

SELECT BOARD Meeting Agenda

6:00 p.m. April 14, 2021

VIA ZOOM

Under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the 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: <https://uso2web.zoom.us/j/89093905788>

Or One tap mobile :

US: +13017158592,,89093905788# or +13126266799,,89093905788#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 890 9390 5788

1.	6:00	Board Reorganization
2.	6:15	Public Hearing – Shade Tree – 61 Eaton Road Edward Olsen, Superintendent Parks & Forestry
3.	6:15	Change of Liquor Manager Hearing – Blue on Highland Richard Naples, Proposed Manager
4.	6:20	Health & Human Services Update - Timothy McDonald, Director of Health & Human Services - Tara Gurge, Assistant Director of Public Health - Tiffany Zike, Assistant Director of Public Health - Sara Shine, Director of Youth and Family Services - LaTanya Steele, Director of Aging Services - Aicha Kelley, Assistant Director of Aging Services - Jessica Moss, Assistant Director of Aging Services
5.	6:35	DPW Spring and Summer 2021 Anticipated Projects Carys Lustig, Director of Public Works
6.	6:40	Town Manager - Memorandum of Agreement with DPW/Needham Independent Public Employees' Association (NIPEA), Needham Police Union, and Needham Police Superior Officers Association - Naming of Reservoir Trail - Positions on Warrant Articles - Town Manager Report

7.	6:50	Board Discussion • Tidwell Report • NUARI Update • Committee Reports
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CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Health Division's Traveling Meals program: \$1000 from an Anonymous Donor.
2.	Appoint Carys Lustig as the User Representative to the Jack Cogswell Building Project and remove John Regan as User Representative to the Jack Cogswell Building Project.
3.*	Approve and sign Water Abatement #1305.
4.	Accept the following donations received by the Needham Public Library for the period of January 1, 2021, to March 31, 2021: Heather and Andrew March donated \$500 to the library. It will be used to purchase new items; Robert Washburn gave the library a copy of Karen J. (Anderson) Boduch's book, Almost all My World War II Stories: Memoirs of a Sailor [George Anderson] Serving Aboard the U.S.S. South Dakota aka "Battleship X" – "BB-57" The Most Decorated Battleship of World War II; Kristen Toohill donated \$50 for the purchase of two books on OverDrive; Frances S. Wolff gave the library \$1,000 in memory of daughter Jackie Wolff; Cathy Collishaw, donated \$25.00 to the library to be used to purchase a book in memory of Lewis Melcher; and Karen Steinberg donated thirty-one books to the library (\$600+).
5.*	Approve application for a car parade from Margaret Klingerman on behalf of the American Cancer Society Relay for Life Charles River. The parade will be held on Saturday, May 22, 2021 at 1:30 p.m. This event has been approved by the Police Department and the DPW Department. Permission will be granted once approval from Health Department has been received.
6.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$50 from Kate Carter, \$30 from Ashly Scheufele, \$35 from Marcus Hughes and \$35 from Paul Good.

NEEDHAM SELECT BOARD RE~ORGANIZATION MEETING FOR APRIL 14, 2021

1. Chair calls for nominations for the re-organization of the Select Board.

Chair: _____

Vice Chair: _____

Secretary/Clerk: _____

2. Members now change to new seating arrangement.
3. The Select Board regular meeting schedule for the year.

April 27, 2021	August 17, 2021	November 23, 2021	February 22, 2022
May 11, 2021	September 14, 2021	December 7, 2021	March 8, 2022
May 25, 2021	September 28, 2021	December 21, 2021	March 22, 2022
June 8, 2021	October 12, 2021	January 11, 2022	April 13, 2022*
June 22, 2021	October 26, 2021	January 25, 2022	April 26, 2022
July 20, 2021	November 9, 2021	February 8, 2022	

*Wednesday

4. Committee Secretary for Select Board: ☐ Sandy Cincotta

6. Recording Secretary for Select Board: ☐ Mary Hunt
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Town of Needham Select Board (1950 - 2021)

Spring Town Election						
1950-51			Edward J. Stewart	George M. Pond	Emery S. Doane	Three Selectmen
1951-52			Edward J. Stewart	George M. Pond	Emery S. Doane	elected each for
1952-53			Edward J. Stewart	George M. Pond	Frank E. Godfrey	one year term
1953-54			Edward J. Stewart	George M. Pond	Frank E. Godfrey	.
1954-55			Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1955-56			Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1956-57	Clarke H. Wertheim	Marian F. Keith	Edward J. Stewart			By vote of
1957-58				Everett C. Cross	Philip F. Foss	STM 11.14.1955,
1958-59						changed number of
1959-60	Clarke H. Wertheim	Marian F. Keith	Peter W. Carre			BOS from 3 to 5,
1960-61				J. Roland Ackroyd	Philip F. Foss	Effective 1956
1961-62						town election.
1962-63	Clarke H. Wertheim	Marian F. Keith	Peter W. Carre	J. Roland Ackroyd		
1963-64				Paul F. Saint	Philip F. Foss	
1964-65						
1965-66	Clarke H. Wertheim	Henry D. Hersey	Peter W. Carre			
1966-67				Paul F. Saint	Philip F. Foss	
1967-68						
1968-69	Richard M. Salamone	Henry D. Hersey	Peter W. Carre			1968-69
1969-70				Paul F. Saint	Philip F. Foss	1969-70
1970-71						1970-71
1971-72	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz			1971-72
1972-73				John C. Hatch	H. Phillip Garrity, Jr.	1972-73
1973-74						1973-74
1974-75	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz			1974-75
1975-76				E. Loretta Reynolds	H. Phillip Garrity, Jr.	1975-76
1976-77						1976-77
1977-78	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz			1977-78
1978-79				E. Loretta Reynolds	Francis A. Faccetti	1978-79
1979-80						1979-80
1980-81	H. Phillip Garrity, Jr.	Henry D. Hersey	Norman P. Jacques			1980-81
1981-82				Marcia M. Carleton	Francis A. Faccetti	1981-82
1982-83						1982-83
1983-84	H. Phillip Garrity, Jr.	Henry D. Hersey	Norman P. Jacques			1983-84
1984-85				Marcia M. Carleton	Francis A. Faccetti	1984-85
1985-86						1985-86
1986-87		Sally B. Davis	Norman P. Jacques			1986-87
1987-88				Marcia M. Carleton	David F. Edridge, Jr.	1987-88

**Town of Needham Select Board
(1950 - 2021)**

1988-89	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.			1988-89
1989-90						1989-90
1990-91				Marcia M. Carleton	David F. Edridge, Jr.	1990-91
1991-92	H. Phillip Garrity, Jr.					1991-92
1992-93		Sally B. Davis	John D. Marr, Jr.	Marcia M. Carleton		1992-93
1993-94				Ted Owens	David F. Edridge, Jr.	1993-94
1994-95	H. Phillip Garrity, Jr.					1994-95
1995-96		Sally B. Davis	John D. Marr, Jr.		David F. Edridge, Jr.	1995-96
1996-97				Ted Owens	William M. Powers	1996-97
1997-98	Daniel P. Matthews					1997-98
1998-99		John H. Cogswell	John D. Marr, Jr.			1998-99
1999-00				Ted Owens	William M. Powers	1999-00
2000-01	Daniel P. Matthews					2000-01
2001-02		John H. Cogswell	Gerald A. Wasserman			2001-02
2002-03				Colleen Schaller	William M. Powers	2002-03
2003-04	Daniel P. Matthews					2003-04
2004-05		John H. Cogswell	Gerald A. Wasserman			2004-05
2005-06				James G. Healy	John A. Bulian	2005-06
2006-07	Daniel P. Matthews					2006-07
2007-08		John H. Cogswell	Gerald A. Wasserman			2007-08
2008-09				James G. Healy	John A. Bulian	2008-09
2009-10	Daniel P. Matthews					2009-10
2010-11		Denise C. Garlick	Gerald A. Wasserman			2010-11
2011-12		James G. Healy		Maurice P. Handel	John A. Bulian	2011-12
2012-13	Daniel P. Matthews		Gerald A. Wasserman			2012-13
2013-14		Matthew D. Borrelli	Marianne B. Cooley			2013-14
2014-15				Maurice P. Handel	John A. Bulian	2014-15
2015-16	Daniel P. Matthews					2015-16
2016-17		Matthew D. Borrelli	Marianne B. Cooley			2016-17
2017-18				Maurice P. Handel	John A. Bulian	2017-18
2018-19	Daniel P. Matthews					2018-19
2019-20		Matthew D. Borrelli	Marianne B. Cooley			2019-20
2020-21				Maurice P. Handel	John A. Bulian	2020-21
2021-22	Daniel P. Matthews					2021-22
2022-23		Matthew D. Borrelli	Marianne B. Cooley			2022-23
2023-24						2023-24



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

MEETING DATE: 04 /14 /2021

Agenda Item	Public Hearing for the removal of one (1) Public Shade tree at 61 Eaton Road.
Presenter(s)	Edward Olsen, Tree Warden, Parks & Forestry Superintendent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Thomas Wojick has respectfully requested to remove one Public Shade Tree. This tree will be negatively impacted by the proposed demolition and the new construction of a new home driveway at this property address. This Public Shade tree would sustain serious and direct root damage as a result of these construction activities. The Tree Warden does not object to the removal of this tree based on these reasons, at the Owner's expense. I would also recommend a donation in the amount of \$500, to cover the expense of purchasing two trees to replace the loss of this one tree.
2.	VOTE REQUIRED BY SELECT BOARD Under M.G.L. Chapter 87, Requires a Vote by the Select Board Suggested Motions: 1. "That the Board vote to approve and sign the Public Shade Tree Hearing form for the removal of one 20.5 – inch, Norway Maple tree in the front berm of 61 Eaton road.
3.	BACK UP INFORMATION ATTACHED 1. Request letter from Thomas H. Wojick to E. Olsen dated 03/26/21 2. Legal Ad published in Needham Times, issues 04/01/21, 04/08/21 3. List of notified abutters 4. Photos of tree under consideration 5. Approval letter from Tree Warden, E. Olsen to Select Board 04/08/21

February 26, 2021

Town of Needham, MA
Mr. Ed Olsen
Parks and Forestry Superintendent
500 Dedham Ave.
Needham, MA 02492

Mr. Olsen,

I'm writing in regard to the street tree located in the grass strip to the left of the driveway at 61 Eaton Road.

As discussed, the homeowners would like to expand their driveway entrance, thus requiring the tree to be removed. As your inspector most likely noticed, the tree is hanging over the roadway, and has such experienced moderate bark damage from being hit by trucks.

After our discussion today I am fully aware that it will be my full responsibility to remove the tree at no cost to the Town of Needham, including a police detail. I am also aware that I will be liable for the expense of providing two new trees from your chosen supplier (approximately \$400.), both of which will be planted by the town at their desired location, not necessarily Eaton Road.

I have a current street bond with the Town of Needham to ensure all work on my part is guaranteed.

I would like to add that it has been a pleasure working with you, and the homeowner relayed to me that the gentleman who came out to review the site was extremely courteous.

Thank you for your time on this matter.



Thomas H. Wojick
President

TREE REMOVAL HEARING

LEGAL NOTICE
TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Thomas H. Wojcik has petitioned for the removal of one (1) PUBLIC SHADE TREE at 61 Eaton Road, on the front berm of the property as follows:

SPECIES	DIAMETER	CONDITION
Norway Maple	20.5 inches	Fair

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held with the Needham Select Board at 6:15 P.M., Wednesday, the 14th day of April 2021, at which time and place all interested persons may appear and be heard.

Needham Select Board

AD#13950037
Needham Times 4/1, 4/8/21

TREE REMOVAL HEARING

LEGAL NOTICE
TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Thomas H. Wojcik has petitioned for the removal of one (1) PUBLIC SHADE TREE at 61 Eaton Road, on the front berm of the property as follows:

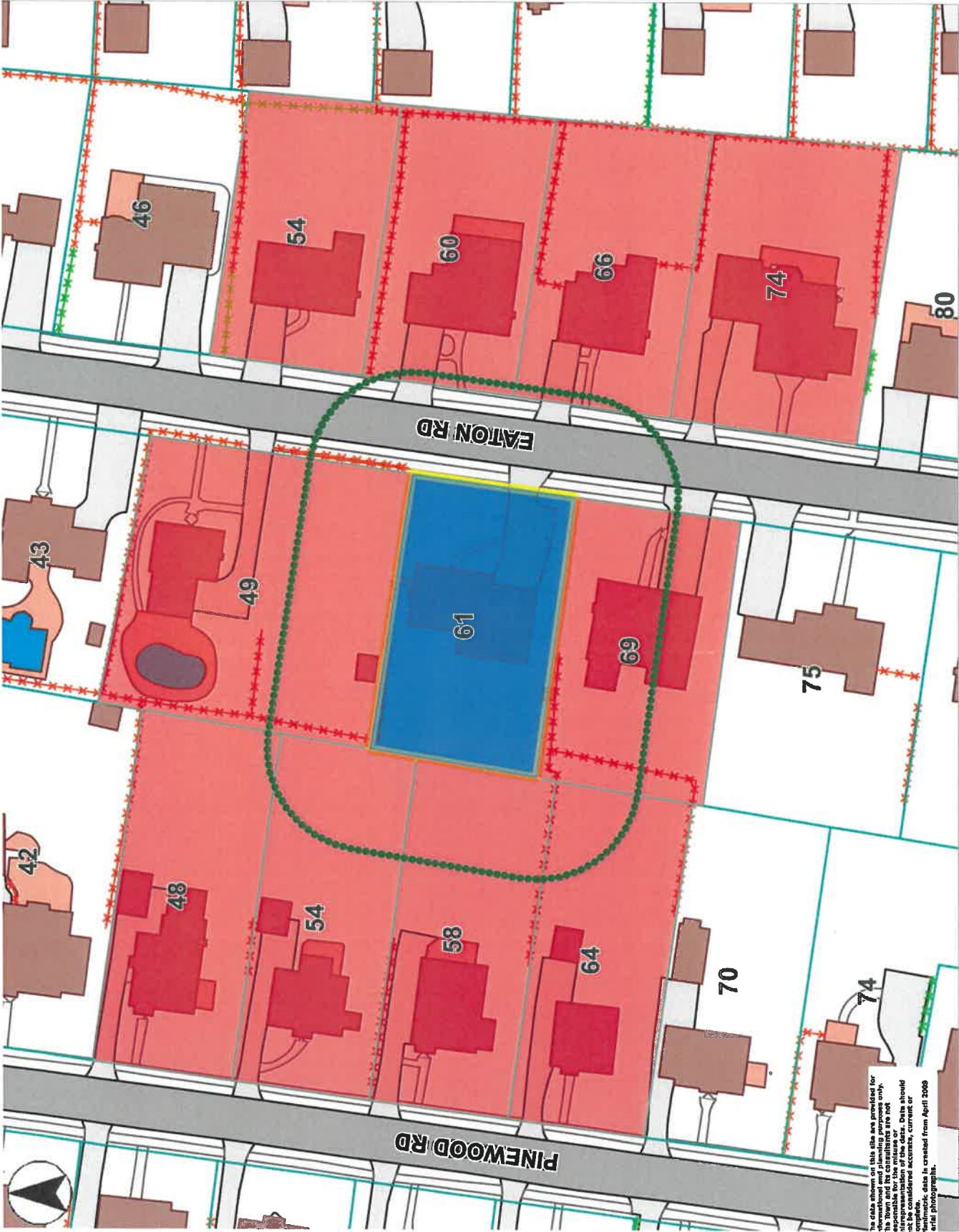
SPECIES	DIAMETER	CONDITION
Norway Maple	20.5 inches	Fair

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held with the Needham Select Board at 6:15 P.M., Wednesday, the 14th day of April 2021, at which time and place all interested persons may appear and be heard.

Needham Select Board

AD#13950037
Needham Times 4/1, 4/8/21



The data shown on this site are provided for informational and planning purposes only. The data is not intended to be used for any other purpose and the user is responsible for the misuse or misrepresentation of the data. Data should be considered accurate, current or complete. Aerial photography is used for the data. Data is created from April 2009.



**Town of Needham-DPW
Parks and Forestry Division**

500 Dedham Ave.
Needham, MA 02492
781-455-7550, ext. 316

ABUTTER'S NOTICE

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Thomas H. Wojick has petitioned for the removal of one (1)

PUBLIC SHADE TREE

as follows: At 61 Eaton Road, on the front berm of the property

SPECIES

DIAMETER

CONDITION

Norway Maple

20.5 inches

Fair

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held virtually with the Town of Needham Select Board at
6:15P.M., Wednesday the 14th day of April 2021.
at which time and place all interested persons may appear and be heard.

If you have any questions, please call Edward Olsen at 781-455-7550 ext 316.





Town of Needham-DPW
Parks and Forestry Division

500 Dedham Ave.
Needham, MA 02492
781-455-7550, ext. 316

April 08, 2021

Needham Select Board
Town Hall
Needham, MA 02492

RE: TREE REMOVAL AT 61 Eaton Road

Dear Members of the Board:

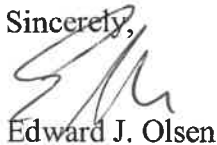
Thomas H. Wojick, of Structure Tech, representing the property owners of 61 Eaton Road has petitioned for the removal of one Public Shade tree located on Town Property. The construction of the proposed new home driveway on this property address will detrimentally impact this tree on Town property. This tree is located within the Town layout along the grass berm of the roadway. Since I found the tree in Fair condition, not being a hazard to the public, a Public Shade Tree Hearing is required.

I feel the owners' representative, Mr. Wojick, is justified in his request seeking permission to remove this Norway Maple tree. I have met on site to look at this tree. I truly see no way that this tree could survive and flourish if most adventitious roots were severed during construction work. Presently most of all this tree's critical roots exist on 2 sides, north and south as the grass berm travels. This finished construction work will detrimentally impact this tree's critical roots on one side and thus significantly decrease the likelihood of its survival long term.

In keeping with previous Town policy on the removal of live trees, and in accordance with Massachusetts General Laws Chapter 87 Section 3, and after a public hearing, I recommend granting permission for the removal of one Public Shade tree. The proposed construction activities would be the major cause in this trees' decline and thus I recommend that this tree is removed at the Owners' expense.

There is adequate space for future tree replacements in the berm in near proximity to this property. If this request is approved the Town will plant two additional berm trees near this property location. These trees will be supplied by the Owner and planted by the Town.

Sincerely,



Edward J. Olsen
Tree Warden / Superintendent, Parks and Forestry Division

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

PUBLIC SHADE TREE

Needham Board of Selectmen



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

MEETING DATE: 4/14/2021

Agenda Item	Change of Manager – Blue on Highland
Presenter(s)	Richard Naples, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Blue on Highland, 882 Highland Avenue, has submitted an application for a change in manager. Our review indicates that Mr. Naples meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. However, Section 6.4 of the Select Board's Regulations for the Sale of Alcoholic Beverages states: "No alcohol license will be issued to any applicant unless such applicant is the licensee named in a common victualler's license and has operated a restaurant and function rooms for the twelve-month period immediately preceding the filing of an application. When deemed appropriate by the Select Board this provision may be waived." Mr. Naples, although most recently Director of Operations at the last restaurant he recently worked, was not the named licensee on the Common Victualler nor the Alcohol license as it was in the Owner/Chef's name; he is therefore seeking a waiver of this section. All other additional filing materials seem in order.
2.	VOTE REQUIRED BY BOARD OF SELECT BOARD
	Suggested Motion: <i>Move that the Select Board waive Section 6.4 of the Select Board's Regulations for the Sale of Alcoholic beverages for Mr. Naples and approve and sign the application for a Change in Manager to Richard Naples for Blue on Highland, 882 Highland Avenue, Needham and to forward this application to the ABCC for approval.</i>
3.	BACK UP INFORMATION ATTACHED
	1. Amendment Application for a Change of Manager 2. TIPS Certificate – to be received 3. Vote of the Corporate Board 4. Applicant's Statement All other documents related to these transactions are on file in the Town Manager's Office.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Blue on Highland, LLC	Needham, MA	00020-RS-0770

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Stephen Corcoran	Operations Manager	STCorcoran@gmail.com	978-852-9443

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Richard Naples	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	[REDACTED]				
Email	[REDACTED]	Phone	[REDACTED]		
Please indicate how many hours per week you intend to be on the licensed premises	50	Last-Approved License Manager	Scott Drago		

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes ☐ No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
May 2019	March 2021	Director of Operations	Northern Comfort Hospitality	Chris Viaud
July 2018	April 2019	General Manager	Red Heat Tavern	Alan Frati

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Date

3/25/21

Addendum

Richard Naples

Blue on Highland, LLC

Lic # 00020-RS-0770

3c. Employment Information: (Continued)

<u>Start Date</u>	<u>End Date</u>	<u>Position</u>	<u>Employer</u>	<u>Supervisor Name</u>
June 2017	April 2019	AGM	Burton's Grill	Frank Parzych
Nov 2008	June 2017	GM	Tavern in the Square	Joseph Acari
March 2006	Oct 2008	Dir. Ops	Amber Room	Charlie Koehler

CORPORATE VOTE

The Board of Directors or LLC Managers of

Blue on Highland, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Needham

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

March 22, 2021

Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

Thomas R. Walkey

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Richard Naples

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,



Corporate Officer /LLC Manager Signature

Thomas R. Walkey

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

APPLICANT'S STATEMENT

I, Thomas R. Walkey the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager

Authorized Signatory

of Blue on Highland, LLC

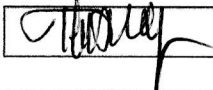
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

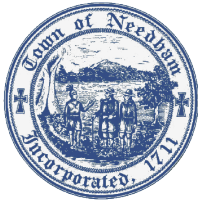
Signature:



Date: March 22, 2021

Title:

Member/Manager



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

MEETING DATE: 04/14/2021

Agenda Item	Health & Human Services Update
Presenter(s)	Timothy McDonald, Director of Health & Human Services Tara Gurge, Assistant Director of Public Health Tiffany Zike, Assistant Director of Public Health Sara Shine, Director of Youth and Family Services LaTanya Steele, Director of Aging Services Aicha Kelley, Assistant Director of Aging Services Jessica Moss, Assistant Director of Aging Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Department of Health and Human Services staff will update the Board on how each Division has responded to COVID-19 to meet community needs.
2.	VOTE REQUIRED BY SELECT BOARD
	None.
3.	BACK UP INFORMATION ATTACHED
	a. HHS Division Covid-19 Response Presentation



Needham HHS Division COVID-19 Response

- Select Board Meeting
- April 14th, 2021
- HHS Director: Timothy McDonald
- Needham Public Health: Tara Gurge & Tiffany Zike
- Youth & Family Services: Sara Shine
- Aging Services: Aicha Kelley, Jessica Moss, LaTanya Steele



Public Health COVID-19 Response

Presented by:
Tiffany Zike & Tara Gurge

Contact Tracing

- Public Health Nursing Team
 - Multiple staff members and nurses helping throughout this last year
 - Have a contact tracing team in place starting October 2020 – headed by Mary Fountaine, RN
- Close relationship with Contact Tracing Collaborative (CTC)
 - Since July 2020 CTC has investigated 305 cases (probable/confirmed) for Needham
 - 268 contacts of cases
 - Weekly meeting with Local Liaison, discuss high risk cases, business cases, school cases
- Close relationship with Needham Public School Nurses
 - Work with the schools to notify families of a contact exposure and provide quarantine/isolation requirements
- From January 1, 2020 to March 31, 2021, Needham Public Health Contact Tracing team has investigated
 - 1,494 confirmed/probable cases
 - More than 814 contacts (numbers are approximate as this is based on staff availability to enter info into State system)

Vaccinations

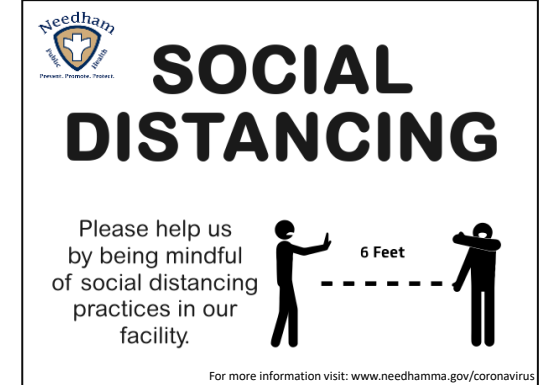
THANK YOU to all staff, volunteers, and residents for making this happen!

- Taleb Abdelrahim, Kristin Scoble, Hanna Burnett were lead staff in organizing, planning, and training.
- EOC and OPS groups were on standby and provided whatever was needed when needed: Town Management, DPW, Building Maintenance, CATH, Fire, Police, ect..
- From January 11th-April 3rd we did:
 - 34 clinic days
 - 6,886 vaccinations
 - Homebound vaccinations to start next week
- MRC Volunteers (to date):
 - ~ 600 volunteers used
 - > 4,500 hours served



COVID-19 Enforcement and Inspections

- The Environmental Team educated stakeholders and the public on:
 - Wearing well-fit face coverings
 - Social distancing requirements
 - Proper hand hygiene
- Signage developed and distributed to food establishments, retail businesses and group housing complexes
- Continuously working with businesses to verify compliance with current MA guidelines as they evolve
- Have followed up on over 100 COVID-19 related complaints, including but not limited to:
 - Large group gatherings, business non-compliance, others not wearing masks
- Continued routine food inspections to verify guidance is followed and correct violations





Youth & Family Services COVID-19 Response

Presented by Sara Shine



Youth & Family Services Division

Response to COVID-19

- Y&FS significantly increased mental health services to reach a greater community need
 - Crisis calls doubled between March 2020 and March 2021 than previous years
 - Y&FS increased capacity clinical services
 - Focus from just youth and families increased to any community member in need
 - Established various community connections to help provide support
 - Focus on community outreach and visibility
- Committees
 - Alliance for Safety and Wellness in the Greater Needham Community
 - Community Crisis Intervention Team
 - Youth Resource Network
 - Domestic Violence Action Committee
 - Vaping Task Force
 - Substance Abuse Prevention Alliance of Needham
 - Steering committee and on all 3 action teams



@NeedhamYouthServices



@Needham_Youth



@NeedhamYouthServices

Meeting the Larger Community Need

NEW PROGRAMMING

- Community Rail Trail Mural Project
- Community wide trainings
 - Parenting During a Crisis
 - Youth Mental Health First Aid
- Helped to create a resource page for community members in need
- Self Care in Needham Social Media Campaign
- Socially Distanced Activity Calendars
- Creation of activity bags for families in need
- Various therapeutic groups focused on current events
- Racial equity work

ESTABLISHED PROGRAMS RECREATED

- Group Programming
 - Coping skills groups for youth
 - Parent support programming
 - Lunch groups
 - Art therapy groups
- Volunteers Around Needham
- Peer Tutoring
- Peer Mentoring
- Cyber Wellness Workshops
- Programming in collaboration with the COA
- March Unplugged Calendar
- Awards (Patrick and Patricia Forde Good Person Memorial Award & Ray of Hope)

Aging Services COVID-19 Response

Presented by: Aicha Kelley, Jessica Moss, LaTanya Steele



Aging Services COVID-19 Food Security

- In partnership with Springwell Elder Services, we have delivered approximately **75-85** meals a day (Monday-Friday) to our consumers.
 - We have delivered approximately **18,000** meals so far.
- Trader Joe's Grocery Delivery Program: Over **1,930** bags of groceries delivered.
- Freshness Delivered (a fresh produce delivery service) for **up to 65** older adults a week. **250** older adults have used this service, receiving a total of **2,081** bags of produce.
- Sunday Supper Club: Dinner and conversation! **265** meals delivered in partnership with Volante Farms to **55** adults



Aging Services COVID-19 Services

- Adapted our transportation program to meet COVID-19 safety restrictions.
 - Staff and volunteers deliver essential supplies including meals, groceries, recreation items, and masks. We have delivered approximately **23,000** essential items since our building closure!
 - Partnered with JFK Taxi Inc. and MAPC to schedule and fund essential rides for older adults. We have scheduled over **800** rides since Dec.
- Volunteers have logged approximately **1,708** hours of service since our building closed making phone calls, packing and delivering food items, helping book vaccine appointments and more.
 - Fielded **945** calls for assistance registering for **vaccine appointments**.
- SHINE (Serving Health Information Needs of Everyone) provides free non-biased health insurance counseling to Medicare beneficiaries
 - In Open Enrollment 2020, we served a total of **3,728** beneficiary contacts.
 - An estimated **\$2,066,311** in savings from 2020 Open Enrollment drug plan enrollments





Aging Services COVID-19 Programs

- Immediate transition to remote programming via Zoom, daily emails, and other remote platforms. We have offered **1,521** hours of remote programming in topics including health/wellness, education, recreation, and more!
 - Developed a phone pal program with student volunteers (over **11,000** minutes of conversation).
- Launched Tablet and Tutors program in partnership with the Needham Community Council to deliver free electronic tablets and technology support to older adults. Over **55** tablets have been distributed to Needham residents so far!
- Wonderful Wednesdays: We pack and deliver **50** bags a week of home-based activities for older adults to do safely in their home. We have delivered over **800** bags!



Aging Services COVID-19 Counseling & Case Management

- Provide comprehensive case management older adults and their families as well as information and referral services on issues including housing, transportation, food security, unemployment benefits, long term care planning, benefits counseling, and caregiver support.
- We offer a tele-therapy program to provide short-term counseling services to address the impacts of social isolation, specifically related to COVID-19.
- In the last FY, our department served approximately **600** individuals.
- Became an official SNAP (Supplemental Nutrition Assistance Program) Partner.



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

MEETING DATE: 4/14/2021

Agenda Item	DPW Spring and Summer 2021 Anticipated Projects
Presenter(s)	Carys Lustig, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	In preparation for the 2021 construction season, the DPW Director will provide the Board with a brief overview of major projects that DPW plans to undertake in the Spring and Summer. This includes a request for feedback on the utilization of green paint to delineate safety zone areas and bike lanes as they cross intersections.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Discussion Only</i>
3.	BACK UP INFORMATION ATTACHED
	• Power Point

A background image showing three construction workers in high-visibility vests and hard hats working on a road. One worker is using a shovel to spread material, while another is using a long-handled tool. A yellow machine is visible on the right. A stop sign is in the background.

Major Project Construction Update for Spring/Summer 2021

The background image shows three construction workers in high-visibility vests and hard hats working on a road. One worker in the foreground is wearing a vest with a 'Public Works' logo. They are using tools near a yellow piece of construction equipment. A red stop sign is visible in the distance on the left.

Spring/Summer 2021

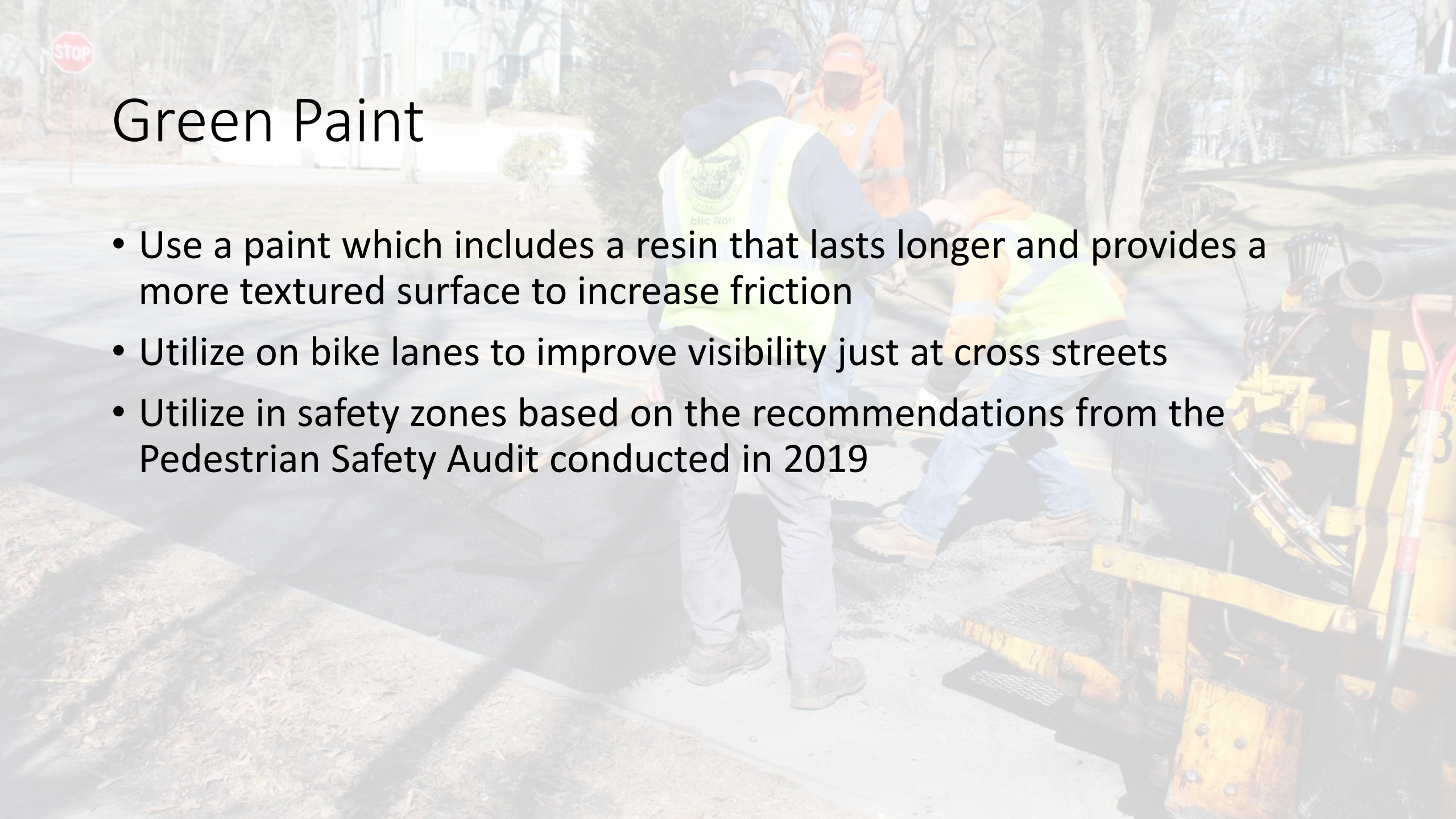
- Work that will have impact on public spaces and public ways
- Focus on construction work only
- This is not a comprehensive list of DPW Work, just major construction projects
- Other items of note:
 - Work order and asset management system
 - Research into TIP funding for Needham projects – focus on Highland Ave
 - COVID mitigation work

Variables

- Utility work – may change priority and timing
- Intensity and impact of winter
- Adding green to critical intersections of bike path crossings
- Integrate Complete Streets concepts to all roads being renovated
- Bid pricing
- All items submitted to Town Meeting being approved
- Grants
 - Complete streets – awarded, design phase beginning
 - Other infrastructure funding sources that might come up

Green Paint

- Use a paint which includes a resin that lasts longer and provides a more textured surface to increase friction
- Utilize on bike lanes to improve visibility just at cross streets
- Utilize in safety zones based on the recommendations from the Pedestrian Safety Audit conducted in 2019



Safety Zones – strategic green application



<https://www.youtube.com/watch?v=Lf8- uS-T A>

<https://www.bikemn.org/education/minnesota-a-bicycling-handbook/bicycle-road-markings-a-signs>

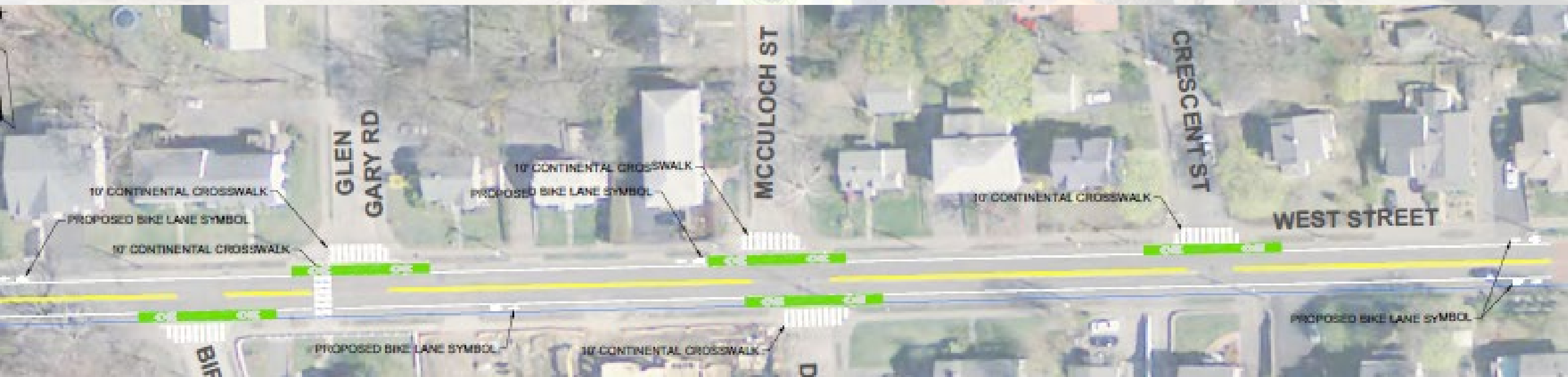
Bike Lane – Cross Roads

- Target specific roadway where additional safety is recommended
- Provides drivers on intersecting streets warning
- Signals to bicyclists that this is a bike path

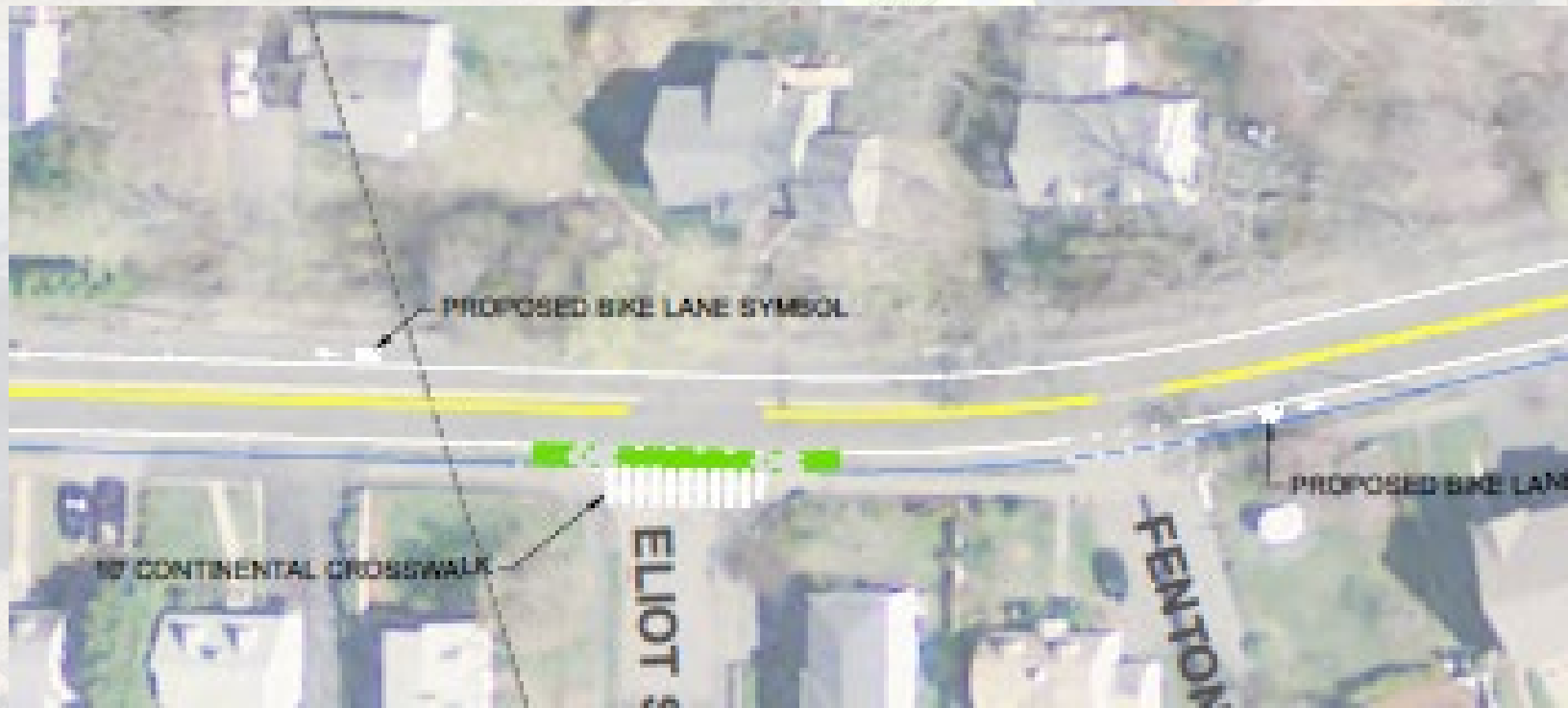


<https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/colored-pavement-material-guidance/>

West St Example



West St Example



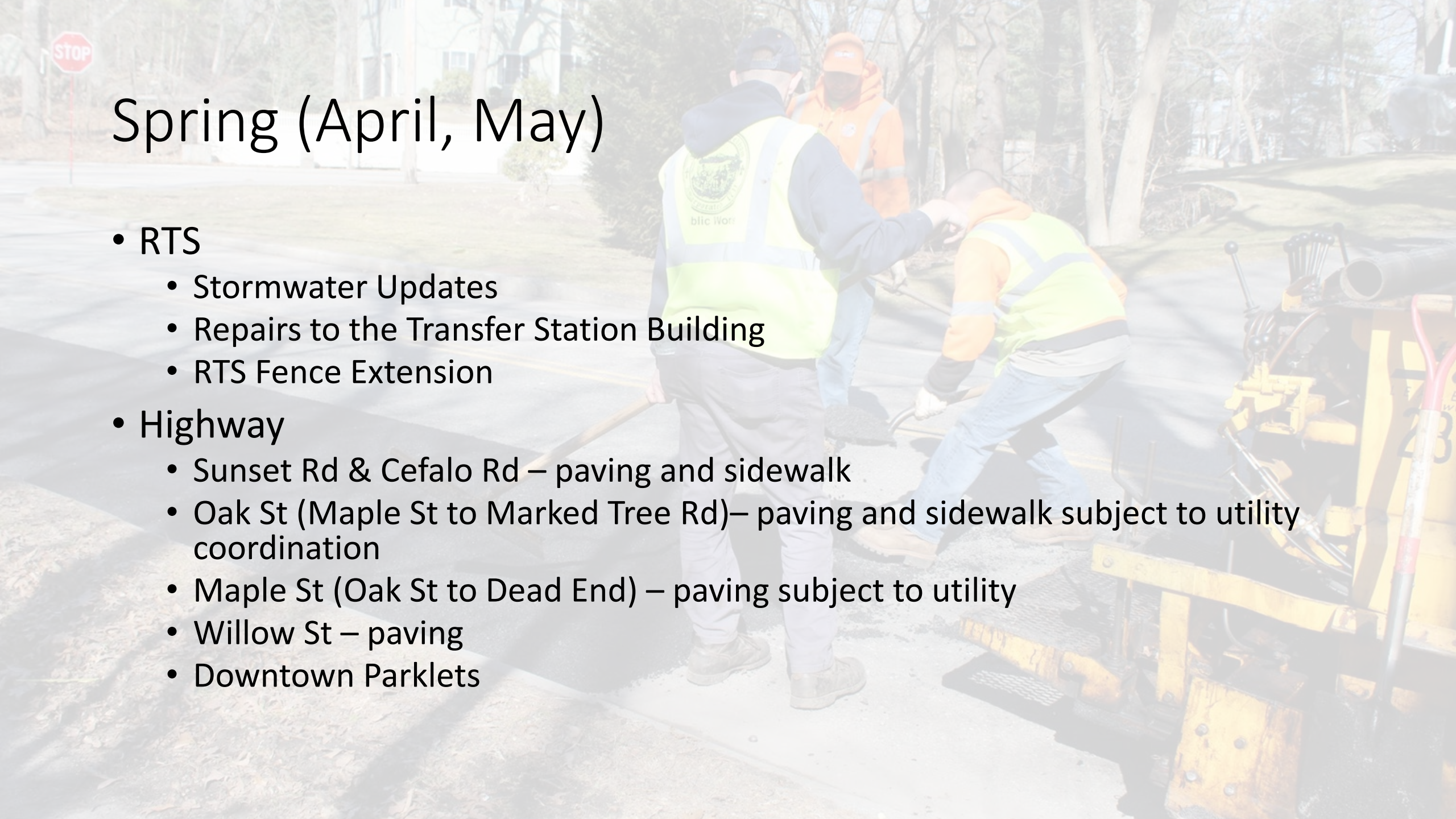
Spring (April, May)

- RTS

- Stormwater Updates
- Repairs to the Transfer Station Building
- RTS Fence Extension

- Highway

- Sunset Rd & Cefalo Rd – paving and sidewalk
- Oak St (Maple St to Marked Tree Rd)– paving and sidewalk subject to utility coordination
- Maple St (Oak St to Dead End) – paving subject to utility
- Willow St – paving
- Downtown Parklets



Spring (March, April, May) - continued

- Stormwater
 - West @ Highland Drainage Improvements
- Sewer
 - I/I Various Areas (CCTV and Repair Work)
 - Walker Lane Sewer Main
- Water
 - Alder Brook Lane Water Main
 - Bennington Road Water Main
- Outside
 - Eversource Redundancy Project
 - Eversource Gas Main Replacements
 - Highland Ave/Needham St Corridor project



Summer (June, July, August)

- BMD
 - Mitchell Bathroom Renovation (2)
 - DPW Boiler Replacement
- Highway
 - West @ Highland Traffic Signal Improvements (conditional on material availability)
 - Beaufort Safety Zone (Perry Park) – RRFB crossing, indented parking, roadway modifications
 - Central Ave (Hunnewell St to Cedar St) – paving and sidewalk
 - Taylor St – paving and sidewalk (one side)
 - Greendale Ave (Great Plain to town line) – paving
 - Hamlin Ln
 - Dedham Ave @ Harris Intersection
 - Harris Ave Bike Accommodation
 - Various surface treatment at different locations – funds pending

Summer (June, July, August) - continued

- Sewer
 - Sewer Main Route 128 (Blockage - Cheney to GPA)
- Water
 - 16 Inch Watermain Central Ave/Marked Tree Road (Pine Street to High Rock)
 - Country Way Water Main
- Drainage
 - Walker Pond Improvements (Water Quality, BMP Constr.)
- Outside
 - Eversource Gas Main Replacements
 - Highland Ave/Needham St Corridor project



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

MEETING DATE: 4/14/2021

Agenda Item	Memorandum of Agreement with DPW/Needham Independent Public Employees' Association (NIPEA), Needham Police Union, and Needham Police Superior Officers Association
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board approve and sign Memoranda of Agreement with the DPW/Needham Independent Public Employees' Association (NIPEA) for fiscal year 2022, the Needham Police Union for fiscal year 2021, and the Needham Police Superior Officers Association for FY2021.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board approve and sign the Memorandum of Agreement with the DPW/Needham Independent Public Employees' Association (NIPEA) for fiscal year 2022, the Needham Police Union for fiscal year 2021, and the Needham Police Superior Officers Association for FY2021.	
3.	BACK UP INFORMATION ATTACHED
a. MOA between the Town and NIPEA, Police Union and Police Superior Officers Association to follow under separate cover	

**Memorandum of Agreement
Fiscal Year 2022**

Agreement is hereby made this ____ day of _____, 2021 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by its terms is in effect through June 30, 2021, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2021 through June 30, 2022.
2. The Town will implement a new classification and compensation plan effective July 1, 2021 according to the implementation chart (Attachment A).
3. Housekeeping
 - Eliminate Time-dated language

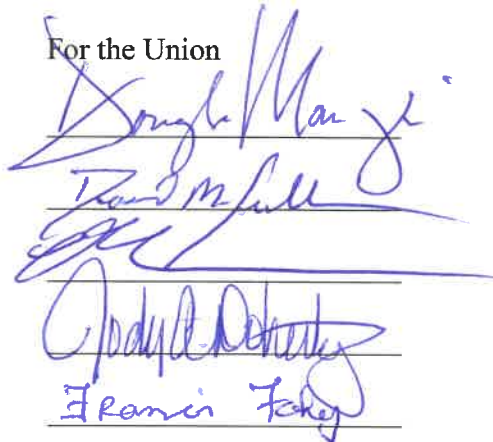
Attachment A: Classification and Compensation Plan Implementation Chart
Attachment B: Compensation Schedule

For the Town

Date: _____

Town Manager/Date

For the Union



Date: 4-12-21

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.

**Memorandum of Agreement
Fiscal Year 2021**

Agreement is hereby made this _____ day of _____, 2021 by and between the Town of Needham (hereinafter the "Town") and the Needham Police Union (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Association, which by its terms is in effect through June 30, 2020, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2020 through June 30, 2021.
2. All Base Wages contained in Article 23 shall be increased by 3% effective July 1, 2020.
3. The Town and the Union agree to begin negotiations in good faith as soon as possible after the Town's approval of this MOA over the terms and conditions under which the Town can leave Civil Service.
4. Article 17 Special Departmental Assignments and Other Details shall be amended as follows:

Section 6. Private Detail Rates

Basic Rate	\$51.50	\$55.00
Strike Rate	1.5 times the basic rate	

Section 7. Town Detail Rates Details worked for the Town of Needham shall be paid according to the following schedule:

Basic Rate	\$44.50	\$48.00
------------	--------------------	----------------

To be effective 30 days after approval of the Select Board.

5. Amend Article 30 Miscellaneous Provisions by inserting a new Section 15 as follows:

**ARTICLE 30
MISCELLANEOUS PROVISIONS**

Section 15. Performance Evaluation

Section 1. The Needham Police Department performance evaluation program has been developed to accomplish several goals: to continuously improve the effectiveness and efficiency of Town services; to provide an opportunity for two-way communication and planning between employees and supervisors; to assist employees in increasing the effectiveness of their job performance; and to serve as the basis of acknowledging employees' accomplishments and recognizing employees' potential need for guidance, training, and/or support. This policy applies to all members of the bargaining unit hired after July 1, 1997.

**Memorandum of Agreement
Fiscal Year 2021**

Agreement is hereby made this 9th day of April, 2021 by and between the Town of Needham (hereinafter the "Town") and the Needham Police Superior Officers Association (hereinafter the "Association"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Association, which by its terms is in effect through June 30, 2020, remain in full force and effect.

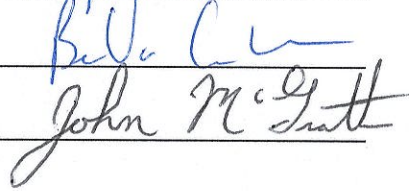
1. The term of the Agreement shall be July 1, 2020 through June 30, 2021.
2. All Base Wages contained in Article 16 shall be increased by 3% effective July 1, 2020.
3. The Town and the Association agree to begin negotiations in good faith as soon as possible after the Town's approval of this MOA over the terms and conditions under which the Town can leave Civil Service.
4. Article 17 Paid Details shall be amended as follows:
Section 1. Private Detail Rates
Basic Rate ~~\$51.50~~ **\$55.00**
Strike Rate 1.5 times the basic rate

Section 3. Town Detail Rates Details worked for the Town of Needham shall be paid according to the following schedule:
Basic Rate ~~\$44.50~~ **\$48.00**
To be effective 30 days after approval of the Select Board.

Town of Needham

Police Superior Officers Association





Date: _____

Date: 4/9/21

Town Manager/Date

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument

Section 2. The evaluating supervisor (Lieutenant for Sergeant, or Sergeant for Police Officer, as designated by the Chief of Police) is expected to hold a private meeting with each of their employees to discuss the employee's performance over the preceding year. Evaluations will be placed in employees' official personnel files and will be kept confidential.

Section 3. Employees subject to this evaluation system will be given a blank copy of the evaluation form at least two weeks prior to the evaluation meeting and will be encouraged to submit any comments or items for discussion at the evaluation meeting. Employees will also be provided the opportunity to provide written comments on the form after it has been completed by the supervisor.

Section 4. Employees who are dissatisfied with their review shall be entitled to file an informal appeal with the reviewer and supervisor (Lieutenant for Police Officers and the Chief of Police for Sergeants) within one calendar month of the review. The decision of the Chief of Police as to the content of the evaluation shall be final.

Section 5. The performance evaluation form will only be used as the basis of personnel decisions when competing individuals are both subject to the evaluation system. The performance evaluation form is included as attachment A.

Section 6. The performance evaluation form will not be used as the basis for or in defense of disciplinary action.

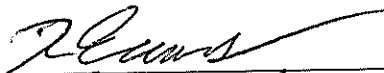
Section 7. The Town agrees to provide necessary training for evaluators.

Town of Needham

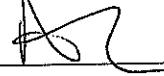
Date: _____

Town Manager/Date

Needham Police Union







Date: 4/12/21

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument



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

MEETING DATE: 4/14/2021

Agenda Item	Naming of Reservoir Trail
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will discuss naming options for the Reservoir Trail, including the “Amity Path in Honor of David Summergrad.” In accordance with the Board’s policy on Naming of Facilities and Placement of Materials, no vote will be taken until at least the next regularly scheduled meeting of the Board in order to allow for public comment.
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion Only
3.	BACK UP INFORMATION ATTACHED
	a. Memo to the Select Board from Kate Fitzpatrick regarding Reservoir Trail Naming dated April 9, 2021



Office of the
TOWN MANAGER

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

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

TO: Select Board
FROM: Kate Fitzpatrick, Town Manager
DATE: April 9, 2021
RE: Reservoir Trail Naming

At the end of 2020, after the death of David Summergrad, I was contacted about naming a public space after David in honor of his tireless efforts on behalf of the Town in the areas of diversity, equity, and inclusion. David has been described as a “gentle provocateur” who inspired others to make the world a better place through self-education, experience, and a commitment to justice and action. His friends and colleagues describe him as a man who was a great communicator, collaborator, educator, and mentor.

As a result of the initial inquiry, staff involved in the original construction project developed a proposal to rename the Needham Accessible Reservoir Trail as the “Amity Accessible Reservoir Trail,” and to install an appropriate marker of some kind recognizing people who have died who contributed to passive recreation, championed the rights of people with disabilities, people who contributed to the quality of life in Needham, and to the cause of amity. David’s would be the first and founding name. The term amity derives from the Latin word for friend and is often used to describe relationships between political leaders and nations in which goodwill is shown despite differences that might exist between the two parties (Merriam Webster).

In the past few weeks, I have received a dozen or so inquiries about this concept and have widely shared the original proposal. I received a lot of useful feedback, including:

- The proposal may be trying to accomplish too many things, watering down the impact.
- There may not be a need to include the word accessible in the name. Simply calling it the Amity Trail can encompass something larger, and accessibility can be a part of that amity benefit.
- By its definition, amity means peaceful, friendly relations and the fact that the trail is accessible to all is representative of amity.
- It would be best to choose one cause for the naming (i.e. Amity or Accessibility, not both or more).
- It may be best to honor only one person. Including too many names on the board lessens the impact of the honor.

- Amity Accessible Reservoir Trail is a mouthful.
- Amity Accessible Reservoir Trail sounds like the reservoir trail is "amity accessible," or "accessible to amity."
- Since the loop itself is quite short, "Amity Path" seems more fitting than "trail."
- This public space should be dedicated and named in honor of the Town's commitment to diversity, equity and inclusion of all types, embodied by David's longtime devotion to this goal for Needham.

Based on this feedback, the Board may want to consider renaming the Needham Accessible Reservoir Trail the "Amity Path in honor of David Summergrad." I continue to believe that names of those who have died who made extraordinary contributions to the cause of amity, including championing diversity, equity and inclusion, the rights of people with disabilities, and the promotion of amenities for passive recreation, be recognized in some form along the path. This would occur by nomination to the Board in accordance with the naming policy.

Under the Select Board's Policy Naming of Facilities and Placement of Materials, the Board may consider a naming proposal at a regularly scheduled meeting and must allow a two-week comment period before voting. I suggest that if the Board is considering this naming proposal, that we forward it to the Park & Recreation Commission, the Conservation Commission, the Commission on Disabilities, and the Human Rights Committee for input.



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

MEETING DATE: 4/14/2021

Agenda Item	Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will review articles on the Annual Town Meeting Warrant and the Special Town Meeting Warrant.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Annual Town Meeting Warrant and vote to support (not to support) article _____ in the Special Town Meeting Warrant.	
3.	BACK UP INFORMATION ATTACHED
a. Final STM & ATM Warrants b. Status of Articles as of 4.7.2021	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

SATURDAY, MAY 1, 2021

RAIN OR CONTINUATION DATES: SUNDAY May 2, 2021,

SATURDAY MAY 8, 2021, & SUNDAY MAY 9, 2021

1:00 P.M.

MEMORIAL PARK

92 ROSEMARY STREET

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

2021 Special Town Meeting Warrant Table of Contents

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Open and Authorized Projects and Proposed Projects Financed by Debt	Appendix B

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March 15, 2021

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 110th Annual Report to Town Meeting along with its recommended operating budget for Fiscal Year 2022. As is customary, the Finance Committee's recommended budget for FY2022 fully funds the same level of services for next year, and adds some limited new staff or expanded services. What is not typical this year is that we remain in the midst of a global pandemic that has affected every aspect of our lives-- the way that we work, attend school, play sports, celebrate holidays, travel, gather with family, go to cultural events, or even socialize. During this difficult time, many people have gotten sick, lost loved ones, or become unemployed.

The pandemic has also affected the Town and the way that many services are provided. The Finance Committee's recommended budget provides funding for "normal" services as we expect things will be once the pandemic is essentially behind us. We anticipate that many activities will go back to normal, and some things will continue to be done differently and become the "new normal." The Finance Committee's FY2022 operating budget funds these anticipated ongoing costs and services. The May Special Town Meeting warrant will include a separate article to fund those expenses and services that are related to COVID-19 and that we expect will be needed only until there is enough immunity in the general population that more normal activities are resumed. At the time of this report, the U.S. has three safe and effective vaccines approved for adults and older children, but demand far outpaces supply and there is no vaccine yet approved for those under the age of 16. Consequently, we have to be prepared to fund continuing COVID-19 protocols in FY2022, especially in the schools, even though we remain hopeful that we will reach a new normal soon.

As one would expect, the Town's revenue has been affected by COVID-19 as well. Because Needham has always relied heavily on our own property taxes rather than outside sources, Needham is better positioned to weather a crisis like this than other communities that rely more on external support. Property taxes are expected to increase in FY2022, but state aid is projected to decrease overall, as are local receipts. These estimates are conservative, but we feel that this is a prudent approach, due to the uncertainties at both the state and federal levels. This letter contains an overview of the FY2022 operating budget followed by more detailed explanations. The Budgetary Overview section takes a high-level look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the operating budget. This section of the letter closes with an expression of the Committee's concerns looking forward. The second "Components" section of the letter looks at the changes in the individual segments of the Operating Budget.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

The FY2022 proposed budget and overall spending plan is based on a revenue projection of \$209.4M, which is \$9.8M or 4.9% greater than the adjusted estimate for FY2021. Despite initial conservative estimates, the FY2021 estimated total revenue was readjusted downward almost 2% since this time last year in order to better reflect the actual situation in the wake of the COVID-19 pandemic and the deep global recession that accompanied it. While the economy is expected to improve and strengthen as more vaccines are administered and businesses are re-opened to a greater extent, these projections are conservative to avoid unnecessary exposure. The revenue projection of \$209.4M includes \$207.1M of revenue in the General Fund, plus funds from other sources including CPA-funded debt service and reimbursements from the Enterprise Funds. General Fund revenue comes primarily from property taxes, plus monies from state aid, and local receipts. Additional funds available for appropriation come from Town reserves, free cash, and other sources such as unexpended appropriations. Property taxes are the

primary source of General Fund Revenue, making up over 82% of the expected General Fund revenue in FY2022. In total, FY2022's property tax revenue is increasing by \$7.8M or 4.8% over FY2021.

State aid, which accounts for 6.4% of the estimated General Fund revenue, is projected to decrease by 2.6% or more than \$352K in FY2022. This number assumes no increase in school aid and a significant decrease of 12.5% in unrestricted government aid. The state budget is still pending and subject to change as it makes its way through the process. The particular amount of state aid is always challenging to estimate, and this year it is more uncertain than usual. In the spring of 2020, the economy dipped sharply as businesses slowed or shut down to slow the spread of COVID-19. While economic indicators have since improved, there are still unknowns that could affect state revenue such as the amount of federal aid and stimulus funding and the success of public health measures going forward. The largest component of state aid is Chapter 70 school aid, over 87.2% of state aid to Needham. This component is based partially on school enrollment which increased significantly recently with the start of full-day kindergarten. Chapter 70 aid is projected to remain level from FY2021 to FY2022 in light of lower enrollment, salary increases, and uncertainty at the state level. The second largest component of state aid, accounting for over 12% of the Town's state aid total, is Unrestricted General Government Aid (UGGA), which is expected to decrease by almost \$232K or 12.5%. If these estimates are revised and more funds are found to be available, we will plan to reduce any reliance on reserves to meet FY2022 spending needs.

Local receipts are estimated to bring in a total of \$10.8M or approximately 5.2% of General Fund revenue in FY2022. Local receipts include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. These local receipts are expected to decrease by almost \$511K or 4.5% compared to FY2021. Almost all of the various types of revenue that make up local receipts are projected to remain flat or to decrease in FY2022. Motor vehicle excise taxes make up 44% of local receipts, the largest category, and are projected to decrease 5% in FY2022. This estimate is quite conservative and prudent since overestimating revenue can bring unnecessary risk. The Town's "Charges for Services" category makes up 14% of local receipts, and is comprised of fees taken in for things such as ambulance services, parking permits, and DPW charges. This amount is projected to decrease by \$300K or over 16%. Some fees, such as for parking permits, are paid ahead so that the effects of the economic downturn will lag. The category "Other Excise," primarily meals and hotel taxes, was affected substantially and negatively by COVID-19-related travel restrictions and restaurant closures. These taxes previously made up over 10% of total local receipts, but are expected to account for only about 5.3% of FY2022 local receipts. Thus, while the FY2022 projection for "Other Excise" is expected to increase by 50%, to \$570K, that amount is over 60% lower than pre-pandemic levels of over \$1.5M. As the economy rebounds, we can expect that the amount of local receipts will increase, and will grow as a proportion of the Town's revenue.

This budget plan assumes that \$12.5M of Free Cash will be available this year, an increase of \$4.6M over last year. Free Cash consists of the funds that remain at the close of the prior year: revenue collections that exceed estimated revenue, and expenditures that are lower than appropriations. Needham typically has a significant level of Free Cash each year due to the Town's tendency to budget and spend conservatively. The amount of Free Cash left at the close of FY2020, to be certified in FY2021, is particularly strong because when the pandemic hit, the Town curbed hiring and spending as much as practicable. In addition, a number of activities such as professional training and related travel or community events were curtailed, cancelled, or conducted virtually, thus reducing expenses. Because the level of Free Cash is volatile, much of it should be used for one-time expenditures. Generally, only the portion of Free Cash which is dependable year over year can be deemed recurring and applied to the operating budget. For FY2022, \$3.5M of free cash is recommended to be allocated to the operating budget. This amount represents close to 2% of the FY2022 budget (less the Reserve Fund) and is consistent with the Town's policy on the use of Free Cash for operating expenses.

Funds other than General Fund revenue that are proposed to be appropriated by Town Meeting include \$1.0M of CPA funds to be applied to the FY2022 operating budget for CPA-related debt service, as well as \$1.25M of funds from the Enterprise Funds to reimburse the Town for costs and services such as information technology and insurance. Other funds subject to appropriation may include certain earmarked funds, offsets, and remaining funds from warrant articles from prior years that were not needed for the designated purposes.

B. Allocations for General Fund Appropriation for FY2022

Operating Budget	\$195.8M
Cash Capital (including individual articles)	\$6.8M
Financial warrant articles	\$2.6M
Reserve/stabilization funds	\$0.6M
<u>Other disbursements</u>	<u>\$3.5M</u>
Total	\$209.2M

Please note that the Finance Committee’s recommended FY2022 operating budget was voted prior to the issuance of this report, but other appropriations proposed in the various separate warrant articles and their funding sources were still under consideration. Thus, final recommendations may vary. This caveat is especially important this year, as it is still too soon to understand the longer-term effects of COVID-19 on the Town’s revenue and operations.

C. Operating Budget

The amount allocated to the FY2022 Operating Budget, \$195.8M, is increasing \$5.6M, or 2.9%, over the Operating Budget for FY2021. The primary drivers of this modest increase are:

Townwide Expenses	Up \$1.4M, or 2.3%
Education	Up \$3.0M, or 3.7%
Community Services	Up \$274K or 5.1%

The largest portion of the annual increase in Townwide Expenses is attributable to Retirement Assessments, and is increasing over \$903K or 9.5%. This increase is needed to meet the actuarial schedule, and necessary to make up for a decrease in the expected rate of return and to account for wage growth and changes in mortality data. Funding for education is always a substantial part of the budget, making up 64% of all departmental budgets and 43% of the total operating budget. The FY2022 education budget is increasing 3.7% from FY2021, a relatively modest amount, primarily due to annual contractual salary increases and additional special education staffing needs. Additional staff positions (8.0 full time equivalents (FTEs)) in the School budget, as well as those in other budgets (2.5 FTEs), require corresponding increases in employee benefits within Townwide Expenses. The Community Services Budget increase is driven by the need for additional summer staffing at the Rosemary Pool to accommodate increased utilization.

As a reminder, the amounts in the operating budget reflect “business as usual” as we understand it now, and do not reflect additional services and costs specifically attributable to COVID-19 mitigation and safety measures (such as vaccine clinics, certain personal protective equipment, additional surface

cleaning and air filtration in buildings, and the School Department's remote academy.) As noted above, those items have been segregated and compiled into a separate warrant article for Town Meeting's approval.

D. Finance Committee Perspective

Needham's practices of budgeting and spending conservatively and maintaining strong reserves has kept the Town in a solid position to handle a crisis such as we are currently experiencing with the COVID-19 pandemic. Although people are being vaccinated against COVID-19 as quickly as doses can be secured, there are still many uncertainties about when we will be resuming normal activities again. Thus, we feel that the Town needs to continue to plan for the "worst," and to be prepared to continue the sometimes costly measures deemed necessary to keep the town functioning and keeping people as safe as practicable. At the same time, we need to also prepare for a return to business as usual, when the schools can be full of teachers and students, and the Library, Center at the Heights, and Rosemary Recreation Complex can return back to in-person programming. We are looking forward to having Town offices being fully staffed and ready to interact regularly with the public in person, and having boards and committees holding their public meetings again in person in our town buildings.

This operating budget plans for the time when things are back to "normal." The FY2022 recommended budget has modest increases, mostly limited to contractual increases for staff salary or for expenses that increase each year. The department managers moderated their spending requests, and are finding ways to re-deploy funds or staff where they can, or are holding off on purchases or hires that can be delayed. Critical services have continued, and a number of COVID-19-related additional services have been added. The Town will seek reimbursement for all qualified COVID-19-related expenses through federal programs including the CARES Act and FEMA, but there must be an appropriation to cover the initial spending. Thus, the Finance Committee's recommended FY2022 budget covers the services that the Town expects and needs on a regular basis, but needs to be considered in conjunction with the complementary warrant article that will provide funding for costs attributable to COVID-19. This separate article is also critical since we fully expect the effects of COVID-19 to continue into FY2022.

The Town also needs to continue to address capital needs. Part of the reason that the FY2022 budget increase is lower than in many recent years is that the Town has passed the peak of the annual debt costs for several significant projects. The Town is planning to take on new capital projects to address buildings that are beyond their useful lives and becoming increasingly less cost effective to repair. The School Committee and School Department have commissioned an updated master plan for school facilities and are working with Town Administration to prepare for major renovation or reconstruction projects at the Pollard and Mitchell Schools. The Schools also plan to begin work on a design for the renovation and partial replacement of the Emery Grover building. Upgrading the DPW administration building is also on the horizon for the Town. The Town will need to plan carefully to manage the debt service for new projects combined with existing debt from prior capital projects, and also to anticipate the increased maintenance and other operating costs associated with the new facilities and the effect that will have on future operating budgets. Increased staffing needs are always a concern, since some of the Town's biggest costs are personnel-related, including salaries and wages as well as the significant cost of benefits such as health insurance and retiree benefits. The Finance Committee looks forward to robust discussions about financing and affordability, and how best to balance interests and prioritize needs.

II. Examination of Components of Proposed FY2022 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY2022. The total recommended operating budget for FY2022 is \$195,800,817, an increase of \$5.6M, or 2.9%, over the current FY2021 operating budget.

Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments. Examples include liability insurance, energy costs, and employee benefits. The Townwide Expense portion of the FY2022 budget is increasing 2.3%. As noted above, the largest component is the increase in Retirement Assessments. Other notable increases include Casualty, Liability, Property and Self-Insurance, and Classification, Performance and Settlements.

Casualty, Liability, Property and Self-Insurance: This line item accounts for the insurance coverage that the Town obtains through the Massachusetts Interlocal Insurance Association (MIIA) for buildings, vehicles, property damage, auto liability, and general liability, as well as a small contingency for non-covered claims. This line item is up \$93K, or 14.0% in FY2022. Additional funding is needed to cover premiums increases as well as coverage for new facilities including the Fire Station headquarters, the Jack Cogswell Building, Fire Station #2, and the Police headquarters. The increase has been tempered by loss prevention and risk mitigation efforts that have created premium savings.

Debt Service: This budget line covers payments for outstanding debt obligations for excluded debt (as a result of Prop. 2 ½ overrides), Community Preservation Act debt, and debt funded within the levy. The FY2022 Debt Service line is declining by \$347K or 1.6% compared to FY2021, driven by decreases in both excluded debt and CPA debt costs. Costs for debt within the levy are increasing 3.0% while the costs for excluded debt are decreasing by 0.5%, and the costs for CPA-funded debt are decreasing 28.3%. Debt service costs fluctuate in accordance with the borrowing schedules for the Town's significant capital projects. This line does not include the costs of any debt that may be authorized at the Annual or Special Town Meetings in May 2021.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by 2.1% or \$333K. This amount assumes an 8% increase in health insurance premiums, as well as provisions for additional subscribers and an increase in the number of eligible employees. The health insurance portion of the costs in this line is increasing only 1% due to the transition of all employees to benchmark plans with lower premiums or to qualified high-deductible plans combined with a health savings account. Costs for Medicare and Social Security Tax are level-funded in FY2022. Unemployment expenses in this line are increasing 4% over FY2021. The Town has experienced significant increases in unemployment costs as a result of the pandemic. If the rate of increase continues, additional unemployment costs may be included in the warrant article for COVID-19-related costs. The Workers' Compensation costs in this line are increasing due to increasing claims and declining reserves. The Town is self-funded for workers' compensation, and unused funds may roll over into the reserve. A Special Town Meeting warrant article, if approved, will appropriate funds to replenish the Workers' Compensation Reserve. Another article, if approved, will establish a Special Injury Leave Indemnity Fund to cover public safety employees.

Needham Electric Light and Gas Program: This program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of streetlights, and the costs of producing solar electricity that is sold to the grid. This line is decreasing 1.1% or \$43K in FY2022, driven by a reduction in the costs of natural gas, and in the estimated electricity consumption for existing buildings. The budget includes the energy costs for the full year at the new Fire Station #2, and estimates for energy at the Public Safety Complex. Energy costs at the old Police and Fire stations have been removed. The cost of solar energy production is level-funded in the FY2022 budget. This will be offset by revenue coming into the General Fund from lease payments for property used for the solar arrays and by the sale of electricity generated by the arrays.

Retiree Insurance and Insurance Liability Fund: This line is going up 3.2% or \$228K in FY2022. The program, also known as “OPEB” (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees, such as health insurance. The assumed rate of return for OPEB funds was reduced to 6.75% in the FY2021 budget, and is unchanged in the FY2022 budget. A further reduction may be considered in the future. The funding schedule for FY2022 is based on updated mortality tables and changes in assumptions such as the expected number of retirees and spouses and the costs of Medicare supplement plans, which have decreased due to the change in the Town’s health plan offerings. The most recent actuarial analysis was completed on June 30, 2019 and found that the OPEB funded ratio was 35.26% of its projected liability. This funding level compares favorably to our peer communities, though it represents a significant gap.

Retirement Assessments: This line, which funds pensions for retirees as well as unfunded pension liability, is increasing by 9.5%, or \$904K in the FY2022 budget. The Retirement Board reduced the assumed rate of return for pension assets to 7.25% two years ago and further to 6.5% for FY2022. The effects of the reduced rate are being spread over 5 years in order to modulate the impact. The decrease in the rate of return, along with wage growth and mortality data, have resulted in an increase in the Town’s unfunded liability and thus the need to increase the annual contributions in the funding schedule. The Town’s funding status was 65.6% as of January 1, 2020, with a goal of funding outstanding unfunded pension liability in full by June 2033.

Classification, Performance and Settlements: This line item is budgeted at \$858K for FY2022. These funds serve as a reserve for additional personnel-related costs during the fiscal year, including performance-based salary increases for managers or increases resulting from new collective bargaining agreements. The funds may be transferred to the budget lines for the various departments as needed during the fiscal year. As of the date of this report, the collective bargaining agreements for the Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers Association, and Needham Fire Union had not yet settled for FY2022. Therefore, the FY2022 budgets for the affected department budgets do not include funding for salary increases for positions covered by those unions.

Reserve Fund: The Reserve Fund line is a contingency reserve for extraordinary or unforeseen budget needs that arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. The initial budget request for this line is determined through a formula, but the amount is often adjusted during the budget process. In the past, the Reserve Fund has been used to fund expenses such as unanticipated legal costs or extraordinary costs associated with snow and ice removal. For FY2022, the recommended Reserve Fund appropriation is level-funded at \$2,077,091. The Finance Committee anticipates that this amount will be sufficient. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to free cash for use in a future fiscal year.

A. Municipal Departments (excluding Education)

The Municipal Departments category includes 20 different budgets for operational departments, boards, and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that, as mentioned above, the recommended budget does not include cost-of-living salary or wage increases for positions covered by the unions which have not yet reached agreements with the Town, specifically: Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers, and Needham Fire Union. Step increases and longevity raises are included at the current year’s rates. If these departments need additional funding for contractual salary increases during the fiscal year, the funds may be transferred from the Classification, Performance and Settlements line in Townwide Expenses. These budgets also exclude costs that are attributable to COVID-19 and not expected to be needed when the

pandemic abates. Those costs, which will be needed in FY2022, have been separately accounted for, to be funded through an article in the Special Town Meeting warrant.

General Government

The FY2022 proposed budget for all General Government departments is 0.7% higher than the FY2021 budget.

Select Board/Office of the Town Manager: This budget is increasing 10.4%, primarily in the salary line due to the transfer of the Economic Development Manager position from the Planning and Community Development Department into the Office of the Town Manager. This budget also has an increase to fund two additional assessment centers in the Human Resources department. (Assessment centers consist of various tests and exercises used to determine suitability of candidates for certain positions, such as law enforcement leadership.) The Human Resources budget also includes some software costs that were previously carried in the Finance Department budget. The Finance Committee has deferred a request to fund the Public Information Officer position in the FY2022 operating budget, instead recommending to fund the position via a warrant article for two additional years, in order to evaluate the need for the position outside of the context of the current public health crisis.

Office of Town Clerk and Board of Registrars: This budget is decreasing by 7.8% due to typical fluctuations attributable to election-related wages and expenses. In FY2022, the Town will conduct one scheduled election, compared to three elections in FY2021.

Town Counsel: This budget remains flat for FY2022. With the unfortunate loss of longtime Town Counsel David Tobin, the Select Board hired a law firm to serve as Town Counsel. While it is not required by law, the Finance Committee is encouraging the Board to put these services out to bid.

Finance Department: This budget includes a 1.7% increase. The Finance Department provides numerous services through its divisions: Accounting, Assessing, Collector, Information Technology Center (ITC), Parking Clerk, Purchasing, and Treasurer. There are often notable annual increases in software licensing fees. However, such increases in the FY2022 budget were offset by the decision to transfer software licensing costs from ITC to other departments that have software for their sole use, reducing the ITC budget by \$38K. Licensed software used by more than one department remains covered by the ITC budget. The Finance Department budget includes step and longevity increases only for employees in the ITWA union, but at the FY2021 rate, since a new labor agreement has not been reached.

Finance Committee: This budget is essentially level-funded.

Planning and Community Development: This budget shows a substantial decrease of 15.6% due to the transfer of the Economic Development Director position to the Office of the Town Manager. The remainder of the department, with the divisions of Planning, Conservation, Design Review Board, and Board of Appeals, is level-funded.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 1.6% in the FY2022 budget. This increase is low because several public safety and administrative collective bargaining agreements were not yet settled when the Finance Committee voted its FY2022 budget recommendation. As noted above, funds have been provided in the Classification, Performance and Settlements line in Townwide Expenses for any personnel-related increases needed after the budget is approved. In addition, there have been some decreases in spending requests, and minimal increases requested.

Police Department: This budget is decreasing 1.6%. The Police Department salary line does not include cost-of-living increases for administrative staff and dispatchers or for positions covered by the police unions since the various bargaining agreements have not settled, as mentioned above, but does include step increases and longevity payments under the current rates. The overall decrease in this department is because of a \$171K reduction in the capital equipment line. This reduction is a result of an extension of the replacement cycle for cruisers, as well as the fact that the FY2021 budget was bumped up to cover the costs of new cruiser equipment needed to fit the new vehicle models. While the new plan is to replace four cruisers every other year rather than every year, there is some concern that this strategy may lead to large fluctuations in the annual budget. The Police Department has filled the new community outreach officer position that was created to focus on issues including mental health, substance abuse, and domestic violence. The Department has requested additional funds in the FY2022 budget for Clinical Support work. This would pay for a Clinician from Riverside Community Care to work on similar issues as the community outreach officer, but with emphasis on the clinical side (half-time, shared with Dedham) in order to help individuals secure the appropriate care and follow-through. The Finance Committee recognizes the importance of such a service, but is recommending to fund the program through a financial warrant article rather than in the FY2022 operating budget in order to give the Department a better opportunity to assess whether the proposed program is the best approach to address the need.

Fire Department: This budget is increasing by 4.2% in FY2022. The Fire Department staffing level increased significantly two years ago with the addition of eight new firefighters. These positions were supported by three years of grant funding, which will be finished in FY2022. Thus, the grant will cover 35% of these salaries for the first eight months of FY2022, and then the operating budget will fund the full salaries for these positions for the last four months of the fiscal year. Starting in FY2023, the operating budget will need to fund the full annual costs of these salaries. As mentioned above, this budget does not include salary cost-of-living increases for the positions covered by the union contracts that are still under negotiation. The overtime budget for the Fire Department is increasing since there are more staff and thus more absences to cover, as well as vacant positions that need to be covered and that have been difficult to fill due to the pandemic and the cancellation of Civil Service exams. The Finance Committee supported funding the request for a replacement “stair chair” to help transport patients down stairs, making it safer for the patients as well as EMS personnel.

Building Department: This budget is increasing 1.5% due to contractual increases in the salary line, and no change in the expense line.

Public Facilities and Public Works

The total combined budget for the Building Design and Construction Department and the Department of Public Works is increasing by 3.1%.

Building Design and Construction Department (BDCD): The BDCD budget has a substantial decrease of 29.9% due to a reduction of 2 positions as the workload ebbs due to the completion (or anticipated completion) of a number of large construction projects over recent years. One project manager is being reassigned from BDCD to the DPW Building Maintenance division to manage construction projects in that department. The second position will be eliminated upon an anticipated retirement in the first quarter. The small expense budget is also decreasing by 22.2% with fewer staff.

Department of Public Works (DPW): This budget is increasing by 4.2%. This department maintains the Town’s infrastructure with the following divisions: Fleet, Highway, Recycling/Solid Waste, Parks and Forestry, Engineering, Building Maintenance, and Administration. The FY2022 DPW budget includes a new project management position in Building Maintenance to oversee the increasing number of construction projects in this department. The position is essentially a transfer from the BDCD. The

FY2022 budget funds an additional staff plumber to help maintain and provide emergency services for the growing number of facilities. The budget also funds a new co-operative program with the Minuteman School or another regional school to hire and provide training to a trades student (such as plumbing or electrical) in Building Maintenance and a horticulture student in Parks and Forestry who will gain career skills and provide support to the divisions. This initiative is expected to help the Town's recruitment of qualified individuals. The Finance Committee's budget does not fund requests for an additional manager for service and parts in the Fleet Division or for additional summer help in Parks and Forestry.

Community Services

The seven departments in the Community Services section of the budget represent less than 3% of the overall FY2022 operating budget while providing invaluable services to residents and businesses throughout the community. These services provided by these departments are funded primarily from the operating budget, but they also secure substantial funding from fees, grants, and donations. Many also receive support through volunteer services. The Community Services budgets together are increasing 5.1% in FY2022, driven by additional summer staffing in the Park and Recreation Department.

Municipal Parking Program: This budget is up 3.1% due to an annual increase in contracted maintenance and repair and leasing costs.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also shares certain Emergency Management functions with the Fire Department. The HHS budget is increasing 1.3% in FY2022. While this department has been at the forefront of the Town's services related to the global COVID-19 pandemic, the FY2022 budget assumes "business as usual" and does not include the additional costs needed to administer programs or services or to pay for additional expenses needed due to the ongoing crisis. HHS has done an extraordinary job disseminating public health information, often on a daily basis, creating new programs, including vaccine clinics, and re-designing existing programs to safely meet the needs of residents which have only grown during this difficult time. All of the COVID-19-related costs will be funded through a separate financial warrant article. The small increase in the FY2022 operating budget reflects annual salary increases for staff and some increased expense due to the transfer of software licensing fees to the budget. These increases are offset by a decrease in the Town's Veterans' Services costs. The Town is part of a veterans' service district which is expanding to include an additional town, and which will decrease the cost per member.

Commission on Disabilities: No change in this small budget.

Historical Commission: No change in this small budget.

Needham Public Library: This budget is increasing 0.9% in FY2022, primarily due to contractual salary increases for staff. The Finance Committee recommends deferring the Library's request for an additional reference librarian who would also handle communications efforts. It is unclear how much Library operations may change for good in the wake of the pandemic. Thus, the Finance Committee feels more time is needed to determine whether additional reference services are needed, or whether the Public Information Officer in the Town Manager's Office might assist with communications. The Finance Committee did not recommend funding the OverDrive and WorldCat electronic media subscriptions in the Library's FY2022 operating budget. These important items have been funded for years through the Library's state aid funding. The Finance Committee has had many discussions over the years on whether costs should be included in the operating budget when there is ample money in the Library's state aid account. The Finance Committee realizes that, in general, certain core services should be funded in the annual operating budget. However, the Library's state aid provides a unique external source of funding. The Finance Committee hopes to work with the Library Trustees as they plan to implement a policy for

the Library's use of state aid funding, which should provide guidance during the budgeting process in the coming years. Since state revenue has been negatively affected by the COVID-19 pandemic, there is a chance that the Library's state aid will be cut this year. In the event that the Library does not have sufficient funds for these expenses, they may request a transfer of funds from the Reserve Fund.

Park and Recreation: The Department budget is increasing by a significant 23.3%, primarily due to the costs related to operating the Rosemary Pool facility. The FY2022 budget now funds certain staff positions that were previously funded through a warrant article, and also funds additional staff needed to meet expected demand and maintain safety standards. Pool attendance in the summer of 2019 far exceeded expectations, and staffing increases are needed to properly staff the various areas of the facility. The 2021 minimum wage increase also affects much of the summer staffing. Depending on COVID-19 restrictions, sales of passes may offset the pool's operational expenses to a large extent.

Memorial Park: No change in this small budget.

B. Education

The recommended FY2022 budget for public education, which includes both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$84,833,684, an increase of 3.7% over the FY2021 budget.

Minuteman Regional High School Assessment: The assessment for FY2022 is \$1,230,287, an increase of 11.9%. The assessment is based on increased enrollment from Needham (using a 4-year rolling average) combined with the Town's portion of the Minuteman district's capital costs.

Needham Public Schools: The budget for FY2022 is \$83,603,397, an increase of \$2.9M or 3.6%. The School Department budget represents 63.2% of Needham's departmental budget. It is important to note that this figure does not include the costs for benefits for the School Department employees, which are included in Townwide Expenses with the benefits for all Town employees. (Teacher pensions are provided by the Massachusetts Teachers' Retirement System, not through the Town.) The School Department budget is also exclusive of school facilities costs such as maintenance, energy, or debt costs. The Finance Committee's FY2022 operating budget recommendation fully funds the Superintendent's request and the School Committee's voted budget. Because state law allows Town Meeting to vote only the total appropriation for the School Department, without restrictions or specific allocations, the Finance Committee's recommended budget provides a single bottom line recommendation for the School budget. The Finance Committee does, however, carefully review the Superintendent's requested budget and the School Committee's voted budget.

The School budget increase for FY2022 is a result of the same drivers that we typically see: contractual salary increases and an increasing need for student support services. Often these needs are compounded by enrollment growth. While enrollment is expected to increase from FY2021 to FY2022, enrollment fell significantly due to the COVID-19 pandemic, and is not expected to recover to the same level for at least three years. Salaries are the most significant part of the School budget, accounting for approximately 85% of the total budget. Contractual salary increases account for over 50% of the School budget increase for FY2022. The contractual step and cost-of-living increases have remained within sustainability benchmarks.

Two areas with significant School expenditures are student support services and special education. 4.7 additional FTEs will be needed in these areas in order to provide services to additional students, cover rising out-of-district tuition costs, and provide all mandated services. The School Department has made many efforts in recent years to build capacity to provide special services to students within the district,

which has likely helped temper increases, particularly in special education, and helped keep the requested funding increase for FY2022 at a more sustainable level.

As with the rest of the budget, the School Department's budget is based on "normal" conditions that we expect to see after the pandemic recedes. The School Department anticipates significant additional expenses if COVID-19 protocols are in place during FY2022. The Department has projected that there could be as much as \$3.2M of supplemental costs for Covid-related needs, including 20 more FTEs to run the remote learning academy, support hybrid learners, allow for social distancing, and take other steps to ensure health and safety of students, faculty, and staff. At the time this report was prepared, there was no FDA-approved COVID-19 vaccine for people under the age of 16. Since most students in grades K-12 are under the age of 16, the lack of a vaccine could substantially slow the return to "normal" for the district.

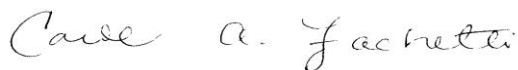
III. Closing Comments

The Finance Committee is deeply grateful for the tireless efforts of managers, staff, volunteers, and elected and appointed officials across Needham for helping to keep the Town functioning at a truly impressive level in the face of the most difficult circumstances. A great many people have had to work harder than ever before to keep up their usual work, and often take on significantly more, often in new or unfamiliar ways. The spending requests this year were clearly mindful of the need to continue to get things done, and also to hold back wherever possible. The Finance Committee's recommended budget for FY2022 provides the resources needed to fund ongoing capital projects and to sustain or improve the high level of services that local residents and businesses currently enjoy. The budget shows that fiscal restraint and careful planning have enabled us to address the growing capital and service needs, but also to prepare for upcoming demands. The Town must continue to consider not only the benefits of each project it undertakes, and the associated capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers.

I would like to recognize the outstanding work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process, and in preparation for Town Meeting. The Finance Committee greatly values the candid discussions and honest efforts by the various managers who provide useful information and help to the Finance Committee as it seeks to evaluate and balance competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and expertise to serving our community through elected and appointed positions. We could not accomplish our mission as effectively without their hard work and cooperative spirit.

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

Respectfully submitted on behalf of the Finance Committee,



Carol Smith-Fachetti, Chair

Committee Members:

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Barry J. Coffman
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Richard Reilly
Louise Mizgerd, Analyst

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Summary of Revenues
FY2020 - FY2022
General Fund Only

	FY2020	FY2021	FY2022
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$7,729,806	\$5,740,000	\$5,680,000
Departmental Activities	\$6,779,897	\$5,255,000	\$4,855,000
Fines & Forfeits & Assessments	\$234,549	\$50,000	\$0
Investment Income	\$834,163	\$264,710	\$264,000
Medicaid	\$67,188	\$0	\$0
Miscellaneous Revenue	\$7,967	\$600	\$600
Miscellaneous Non-recurring	<u>\$404,781</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$16,058,351	\$11,310,310	\$10,799,600
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$150,349,498	\$162,438,801	\$170,244,638
Cherry Sheet Revenue (State Aid)	<u>\$13,091,197</u>	<u>\$13,695,326</u>	<u>\$13,919,021</u>
SUB-TOTAL	\$163,440,695	\$176,134,127	\$184,163,659
Use of Other Available Funds & Free Cash			
Free Cash	\$10,337,871	\$7,862,473	\$12,456,630
Overlay Surplus	\$1,000,000	\$1,350,000	\$150,000
State Infrastructure Fund	\$29,537	\$21,390	\$0
Transfer from other Articles	\$244,500	\$25,500	\$0
Transfer from Stabilization Funds	\$2,500,000	\$0	\$0
Reserved for Debt Exclusion Offset	<u>\$105,159</u>	<u>\$96,057</u>	<u>\$71,176</u>
SUB-TOTAL	\$14,217,067	\$9,355,420	\$12,677,806
Total General Fund Revenue	\$193,716,113	\$196,799,857	\$207,641,065
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	<u>\$2,510,817</u>	<u>\$2,755,058</u>	<u>\$2,271,397</u>
SUB-TOTAL	\$2,510,817	\$2,755,058	\$2,271,397
Total Revenue Available for General Fund Uses	\$196,226,930	\$199,554,915	\$209,912,462
Athletic Facility Improvement Fund	As of March 15, 2021		\$270,101
Capital Facility Fund	As of March 15, 2021		\$1,921,116
Capital Improvement Fund	As of March 15, 2021		\$1,096,655
Debt Service Stabilization Fund	As of March 15, 2021		\$2,153,268
Free Cash	As of March 15, 2021		\$16,665,406
Sewer Enterprise Fund Retained Earnings	As of March 15, 2021		\$1,745,424
Stabilization Fund	As of March 15, 2021		\$4,411,852
Water Enterprise Fund Retained Earnings	As of March 15, 2021		\$4,737,743

Summary of Expenditures
FY2020 - FY2022
General Fund Only

	FY2020	FY2021	FY2022
Town Wide Group	\$53,150,193	\$62,030,942	\$63,450,696
Department Budgets			
Select Board/Town Manager	\$980,633	\$1,109,756	\$1,225,090
Town Clerk/Board of Registrars	\$405,978	\$463,731	\$427,622
Town Counsel	\$295,227	\$329,140	\$329,140
Finance Department	\$3,010,577	\$3,508,853	\$3,567,110
Finance Committee	\$38,927	\$41,077	\$41,082
Planning and Community Development	\$491,844	\$622,945	\$525,642
Police Department	\$6,698,504	\$7,600,840	\$7,480,435
Fire Department	\$8,741,833	\$9,016,931	\$9,399,298
Building Department	\$692,148	\$812,278	\$824,285
Minuteman Regional High School	\$1,084,783	\$1,099,935	\$1,230,287
Needham Public Schools	\$75,550,674	\$80,735,089	\$83,603,397
Building Design & Construction	\$313,822	\$557,616	\$391,112
Department of Public Works	\$14,508,406	\$16,897,920	\$17,610,638
Municipal Parking Program	\$99,804	\$130,522	\$134,592
Health and Human Services	\$1,889,484	\$2,322,209	\$2,353,387
Commission on Disabilities	\$1,975	\$2,050	\$2,050
Historical Commission	\$55	\$1,050	\$1,050
Library	\$1,868,104	\$2,013,915	\$2,031,682
Park & Recreation	\$802,254	\$950,261	\$1,171,472
Memorial Park	\$54	\$750	\$750
Department Budget Total	\$117,475,086	\$128,216,868	\$132,350,121
Total Budget	\$170,625,279	\$190,247,810	\$195,800,817
Other Appropriations			
General Fund Cash Capital	\$10,162,752	\$3,939,433	\$7,176,653
Other Financial Warrant Articles	\$1,355,373	\$1,869,177	\$2,026,733
Transfers to Other Funds	\$1,055,785	\$544,698	\$894,183
Total Other Appropriations	\$12,573,910	\$6,353,308	\$10,097,569
Non-Appropriated Expenses	\$3,778,794	\$2,953,797	\$4,014,076
Total General Fund Expenses	\$186,977,982	\$199,554,915	\$209,912,462

2021 May Special Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	608,251		665,795		758,900		
2	Debt Service	19,052,139		21,111,388		20,764,142		
3	Group Health Insurance, Employee Benefits & Administrative Costs	14,212,716		16,128,308		16,462,059		
4	Needham Electric, Light & Gas Program	3,086,934		3,901,384		3,858,097		
5	Retiree Insurance & Insurance Liability Fund	6,906,705		7,197,713		7,426,237		
6	Retirement Assessments	8,577,048		9,513,643		10,417,439		
7	Workers Compensation	706,400		746,833		828,731		
8	Classification Performance & Settlements	Transfers only		688,787		858,000		
9	Reserve Fund	Transfers only		2,077,091		2,077,091		
Townwide Expense Total		53,150,193		62,030,942		63,450,696	0.0	2.3%
Select Board and the Office of the Town Manager								
10A	Salary & Wages	878,947	9.0	955,961	9.0	1,032,571	10.0	
10B	Expenses	101,686		153,795		192,519		
Total		980,633	9.0	1,109,756	9.0	1,225,090	10.0	
Office of the Town Clerk								
11A	Salary & Wages	353,740	4.0	397,426	4.0	364,097	4.0	
11B	Expenses	52,238		66,305		63,525		
Total		405,978	4.0	463,731	4.0	427,622	4.0	
Town Counsel								
12A	Salary & Wages	73,695		75,140			0.0	
12B	Expenses	221,532		254,000		329,140		
Total		295,227		329,140		329,140	0	
Finance Department								
13A	Salary & Wages	1,963,870	24.0	2,131,333	24.0	2,147,570	24.0	
13B	Expenses	966,719		1,282,520		1,324,540		
13C	Capital	79,988		95,000		95,000		
Total		3,010,577	24.0	3,508,853	24.0	3,567,110	24.0	
Finance Committee								
14A	Salary & Wages	38,374	0.5	39,677	0.5	39,682	0.5	
14B	Expenses	553		1,400		1,400		
Total		38,927	0.5	41,077	0.5	41,082	0.5	
Planning and Community Development								
15A	Salary & Wages	476,482	6.3	588,545	6.4	491,192	5.4	
15B	Expenses	15,362		34,400		34,450		
Total		491,844	6.3	622,945	6.4	525,642	5.4	
General Government		5,223,186	43.8	6,075,502	43.9	6,115,686	43.9	0.7%

2021 May Special Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Police Department								
16A	Salary & Wages	6,312,666	61.0	6,912,012	63.0	6,952,629	63.0	
16B	Expenses	256,538		404,312		414,650		
16C	Capital	129,300		284,516		113,156		
	Total	6,698,504	61.0	7,600,840	63.0	7,480,435	63.0	
Fire Department								
17A	Salary & Wages	8,370,953	74.0	8,584,484	76.0	8,965,335	78.0	
17B	Expenses	370,880		407,464		401,179		
17C	Capital	0		24,983		32,784		
	Total	8,741,833	74.0	9,016,931	76.0	9,399,298	78.0	
Building Department								
18A	Salary & Wages	651,353	9.8	761,238	9.8	773,245	9.8	
18B	Expenses	40,795		51,040		51,040		
	Total	692,148	9.8	812,278	9.8	824,285	9.8	
	Public Safety	16,132,485	144.8	17,430,049	148.8	17,704,018	150.8	1.6%
Minuteman Regional High School Assessment								
19	Assessment	1,084,783		1,099,935		1,230,287		
	Total	1,084,783	0.0	1,099,935	0.0	1,230,287	0.0	
Needham Public Schools								
20	Needham Public School Budget	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Total	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Education	76,635,457	797.6	81,835,024	808.4	84,833,684	816.3	3.7%
Building Design & Construction Department								
21A	Salary & Wages	303,454	5.0	538,121	5.0	375,937	3.3	
21B	Expenses	10,368		19,495		15,175		
	Total	313,822	5.0	557,616	5.0	391,112	3.3	
Department of Public Works								
22A	Salary & Wages	8,395,747	117.0	9,285,488	119.0	9,651,898	121.0	
22B	Expenses	5,591,838		7,037,810		7,351,890		
22C	Capital	115,649		150,018		178,000		
22D	Snow and Ice	405,172		424,604		428,850		
	Total	14,508,406	117.0	16,897,920	119.0	17,610,638	121.0	
	Public Facilities and Public Works	14,822,228	122.0	17,455,536	124.0	18,001,750	124.3	3.1%
Municipal Parking Program								
23	Program	99,804		130,522		134,592		
	Total	99,804	0.0	130,522	0.0	134,592	0.0	
Health and Human Services Department								
24A	Salary & Wages	1,591,264	17.5	1,867,169	18.4	1,930,899	18.7	
24B	Expenses	298,220		455,040		422,488		
	Total	1,889,484	17.5	2,322,209	18.4	2,353,387	18.7	
Commission on Disabilities								
25A	Salary & Wages	1,500		1,500		1,500		
25B	Expenses	475		550		550		
	Total	1,975	0.0	2,050	0.0	2,050	0.0	

2021 May Special Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Historical Commission								
26A	Salary & Wages							
26B	Expenses	55		1,050		1,050		
	Total		0.0	1,050	0.0	1,050	0.0	
Public Library								
27A	Salary & Wages	1,543,422	15.0	1,641,775	15.0	1,657,051	15.0	
27B	Expenses	324,682		372,140		374,631		
	Total	1,868,104	15.0	2,013,915	15.0	2,031,682	15.0	
Park and Recreation Department								
28A	Salary & Wages	673,162	4.6	807,656	4.6	949,272	4.6	
28B	Expenses	129,092		142,605		222,200		
	Total	802,254	4.6	950,261	4.6	1,171,472	4.6	
Memorial Park Trustees								
29A	Salary & Wages							
29B	Expenses	54		750		750		
	Total	54	0.0	750	0.0	750	0.0	
Community Services								
	Community Services	4,661,675	37.1	5,420,757	38.0	5,694,983	38.3	5.1%
Department Budget Total								
	Department Budget Total	117,475,031	1,145.3	128,216,868	1,163.1	132,350,121	1,173.6	3.2%
Total Operating Budget								
	Total Operating Budget	170,625,224		190,247,810		195,800,817		2.9%

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Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet at Memorial Park on:

SATURDAY, THE FIRST DAY OF MAY 2021

At 1:00 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

**ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM
INDEPENDENT TOWN WORKERS**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

**ARTICLE 2: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM
INDEPENDENT PUBLIC EMPLOYEES ASSOCIATION**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

ARTICLE 3: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021 and FY2022; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

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

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

FINANCE ARTICLES

ARTICLE 6: AMEND THE FY2021 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
12A	Town Counsel Salary & Wage	\$75,140	\$0
12B	Town Counsel Expense	\$254,000	\$329,140
22A	DPW Salary & Wages	\$9,285,488	\$9,060,488
22B	DPW Expenses	\$7,037,810	\$7,262,810
28A	Park & Recreation Salary & Wages	\$807,656	\$757,656
28B	Park & Recreation Expenses	\$142,605	\$192,605

or take any other action relative thereto.

INSERTED BY: Finance Committee

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

Article Information:

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,945.01 in fiscal year 2020.*

ARTICLE 8: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 9: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and upgrades. In CY2020, the School Facilities Master Plan was released, indicating several major repairs needed in the school buildings. Unless circumstances require otherwise, FY2022 funding will support upgrades to the Pollard and Mitchell schools, including structural repairs to the buildings, door repairs, heating system adjustments, installation of ADA compliant handrails, and replacement of ceiling tiles. Other projects include duct cleaning at the Eliot School, Library, and Hillside Building, and wood floor refinishing at various buildings.

ARTICLE 10: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

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

INSERTED BY: Affordable Housing Trust

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications will be evaluated and

prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.

ARTICLE 11: APPROPRIATE FOR TOWN NETWORK AND INTERNET CONTROL ANALYSIS AND REPORTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for the purpose of funding equipment, software and implementation services for analysis and reporting on the Town's network and system activities, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The request is for hardware, software, and services for implementation to monitor, control, analyze, and report on the data traffic that currently takes place across the local area network as well as incoming and outgoing traffic from the Internet. The hardware and software would be used by the Information Technology Center to provide information on the current activity across the network as well as maintain historic data for analyzing past events for trends or comparing week by week activity. This information can be used to improve the performance, security and general management of the Town's network by monitoring use activity, applications, files, and connections using processes such as bandwidth monitoring, network traffic analysis, application traffic alerting, advanced application recognition, and internal traffic intrusion detection that would help determine where vulnerabilities may exist. There is an increased need for better cybersecurity protection from both internal and external elements across all levels of industry in order to better defend from attacks.

ARTICLE 12: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article NOT be Adopted

Article Information: The Planning and Community Development Department is requesting funding for professional and technical assistance in support of planning and zoning initiatives, development applications, land use regulations, and related activities. Planning consulting assistance funds are used to conduct build-out, traffic, and fiscal impact analyses of zoning initiatives that the Planning Board is studying. In addition, funds would be used to help the Department research and advise appropriate Town boards when presented with complex development projects requiring advanced technical input.

ARTICLE 13: APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE

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

INSERTED BY: Select Board

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

Article Information: This funding would enable the Board of Health (BOH) to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Energy Reliability project. When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an outside consultant fee so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application.

ARTICLE 14: APPROPRIATE FOR PUBLIC INFORMATION OFFICER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$196,326 for the purpose of continuing funding for the Public Information Officer position, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This appropriation would allow the Town to continue to fund the Public Information Officer, a critical position for communicating with residents and businesses in Town. The PIO has been instrumental during the COVID-19 pandemic, creating a dedicated COVID-19 website with up-to-date information; sending regular updates to the community through multiple channels; and working collaboratively with Needham Public Health to protect the health and safety of Needham residents. The PIO has also executed several targeted multi-media campaigns to encourage mask-wearing and vaccinations. In addition to COVID-19-related work, the PIO has worked closely with the Select Board and Town Manager as well as Town departments, boards and committees to inform and engage the community about important issues, and has increased citizen participation through online and social media efforts. The PIO has worked with the business community to promote local Needham businesses and help maintain a vibrant local economy. This funding will allow the PIO, in the coming two years, to re-design the Town website, making it more user-friendly and accessible; create a Town newsletter than can be accessed electronically and in print, and continue to work to grow the Town's social media followers. The PIO will also continue to explore new and creative ways to reach Needham residents of all ages and increase citizen participation in Town government.

ARTICLE 15: APPROPRIATE FOR CLINICAL SUPPORT SERVICES FOR LAW ENFORCEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$45,000 for the purpose of funding clinical support services for law enforcement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Needham Police Department proposes a regional collaboration with the Dedham Police Department and Riverside Community Care to advance the towns' shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated. The proposed initiative is for a Law Enforcement Clinical Support program to be shared between the two communities. A Master's level clinician assigned to this project would be an employee of Riverside Community Care, the State-designated emergency services provider. Needham and Dedham would enter into a shared services contract and split the cost of the program equally.

ARTICLE 16: APPROPRIATE FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will allow the Town to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 45% and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural Best Management Practices (BMPs). This funding will be sought on an annual basis to inspect and evaluate all BMPs Town-wide, clean and inspect brooks and culverts, rehabilitate and/or replace catch basin and drainpipes, and respond to findings from CCTV inspections.

ARTICLE 17: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 for the purpose of funding a fleet refurbishment program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components. The goal of this program is to extend the life cycle of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed. Rehabilitation work includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, and updating lighting and reflective striping.

ARTICLE 18: APPROPRIATE FOR ROSEMARY DAM DECOMMISSIONING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for the purpose of funding the Rosemary Dam decommissioning project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The decommissioning of the dam will eliminate or reduce the frequent reporting, inspectional requirements, and potential enforcement intended for high hazard dams. Decommissioning will include the preparation of engineering reports, plans, and studies of the Rosemary Lake embankment and documentation needed for the Town to request a reclassification hearing with the Commonwealth.

ARTICLE 19: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,135.94 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, said sum to be spent under the direction of the Town Manager, and that \$407.28 be transferred from Free Cash, and that \$4,728.66 be transferred from Water Enterprise Retained Earnings; or take any other action relative thereto.

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW General Fund	Norwood Police Department	Police Detail	2020	\$ 407.28
DPW Water Enterprise Fund	Signet	Water Building Wiring Repair	2020	\$ 202.50
DPW Water Enterprise Fund	Signet	Water Treatment Plant Access Control Repair	2020	\$ 280.51

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW Water Enterprise Fund	Univar	Drinking Water Treatment Chemicals	2020	\$4,245.65
Total				\$5,135.94

INSERTED BY: Select Board

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

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation. The above bills were presented for payment after the close of FY2020.

ARTICLE 20: APPROPRIATE THE FY2022 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,527,570, from Overlay Surplus in the amount of \$100,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$71,176, and \$1,021,397 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 17-19.

ARTICLE: 21: APPROPRIATE THE FY2022 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

2021 May Special Town Meeting Warrant

Sewer Enterprise

FY 2022

Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$941,001	11.0	\$1,054,938	11.0	\$1,029,212	11.0	
201B	Expenses	\$339,977		\$462,447		\$513,076		
201C	Capital Outlay	\$38,414		\$45,000		\$51,000		
201D	MWRA Assessment	\$6,388,680		\$6,399,895		\$6,662,310		
201E	Debt Service	\$904,095		\$900,000		\$610,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,612,167	11.0	\$8,897,280	11.0	\$8,900,598	11.0	
FY 2022 Budget Percentage Change from FY 2021 Budget							0.0%	

and to meet this appropriation that \$8,009,230 be raised from Sewer Enterprise Fund receipts, and that \$365,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$526,368 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 90 miles of various size drainage pipes, 4,225 catch basins, 1,392 drainage manholes, and 295 drainage discharges.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

2021 May Special Town Meeting Warrant

Budget Line	FY2022 Sewer Operations	FY2022 Drains Program	FY2022 Recommended Budget	FY2021 Sewer Operations	FY2021 Drains Program	Current FY2021 Sewer Budget
Salary & Wages	\$677,816	\$351,396	\$1,029,212	\$677,816	\$377,122	\$1,054,938
Expenses	\$338,104	\$174,972	\$513,076	\$294,871	\$167,576	\$462,447
Capital Outlay	\$51,000	\$0	\$51,000	\$45,000	\$0	\$45,000
MWRA Assessment	\$6,662,310	\$0	\$6,662,310	\$6,399,895	\$0	\$6,399,895
Debt Service	\$610,000	\$0	\$610,000	\$900,000	\$0	\$900,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,374,230	\$526,368	\$8,900,598	\$8,352,582	\$544,698	\$8,897,280
	FY2022 Sewer Operations \$ Change	FY2022 Drains Operations \$ Change	FY2022 Sewer Enterprise \$ Change	FY2022 Sewer Operations % Change	FY2022 Drains Operations % Change	FY2022 Sewer Enterprise % Change
Salary & Wages	\$0	-\$25,726	-\$25,726	0.0%	-6.8%	-2.4%
Expenses	\$43,233	\$7,396	\$50,629	14.7%	4.4%	10.9%
Capital Outlay	\$6,000	\$0	\$6,000	13.3%		13.3%
MWRA Assessment	\$262,415	\$0	\$262,415	4.1%		4.1%
Debt Service	-\$290,000	\$0	-\$290,000	-32.2%		-32.2%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$21,648	-\$18,330	\$3,318	0.3%	-3.4%	0.0%

The total operating budget of \$8,900,598 for FY2022 is \$3,318 more than the current FY2021 budget, which is essentially level funded. This is primarily due to two factors, a decrease in the debt service budget of \$290,000 and a \$262,415 increase in the preliminary MWRA assessment for the Town's sewerage and wastewater disposal. The \$6,662,310 preliminary assessment represents a 4.1% increase over FY2021. The increase in the MWRA sewer assessment was due to a decline in the assessment in the Boston area due to the closures caused by COVID-19 and increased residential use in Needham as many residents stayed home also due to COVID-19. The final assessment from the MWRA will be affected by actions the MWRA may take to defer certain expenses and the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2022 sewer operations portion of the budget is \$3,318 higher, an increase of 0.3% over the current year. As noted above, the MWRA assessment increase and the Sewer Enterprise debt are the primary drivers of the change for FY2022. The FY2021 drains operations portion of the budget is \$18,330 less than the FY2021 allocation, a 3.4% decrease over the current year.

The total salary and wages line is \$1,029,212 for FY2022, a decrease of \$25,726 (2.4%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. The decrease is due to a change in personnel and that a successor collective bargaining agreement for FY2022 had not been reached when the budget was submitted. When an agreement with the Union is reached and approved by the Town a supplemental appropriation, if necessary, will be submitted for a future Town Meeting.

The total expense line for FY2022 is \$513,076 which is \$50,629 or 11.0% more than the current year. Most of this increase was due to a one-time expense of \$35,000 to upgrade the sewer flow meter. Energy expenses to operate the sewer pump stations is \$2,091 more than the current year, however the cost of fuel for sewer vehicles and equipment declined by \$6,277. Contracted services for maintenance, repairs, sweeping, collection, and disposal of catch basin debris is \$7,305 more than FY2021. This budget also now includes the annual sewer SCADA software license expense of \$6,510. This expense was previously budgeted by the Finance Department but starting in FY2022 software expenses that are specific to a single department will be included in that department's budget. The balance of the increase for next year is related to pond treatment services (\$4,000) and sewer pump replacement parts (\$2,000).

The operating capital line was increased by \$6,000 to \$51,000 for FY2022, a 13.3% increase. The budget for FY2021 was reduced by \$5,000 from the FY2020 budget. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The plan for FY2022 is to purchase a backup pump for the Reservoir B Sewer Pump Station. The pump required for that site is more expensive, so the department did not include funding for a grinder replacement.

The reserve fund is level dollar for FY2022. Last year the debt service budget was reduced by \$600,000 from \$1,500,000 to \$900,000. This year the budget has been further reduced by another \$290,000 to \$610,000. As noted last year, the reduction is temporary. The Town has several large-scale utility infrastructure projects pending, which will impact the enterprise debt budget in the out years – in keeping with the overall capital infrastructure-funding plan for long-term investments. The budget plan relies on \$365,000 in sewer retained earnings for FY2022 operating budget. The \$526,368 to be transferred from the tax levy is to pay for drains-related programs; this is a decrease of \$18,330 from FY2021.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 22: APPROPRIATE THE FY2022 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise FY2022								
Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,133,005	17.0	\$1,360,541	17.0	\$1,413,248	17.0	
301B	Expenses	\$1,164,739		\$1,269,070		\$1,294,764		
301C	Capital Outlay	\$15,000		\$15,000		\$40,000		
301D	MWRA Assessment	\$1,412,327		\$1,126,226		\$1,677,742		
301E	Debt Service	\$1,177,829		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,902,900	17.0	\$5,095,837	17.0	\$5,750,754	17.0	
FY 2022 Budget Percentage Change from FY 2021 Budget								12.9%

and to meet this appropriation that \$5,400,754 be raised from Water Enterprise Fund receipts and that \$350,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 15,335 installed meters.*

The overall operating budget for FY2022 is \$5,750,754 or \$654,917 (12.9%) more than the FY2021 budget. The higher budget is primary due to the \$551,516 increase in the MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2022 water assessment is based on CY2020 water use. The Town's use of MWRA water was up more than 45% from the prior year, 388 million gallons compared to 266 million gallons of water. During calendar year 2019, approximately 22.7% of the total water production came from the MWRA; during calendar year 2020, 29.7% of production came from the MWRA (see table). The preliminary water assessment for FY2022 is \$1,677,742 which is approximately a 49% increase in the assessment. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2018	CY2019	CY2020
Water Production*	1,308.3	1,174.2	1,305.6
Water Production from MWRA	358.5	266.2	387.8
Water Production from Town Wells	949.8	908.0	917.8
Percentage from MWRA	27.4%	22.7%	29.7%
*millions of gallons			
Water meters replaced	1,454	1,591	385
Percentage of the total number of water meters in place for that year	9.5%	10.4%	2.5%

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

The FY2022 salary and wage expense line is \$1,413,248, an increase of \$52,707 (3.7%) over the current budget. The increase is reflective of changes in personnel and the planned implementation of a co-op program with Minuteman Regional High School and other trade schools to encourage students to work and obtain skills in operating water systems. Similar programs are part of the Public Works general fund operation. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreements with the NIPEA and ITWA unions expire on June 30, 2021, and as of the time of the budget submission, successor agreements have not been reached. When agreements with the unions are reached and approved by the Town, supplemental appropriations, if necessary, will be submitted for a future Town Meeting.

The water expense line of \$1,294,764 is \$25,694 higher than the FY2021 budget, approximately 3.9% more. The increase was driven by the increased cost for water meters and related equipment. The increase was \$58,748. However, that increase was mitigated with decreases in the estimated cost for other supplies, materials, and equipment of \$24,316 and a decrease in energy related expenses of \$16,443. Professional

and technical services increased by \$10,100 which pays the costs associated with software, leak detection work, water quality testing, treatment system testing and analysis, and employee training. There was a decrease in printing communication expenses of \$2,600, and there is an increase which is based on contract of \$205 for fire and security monitoring services.

The operating capital line for FY2022 was increased by \$25,000 to \$40,000 for the year. The planned expense is the purchase and replacement of four filter drain valve actuators. The debt service line is level funded at \$1,250,000. The Town has several large-scale water infrastructure projects that will impact the enterprise debt budget in the out years. The water reserve fund at \$75,000 is level dollar for FY2022.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 23: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation to be spent in FY2022 is \$907,577. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown infrastructure improvement project.*

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 24: APPROPRIATE FOR EMERY GROVER RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate, or borrow \$1,475,000 for architectural design and engineering for the construction, and/or renovation of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$370,000 be transferred from CPA Free Cash; and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,105,000 under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

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

Article Information: This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 50 foot by 100 foot, three-story 18,415 gross square foot addition attached to the rear of the building. The total number of parking spaces would be 66 spaces, between on-site (42) and off-site parking at the Stephen Palmer building (24). This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction. This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource as it is on the National Register of Historic Places. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs.

ARTICLE 25: APPROPRIATE FOR PRESERVATION OF TOWN MARRIAGE RECORDS

To see if the Town will vote to raise and/or transfer and appropriate \$25,000 for the historic preservation of Town Marriage Records, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: This request is from the Needham Town Clerk to scan, index, and digitize the marriage records of the Town of Needham from 1919 to the 1970s. These records will then be uploaded onto a content management system. These original vital records are presently bound and kept in the Town Clerk's vault where there is danger to the preservation of these records through the physical handling by Town Staff, as well as the possibility of natural disasters. This project protects these historically significant documents and mirrors to some degree the process of moving from a paper-based environment to a digital platform similar to the State's birth and death electronic system. The software will enable immediate access to records which will help ensure a higher level of customer care for those who need these legal documents, reducing the amount of time needed to fulfill these requests.

ARTICLE 26: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN & RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate \$1,364,000 for the historic redesign and renovation of the Town Common, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,000,000 be transferred from CPA Free Cash and \$364,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

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

Article Information: The Town completed an internal design process for the Town Common and drafted a scope of services which includes improved hardscape, landscaping, amenities, tree plantings, and utility

upgrades that are consistent with the historic nature of the Common and the Downtown Streetscape Improvement Project. This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project; the design phase was funded in FY2020.

ARTICLE 27: APPROPRIATE FOR FISHER STREET TRAILHEAD - CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate \$15,000 for the construction of the Fisher Street Trailhead, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: This request jointly from the Bay Colony Rail Trail Association (BCRTA) and the Department of Public Works is to construct a trailhead at the Fisher Street. section of the Rail Trail that was completed in 2016. The trailhead would consist of adding a parking area that would include handicapped accessible parking, added guardrail, and tree plantings. Design funds appropriated at the 2019 Annual Town Meeting are being turned back to the Community Preservation Fund, as the design work was done by the Town's Engineering Division.

**ARTICLE 28: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT
 DEFAZIO PARK**

To see if the Town will vote to raise and/or transfer and appropriate \$166,000 for the resurfacing of the synthetic track at DeFazio Park, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. The Department of Public Works engaged a consultant to evaluate the synthetic track at DeFazio Complex and identified some delamination. Basic maintenance, including the proposed resurfacing of the synthetic track, is required to ensure that a total replacement is not necessary.

ARTICLE 29: APPROPRIATE FOR MCLEOD FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$48,000 for McLeod Field Renovation Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$45,000

be transferred from the CPA 2021 General Reserve and \$3,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

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

Article Information: The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. Since McLeod Field was renovated in 2009, there have been several drainage issues related to the 4-foot drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used, and has caused the field to fail prematurely. A full renovation of the subsurface, surface, and improved amenities will be the focus of this design.

ARTICLE 30: APPROPRIATE FOR TRAIL IDENTIFICATION - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$6,000 for Trail Identification Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Conservation Commission has requested funds to create a standardized “look and feel” for signage located at the various parcels including trailheads, trail markers and kiosks. At the present time, each trail under control of the Town has different signage and trail markers at each location, if any is present at all. This request is for the design of a system of identification signage for the trailheads, information kiosks, and directional signage including trail markers for these properties.

ARTICLE 31: APPROPRIATE FOR TOWN RESERVOIR SEDIMENT REMOVAL - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$262,000 for Town Reservoir Sediment Removal Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$175,000 be transferred from the Open Space Reserve and \$87,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

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

Article Information: The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town’s MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This

article addresses some of the requirements for NPDES. The sediment at the bottom of the reservoir is impaired and must be removed and/or addressed in another manner to remove the impairment. This is a category 5 impaired water body under NPDES. Category 5 is the worst rating a water body can receive from the EPA. The Town will engage a designer to determine the best way to remove and or address the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023.

ARTICLE 32: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2022 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	\$1,225,714
C. Community Housing Reserve	\$764,783
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$382,391

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has decided this year to increase the amount set aside in the Community Housing Reserve to 22%. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

ARTICLE 33: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to appropriate an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$11,935 for future appropriation to the Community Housing Reserve and \$11,935 to the Open Space Reserve, and that to meet this appropriation that \$23,870 be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: During FY2020, the Town received additional State matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the Community Housing Reserve and Open Space Reserve are funded at the legally required amount.

CAPITAL ARTICLES

ARTICLE 34: APPROPRIATE FOR WALKER POND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate \$125,000 for Walker Pond Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond. In FY2022, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of eight-foot-wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three six-foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission.

ARTICLE 35: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,958,653 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

2021 May Special Town Meeting Warrant

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	\$50,000	
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	\$30,577	
Public Safety	Self Contained Breathing Apparatus	\$192,120	
Public Safety	Personal Protective Equipment	\$43,358	
Public Schools	School Copiers	\$61,264	
Public Schools	School Furniture	\$25,000	
Public Schools	School Technology	\$479,650	
Public Schools	Broadmeadow School Technology Room Conversion	\$213,100	
General Government	Hillside School Boiler Installation	\$16,000	
Public Schools	Pollard School Feasibility Study	\$280,000	
Public Schools	Auditorium Theatrical Sound & Lighting Systems Needs Assessment	\$60,000	
Public Works	Permanent Message Boards	\$56,000	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Public Works	Recycling and Transfer Station Property Improvements	\$480,000	
Public Works	Specialty Equipment Specialty Mower (334)	\$38,000	
Community Services	Library Technology	\$48,500	
General Government	Ridge Hill Building Demolition	\$650,000	
Multiple	Fleet Replacement Program	\$1,135,084	
		\$3,958,653	

INSERTED BY: Select Board

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

Article Information:

Public Safety Mobile Devices

This request is for the replacement of laptops and tablets that are used in Needham Police and Fire Department Vehicles. The hardware communicates with the Public Safety CAD software as well as State and Federal websites and databases. The devices themselves are hardened devices for use in more intensive environments. The planned replacement cycle for these devices is six years, supplemented by State 911 Grant Funds when available.

Monitor/Defibrillator

A Physio LIFEPAK 15 is the Cardiac Monitor/Defibrillator used by Needham Fire on the front-line rescue units. The average life span for this equipment is estimated to be five years. The Department's current LIFEPAK units are two and seven years old respectively. Replacement units offer improved features not available in older units, such as the ability to monitor carbon monoxide in a patient, thereby enhancing diagnosis and treatment protocols. The addition of this piece of equipment will allow the Department to place the aging LIFEPAK on Rescue 3, which serves as a backup ambulance, where it would get limited use and extend its working life. Placement of the LIFEPAK on Rescue 3 will allow it to be upgraded from a basic life support vehicle to an advanced life support vehicle. Finally, having a third LIFEPAK would allow the Department to send other units out to be serviced while continuing operations, without having to borrow a unit from a neighboring town.

Self-Contained Breathing Apparatus

This request is to replace outdated self-contained breathing apparatus (SCBA) units to meet current standards. These units are essential pieces of equipment to maintain the life, safety and health of personnel as they work in fire and other emergency incidents where toxins exist. Much of the Department's equipment was purchased prior to 2012, is outdated by NFPA standards, and is either now or will soon be out of the range of serviceability.

Personal Protective Equipment

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis, ensuring that the life span of the equipment does not exceed the 10-year guideline. Through this program, NFD has been able to ensure that all line personnel have two sets of PPE available, enabling them to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps deliver the expected longevity of the equipment and reduces long term health risks faced by personnel. The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat.

School Copier Replacement

School photocopiers are located in all the schools and the administration building and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, and teaching packets. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. The FY2022 request is to replace seven copiers in the following locations: Broadmeadow Room 162, Pollard Rooms 220 and 229, Pollard Classroom M7, and NHS Rooms 609, 503 and 408.

School Furniture

This is an annual appropriation for the replacement of furniture in poor and fair condition throughout the School Department. The FY2022 request is allocated for new classroom furniture as needed for increased enrollment or replacement purposes.

School Technology

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and

access points. This request of \$479,650 reflects the School Department's classroom technology standard and the decision in FY2017 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. The FY2022 request includes \$366,650 for hardware and \$113,000 for infrastructure replacement.

Broadmeadow School Technology Room Conversion

The School Committee implemented Full-Day Kindergarten in September 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom to open during School Year 2022/23.

Hillside School Boiler Installation Design

The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly difficult. While the building is no longer being used as a school, it is still in use as swing space. The boilers are necessary in order to prevent the building from freezing and causing major damage. This request is for the design phase of the project. Any salvageable parts will be kept, providing spare parts for boiler #2. Boiler #1 will be replaced with a new boiler.

Pollard School Feasibility Study

The purpose of this study is to provide sufficient development of the School Committee's preferred option at Pollard School for the purpose of allowing the Town to make informed decisions about the retrofit/replacement of systems and or building elements, until the renovation work can occur. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of the preferred renovation option and allow modifications within the current Pollard that would later be in concert with future plans. This request complements the projects proposed as part of a multi-project strategic plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools.

Auditorium Theatrical Sound and Lighting Systems Needs Assessment

This project is to conduct a needs assessment/feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include: speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats; sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production; and amplification equipment (such as wireless receivers and microphones) that are insufficient in number and/or broken. The lighting systems include fixtures that are partially non-functioning, and uncoordinated with sound delivery. Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades.

Permanent Message Boards

This request is for permanently installed message boards to communicate with residents. Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice. This project will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely. The plan is to fund one message board per year. Unless circumstances require otherwise, this funding would support a permanent message board near the intersection of Dedham Avenue and South Street.

Energy Efficiency Upgrade Improvements

This program supports on-going energy efficiency upgrades throughout Town and School buildings. Due to COVID-19, during FY2021, the Building Maintenance Division conducted a recommissioning of all School buildings throughout Town with the goal of increasing air flow in all occupied spaces, correcting controls, and making repairs to the mechanical systems. Many of the pieces of equipment were not designed with the intention of operating at this magnitude, therefore these systems will need to be reevaluated. This request is intended for a review of keeping the systems operating at the necessary level for increased air flow while also evaluating their energy consumption. These systems will need to be rebalanced with both goals in mind. Performing a review of these systems will lead to a list of recommended adjustments that will help inform the upcoming years' Energy Efficient Upgrades submissions.

RTS Property Improvements

This article will be used to fund improvements to the Recycling and Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The RTS composting operation is presently under a Conservation Commission Negative Determination of Applicability (NDA) resulting from adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will also assist the Town in complying with its 2016 NPDES MS4 Permit. The plan is to grade and pave the existing dirt road behind the salt shed, which is the main access to the salt shed for deliveries and loading. This work will stabilize the road, preventing drainage and runoff problems and prevent erosion of soil into the wetlands adjacent to the RTS.

DPW Specialty Equipment

Specialty equipment fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. In FY2022, the DPW is requesting funding for a specialty mower for the Parks and Forestry Division. This small mower (Unit 334) performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a higher quality cut and playing surface. It also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers, it can cut fields even after heavy rains.

Library Technology

This capital request is for the three remaining years of a four-year Library Technology Plan. Year one was funded at the Annual Town Meeting held on June 8, 2020. Unless circumstances require otherwise, FY2022 funding is proposed for the replacement of 29 public computers (Adult 20; Young Adult 4; Children's 4, Community Room 1), and two self check-out computers. The equipment was originally purchased in 2013.

Ridge Hill Building Demolition

The 2019 Annual Town Meeting approved \$50,000 in feasibility funding for the demolition of buildings at the Ridge Hill site. This request would fund the demolition of the Ridge Hill Manor House and Garage at

463 Charles River Street. The existing barn structure is excluded from this scope. Most of the Ridge Hill Reservation is under the jurisdiction of the Conservation Commission, with approximately three acres under the authority of the Select Board. The demolition scope of work includes hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition.

General Fund Fleet Replacement Program

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of approximately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUVs, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general-purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2022 fleet replacement schedule is as follows.

General Fund Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
712	Ford Econ Van E250	DPW Building Maintenance	2011	Utility Van Class 2	\$69,831
756	SUV Hybrid	DPW Building Maintenance	2010	SUV Hybrid	\$50,814
45	Ford E150 Van	DPW Engineering	2012	Utility Van	\$54,973
32	Ford F350	DPW Highway	2012	Work Truck Class 3 Pick-up	\$61,916
C-02	Chevy Tahoe	Fire Department	2016	Public Safety Response Vehicle	\$62,540
Van 10	Toyota Sienna	School Department	2015	Passenger Van	\$51,419
Van 9	Toyota Sienna	School Department	2014	Passenger Van	\$51,419

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
10	International 7400	DPW Highway	2010	Heavy Duty Truck Class 8 Large Dump	\$284,119
39	Ford F550	DPW Highway	2012	Work Truck Class 5 Dump	\$94,210
R-03	Ford 450 Ambulance	Fire Department	2008	Ambulance	\$353,843

ARTICLE 36: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,639,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI under 70 for resurfacing and specialized treatment, and a PCI under 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. Target funding for street resurfacing in FY2022 is \$990,000.

Sidewalk Program

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvement including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2022 is \$545,000.

Intersection Improvements

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The intersection of Highland Avenue and West Street has aging traffic control infrastructure and can be unreliable. The signals have only one timer, which only allows for one traffic pattern regardless of the time of day. This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principles. Target funding for intersection improvements is \$860,000.

Storm Drain Capacity Improvements

The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstance require otherwise, FY2022 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the

recently extended Greendale Avenue drain project to provide additional stormwater capacity. Target funding for storm drain capacity improvements is \$85,000 for the design phase of this project.

Brooks and Culverts

Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. The Town is requesting funding to hire a consultant to assist with a Master Plan to address deficiencies with the brooks and culverts. This would help to better comply with NPDES requirements. The brooks and culvert requests within the infrastructure article moving forward would be based upon the recommendations of the Master Plan. Target funding for brooks and culverts is \$159,000 in FY2022.

ARTICLE 37: APPROPRIATE FOR PUBLIC SAFETY BUILDINGS CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$1,700,000 in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, and all other costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto

INSERTED BY: Select Board

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

Article Information: The Public Safety Building project consists of the reconstruction of Fire Stations 1 and 2, and the Police Station. This capital request is for additional costs to the Public Safety project to account for unforeseen COVID-19 related expenses incurred to enable continuation of work to proceed, keeping the project within established timetables. In addition, soil contamination was found at Fire Station 2 while excavating foundations. In order to mitigate this situation and meet current environmental standards and regulations unforeseen costs were incurred. These costs were outside of predictability at the time of budget estimates and were not carried within the contingency line item that was identified for the project.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$332,531 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$332,531	
		\$332,531	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
29	Int'l 7400 Dump	Sewer	2008	Heavy Duty Class 8 Dump Truck	\$332,531

ARTICLE 39: APPROPRIATE FOR SEWER MAIN REPLACEMENT

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$363,000 for sewer main replacement, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §7(1), G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of this amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or reline the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys wastewater from numerous sewer lines. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. This request is for DPW to complete the design and construction

phases of the removal of the blockage, including updating the current MassDOT permit to allow for this work and CCTC investigations of the buried manholes. Additionally, the consultant will provide a contingency plan in case of complications or breakage due to the removal of the blockage. This work is necessary in order to continue with the replacement of the sewer main.

ARTICLE 40: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,016,634 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Water Distribution System Improvements/Rosemary	\$460,000	
Water	Water Distribution System Improvements/South Street	\$250,000	
Water	Fleet Replacement Program	\$306,634	
		\$1,016,634	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Water Distribution System Improvements/Rosemary

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. There is a water main that is currently located under Rosemary Lake, making leaks difficult to detect and repairs difficult to conduct. The 8" water main under the lake will be removed and relocated to Rosemary Street. This request is for the construction phase of the project – the design was funded in FY2020.

Water Distribution System Improvements Design/South Street

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. This request is for the design of the replacement of the water main pipe on South Street between Charles River Street and Chestnut Street. It is past its useful life and has had numerous breaks in recent years.

Water Fleet Replacement – Core Fleet

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
40	Ford F350	Water	2012	Work Truck Class 4 Utility	\$78,745

Water Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
30	Ford F550	Water	2012	Work Truck Class 5 Swap Body	\$135,452
25	Ford F450	Water	2012	Work Truck Class 5 Dump	\$92,437

ARTICLE 41: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$1,000,000 for Water Service Connections, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §8, G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Select Board and Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *There are approximately 800 services containing lead remaining to be replaced. The Town currently has in place water treatment practices that reduce the corrosion on lead components, as well as a rigorous testing program. Originally, this program was to replace any components containing lead prior to road repaving, but the Town is ahead of that schedule and continuing to remove any necessary components. Once all lead is removed from the Town system, the Water Division will continue to provide corrosion control through water treatment practices because plumbing inside buildings may still contain lead. Previously, this request has been presented as an annual funding request of \$200,000; due to variability in years, the request has changed to be a \$1,000,000 request every four to five years to allow for continuous replacement.*

TOWN RESERVE ARTICLES

ARTICLE 42: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$30,815 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of March 15, 2021 was \$270,101.

ARTICLE 43: APPROPRIATE TO WORKERS COMPENSATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$337,000 to the Workers Compensation Fund, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The balance in the Reserve as of July 1, 2020 was \$763,248.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 44: ACCEPTANCE OF PROVISIONS OF M.G.L. CHAPTER 41 SECTION 111F – SPECIAL INJURY LEAVE INDEMNITY FUND

To see if the Town will vote to accept the fourth paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund, or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 45: FOSTER CARE TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70; or take any other action relative thereto.

INSERTED BY: School Committee

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

Article Explanation: Under the Every Student Succeeds Act (ESSA), children in foster care are required to remain in their School of Origin as long as it is deemed to be in the best interest of the child. The School of Origin is responsible for funding the cost of transporting the foster care child to and from school. The Executive Office of Health and Human Services (EOHHS), in a partnership with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE), has developed a methodology that could reimburse a share of these transportation costs through Title IV-E, a section of the Social Security Act administered by DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services. This voluntary program allows Local Education Authorities (LEAs) such as the Needham Public Schools to report their eligible transportation expenditures for children in foster care to the state to be claimed for federal

reimbursement. It is estimated that LEAs will receive about 20% of reported costs in reimbursement. Reimbursement for transportation expenditures covered by any other federal funding source is not allowable (e.g., special education, homeless, Title I, etc.), even if that transportation is for a child in foster care, in order to avoid potential duplication of claiming.

The aforementioned agencies (DCF, EOHHS and DESE) have developed a voluntary, supplemental foster care transportation reimbursement program under the authority of M.G.L. Ch. 44 s. 70. Under this statute, a city or town, by vote of its town meeting, town council or city council, and with the approval of the selectmen, town manager or mayor, can authorize the LEA to enter into contracts to seek federal reimbursement for activities being carried out by the municipality, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues. If authorized, Needham could begin submit claims in FY22 for the foster care transportation expenses it has incurred in FY2021. (Although federal rules allow for a maximum of eight quarters of claiming, the DESE program will process claims for the prior fiscal year only.) Although anticipated FY2021 expenditures are small (\$945, which would yield a reimbursement of approximately \$189 at 20% in the first year of implementation), expenditures vary from year to year on a case-specific basis. FY20 expenditures totaled \$14,960, for instance, which could have yielded a potential reimbursement of \$2,992 had this program been implemented in the current year. At present, the payments received under this program would be received by the General Fund.

ARTICLE 46: SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E; or take any other action relative thereto.

INSERTED BY: School Committee

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

Article Explanation: M.G.L. Chapter 40, s. 13 E, as authorized by Section 24 of Chapter 218 of the Acts of 2016, provides for the establishment of a Special Education Stabilization Fund. Although special education expenses are normally paid from the school operating budget, these expenses can increase unexpectedly by hundreds of thousands of dollars to meet Individualized Educational Plan requirements or changing student needs. A special education reserve fund would provide a transparent and manageable way to address extraordinary and unanticipated increases in special education, tuition and transportation, that otherwise could not be met by existing operational resources. Under the law, a school district, by a majority vote of both the school committee and the legislative body, may establish and appropriate (or transfer) money to a reserve fund to be utilized in upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund is limited to two per cent of the annual net school spending of the school district. Additionally, funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board. Once the fund is established, the Department of Elementary and Secondary Education allows the School Committee to include a separate line item within its annual budget request to appropriate monies into the stabilization fund. Alternatively, Town Meeting could take separate action to appropriate funds to the SPED Reserve Fund, by majority vote. The School Department desires to create such a fund to provide a source of funding for extraordinary, unbudgeted increases in special education costs, including out of district tuitions and transportation. The balance in the fund would be built up gradually over time, via annual appropriations to the fund. The proposed first year contribution to the fund would be made in FY2023, as part of the Town's regular budgeting process.

ARTICLE 47: AMEND GENERAL BY-LAW – AUTHORIZE TOWN CLERK TO ENSURE CONSISTENCY IN NUMBERING

To see if the Town will vote to insert a new Section 1.15 of the General By-Laws as follows: “The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity;” or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Explanation: Amendments to the General By-laws of the Town of Needham often include the insertion of new sections and the re-numbering of existing sections. On occasion, the number or lettering included in an approved amendment is inconsistent with the existing By-laws. If approved, this article will authorize the Town Clerk to make non-substantive corrections to ensure that the By-law number and lettering system is accurate.

ARTICLE 48: NEEDHAM UNITE AGAINST RACISM RESOLUTION

To see if the Town will adopt a Resolution to support the Racial Equity Vision Statement and Guiding Principles recommended by the Needham Unite Against Racism Initiative Working Group and approved by the Select Board; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: The Select Board voted to create the Needham Unite Against Racism Initiative (NUARI) and appointed the NUARI Working Group. One of the charges for the Working Group was to articulate a recommended vision for racial equity in Needham, and guiding principles to inform future actions. At its meeting on March 22, 2021 the NUARI working Group voted a vision statement and guiding principles, that was the adopted by the Select Board on March 23, 2021. The Vision Statement and Guiding Principles are as follows:

Racial Equity Vision Statement

Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.

- *We will work collaboratively and democratically toward a just, equitable, antiracist community.*
- *We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.*
- *We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.*
- *We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.*

- *We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.*
- *We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes and behaviors.*

Guiding Principles in Support of The Vision Statement For Racial Equity In The Town Of Needham

1. *Racial equity in Needham means that the experiences of people of color are the same as those of the white majority – from day to day interactions, housing opportunities, interactions with the police and other first responders, employment, and educational opportunities, etc. On the path to racial equity...*
 - *People of color will see others of color in leadership roles in government, business, the school system, and civic groups.*
 - *Our community will have opportunities to learn a more complete version of American history and its relevance to today's challenges.*
 - *Students in schools will experience equity with regard to all aspects of their education (e.g. placement, acknowledgement, recognition, engagement, discipline, curriculum and co-curricular involvement).*
 - *People of color will feel safe, validated and treated equitably with respect to public safety (e.g. arrests, use of force, motor vehicle stops, traffic infractions, handcuffing, and criminal applications).*
 - *People of color will feel safe, validated, included and treated equitably in all Town-related activities (e.g. town meeting/government, services and events).*
 - *In the decision making process, the voices and experiences of people of color will be honored and respected as valid (e.g. equity in hiring, engagement and promotion, programs and events are inclusive and equity minded, intentional anti-bias efforts are employed in all considerations).*
 - *All races will want to live here – Needham will be a desirable community for everyone. The town will take proactive measures to support a more racially and economically diverse and inclusive population (e.g. housing access, mixed income and diversity of housing stock).*
2. *A healthy and equitable community recognizes the harm created by implicit bias, intolerance and racism and strives to embrace diversity and inclusion by using a racial equity lens to promote anti-racist behaviors and attitudes in all aspects of civic and inter-personal living.*
3. *We value lifelong/ongoing self and group learning and critical social analysis to acknowledge and to further understand the dominance of white culture and privilege throughout US history, and the importance of disrupting racial structures that perpetuate it.*
4. *Becoming anti-racist means that we must tackle our own implicit bias, intolerance and discriminatory lenses - thus, bringing about restorative justice, healing and reconciliation to truly bring together the community we live in.*
5. *All members of the community commit to engaging with good will and respect in order to repair and build healthy relationships.*

Support of this non-binding resolution by Town Meeting will be a further signal to the community of the importance of racial equity in our Town.

ARTICLE 49: CITIZENS' PETITION – STORAGE OF RECEPTACLES USED FOR HOUSEHOLD WASTE DISPOSAL PICKUP AT RESIDENTIAL PROPERTIES BY COMMERCIAL VENDORS

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

INSERTED BY: Select Board on behalf of Joseph L. Leghorn, et. al.

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

Article Explanation: This petition, if enacted, would regulate the storage of curbside household waste receptacles other than the period 9:00 p.m. the day before and 9:00 p.m. the day of trash pick-up.

ARTICLE 50: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee,

2021 May Special Town Meeting Warrant

to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

Given under our hands at Needham aforesaid this 9th day of March 2021.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A true copy,
ATTEST _____ 2021
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2020**

Budget	Date of Action	Amount
Planning and Community Development - Consulting Services	18-Dec-19	\$30,000
Total Approved from General Reserve Fund		\$30,000
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

2021 May Special Town Meeting Warrant

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 19, 2021 (Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>GENERAL GOVERNMENT</u>		
Select Board/Town Manager		
Town Manager	Contract	Contract
Assistant Town Manager/Dir. of Ops.	K-28	\$131,713 - \$163,311
Director of Human Resources	K-25	\$107,626 - \$133,469
Support Services Manager	K-22	\$83,514 - \$103,552
Public Information Officer	GE-21	\$73,183.50 - \$91,845.00
Economic Development Manager	GE-21	\$73,183.50 - \$91,845.00
Asst. Dir. Of Human Resources	GE-20	\$68,289.00 - \$85,605.00
Benefits Administrator	GE-18	\$56,647.50 - \$71,058.00
Administrative Coordinator - HR	G-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Town Clerk</u>		
Town Clerk	Elected	Elected
Assistant Town Clerk	GE-18	\$56,647.50 - \$71,058.00
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Specialist	I-14	\$23.47 - \$29.43
<u>Legal</u>		
Town Counsel	Sch C	\$75,140
<u>FINANCE</u>		
<u>Assessors</u>		
Director of Assessing	K-24	\$99,580.00 - \$123,489.00
Asst. Director of Assessing	GE-20	\$68,289.00 - \$85,605.00
Field Assessor	I-18	\$29.05 - \$36.44
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 1	I-12	\$19.70 - \$24.73
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	K-28	\$131,713 - \$163,311
Finance & Procurement Coordinator	GE-21	\$73,183.50 - \$91,845.00
<u>Accounting</u>		
Town Accountant	K-24	\$99,580.00 - \$123,489.00
Assistant Town Accountant	GE-20	\$68,289.00 - \$85,605.00
Payroll Coordinator	I-18	\$29.05 - \$36.44
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Specialist	I-14	\$23.47 - \$29.43
<u>Information Technology Center</u>		
Director, MIS	K-25	\$107,626 - \$133,469
Network Manager	IE-23	\$83,908.50 - \$105,261.00
Applications Administrator	IE-20	\$68,289.00 - \$85,605.00
GIS/Database Administrator	IE-20	\$68,289.00 - \$85,605.00
Technology Support Technician	I-19	\$31.89 - \$40.01
Computer Operator	I-15	\$25.75 - \$32.31

2021 May Special Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$99,580.00 - \$123,489.00
Assistant Treasurer/Collector	GE-20	\$68,289.00 - \$85,605.00
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Assistant 1	I-12	\$19.70 - \$24.73
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$62,185.50 - \$78,019.50

PUBLIC SAFETY

<u>Police Department</u>		
Police Chief	Contract	Contract
Deputy Police Chief	K-27	\$123,667 - \$153,356
Lieutenant	P-3	\$116,894 - \$130,292
Sergeant	P-2	\$34.69 - \$41.20
Police Officer	P-1	\$24.24 - \$33.51
Animal Control Officer	GU-16	\$25.63 - \$32.17
Administrative Specialist	I-15	\$25.75 - \$32.31
Police Maintenance Assistant	GU-15	\$24.14 - \$30.29
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief, Operations	F-5	\$51.30 - \$56.08
Deputy Fire Chief	F-4	\$40.92 - \$48.59
Fire Captain	F-3	\$38.88 - \$42.51
Fire Lieutenant	F-2	\$32.99 - \$39.09
Firefighter	F-1	\$24.85 - \$33.02
Fire Inspector (40 hours)	F-1	\$26.09 - \$34.65
Emergency Management Program Administrator	GE-22	\$78,351 - \$98,299.50
Fire Director of Administrative Services	IE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Public Safety Dispatch Supervisor	GU-19	\$29.90 - \$37.51
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
<u>Building</u>		
Building Commissioner	K-24	\$99,580 - \$123,489
Assistant Building Commissioner	GE-21	\$73,183.50 - \$91,845
Inspector of Plumbing and Gas	G-19	\$31.89 - \$40.01
Inspector of Wires	G-19	\$31.89 - \$40.01
Local Building Inspector	G-20	\$35.02 - \$43.90
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

2021 May Special Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
PUBLIC WORKS		
<u>Administration</u>		
Director of Public Works	K-28	\$131,713 - \$163,311
Assistant Director of Public Works	K-26	\$115,672 - \$143,425
Director of Finance & Administration/Public Services	K-24	\$99,580 - \$123,489
Compliance Coordinator	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Senior Admin. Coordinator	I-17	\$28.16 - \$35.32
Department Specialist	I-14	\$23.47 - 29.43
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Engineering Division</u>		
Town Engineer	K-26	\$115,672 - \$143,425
Assistant Town Engineer	GE-22	\$78,351 - \$98,299.50
Contract Administrator	GE-21	\$73,183.50 - \$91,845
Civil Engineer	GE-19	\$62,185.50 - \$78,019.50
Senior AutoCad Technicain	GU-19	\$29.90 - \$37.51
Survey Party Chief	GU-18	\$27.23 - \$34.16
AutoCad Technician	GU-16	\$25.63 - \$32.17
Engineering Aide	GU-15	\$24.14 - \$30.29
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$83,514 - \$103,552
Master Mechanic	W-7	\$30.41 - \$36.81
Equipment Mechanic	W-5	\$25.71 - \$31.39
<u>Highway Division</u>		
Division Super. Highway	K-24	\$99,580 - \$123,489
Assistant Superintendent - Highway	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 2	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$99,580 - \$123,489
Assistant Superintendent - Parks	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Tree Climber	W-4	\$23.96 - \$29.37
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$99,580 - \$123,489
Assistant Superintendent - RTS	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 1	W-4	\$23.96 - \$29.37
HMEO	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83

2021 May Special Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$99,580 - \$123,489
Water Treatment Facility Manager	GE-21	\$73,183.50 - \$91,845
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Pumping Station Operator	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$115,672 - \$143,425
Assistant Director of Building Maintenance	GE-21	\$73,183.50 - \$91,845
Facility Operations Shift Supervisor	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Senior Custodian 2	BC-3	\$25.40 - \$30.37
Senior Custodian 1	BC-2	\$24.21 - \$28.94
Custodian	BC-1	\$21.10 - 25.22
HVAC Technician	BT-4	\$32.60 - \$39.24
Carpenter	BT-3	\$28.59 - \$34.40
Plumber	BT-3	\$28.59 - \$34.40
Electrician	BT-3	\$28.59 - \$34.40
Craftsworker	BT-2	\$26.03 - \$31.31
Warehouse Person	BT-1	\$23.69 - \$28.49
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$68,289 - \$85,605
Chief Pumping Station Operator	W-7	\$30.41 - \$36.81
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Pumping Station Operator	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	BT-2	\$26.03 - \$31.31

PUBLIC FACILITIES

<u>Division of Public Facilities</u>		
Director of Design and Construction	K-26	\$115,672 - \$143,425
Senior Project Manager	K-24	\$99,580 - \$123,489
Project Manager	K-22	\$83,514 - \$103,552
Administrative Specialist	I-15	\$25.75 - \$32.31

HEALTH AND HUMAN SERVICES

<u>Division of Public Health</u>		
Director of Health and Human Services	K-26	\$115,672 - \$143,425
Assistant Director of Public Health	GE-22	\$78,351 - \$98,300
Assistant Director of Public Health for Nursing and Behavioral Health	GE-22	\$78,351 - \$98,300
Environmental Health Agent	I-20	\$35.02 - \$43.90
Public Health Nurse	IE-20	\$68,289 - \$85,605
Program Coordinator	G-16	\$27.34 - \$34.31
Sr. Substance Use and Prevention Program Coordinator	GE-20	\$68,289 - \$85,605
Administrative Coordinator	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

2021 May Special Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$99,580 - \$123,489
Assistant Director of Aging Services/Counseling and Volunteers	GE-21	\$73,184 - \$91,845
Assistant Director of Aging Services/Programs and Transportation	GE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Program Coordinator	G-16	\$27.34 - \$34.31
Assistant Program Coordinator	G-15	\$25.75 - \$32.31
Social Worker 2	IE-19	\$62,185.50 - \$78,019.50
<u>Division of Youth & Family Services</u>		
Director of Youth and Family Services	K-23	\$91,560 - \$113,533
Social Worker 2	IE-19	\$62,185.50 - \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43

PLANNING & COMMUNITY DEVELOPMENT

<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$107,626 - \$133,469
Assistant Town Planner	GE-19	\$62,185.50 - \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43
<u>Community Development</u>		
Director of Conservation	K-22	\$83,514 - \$103,552
Conservation Specialist	I-17	\$28.16 - \$35.32
Administrative Specialist	I-15	\$25.75 - \$32.31

CULTURE AND LEISURE SERVICES

<u>Library</u>		
Director of Public Library	K-24	\$99,580 - \$123,489
Assistant Director of Public Library	GE-21	\$73,183.50 - \$91,845
Children's Librarian	GE-18	\$56,647.50 - \$71,058
Library Reference Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Children's Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Technology Specialist/Archivist	GE-19	\$62,185.50 - \$78,019.50
Library Technical Services Supervisor	GE-19	\$62,185.50 - \$78,019.50
Reference Librarian/Audio Visual Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Program Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Young Adult	GE-18	\$56,647.50 - \$71,058
Library Circulation Supervisor	GE-17	\$54,912 - \$68,874
Assistant Children's Librarian	G-15	\$50,212.50 - \$63,004.50
Assistant Cataloger	G-14	\$45,766.50 - \$57,388.50
Library Assistant	G-13	\$42,100.50 - \$52,825.50
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$99,580 - \$123,489
Assistant Director, Park & Recreation	GE-22	\$78,351 - \$98,299.50
Recreation Supervisor	I-16	\$27.34 - \$34.31
Administrative Specialist	I-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43

NEEDHAM PUBLIC SCHOOLS

OPERATING BUDGET CLASSIFICATION

	Budgeted FY 2018 Funded FTE	Budgeted FY2018 Salary * Minimum	Budgeted FY2018 Salary * Maximum	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum
Superintendent	1.00	224,155	224,155	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155
Central Administrators	4.00	150,225	173,124	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194
High School Principal	1.00	152,205	152,205	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084
Middle School Principals	2.00	143,150	143,350	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340
Elementary Principals	5.00	127,250	142,250	5.00	132,340	147,940	5.00	138,012	152,013	5.00	140,772	155,053
High School Assistant Principals	3.00	95,209	133,558	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780
Middle School Assistant Principals	2.60	90,080	128,276	2.60	93,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992
Elementary Assistant Principals	3.00	81,324	119,361	3.10	88,200	127,473	3.50	89,523	129,385	4.10	95,940	135,915
K-12 Directors	7.00	84,904	131,107	7.00	87,664	141,128	7.00	89,512	135,724	7.80	99,750	141,330
Directors of Special Education	2.50	83,307	132,593	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060
Special Education/ 6-8 Curriculum Coordinators	10.97	83,715	123,849	8.17	86,436	127,874	-	NA	NA	-	NA	NA
Middle School Department Chairs/ SpEd Coordinators **							9.37	87,732	129,792	8.87	94,400	129,800
Assistant Athletic Director **	0.50	51,745	51,745	0.50	60,833	60,833	0.50	63,266	63,266	0.50	68,318	78,113
High School Department Chairs/ Director of Literacy K-8/ Athletic Director							6.00	89,925	143,245	5.70	98,400	151,875
Department Chairs/ K-8 Curriculum Coordinators	6.00	85,808	126,945	5.30	88,597	131,071	-	NA	NA	-	NA	NA
Teachers/ Guidance Counselors/ Psychologists/ Therapists **	485.62	48,987	103,378	495.25	50,089	105,704	510.13	50,841	107,289	522.62	51,858	109,435
Nurses **	8.81	48,987	103,378	9.01	50,089	105,704	11.05	50,841	119,462	12.05	51,240	135,000
Instructional Assistants **	113.46	\$17.21515/hr	\$33.89933/hr	114.19	\$17.04/hr	\$33.56/hr	133.37	\$17.22/hr	\$33.90/hr	135.20	\$17.30/hr	\$34.22/hr
Permanent Substitutes	3.29	\$16.43/hr	\$18.57/hr	4.29	\$17.09/hr	\$18.94/hr	5.29	\$17.41/hr	\$35.96/hr	2.86	\$10.35/hr	\$24.29/hr
Network Administrator/ Engineer	2.00	75,366	114,857	2.00	78,380	119,451	2.00	81,516	124,229	2.00	73,100	130,418
Information Technology /Database Administrators	4.00	88,105	124,384	4.00	91,629	129,359	4.00	85,000	134,434	5.00	85,235	146,539
Instructional Technology Operations Manager	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Computer Technicians	6.94	\$25.92/hr	\$33.27/hr	6.96	\$26.44/hr	\$33.94/hr	5.96	\$27.10/hr	\$34.79/hr	5.96	\$27.37/hr	\$35.14/hr
School Office Assistants	12.69	\$15.74/hr	\$20.93/hr	12.32	\$16.05/hr	\$21.35/hr	11.83	\$17.64/hr	\$23.32/hr	11.82	\$17.82/hr	\$23.55/hr
Mail Carrier/Production Center Operator	1.00	\$19.36/hr	\$25.73/hr	1.00	\$21.15/hr	\$27.98/hr	1.00	\$21.68/hr	\$28.68/hr	1.00	\$21.90/hr	\$28.97/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll Clerks **	35.00	\$19.36/hr	\$31.21/hr	36.07	\$20.73/hr	\$31.83/hr	40.92	\$21.68/hr	\$32.63/hr	40.14	\$21.90/hr	\$32.96/hr
Director of Planning & Community Education **	0.20	122,540	122,540	0.20	127,442	127,442	0.44	132,540	132,540	0.44	138,191	138,191
Volunteer Coordinator **	0.09	43,154	43,154	0.09	45,760	45,760		NA	NA		NA	NA
Executive/Administrative Secretaries **	3.97	70,931	100,472	3.97	67,512	96,607	3.97	70,213	56,950	3.97	64,450	109,502
Bus/Van Drivers	6.57	\$16.68/hr	\$25.04/hr	6.57	\$17.10/hr	\$25.67/hr	8.18	\$17.52/hr	\$25.80/hr	8.46	\$17.78/hr	\$26.43/hr
Bus/Van Monitors **	1.28	\$14.47/hr	\$16.06/hr	1.29	\$14.83/hr	\$16.46/hr	1.29	\$16.06/hr	\$16.06/hr	1.29	\$16.30/hr	\$16.30/hr
Community Ed Marketing & Registration Mgr/ Volunteer Coordinator **							0.36	47,590	47,590	0.36	60,803	78,113
Human Resources Specialist **	0.97	62,733	62,733	0.97	65,242	65,242	0.97	65,816	65,816	0.97	73,100	83,582
Lead Payroll Supervisor **	0.97	69,022	69,022	0.97	71,783	71,783	0.97	70,720	70,720	0.97	85,235	97,456
Lead Accountant **	0.98	75,974	75,974	0.98	79,013	79,013	0.98	82,173	82,173	0.98	85,235	97,456
Business & Operations Coordinator	1.00	86,852	86,852	1.00	90,327	90,327	1.00	93,940	93,940	1.00	85,235	97,456
Asst. Director Finance & Human Resources	2.00	85,000	97,760	2.00	88,400	101,670	2.00	91,936	105,737	2.00	95,769	123,036
Total	739.40			749.31			794.18			808.36		
	-			-			-			-		

* All salaries expressed in full-time equivalent terms

** Partially Funded in Operating Budget

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DEBT
APPENDIX
A

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Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
Public Services Administration Building (Series I)						240,000							
Interest						3,600							
Public Services Administration Building (Series I)	27-Oct-08	5	4,000,000	01-Aug-26	3.16%	243,600							
Public Services Administration Building (Series II)						75,000	75,000	75,000	75,000	75,000			
Interest						11,438	9,094	6,563	3,938	1,313			
Public Services Administration Building (Series II)	27-Oct-08	5	1,000,000	01-Dec-24	3.07%	86,438	84,094	81,563	78,938	76,313			
Town Hall (Series III)						25,000	25,000	25,000	25,000	25,000	25,000	25,000	
Interest						4,656	4,031	3,375	2,656	1,906	1,156	391	
Town Hall (Series III)	18-May-09	35	385,000	01-Aug-26	2.63%	29,656	29,031	28,375	27,656	26,906	26,156	25,391	
Kendrick Street Bridge Repair						75,000	75,000						
Interest						2,813	938						
Kendrick Street Bridge Repair	12-May-10	35	750,000	01-Aug-21	2.21%	77,813	75,938						
Public Services Administration Building (Series III)						10,000	10,000	10,000					
Interest						1,000	600	200					
Public Services Administration Building (Series III)	27-Oct-08	5	100,000	15-Jul-22	3.69%	11,000	10,600	10,200					
59 Lincoln Street & 89 School Street						3,000	3,000	3,000	3,000	3,000	2,000	10,000	4,000
Interest						865	745	625	505	415	365	1,183	120
59 Lincoln Street & 89 School Street	14-May-12	8	52,500	15-Jul-32	2.93%	3,865	3,745	3,625	3,505	3,415	2,365	11,183	4,120
Senior Center (Series I)						50,000	50,000	50,000	50,000	50,000	50,000	240,000	90,000
Interest						19,756	18,256	16,756	15,256	13,756	12,256	37,697	3,544
Senior Center (Series I)	07-Nov-11	14	1,000,000	01-Nov-32	3.38%	69,756	68,256	66,756	65,256	63,756	62,256	277,697	93,544
59 Lincoln Street & 89 School Street						50,000	50,000	50,000	50,000	50,000	50,000	250,000	100,000
Interest						20,500	19,000	17,500	16,000	14,500	13,000	41,063	3,938
59 Lincoln Street & 89 School Street	14-May-12	8	1,005,000	01-Nov-32	3.39%	70,500	69,000	67,500	66,000	64,500	63,000	291,063	103,938
37-39 Lincoln Street						30,000	30,000	30,000	30,000	30,000	30,000	150,000	60,000
Interest						12,300	11,400	10,500	9,600	8,700	7,800	24,638	2,363
37-39 Lincoln Street	16-May-12	31	605,000	01-Nov-32	3.39%	42,300	41,400	40,500	39,600	38,700	37,800	174,638	62,363

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
51 Lincoln Street						50,000	50,000	50,000	45,000	45,000	45,000	225,000	90,000
Interest						18,825	17,325	15,825	14,400	13,050	11,700	36,956	3,544
51 Lincoln Street	13-Nov-12	17	950,000	01-Nov-32	3.39%	68,825	67,325	65,825	59,400	58,050	56,700	261,956	93,544
Senior Center (Series II)						255,000	255,000	255,000	255,000	250,000	250,000	1,250,000	750,000
Interest						119,350	110,425	102,775	93,850	85,000	77,500	262,500	45,000
Senior Center (Series II)	07-Nov-11	14	5,050,000	15-Jul-33	3.54%	374,350	365,425	357,775	348,850	335,000	327,500	1,512,500	795,000
DPW Complex - Garage Bays						80,000	80,000	80,000	80,000				
Interest						6,800	5,200	3,600	2,000				
DPW Complex - Garage Bays	13-May-13	42	800,000	15-May-24	2.09%	86,800	85,200	83,600	82,000				
Senior Center (Series III)						55,000	55,000	55,000	55,000	50,000	50,000	250,000	150,000
Interest						19,900	18,800	17,700	16,600	15,225	13,975	49,950	10,500
Senior Center (Series III)	07-Nov-11	14	1,050,500	15-May-34	2.83%	74,900	73,800	72,700	71,600	65,225	63,975	299,950	160,500
66 - 70 Chestnut Street						70,000	70,000	70,000	70,000	70,000	70,000	350,000	210,000
Interest						32,550	29,750	26,950	24,150	21,350	18,550	57,575	9,450
66 - 70 Chestnut Street	04-Nov-13	22	1,330,000	15-Nov-33	3.35%	102,550	99,750	96,950	94,150	91,350	88,550	407,575	219,450
Central Avenue/Elliott Street Bridge						50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Interest						14,000	12,000	10,000	8,000	6,000	4,000	2,000	
Central Avenue/Elliott Street Bridge	11-May-15	43	500,000	15-Jan-27	4.00%	64,000	62,000	60,000	58,000	56,000	54,000	52,000	
Public Works Infrastructure Program						150,000							
Interest						6,000							
Public Works Infrastructure Program	11-May-15	42	750,000	15-Jan-21	4.00%	156,000							
Central Avenue/Elliott Street Bridge						80,000	80,000						
Interest						6,000	2,000						
Central Avenue/Elliott Street Bridge	11-May-15	43	240,000	15-Jul-21	5.00%	86,000	82,000						
Rosemary Recreational Complex						455,000	300,000	150,000	150,000	150,000	150,000	450,000	
Interest						78,875	60,000	48,750	41,250	33,750	26,250	33,750	
Rosemary Recreational Complex	08-May-17	33	2,260,000	15-Jul-28	5.00%	533,875	360,000	198,750	191,250	183,750	176,250	483,750	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
						2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Memorial Park Building						270,000	85,000	85,000	85,000	75,000	75,000	295,000	
Interest						57,917	32,875	28,625	24,375	20,375	16,625	29,125	
Memorial Park Building	07-May-18	30	970,000	01-Aug-29	5.00%	327,917	117,875	113,625	109,375	95,375	91,625	324,125	
Jack Cogswell Facility						205,000	205,000	205,000	205,000	205,000			
Interest						30,750	41,000	30,750	20,500	10,250			
Jack Cogswell Facility	07-May-18	35	1,025,000	01-Feb-25	5.00%	235,750	246,000	235,750	225,500	215,250			
Memorial Park Building						110,000	110,000	110,000	110,000				
Interest						13,200	16,500	11,000	5,500				
Memorial Park Building	07-May-18	30	440,000	01-Feb-24	5.00%	123,200	126,500	121,000	115,500				
Public Services Administration Building						500	206,000	210,000	215,000	190,000	195,000	185,000	
Interest						33,765	56,250	45,950	35,450	24,700	15,200	7,400	
Public Services Administration Building	27-Oct-08	5	1,201,500	01-Feb-27	4.52%	34,265	262,250	255,950	250,450	214,700	210,200	192,400	
Public Works Infrastructure Program						95,000							
Interest						2,850							
Public Works Infrastructure Program	07-May-18	34	95,000	01-Feb-21	5.00%	97,850							
Pollard School Roof Replacement						70,000	70,000	70,000					
Interest						7,000	4,200	1,400					
Pollard School Roof Replacement	10-Nov-10	10	725,000	15-Jul-22	3.67%	77,000	74,200	71,400					
Pollard School Boiler Replacement						70,000	70,000						
Interest						3,500	1,050						
Pollard School Boiler Replacement	13-May-13	40	565,000	15-Jul-21	3.22%	73,500	71,050						
High School Cafeteria Construction						150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Interest						42,000	36,000	30,000	24,000	18,000	12,000	6,000	
High School Cafeteria Construction	02-Nov-15	11	1,500,000	15-Jan-27	4.00%	192,000	186,000	180,000	174,000	168,000	162,000	156,000	
High School Expansion Construction						650,000	650,000	325,000	325,000	325,000	325,000	1,625,000	1,300,000
Interest						221,000	188,500	164,125	147,875	131,625	115,375	346,125	78,000
High School Expansion Construction	02-Oct-17	11	6,500,000	15-Jul-34	3.86%	871,000	838,500	489,125	472,875	456,625	440,375	1,971,125	1,378,000

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project						DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
TM Vote	Art	Amount Issued	Final Maturity	Average Rate*									
High School Expansion Construction						454,000	255,000	255,000	255,000	255,000	255,000	1,275,000	1,000,000
Interest						229,683	151,700	138,950	126,200	113,450	100,700	313,525	59,375
High School Expansion Construction	02-Oct-17	11	4,004,000	01-Aug-34	4.13%	683,683	406,700	393,950	381,200	368,450	355,700	1,588,525	1,059,375
High School Expansion Construction						5,500							
Interest						165							
High School Expansion Construction	02-Oct-17	11	5,500	01-Feb-21	5.00%	5,665							
Total General Fund Debt Service within the Levy Limit						4,904,058	3,906,639	3,094,919	2,915,105	2,581,365	2,218,453	8,029,876	3,969,833
High School (Series III)						200,000	200,000	200,000	200,000	200,000	200,000	305,000	
Interest						53,450	47,200	40,450	33,700	26,700	19,450	16,150	
High School (Series III)	07-Feb-05	1	3,850,000	01-Jun-28	3.42%	253,450	247,200	240,450	233,700	226,700	219,450	321,150	
High Rock & Pollard School Projects (Series IV)						550,000							
Interest						8,250							
High Rock & Pollard School Projects (Series IV)	16-May-07	41	10,500,000	01-Aug-28	3.35%	558,250							
Newman School Extraordinary Repairs (Series III)						280,000	280,000	280,000	280,000	280,000	280,000	800,000	
Interest						79,600	68,925	61,050	52,650	43,900	34,450	44,125	
Newman School Extraordinary Repairs (Series III)	02-Nov-09	14	5,000,000	01-Oct-28	3.35%	359,600	348,925	341,050	332,650	323,900	314,450	844,125	
Broadmeadow School						655,000	645,000	640,000	630,000				
Interest						86,425	63,700	38,000	12,600				
Broadmeadow School	01-May-00	31	8,400,000	01-Nov-23	3.00%	741,425	708,700	678,000	642,600				
Newman School Extraordinary Repairs (Series IV)						452,000	452,000	452,000	452,000	452,000	448,000	2,240,000	886,000
Interest						158,260	140,180	122,100	104,020	90,460	81,460	263,380	26,580
Newman School Extraordinary Repairs (Series IV)	02-Nov-09	14	9,000,000	15-Jul-32	2.82%	610,260	592,180	574,100	556,020	542,460	529,460	2,503,380	912,580
Newman School Extraordinary Repairs (Series V)						110,000	110,000	110,000	110,000	110,000	110,000	550,000	220,000
Interest						45,100	41,800	38,500	35,200	31,900	28,600	90,338	8,663
Newman School Extraordinary Repairs (Series V)	02-Nov-09	14	2,200,000	01-Nov-32	3.39%	155,100	151,800	148,500	145,200	141,900	138,600	640,338	228,663

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project						DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
TM Vote	Art	Amount Issued	Final Maturity	Average Rate*									
Eliot School						250,000	250,000	245,000	245,000	245,000			
Interest						44,400	34,400	24,500	14,700	4,900			
Eliot School	01-May-00	32	2,562,000	15-Nov-24	3.94%	294,400	284,400	269,500	259,700	249,900			
High School Series 1						460,000	460,000	460,000	455,000	455,000	450,000		
Interest						100,400	82,000	63,600	45,300	27,100	9,000		
High School Series 1	12-May-03	31	4,775,000	15-Nov-25	3.97%	560,400	542,000	523,600	500,300	482,100	459,000		
High Rock School Design						25,000	25,000	25,000	25,000	20,000	20,000	18,500	
Interest						5,840	4,840	3,840	2,840	1,940	1,140	370	
High Rock School Design	01-Nov-06	9	187,770	01-Aug-26		30,840	29,840	28,840	27,840	21,940	21,140	18,870	
High Rock & Pollard School Projects						55,000	55,000	55,000	50,000	50,000	50,000	46,500	
Interest						13,360	11,160	8,960	6,860	4,860	2,860	930	
High Rock & Pollard School Projects	16-May-07	41	429,470	01-Aug-26		68,360	66,160	63,960	56,860	54,860	52,860	47,430	
High School (Series IIA)						495,000	490,000	490,000	485,000	485,000			
Interest						87,900	68,200	48,600	29,100	9,700			
High School (Series IIA)	12-May-03	31	2,991,900	01-Aug-24		582,900	558,200	538,600	514,100	494,700			
Public Works Infrastructure Program						150,000							
Interest						6,000							
Public Works Infrastructure Program	11-May-15	42	750,000	15-Jan-21	4.00%	156,000							
Central Avenue/Elliott Street Bridge						80,000	80,000						
Interest						6,000	2,000						
Central Avenue/Elliott Street Bridge	11-May-15	43	240,000	15-Jul-21	5.00%	86,000	82,000						
Owens Farm Land Purchase						280,000	280,000	280,000	280,000	280,000	280,000	1,400,000	2,940,000
Interest						225,700	214,500	203,300	192,100	180,900	169,700	680,500	639,800
Owens Farm Land Purchase	02-Nov-15	13	7,000,000	15-Jan-42	3.70%	505,700	494,500	483,300	472,100	460,900	449,700	2,080,500	3,579,800
609 Central Land Purchase						25,000	25,000	25,000	25,000	25,000	25,000	125,000	200,000
Interest						17,750	16,750	15,750	14,750	13,750	12,750	48,750	32,594
609 Central Land Purchase	09-May-16	7	730,000	15-Jan-39	3.68%	42,750	41,750	40,750	39,750	38,750	37,750	173,750	232,594

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

							DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
							2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*									
William School Construction Project							720,000	720,000	720,000	720,000	720,000	720,000	3,600,000	9,360,000
Interest							649,800	613,800	577,800	541,800	505,800	469,800	1,837,800	2,022,300
William School Construction Project	05-Oct-16	2	18,000,000	15-Jul-43	3.53%		1,369,800	1,333,800	1,297,800	1,261,800	1,225,800	1,189,800	5,437,800	11,382,300
William School Construction Project							1,210,000	295,000	295,000	295,000	295,000	295,000	1,475,000	3,240,000
Interest							374,225	235,481	220,731	205,981	191,231	176,481	662,631	517,441
William School Construction Project	05-Oct-16	2	7,400,000	01-Aug-41	3.48%		1,584,225	530,481	515,731	500,981	486,231	471,481	2,137,631	3,757,441
Public Safety Building & Station 2 Design							340,000							
Interest							14,167							
Public Safety Building & Station 2 Design	02-Oct-17	11	340,000	01-Aug-20	5.00%		354,167							
Public Safety Buildings Construction							480,000	475,000	470,000	465,000	465,000	465,000	2,305,000	6,440,000
Interest							583,433	410,700	387,075	363,700	340,450	317,200	1,241,550	1,326,813
Public Safety Buildings Construction	10-Oct-18	10	11,565,000	01-Aug-44	3.36%		1,063,433	885,700	857,075	828,700	805,450	782,200	3,546,550	7,766,813
High Rock & Pollard School Projects							500	463,000	470,000	475,000	475,000	480,000	1,425,000	
Interest							102,225	170,350	147,200	123,700	99,950	76,200	113,600	
High Rock & Pollard School Projects	16-May-07	41	3,788,500	01-Feb-29	4.30%		102,725	633,350	617,200	598,700	574,950	556,200	1,538,600	
Public Safety Buildings Construction							1,540,000	895,000	895,000	895,000	895,000	895,000	4,475,000	8,050,000
Interest							395,190	581,650	536,900	492,150	447,400	402,650	1,476,250	840,400
Public Safety Buildings Construction	10-Oct-18	10	18,540,000	01-Feb-40	2.86%		1,935,190	1,476,650	1,431,900	1,387,150	1,342,400	1,297,650	5,951,250	8,890,400
Total General Fund Debt Service Excluded from the Levy Limit							11,414,975	9,007,636	8,650,356	8,358,151	7,472,941	6,519,741	25,241,374	36,750,589

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project						DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
TM Vote	Art	Amount Issued	Final Maturity	Average Rate*									
Town Hall (Series II)						195,000	195,000	195,000	195,000	195,000	195,000	575,000	
Interest						56,150	48,716	43,231	37,381	31,288	24,706	32,516	
Town Hall (Series II)	18-May-09	35	3,500,000	01-Oct-28	3.36%	251,150	243,716	238,231	232,381	226,288	219,706	607,516	
Town Hall (Series III)						80,000	80,000	80,000	80,000	80,000	80,000	80,000	
Interest						14,900	12,900	10,800	8,500	6,100	3,700	1,250	
Town Hall (Series III)	18-May-09	35	1,225,000	01-Aug-26	2.63%	94,900	92,900	90,800	88,500	86,100	83,700	81,250	
Town Hall (Series IV)						55,000	55,000	55,000	55,000	55,000	55,000	255,000	
Interest						15,625	13,425	11,225	9,025	7,375	6,275	14,613	
Town Hall (Series IV)	18-May-09	35	970,000	15-Jul-30	2.80%	70,625	68,425	66,225	64,025	62,375	61,275	269,613	
Rosemary Recreational Complex						200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,600,000
Interest						146,000	136,000	126,000	116,000	106,000	96,000	338,000	198,750
Rosemary Recreational Complex	08-May-17	33	4,000,000	15-Jul-37	3.57%	346,000	336,000	326,000	316,000	306,000	296,000	1,338,000	1,798,750
Rosemary Recreational Complex						471,000	170,000	165,000	165,000	165,000	165,000	805,000	1,115,000
Interest						172,433	110,356	101,981	93,731	85,481	77,231	265,206	110,966
Rosemary Recreational Complex	08-May-17	33	3,221,000	01-Aug-37	3.74%	643,433	280,356	266,981	258,731	250,481	242,231	1,070,206	1,225,966
Rosemary Recreational Complex						7,500							
Interest						225							
Rosemary Recreational Complex	08-May-17	33	7,500	01-Feb-21	5.00%	7,725							
Total CPA Debt Service						1,413,833	1,021,397	988,238	959,638	931,244	902,913	3,366,584	3,024,716
Sewer Rehabilitation						15,000							
Interest						225							
Sewer Rehabilitation	07-Nov-05	9	320,000	01-Aug-28	3.39%	15,225							
Sewer Pump Station GPA						25,000							
Interest						375							
Sewer Pump Station GPA	19-May-08	45	550,000	01-Aug-28	3.36%	25,375							
Sewer Pump Station Reservoir B - MWPAT						283,739	289,906	296,207	302,644	309,222	315,942	1,685,744	726,704
Interest						90,517	84,417	78,184	71,816	65,309	58,660	188,409	23,520
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	15	6,034,290	15-Jan-33	2.15%	374,256	374,323	374,391	374,460	374,531	374,602	1,874,153	750,224

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
Sewer Rehabilitation Interest						70,000	70,000	70,000					
Sewer Rehabilitation	07-Nov-05	9	500,000	15-Nov-22	4.00%	77,000	74,200	71,400					
MWRA Sewer System Rehab - I/I Work No Interest						35,910	35,910	35,910					
MWRA Sewer System Rehab - I/I Work	11-Jun-18	48	179,548	15-May-23		35,910	35,910	35,910					
MWRA Sewer System Rehab - I/I Work No Interest						88,000	88,000	88,000	88,000	88,000			
MWRA Sewer System Rehab - I/I Work			440,000	15-Nov-24		88,000	88,000	88,000	88,000	88,000			
Sewer Rehabilitation Interest							6,000	5,000	5,000	5,000	5,000	10,000	
Sewer Rehabilitation	07-Nov-05	9	36,000	01-Feb-28	4.39%	990	1,650	1,350	1,100	850	600	600	
Sewer Rehabilitation						990	7,650	6,350	6,100	5,850	5,600	10,600	
Wastewater System Rehabilitation Interest						26,000	20,000						
Wastewater System Rehabilitation	10-May-17	48	46,000	01-Feb-22	5.00%	1,380	1,000						
Wastewater System Rehabilitation						27,380	21,000						
Total Sewer Fund Debt Service						644,136	601,082	576,050	468,560	468,381	380,202	1,884,753	750,224
Water System Rehabilitation Interest						5,000							
Water System Rehabilitation	15-May-06	71	100,000	01-Aug-28	3.41%	75							
Water System Rehabilitation						5,075							
Water Distribution System Rehabilitation Interest						25,000	25,000	25,000	25,000	25,000			
Water Distribution System Rehabilitation	18-May-09	56	400,000	01-Dec-24	3.02%	3,813	3,031	2,188	1,313	438			
Water Distribution System Rehabilitation						28,813	28,031	27,188	26,313	25,438			
MWPAT Water DWS-08-24 Interest						39,253	40,043	40,848	41,669	42,506	43,361	230,234	
MWPAT Water DWS-08-24	19-May-08	47	765,335	15-Jul-30	2.00%	9,853	9,001	8,131	7,244	6,339	5,416	12,572	
MWPAT Water DWS-08-24						49,106	49,044	48,979	48,913	48,845	48,777	242,806	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project						DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
TM Vote	Art	Amount Issued	Final Maturity	Average Rate*									
St Mary's Pump Station						100,000	100,000	100,000	100,000	100,000	100,000	500,000	295,000
Interest						38,775	36,775	34,775	32,775	30,275	27,775	99,025	20,475
St Mary's Pump Station	13-May-13	47	1,995,000	15-May-34	2.85%	138,775	136,775	134,775	132,775	130,275	127,775	599,025	315,475
Water Main Improvements						40,000	40,000	40,000	40,000	40,000			
Interest						7,200	5,600	4,000	2,400	800			
Water Main Improvements	19-May-08	47	400,000	15-Nov-20	3.95%	47,200	45,600	44,000	42,400	40,800			
St Mary's Pump Station						90,000	90,000	90,000	90,000	90,000	90,000	450,000	260,000
Interest						41,550	37,950	34,350	30,750	27,150	23,550	72,525	11,550
St Mary's Pump Station	13-May-13	47	1,700,000	15-Nov-33	3.36%	131,550	127,950	124,350	120,750	117,150	113,550	522,525	271,550
Water System Rehabilitation						120,000	120,000	115,000					
Interest						11,800	7,000	2,300					
Water System Rehabilitation	15-May-06	71	638,000	15-Nov-22	4.00%	131,800	127,000	117,300					
Water Service Connections (MWRA)						100,000	100,000	100,000	100,000	100,000	100,000	200,000	
No Interest													
Water Service Connections (MWRA)	11-Jun-18	50	1,000,000	15-May-28		100,000	100,000	100,000	100,000	100,000	100,000	200,000	
Water System Rehabilitation (MWRA)						113,127	113,127	113,127	113,127	113,127	113,127	226,253	
No Interest													
Water System Rehabilitation (MWRA)	11-Jun-18	51	1,131,265	15-May-28		113,127	113,127	113,127	113,127	113,127	113,127	226,253	
Total Water Fund Debt Service						745,445	727,526	709,718	584,277	575,634	503,229	1,790,609	587,025
Total Debt Service						19,122,447	15,264,281	14,019,281	13,285,730	12,029,565	10,524,537	40,313,197	45,082,387

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

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

Town of Needham - Debt Service Appendix A**ISSUED LONG TERM DEBT**

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2021	\$4,904,058	\$11,624,875	\$1,413,833	\$644,136	\$745,445	\$19,332,347
2022	\$3,906,639	\$9,353,536	\$1,021,397	\$601,082	\$727,526	\$15,610,181
2023	\$3,094,919	\$9,059,556	\$988,238	\$576,050	\$709,718	\$14,428,481
2024	\$2,915,105	\$8,753,751	\$959,638	\$468,560	\$584,277	\$13,681,330
2025	\$2,581,365	\$7,850,041	\$931,244	\$468,381	\$575,634	\$12,406,665
2026	\$2,218,453	\$6,878,541	\$902,913	\$380,202	\$503,229	\$10,883,337
2027	\$2,134,484	\$6,222,981	\$874,288	\$380,077	\$497,059	\$10,108,889
2028	\$1,651,051	\$5,773,824	\$756,853	\$379,952	\$491,412	\$9,053,092
2029	\$1,593,116	\$5,220,675	\$720,494	\$374,829	\$273,088	\$8,182,201
2030	\$1,381,686	\$4,358,664	\$514,669	\$374,908	\$267,663	\$6,897,589
2031	\$1,269,539	\$4,240,530	\$500,281	\$374,988	\$261,388	\$6,646,725
2032	\$1,224,828	\$4,122,479	\$437,256	\$375,070	\$206,775	\$6,366,408
2033	\$1,184,580	\$4,007,795	\$424,856	\$375,154	\$195,650	\$6,188,035
2034	\$977,269	\$3,362,578	\$413,556		\$184,600	\$4,938,003
2035	\$583,156	\$3,293,347	\$403,356			\$4,279,859
2036		\$3,223,263	\$393,056			\$3,616,319
2037		\$3,151,875	\$382,531			\$3,534,406
2038		\$3,058,041	\$366,853			\$3,424,894
2039		\$2,974,084	\$203,250			\$3,177,334
2040		\$2,871,003				\$2,871,003

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2041		\$1,907,975				\$1,907,975
2042		\$1,845,650				\$1,845,650
2043		\$1,252,300				\$1,252,300
2044		\$1,213,300				\$1,213,300
2045		\$466,900				\$466,900

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**DEBT
APPENDIX
B**

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Town of Needham - Open Authorizations Appendix B**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects - as of March 1, 2021

High School Expansion Design	May-17	43	\$950,000	\$9,500
High School Expansion Construction	Oct-17	13	\$11,125,000	\$84,000
Memorial Park Building Project	May-18	30	\$2,918,000	\$128,000
Public Works Infrastructure Program	May-18	34	\$250,000	\$155,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$2,478,000
Recycling and Transfer Station Property Improvements	May-18	37	\$645,000	\$585,000
Mitchell School Restroom Upgrades	8-Jun-20	23	\$676,700	\$676,700

TOTAL				\$4,116,200
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Proposed General Fund Projects for the 2021 STM

Emery Grover Renovation Design	Pending			\$1,105,000
Public Safety Buildings Construction	Pending			\$1,700,000

TOTAL				\$2,805,000
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Open CPA Fund Projects - as of March 1, 2021

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$107,500
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TOTAL				\$107,500
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Town of Needham - Open Authorizations Appendix B**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed CPA Fund Projects for the 2021 STM

NONE				
TOTAL				\$0

Open Sewer Enterprise Fund Projects - as of March 1, 2021

Wastewater System Rehabilitation	May-17	48	\$600,000	\$7,550
TOTAL				\$7,550

Proposed Sewer Enterprise Fund Projects for the 2021 STM

Sewer Main Replacement	Pending			\$363,000
TOTAL				\$363,000

Open Water Enterprise Fund Projects - as of March 1, 2021

Water System Rehabilitation Program	May-15	47	\$635,000	\$12,000
Water Distribution System Improvements	May-17	51	\$1,300,000	\$35,735
Water Distribution System Improvements	May-19	41	\$4,500,000	\$4,500,000
TOTAL				\$4,547,735

Town of Needham - Open Authorizations Appendix B**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed Water Enterprise Fund Projects for the 2021 STM

Water Service Connections	Pending			\$1,000,000
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TOTAL				\$1,000,000
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Open General Fund Projects Funded by Debt Exclusion - as of March 1, 2021

Williams Elementary School	Oct-16	2	\$57,542,500	\$1,602,504
Public Safety Building & Fire Station #2 Designs	Oct-17	11	\$3,750,000	\$32,000
Public Safety Building & Fire Station #2 Project	Oct-18	10	\$66,245,000	\$34,245,000

SUB TOTAL				\$35,879,504
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Proposed General Fund Projects for the 2021 STM to be Funded by Debt Exclusion

NONE				
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TOTAL				\$0
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TOWN OF NEEDHAM



2021 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 13, 2021

Business Meeting: May 3, 2021

5:00 P.M.

MEMORIAL PARK (OUTSIDE)

92 ROSEMARY STREET

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

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March 15, 2021

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 110th Annual Report to Town Meeting along with its recommended operating budget for Fiscal Year 2022. As is customary, the Finance Committee's recommended budget for FY2022 fully funds the same level of services for next year, and adds some limited new staff or expanded services. What is not typical this year is that we remain in the midst of a global pandemic that has affected every aspect of our lives-- the way that we work, attend school, play sports, celebrate holidays, travel, gather with family, go to cultural events, or even socialize. During this difficult time, many people have gotten sick, lost loved ones, or become unemployed.

The pandemic has also affected the Town and the way that many services are provided. The Finance Committee's recommended budget provides funding for "normal" services as we expect things will be once the pandemic is essentially behind us. We anticipate that many activities will go back to normal, and some things will continue to be done differently and become the "new normal." The Finance Committee's FY2022 operating budget funds these anticipated ongoing costs and services. The May Special Town Meeting warrant will include a separate article to fund those expenses and services that are related to COVID-19 and that we expect will be needed only until there is enough immunity in the general population that more normal activities are resumed. At the time of this report, the U.S. has three safe and effective vaccines approved for adults and older children, but demand far outpaces supply and there is no vaccine yet approved for those under the age of 16. Consequently, we have to be prepared to fund continuing COVID-19 protocols in FY2022, especially in the schools, even though we remain hopeful that we will reach a new normal soon.

As one would expect, the Town's revenue has been affected by COVID-19 as well. Because Needham has always relied heavily on our own property taxes rather than outside sources, Needham is better positioned to weather a crisis like this than other communities that rely more on external support. Property taxes are expected to increase in FY2022, but state aid is projected to decrease overall, as are local receipts. These estimates are conservative, but we feel that this is a prudent approach, due to the uncertainties at both the state and federal levels. This letter contains an overview of the FY2022 operating budget followed by more detailed explanations. The Budgetary Overview section takes a high-level look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the operating budget. This section of the letter closes with an expression of the Committee's concerns looking forward. The second "Components" section of the letter looks at the changes in the individual segments of the Operating Budget.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

The FY2022 proposed budget and overall spending plan is based on a revenue projection of \$209.4M, which is \$9.8M or 4.9% greater than the adjusted estimate for FY2021. Despite initial conservative estimates, the FY2021 estimated total revenue was readjusted downward almost 2% since this time last year in order to better reflect the actual situation in the wake of the COVID-19 pandemic and the deep global recession that accompanied it. While the economy is expected to improve and strengthen as more vaccines are administered and businesses are re-opened to a greater extent, these projections are conservative to avoid unnecessary exposure. The revenue projection of \$209.4M includes \$207.1M of revenue in the General Fund, plus funds from other sources including CPA-funded debt service and reimbursements from the Enterprise Funds. General Fund revenue comes primarily from property taxes, plus monies from state aid, and local receipts. Additional funds available for appropriation come from Town reserves, free cash, and other sources such as unexpended appropriations. Property taxes are the

primary source of General Fund Revenue, making up over 82% of the expected General Fund revenue in FY2022. In total, FY2022's property tax revenue is increasing by \$7.8M or 4.8% over FY2021.

State aid, which accounts for 6.4% of the estimated General Fund revenue, is projected to decrease by 2.6% or more than \$352K in FY2022. This number assumes no increase in school aid and a significant decrease of 12.5% in unrestricted government aid. The state budget is still pending and subject to change as it makes its way through the process. The particular amount of state aid is always challenging to estimate, and this year it is more uncertain than usual. In the spring of 2020, the economy dipped sharply as businesses slowed or shut down to slow the spread of COVID-19. While economic indicators have since improved, there are still unknowns that could affect state revenue such as the amount of federal aid and stimulus funding and the success of public health measures going forward. The largest component of state aid is Chapter 70 school aid, over 87.2% of state aid to Needham. This component is based partially on school enrollment which increased significantly recently with the start of full-day kindergarten. Chapter 70 aid is projected to remain level from FY2021 to FY2022 in light of lower enrollment, salary increases, and uncertainty at the state level. The second largest component of state aid, accounting for over 12% of the Town's state aid total, is Unrestricted General Government Aid (UGGA), which is expected to decrease by almost \$232K or 12.5%. If these estimates are revised and more funds are found to be available, we will plan to reduce any reliance on reserves to meet FY2022 spending needs.

Local receipts are estimated to bring in a total of \$10.8M or approximately 5.2% of General Fund revenue in FY2022. Local receipts include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. These local receipts are expected to decrease by almost \$511K or 4.5% compared to FY2021. Almost all of the various types of revenue that make up local receipts are projected to remain flat or to decrease in FY2022. Motor vehicle excise taxes make up 44% of local receipts, the largest category, and are projected to decrease 5% in FY2022. This estimate is quite conservative and prudent since overestimating revenue can bring unnecessary risk. The Town's "Charges for Services" category makes up 14% of local receipts, and is comprised of fees taken in for things such as ambulance services, parking permits, and DPW charges. This amount is projected to decrease by \$300K or over 16%. Some fees, such as for parking permits, are paid ahead so that the effects of the economic downturn will lag. The category "Other Excise," primarily meals and hotel taxes, was affected substantially and negatively by COVID-19-related travel restrictions and restaurant closures. These taxes previously made up over 10% of total local receipts, but are expected to account for only about 5.3% of FY2022 local receipts. Thus, while the FY2022 projection for "Other Excise" is expected to increase by 50%, to \$570K, that amount is over 60% lower than pre-pandemic levels of over \$1.5M. As the economy rebounds, we can expect that the amount of local receipts will increase, and will grow as a proportion of the Town's revenue.

This budget plan assumes that \$12.5M of Free Cash will be available this year, an increase of \$4.6M over last year. Free Cash consists of the funds that remain at the close of the prior year: revenue collections that exceed estimated revenue, and expenditures that are lower than appropriations. Needham typically has a significant level of Free Cash each year due to the Town's tendency to budget and spend conservatively. The amount of Free Cash left at the close of FY2020, to be certified in FY2021, is particularly strong because when the pandemic hit, the Town curbed hiring and spending as much as practicable. In addition, a number of activities such as professional training and related travel or community events were curtailed, cancelled, or conducted virtually, thus reducing expenses. Because the level of Free Cash is volatile, much of it should be used for one-time expenditures. Generally, only the portion of Free Cash which is dependable year over year can be deemed recurring and applied to the operating budget. For FY2022, \$3.5M of free cash is recommended to be allocated to the operating budget. This amount represents close to 2% of the FY2022 budget (less the Reserve Fund) and is consistent with the Town's policy on the use of Free Cash for operating expenses.

Funds other than General Fund revenue that are proposed to be appropriated by Town Meeting include \$1.0M of CPA funds to be applied to the FY2022 operating budget for CPA-related debt service, as well as \$1.25M of funds from the Enterprise Funds to reimburse the Town for costs and services such as information technology and insurance. Other funds subject to appropriation may include certain earmarked funds, offsets, and remaining funds from warrant articles from prior years that were not needed for the designated purposes.

B. Allocations for General Fund Appropriation for FY2022

Operating Budget	\$195.8M
Cash Capital (including individual articles)	\$6.8M
Financial warrant articles	\$2.6M
Reserve/stabilization funds	\$0.6M
<u>Other disbursements</u>	<u>\$3.5M</u>
Total	\$209.2M

Please note that the Finance Committee’s recommended FY2022 operating budget was voted prior to the issuance of this report, but other appropriations proposed in the various separate warrant articles and their funding sources were still under consideration. Thus, final recommendations may vary. This caveat is especially important this year, as it is still too soon to understand the longer-term effects of COVID-19 on the Town’s revenue and operations.

C. Operating Budget

The amount allocated to the FY2022 Operating Budget, \$195.8M, is increasing \$5.6M, or 2.9%, over the Operating Budget for FY2021. The primary drivers of this modest increase are:

Townwide Expenses	Up \$1.4M, or 2.3%
Education	Up \$3.0M, or 3.7%
Community Services	Up \$274K or 5.1%

The largest portion of the annual increase in Townwide Expenses is attributable to Retirement Assessments, and is increasing over \$903K or 9.5%. This increase is needed to meet the actuarial schedule, and necessary to make up for a decrease in the expected rate of return and to account for wage growth and changes in mortality data. Funding for education is always a substantial part of the budget, making up 64% of all departmental budgets and 43% of the total operating budget. The FY2022 education budget is increasing 3.7% from FY2021, a relatively modest amount, primarily due to annual contractual salary increases and additional special education staffing needs. Additional staff positions (8.0 full time equivalents (FTEs)) in the School budget, as well as those in other budgets (2.5 FTEs), require corresponding increases in employee benefits within Townwide Expenses. The Community Services Budget increase is driven by the need for additional summer staffing at the Rosemary Pool to accommodate increased utilization.

As a reminder, the amounts in the operating budget reflect “business as usual” as we understand it now, and do not reflect additional services and costs specifically attributable to COVID-19 mitigation and safety measures (such as vaccine clinics, certain personal protective equipment, additional surface

cleaning and air filtration in buildings, and the School Department's remote academy.) As noted above, those items have been segregated and compiled into a separate warrant article for Town Meeting's approval.

D. Finance Committee Perspective

Needham's practices of budgeting and spending conservatively and maintaining strong reserves has kept the Town in a solid position to handle a crisis such as we are currently experiencing with the COVID-19 pandemic. Although people are being vaccinated against COVID-19 as quickly as doses can be secured, there are still many uncertainties about when we will be resuming normal activities again. Thus, we feel that the Town needs to continue to plan for the "worst," and to be prepared to continue the sometimes costly measures deemed necessary to keep the town functioning and keeping people as safe as practicable. At the same time, we need to also prepare for a return to business as usual, when the schools can be full of teachers and students, and the Library, Center at the Heights, and Rosemary Recreation Complex can return back to in-person programming. We are looking forward to having Town offices being fully staffed and ready to interact regularly with the public in person, and having boards and committees holding their public meetings again in person in our town buildings.

This operating budget plans for the time when things are back to "normal." The FY2022 recommended budget has modest increases, mostly limited to contractual increases for staff salary or for expenses that increase each year. The department managers moderated their spending requests, and are finding ways to re-deploy funds or staff where they can, or are holding off on purchases or hires that can be delayed. Critical services have continued, and a number of COVID-19-related additional services have been added. The Town will seek reimbursement for all qualified COVID-19-related expenses through federal programs including the CARES Act and FEMA, but there must be an appropriation to cover the initial spending. Thus, the Finance Committee's recommended FY2022 budget covers the services that the Town expects and needs on a regular basis, but needs to be considered in conjunction with the complementary warrant article that will provide funding for costs attributable to COVID-19. This separate article is also critical since we fully expect the effects of COVID-19 to continue into FY2022.

The Town also needs to continue to address capital needs. Part of the reason that the FY2022 budget increase is lower than in many recent years is that the Town has passed the peak of the annual debt costs for several significant projects. The Town is planning to take on new capital projects to address buildings that are beyond their useful lives and becoming increasingly less cost effective to repair. The School Committee and School Department have commissioned an updated master plan for school facilities and are working with Town Administration to prepare for major renovation or reconstruction projects at the Pollard and Mitchell Schools. The Schools also plan to begin work on a design for the renovation and partial replacement of the Emery Grover building. Upgrading the DPW administration building is also on the horizon for the Town. The Town will need to plan carefully to manage the debt service for new projects combined with existing debt from prior capital projects, and also to anticipate the increased maintenance and other operating costs associated with the new facilities and the effect that will have on future operating budgets. Increased staffing needs are always a concern, since some of the Town's biggest costs are personnel-related, including salaries and wages as well as the significant cost of benefits such as health insurance and retiree benefits. The Finance Committee looks forward to robust discussions about financing and affordability, and how best to balance interests and prioritize needs.

II. Examination of Components of Proposed FY2022 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY2022. The total recommended operating budget for FY2022 is \$195,800,817, an increase of \$5.6M, or 2.9%, over the current FY2021 operating budget.

Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments. Examples include liability insurance, energy costs, and employee benefits. The Townwide Expense portion of the FY2022 budget is increasing 2.3%. As noted above, the largest component is the increase in Retirement Assessments. Other notable increases include Casualty, Liability, Property and Self-Insurance, and Classification, Performance and Settlements.

Casualty, Liability, Property and Self-Insurance: This line item accounts for the insurance coverage that the Town obtains through the Massachusetts Interlocal Insurance Association (MIIA) for buildings, vehicles, property damage, auto liability, and general liability, as well as a small contingency for non-covered claims. This line item is up \$93K, or 14.0% in FY2022. Additional funding is needed to cover premiums increases as well as coverage for new facilities including the Fire Station headquarters, the Jack Cogswell Building, Fire Station #2, and the Police headquarters. The increase has been tempered by loss prevention and risk mitigation efforts that have created premium savings.

Debt Service: This budget line covers payments for outstanding debt obligations for excluded debt (as a result of Prop. 2 ½ overrides), Community Preservation Act debt, and debt funded within the levy. The FY2022 Debt Service line is declining by \$347K or 1.6% compared to FY2021, driven by decreases in both excluded debt and CPA debt costs. Costs for debt within the levy are increasing 3.0% while the costs for excluded debt are decreasing by 0.5%, and the costs for CPA-funded debt are decreasing 28.3%. Debt service costs fluctuate in accordance with the borrowing schedules for the Town's significant capital projects. This line does not include the costs of any debt that may be authorized at the Annual or Special Town Meetings in May 2021.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by 2.1% or \$333K. This amount assumes an 8% increase in health insurance premiums, as well as provisions for additional subscribers and an increase in the number of eligible employees. The health insurance portion of the costs in this line is increasing only 1% due to the transition of all employees to benchmark plans with lower premiums or to qualified high-deductible plans combined with a health savings account. Costs for Medicare and Social Security Tax are level-funded in FY2022. Unemployment expenses in this line are increasing 4% over FY2021. The Town has experienced significant increases in unemployment costs as a result of the pandemic. If the rate of increase continues, additional unemployment costs may be included in the warrant article for COVID-19-related costs. The Workers' Compensation costs in this line are increasing due to increasing claims and declining reserves. The Town is self-funded for workers' compensation, and unused funds may roll over into the reserve. A Special Town Meeting warrant article, if approved, will appropriate funds to replenish the Workers' Compensation Reserve. Another article, if approved, will establish a Special Injury Leave Indemnity Fund to cover public safety employees.

Needham Electric Light and Gas Program: This program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of streetlights, and the costs of producing solar electricity that is sold to the grid. This line is decreasing 1.1% or \$43K in FY2022, driven by a reduction in the costs of natural gas, and in the estimated electricity consumption for existing buildings. The budget includes the energy costs for the full year at the new Fire Station #2, and estimates for energy at the Public Safety Complex. Energy costs at the old Police and Fire stations have been removed. The cost of solar energy production is level-funded in the FY2022 budget. This will be offset by revenue coming into the General Fund from lease payments for property used for the solar arrays and by the sale of electricity generated by the arrays.

Retiree Insurance and Insurance Liability Fund: This line is going up 3.2% or \$228K in FY2022. The program, also known as “OPEB” (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees, such as health insurance. The assumed rate of return for OPEB funds was reduced to 6.75% in the FY2021 budget, and is unchanged in the FY2022 budget. A further reduction may be considered in the future. The funding schedule for FY2022 is based on updated mortality tables and changes in assumptions such as the expected number of retirees and spouses and the costs of Medicare supplement plans, which have decreased due to the change in the Town’s health plan offerings. The most recent actuarial analysis was completed on June 30, 2019 and found that the OPEB funded ratio was 35.26% of its projected liability. This funding level compares favorably to our peer communities, though it represents a significant gap.

Retirement Assessments: This line, which funds pensions for retirees as well as unfunded pension liability, is increasing by 9.5%, or \$904K in the FY2022 budget. The Retirement Board reduced the assumed rate of return for pension assets to 7.25% two years ago and further to 6.5% for FY2022. The effects of the reduced rate are being spread over 5 years in order to modulate the impact. The decrease in the rate of return, along with wage growth and mortality data, have resulted in an increase in the Town’s unfunded liability and thus the need to increase the annual contributions in the funding schedule. The Town’s funding status was 65.6% as of January 1, 2020, with a goal of funding outstanding unfunded pension liability in full by June 2033.

Classification, Performance and Settlements: This line item is budgeted at \$858K for FY2022. These funds serve as a reserve for additional personnel-related costs during the fiscal year, including performance-based salary increases for managers or increases resulting from new collective bargaining agreements. The funds may be transferred to the budget lines for the various departments as needed during the fiscal year. As of the date of this report, the collective bargaining agreements for the Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers Association, and Needham Fire Union had not yet settled for FY2022. Therefore, the FY2022 budgets for the affected department budgets do not include funding for salary increases for positions covered by those unions.

Reserve Fund: The Reserve Fund line is a contingency reserve for extraordinary or unforeseen budget needs that arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. The initial budget request for this line is determined through a formula, but the amount is often adjusted during the budget process. In the past, the Reserve Fund has been used to fund expenses such as unanticipated legal costs or extraordinary costs associated with snow and ice removal. For FY2022, the recommended Reserve Fund appropriation is level-funded at \$2,077,091. The Finance Committee anticipates that this amount will be sufficient. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to free cash for use in a future fiscal year.

A. Municipal Departments (excluding Education)

The Municipal Departments category includes 20 different budgets for operational departments, boards, and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that, as mentioned above, the recommended budget does not include cost-of-living salary or wage increases for positions covered by the unions which have not yet reached agreements with the Town, specifically: Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers, and Needham Fire Union. Step increases and longevity raises are included at the current year’s rates. If these departments need additional funding for contractual salary increases during the fiscal year, the funds may be transferred from the Classification, Performance and Settlements line in Townwide Expenses. These budgets also exclude costs that are attributable to COVID-19 and not expected to be needed when the

pandemic abates. Those costs, which will be needed in FY2022, have been separately accounted for, to be funded through an article in the Special Town Meeting warrant.

General Government

The FY2022 proposed budget for all General Government departments is 0.7% higher than the FY2021 budget.

Select Board/Office of the Town Manager: This budget is increasing 10.4%, primarily in the salary line due to the transfer of the Economic Development Manager position from the Planning and Community Development Department into the Office of the Town Manager. This budget also has an increase to fund two additional assessment centers in the Human Resources department. (Assessment centers consist of various tests and exercises used to determine suitability of candidates for certain positions, such as law enforcement leadership.) The Human Resources budget also includes some software costs that were previously carried in the Finance Department budget. The Finance Committee has deferred a request to fund the Public Information Officer position in the FY2022 operating budget, instead recommending to fund the position via a warrant article for two additional years, in order to evaluate the need for the position outside of the context of the current public health crisis.

Office of Town Clerk and Board of Registrars: This budget is decreasing by 7.8% due to typical fluctuations attributable to election-related wages and expenses. In FY2022, the Town will conduct one scheduled election, compared to three elections in FY2021.

Town Counsel: This budget remains flat for FY2022. With the unfortunate loss of longtime Town Counsel David Tobin, the Select Board hired a law firm to serve as Town Counsel. While it is not required by law, the Finance Committee is encouraging the Board to put these services out to bid.

Finance Department: This budget includes a 1.7% increase. The Finance Department provides numerous services through its divisions: Accounting, Assessing, Collector, Information Technology Center (ITC), Parking Clerk, Purchasing, and Treasurer. There are often notable annual increases in software licensing fees. However, such increases in the FY2022 budget were offset by the decision to transfer software licensing costs from ITC to other departments that have software for their sole use, reducing the ITC budget by \$38K. Licensed software used by more than one department remains covered by the ITC budget. The Finance Department budget includes step and longevity increases only for employees in the ITWA union, but at the FY2021 rate, since a new labor agreement has not been reached.

Finance Committee: This budget is essentially level-funded.

Planning and Community Development: This budget shows a substantial decrease of 15.6% due to the transfer of the Economic Development Director position to the Office of the Town Manager. The remainder of the department, with the divisions of Planning, Conservation, Design Review Board, and Board of Appeals, is level-funded.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 1.6% in the FY2022 budget. This increase is low because several public safety and administrative collective bargaining agreements were not yet settled when the Finance Committee voted its FY2022 budget recommendation. As noted above, funds have been provided in the Classification, Performance and Settlements line in Townwide Expenses for any personnel-related increases needed after the budget is approved. In addition, there have been some decreases in spending requests, and minimal increases requested.

Police Department: This budget is decreasing 1.6%. The Police Department salary line does not include cost-of-living increases for administrative staff and dispatchers or for positions covered by the police unions since the various bargaining agreements have not settled, as mentioned above, but does include step increases and longevity payments under the current rates. The overall decrease in this department is because of a \$171K reduction in the capital equipment line. This reduction is a result of an extension of the replacement cycle for cruisers, as well as the fact that the FY2021 budget was bumped up to cover the costs of new cruiser equipment needed to fit the new vehicle models. While the new plan is to replace four cruisers every other year rather than every year, there is some concern that this strategy may lead to large fluctuations in the annual budget. The Police Department has filled the new community outreach officer position that was created to focus on issues including mental health, substance abuse, and domestic violence. The Department has requested additional funds in the FY2022 budget for Clinical Support work. This would pay for a Clinician from Riverside Community Care to work on similar issues as the community outreach officer, but with emphasis on the clinical side (half-time, shared with Dedham) in order to help individuals secure the appropriate care and follow-through. The Finance Committee recognizes the importance of such a service, but is recommending to fund the program through a financial warrant article rather than in the FY2022 operating budget in order to give the Department a better opportunity to assess whether the proposed program is the best approach to address the need.

Fire Department: This budget is increasing by 4.2% in FY2022. The Fire Department staffing level increased significantly two years ago with the addition of eight new firefighters. These positions were supported by three years of grant funding, which will be finished in FY2022. Thus, the grant will cover 35% of these salaries for the first eight months of FY2022, and then the operating budget will fund the full salaries for these positions for the last four months of the fiscal year. Starting in FY2023, the operating budget will need to fund the full annual costs of these salaries. As mentioned above, this budget does not include salary cost-of-living increases for the positions covered by the union contracts that are still under negotiation. The overtime budget for the Fire Department is increasing since there are more staff and thus more absences to cover, as well as vacant positions that need to be covered and that have been difficult to fill due to the pandemic and the cancellation of Civil Service exams. The Finance Committee supported funding the request for a replacement “stair chair” to help transport patients down stairs, making it safer for the patients as well as EMS personnel.

Building Department: This budget is increasing 1.5% due to contractual increases in the salary line, and no change in the expense line.

Public Facilities and Public Works

The total combined budget for the Building Design and Construction Department and the Department of Public Works is increasing by 3.1%.

Building Design and Construction Department (BDCD): The BDCD budget has a substantial decrease of 29.9% due to a reduction of 2 positions as the workload ebbs due to the completion (or anticipated completion) of a number of large construction projects over recent years. One project manager is being reassigned from BDCD to the DPW Building Maintenance division to manage construction projects in that department. The second position will be eliminated upon an anticipated retirement in the first quarter. The small expense budget is also decreasing by 22.2% with fewer staff.

Department of Public Works (DPW): This budget is increasing by 4.2%. This department maintains the Town’s infrastructure with the following divisions: Fleet, Highway, Recycling/Solid Waste, Parks and Forestry, Engineering, Building Maintenance, and Administration. The FY2022 DPW budget includes a new project management position in Building Maintenance to oversee the increasing number of construction projects in this department. The position is essentially a transfer from the BDCD. The

FY2022 budget funds an additional staff plumber to help maintain and provide emergency services for the growing number of facilities. The budget also funds a new co-operative program with the Minuteman School or another regional school to hire and provide training to a trades student (such as plumbing or electrical) in Building Maintenance and a horticulture student in Parks and Forestry who will gain career skills and provide support to the divisions. This initiative is expected to help the Town's recruitment of qualified individuals. The Finance Committee's budget does not fund requests for an additional manager for service and parts in the Fleet Division or for additional summer help in Parks and Forestry.

Community Services

The seven departments in the Community Services section of the budget represent less than 3% of the overall FY2022 operating budget while providing invaluable services to residents and businesses throughout the community. These services provided by these departments are funded primarily from the operating budget, but they also secure substantial funding from fees, grants, and donations. Many also receive support through volunteer services. The Community Services budgets together are increasing 5.1% in FY2022, driven by additional summer staffing in the Park and Recreation Department.

Municipal Parking Program: This budget is up 3.1% due to an annual increase in contracted maintenance and repair and leasing costs.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also shares certain Emergency Management functions with the Fire Department. The HHS budget is increasing 1.3% in FY2022. While this department has been at the forefront of the Town's services related to the global COVID-19 pandemic, the FY2022 budget assumes "business as usual" and does not include the additional costs needed to administer programs or services or to pay for additional expenses needed due to the ongoing crisis. HHS has done an extraordinary job disseminating public health information, often on a daily basis, creating new programs, including vaccine clinics, and re-designing existing programs to safely meet the needs of residents which have only grown during this difficult time. All of the COVID-19-related costs will be funded through a separate financial warrant article. The small increase in the FY2022 operating budget reflects annual salary increases for staff and some increased expense due to the transfer of software licensing fees to the budget. These increases are offset by a decrease in the Town's Veterans' Services costs. The Town is part of a veterans' service district which is expanding to include an additional town, and which will decrease the cost per member.

Commission on Disabilities: No change in this small budget.

Historical Commission: No change in this small budget.

Needham Public Library: This budget is increasing 0.9% in FY2022, primarily due to contractual salary increases for staff. The Finance Committee recommends deferring the Library's request for an additional reference librarian who would also handle communications efforts. It is unclear how much Library operations may change for good in the wake of the pandemic. Thus, the Finance Committee feels more time is needed to determine whether additional reference services are needed, or whether the Public Information Officer in the Town Manager's Office might assist with communications. The Finance Committee did not recommend funding the OverDrive and WorldCat electronic media subscriptions in the Library's FY2022 operating budget. These important items have been funded for years through the Library's state aid funding. The Finance Committee has had many discussions over the years on whether costs should be included in the operating budget when there is ample money in the Library's state aid account. The Finance Committee realizes that, in general, certain core services should be funded in the annual operating budget. However, the Library's state aid provides a unique external source of funding. The Finance Committee hopes to work with the Library Trustees as they plan to implement a policy for

the Library's use of state aid funding, which should provide guidance during the budgeting process in the coming years. Since state revenue has been negatively affected by the COVID-19 pandemic, there is a chance that the Library's state aid will be cut this year. In the event that the Library does not have sufficient funds for these expenses, they may request a transfer of funds from the Reserve Fund.

Park and Recreation: The Department budget is increasing by a significant 23.3%, primarily due to the costs related to operating the Rosemary Pool facility. The FY2022 budget now funds certain staff positions that were previously funded through a warrant article, and also funds additional staff needed to meet expected demand and maintain safety standards. Pool attendance in the summer of 2019 far exceeded expectations, and staffing increases are needed to properly staff the various areas of the facility. The 2021 minimum wage increase also affects much of the summer staffing. Depending on COVID-19 restrictions, sales of passes may offset the pool's operational expenses to a large extent.

Memorial Park: No change in this small budget.

B. Education

The recommended FY2022 budget for public education, which includes both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$84,833,684, an increase of 3.7% over the FY2021 budget.

Minuteman Regional High School Assessment: The assessment for FY2022 is \$1,230,287, an increase of 11.9%. The assessment is based on increased enrollment from Needham (using a 4-year rolling average) combined with the Town's portion of the Minuteman district's capital costs.

Needham Public Schools: The budget for FY2022 is \$83,603,397, an increase of \$2.9M or 3.6%. The School Department budget represents 63.2% of Needham's departmental budget. It is important to note that this figure does not include the costs for benefits for the School Department employees, which are included in Townwide Expenses with the benefits for all Town employees. (Teacher pensions are provided by the Massachusetts Teachers' Retirement System, not through the Town.) The School Department budget is also exclusive of school facilities costs such as maintenance, energy, or debt costs. The Finance Committee's FY2022 operating budget recommendation fully funds the Superintendent's request and the School Committee's voted budget. Because state law allows Town Meeting to vote only the total appropriation for the School Department, without restrictions or specific allocations, the Finance Committee's recommended budget provides a single bottom line recommendation for the School budget. The Finance Committee does, however, carefully review the Superintendent's requested budget and the School Committee's voted budget.

The School budget increase for FY2022 is a result of the same drivers that we typically see: contractual salary increases and an increasing need for student support services. Often these needs are compounded by enrollment growth. While enrollment is expected to increase from FY2021 to FY2022, enrollment fell significantly due to the COVID-19 pandemic, and is not expected to recover to the same level for at least three years. Salaries are the most significant part of the School budget, accounting for approximately 85% of the total budget. Contractual salary increases account for over 50% of the School budget increase for FY2022. The contractual step and cost-of-living increases have remained within sustainability benchmarks.

Two areas with significant School expenditures are student support services and special education. 4.7 additional FTEs will be needed in these areas in order to provide services to additional students, cover rising out-of-district tuition costs, and provide all mandated services. The School Department has made many efforts in recent years to build capacity to provide special services to students within the district,

which has likely helped temper increases, particularly in special education, and helped keep the requested funding increase for FY2022 at a more sustainable level.

As with the rest of the budget, the School Department's budget is based on "normal" conditions that we expect to see after the pandemic recedes. The School Department anticipates significant additional expenses if COVID-19 protocols are in place during FY2022. The Department has projected that there could be as much as \$3.2M of supplemental costs for Covid-related needs, including 20 more FTEs to run the remote learning academy, support hybrid learners, allow for social distancing, and take other steps to ensure health and safety of students, faculty, and staff. At the time this report was prepared, there was no FDA-approved COVID-19 vaccine for people under the age of 16. Since most students in grades K-12 are under the age of 16, the lack of a vaccine could substantially slow the return to "normal" for the district.

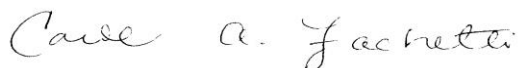
III. Closing Comments

The Finance Committee is deeply grateful for the tireless efforts of managers, staff, volunteers, and elected and appointed officials across Needham for helping to keep the Town functioning at a truly impressive level in the face of the most difficult circumstances. A great many people have had to work harder than ever before to keep up their usual work, and often take on significantly more, often in new or unfamiliar ways. The spending requests this year were clearly mindful of the need to continue to get things done, and also to hold back wherever possible. The Finance Committee's recommended budget for FY2022 provides the resources needed to fund ongoing capital projects and to sustain or improve the high level of services that local residents and businesses currently enjoy. The budget shows that fiscal restraint and careful planning have enabled us to address the growing capital and service needs, but also to prepare for upcoming demands. The Town must continue to consider not only the benefits of each project it undertakes, and the associated capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers.

I would like to recognize the outstanding work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process, and in preparation for Town Meeting. The Finance Committee greatly values the candid discussions and honest efforts by the various managers who provide useful information and help to the Finance Committee as it seeks to evaluate and balance competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and expertise to serving our community through elected and appointed positions. We could not accomplish our mission as effectively without their hard work and cooperative spirit.

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

Respectfully submitted on behalf of the Finance Committee,



Carol Smith-Fachetti, Chair

Committee Members:

Joshua W. Levy, Vice Chair
Barry J. Coffman
John Connelly

James Healy
Thomas M. Jacob
Richard Lunetta

Louise L. E. Miller
Richard Reilly
Louise Mizgerd, Analyst

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2021 May Annual Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	608,251		665,795		758,900		
2	Debt Service	19,052,139		21,111,388		20,764,142		
3	Group Health Insurance, Employee Benefits & Administrative Costs	14,212,716		16,128,308		16,462,059		
4	Needham Electric, Light & Gas Program	3,086,934		3,901,384		3,858,097		
5	Retiree Insurance & Insurance Liability Fund	6,906,705		7,197,713		7,426,237		
6	Retirement Assessments	8,577,048		9,513,643		10,417,439		
7	Workers Compensation	706,400		746,833		828,731		
8	Classification Performance & Settlements	Transfers only		688,787		858,000		
9	Reserve Fund	Transfers only		2,077,091		2,077,091		
Townwide Expense Total		53,150,193		62,030,942		63,450,696	0.0	2.3%
Select Board and the Office of the Town Manager								
10A	Salary & Wages	878,947	9.0	955,961	9.0	1,032,571	10.0	
10B	Expenses	101,686		153,795		192,519		
	Total	980,633	9.0	1,109,756	9.0	1,225,090	10.0	
Office of the Town Clerk								
11A	Salary & Wages	353,740	4.0	397,426	4.0	364,097	4.0	
11B	Expenses	52,238		66,305		63,525		
	Total	405,978	4.0	463,731	4.0	427,622	4.0	
Town Counsel								
12A	Salary & Wages	73,695		75,140			0.0	
12B	Expenses	221,532		254,000		329,140		
	Total	295,227		329,140		329,140	0	
Finance Department								
13A	Salary & Wages	1,963,870	24.0	2,131,333	24.0	2,147,570	24.0	
13B	Expenses	966,719		1,282,520		1,324,540		
13C	Capital	79,988		95,000		95,000		
	Total	3,010,577	24.0	3,508,853	24.0	3,567,110	24.0	
Finance Committee								
14A	Salary & Wages	38,374	0.5	39,677	0.5	39,682	0.5	
14B	Expenses	553		1,400		1,400		
	Total	38,927	0.5	41,077	0.5	41,082	0.5	
Planning and Community Development								
15A	Salary & Wages	476,482	6.3	588,545	6.4	491,192	5.4	
15B	Expenses	15,362		34,400		34,450		
	Total	491,844	6.3	622,945	6.4	525,642	5.4	
General Government		5,223,186	43.8	6,075,502	43.9	6,115,686	43.9	0.7%

2021 May Annual Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Police Department								
16A	Salary & Wages	6,312,666	61.0	6,912,012	63.0	6,952,629	63.0	
16B	Expenses	256,538		404,312		414,650		
16C	Capital	129,300		284,516		113,156		
	Total	6,698,504	61.0	7,600,840	63.0	7,480,435	63.0	
Fire Department								
17A	Salary & Wages	8,370,953	74.0	8,584,484	76.0	8,965,335	78.0	
17B	Expenses	370,880		407,464		401,179		
17C	Capital	0		24,983		32,784		
	Total	8,741,833	74.0	9,016,931	76.0	9,399,298	78.0	
Building Department								
18A	Salary & Wages	651,353	9.8	761,238	9.8	773,245	9.8	
18B	Expenses	40,795		51,040		51,040		
	Total	692,148	9.8	812,278	9.8	824,285	9.8	
	Public Safety	16,132,485	144.8	17,430,049	148.8	17,704,018	150.8	1.6%
Minuteman Regional High School Assessment								
19	Assessment	1,084,783		1,099,935		1,230,287		
	Total	1,084,783	0.0	1,099,935	0.0	1,230,287	0.0	
Needham Public Schools								
20	Needham Public School Budget	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Total	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Education	76,635,457	797.6	81,835,024	808.4	84,833,684	816.3	3.7%
Building Design & Construction Department								
21A	Salary & Wages	303,454	5.0	538,121	5.0	375,937	3.3	
21B	Expenses	10,368		19,495		15,175		
	Total	313,822	5.0	557,616	5.0	391,112	3.3	
Department of Public Works								
22A	Salary & Wages	8,395,747	117.0	9,285,488	119.0	9,651,898	121.0	
22B	Expenses	5,591,838		7,037,810		7,351,890		
22C	Capital	115,649		150,018		178,000		
22D	Snow and Ice	405,172		424,604		428,850		
	Total	14,508,406	117.0	16,897,920	119.0	17,610,638	121.0	
	Public Facilities and Public Works	14,822,228	122.0	17,455,536	124.0	18,001,750	124.3	3.1%
Municipal Parking Program								
23	Program	99,804		130,522		134,592		
	Total	99,804	0.0	130,522	0.0	134,592	0.0	
Health and Human Services Department								
24A	Salary & Wages	1,591,264	17.5	1,867,169	18.4	1,930,899	18.7	
24B	Expenses	298,220		455,040		422,488		
	Total	1,889,484	17.5	2,322,209	18.4	2,353,387	18.7	
Commission on Disabilities								
25A	Salary & Wages	1,500		1,500		1,500		
25B	Expenses	475		550		550		
	Total	1,975	0.0	2,050	0.0	2,050	0.0	

2021 May Annual Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Historical Commission								
26A	Salary & Wages							
26B	Expenses	55		1,050		1,050		
	Total		0.0	1,050	0.0	1,050	0.0	
Public Library								
27A	Salary & Wages	1,543,422	15.0	1,641,775	15.0	1,657,051	15.0	
27B	Expenses	324,682		372,140		374,631		
	Total	1,868,104	15.0	2,013,915	15.0	2,031,682	15.0	
Park and Recreation Department								
28A	Salary & Wages	673,162	4.6	807,656	4.6	949,272	4.6	
28B	Expenses	129,092		142,605		222,200		
	Total	802,254	4.6	950,261	4.6	1,171,472	4.6	
Memorial Park Trustees								
29A	Salary & Wages							
29B	Expenses	54		750		750		
	Total	54	0.0	750	0.0	750	0.0	
Community Services								
	Community Services	4,661,675	37.1	5,420,757	38.0	5,694,983	38.3	5.1%
Department Budget Total								
	Department Budget Total	117,475,031	1,145.3	128,216,868	1,163.1	132,350,121	1,173.6	3.2%
Total Operating Budget								
	Total Operating Budget	170,625,224		190,247,810		195,800,817		2.9%

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 13, 2021
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

Precinct A	-	Center at the Heights, 300 Hillside Ave.
Precinct B	-	Center at the Heights, 300 Hillside Ave.
Precinct C	-	Newman School, 1155 Central Ave. Gym
Precinct D	-	Newman School, 1155 Central Ave. Gym
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary St.
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary St.
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, 1471 Highland Ave., Powers Hall
Precinct J	-	Town Hall, 1471 Highland Ave., Powers Hall

on TUESDAY, THE THIRTEENTH DAY OF APRIL 2021

from seven o'clock in the forenoon, until 8:00 o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Non-Veteran) for Three Years
Two Trustees of Needham Public Library for Three Years;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Needham Housing Authority for Five Years;
Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;

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

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Memorial Park Parking Lot on Monday May 3, 2021 at 5:00 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 3, 2021 at 5:00 p.m. at Memorial Park Parking Lot

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2021, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$74,419
Town Clerk with 6 years of service in that position	\$110,634 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$8,851, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$71,775. The annual salary of \$110,634 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$11,489. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$16,085; or take any other action relative thereto.

INSERTED BY: Personnel Board

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

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

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

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

FINANCE ARTICLES

ARTICLE 4: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½; or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ZONING / LAND USE ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

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

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC-1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where each establishment contains 5,750 square feet or less of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.

(f) Laundry or dry-cleaning pick-up station with processing done elsewhere.

(g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).

(h) Bank or Credit Union.

(i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

(j) Radio or television studio.

(k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

(l) Telecommunications facility housed within a building.

(m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted by Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where any establishment contains more than 5,750 but less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 10,000 square feet of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1(g) and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.

(m) Apartment or multi-family dwelling provided that (1) the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3, (2) no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, (3) at least 40% but not more than 70% of all dwelling units within any project shall be one-bedroom units, and (4) at least 12.5% of all dwelling units shall be Affordable Units as regulated in Section 6.12.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4.10, Dimensional Regulations for Industrial-1 District, by deleting Section 4.10.4, which refers to Section 4.7.1 (b) and (c).
5. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.)	Side Setback (Ft.)	Rear Setback (Ft.)	Maximum Height (Ft.)	Maximum Stories	Maximum Lot Coverage	Floor Area Ratio
		(1)	(1) (3)	(1) (3)	(1)	(1)	(2) (4)	(5) (6)
20,000	100	5	10	10	56	4	65%	0.70

(1) a. All buildings shall be limited to a height of 56 feet and four stories, except that buildings within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and buildings within 200 feet of Gould Street shall be limited to a height of 35 feet and 2 ½ stories as-of-right. If the height of a building is increased above the height of 35 feet, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

b. By Special Permit from the Planning Board, the maximum height of a building may be increased to 3 stories and 42 feet within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and within 200 feet of Gould Street. By Special Permit from the Board, the maximum height of a building may be further increased to the following limits: 5 stories and 70 feet provided the building is not located within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. or within 200 feet of Gould Street.

c. (i) The line from which the 200-foot setback from Highland Avenue referred to in paragraphs a. and b. above shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole, then continues on the same northeasterly course an additional 330.54 feet for a total distance from the first mentioned bound of 700 feet. Reference is made to a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489. (ii) The line from which the 50-foot landscaped setback from Highland Avenue referred to in paragraph d. below shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole. If the 1980 State Highway Alteration along Highland Avenue is superseded by a subsequent State Highway Alteration, the 50-foot landscaped setback from Highland Avenue shall be measured from the newly-established street line.

d. Buildings and structures abutting Highland Avenue for the distance described in subsection (1) c. (ii) above and/or abutting Highland Avenue as it continues southwesterly to the intersection with Gould Street and/or abutting Gould Street shall be set back at least 50 feet from said streets. Buildings and structures abutting the layout of Route 128/95 beyond said Highland Avenue distance from stone bound to stone bound shall be set back at least 20 feet from said Route 128/95 layout. Notwithstanding the location or height of any building and structures, the required 50-foot or 20-foot setback shall be a landscaped, vegetative buffer area, which shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area.

e. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

f. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 35 feet for the as-of right circumstance and 42 feet for the special permit circumstance are shown on figures 1 and 2 below.

AS OF RIGHT ZONING SETBACKS

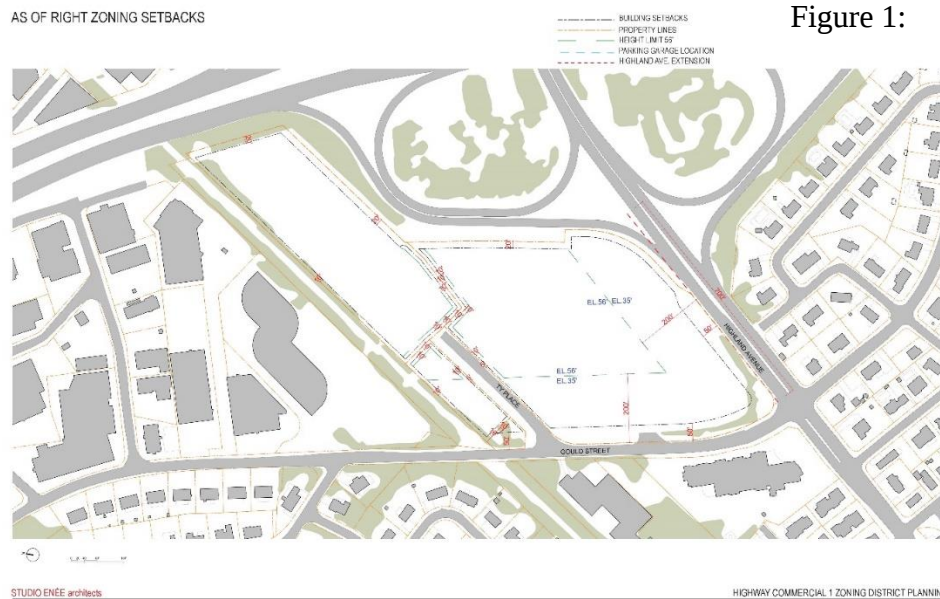


Figure 1:

SPECIAL PERMIT ZONING SETBACKS

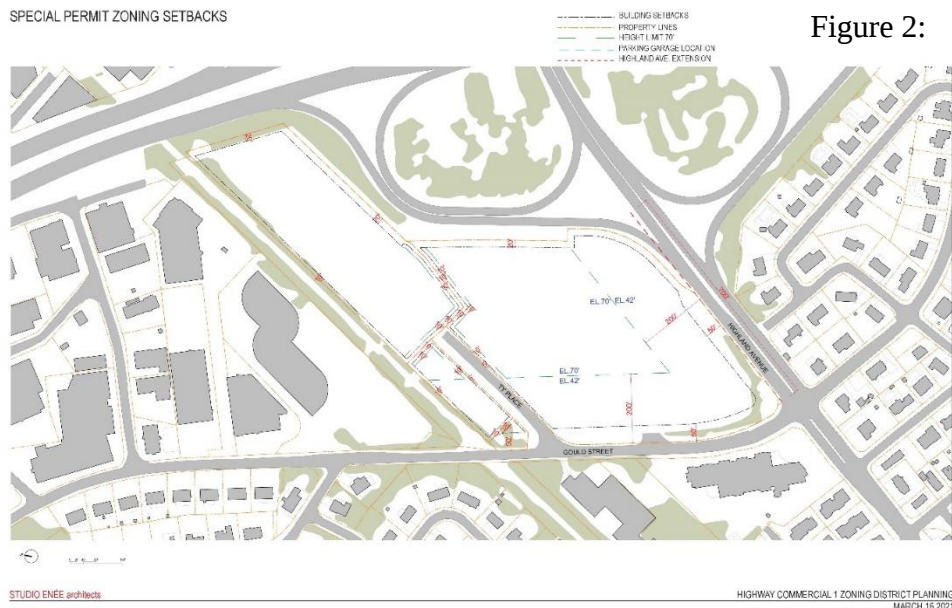


Figure 2:

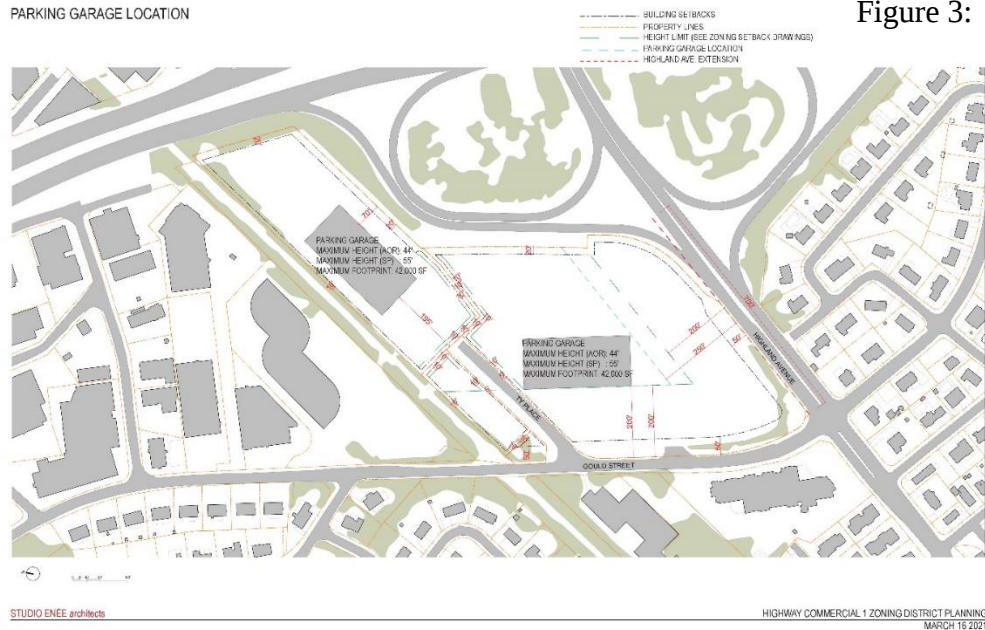
- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space may include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.35 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.
- (6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures but shall include such active ground floor uses, such as retail, office, institutional, or display as are allowed by Section 4.11.2 (2).

4.11.2 Supplemental Dimensional Regulations

- (1) Notwithstanding Section 3.2.7.1(m) and any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet and may not be located within 250 feet of Highland Avenue or the extension of the right-of-way line described in Section 4.11.1 (1) c. (i) or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For purposes of clarity the height, coverage and location requirements for the as-of-right and special permit parking garage circumstance are shown on figure 3 below.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings but may be attached to the building it is servicing if all fire and safety requirements are met.
- (3) Maximum uninterrupted facade length shall be 200 feet.
- (4) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

PARKING GARAGE LOCATION

Figure 3:



4.11.3 Special Permit Requirements

In approving any special permit under Section 3.2.7.2 and/or Section 4.11, or for any project proceeding under the Highway Commercial 1 district provisions which constitute a Major Project under Section 7.4.2, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; (e) The proposed development should incorporate as many green building standards as practical, given the type of building and proposed uses; (f) The proposed development should be designed and conditioned to reduce or mitigate adverse impacts on adjacent properties or the surrounding area such as those resulting from excessive traffic congestion or excessive demand for parking; and (g) The proposed development shall include participation in a transportation demand management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.”

6. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District unless a deeper parking setback is required by Section 4.11.”

7. Amend Section 6.5.1 of Section 6.5 Limited Heliports, by adding after the words “Industrial Districts,” in the first sentence, the words “and in the Highway Commercial 1 District,”.
8. Amend Section 6.12, Affordable Housing, by revising the first paragraph to read as follows:

“Any mixed-use building in the Neighborhood Business District (NB) with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. Any building in the Highway Commercial 1 District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. The requirements detailed in paragraphs (a) thru (i) below shall apply to a development that includes affordable units in the Neighborhood Business District. The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g), and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District.”
9. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.
10. Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.
11. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words “Industrial-1 District,” in the first sentence of the second paragraph, the words “Highway Commercial 1 District,”.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article 5 Information: Following the rezoning of the New England Business Center to establish Needham Crossing and with a parallel review of the Mixed Use 128 area near Wexford Street, the Council of Economic Advisors (CEA) also considered the industrial uses on the southern side of Route 128. The CEA, which was created by the Select Board to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, undertook a review of all Industrial Zoning Districts in late 2013, and, after focusing its efforts on three different areas along Route 128, held public meetings with residents, neighbors, public officials, businesses and landowners in 2014 about potential zoning initiatives. As requested during those discussions, the CEA obtained a build-out analysis, a traffic impact report based on that analysis, and elevation drawings to better understand the impact of any proposed development. After examining the results of those reports, the CEA in 2017 reached out again to the various stakeholder groups and presented its preliminary recommendations to upgrade the zoning adjacent to Route 128 in order to make these areas more economically competitive. The CEA then presented its recommendations to the Select Board in January 2018. The Planning Board and Select Board, having reviewed the proposals from the CEA, determined in 2018 to move forward on only one area; the area circumscribed by Route 128, Highland Avenue, Gould Street, and the MBTA right-of-way. A land use study was completed and a rezoning plan for the noted area was then developed and presented to the October 2019 Special Town Meeting where it received a majority vote but fell short of the 2/3 vote required for passage. Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members.

In response to input received at the October 2019 Special Town Meeting, a Town-wide Community meeting was held in January 2020 with residents, neighbors, public officials, businesses and landowners to further develop and refine the Town’s overall land use goals and strategy for the district. Additionally, a working group comprising representatives from the Planning Board, Select Board, Finance Committee, and Council

of Economic Advisors was established to review the policy objectives of the district and to offer strategies to address the concerns raised at both the October 2019 Special Town Meeting and the January 2020 Community meeting. The working group commissioned an updated traffic study of the district to determine the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. 3D modeling and an updated fiscal impact analysis of the district were completed once the density and use profile of the district were finalized consistent with the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. A revised zoning and land use plan were then prepared which initiative is now expressed in the regulatory framework detailed in this article.

Briefly, the following six modifications have been made from the 2019 rezoning proposal to the current 2021 proposal as follows: (1) The overall density of development within the district has been reduced. Specifically, the as-of-right floor area ratio (FAR) has been reduced from 1.0 to .70 and the special permit FAR has been reduced from 1.75 to 1.35. (2) The maximum building height within the district has been reduced by one story for both the as-of-right and special permit condition. (3) The building setback distance along Gould Street and Highland Avenue has been increased from 20 feet to 50 feet. The noted 50-foot setback area is required to be a landscaped buffer area designed to screen the development from the street. (4) The required open space on the lot has been increased from 20 percent to 25 percent. (5) Permitted uses within the district have been expanded to include multi-family dwellings with an affordable housing requirement of 12.5 percent. (6) The special permit criteria for permit issuance has been expanded to include green building standards. The proposed use and dimensional changes to this area, to be rezoned Highway Commercial 1 ("HC1"), are detailed below.

The amendments to Section 3.2 detail the uses allowed by right and those by special permit. In addition, by listing the uses rather than using the current table of uses, the uses can be clarified and brought up to date. Key changes to the use listing include allowing up to 240 units of multi family dwelling units; allowing greater retail by special permit for more than 5,750 sq. ft. and less than 10,000 sq. ft. (current limit 5,700 sq. ft.); allowing grocery stores of up to 10,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and development defined uses; allowing by right more than one use and more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, inter alia, commercial garages, contractor's yards, lumber or fuel establishments, medical clinics, and previously allowed warehousing, manufacturing and industrial services. The purpose of the use changes are: (1) to ensure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; (2) to ensure that the permitted uses within the district are consistent with the Town's land use goals for this gateway location and the Highland Avenue Corridor; and (3) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority as to impacts and mitigation.

The amendments to Section 4 would create the dimensional requirements for the new Highway Commercial 1 zone. The proposal under the new Section 4.11 establishes height restrictions for the district based upon measured distance from Gould Street and Highland Avenue. For the as-of-right circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 35 feet and 2 ½ stories and beyond 200 feet to a maximum height of 56 feet and 4 stories. For the special permit circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 42 feet and 3 stories and beyond 200 feet to a maximum height of 70 feet and 5 stories. (The current zoning allows 30 feet or two stories.) The proposal would change the front setback to 5 feet for all roadways internal to the site such as TV Place. This 5-foot front setback is applicable across the district unless the building height exceeds 35 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue or Gould Street, where a 50-foot landscaped

vegetative buffer is proposed or along the layout of Route 95/128 where a 20-foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet except along Gould and Highland where a 50-foot building setback and landscape buffer is imposed.) The side and rear setback would change to 10 feet unless the building height exceeds 35 feet, in which case the setback is increased to 20 feet for all side and rear setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet and the current rear setback is 10 feet). For informational purposes, the required building setbacks and allowed envelopes (including setbacks) for additional height above 35 feet are shown as Figure 1 for the as-of-right condition and as Figure 2 for the special permit condition in the zoning article.

The new zoning creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 25%. (The current zoning contains no such requirements.) Changes are also proposed to the maximum FAR; a maximum FAR by right would be .70; the FAR may be increased up to 1.35 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted façade length that is allowed—200'. (The current zoning allows a FAR of only 0.5 and in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height and location of a parking garage, even if it is for an as-of-right development. A parking garage may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet nor may it be located within 250 feet of Highland Avenue or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For informational purposes, the required bulk, height and location requirements of a parking garage under both the as-of-right and special permit condition are shown as figure 3 in the zoning article.

Based on the build-out analysis, traffic report, dimensional analysis, consultant findings and information, and meeting testimony, the Planning Board confirmed that certain dimensional requirements, including front setback, height, floor area ratio, and side setbacks, and use requirements were constraining development under the current zoning rules and, given the properties' regionally prime commercial location along Route 128, is significantly underperforming economically, to the detriment of the Town. Further the Board found that the current industrial district zoning at the property was not reflective of the Town's land use policy goals for this gateway location and that a conversion to a mixed-use district consistent with the land use profile of the remainder of the Highland Avenue corridor was warranted. With rezoning, in time, this area should attract significant high value redevelopment consistent with the Town's land use objectives, which will be overseen by the Planning Board under its site plan review and special permit obligations.

ARTICLE 6: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

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

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running

northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Article 6 describes the geographical area proposed to be placed in the new Highway Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Bay Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land is currently located in the Industrial-1 zoning district.

ARTICLE 7: CITIZEN'S PETITION/AMEND ZONING BY-LAW – MAP CHANGE TO SINGLE RESIDENCE B ZONING DISTRICT

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

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.

INSERTED BY: Select Board on behalf of Bruno DiFazio, et al

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article describes the geographical area proposed to be placed in the Single Residence B Zoning District. The affected area consists of 23 separate parcels of land, containing, in total, approximately 360,892 square feet of land, located between the Circumferential Highway (Route 128) and Hunting Road, starting at the property known and numbered 176 Hunting Road and continuing to Cheney Street. The affected area is currently located within the Single Residence A zoning district. The Planning Board's recommendation on the article will be made at Town Meeting.

ARTICLE 8: OMNIBUS

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

INSERTED BY: Select Board

2021 May Annual Town Meeting Warrant

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

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

Given under our hands at Needham aforesaid this 9th day of February 2021.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A true copy,
ATTEST _____ 2021
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2020**

Budget	Date of Action	Amount
Planning and Community Development - Consulting Services	18-Dec-19	\$30,000
Total Approved from General Reserve Fund		\$30,000
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

2021 May Annual Town Meeting Warrant

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 19, 2021 (Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>GENERAL GOVERNMENT</u>		
Select Board/Town Manager		
Town Manager	Contract	Contract
Assistant Town Manager/Dir. of Ops.	K-28	\$131,713 - \$163,311
Director of Human Resources	K-25	\$107,626 - \$133,469
Support Services Manager	K-22	\$83,514 - \$103,552
Public Information Officer	GE-21	\$73,183.50 - \$91,845.00
Economic Development Manager	GE-21	\$73,183.50 - \$91,845.00
Asst. Dir. Of Human Resources	GE-20	\$68,289.00 - \$85,605.00
Benefits Administrator	GE-18	\$56,647.50 - \$71,058.00
Administrative Coordinator - HR	G-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Town Clerk</u>		
Town Clerk	Elected	Elected
Assistant Town Clerk	GE-18	\$56,647.50 - \$71,058.00
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Specialist	I-14	\$23.47 - \$29.43
<u>Legal</u>		
Town Counsel	Sch C	\$75,140
<u>FINANCE</u>		
<u>Assessors</u>		
Director of Assessing	K-24	\$99,580.00 - \$123,489.00
Asst. Director of Assessing	GE-20	\$68,289.00 - \$85,605.00
Field Assessor	I-18	\$29.05 - \$36.44
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 1	I-12	\$19.70 - \$24.73
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	K-28	\$131,713 - \$163,311
Finance & Procurement Coordinator	GE-21	\$73,183.50 - \$91,845.00
<u>Accounting</u>		
Town Accountant	K-24	\$99,580.00 - \$123,489.00
Assistant Town Accountant	GE-20	\$68,289.00 - \$85,605.00
Payroll Coordinator	I-18	\$29.05 - \$36.44
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Specialist	I-14	\$23.47 - \$29.43
<u>Information Technology Center</u>		
Director, MIS	K-25	\$107,626 - \$133,469
Network Manager	IE-23	\$83,908.50 - \$105,261.00
Applications Administrator	IE-20	\$68,289.00 - \$85,605.00
GIS/Database Administrator	IE-20	\$68,289.00 - \$85,605.00
Technology Support Technician	I-19	\$31.89 - \$40.01
Computer Operator	I-15	\$25.75 - \$32.31

2021 May Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$99,580.00 - \$123,489.00
Assistant Treasurer/Collector	GE-20	\$68,289.00 - \$85,605.00
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Assistant 1	I-12	\$19.70 - \$24.73
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$62,185.50 - \$78,019.50

PUBLIC SAFETY

<u>Police Department</u>		
Police Chief	Contract	Contract
Deputy Police Chief	K-27	\$123,667 - \$153,356
Lieutenant	P-3	\$116,894 - \$130,292
Sergeant	P-2	\$34.69 - \$41.20
Police Officer	P-1	\$24.24 - \$33.51
Animal Control Officer	GU-16	\$25.63 - \$32.17
Administrative Specialist	I-15	\$25.75 - \$32.31
Police Maintenance Assistant	GU-15	\$24.14 - \$30.29
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief, Operations	F-5	\$51.30 - \$56.08
Deputy Fire Chief	F-4	\$40.92 - \$48.59
Fire Captain	F-3	\$38.88 - \$42.51
Fire Lieutenant	F-2	\$32.99 - \$39.09
Firefighter	F-1	\$24.85 - \$33.02
Fire Inspector (40 hours)	F-1	\$26.09 - \$34.65
Emergency Management Program Administrator	GE-22	\$78,351 - \$98,299.50
Fire Director of Administrative Services	IE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Public Safety Dispatch Supervisor	GU-19	\$29.90 - \$37.51
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
<u>Building</u>		
Building Commissioner	K-24	\$99,580 - \$123,489
Assistant Building Commissioner	GE-21	\$73,183.50 - \$91,845
Inspector of Plumbing and Gas	G-19	\$31.89 - \$40.01
Inspector of Wires	G-19	\$31.89 - \$40.01
Local Building Inspector	G-20	\$35.02 - \$43.90
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

2021 May Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
PUBLIC WORKS		
<u>Administration</u>		
Director of Public Works	K-28	\$131,713 - \$163,311
Assistant Director of Public Works	K-26	\$115,672 - \$143,425
Director of Finance & Administration/Public Services	K-24	\$99,580 - \$123,489
Compliance Coordinator	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Senior Admin. Coordinator	I-17	\$28.16 - \$35.32
Department Specialist	I-14	\$23.47 - 29.43
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Engineering Division</u>		
Town Engineer	K-26	\$115,672 - \$143,425
Assistant Town Engineer	GE-22	\$78,351 - \$98,299.50
Contract Administrator	GE-21	\$73,183.50 - \$91,845
Civil Engineer	GE-19	\$62,185.50 - \$78,019.50
Senior AutoCad Technicain	GU-19	\$29.90 - \$37.51
Survey Party Chief	GU-18	\$27.23 - \$34.16
AutoCad Technician	GU-16	\$25.63 - \$32.17
Engineering Aide	GU-15	\$24.14 - \$30.29
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$83,514 - \$103,552
Master Mechanic	W-7	\$30.41 - \$36.81
Equipment Mechanic	W-5	\$25.71 - \$31.39
<u>Highway Division</u>		
Division Super. Highway	K-24	\$99,580 - \$123,489
Assistant Superintendent - Highway	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 2	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$99,580 - \$123,489
Assistant Superintendent - Parks	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Tree Climber	W-4	\$23.96 - \$29.37
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$99,580 - \$123,489
Assistant Superintendent - RTS	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 1	W-4	\$23.96 - \$29.37
HMEO	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83

2021 May Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$99,580 - \$123,489
Water Treatment Facility Manager	GE-21	\$73,183.50 - \$91,845
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Pumping Station Operator	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$115,672 - \$143,425
Assistant Director of Building Maintenance	GE-21	\$73,183.50 - \$91,845
Facility Operations Shift Supervisor	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Senior Custodian 2	BC-3	\$25.40 - \$30.37
Senior Custodian 1	BC-2	\$24.21 - \$28.94
Custodian	BC-1	\$21.10 - 25.22
HVAC Technician	BT-4	\$32.60 - \$39.24
Carpenter	BT-3	\$28.59 - \$34.40
Plumber	BT-3	\$28.59 - \$34.40
Electrician	BT-3	\$28.59 - \$34.40
Craftsworker	BT-2	\$26.03 - \$31.31
Warehouse Person	BT-1	\$23.69 - \$28.49
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$68,289 - \$85,605
Chief Pumping Station Operator	W-7	\$30.41 - \$36.81
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Pumping Station Operator	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	BT-2	\$26.03 - \$31.31

PUBLIC FACILITIES

<u>Division of Public Facilities</u>		
Director of Design and Construction	K-26	\$115,672 - \$143,425
Senior Project Manager	K-24	\$99,580 - \$123,489
Project Manager	K-22	\$83,514 - \$103,552
Administrative Specialist	I-15	\$25.75 - \$32.31

HEALTH AND HUMAN SERVICES

<u>Division of Public Health</u>		
Director of Health and Human Services	K-26	\$115,672 - \$143,425
Assistant Director of Public Health	GE-22	\$78,351 - \$98,300
Assistant Director of Public Health for Nursing and Behavioral Health	GE-22	\$78,351 - \$98,300
Environmental Health Agent	I-20	\$35.02 - \$43.90
Public Health Nurse	IE-20	\$68,289 - \$85,605
Program Coordinator	G-16	\$27.34 - \$34.31
Sr. Substance Use and Prevention Program Coordinator	GE-20	\$68,289 - \$85,605
Administrative Coordinator	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

2021 May Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$99,580 - \$123,489
Assistant Director of Aging Services/Counseling and Volunteers	GE-21	\$73,184 - \$91,845
Assistant Director of Aging Services/Programs and Transportation	GE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Program Coordinator	G-16	\$27.34 - \$34.31
Assistant Program Coordinator	G-15	\$25.75 - \$32.31
Social Worker 2	IE-19	\$62,185.50 - \$78,019.50
<u>Division of Youth & Family Services</u>		
Director of Youth and Family Services	K-23	\$91,560 - \$113,533
Social Worker 2	IE-19	\$62,185.50 - \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43

PLANNING & COMMUNITY DEVELOPMENT

<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$107,626 - \$133,469
Assistant Town Planner	GE-19	\$62,185.50 - \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43
<u>Community Development</u>		
Director of Conservation	K-22	\$83,514 - \$103,552
Conservation Specialist	I-17	\$28.16 - \$35.32
Administrative Specialist	I-15	\$25.75 - \$32.31

CULTURE AND LEISURE SERVICES

<u>Library</u>		
Director of Public Library	K-24	\$99,580 - \$123,489
Assistant Director of Public Library	GE-21	\$73,183.50 - \$91,845
Children's Librarian	GE-18	\$56,647.50 - \$71,058
Library Reference Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Children's Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Technology Specialist/Archivist	GE-19	\$62,185.50 - \$78,019.50
Library Technical Services Supervisor	GE-19	\$62,185.50 - \$78,019.50
Reference Librarian/Audio Visual Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Program Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Young Adult	GE-18	\$56,647.50 - \$71,058
Library Circulation Supervisor	GE-17	\$54,912 - \$68,874
Assistant Children's Librarian	G-15	\$50,212.50 - \$63,004.50
Assistant Cataloger	G-14	\$45,766.50 - \$57,388.50
Library Assistant	G-13	\$42,100.50 - \$52,825.50
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$99,580 - \$123,489
Assistant Director, Park & Recreation	GE-22	\$78,351 - \$98,299.50
Recreation Supervisor	I-16	\$27.34 - \$34.31
Administrative Specialist	I-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43

NEEDHAM PUBLIC SCHOOLS

OPERATING BUDGET CLASSIFICATION

	Budgeted FY 2018 Funded FTE	Budgeted FY2018 Salary * Minimum	Budgeted FY2018 Salary * Maximum	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum
Superintendent	1.00	224,155	224,155	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155
Central Administrators	4.00	150,225	173,124	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194
High School Principal	1.00	152,205	152,205	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084
Middle School Principals	2.00	143,150	143,350	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340
Elementary Principals	5.00	127,250	142,250	5.00	132,340	147,940	5.00	138,012	152,013	5.00	140,772	155,053
High School Assistant Principals	3.00	95,209	133,558	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780
Middle School Assistant Principals	2.60	90,080	128,276	2.60	93,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992
Elementary Assistant Principals	3.00	81,324	119,361	3.10	88,200	127,473	3.50	89,523	129,385	4.10	95,940	135,915
K-12 Directors	7.00	84,904	131,107	7.00	87,664	141,128	7.00	89,512	135,724	7.80	99,750	141,330
Directors of Special Education	2.50	83,307	132,593	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060
Special Education/ 6-8 Curriculum Coordinators	10.97	83,715	123,849	8.17	86,436	127,874	-	NA	NA	-	NA	NA
Middle School Department Chairs/ SpEd Coordinators **							9.37	87,732	129,792	8.87	94,400	129,800
Assistant Athletic Director **	0.50	51,745	51,745	0.50	60,833	60,833	0.50	63,266	63,266	0.50	68,318	78,113
High School Department Chairs/ Director of Literacy K-8/ Athletic Director							6.00	89,925	143,245	5.70	98,400	151,875
Department Chairs/ K-8 Curriculum Coordinators	6.00	85,808	126,945	5.30	88,597	131,071	-	NA	NA	-	NA	NA
Teachers/ Guidance Counselors/ Psychologists/ Therapists **	485.62	48,987	103,378	495.25	50,089	105,704	510.13	50,841	107,289	522.62	51,858	109,435
Nurses **	8.81	48,987	103,378	9.01	50,089	105,704	11.05	50,841	119,462	12.05	51,240	135,000
Instructional Assistants **	113.46	\$17.21515/hr	\$33.89933/hr	114.19	\$17.04/hr	\$33.56/hr	133.37	\$17.22/hr	\$33.90/hr	135.20	\$17.30/hr	\$34.22/hr
Permanent Substitutes	3.29	\$16.43/hr	\$18.57/hr	4.29	\$17.09/hr	\$18.94/hr	5.29	\$17.41/hr	\$35.96/hr	2.86	\$10.35/hr	\$24.29/hr
Network Administrator/ Engineer	2.00	75,366	114,857	2.00	78,380	119,451	2.00	81,516	124,229	2.00	73,100	130,418
Information Technology /Database Administrators	4.00	88,105	124,384	4.00	91,629	129,359	4.00	85,000	134,434	5.00	85,235	146,539
Instructional Technology Operations Manager	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Computer Technicians	6.94	\$25.92/hr	\$33.27/hr	6.96	\$26.44/hr	\$33.94/hr	5.96	\$27.10/hr	\$34.79/hr	5.96	\$27.37/hr	\$35.14/hr
School Office Assistants	12.69	\$15.74/hr	\$20.93/hr	12.32	\$16.05/hr	\$21.35/hr	11.83	\$17.64/hr	\$23.32/hr	11.82	\$17.82/hr	\$23.55/hr
Mail Carrier/Production Center Operator	1.00	\$19.36/hr	\$25.73/hr	1.00	\$21.15/hr	\$27.98/hr	1.00	\$21.68/hr	\$28.68/hr	1.00	\$21.90/hr	\$28.97/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll Clerks **	35.00	\$19.36/hr	\$31.21/hr	36.07	\$20.73/hr	\$31.83/hr	40.92	\$21.68/hr	\$32.63/hr	40.14	\$21.90/hr	\$32.96/hr
Director of Planning & Community Education **	0.20	122,540	122,540	0.20	127,442	127,442	0.44	132,540	132,540	0.44	138,191	138,191
Volunteer Coordinator **	0.09	43,154	43,154	0.09	45,760	45,760		NA	NA		NA	NA
Executive/Administrative Secretaries **	3.97	70,931	100,472	3.97	67,512	96,607	3.97	70,213	56,950	3.97	64,450	109,502
Bus/Van Drivers	6.57	\$16.68/hr	\$25.04/hr	6.57	\$17.10/hr	\$25.67/hr	8.18	\$17.52/hr	\$25.80/hr	8.46	\$17.78/hr	\$26.43/hr
Bus/Van Monitors **	1.28	\$14.47/hr	\$16.06/hr	1.29	\$14.83/hr	\$16.46/hr	1.29	\$16.06/hr	\$16.06/hr	1.29	\$16.30/hr	\$16.30/hr
Community Ed Marketing & Registration Mgr/ Volunteer Coordinator **							0.36	47,590	47,590	0.36	60,803	78,113
Human Resources Specialist **	0.97	62,733	62,733	0.97	65,242	65,242	0.97	65,816	65,816	0.97	73,100	83,582
Lead Payroll Supervisor **	0.97	69,022	69,022	0.97	71,783	71,783	0.97	70,720	70,720	0.97	85,235	97,456
Lead Accountant **	0.98	75,974	75,974	0.98	79,013	79,013	0.98	82,173	82,173	0.98	85,235	97,456
Business & Operations Coordinator	1.00	86,852	86,852	1.00	90,327	90,327	1.00	93,940	93,940	1.00	85,235	97,456
Asst. Director Finance & Human Resources	2.00	85,000	97,760	2.00	88,400	101,670	2.00	91,936	105,737	2.00	95,769	123,036
Total	739.40			749.31			794.18			808.36		
	-			-			-			-		

* All salaries expressed in full-time equivalent terms

** Partially Funded in Operating Budget

TOWN MEETING
Status of Articles 4.7.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
	SPECIAL TOWN MEETING					Rick		
1	Fund Collective Bargaining Agreement - Needham Independent Town Workers				Dan	Rick		
2	Fund Collective Bargaining Agreement – Needham Independent Public Employees Association				Dan	Rick		
3	Fund Collective Bargaining Agreement – Needham Fire Union				Dan	Rick		
4	Fund Collective Bargaining Agreement – Needham Police Union				Dan	Rick		
5	Fund Collective Bargaining Agreement – Needham Police Superior Officers Association				Dan	Rick		
6	Amend the FY2021 Operating Budget			Adopt	Matt	Carol		
7	Appropriate for Needham Property Tax Assistance Program			Adopt	Matt	Barry		
8	Appropriate for Compensated Absences Fund			Adopt	Matt	Rick		
9	Appropriate for Public Facilities Maintenance Program			Adopt	Moe	John		
10	Appropriate for Small Repair Grant Program			Adopt	Moe	Josh		
11	Appropriate for Town Network and Internet Control Analysis and Reporting			Adopt	Matt	Josh		
12	Appropriate for Planning Consulting Assistance			Not Adopt	Marianne	Carol		
13	Appropriate for Public Health Consulting Assistance				Marianne	Tom		
14	Appropriate for Public Information Officer			Adopt	Marianne	Dick		
15	Appropriate for Clinical Support Services for Law Enforcement			Adopt	Dan	Louise		
16	Appropriate for National Pollutant Discharge Elimination System (NPDES) Permit Compliance			Adopt	Moe	Dick		

TOWN MEETING
Status of Articles 4.7.2021

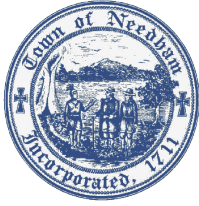
#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
17	Appropriate for Fleet Refurbishment			Adopt	New	Dick		
18	Appropriate for Rosemary Dam Decommissioning			Adopt	Moe	John		
19	Appropriate for Payment of Unpaid Bills of Prior Years			Adopt	New	Carol		
20	Appropriate the FY2022 Operating Budget			Adopt	Matt	Carol		
21	Appropriate the FY2022 Sewer Enterprise Fund Budget			Adopt	Matt	Josh		
22	Appropriate the FY2022 Water Enterprise Fund Budget			Adopt	Matt	Josh		
23	Authorization to Expend State Funds for Public Ways			Adopt	Marianne	Josh		
24	Appropriate for Emery Grover Renovation Design				Marianne	John		
25	Appropriate for Preservation of Town Marriage Records				New	Rick		
26	Appropriate for Town Common Historic Redesign & Renovation				Moe	Tom		
27	Appropriate for Fisher Street Trailhead – Construction				Moe	Tom		
28	Appropriate for Resurfacing the Synthetic Track at DeFazio				Matt	Tom		
29	Appropriate for Mcleod Field Renovation Design				Matt	Tom		
30	Appropriate for Trail Identification - Design				Moe	Tom		
31	Appropriate for Town Reservoir Sediment Removal				Moe	Tom		
32	Appropriate to Community Preservation Fund				Moe	Tom		
33	Appropriate to Community Preservation Fund Supplement				Moe	Tom		
34	Appropriate for Walker Pond Improvements			Adopt	Marianne	Tom		

TOWN MEETING
Status of Articles 4.7.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
35	Appropriate for General Fund Cash Capital				Matt	Dick		
36	Appropriate for Public Works Infrastructure			Adopt	Matt	Louise		
37	Appropriate for Public Safety Building Construction				Dan	John		
38	Appropriate for Sewer Enterprise Fund Cash Capital			Adopt	Dan	Louise		
39	Appropriate for Sewer Main Replacement			Adopt	Dan	Dick		
40	Appropriate for Water Enterprise Fund Cash Capital			Adopt	Dan	Louise		
41	Appropriate for Water Service Connections			Adopt	New	Dick		
42	Appropriate to Athletic Facility Improvement Fund			Adopt	New	Barry		
43	Appropriate to Workers Compensation Fund			Adopt	New	Barry		
44	Acceptance of Provisions of M.G.L. Chapter 41 Section 111f – Special Injury Leave Indemnity Fund			Adopt	Dan	Rick		
45	Foster Care Transportation Reimbursement			Adopt	Marianne	Barry		
46	Special Education Stabilization Fund			Not Adopt	Marianne	Barry		
47	Amend General By-Law – Authorize Town Clerk to Ensure Consistency in Numbering			No Position	Moe			
48	Needham Unite Against Racism Resolution			No Position	Marianne	Louise		
49	Citizens’ Petition – Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties by Commercial Vendors			No Position	Dan	Barry		
50	Omnibus							
	ANNUAL TOWN MEETING							
3	Elected Officials Salaries				Dan	Rick		
4	Revolving Fund Limits			Adopt	New	Louise		

TOWN MEETING
Status of Articles 4.7.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
5	Zoning/HC1				Marianne	Carol		
6	Zoning/HC1				Marianne	Carol		
8	Zoning/Citizens Petition				Dan	Carol		
9	Omnibus							

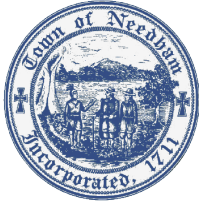


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/14/2021

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

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

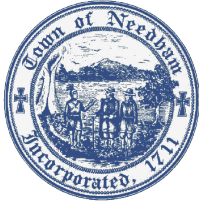


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/14/2021

Agenda Item	Tidwell Report
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the report received from Natasha Tidwell.	
2.	VOTE REQUIRED BY SELECT BOARD
None – discussion only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

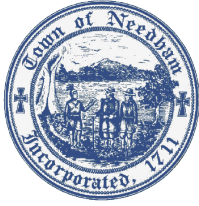


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/14/2021

Agenda Item	Committee Reports- Needham Unite Against Racism
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Ms. Cooley will report on the progress of the Needham Unite Against Racism Working Group.</i>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	



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

MEETING DATE: 04/14/2021

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

**Town of Needham
Water Sewer Billing System
Adjustment Form**

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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

Water Sales:	-\$316.76
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$500.40
Transfer Station Charges:	\$0.00
Total Abatement:	-\$817.16

Order #: 1305

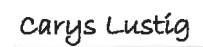
Read and Approved:


Assistant Director of Public Works

4/7/21

For the Select Board

4/14/21


Director of Public Works

4/7/21

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared			Customer	Location	Street		Irrigation	Domestic				Corrected
By:	Last Name	First Name	ID#	ID#	Number	Street Name	Water	Water	Sewer	Total	Reason	Last Read
DB	LEMAIRE	CYRIL	24367	626	57	DOUGLAS ROAD	\$0.00	-\$11.31	-\$10.27	-\$21.58	ACC	N
DB	O'HARA	JOHN M & JANE	20311	2314	89	BIRDS HILL AVENUE	\$0.00	-\$22.30	-\$20.70	-\$43.00	ACC	N
DB	FIRST BAPTIST CHURCH		7251	19506	858	Great Plain Avenue	\$0.00	-\$180.10	-\$172.10	-\$352.20	ACC	N
JO	Council on Aging (1)						\$0.00	-\$103.05	-\$297.33	-\$400.38	COA	N

Total: -\$817.16

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.

TWN = Town Project caused damage to private property

EC = Extenuating Circumstances

Equip = Equipment Malfunction

UEW = Unexplained water loss

ACC = Accidental Water Loss

BP = Billing Period beyond 100 days

COA - Council on Aging



Town of Needham, Massachusetts
Road Event Form

2021 MAR 11 A 8:36

INTERNAL USE ONLY

☐ DPW ☐ Police
☐ Fire ☐ OTM
☐ Park & Rec
☐ PFD ☐ Health

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE ☒ CAR PARADE

Name of Event:

SURVIVOR CAR PARADE

Name of Organization:

AMERICAN CANCER SOCIETY
RELAY FOR LIFE OF CHARLES RIVER

Event Date(s) and Rain Date if requesting:

SATURDAY, MAY 22

Earliest Time Expected in Needham:

1 PM

Latest Time Expected in Needham:

2:30 PM

Has this event been conducted in other Towns in the past? ☒ YES ☐ NO

If yes, name of Town and date:

10/2020 FOXBORO, MA

Has this event been held in Needham in the past? ☐ YES ☒ NO

If yes, are you repeating the same route as in prior year(s)? ☐ YES ☐ NO

Organization Mailing Address:

3 SPEEN ST., STE 250, FRAMINGHAM
MA 01701

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

32 RIVER RIDGE
WELLESLEY HILLS, MA 02481

Primary Contact:

MARGARET L. KLINGMEYER

Contact Title:

SURVIVOR CHAIRWOMAN

Contact Address:

32 RIVER RIDGE
WELLESLEY HILLS, MA 02481

Contact Phone (Day):

781-431-1462

Contact Phone (Cell):

617-584-1740

Contact Email:

TEAMHIKERCHRIS@VERIZON.NET

Number of Expected Participants:

150

Number of Expected Spectators at Peak Time:

150

Are participants charged a fee?

☐ YES

☒ NO

Estimated Number of Vehicles:

100

What type of Parking is required:

NONE

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: WE PLAN TO HAVE PARTICIPANTS MEET AT THE SUNITA WILLIAMS SCHOOL ON CENTRAL AVE. AT THE STARTING TIME.

Are event organizers available to meet with members of the Town to plan event?

☒ YES ☐ NO

Do event organizers foresee the need for any road closures (subject to police review)?

☒ YES ☐ NO

What will be done in case of inclement weather?

NO CHANGE

Will neighborhoods be impacted by parking and traffic?

NOT BY PARKING, BUT BY TRAFFIC

What activities are planned for the start of the race (if in Needham)?

WE WILL BE HANDING A SMALL GIFT TO THE SURVIVORS AS THEY START TO FOLLOW THE LEAD CAR

What activities are planned for the end of the race (if in Needham)?

NONE - JUST DISBAND

What facilities are needed for the start of the race (if in Needham)?

NONE

What facilities are needed for the end of the race (if in Needham)?

NONE

Once the event begins, how long will it take to complete the event? LESS THAN ONE HOUR AND A HALF	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	WE WILL HAVE VARIOUS RELAT SIGNS TO PLACE ALONG THE ROUTE
Will volunteers be placed along the route?	YES
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	NO
Will there be any food served? (contact Needham Health Dept: 781-455-7940)	NO
Will portable toilets be used? List locations.	NO
Will hydration stops be set up along route? If yes, please include these on route plan.	NO
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	EVERYONE WILL BE IN THEIR OWN CARS
Does the event take place during commuter times?	NO
Is school in session during the event? Will school drop off or pick up be impacted by the event?	NO
Are businesses open during the time of the event?	YES
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	NO - WE WILL ONLY BE DRIVING BY
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	NO
What is the plan to handle trash?	N/A

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- event route map (include map and text of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

OUR PROPOSED ROUTE IS:

START AT 585 CENTRAL AVE.

TURN WEST ON CENTRAL AVE

TURN LEFT ONTO WEST ST

TURN RIGHT ONTO HIGHLAND AVE.

TURN LEFT ONTO GREAT PLAIN AVE

PARADE ENDS AT ST. SEBASTIAN SCHOOL AND

PARTICIPANTS DISBAND

Wellesley
See Map on Page 230-231

Newton
See Map on Page 162-163

