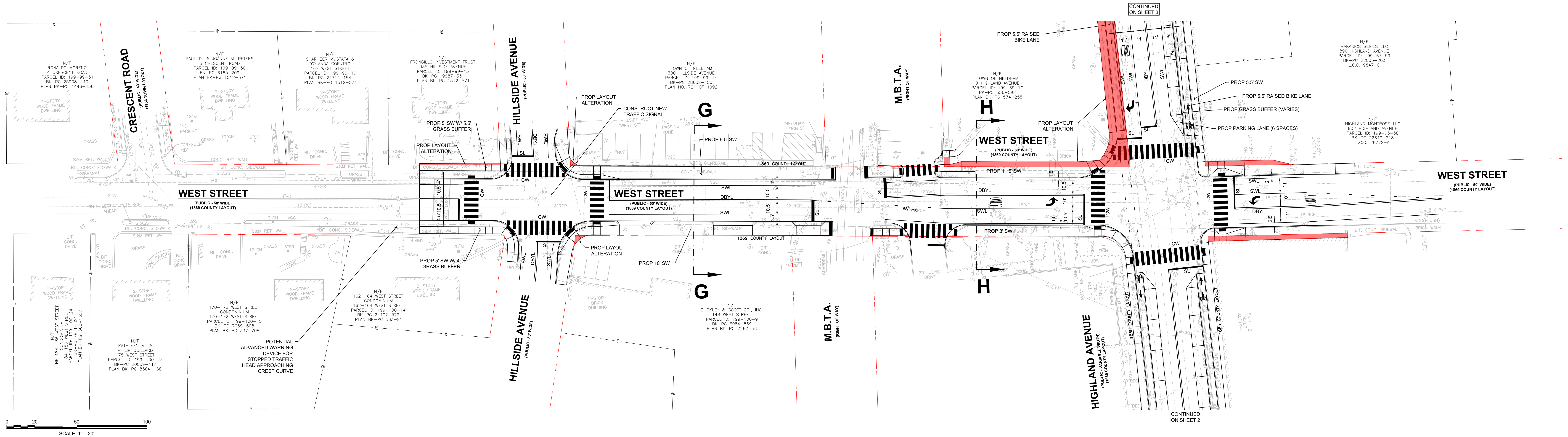
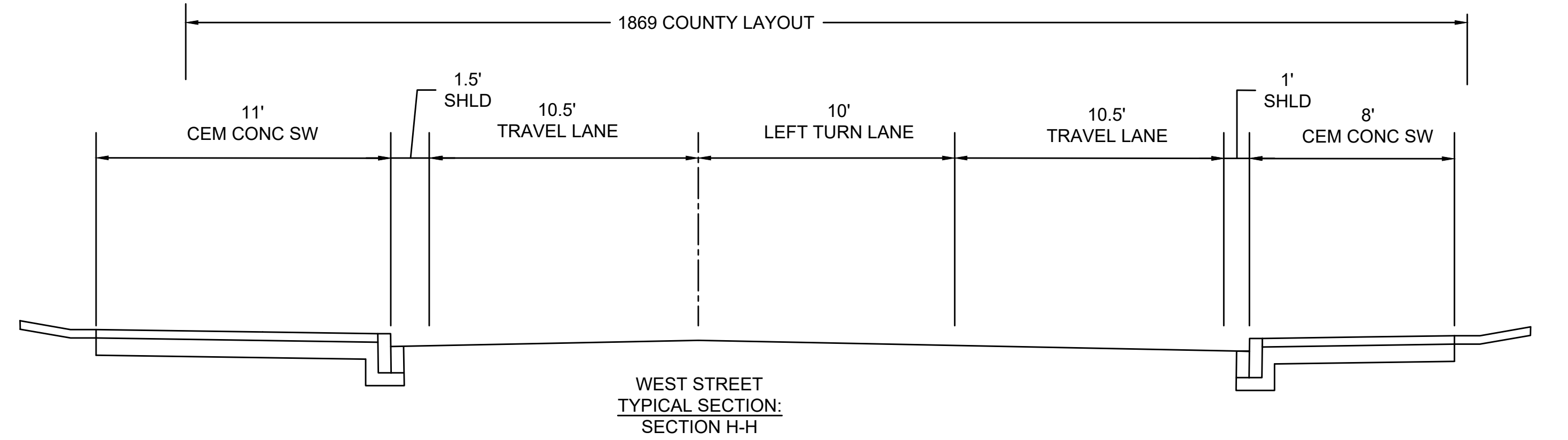
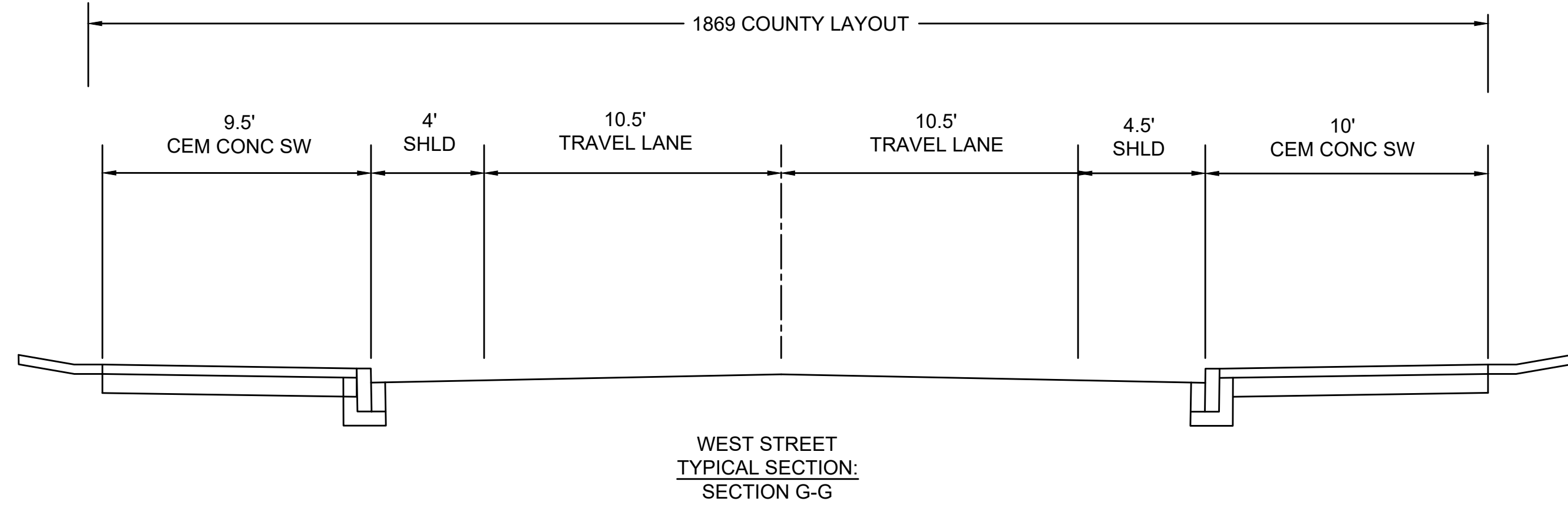
HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
WEST STREET TO MARK LEE ROAD			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	7	6	-1
WEST SIDE	3	0	-3
TOTAL	10	6	-4

HIGHLAND AVENUE PARKING IMPACTS - POTENTIAL DESIGN REVISIONS			
HUNNEWELL STREET TO ALFRETON STREET			
DESCRIPTION	EXISTING	PROPOSED	NET IMPACT
EAST SIDE	7	7	0
WEST SIDE	0	0	0
TOTAL	7	7	0





PAVEMENT MARKINGS SYMBOLS		DESCRIPTION
EXISTING	PROPOSED	
		PAVEMENT ARROW - WHITE
		LEGEND "ONLY" - WHITE
		BIKE LANE LEGEND - WHITE
		STOP LINE
		CROSSWALK
		SOLID WHITE LINE
		DOTTED WHITE LINE EXTENSION
		DOUBLE YELLOW LINE



Highland Avenue

10% Design - Potential Revisions
Needham, Massachusetts
Sheet 4 of 4





Office of the Town Manager
1471 Highland Avenue
Needham, MA 02492
781-455-7500
www.needhamma.gov

**Highland Avenue TIP Project
Frequently Asked Questions #1
Select Board – June 10, 2025**

What is the Highland Avenue TIP Project?

The project is a reconstruction and renovation of Highland Avenue from Great Plain Avenue to Webster Street for which the Town has been given positive feedback that this project would be a good candidate to be included in the Transportation Improvement Program through the Boston Area MPO (Metropolitan Planning Organization). It is also referred to as the Highland Avenue South Project. The Highland Ave North Project (from Webster Street to the Newton border) is being completed now under the same program. The project limits encompass approximately 1.3 miles of Highland Avenue, and also a segment of West Street from Highland Avenue to Hillside Avenue that has been identified by the State and in locally commissioned studies as a high crash location. The project includes the redesign and upgrade of four intersections - May/Chapel/Highland, Rosemary/Highland, West/Highland, and West/Hillside.

What is the TIP?

The Transportation Improvement Program (TIP) is the five-year rolling capital plan for the 97 cities and towns in the Boston Region Metropolitan Planning Organization's (MPO) planning area. The TIP documents all transportation projects that will receive federal funding in the region over the next five years. Projects in the TIP include those supported by Regional Target funds—the federal transportation dollars that the MPO has direct discretion over—and federally funded projects of the Massachusetts Department of Transportation (MassDOT), the Massachusetts Bay Transportation Authority (MBTA), the MetroWest Regional Transit Authority (MWRTA), and the Cape Ann Transportation Authority (CATA).

What is the estimated cost of the project?

The current estimate for design and construction is \$17 million.

How much of the project will be funded by the Town of Needham?

The Town's responsibility under the TIP is to fund the design phase of the project, after which the TIP program covers the cost of construction. To date, the Town has expended approximately \$199,500 through a combination of Public Works Infrastructure (local funding) and c. 90 funding (State funding). A not-to-exceed amount of \$900,000 has been contracted to cover the design phase, of which \$58,000 is currently encumbered to bring the project to the 25% design threshold needed for formal inclusion in the TIP.

Why is Highland Avenue a candidate for inclusion in the TIP?

Highland Avenue is categorized as a major arterial in Needham that provides local and regional access to I-95, dense commercial areas (Needham Center and Needham Heights), commuter rail transit stations (Needham Center and Needham Heights), local businesses, schools, and residential neighborhoods. Existing pedestrian infrastructure includes deficient sidewalks with many obstructions that do not meet current standards, as well as non-existent and deficient pedestrian curb ramps. This infrastructure needs to be reconstructed to comply with Federal and State disability access standards. The intersections on this stretch of road are beyond their useful life and in need of updating both structurally and functionally, as they were not designed for the volume or traffic patterns that they are now carrying. An adjacent intersection at West Street at Hillside Avenue is a high crash area. Currently, there are no bicycle accommodations within the project limits. Cyclists wanting to travel through the corridor need to ride on-road, sharing the travel lanes with the high motorist traffic volume and without dedicated facilities designed for their safety. The project is also a natural candidate for inclusion on the TIP because the project limits connect with the Highland Avenue/Needham Street corridor project, which was also constructed through the TIP.

What does the project entail?

The proposed improvements on Highland Avenue include the construction of 5-foot (minimum) sidewalks and 5-foot raised or on-road bicycle facilities on both sides of the road throughout the majority of the Highland Avenue corridor, with accessible curb ramps at all crossings. The project will improve safety and operations at signalized intersections within the project limits by upgrading traffic signal equipment and timing and reconfiguring intersection geometries. The project also includes repaving and striping the road and replacing and upgrading drainage infrastructure where necessary.

The proposed roadway section will include 11-foot travel lanes with 2-foot to 4-foot shoulders or 8-foot parking lanes in areas where street parking is allowed. Under the current design concept, raised (sidewalk level) bicycle lanes are proposed from Great Plain Avenue to Rosemary Street and from Morton Street to Alfreton Road. On-road bicycle lanes are proposed from Rosemary Street to Morton Street and Alfreton Road to Webster Street due to the residential nature of those areas and in the interest of minimizing conflicts with the number of mature trees.

In the August 2023 storm, this stretch of road was subject to significant flooding in many locations. This is partially due to topography, the developed nature of the stretch of road, and the age of the existing systems. In every location drainage structures will be designed to better capture and manage stormwater along this corridor. Drainage improvements will be investigated in greater detail later in the design process.

The improvements along West Street include roadway and sidewalk reconstruction and a new traffic signal at Hillside Avenue and West Street (a high crash location) to address findings from a Road Safety Audit conducted in 2021. This portion of the project will also address operational deficiencies (poor “level of service”) that were identified in a traffic impact analysis developed in relation to the MBTA Communities Act in 2024.

What are the public benefits of this project?

- If 100 West Street or other projects are developed in the interim, the construction can be done in conformance with the Town's design.
- The August 2018 Townwide pedestrian safety audit addressed the number of community concerns regarding crosswalks along Highland Avenue in the vicinity of the stairs from Memorial Park and the High School. The report recommended that the Town consider enhanced crossings in this area "to put more of an emphasis on all road users rather than just automobiles."
- The area includes stores, the Library, Cookie Monstah, Dunkin Donuts, Sudbury Farms, Needham High School, Trader Joe's, the Heights Common, Starbucks, houses of worship and two train stations – all high pedestrian and bike traffic areas.
- The project will allow safe biking/walking for all from Great Plain Avenue in Needham to the Green Line in Newton via connectivity of the raised bike lanes/sidewalks that run from Webster Street in Needham through Newton.
- This area is prone to drainage concerns, particularly in short-duration high-volume events. There will be significant drainage improvements made in this corridor to reduce the impact of these events on Town resources and abutting properties.

How does the project comply with the Town's Complete Streets Policy?

The project complies with the [policy](#) including the following provisions:

"The Town of Needham recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are all legitimate users of streets and deserve safe facilities. The Town will prioritize improvements to its transportation network to accommodate the needs of users of all ages and abilities, and will apply Complete Streets design principles to all new, renovation, and reconstruction projects to the maximum extent feasible."

"The Town will endeavor to ensure that Needham ways, including but not limited to those subject to improvements under this policy, are accessible to all, and the Town will employ education, encouragement and enforcement to help ensure the safety of all users."

"The Town recognizes that all projects – new, maintenance, or reconstruction – are potential opportunities to apply Complete Streets principles and design elements. The Town will, to the maximum extent practical, design construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities."

"Complete Streets design recommendations shall be incorporated into all transportation infrastructure and street design projects requiring funding or approval by the Town of Needham, as well as projects funded by the State and Federal government, such as the Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), capital

improvement funding and other State and Federal funds for street and infrastructure design.”

How many parking spaces are in the project now and how many will be removed?

There is a preliminary 10% design concept that currently shows a reduction of 44 parking spaces from the current layout of 173 parking spaces. This reduction is primarily on the east side of the project and primarily along Memorial Park. Alternatives are being explored in the interest of retaining as much of this parking as possible, which would require the Town to work with the Memorial Park trustees to permit some encroachment onto property under their jurisdiction. This alternative would require some layout changes, including potentially relocating the existing retaining walls. This plan would result in a smaller reduction of only 21 parking spaces, and could potentially open up additional opportunities for drainage improvements on the Memorial Park property.

What are the State requirements relative to bicycle infrastructure?

MassDOT Engineering Directive E-20-001 (1/02/2020) – “Controlling Criteria and Design Justification Process for MassDOT Highway Division Projects” requires pedestrian and bicycle accommodations for funded projects.

Why aren’t bikes re-routed to Webster Street where there is less traffic?

While it might feel like Webster Street has less traffic, that is not true for all of Webster Street. The portion of Webster Street adjacent to the High School actually has more average trips per day than the area of Highland Avenue adjacent to Memorial Field. Studies have also shown that Webster Street sees a higher-than-average truck traffic volume, making it less suitable for multimodal travel without significant infrastructure changes.

For these reasons, when Webster Street had a minor renovation in 2024, bike lanes in this corridor were ruled out. The existing developed curb to curb layout did not have sufficient width for a bike lane on road, which requires additional space for a protective buffer. Incorporating bike lanes on the project would have required readjusting curb lines, removing trees and relocating utility poles, and changing the layout of all the drainage infrastructure on the road, regardless of whether the Town wanted to pursue on street or separated raised bike lanes. These elements would have increased the project scale and cost exponentially.

Because Highland Avenue is in major need of reconstruction for roadway, intersection, and drainage improvements, it makes it a superior candidate for a bike lane project where the issues identified on Webster Street are already factored into the project scope. Additionally, MassDOT’s direct involvement in TIP projects provides greater experience with these layout alterations as well as greater influence on the third parties (utility companies, etc.) whose cooperation is required for those changes.

The installation of bike lanes on Highland Avenue is also consistent with the MPCC’s developing Bicycle Network Vision roadmap for Needham, which specifically recommends that bicycle traffic be routed to Highland Avenue and not to Webster Street. The committee agrees with DPW staff

that with the protection of dedicated bicycle facilities planned for Highland Avenue as well as the many points of interest along the corridor, it is a more desirable route for bicyclists. Bicycle infrastructure on Highland Avenue represents the establishment of a trunk from which connectivity can be provided to many other areas in Needham. Other streets identified on the MPCC's roadmap for bicycle-related improvements are offshoots from the central corridor of Highland Avenue, including West Street, May Street, and the portion of Webster Street between Highland Avenue and Central Avenue.

What is the history of the project?

February 2021 – The Town contracted with the design firm TEC to initiate the Highland Avenue Project.

May 2021 – TEC conducted a road safety audit at Hillside and West.

Summer 2021 – The Town and TEC conducted an initial public engagement survey (see below for results).

October 2021 – The project was accepted for consideration by MassDOT.

December 21, 2021 – DPW staff provided the Board with an update on the Highland Avenue Project and its status relative to the TIP.

May 2022 – TEC completed the existing conditions survey.

Summer 2022 – Fall 2023 – Preliminary design concepts and alternatives were reviewed by DPW staff and TEC.

November 22, 2022 – DPW staff provided the Board with a project update.

December 2023 – TEC held a project scoping meeting with MassDOT.

May 2024 – MassDOT completed its Intersection Control Evaluation (ICE).

July 2024 – TEC submitted the pre-25% design to MassDOT for an “over the shoulder review.”

February 26, 2025 – Public Information and outreach meeting #1, “Visioning Workshop” was held.

March 2025 – The Town and TEC conducted a survey of bicycle users to help inform cross-section designs.

Spring 2025 – TEC incorporated feedback received at the public information meeting.

What are the next steps for the project?

June 10, 2025 – The project team will update the Board on the status of the project.

June 24, 2025 – The project team will ask the Select Board to vote to support proceeding with the project.

September 15, 2025 – The project team will hold a second public information and outreach meeting. *(This date is tentative).*

October 2025 – Staff will ask for final Select Board approval of the TIP submission.

March 2026 – Completion of 25% design is required for inclusion on TIP.

2031-2033 estimated – start of construction assuming approval on the 2030 TIP .

What has the Town done to engage the community on this project?

Community engagement for the Highland Avenue TIP project has three major components: A Townwide survey, a bicycle ridership survey, and two public information and outreach meetings.

Community Engagement Townwide Survey

A community survey was conducted in the summer of 2021 and a total of 617 responses were collected. TEC and the Town solicited public input to help refine the goals and develop the priorities for the project to ensure that it best meets the needs of abutters, residents, business owners and other stakeholders. The following summarizes the results of the survey:

- A total of 617 responses were collected: 34 direct abutters, 119 residents of intersecting side streets, 410 interested Needham residents, 17 Needham business owners, and 34 other.
- Overall, the top three transportation priorities identified for the Highland Avenue corridor included improving pedestrian accommodations and safety (61.6%), improving bicycle accommodations and safety (52.46%), and preserving on-street parking (37.87%).
- In general, respondents felt “very comfortable” or “somewhat comfortable walking along Highland Avenue and “somewhat uncomfortable” or “uncomfortable” bicycling along Highland Avenue.
- Abutter responses to the survey indicated their top three priorities for the Highland Avenue corridor include reducing travel speeds, improving pedestrian accommodations and safety, and preserving historic areas. It was also noted that their priorities across the different segments of Highland Avenue included maintaining the existing historic and residential character of the area and improving traffic operations and reducing congestion. A majority (65%) stated that they currently feel very comfortable walking along Highland Avenue but are less comfortable bicycling along Highland Avenue (57% neutral to extremely uncomfortable). A total of 67% of abutters stated that they would be unlikely to use an on-street bicycle lane and a total of 64% stated that they would feel uncomfortable on a shared-use path as either a pedestrian or a bicyclist.
- Residents living on connected side streets noted that their top priorities for the corridor included improving pedestrian accommodations and safety, improving bicycle accommodations and safety, and facilitating commuter access to I-95. A total of 88% of these survey respondents indicated that their current level of bicycling along the corridor ranged from neutral to extremely uncomfortable, and 60% responded that they were very or somewhat comfortable walking along Highland Avenue. 40% indicated that a shared use path would be a significant benefit to the corridor.
- A total of 410 respondents were residents of Needham who were interested in the project. Residents responded that their top three priorities for Highland Avenue included improving pedestrian accommodations and safety, improving bicycle accommodations and safety, and preserving on-street parking. 68% stated that they currently feel very or somewhat comfortable walking along Highland Avenue but are less comfortable bicycling along Highland Avenue (90% neutral to extremely uncomfortable). A total of 37% of residents stated that they would be unlikely to use an on-street bicycle lane and 31% stated that a bicycle lane would be beneficial. A total of 42% stated that they would see a significant benefit to a shared use path along Highland Avenue for pedestrians and bicyclists.

Community Engagement Bicycle Ridership Survey

- 324 individuals responded to survey: 30 direct abutters, 260 interested Needham residents, 28 Needham High School Students, and no Needham business owners.
- The majority of respondents reported that they bike for leisure or exercise (63%) with 28% reporting that they bike to access businesses or run errands.
- Respondents were interested in having access to improved bike infrastructure: 18.5% were extremely interested, 17.87% very interested and 12.54% somewhat interested (12.54% had no opinion).
- Respondents reported that what keeps them from riding their bicycles on Highland Avenue included lack of dedicated bike lanes, lack of connectivity to other areas of Town, and motorist behavior towards them. More than half of respondents listed all three.
- Respondents indicated a preference for sidewalk level bike lanes (129) with 75 preferring on-street bike lanes (93 preferred no bike lanes).
- Respondents were asked to rank their priority of roadway amenities and a score was calculated for each item: separated bike lanes (4.00), preservation of parking (3.66), enhanced pedestrian amenities (4.23), maximized ease of deliveries to area businesses (2.64), preservation and access to bus stops (2.71), and preservation of street trees (4.14).

Public Outreach Meeting #1

A public outreach meeting branded as a “Visioning Workshop” was held on February 26, 2025. Approximately 60 individuals attended. DPW staff and TEC outlined the project limits, a history and timeline, project goals, described the TIP process including design and scope considerations, and discussed next steps. Copies of the 10% design concept were laid out on tables and attendees were encouraged to write comments on sticky notes. Comments and questions were also asked directly to the design team at the tables, who recorded this feedback as well. Following the meeting all of the public comments and notes were compiled, categorized under one of several themes (e.g. traffic, parking, bike lanes, safety, etc.), and analyzed while considering how the design could better address the priorities identified. Design alternatives and revisions were developed to provide different options for decisionmakers and to show members of the public that their ideas and concerns were vetted during the design process. Insights from this public engagement event are to be shared with the Select Board at their June 10th meeting.

What information about the project is available?

The project website is at: <https://highlandaveroadwayimprovements.com/>



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

MEETING DATE: 6/10/2025

Agenda Item	Update to List of Special Municipal Employees
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The State Guidance on special municipal employees states that the Town should file with the Ethics Commission a list of all local special municipal employees. (“A list of all the ‘special municipal employee’ positions should be on file at the town or city clerk’s office. This list should also be filed with the Ethics Commission.”) Since 2021, the Select Board has included in the committee charge and composition the Special Municipal Employee status of positions under its jurisdiction. The Town Manager will recommend that the Board vote to remove positions on committees that have been dissolved.	
2.	VOTES REQUIRED BY SELECT BOARD
Suggested Motions: 1. That the Board vote to rescind special municipal employee designation for the following municipal employees, and for all those holding positions on the following Town entities: • Housing Needham (HONE) Advisory Group • Needham United Against Racism Initiative (NUARI) Working Group • Representative to the Regional Transpiration Advisory Committee • Town Manager Screening Committee 2. That the Board vote to place a list of special municipal employees, updated in accordance with its prior votes taken during this meeting, on file with the Town Clerk and to deliver a copy to the State Ethics Commission.	



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

3.	BACK UP INFORMATION ATTACHED
a. Updated Special Municipal Employee List, 6/10/2025 b. Special Municipal Employee Information from the Ethics Commission	

TOWN OF NEEDHAM
SPECIAL MUNICIPAL EMPLOYEE DESIGNATION

Additions in **Bold**/Deletions in ~~Strikethrough~~

Per Votes of the Select Board 6/10/2025

Changes from Last Select Board Vote 12/17/2024

Affordable Housing Trust
Board of Appeals
Board of Assessors
Board of Health
Climate Action Committee
Commission on Disabilities
Commissioners of Trust Funds
Community Preservation Committee
Conservation Commission
Council of Economic Advisors
Constables
Contributory Retirement Board
Council on Aging
Design Review Board
Envision Needham Center Working Group (formerly Needham Center Project Working Group)
Finance Committee
Future School Needs Committee
General Bylaw Review Committee
Golf Course Advisory Committee
Historic District Commission*
Historical Commission
Housing Authority
~~Housing Needham (HONE) Advisory Group~~
Human Resources Advisory Committee
Human Rights Committee
Juneteenth Celebration Committee
Large House Review Study Committee
Local Emergency Planning Committee
MBTA Advisory Board Representative
Metropolitan Area Planning Council Representative
Metropolitan Area Planning Council Three Rivers Interlocal Council Member Representative
Minuteman School Committee Representative
Mobility Planning Coordinating Committee
Moderator
MWRA Advisory Board Representative
Needham Branding & Town Seal Committee
Needham Community Revitalization Trust Fund
Needham Community Television Development Corporation
Needham Council for Arts & Culture
Needham Domestic Violence Action Committee
Norfolk County Advisory Board Representative

~~Needham Unite Against Racism Working Group~~
Park & Recreation Commission
Permanent Public Building Committee
Personnel Board
Planning Board
Property Tax Assistance Committee
Quiet Zone Working Group
Rail Trail Advisory Committee
~~Regional Transportation Advisory Council Representative~~
Registrar of Voters
School Committee
Single Parcel Historic District Study Committee
Solid Waste Disposal/Recycling Advisory
Stormwater By-Law Working Group
Subcommittee to Study Minuteman School
Taxation Aid Committee
Technology Advisory Board
Transportation Safety Committee
Tree Preservation Planning Committee
Town-Financed Community Housing Oversight Committee
~~Town Manager Screening Committee~~
Trustees of Memorial Park
Trustees of Public Library
Water/Sewer Rate Structure Committee
Youth Commission

*Pending Attorney General Review

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Special Municipal Employees

An explanation of how the conflict of interest law applies to "Special Municipal Employee" positions

The conflict of interest law, G.L. c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two sections of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees."

"Special municipal employee" status can be assigned to certain municipal positions by a vote of the board of selectmen, board of aldermen, town council or city council. Several specific municipal positions are automatically designated as "special" under the law. Your position is eligible to be designated as a "special municipal employee" position provided that:

- you are not paid; or
- you hold a part-time position which allows you to work at another job during normal working hours; or
- you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal position that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees." For instance, one member of a school committee cannot be classified as a "special" unless all members are similarly classified.

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated, expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a "special." However, in towns of 10,000 or less, selectmen are automatically considered "special" employees. Other municipal positions in towns with a population of less than 10,000 must still be designated as "special municipal employee" positions by the selectmen.

The Legislature may also designate certain positions to have "special municipal employee" status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as "special municipal employees" and do not need to have local authorities approve their designation as "specials." (See G.L. c. 121B, section 7.)

THE CONFLICT LAW IS LESS RESTRICTIVE FOR "SPECIALS"

Only two sections of the conflict of interest law apply less restrictively to "specials", §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way. See the Summary of the Conflict Law for Municipal Managers or the Practical Guide to the Conflict Law for Municipal Employees for information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having "special municipal employee" status.

Section 17 - Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any matter of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee," you may:

- represent private parties before municipal boards other than your own, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- act as agent for private parties in connection with a matter of interest to your city or town, provided that you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
- receive pay or other compensation in connection with matters involving your city or town, provided that you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Example: You are a Conservation Commissioner. The Commission has been given "special municipal employee" status. You are also an engineer in private practice in town.

- You may be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matter.
- However, if the hearing is about a wetlands dispute, you could not represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.
- Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission's responsibility).
- Also, you may not be paid for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission review process.

Note that the prohibition against "acting as agent" covers any type of activity that involves representing someone other than your city or town. Activities which can be considered "acting as agent" include: serving as someone's spokesperson; making phone calls or writing letters; acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician, plumber or other contractor during municipal building inspections. For more information about section 17, request Advisory No. 13: Municipal Employees Acting as Agent from the State Ethics Commission.

Section 20 -- Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, provided that the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission's Legal Division for more information.

However, if you are a "special municipal employee," you have two additional exemptions to section 20:

As a "special municipal employee," you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).

As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that

you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to section 20.

Example: You are a member of the School Committee, which has been given "special municipal employee" status. You also own a hardware store in town.

- You may sell light bulbs to the town's Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you must file a disclosure of your interest in the light bulb sales with the Town Clerk.
- You also may sell light bulbs to the School Department (which is under the School Committee's jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk and the Board of Selectmen vote to exempt your light bulb sales from the restrictions of section 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

Section 20 -- Restrictions on Holding Multiple Municipal Positions

Because the restrictions of section 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee -- regular or "special", you may:

- hold any number of unpaid positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
- hold any number of elected positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
- in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from section 20, and there are also other requirements you must meet. For more information, see Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.
- If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments.

If you are a "special municipal employee", you may also:

- hold any number of other "special municipal employee" positions, provided that the positions are with totally independent departments and you file a disclosure of your financial interest in all the positions with the city or town clerk;
- hold any number of other "special municipal employee" positions, even if the departments' jurisdictions overlap, provided that you file a disclosure of your financial interest in all the positions with the city or

town clerk, and the board of selectmen, board of aldermen, town council or city council vote to exempt you from section 20.

Example: As a Cemetery Commissioner, you are a "special municipal employee."

- You may also hold "special municipal employee" positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest (e.g., stipends, per diem payments, salary) in the positions with the Town Clerk.

If you wish to hold a "special municipal employee" position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town's Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from section 20.

For more information about holding more than one municipal position, request Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

* * *

The definition of "special municipal employee" can be found in section 1(n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, section 1 to exercise all duties and powers of boards of aldermen.

* * *

Commission Fact Sheets are prepared and issued by the Public Education Division of the State Ethics Commission. They are intended to provide guidance to public officials and employees concerning practical applications of the conflict law. For further information, contact your town counsel or city solicitor, or the Legal Division of the State Ethics Commission.

ISSUED: May 1987

REVISED: March 1990

REVISED: January 1991

REVISED: August 1992



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

MEETING DATE: 6/10/2025

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
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	



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

MEETING DATE: 6/10/2025

Agenda Item	Envision Needham Center Working Group
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board established the Needham Center Project Working Group on August 13, 2024 to provide input and feedback to the Department of Public Works and its consulting engineers on the design and layout of the Needham Center/Great Plain Avenue project. The Board updated the group's title to the Envision Needham Center Working Group on January 21, 2025. The current composition includes three designated representatives from Needham Center Businesses. There is a proposal to expand the number of said representatives from three to four. The Board will also discuss potential feedback to staff and the Working Group based on public input and Board deliberation at its May 27, 2025 meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion(s): That the Board move to: 1. Give up the grant that requires bike lanes in Needham Center, including a 12-month pilot. 2. Direct the staff, consultant, and the Envision Committee to consider at least three possible plans, to include optimal versions of our current 4-lane configuration, a three-lane plan, and a two lane plan. 3. Direct staff, consultant, and committee to evaluate each plan for its impact on traffic congestion, parking, bike safety, pedestrian safety, economic vitality, and cost. 4. Direct the consultant and committee gather extensive public feedback on each of the plans. and That the Board move to adopt the revised Envision Needham Center Working Group Charge and Composition.	



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

3.	BACK UP INFORMATION ATTACHED
a. Envision Needham Center Working Group Charge & Composition – Proposed Revision, May 27, 2025	

Town of Needham
Envision Needham Center Working Group
Charge & Composition

Type:	Ad hoc
Legal Reference:	Select Board Vote
Appointing Authority:	Select Board
Number of Voting Members:	Sixteen Fifteen (165)
Term of Appointment	3 Years
Special Municipal Employee	Yes
Staff Support	Department of Public Works

Member	Seat	Year Appointed	Term Expiration
Kevin Keane	Select Board Member	2024	2027
Artie Crocker	Planning Board Member	2024	2027
Paul O'Connor	Finance Committee Member	2024	2027
Paul Good	Needham Community Revitalization Trust Fund Member	2024	2027
Tim Bulger	Mobility Planning and Coordination Committee Member	2024	2027
Michael Greis	Climate Action Committee Member	2024	2027
Felix Zemel	Design Review Board Member	2024	2027
Justin McCullen	Transportation Safety Committee Member	2024	2027
Lise Elcock	Council of Economic Advisors Member	2024	2027
Paula Jacobson	Needham Center Business Representative	2025	2027

Liz Hay	Needham Center Business Representative	2025	2027
Dianne Nanni	Needham Center Business Representative	2024	2027
<u>Proposed Additional</u>	Needham Center Business Representative		
Jackie DeWolfe	Resident At-Large	2024	2027
Avery Newton	Resident At-Large	2024	2027
Carys Lustig	Director of Public Works or designee (ex-officio)	2024	2027

Composition:

- One (1) member of the Select Board*
- One (1) member of the Transportation Safety Committee
- One (1) member of the Needham Revitalization Trust Fund Commission
- One (1) member of the Council of Economic Advisors
- One (1) member of the Planning Board
- One (1) member of the Finance Committee
- One (1) member of the Mobility Planning and Coordination Committee
- One (1) member of the Climate Action Committee
- One (1) member of the Design Review Board
- Four ~~Three~~ (4) individuals who represent a Needham Center small business, restaurant, or commercial property owner
- Two (2) residents at large
- The Director of Public Works or Designee*

* Regular municipal employees serving on the Committee remain regular municipal employees, even though the committee members are designated as special municipal employees

Purpose: The purpose of the working group is to provide input and feedback to the Department of Public Works and its consulting engineers on the design and layout of the Needham Center/Great Plain Avenue project.

Charge: The charge of the working group is to:

- Meet regularly with Town staff and consulting engineers to provide input.
- Ensure that constituency needs and desires are considered.

- Report back to constituencies to ensure clear communication on progress.
- Help staff and consulting engineers narrow concept choices.
- Make recommendations to the Select Board on key milestones and decision points.
- Participate in community outreach efforts.
- Make recommendations for funding, as appropriate.

Charge Adopted: 8/13/2024 **Charge Revised:** 1/21/2025, 4/22/2025, TBD

SME Status Voted: 12/3/2024

Draft 5/27/2025



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

MEETING DATE: 6/10/2025

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
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	

Committee	Full Name	Term Expire
Affordable Housing Trust	Avery Newton	6/30/2028
Board Of Appeals	Peter Friedenberg	6/30/2028
Board Of Appeals	Nikolaos Ligris	6/30/2028
Climate Action Committee	Michael Greis	6/30/2028
Climate Action Committee	Fred Moder	6/30/2028
Climate Action Committee	Ajay Devendran	6/30/2028
Commission on Disabilities	Lynn Rodman	6/30/2028
Commission on Disabilities	Tatiana Swanson	6/30/2028
Conservation Commission	Reade Everett	6/30/2028
Conservation Commission	Dave Herer	6/30/2028
Conservation Commission	William Hebard	6/30/2028
Council of Economic Advisors	Bob Hentschel	6/30/2028
Council of Economic Advisors	Michael Wilcox	6/30/2028
Council of Economic Advisors	Heidi Frail	6/30/2028
Council On Aging	Katheleen Robey	6/30/2028
Golf Course Advisory Committee	Jorge Calzada	6/30/2028
Golf Course Advisory Committee	Michael Orscheln	6/30/2028
Historical Commission	Leah Wolkovich-Quarty	6/30/2028
Historical Commission	Megan Anderson	6/30/2028
Human Rights Committee	Jennifer Howard Schroeder	6/30/2028
Human Rights Committee	Cynthia A Ganung	6/30/2028
Human Rights Committee	Kerry Hurwitch	6/30/2028
Metropolitan Area Planning Council	Catherine Dowd	6/30/2028
Needham Branding & Town Seal Committee	Theodora Eaton	12/31/2025
Needham Branding & Town Seal Committee	Kevin Keane	12/31/2025
Needham Branding & Town Seal Committee	Marshall Davis	12/31/2025
Needham Branding & Town Seal Committee	Gloria Greis	12/31/2025
Needham Branding & Town Seal Committee	Topher Cox	12/31/2025
Needham Branding & Town Seal Committee	Cynthia Ganung	12/31/2025
Needham Branding & Town Seal Committee	David Linde	12/31/2025
Needham Branding & Town Seal Committee	Amber Autumn Sun Orlando	12/31/2025
Needham Branding & Town Seal Committee	Louise Miller	12/31/2025
Needham Branding & Town Seal Committee	Katie King	12/31/2025
Needham Cmt. Revitalization Trust Fund	Eric Valentino	6/30/2028
Needham Community Television Dev Corp	Bill Dermody	6/30/2028
Needham Community Television Dev Corp	Michael A. Fraini	6/30/2028
Needham Community Television Dev Corp	Vipul Bhushan	6/30/2028
Needham Council for Arts and Culture	Kavita Deodhar	6/30/2028
Needham Council for Arts and Culture	Wendy Segal	6/30/2028
Property Tax Assistance Committee	Patrick Wrenn	6/30/2028
Property Tax Assistance Committee	Helen Newton	6/30/2028

Property Tax Assistance Committee	Jonathan Robbins	6/30/2028
Property Tax Assistance Committee	Ellyse Glushkov	6/30/2028
Quiet Zone Working Group	John Connolly	12/31/2025
Quiet Zone Working Group	Marianne Cooley	12/31/2025
Quiet Zone Working Group	Duncan Allen	12/31/2025
Quiet Zone Working Group	Justin McCullen	12/31/2025
Quiet Zone Working Group	Lars Unhjem	12/31/2025
Quiet Zone Working Group	Katie King	12/31/2025
Stormwater By-Law Working Group	Kevin Keane	12/31/2025
Stormwater By-Law Working Group	Joshua Levy	12/31/2025
Stormwater By-Law Working Group	Sue Barber	12/31/2025
Stormwater By-Law Working Group	Tripp Pace	12/31/2025
Stormwater By-Law Working Group	John Salo	12/31/2025
Stormwater By-Law Working Group	Preston Hall	12/31/2025
Stormwater By-Law Working Group	Janine Helwig	12/31/2025
Stormwater By-Law Working Group	Tom Ryder	12/31/2025
Stormwater By-Law Working Group	Deb Anderson	12/31/2025
Stormwater By-Law Working Group	Joe Prondak	12/31/2025
Rail Trail Advisory Committee	Hannah Corrigan	6/30/2028
Solid Waste Disposal/Recycling Advisory	William F. Connors	6/30/2028
Taxation Aid Committee	Helen Newton	6/30/2028
Taxation Aid Committee	Jonathan Robbins	6/30/2028
Taxation Aid Committee	Ellyse Glushkov	6/30/2028
Taxation Aid Committee	Patrick Wrenn	6/30/2028
Technology Advisory Board	Robert Dangel	6/30/2028
Technology Advisory Board	Lee Eichelberger	6/30/2028
Technology Advisory Board	David Davison	6/30/2028
Technology Advisory Board	Anne Gulati	6/30/2028
Technology Advisory Board	Mark Messias	6/30/2028
Traffic Safety Committee	Rebecca Tarantino	6/30/2028
Water/Sewer Rate Structure Committee	Peter Kuck	6/30/2028
Water/Sewer Rate Structure Committee	John Tallarico	6/30/2028

**Town of Needham
Select Board Meeting Minutes
May 5, 2025
Needham Town Hall
Select Board Chambers**

6:48 p.m.

Call to Order:

A special meeting of the Select Board was convened by Chair Heidi Frail. Present were Cathy Dowd, Marianne Cooley, Joshua Levy, Kevin Keane, Support Services Manager Myles Tucker, Deputy Town Manager Katie King, and Town Manager Kate Fitzpatrick. Town Counsel Chriss Heep joined the meeting at 7:15 p.m.

The Board discussed pending issues related to the Annual Town Meeting. Ms. Frail stated that Mr. Keane would be making a committee report under Article 2 of the warrant. Ms. Frail reported on the meetings held with local businesses the prior week and said that the feedback was valid – individuals brought up issues that have not yet been dealt with, such as snow removal, deliveries, parking, and metrics. She said that the Select Board needs more information and likely more design options. She said that while the Board will receive direct feedback at its hearing on May 13th, she would like to take a step back from the pilot and let people know before the 13th. Mr. Keane said that Envision Needham Center (ENC) needs more time, and in light of that he would like to make a motion to delay the pilot.

Mr. Levy expressed concern that the Board would act on the Envision Needham Center pilot program when the topic was not included on the agenda for the meeting. Furthermore, Mr. Levy did not feel that taking a position on this matter could reasonably relate to Article 2 of the Annual Town Meeting, as the report under Article 2 was to be presented on behalf of the Envision Needham Center Working Group (not on behalf of the Select Board), and reports under Article 2 are not subject to a vote at Town Meeting.

The Board discussed that the meeting was noticed for Town Meeting preparation including review of articles and motions to amend. Ms. Cooley said that the Board needs to take a position on the amendment under Article 17 which involves the ENC project. Ms. Dowd agreed that the pilot should be delayed and said she saw a connection with Article 17. Ms. Fitzpatrick asked if a consensus of the Board would be satisfactory. Ms. Cooley said that consensus is better than nothing but felt the Board can take a vote, and it will make a lot of people happier. Mr. Levy said that it is important for such a vote to be properly noticed so that the public has an opportunity to see the vote occur.

Ms. Fitzpatrick asked if the Board felt that taking a vote on the pilot program would inform their position on the amendment under Article 17, and would it help Town Meeting Members. Ms. Cooley noted that it seems like all Board members are in agreement on the delay. She said that is what the

public wants, and the Board has the means to provide that assurance and to inform Town Meeting Members position on the Article 17 amendment. Mr. Levy said that he objects to the vote because it was not properly noticed on the agenda so that the public may be aware of the vote and have an opportunity to attend the Board's meeting.

Motion: Mr. Keane moved that the Board vote to delay the implementation of the Needham Center pilot program for at least six months. Second: Ms. Cooley.

Mr. Levy stated that he is concerned that people will say that the Board took a vote out of the public view, and that is the same complaint people have made about the ENC. He asked if the vote would be an open meeting violation. Ms. Dowd asked if Town Counsel was available. Ms. Frail asked the Board to table the motion and move on to other items while Mr. Tucker and Ms. King located Town Counsel.

The Board discussed the proposed motion to amend Article 17 by limiting the use of c. 90 funds to areas other than Great Plain Avenue between Warren Street and Linden Street. Ms. Cooley said that the motion applies to the funding that is being authorized this year, and none of that funding will be deployed for ENC. Ms. Frail stated that attaching conditions to a funding source to object to another project is bad policy.

Motion: Ms. Cooley moved that the Board vote to oppose the motion to amend Article 17. Second: Mr. Keane. The motion carried 4 – 1 with Mr. Levy voting no.

The Board discussed its position on Article 10 in the Special Town Meeting Warrant. Mr. Levy said that he preferred that the Town have flexibility to use the rebate funds as needed by continuing to have such funds flow into the General Fund.

Motion: Ms. Cooley moved that the Board vote to recommend adoption of Article 10 in the Special Town Meeting Warrant. Second: Mr. Keane. The motion carried 4 – 1 with Mr. Levy voting no.

Attorney Heep joined the meeting at 7:15. Ms. Frail said that Mr. Keane had offered a motion to delay the Envision Needham Center pilot program in conjunction with the Article 2 report and the motion to amend under Article 17. Mr. Levy added that the topic was not included in the notice for the meeting and reiterated to Town Counsel his concerns previously stated to the Board. Attorney Heep noted that the posted agenda included Board discussion of the Annual Town Meeting warrant articles. He confirmed that Mr. Keane planned to present an update to Town Meeting on the Envision Needham Center Project under Article 2. He stated that voting to delay implementation of the proposed pilot of the Envision Needham Center project may be more directly related to Article 17 than to Article 2. Attorney Heep said that he was comfortable with the vote. The Board discussed the matter in the context of both warrant articles, and Attorney Heep determined

that is appropriate to take a vote. He said that the motion to amend Article 17 is a motion to divert funds from the project, and a vote to delay would be an appropriate response to that motion. Mr. Levy said that if discussion of a delay of the pilot is to be included in the statement under Article 2 to Town Meeting, it should convey the Board's consensus and that the Board should vote at its next meeting. Ms. Frail called for the vote.

The motion by Mr. Keane to delay the Envision Needham Center pilot program carried 4-0. Mr. Levy did not vote, expressing his concern about the Open Meeting Law.

7:25 p.m. Motion: Mr. Keane moved that the Board adjourn its meeting at the conclusion of Town Meeting this evening. Second: Ms. Cooley. Unanimously approved 5-0.

Note: The Annual Town Meeting adjourned for the evening at 11:00 p.m.

**Town of Needham
Select Board
Minutes for Tuesday, May 13, 2025
Powers Hall and
Via ZOOM
<https://us02web.zoom.us/j/89068374046>**

- 6:03 p.m. Call to Order
A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Joshua Levy, Marianne Cooley, Kevin Keane, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance and Katie King, Deputy Town Manager were also in attendance.
- 6:05 p.m. Public Comment Period

Dave Sherman, 100 Rosemary Way, criticized the Human Rights Committee's statement, as it failed to mention Antisemitism and Islamophobia. He commented that the prior statement of the Human Rights Committee in November 2023 enabled further acts of antisemitism. He recommended that the Select Board ask the committee to either expand the statement beyond its current form or condemn it as it is, and to consider impeachment proceedings against Human Rights Committee members. He further recommended screening committee members more carefully in the future.
- 6:08 p.m. Public Works Week Proclamation
Presenters: Carys Lustig, Director of Public Works, Shane Mark, Assistant Director of Public Works

Ms. Frail emphasized the significant role of public works professionals in Town activities and safety. Assistant Director of Public Works Shane Mark discussed Public Works Week activities along with the benefits and services residents see from the work DPW performs. Ms. Dowd then read the Public Works Week Proclamation.

Motion by Mr. Levy that the Board vote to approve and sign the 2025 Public Works Week Proclamation.
Second: Ms. Cooley.

Mr. Keane noted that he had the opportunity to tour the Jack Cogswell Building and thanked DPW staff for the extent of their work in the Town.

Unanimously approved 5-0.
- 6:18 p.m. Public Hearing: Eversource Grant of Location – 50 Brook Road
Presenter: Joanne Callender, Eversource Representative

Eversource Energy requested permission to install approximately 85 feet of conduit in Brook Road. The reason for this work is to provide service to 50 Brook Road. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Motion by Ms. Cooley that the Board vote to approve and sign a petition from Eversource Energy to install approximately 85 feet of conduit in Brook Road. Second: Mr. Levy. Unanimously approved 5-0.

6:20 p.m. Public Hearing: Eversource Grant of Location – 99 Whitman Road
Presenter: Joanne Callender, Eversource Representative

Eversource Energy requested permission to install approximately 8 feet of conduit in Whitman Road. The reason for this work is to provide service to 99 Whitman Road. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Motion by Ms. Dowd that the Board vote to approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Whitman Road. Second: Ms. Cooley. Unanimously approved 5-0.

6:21 p.m. Public Hearing: Eversource Grant of Location – 60 Locust Lane
Presenter: Joanne Callender, Eversource Representative, Alex Kuzakovsky, Luna Luxury Development, Inc.

Eversource Energy requested permission to install approximately 8 feet of conduit in Locust Lane. The reason for this work is to provide service to 60 Locust Lane. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Ms. Fitzpatrick noted that this work was completed prior to the Grant of Location. Mr. Kuzakovsky explained that he did not realize this requirement before work began. Ms. Fitzpatrick added that the work was completed to Town standards.

Motion by Ms. Cooley that the Board vote to approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Locust Lane. Second: Ms. Dowd. Unanimously approved 5-0.

6:26 p.m. Public Hearing: Application for Multiple Amendments to an All-Alcohol License – Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits
Presenters: Michael F. O’Connell, LLC Manager – Needham Wine & Spirits, LLC, d/b/a Needham Wine & Spirits, Thomas P. Miller – Applicant Counsel

Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits has applied for multiple amendments to their existing Section 15 Package Store All-Alcoholic Beverages License at 1257 Highland Avenue, Needham, MA. The amendments reflect proposed changes in LLC Managers and Change in Corporate Ownership Interest to reflect Linda J. O’Connell’s assumption of 50% ownership interest in the store, previously owned by John A. Recco. Mr. Miller, the applicant’s counsel, explained how this transfer will occur between the two parties. He emphasized that there will be no change in the Manager of Record or in the daily operations. Ms. Frail asked who the license holder will be. Mr. Miller noted that the license holder will remain the same.

Motion by Ms. Dowd that the Board vote to approve the application for multiple amendments to a Section 15 Package Store All-Alcohol License submitted by Needham Wine & Spirits, LLC, d/b/a Needham Wine & Spirits, and if so approved, forward the application to the ABCC for review and final approval.

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

6:31 p.m. Public Hearing: Envision Needham Center
Presenters: Carys Lustig, Director of Public Works, Margot Spiller, PE, AICP, Principal, Apex Companies, LLC, Cassandra A. Thompson, Brand Manager, Apex Companies, LLC, Karen Fitzgerald, PLA, Landscape Architecture Practice Lead, Toole Design

Ms. Frail began the public hearing by reminding attendees that the Select Board voted on May 5, 2025 to delay the pilot for at least six months to address concerns raised by the public thus far. Subsequently, the Apex team provided a summary of project goals, history of outreach and project work, and concept designs. This included an explanation of a pilot phase application of these concepts. Ms. Lustig noted that a new proposed timeline for implementation will be presented to the Board in June. Ms. Spiller outlined the existing conditions and project goals: safety and mobility, sustainability and resilience, and beautification and placemaking. Ms. Fitzgerald presented the refined concept plan, highlighting strategies that will be used to create a safe multimodal environment. The full presentation can be found in the Select Board Agenda Packet for May 13, 2025 on the Town of Needham website. Ms. Lustig added that the potential funding sources include Chapter 90 funding and Town appropriation. Any state funding would require the Town to install bike lanes that are separated from the right of way.

Eileen Baker, owner of Proud Mary (1024 Great Plain Avenue) expressed her concern that the changes will create challenges for small business owners such as

herself who depend on street parking. She stated that opening her store has been a source of comfort, community, and friendship for her and that other small businesses feel this tight-knit community through their work as well.

Vipul Bhushan, 1654 Great Plain Avenue, commented that while he appreciates the innovation and vision to try to beautify the Town, he has concerns for those who live further from Needham Center who need to drive and require parking. He is also concerned about the speed of traffic and cost. He suggested adding resident parking and trialing traffic changes with temporary measures during high traffic times.

Kilpatrick Carroll, 101 Fair Oaks Park, commented that the plan is detailed and thoughtful. As a cyclist and father of three young children, he often rides into the Town center to patronize the small businesses. He commented that in his view the number of parking spaces being lost does not seem detrimental. Mr. Carroll asked what the impact of the plan will be on traffic and wait times for those driving through the Center.

Carys Lustig, Director of Public Works, explained that the traffic diversion analysis examines peak times of 8 a.m. and 5 p.m., and where traffic may be dispersed around the Town, and impact on other local roads. Ms. Lustig added that the next steps may include a full traffic analysis, previously completed with the prior Downtown Project. She expressed that the travel time through the Center will likely increase from approximately four minutes as currently estimated but that more analysis would be conducted before the implementation of a pilot.

Jami Strangio, co-owner of 2nd Hand Rose (937 Great Plain Avenue) commented that she is concerned about small business survival without parking spaces, especially on the street, as her businesses and those around her depend on parking nearby for customers to carry items and packages. She does not believe that the green spaces being added will be utilized. She believes the current plan does not seem to have any concern for businesses in the Center.

Lois Sockol, 1611 Greendale Avenue, expressed her opposition to the plan. While she used to bike, she explained that there is no way for someone in her stage of life to access Needham Center safely besides by car. She commented that she feels there is not enough parking in Town currently. She expressed her desire for a parking garage.

Elliot Steinberg, 29 Shady Lane, noted that he is a civil engineer by training and commented on the effects of the plan on traffic, especially concern for eliminating turn lanes that currently keep traffic moving. He added that with the MBTA Communities Act and an increase in residents, a traffic study is necessary in order to balance beautification improvements and accessibility for all residents, not just those using bicycles.

David Rush, 21 Rosemary Street, expressed his excitement for the plan ahead, especially for further outdoor dining and the creation of people-centered spaces.

Janet Bulian, 86 Peacedale Road, commented that she believes the process has not engaged stakeholders properly thus far. She has provided her feedback but does not feel heard. She noted the lack of parking already and her belief that adding bicycle lanes would cater to a small part of the population.

Louis Wolfson, 29 Cimino Road, expressed his opposition to the plan, stating that there are other needs for the money the Town would spend on this project and cited West Roxbury as an example of a similar project that he believes has created a danger to both cars and pedestrians by adding bicycle lanes and eliminating travel lanes. He asked for clarification on some of the plan, particularly the width of the lanes.

Jackie Kylie, 75 Ware Road, emphasized that not everyone can access Needham Center via bicycle or by foot and believes that the loss of even a few parking spaces will affect accessibility. She also noted that in the winter, snow reduces the number of parking spots further due to poor snow removal. She asked whether the grant requires the bicycle lanes to be added in the center of Town or if these can be added elsewhere in Town.

Doug McCarthy, 81 May Street, compared the plan to the City of Newton. He expressed that pursuing this extent of grant funding in Newton for the addition of bike lanes to the detriment of vehicular traffic has led to the backup of cars at traffic lights and removes the ability for cars to turn right on red. He believes that keeping traffic moving and adding parking will do the most to enhance the quality of Needham Center.

Susan Tanner, 1186 Great Plain Avenue, expressed her concern for the level of traffic as a resident on Great Plain Avenue. She also asked the team to count bikes as they perform other counts during temporary trial strategies, as she rarely sees bikes on Great Plain Avenue.

Krista McFadden, 46 Laurel Drive, expressed her concern for the speed of traffic in Town and the potential for cars to speed on side streets as a way of avoiding traffic if travel lanes are reduced. She referenced Lexington as an example of a town that completed a traffic study and subsequently installed traffic calming measures but kept two travel lanes in each direction. She noted that clients of her business, barre3, have been unable to find parking. She emphasized that these clients come from many other towns and will seek out services in other towns if Needham becomes an inconvenient choice.

William Tetreault, 208 Elmwood Road, commented that as a bicyclist and on behalf of other young people who bike, he would like the Town center to be safer. This project is a way to make the Town more accessible and support local businesses.

Mary Sprogell, 76 Wilshire Park, opined that businesses may not be hurt by reduced traffic and identified Wellesley Center as an example of one travel lane in each direction where cars drive slowly. She argued the design is more welcoming to customers who want to park and walk around to patronize the local businesses.

Sam Rowbotham, 182 Marked Tree Road, commented that as a cyclist he is appreciative of the direction of the plan. As a parent of two young children, the crossing times are very short. He suggested removing planters and other barriers separating bike lanes from traffic to allow bicyclists to make turns more safely.

Jacqueline DeWolfe, Envision Needham Center Working Group member, 242 Dedham Avenue, spoke as a resident regarding speed and safety and encouraged the team to be proactive in addressing safety concerns instead of reactive.

Max DeWolfe, 242 Dedham Avenue, drew and submitted a picture illustrating cars turning right on red while pedestrians are attempting to walk via the crosswalk safely.

Joe Leghorn, 40 Linden Street, raised the issue of the lack of traffic enforcement in Needham. He also noted his concern for decreased safety on side streets as a result of slower movement of traffic through Needham Center.

Bob Smart, 25 Mayo Ave, commented that bike lanes may not be necessary as many bicyclists avoid this area due to the many stoplights that slow them down. He suggested providing a parking area for bicycles at Greene's Field for bicyclists whose end goal is biking to Town Center. Regarding parking, he recommended evaluating the private parking spaces available and their utilization. Ms. Frail noted that the Town is examining redistribution of parking in Town.

Mona Steinberg, 29 Shady Lane, commented that if bicyclists wish to be safer, they can access areas of Town by biking around Needham Center, as it is only two blocks. She noted that with increased housing in Town, there will be an increased need for parking. She highlighted the crosswalk next to Greene's Field across Great Plain Avenue as a particular area of concern for pedestrians.

Elizabeth Kaponya, 27 Highland Terrace, commented that she does not believe adding bike lanes and removing parking spots will increase business for local stores. She suggested that Needham could invest in electric shuttle buses that would transport people from the Commuter Rail stations and take the shuttle around local stops.

Karen Carpenter, owner of Copley Motorcars (37 Chestnut Street) and resident at 28 Douglas Road, expressed her disappointment that the meetings regarding the project were not more highly publicized. She expressed her concerns for pedestrian safety and noted that bicyclists are a minority compared to the Needham

community at large, for whom driving is their only mode of transportation, especially young families, older individuals, and individuals with disabilities. She concluded by suggesting the following: sync stoplights to the train, make walk light signals longer, add speed humps and better lighting at Pickering Street and Maple Street, and post speed limits approaching and in the Town Center. She believes this is more fiscally responsible than embarking on a much larger project.

Stu Carpenter, owner of Copley Motorcars (37 Chestnut Street) and resident at 28 Douglas Road, expressed that he is opposed to the proposed decrease in auto lanes. He supports green space and good sidewalks but does not support reduced parking. He concluded by stating that Route 135 is designated as a regional cut through, and businesses want to encourage this as it enables them to thrive.

Beth Tuck, founder of Let's Bike Needham, 549 High Rock Street, commented that she hopes Needham will be forward-thinking to incorporate multimodal transportation. Most of all, she is concerned about pedestrian and bicyclist safety.

Julie Ben-David, owner of Needham Florist (1091 Great Plain Avenue), expressed that her business and others depend on vehicular traffic, and it is not possible for them to conduct business via bicycle or on foot.

Barbara Jones, owner of Hearthstone Home (1038 Great Plain Avenue), 220 Nehoiden Street, commented that she is concerned about the rhythm of business on Great Plain Avenue, especially regarding emergency vehicles being able to travel through Town and how businesses will accept deliveries.

Paul Iantosca, 21 Ingleside Road, commented on traffic times for vehicles, expanding outdoor dining for local restaurants, and concerns about funding.

Elizabeth Craig, 59 Mount Vernon Avenue, commented that purpose-based visits to the Downtown area are just as desirable as destination-based visits. She reiterated her request that business owners be informed of the development of this project in a timely process.

Hilary Bruel, 87 Thornton Road, expressed that it does not feel safe driving or walking in Town and highlighted issues with emergency vehicle and school bus accessibility. She suggested incorporating a turning lane for left turns at the various intersections with one travel lane in each direction.

Charly Nanda, 38 Fuller Road, expressed her appreciation that the Envision Needham Center project incorporates public art and noted that traffic calming is one of the goals of Needham's Arts and Culture Action Plan using painted installations.

Gershon Gacs, 79 Pleasant Street, enjoys the walkability of Needham and as a cyclist believes that biking has to be looked at more holistically throughout the

Town and having a bike plan that does not only focus on the Center is important for cyclist safety.

Bob Hentschel, 11 Parkman Way, commercial landlord, asked about the scenarios previously mentioned that would not limit or eliminate parking and urged the Board to add economic vitality as one of the priorities of this project.

Phil Brandish, 44 Pleasant Street, expressed his concern for bicyclist safety while recognizing the frustrations that separated bike lanes can cause for drivers. He would like to see more enforcement of existing traffic laws that would protect bicyclists, such as when cars illegally turn right on red or run red lights.

Susan Herman, 13 Carey Road, commented that she is concerned about the narrowing of Highland Avenue with regard to the passage of public safety vehicles and diversion to side streets. She added that many people have moved from other areas seeking a less city-like experience.

Holly Clarke, 1562 Central Avenue, expressed her appreciation for the pause on the Envision Needham Center project. She emphasized that the information that local businesses offer as feedback is more valuable than the results of a study and should be more relevant to the decision-making process. She also noted that there are immediate action items, such as enforcement of traffic laws, that can be addressed immediately and do not need to wait for an updated project plan. Finally, she expressed that if a condition of the grant is to do something that the Town does not want to do, it is not of value to the Town.

Gerry Connolly, 14 Tower Ave, commented that the expensive projects that have been executed to add separated bike lanes have resulted in gridlock in many places in Needham. He pointed out that even if grants fund this project, that is still using taxpayer money.

Oscar Mertz, 67 Rybury Hillway, is concerned about spending money unnecessarily but finding a balance with addressing issues raised over many years. He urged the Board to focus on safety as the top priority, suggesting that the pilot be used to announce the Downtown using various inexpensive temporary strategies such as raised table or speed bumps, so drivers are aware they are entering an area with many pedestrians.

Fred Hartman, 919 Great Plain Avenue, commented that that he believes the plan does little for most of the residents and businesses in Needham. He suggested fixing trip hazards in sidewalks and enforcing traffic regulations. He believes it is a mistake to accept funds attached to bike lanes, even as a cyclist. As an EMT in another town, he believes safety should be the Town's top priority, especially considering the diversion of traffic onto quiet, residential side streets.

Lauri Chmielewski, co-owner of 2nd Hand Rose (937 Great Plain Avenue) commented that separated bike lanes are not necessarily safe, citing examples of car passengers opening doors and hitting bicyclists. She stated that as a driver, it is confusing to navigate new traffic patterns that are built around bike lanes. Finally, she emphasized the need for enforcement.

Ken Buckley, 221 Warren Street, commented that given some data points from the consultants, a reduction in auto lanes would slow traffic down and divert traffic in a way that would make side streets unsafe.

Discussion ensued among Board members with regard to balancing the needs of the Town such as economic vitality and safety. Public engagement was also a focus of discussion with Board members commenting that this is an essential part of this process. The Board also discussed turning lanes, safety at crosswalks, and potential funding sources. Vice Chair Cathy Dowd asked the project team to generate several more plans with different features that have not been incorporated yet. Chair Heidi Frail recommended to the Board that at their Goals meeting this summer they focus on parking management in Town. Ms. Cooley recommended creating an FAQ document for stakeholders.

9:31 p.m. Appointment Calendar and Consent Agenda
Motion by Ms. Dowd that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Ms. Cooley. Unanimously approved 5-0.

APPOINTMENT CALENDAR

1.	Liz Hay	Envision Needham Center Working Group Term Exp: June 30, 2027
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CONSENT AGENDA

1.	Amend Open Session Minutes of April 15, 2025, Approve Open Session Minutes of April 22, 2025, Approve Executive Session Minutes of April 22, 2025, Approve Subcommittee for Town Manager Negotiations Minutes of May 5, 2025.
2.	Accept the following donation made to the Needham Free Public Library: \$15,750 from the Friends of Needham Free Public Library
3.	Accept the following donations made to Needham's Aging Services Division: \$20 from Debra Budd \$20 from Malka Young
4.	Accept the following donation made to Needham Youth & Family Services: \$750 from Needham Resiliency Network
5.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$1500 from The Exchange Club of Needham \$200 from the Charles River Center

6.	Approve a request from Sam Snekvik, Executive Operations Coordinator of Bikes Not Bombs, to hold the road event “2025 Bike-A-Thon” in Needham. The event is scheduled for Sunday, June 8 th , 2025, starting at 10:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
8.	Approve and Sign Water Sewer Abatement 1340

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Katherine Calzada	9 Morton Street	Morton St. from Webster to Village Club Entrance	9/6/25	11am-3pm	9/7/25

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Knights of Columbus	Ryan E. Sullivan Memorial Scholarship Event	1211 Highland Avenue	5/02/2025
League of Women Voters	LWV Needham Annual Meeting	300 Hillside Avenue	5/22/2025

9:31 p.m. Human Rights Committee Statement
Presenter: Keith LaFace, Co-Chair, Needham Human Rights Committee

Co-Chair Keith LaFace presented to the Board the Needham Human Rights Committee statement regarding their continued commitment to ensuring Needham is a place where people of all backgrounds can feel welcome, safe, and valued. Mr. LaFace noted that this statement was motivated by comments from residents over the past few months as a response to the drawback of diversity, equity, and inclusion policies at the federal level. Following lengthy discussion regarding the specific wording of the statement, the following motion was proposed.

Motion by Mr. Keane that the Board vote to formally endorse this statement and authorize the Human Rights Committee to distribute it to other boards and committees for their review and potential endorsement.
Second: Ms. Cooley.

Board members discussed the implications of passing the above motion, including what it means to endorse a statement and the consequences of naming specific vulnerable groups and the concern that a group may feel excluded. The Board concluded that they would continue this discussion at a subsequent meeting.

Mr. Keane withdrew his motion.

9:55 p.m. Transfer Equipment to Norfolk County
Presenters: Katie King, Deputy Town Manager, David Davison, Deputy Town Manager/Director of Finance

The Town no longer has use for an oil tank trailer which used to be brought to commercial establishments that sold oil by the Weights and Measures Official who would pump a specific amount of oil into the proofer so that person could then verify that the amount shown on the truck's dispensing meter is accurate. The Town is seeking to transfer it to the County. Norfolk County provides the required weights and measures services to Needham businesses on behalf of the Town of Needham. The County will accept the transfer of the trailer and equipment from the Town.

Motion by Mr. Keane that the Board vote to authorize the Town Manager to transfer ownership of the weights and measures red light duty trailer with Proofer to Norfolk County for no fee.
Second: Ms. Dowd. Unanimously approved 5-0.

9:59 p.m. Town Manager

Town Manager Report

- Town observance of Memorial Day will take place on Monday, May 26, 2025. Further details can be found on the Town website.

10:01 p.m. Board Discussion

Town Manager Appointment

At its meeting on April 1, 2025, the Select Board voted to appoint Katie King as Town Manager subject to successful negotiation of an employment contract and further voted to appoint the Chair and Vice Chair as a subcommittee to conduct contract negotiations with the successful candidate. It was agreed that the Chair and Vice Chair for the negotiations subcommittee would be Mr. Keane and Ms. Frail.

The subcommittee, with the assistance of Town Counsel Chris Heep, has completed its work and recommends that the Board vote to approve and sign an employment agreement between the Town of Needham and the Town Manager, Katie King, effective July 5, 2025. Mr. Heep provided further details regarding negotiations and answered questions from Select Board members.

Motion by Ms. Dowd that the Board vote to approve and sign the employment agreement between the Town of Needham and the Town Manager, Katie King, effective July 5, 2025.
Second: Mr. Keane. Unanimously approved 5-0.

Committee Reports

Mr. Keane commented on the completion of Town Meeting, in particular the concern regarding the management of the budget and what is approved at Town Meeting.

Mr. Levy also commented on Town Meeting and the budget priorities presented.

Ms. Cooley reported that the Affordable Housing Trust Fund met and emphasized the need for the Town to think through upcoming decisions carefully to investigate relevant questions.

Ms. Frail reported that the Tree Preservation Planning Committee is holding a public listening session on Wednesday, June 4 at 7:00 p.m. in Powers Hall and via Zoom. At the next meeting, the Committee will hear from the City of Newton about their tree bylaw.

10:15 p.m.

Adjourn

Motion by Ms. Frail that the Board vote to enter into Executive Session pursuant to Exception 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Fire Chief), and not to return to Open Session prior to adjournment.

Second: Mr. Frail. Unanimously approved 5-0 by roll call vote.

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, May 27, 2025, at 6:00 p.m.

A video recording of the May 13, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=IFQoLV_rcRE&ab_channel=TownofNeedhamMA or at <https://www.needhamchannel.org/2025/05/needham-select-board-5-13-25/>.



NEEDHAM PARK AND RECREATION DEPARTMENT

Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494
Tel: (781) 455-7930

May 27, 2025
Needham Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair Kevin Keane and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one appointed position with the Town.

The multiple appointed positions that I wish to hold are:

1. Teacher with Needham Public Schools
2. Summer Pool Supervisor for the Needham Park & Recreation Department

There will be no conflict with any School Department responsibilities, as the schools are not in session during the summer months. I will work 30-40 hours per week, for 10 weeks.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

Logan Demaria

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Logan Demaria
Title/ Position	Rosemary Pool Supervisor
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham Park and Recreation
Agency Address	178 Rosemary Street Needham MA 02494
Office phone:	781 455 7930
Office e-mail:	parkandrecreation@needhamma.gov
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	June 20, 2025
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	Needham Park and Recreation 178 Rosemary Street Needham MA 02494
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. Needham Park and Recreation Rosemary Pool Supervisor
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

**Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.**

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. \$27.00
Date when you acquired a financial interest	June 20, 2025
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. N/A
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☒ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	5/22/25

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT – File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.



NEEDHAM PARK AND RECREATION DEPARTMENT

Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494
Tel: (781) 455-7930

May 27, 2025
Needham Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair Kevin Keane and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one appointed position with the Town.

The multiple appointed positions that I wish to hold are:

1. Teacher with Needham Public Schools
2. Summer Pool Maintenance for the Needham Park & Recreation Department

There will be no conflict with any School Department responsibilities, as the schools are not in session during the summer months. I will work 30-40 hours per week, for 10 weeks.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

Elizabeth Vallatini

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Elizabeth Vallatini
Title/ Position	Rosemary Pool Maintenance
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham Park and Recreation
Agency Address	178 Rosemary Street, Needham MA 02494
Office phone:	781 455 7930
Office e-mail:	parkandrecreation@needhamma.gov
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	June 20, 2025
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	Needham Park and Recreation 178 Rosemary Street Needham MA 02494
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. Needham Park and Recreation Rosemary Pool Maintenance
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

**Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.**

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. \$19.42
Date when you acquired a financial interest	June 20, 2025
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. N/A
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☒ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	<i>Edgardo Vallatini</i>
Date:	5/22/25

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**Employment Contract
Amendment #1**

This Memorandum of Agreement, pursuant to Chapter 41, Section 108O of the Massachusetts General laws, is made and entered into this ____ day of June, 2025 by and between the Town Manger and the Fire Chief as follows:

Whereas, Massachusetts General Law, Chapter 41, § 108O and Section 20 of the Town Charter authorize the Town Manager to establish an Employment Contract providing for the salary, fringe benefits, and other conditions of employment for the Fire Chief; and

Whereas, Section 20B of the Town Charter authorizes the Town Manager to develop and administer a personnel system, and to fix the compensation of all Town employees except those under the jurisdiction of the School Committee; and

Whereas, the Town Manager and Fire Chief Tom Conroy entered into a contract of employment dated May 27, 2025 (“Contract”); and

Whereas, the Town Manager and the Fire Chief now wish to amend the Contract;

Now therefore, for good and valuable consideration, the parties agree to delete Section 3.1 of the Contract and insert in place thereof the following:

- 3.1 Salary The Fire Chief is not subject to the classification and compensation provisions of the Town and his base salary shall be governed by this agreement. The base salary shall be all-inclusive, and no other additional payments will be made.

	Deferred Compensation		
	Base Salary	(Section 3.4)	Total Compensation
July 1, 2025:	\$220,668	\$4,413	\$225,081
July 1, 2026:	\$229,494	\$4,590	\$234,084
July 1, 2027:	\$238,674	\$4,773	\$243,447

Town of Needham

Fire Chief



Town Manager/Date

Thomas M. Conroy/Date

Chair, Select Board/Date

Approved as to Form/Town Counsel/Date

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, stormwater revenue and

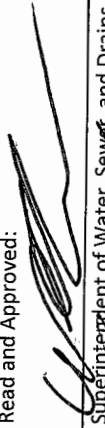
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	
Water Irrigation:	-\$360.90
Water Admin Fees:	\$0.00
Sewer Sales:	\$0.00
Stormwater Fees:	-\$342.30
Transfer Station Charges:	\$0.00
	\$0.00
Total Abatement:	-\$703.20

Order #: 1341

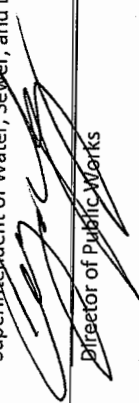
Read and Approved:

Date


6/6/2005

Superintendent of Water, Sewer, and Drains

Select Board


6/6/2005

Director of Public Works

[illegible]

Verified By:


Management Analyst, DPW