

SELECT BOARD Meeting Agenda

6:00 p.m. April 13, 2022

NEEDHAM TOWN HALL – POWERS HALL

& ZOOM

REVISED

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://us02web.zoom.us/j/81500574834?pwd=MXh1MVhRMTZkd3V2Umd1SjY5QVVUZzo9>

Passcode: 634886

One tap mobile: US: +13017158592,,81500574834#

Webinar ID: 815 0057 4834

	6:00	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
1.	6:00	Board Reorganization
2.	6:00	Public Hearing: Dangerous Dog Hearing • Chief of Police John Schlittler • Diana Rasoul, Dog Owner
3.	6:45	Emery Grover Project Update • Dan Gutekanst, Superintendent of Schools • Hank Haff, Director of Design & Construction • Connie Barr, School Committee Chair • Stuart Chandler, Permanent Public Building Committee Chair
4.	7:15	Citizens’ Petition Presentation • Paul Seigenthaler, Petitioner
5.	7:25	Hutter Ridge Road Street Acceptance • Tom Ryder, Town Engineer

6.	7:35	Town Manager • Approve Memorandum of Agreement/Needham Police Union • Annual and Special Town Meeting Articles • Town Manager Report
7.	8:00	Board Discussion • Meeting Location • Committee Reports
8.	8:10	Executive Session Exception 3 (Collective Bargaining Police Superior Officers Association) and Exception 6 (Interest in Real Property)

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$200 from the Needham Community Council.
2.	Accept the following donation made to Needham Aging Services: \$100 from the Carol Amicangioli.
3.	Accept the following donation made to Youth & Family Services: \$1,688.47 from Highrock Church Inc. for the Mental Health First Aid Program.
4.*	Approve a request from Kiko Bracker, race director from the Needham Running Club, to hold the Needham Backyard Ultra race in Needham. The event is scheduled for Saturday, May 7, 2022, 7:00am. The event and route have been approved by the following departments: Fire, Police, DPW, Park & Recreation.
5.*	Approve a request from Nick Bendixen, race coordinator from the Charles River YMCA, to hold the Charles River Annual Independence Day 5K race in Needham. The event is scheduled for Monday, July 4, 2022, 7:00am, pending departmental approvals.
6.*	Approve a request from Hilary Ryan, race coordinator from the Charles River Center, to hold the Charles River Center 5K run/1 mile walk in Needham. The event is scheduled for Sunday, September 25, 2022, 9:00am, pending departmental approvals.
7.*	Approve Open and Executive Session Minutes for March 8, 2022 and March 22, 2022.
8.	Approve a Common Victualler License for Blue Restaurant LLC d/b/a Blue on Highland
9.	Approve a Weekday Entertainment License for Blue Restaurant LLC d/b/a Blue on Highland
10.	Approve a Sunday Entertainment License for Blue Restaurant LLC d/b/a Blue on Highland
11.	Outdoor Dining: Extend the authorization granted to the Town Manager by its vote of June 9, 2020 to grant all local approvals necessary to allow existing local businesses to utilize outdoor seating in parking lots, on-street parking spaces, sidewalks, landscaped yard areas or other appropriate locations to provide more space to serve patrons until April 1, 2023, such authorization to remain subject to all the terms and conditions stated in the Board's original vote and to c. 42 of the Acts of 2022.
12.	Consumption of To-Go Cocktails: Authorize the consumption of alcohol, as defined by M.G.L. c. 138, Section 1, that has been sold in association with take-

	out service of food pursuant to Section 13 of c. 53 of the Acts of 2020, as amended by c. 42 of the Acts of 2022, at the Town Common, the Needham Heights Common/Avery Square, and Eaton Plaza under the provisions of Section 3.1.9 of the General By-laws of the Town until April 1, 2023.					
13.*	Approve a Special One Day Wines & Malt Beverages Only License for Gloria Greis of Needham History Center & Museum to host “Spring into Springtime”, Saturday April 30, 2022 from 6:00-11:00 PM. The event will be held at the Needham History Center & Museum, 1147 Central Avenue. The event has been approved by the following departments: Fire & Police.					
14.	Grant permission for the following residents to hold block parties:					
Name		Address	Party Location	Party Date	Party Rain Date	Party Time
Susan Benzie		18 Hollow Ridge Rd	Hollow Ridge Rd	6/18/22	6/25/22	4pm-10pm
Samantha Eisenberg		48 Scott Road	Scott Rd cul-de-sac	5/14/22	N/A	3pm-6pm

NEEDHAM SELECT BOARD RE~ORGANIZATION MEETING FOR APRIL 13, 2022

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 26, 2022	August 9, 2022	November 22, 2022	February 28, 2023
May 10, 2022	September 13, 2022	December 6, 2022	March 14, 2023
May 24, 2022	September 27, 2022	December 20, 2022	March 28, 2023
June 14, 2022	October 11, 2022	January 10, 2023	April 12, 2023*
June 28, 2022	October 25, 2022	January 24, 2023	
July 26, 2022	November 8, 2022	February 14, 2023	

*Wednesday

4. Committee Secretary for Select Board: ☐ Myles Tucker

5. Recording Secretary for Select Board: ☐ Mary Hunt

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Town of Needham Select Board (1950 - 2022)

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 - 2022)

1988-89	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.			1988-89
1989-90	H. Phillip Garrity, Jr.			Marcia M. Carleton	David F. Edridge, Jr.	1989-90
1990-91						1990-91
1991-92						1991-92
1992-93	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.	Marcia M. Carleton		1992-93
1993-94				Ted Owens	David F. Edridge, Jr.	1993-94
1994-95						1994-95
1995-96	Daniel P. Matthews	Sally B. Davis	John D. Marr, Jr.		David F. Edridge, Jr.	1995-96
1996-97				Ted Owens	William M. Powers	1996-97
1997-98						1997-98
1998-99	Daniel P. Matthews	John H. Cogswell	John D. Marr, Jr.			1998-99
1999-00				Ted Owens	William M. Powers	1999-00
2000-01						2000-01
2001-02	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2001-02
2002-03				Colleen Schaller	William M. Powers	2002-03
2003-04						2003-04
2004-05	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2004-05
2005-06				James G. Healy	John A. Bulian	2005-06
2006-07						2006-07
2007-08	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2007-08
2008-09				James G. Healy	John A. Bulian	2008-09
2009-10						2009-10
2010-11	Daniel P. Matthews	Denise C. Garlick	Gerald A. Wasserman			2010-11
2011-12		James G. Healy		Maurice P. Handel	John A. Bulian	2011-12
2012-13			Gerald A. Wasserman			2012-13
2013-14	Daniel P. Matthews	Matthew D. Borrelli	Marianne B. Cooley			2013-14
2014-15				Maurice P. Handel	John A. Bulian	2014-15
2015-16						2015-16
2016-17	Daniel P. Matthews	Matthew D. Borrelli	Marianne B. Cooley			2016-17
2017-18				Maurice P. Handel	John A. Bulian	2017-18
2018-19						2018-19
2019-20	Daniel P. Matthews	Matthew D. Borrelli	Marianne B. Cooley			2019-20
2020-21				Maurice P. Handel	John A. Bulian	2020-21
2021-22				Lakshmi Balachandra*		2021-22
2022-23		Matthew D. Borrelli	Marianne B. Cooley			2022-23
2023-24				Kevin Keane	Marcus Nelson	2023-24
2024-25						2024-25
* Resigned September, 2021						



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

MEETING DATE: 4/13/2022

Agenda Item	Public Hearing – Dangerous Dog Hearing
Presenter(s)	John Schlittler, Police Chief Diana Rasoul-Agha, Dog Owner

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Chief Schlittler has requested that the Select Board hold a dangerous dog hearing in accordance with MGL c. 140 Section 157 and Town By-Law 3.7.5 on a complaint about a dog by the name of “Axel” residing at 233 West Street in Needham.	
2.	VOTE REQUIRED BY SELECT BOARD
1. Move that the Select Board vote to find Axel of 233 West Street to be a dangerous dog based on the credible evidence presented during the hearing that Axel has (i) without justification attacked a domestic animal causing physical injury; and (ii) has behaved in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to people and domestic animals. AND 2. Move that the Select Board order, pursuant to M.G.L. c.140, §157, that Axel be humanely euthanized. -OR- 1. Move that the Select Board order, pursuant to M.G.L. c140, §157, that Axel be confined to the premises of its owner, Ms. Diana Rasoul-Agha of 233 West Street; and provided that “confined” shall mean securely confined indoors or confined outdoors in a securely enclosed and locked pen or dog run area at 233 West Street. Such pen or dog run shall have a secure roof and, if such enclosure has no floor secured to the sides thereof, the sides shall be embedded into the ground for not less than 2 feet; and within the confines of such pen or dog run, a dog house or proper shelter from the elements shall be provided to protect the dog; and	



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

That when removed from said premises, Axel shall be securely and humanely muzzled and restrained with a chain or other tethering device having a minimum tensile strength of 300 pounds and not exceeding 3 feet in length; and

That all other orders included in the Select Board's Decision dated January 13, 2022 shall remain in full force and effect, namely:

- a. That the owner of the dog provide proof of additional skilled training to rectify the violent tendencies of the dog; and
- b. That the owner take steps to secure 233 West Street to ensure there are no additional inadvertent releases of the dogs out of the home.

3.	BACK UP INFORMATION ATTACHED
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- | | |
|--|---|
| | <ol style="list-style-type: none">a. Notice of Public Hearingb. Correction to Notice of Public Hearingc. Initial Police Reportd. Update to Police Reporte. Email from Diana Rasoul-Agha to Needham Police Officer Palmerf. Victim Statement and Photosg. Email of Concern from Residenth. Select Board Hearing Order, Dated January 13, 2022 |
|--|---|



TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

**Office of the
Town Manager**

Telephone: (781) 455-7500
Email: OTM@NeedhamMA.gov

Via Certified Mail
March 22, 2022

7021 0950 0000 5162 5892

Diana Rasoul-Agha
233 West Street
Needham, MA 02492

Re: Dangerous Dog Hearing Pursuant to M.G.L. c.140, §157

Dear Diana Rasoul-Agha:

The Needham Select Board has received an additional complaint regarding your dog Axel, an Alaskan Malamute, previously determined by the Select Board at a public hearing on January 11, 2022 to be a dangerous dog. The complaint is dated March 14, 2022, and the incident that form the basis of the complaint are stated in detail therein. A copy is attached for reference.

Pursuant to M.G.L. c.140, §157 and Sections 3.7 of the Needham General Bylaws, the Select Board will hold a public hearing on the complaint on April 13, 2022 at 6:10 p.m. in person at Needham Town Hall, Powers Hall and via ZOOM of the Needham Select Board (information below) to investigate this additional complaint against Axel and to determine if further remedial measures should be ordered in accordance with state law.

You are invited to attend, testify, and present evidence on your behalf. Town Hall is located at 1471 Highland Ave, Needham, Powers Hall, second floor.

It is important to note that the Select Board imposed many of the remedial measures at its disposal at the January 11, 2022 public hearing. Because the Board may not order Axel be removed from Needham, few additional measures remain at their disposal, to include humane euthanasia. In prior instances in which dangerous behavior could not be remedied or contained, some owners have proactively rehomed their dangerous dogs before additional public hearings before the Select Board.

If you choose to rehome Axel before the public hearing on April 13th, please immediately inform Police Chief John Schlittler (jschlittler@needhamma.gov) and my staff contact, Myles Tucker (mtucker@needhamma.gov).

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Kate Fitzpatrick". The signature is written in a cursive, flowing style. To the right of the signature, there is a small, faint, vertical stamp or mark.

Kate Fitzpatrick
Town Manager

cc: Select Board
John Schlittler, Police Chief
Myles Tucker, Support Services Manager



TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

**Office of the
Town Manager**

Telephone: (781) 455-7500
Email: OTM@NeedhamMA.gov

Via Certified Mail
April 7, 2022

7021 0950 0000 5162 5984

Diana Rasoul-Agha
233 West Street
Needham, MA 02492

Re: Update: Dangerous Dog Hearing Pursuant to M.G.L. c.140, §157

Dear Diana Rasoul-Agha:

The previous notice of a public hearing sent to you (copy enclosed) stated that the public hearing regarding your dog Axel will begin on April 13, 2022 at 6:10 p.m. Please note that the public hearing is actually scheduled to begin on April 13, 2022 at **6:00 p.m.** in Needham Town Hall, Powers Hall and via ZOOM.

Should you not be able to arrive until 6:10 p.m., the Select Board will delay the hearing to this time.

In addition, the original notice omitted specific ZOOM login information. If you are unable to attend in person, the ZOOM can be accessed at:

Web Link:

<https://us02web.zoom.us/j/81500574834?pwd=MXh1MVhRMLZkd3V2Umd1SjY5QVVUZz09>

Telephone: US: +1 301 715 8592 or +1 312 626 6799

Webinar ID: 815 0057 4834

Passcode: 634886

I apologize for any confusion these errors may have caused.

Respectfully,

Myles Tucker
Support Services Manager

cc: Select Board
John Schlittler, Police Chief
Kate Fitzpatrick, Town Manager
Chris Heep, Town Counsel
Jeremy Cohen, Counsel for Diana Rasoul-Agha

encl: Notice Re: Dangerous Dog Hearing Pursuant to M.G.L. c.140, §157, 22 Mar 2022

Needham Police Department
Incident Report

Page: 1
03/15/2022

Incident #: 22NEE-246-OF
Call #: 22-9345

Date/Time Reported: 03/14/2022 1716
Report Date/Time: 03/14/2022 1848
Status: No Crime Involved

Reporting Officer: Patrol Leo Schlittler
Approving Officer: Sergeant Michael Lamb

Signature: _____

Signature: _____

#	INVOLVED	SEX	RACE	AGE	SSN	PHONE
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1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[CONTACT INFORMATION]

2	[REDACTED]	Home Phone	(Primary)	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[CONTACT INFORMATION]

3	[REDACTED]	Home Phone	(Primary)	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[CONTACT INFORMATION]

[REDACTED]

Needham Police Department
Incident Report

Page: 2
03/15/2022

Incident #: 22NEE-246-OF
Call #: 22-9345

#	INVOLVED	SEX	RACE	AGE	SSN	PHONE
4	RASOUL-AGHA, DIANA 233 WEST ST NEEDHAM MA 02494-1325					

[CONTACT INFORMATION]

EVENTS (S)

LOCATION TYPE: Highway/Road/Alley/Street Zone: 4 B
233 WEST ST
NEEDHAM MA 02492

1 Dog Call

NARRATIVE FOR PATROL LEO C SCHLITTLER

Ref: 22NEE-246-OF

Entered: 03/14/2022 @ 1910

Entry ID: 3096

Modified: 03/14/2022 @ 2214

Modified ID: 8335

Approved: 03/14/2022 @ 2214

Approval ID: 8335

On 3/14/2022 I, Officer Leo Schlittler, was dispatched to the area of West St and Birch St for the initial report of a person that was attacked by a dog. Sgt Lamb and myself arrived on scene and were updated that it was a dog that was attacked not a person. We located the dog owner [REDACTED] on Birch St. As she approached us I noticed that there was blood stains on her jacket. She said the blood was from her dog and not her. I asked her what happened. She said that she was walking her dog on a leash on West St. just west of Birch St. She said a husky grabbed her dog and shook it violently. She said she is familiar with the dog and it lives at 233 West St. [REDACTED] was very upset and needed to get her dog to a veterinarian quickly so I told her I would call her later to get the full details.

We then went to 233 West St to speak with the dog owner. The dogs are familiar to NPD as there have been multiple incidents with the dogs in the past. I spoke with [REDACTED] the owner's daughter. She said she heard a commotion outside in front of the house and when she opened the door to see what was happening she saw Axel outside and let him back in the house. Axel is a Malamute and due to past incidents the dog is required to be muzzled when outside. Axel was, [REDACTED] admission, neither muzzled or on a leash, he had somehow found a way out of the house. There are two dogs at the residence, a husky, Mya, in addition to the Malamute. Sgt Lamb spoke by phone with Officer Palmer. Officer Palmer ordered the dogs to be quarantined until further notice. This was passed on to [REDACTED] and she understood what that meant.

The dog breeds Husky and Malamute are very similar in appearance and are often confused with each other to the untrained eye. [REDACTED] refers to the dog that attacked Lucy as a Husky but it is actually the Malamute named Axel.

I spoke with [REDACTED] later by phone. She was still at the veterinarian's. She said that her dog Lucy is a cockapoo. She was walking Lucy and stopped to pick up her poop when she suddenly noticed a husky right in front of her. She said the husky bit Lucy and took her into it's jaws, raised it off the ground, and shook it violently back and forth. She screamed at the husky to drop Lucy but that didn't work so she kicked the husky and it then dropped Lucy. The husky did not leave the area it stayed there and bared it's teeth and growled at [REDACTED]. [REDACTED] said the husky did eventually leave the scene and walk across the street. [REDACTED] knows the two dogs at 233 West St from seeing them out walking and also because Lucy was attacked over the summer of 2021 by one of the dogs. [REDACTED] mentioned the name Mya as the dog involved in that incident. Mya is the name of the husky at 233 West St. [REDACTED] said the injuries over the summer were puncture wounds to Lucy's hind quarters and were not very serious. She did not report that incident to NPD because she did not want to cause an issue in the neighborhood. She said the injuries today were severe and Lucy was still being evaluated but she would require multiple surgeries going forward.

I received an email from the dog owner Diana Rasoul-Agha that included ring door bell footage of the attack. That was forwarded to Officer Palmer and will be added to the report.

A copy of this will be forwarded to Officer Palmer.

CASE SYNOPSIS

Ref: 22NEE-246-OF

Entered: 03/14/2022 @ 2106	Entry ID: 3096
Modified: 03/14/2022 @ 2214	Modified ID: 8335
Approved: 03/14/2022 @ 2214	Approval ID: 8335

On 3/14/2022 I responded to a West St address for the report of a dog attacking another dog. The matter is under investigation.

SUPPLEMENTAL NARRATIVE FOR PATROL MATTHEW E PALMER

Ref: 22NEE-246-OF

Entered: 03/18/2022 @ 1435 Entry ID: 7439
Modified: 03/18/2022 @ 1523 Modified ID: 7439

On 3-16-22 at 8:15am I (AC1) responded to 233 West to speak with Diana Rasoul about a dog attack that involved her dog "Axel" a male Alaskan Malamute. (See Ofc. L. Schlittler's report)

I spoke with Diana and informed her that her dog Axel was to be quarantined for 10 days and Axel is not to be taken off property until further notice. I also cited Diana for town By-Law 3.7.2 Disturbing the Peace, Owner of a dog that bites \$50 for subsequent offense. I also informed Diana that she would be getting notice of a second meeting with the Town of Needham Select Board to discuss what needs to happen with her dog Axel. Diana understood. I also advised her to check into finding a Alaskan Malamute Rescue for possible placement.

On 3-17-22 I (AC1) spoke with [REDACTED] the owner of Lucy the victim dog in this incident. [REDACTED] stated her dog Lucy was in rough shape with multiple injuries with stitches and drains. If Lucy survives she will need multiple surgeries. I informed [REDACTED] of the status of Axel and that he was still on property under quarantine.

Myles Tucker

From: Matthew Palmer
Sent: Thursday, March 31, 2022 10:26 AM
To: Myles Tucker
Subject: FW: Axel

-----Original Message-----

From: Diana Rasoul-Agha [REDACTED]
Sent: Wednesday, March 30, 2022 6:21 PM
To: Matthew Palmer <MPalmer@needhamma.gov>
Subject: Axel

Hello officer Palmer,

So as I expected before , he was out in the back yard playing with Maya , and he broke threw the electrical fence as the battery died and it did not give him the warning signal . He has been doing pretty good but looks like he still does not have sense of physical space and he depends on the signal to stop him from moving forward. Maya is more advanced as she knows the physical boundaries , and won't cross them even without her collar on.

Diana

Description of Incident involving [REDACTED] and her dog Lucy

On Monday, March 14 between around 4:45 and 5:15 I was walking my dog Lucy on West Street near the intersection with Birch Street. Lucy had pooped on the berm of the road and I was leaning over to pick it up with a plastic bag when I looked up the attacking dog was standing there. It had stealthily crossed West Street and neither Lucy nor I heard it approach. I moved quickly to pick Lucy up, since she had an earlier incident involving this dog when she had been attacked and bitten. Lucy had backed up into the weeds and brush, having seen the dog herself at this point. Before I could get to her the dog pounced, grabbed hold of her and bit into her abdomen. As it continued its attack it swung her from side to side as she yelped and cried. I began screaming at the dog as it viciously tore into Lucy and put my foot up near its face, scared to touch it as I believed it might attack me as well. Eventually it dropped Lucy as I continued screaming at it, but then it bared its teeth and began staring menacingly at me, squaring off just a few feet from where I stood.

I screamed as loud as I could for help, as several cars passed by. I screamed because I knew the dog resided in the house directly across the street, but no one from the house came out. Eventually after what I would estimate to be about 3 or 4 minutes a car stopped, followed by a few other cars. At this point, the dog broke its stare and began to move away. I picked up Lucy immediately and she was bleeding badly. Her blood covered my jacket and several of the witnesses were concerned that I had been attacked as I was still crying. I walked as quickly as I could back to my house, knowing I had to get Lucy to the emergency room as quickly as possible. One of the witnesses had followed me and called into police dispatch and had me speak briefly to an officer to give a general report of the incident. I later spoke to another officer, and on Thursday 3/17 to Officer Palmer.

This was an incredibly traumatic and disturbing experience for both Lucy and myself. I feared that Lucy was not going to survive the attack, and I feared for my own safety. When I close my eyes, I still see the image of the dog attacking, unprovoked and determined to cause harm. This event happened on the evening that our family was preparing to say farewell to my husband's father, who had passed away suddenly from a heart attack that week. The hardship that this attack has brought to our family is substantial. We had to find care for Lucy as we attended funeral services and tried to provide assistance to my widowed mother-in-law. Lucy sustained blunt force trauma and puncture wounds and is enduring innumerable stitches and drains for the internal damage. She may require a second round of surgery due to skin and tissue that will never be able to repair itself. Every time I take Lucy out of the house, both she and I are uneasy, carefully scanning the road to make sure there is no threat from this dog that may have once more escaped from its house. We live in fear that this will happen again, to us, or to some other unassuming victim. We can only hope that it will not be allowed to.







Myles Tucker

From: Selectboard
Sent: Wednesday, April 6, 2022 5:22 PM
To: Myles Tucker
Subject: Fw: Dog bites

From: C Mathews [REDACTED]
Sent: Monday, March 28, 2022 10:52 AM
To: Selectboard <Selectboard@needhamma.gov>
Subject: Dog bites

Dear Select Board Members,

I am writing with regard to some dog bite incidents involving my neighbors and the 2 Alaskan Malamutes on West Street. Since we heard of these incidents this past Fall, many of us in the neighborhood have stopped walking our dogs anywhere near West Street. Our dog is the exact same breed as the 2 dogs involved in 3 of the attacks, so I am especially scared to walk in that area. I recently learned that these 2 Malamutes are also now walking on Booth Street, so I try my best to avoid the times when they have been seen in our neighborhood. We live at [REDACTED] Bobsled and walk down to the bottom of the hill and down Booth at least 3 times/day.

It feels as though there is no safe place to walk in our neighborhood because of the threat of these dogs. They are so large and strong and it seems apparent after so many incidents that their owners cannot keep them contained. The mailman recently mentioned that those 2 Malamutes were kept tied up on the porch, and when he used to deliver the mail to that house, they would lunge at him. They are no longer on the porch in recent months, but it's clear that this has been an ongoing problem for a long time.

Once a dog is attacked, there are so many long-lasting repercussions to the dog, the owner and the entire family. Our dog was bitten in a separate incident by another dog in December, which I reported. Just last week, our mailman told me about another dog bite incident which he witnessed on Hunnewell.

Dog bites seem to be a growing problem. I wonder if we should consider doing some community teaching around this issue, especially as so many more residents have acquired dogs in the past 2 years. Perhaps there could be a community-wide flier and a Zoom session with our Animal Control Officer and a local trainer with tips for how to manage aggressive dogs, what to do in an attack, and how to prevent them.

I don't think that most residents even know to report dog bites, so I imagine our numbers are inaccurate. Dogs require a great deal of time and attention, and their needs vary depending on the breed and their own history. After our incident, we no longer let the kids walk the dog, which has its own challenges in managing busy schedules. The impact of these attacks reach the entire family and the community. The cost is so much more than a vet bill.

Thank you for your careful consideration of these issues. I hope you will take all of this into account as you think about next steps for these dogs. Please reach out if I can help with anything.

Sincerely,
Christina Mathews
[REDACTED] Bobsled Drive



**Office of the
Town Manager**

**TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669**

**Telephone: (781) 455-7500
Email: OTM@NeedhamMA.gov**

**DANGEROUS DOG HEARING
TOWN OF NEEDHAM SELECT BOARD
DECISION, FINDINGS OF FACT
AND RECORD OF PROCEEDINGS**

COMPLAINANT: John Schlittler, Chief of Police

DOG OWNER: Diana Rasoul-Agha, 233 West Street, Needham MA 02492

NAME AND DESCRIPTION OF DOGS: Maya and Axel, both Alaskan Malamutes

DATES OF HEARING: 1/11/2022

MEMBERS PRESENT: Matthew Borrelli, Chair; Marianne Cooley, Vice Chair;
Marcus Nelson, Clerk (via Zoom); Daniel Matthews; and Kevin Keane

The following is a detailed record of all proceedings relative to the dangerous dog complaint filed by John Schlittler, Chief of Police against the above-referenced dogs, in accordance with Massachusetts General Laws Chapter 140, Section 157:

I. COMPLAINT

On December 21st, 2021 the complaint was presented to the Board.

II. NOTICE

On January 4th, 2022, notice was sent by Kristin Scoble, Administrative Specialist, to the above-named owner of the dogs in question.

III. HEARING

On January 11th, 2022, the Select Board held a hearing at Needham Town Hall and via Zoom, at which time the Complainant testified under oath. All those interested were given an opportunity to be heard. The following evidence was submitted at the hearing:

1. Public testimony by Complainant, John Schlittler, Chief of Police.
2. Public testimony by Dog Owner, Diana Rasoul Agha, and her minor daughter.
3. Public testimony by resident and owner of dog allegedly bitten by Axel and/or Maya, Lisa Madkins.

4. Public testimony by resident, Maureen Walsh.
5. Public testimony by resident and owner of dog allegedly bitten by Axel and/or Maya, Esther Jesurum.
6. Needham Police Department Incident Report (Incident #: 21NEE-1254-OF) of report made on 10/16/2021.
7. Needham Police Department Incident Report (Incident #: 21NEE-1492-OF) of report made on 12/10/2021.
8. Needham Police Department Incident Report (Incident #: 21NEE-151-OF) of report made on 12/16/2021.

IV. FINDINGS and DETERMINATION

The Select Board considered all evidence and testimony presented at the public hearing, and finds that on multiple occasions and without justification Maya and Axel have (a) attacked domestic dogs causing physical injury, and (b) behaved in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury to other dogs.

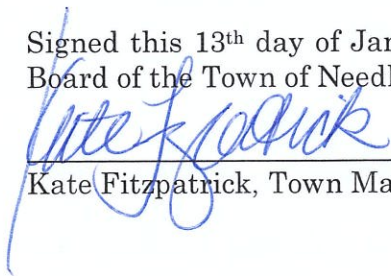
Based on the credible evidence and testimony presented at the public hearing, the Board determines pursuant to M.G.L. c.140, §157 that Maya and Axel are DANGEROUS DOGS.¹

V. ORDERS

The Board makes the following orders:

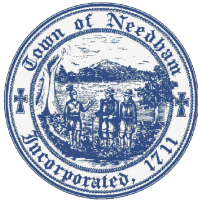
1. The Board orders that when removed from the premises of the owner or the premises of the person keeping the dogs, the dogs shall be securely and humanely muzzled and restrained with a chain or other tethering device;
2. The Board orders that the owner or keeper of the dogs provide proof of additional skilled training to rectify the violent tendencies of the dogs; and
3. The Board orders that the owner or keeper of the dog take steps to secure the home in which the dogs reside to ensure there are no additional inadvertent releases of the dogs out of the home.

Signed this 13th day of January 2021 by the Town Manager on behalf of the Select Board of the Town of Needham.



Kate Fitzpatrick, Town Manager

¹ The term "dangerous dog" is defined by M.G.L. c.140, §36A as "a dog that either: (i) without justification, attacks a person or domestic animal causing physical injury or death; or (ii) behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal."

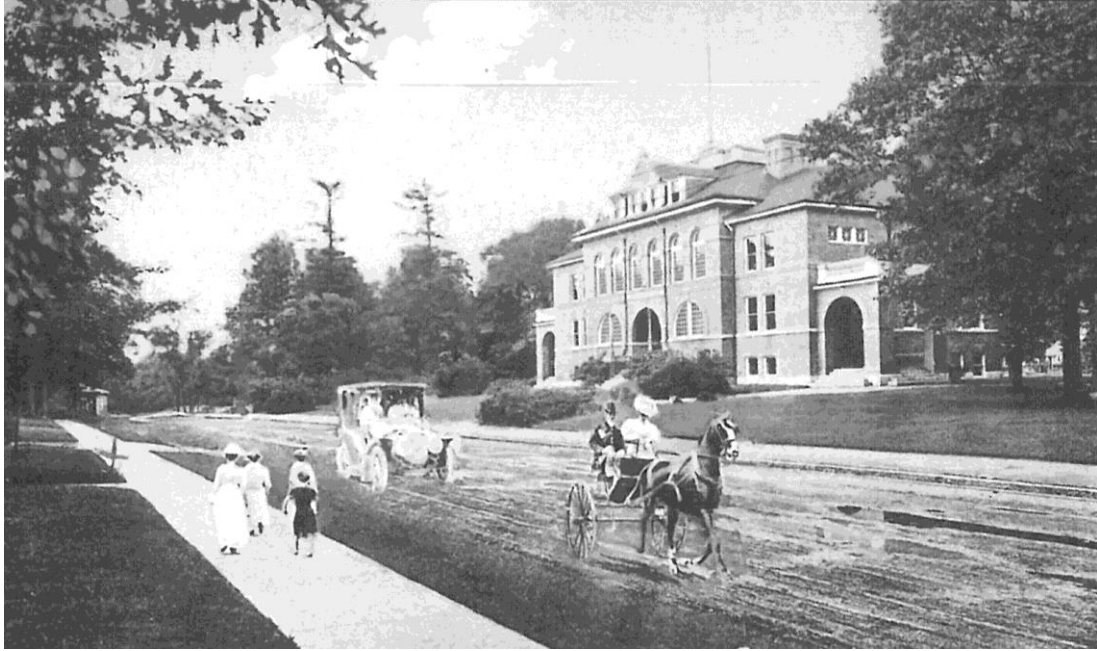


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/13/2022

Agenda Item	Emery Grover Project Update
Presenter(s)	Dan Gutekanst, Superintendent of Schools Hank Haff, Director of Design & Construction Connie Barr, School Committee Chair Stuart Chandler, PPBC Chair

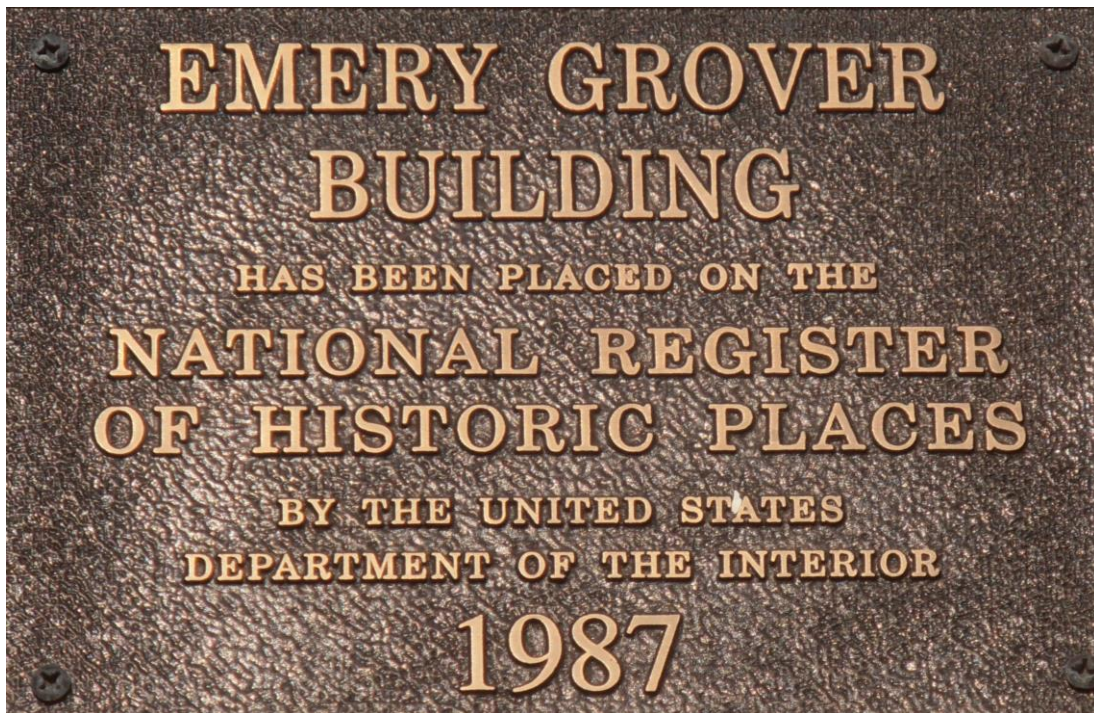
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Emery Grover Project Team and Board and Committee members will discuss the status of the Emery Grover Project and Town Meeting Plans.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. CPC Public Presentation – 16 March 2022 b. Total Project Cost Update – 28 March 2022 c. Accelerated Project Design/Bidding Schedule – 4 April 2022 d. Original Project Design/Bidding Schedule – 28 March 2022	



Renovation & Restoration of the
EMERY GROVER BUILDING
for the Needham Public School Administration Building

Presentation to the Community Preservation Committee
March 16, 2022

Needham Public Schools Administration
Town of Needham PPBC
Bargmann Hendrie + Archetype, Inc



Building History

- Used as a school from 1897 to 1944.
- Housed Needham Public School Administration Offices since 1947 without a comprehensive renovation.

Key Points about the Emery Grover Renovation:

- Having a use for the building is the best path for retention.
- Critical need due to decades of deferred maintenance awaiting a comprehensive plan.
- Does not include an addition via improvements to lower and roof level and removal of interior ducts.
- Full “core and shell” restoration of roof, windows, walls and structure
- Energy efficiency will be improved with new windows and roof insulation.
- HVAC equipment will be all new, energy efficient, fossil fuel free and located inside the building.
- The project will add code-compliant, structurally sound interior stairs.
- Accessibility upgrades included essential for public building but also required due to code requirements



Renovation Includes

Replace roof and dormers

Restore walls and windows

Complete interior renovation

Accessible for those disabilities

Remove most front asphalt

New Site Utilities



Window Replacement for energy efficiency and safety

Creates a watertight, energy efficient exterior, adding windows to make the building more useable.

Renovations will enhance long term energy efficiency with a goal of approaching Net Zero energy use as closely as possible given the existing conditions.



windows in these brick niches create useable office space

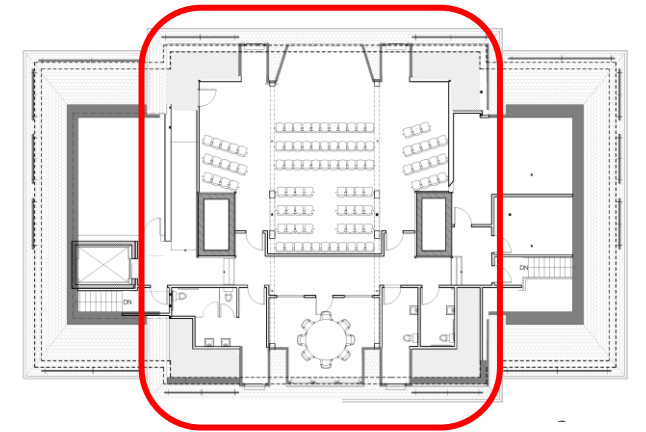
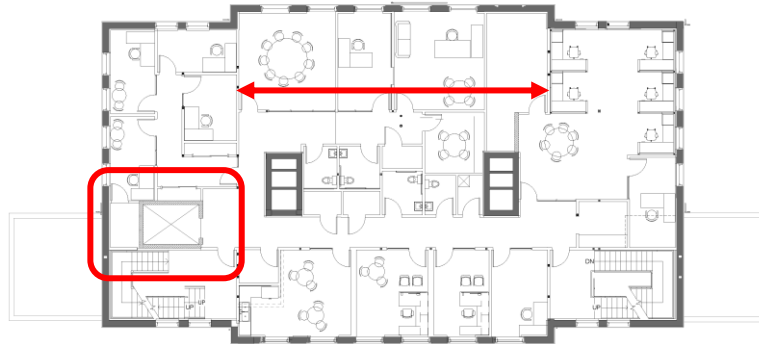
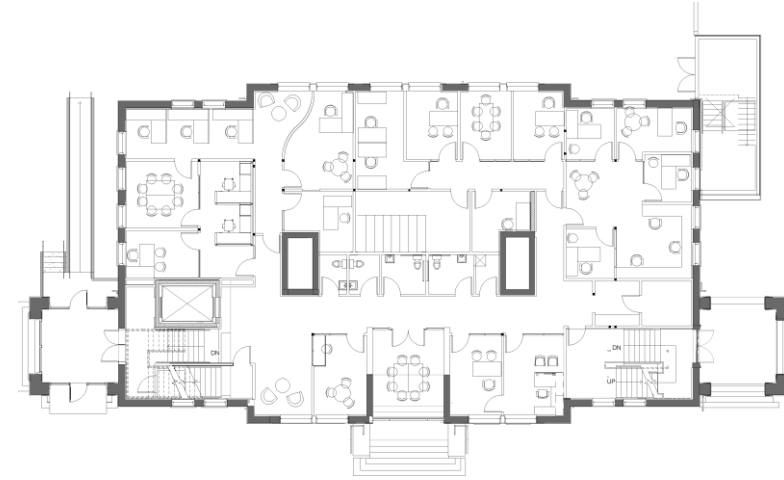
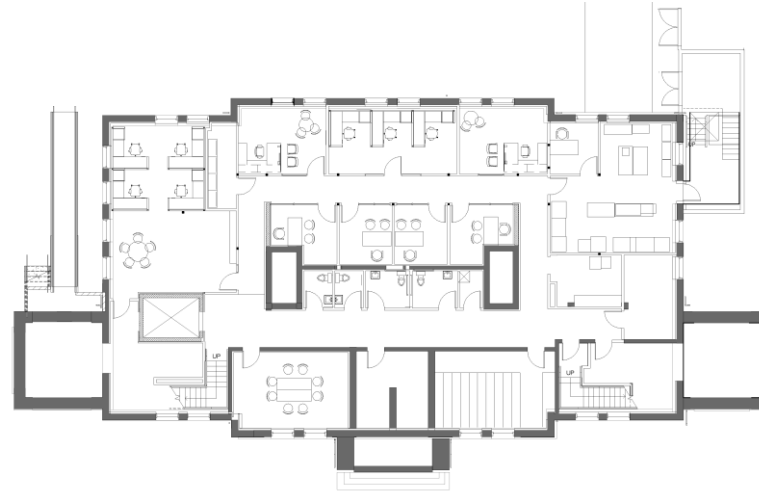
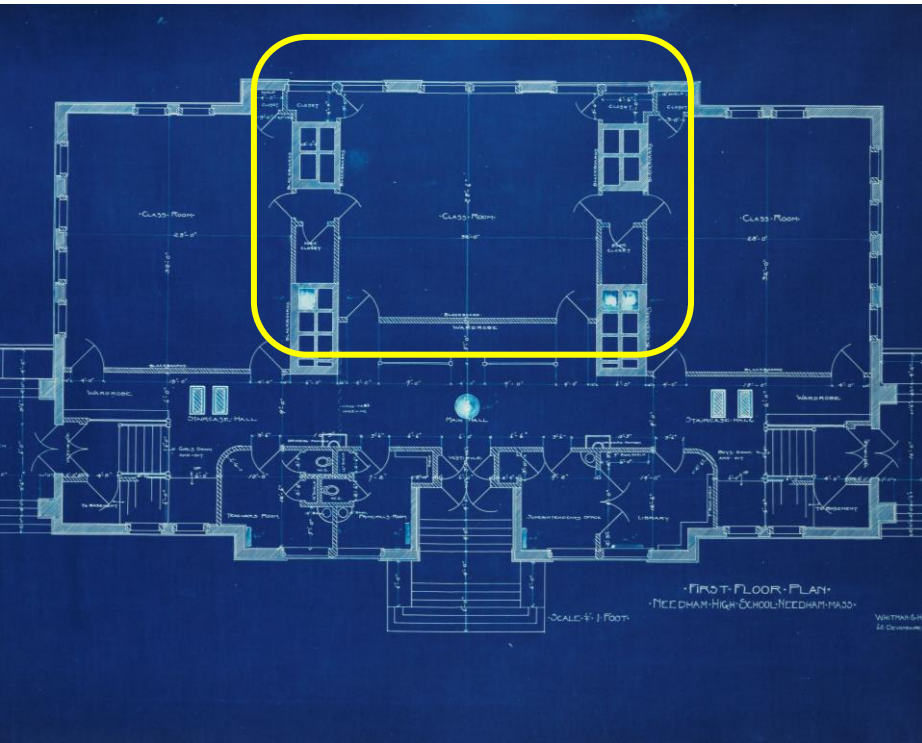


Create a watertight, code compliant and contemporary office space, replacing long outdated building systems



Structural improvements to stairs and the roof level make spaces useable that were previously unusable

Structural improvements make the building more useable



Site Renovation Includes

- Through-drive to parking at east is to remain
- Ramp from parking to north portico entry
- Center entry closed off
- South portico for emergency egress
- Accessible sidewalk from street to entry, if grades allow
- Reintroduce grass at front
- 61 Parking spaces



The CPC Request

Emery Grover Construction Cost	\$ 13,166,000	
Hillside School Renovation Cost	\$ 1,475,000	
Total Construction Cost	\$ 14,641,000	
Add IT MDF Room & Utility Back Charge	\$ 135,000	
Less Hillside Renovation Cost	\$ (1,475,000)	
Less Loading Dock & Sitework	\$ (392,000)	
CPC Eligible Construction Cost	\$ 12,909,000	
CPA Eligible Percentage of Construction Cost		88%
Total Soft Costs	\$ 2,195,000	
CPC Eligible - Soft Costs	\$ 1,783,000	
Total Contingency	\$ 3,404,000	
CPC Eligible - Contingency	\$ 2,190,000	
CPC Eligible of Total Project Cost	\$ 16,882,000	
Requested CPC Funding	\$ 6,000,000	
Total Project Funding	\$ 20,875,000	

The \$6M CPC request represents the “Core & Shell” or the Historic Exterior Restoration cost

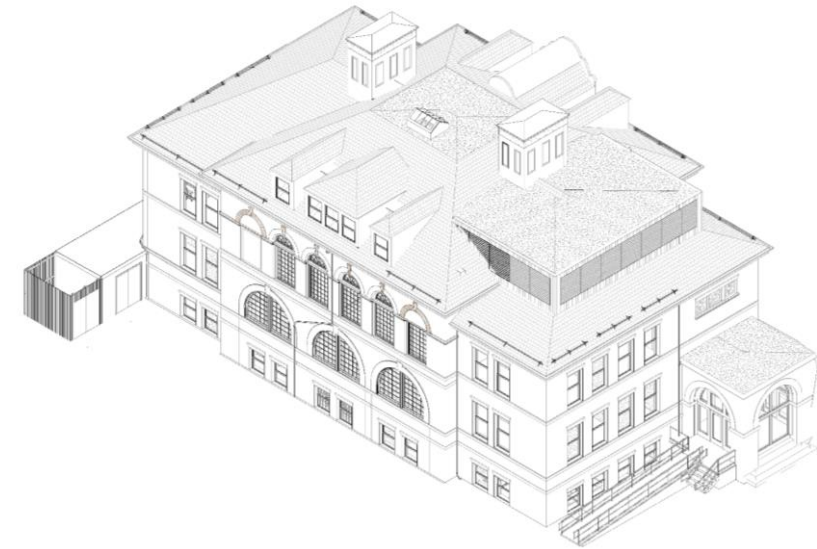
- Site
- Elevator
- Structural Improvements
- Fire Stairs
- Exterior Restoration
- Fire Protection
- Plumbing
- Electrical
- Windows, Roof and Brick Restoration

The Total Restoration Value totals \$6.3M

Part C Historic Preservation Factors for Consideration:

Factors for consideration by the Committee toward approval of funding through the Community Preservation Act.

- Preserves and protects historic and cultural properties and sites
- Demonstrates a public benefit to preserve historic resources. Town-owned facilities may be preferred in The Committee's evaluation process.
- Incorporates remodeling, reconstruction, renovation and extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.



These Slides are available for Questions and Answers if necessary

APPENDIX: Schedule

Schematic Design	December 2021 – February 2022
Planning Board	February – March 2022
Design Development	March – April 2022
Annual Town Meeting	May 2022
Construction Documents	May – September 2022
Bidding	October – November 2022
Awarding Bid	December 2022
Start Construction	January 2023
ATM progress update	May 2023
ATM progress update	May 2024
Complete Construction	July 2024
NPSA moves back into Emery Grover	August 2024

APPENDIX:

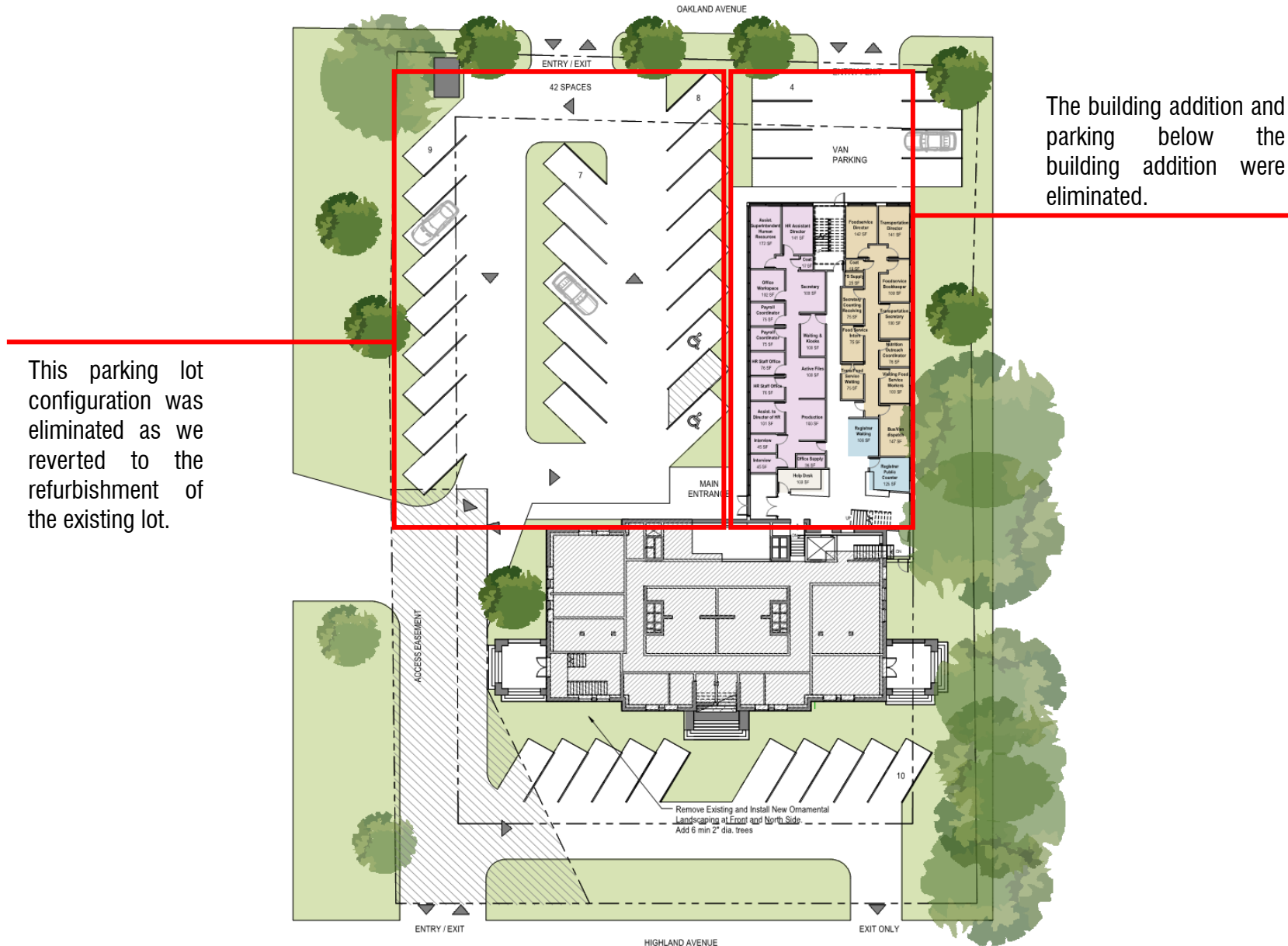
Total Project Cost Calculation

TOTAL PROJECT COST WORKSHEET		Emery Grover Renovation
HARD COST		
Construction Cost		
Construction Cost Estimate from CHA includes abatement		13,166,000
temporary improvements at Hillside Elementary School		1,475,000
IT, MDF room		100,000
Solar panels on roof of addition or new construction (deleted)		na
Utility Back Charge		35,000
Furniture, Fixtures & av Equipment		500,000
Hard Cost Subtotal		\$15,276,000
SOFT COST		
Permits & Approvals		
Planning Board Site Plan Approval (peer review)		3,000
Architecture & Engineering		
Architect & Engineer (% of construction cost renovation) 10%		1,552,000
A&E Reimbursables		25,000
FF&E Specification & Purchasing 10%		50,000
Hazmat (inspection, specification, construction monitoring)		35,000
Environmental (ground water and soil vapor)		
Geotechnical Engineer		15,000
Survey & Layout		25,000
Testing & Inspections		
Concrete & Steel, Soil Inspections		40,000
Commissioning		60,000
Project Management		
Owner's Project Manager 2%		293,000
Moving		
Moving Expenses including two moves for Options 1 - 2		40,000
Advertising & Bidding		
Public Bidding: Advertising & Document Website (2 bids)		10,000
Legal		
Other		
Bonding Costs 0.30%		47,000
Soft Cost Subtotal		\$2,195,000
CONTINGENCY		
Contingency		
5% Construction & 15% Owner Contingency 20%		3,404,000
Project Total		\$20,875,000
OTHER CONSIDERATIONS AND NOTES		
CPC Funding: Eligible Amount		\$ 16,882,000
CPC Funding: Available Amount		to be determined

CHA Estimate

* All numbers have been rounded

APPENDIX: Portion of the original request that was eliminated



This parking lot configuration was eliminated as we reverted to the refurbishment of the existing lot.

School Administration -Design Development- Estimated Project Costs

March 28, 2022

Includes: Hillside School Building Renovation (for Temporary offices)
Emery Grover Building Renovations

TOTAL PROJECT COST WORKSHEET		
HARD COST		
Construction Cost		
Construction Cost Estimates includes abatement Improvements at Hillside Elementary School for temp occupancy	IT, MDF room	Note 1
Solar panels on roof of addition or new construction (deleted)	Utility Back Charge	
Furniture, Fixtures & av Equipment		
Hard Cost Subtotal		
SOFT COST		
Permits & Approvals		
Planning Board Site Plan Approval (peer review)		
Architecture & Engineering		
Architect & Engineer (% of construction cost: renovation)		10%
A&E Reimbursables		
FF&E Specification & Purchasing		10%
Hazmat (inspection, specification, construction monitoring)		
Environmental (Energy Analysis)		
Geotechnical Engineer		
Survey & Layout & Parking Study		
Testing & Inspections		
Concrete & Steel, Soil Inspections		
Commissioning		
Project Management		
Owner's Project Manager		2%
Moving		
Moving Expenses including two moves for Options 1 - 2		
Advertising & Bidding		
Public Bidding: Advertising & Document Website		
Legal		
Other		
Bonding Costs		0.30%
Soft Cost Subtotal		
CONTINGENCY		
Contingency		
3% Bidding, 7% Construction, & 10% Owner Contingency		20%
Project Total		

Rounded

OTHER CONSIDERATIONS AND NOTES	
Temporary School Administration Offices during construction	
CPC Funding: Eligible Amount	
CPC Funding: Requested Amount	36%

Feasibility
Emery Grover & Hillside Renovation
12,774,000
1,794,000
100,000
na
35,000
500,000
\$15,203,000
3,000
1,551,800
25,000
50,000
35,000
15,000
25,000
40,000
60,000
291,360
40,000
5,000
45,609
\$2,186,769
3,477,954
\$20,867,723
\$ 20,875,000
\$ 16,505,500
6,000,000

DD Estimate	
Emery Grover & Hillside Renovation	Change from Feasibility
14,700,000	1,926,000
1,500,000	(294,000)
100,000	-
na	
35,000	-
500,000	-
\$16,835,000	\$1,632,000
3,000	-
1,551,800	\$0
50,000	\$25,000
50,000	\$0
35,000	\$0
25,900	\$25,900
15,000	\$0
25,000	\$0
40,000	
60,000	
243,000	reduce to 1.50%
65,000	\$25,000
5,000	
50,505	\$4,896
\$2,219,205	\$32,436
3,810,841	332,887
\$22,865,046	\$1,997,323
\$ 22,875,000	\$ 2,000,000
6,000,000	

Note #1- Assumes Building Maintenance boiler repairs under separate warrant article

Emery Grover & Hillside School Design & Construction Schedule

DRAFT UPDATE - 4/4/2022										January		February				March				April				May				June				July				August				September				October				November				December																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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HILLSIDE TEMPORARY SPACE

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1 final SD layout approval																																																
2 Hillside shells to engineers	>																																															
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7 Estimate Reconciliation																																																
8 instructions for bidders																																																
9 add alternates																																																
10 advertise for bid																																																
11 drawings available to bidders																																																
12 filed sub bidding due																																																
13 general contractor bidding due 4/21/22																																																
14 Planning																																																
15 bids due (April 21)																																																
16 Presentations to PPBC																																																
17 ff&e and av scope & budget																																																
18 final cost for May 2022 ATM																																																
19 Contract Award																																																
20 Construction (6.5 -months)																																																
21 As built & TCO																																																
20 SA Move in Dec 27-30, 2022																																																

DRAFT- 3/28/2022	January							February							March							April							May							June							July							August							September							October							November							December						
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HILLSIDE TEMPORARY SPACE		January					February					March					April					May					June					July					August					September					October					November					December				
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**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/13/2022

Agenda Item	Citizens' Petition - Delivery of Written Material
Presenter(s)	Paul Siegenthaler

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Paul Siegenthaler will present the Board with the basis for his citizens' petition relative to the delivery of written material.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Citizens' Petition	

Town of Needham
Citizens' Petition for Warrant Article

2022 FEB -7 AM 8:07

Town Meeting for Which Petition is requested: SPRING 2022

Primary Sponsor:

Name Paul Siegenthaler

Address 1049 Webster Street

I certify that I am a registered voter in the Town of Needham.

Signature Paul Siegenthaler

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

For an annual town meeting, a citizens' petition requires the certified signatures of ten or more registered voters. For a special town meeting, the signatures of 100 registered voters are required. The Selectmen shall call a special town meeting upon request, in writing, of two hundred registered voters or by four percent of the total number of registered voters, whichever number is lesser.

The deadline for submission of a petition for the Annual Town Meeting is the first Monday in February, in accordance with Section 1.15 of the General By-laws of the Town of Needham. The deadline for submission of a petition for a special town meeting will be determined by the Board of Selectmen, and will generally be the date that the warrant is closed.

Note: If properly certified, the text of the proposed citizens' petition will appear in the warrant exactly as presented. The Board of Selectmen, as the Warrant Committee, reserves the right to include a summary of the Board's understanding of the intent of the article along with the petition itself. The name of the primary sponsor will appear in the warrant.

Text of Citizen's Petition:

ARTICLE : Amend General By-Laws

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

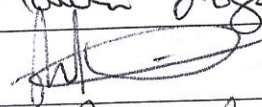
Delivery of Written Material. Any person delivering written material to a residence shall leave such material at least 15 feet from the public way, unless left in a designated, enclosed box suitable for such purpose or if the principal residential structure to which a delivery is being made is located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

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

1. Signatures to be made in person
with the name substantially as
registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 20__
If different (Street & number, if any)

✓ 	1052 Webster St.	1052 Webster St.
✓ <u>Cliff Buzza</u>	1062 Webster St.	
✓ <u>Michael J. Normil</u>	5 Larkspur Rd.	Same
✓ <u>Jeff Jakovick</u>	5 Larkspur Road	Same
✓ <u>Bob Ward</u>	5 Larkspur Rd.	Same
✓ <u>Nancy Buzza</u>	1062 Webster St.	Same
✓ <u>Ken Tomasko</u>	10 NORFOLK ST	//
✓ <u>Stephen L. Davy</u>	98 Sutton Rd.	Same
✓ <u>Stephanie M. Davy</u>	98 Sutton Rd.	Same
✓ <u>Ramon Dazuy</u>	1055 Webster St.	Same
5 <u></u>	1087 Webster St.	SAME
✓ <u>John C. Cavin</u>	864 Webster St.	Same
✓ <u>Wm. T. L.</u>	268 Warren St.	Same
✓ <u>Pat Smith</u>	1049 Webster St.	Same

Registrars of Voters check this against the name of
each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the (13) - Thirteen above
Signatures checked thus are names of qualified voters of this town.

Needham
Town

Cara M. Cassave
Katherine P. Pezues
Elizabeth N. Kapour
Theodora K. Eaton
Registrars of Voters Board of Registrars



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

MEETING DATE: 4/13/2022

Agenda Item	Intention to Layout Streets for Town Acceptance – Hutter Ridge Road
Presenter(s)	Thomas Ryder, Town Engineer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Hutter Ridge Road is located off of Webster Street, the nearest intersecting way is South Street. The residents on Hutter Ridge Road are requesting their Road be accepted as a town street at the May 2022 Town Meeting. The first step in the Select Board process is to sign Form 2 and Form 2A indicating the intention to layout Hutter Ridge Road and to schedule the public hearing at the Select Board's regularly scheduled meeting on April 26, 2022, in order to review and sign the plans.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: "Move that the Board vote to approve and sign Form 2 and Form 2a indicating our intention to layout Hutter Ridge Road and schedule a hearing for April 26, 2022 at the regularly scheduled Select Board meeting."	
3.	BACK UP INFORMATION ATTACHED
1. Original of Form 2 for Hutter Ridge Road 2. Original of Form 2A for Hutter Ridge Road 3. 8 1/2" x 11" draft plan of the proposed Town right of way	

Notice of Intention of
Street Lay-out



Town of Needham

IN SELECT BOARD

FORM 2

Dear sir or Madam:

WHEREAS, in the opinion of Select Board of the Town of Needham the public convenience and necessity require that Hutter Ridge Road should be ~~laid out, graded and~~ accepted under the provisions of law authorizing the assessment of betterments from Webster Street to end — distance of 651 feet westerly

WHEREAS, said Select Board intend to layout said street as public way, it is therefore

ORDERED that a hearing be held thereon and that the 26th day of April 2022 at 6:00 o'clock P.M. in the Select Board office at the Town Hall in said Needham, be and the same is hereby assigned as the time and place for hearing all parties interested therein.

It is further

ORDERED that seven (7) days at least prior to the laying out of said way a written notice of the intention of the Select Board shall be left by them at the usual place of abode of owners of land rights and interests which will be taken for such purpose, or delivered to said owners in person, or to their tenants or authorized agents.

A copy of this notice shall be posted in public place in the Town seven (7) days at least before the laying out of said way.

APRIL 13, 2022

Clerk to the Board

Notice of Intention of
Street Lay-out



Town of Needham

IN SELECT BOARD

FORM 2A

Dear sir or Madam:

WHEREAS, in the opinion of Select Board of the Town of Needham the public convenience and necessity require that Hutter Ridge Road should be ~~laid out, graded and~~ accepted under the provisions of law authorizing the assessment of betterments from Webster Street to end – distance of 651 feet westerly

WHEREAS, said Select Board intend to layout said street as public way, it is therefore

ORDERED that a hearing be held thereon and that the 26th day of April 2022 at 6:00 o'clock P.M. in the Select Board office at the Town Hall in said Needham, be and the same is hereby assigned as the time and place for hearing all parties interested therein.

It is further

ORDERED that seven (7) days at least prior to the laying out of said way a written notice of the intention of the Select Board shall be left by them at the usual place of abode of owners of land rights and interests which will be taken for such purpose, or delivered to said owners in person, or to their tenants or authorized agents.

A copy of this notice shall be posted in public place in the Town seven (7) days at least before the laying out of said way.

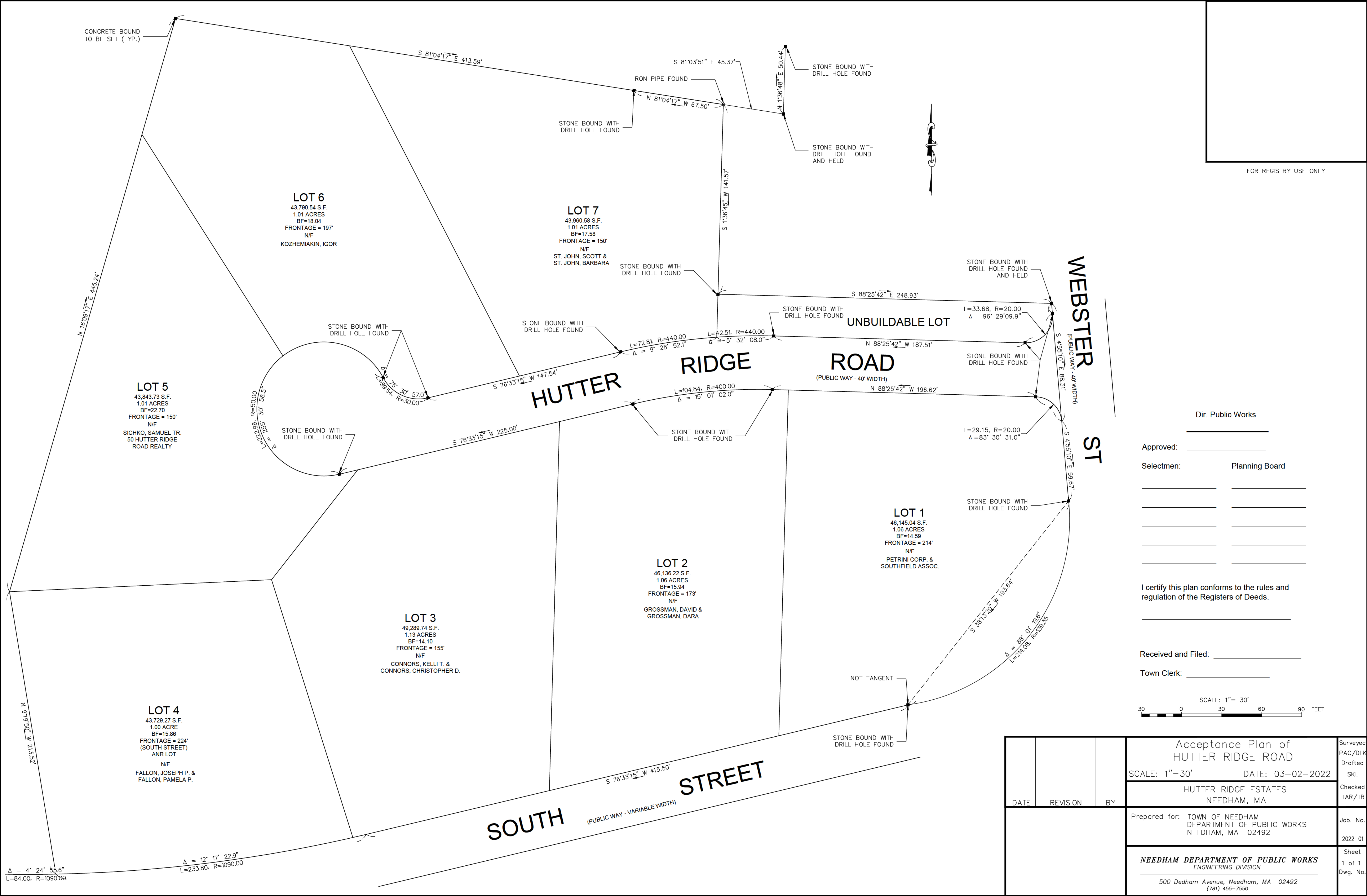
Said owners and their residences respectively, so far as known to the Select Board are as follows:

Owners	Residences
Scott and Barbara St. John	25 Hutter Ridge Road, Needham, MA 02492
Igor Kozhemiakin	18 Hutter Ridge Road, Needham, MA 02492
50 Hutter Ridge Road Realty Trust, Samuel Sichko, Trustee	50 Hutter Ridge Road, Needham, MA 02492
Joseph P. and Pamela P. Fallon	44 Hutter Ridge Road, Needham, MA 02492
Kelli T. and Christopher D. Connors	40 Hutter Ridge Road, Needham, MA 02492
David and Dara Grossman	26 Hutter Ridge Road, Needham, MA 02492
Nicholas Scola	522 High Rock Street, Needham, MA 02492
Petrini Corp. and Southfield Assoc.	187 Rosemary Street, Needham, MA 02494

Select Board _____

APRIL 13, 2022

A copy of the above notice shall be sent to each such owner and posted as required by law.



Dir. Public Works

Approved: _____

Selectmen: _____

Planning Board

I certify this plan conforms to the rules and regulation of the Registers of Deeds.

Received and Filed: _____

Town Clerk: _____

			Acceptance Plan of HUTTER RIDGE ROAD		Surveyed
			SCALE: 1"=30' DATE: 03-02-2022		PAC/DLK
			HUTTER RIDGE ESTATES NEEDHAM, MA		Drafted SKL
DATE	REVISION	BY	Prepared for: TOWN OF NEEDHAM DEPARTMENT OF PUBLIC WORKS NEEDHAM, MA 02492		Checked TAR/TR
			NEEDHAM DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION		Job. No. 2022-01
			500 Dedham Avenue, Needham, MA 02492 (781) 455-7550		Sheet 1 of 1 Dwg. No.



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

MEETING DATE: 4/13/2022

Agenda Item	Memorandum of Agreement between the Town and the Needham Police Union
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 a Memorandum of Agreement between the Town and the Needham Police Union for the periods FY2022 and FY2023 - 2025. The Agreements achieve a first step in the Board's objective to remove the Police Department from the Civil Service system, provides education pay equity within the department, provides stipend pay for certification requirements, and includes other monetary and language items as shown on the attached MOA.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board approve and sign the Memorandum of Agreement between the Town and the Needham Police Union for FY2022 and FY2023 - 2025.	
3.	BACK UP INFORMATION ATTACHED
a. MOA between the Town and the Needham Police Union - FY 2022 b. MOA between the Town and the Needham Police Union - FY 2023-2025 c. Compensation Table – FY 2022 d. Compensation Table – FY 2023-2025	

**Memorandum of Agreement
Fiscal Year 2022**

Agreement is hereby made this _____ day of _____, 2022 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, 2021, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2021 through June 30, 2022.
2. Amend Article 7 Leaves of Absence, Section 7 as follows:

Section 7. Personal Leave ~~One~~ **Two (2)** shifts leave of absence with full pay shall be granted for personal business during the calendar year with advance approval of the Chief of Police. Such request must be submitted in writing at least forty-eight (48) hours prior to the date selected.

3. Amend Article 9 Military Leave as follows:

Section 1. Members of the bargaining unit who are members of a state or federal military reserve unit shall be entitled to leave of absence from a permanent position for compulsory military service under orders, up to ~~seventeen (17)~~ **forty (40)** calendar days per year of such leave to be with full regular straight time pay for normally scheduled work hours.

4. Amend Article 10 Non-occupational Sick Leave:

**ARTICLE 10
NON-OCCUPATIONAL SICK LEAVE**

Section 3. Usage Use of non-occupational sick leave shall be granted to an employee only when the employee is incapacitated from the performance of duties by personal sickness, injury or quarantine by public health authorities. ~~except that~~ Employees shall be allowed to use up to ten (10) days of non-occupational sick leave, when available, per fiscal year for illness or injury of a parent, spouse or child of the employee. **Sick leave used for qualified and approved family and medical leave in accordance with the FMLA is not subject to the ten (10) day limit.** The employee's non-occupational sick leave bank will be charged for the number of days absent from work because of non-occupational illness.

5. Amend Article 14 Bereavement Leave:

**ARTICLE 14
BEREAVEMENT LEAVE**

Section 2. For the purposes of this section, immediate family shall be defined as the parents of the employee, spouse, parents of spouse, children, grandparents, **grandchildren** and brothers, and sisters, and **legal guardian** of the employee.

Section 3. Bereavement Leave of **three** one days may be allowed on account of the death of a brother-in-law, sister-in-law, **niece, nephew**, aunt or uncle of the employee.

6. Article 17 Special Departmental Assignments and Other Details shall be amended at Section 11 as follows:

Section 11. Officers working paid details shall be guaranteed a minimum of four (4) hours pay. Officers working details beyond four (4) hours shall be guaranteed four (4) hours additional pay for hours worked between four (4) and eight (8) hours. **Officers shall be paid for eight (8) hours for private details that are requested as eight (8) hour details by the private party, regardless of the number of hours worked.** Hours worked beyond eight (8) hours shall be paid on an hour for hour basis. Those details which last for more than eight (8) hours of continuous duty by the officer shall be paid at an additional half time for all hours ~~or a portion thereof~~, worked in excess of eight (8) hours. **Any portion of an hour worked beyond eight (8) hours shall be rounded up to the nearest whole hour.**

7. **Amend Article 20** Settlement Of Grievances as follows:

Section 3. Step One The employee, or the Police Union, must notify his/her supervisor within ~~fourteen (14)~~ **twenty-five (25)** business days (Monday through Friday) after the occurrence of the matter which gave rise to the grievance. The supervisor must make his/her decision within five (5) business days after receipt of the grievance unless it is mutually agreed by the participants that additional time to answer will be allowed.

Section 6. (c) The Personnel Board will issue a decision within ~~thirty (30)~~ **forty-five (45)** business days of the receipt of the grievance by the Director of Human Resources. The timeframes in this section may be extended at the agreement of the parties.

Section 7. Arbitration

Should the Union request arbitration, the grievance shall be submitted to an arbitrator selected by the parties within ~~ten (10)~~ **twenty-five (25)** business days of receipt of the Step Four decision, otherwise the matter will be considered to be resolved.

8. All Base Wages contained in Article 23 shall be increased by 2%.
9. Article 23, Wages, shall be amended at Section 1, Wage Schedules, by eliminating the minimum step and step 2 steps for P-1 and steps 3 and 4 for P-2. Elimination of the minimum or second step shall not result in advancement within the steps with the exception of any member of the bargaining unit who is being paid at the minimum or secondary step in P-1 or P-2 at the time of its elimination. **Said member of the bargaining unit shall advance to the next step and the effective date becomes the employee's new step date for further step advancement the purpose of future satisfactory performance step increases.**
10. Amend Article 23 Wages by modifying stipend sections 7, 8, 15, 18, 21, 22, and 24 and adding three new stipends as Section 25, 26, and 27 follows:

Section 7. Armorer ~~Effective July 1, 2011, an additional \$62.50 per month when~~
A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Armorer as designated by the Chief of Police.

Section 8. Firearms Instructor ~~Effective July 1, 2011, an additional \$62.50 per month when~~
A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Firearms instructor as designated by the Chief of Police.

Section 15. Community Service Officer A stipend in the amount of ~~\$900~~ **\$1,000** per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Community Service Officer as designated by the Chief of Police.

Section 18. School Resource Officer A stipend in the amount of ~~\$900~~ **\$1,000** per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of School Resource Officer as designated by the Chief of Police.

Section 21. Motorcycle Officer ~~Effective July 1, 2011, an additional \$62.50 per month when~~
A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Motorcycle Officer as designated by the Chief of Police.

Section 22. Car Seat Installer ~~Effective July 1, 2011, an additional \$62.50 per month when~~
A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Car Seat Installer as designated by the Chief of Police.

Section 24. Animal Control Stipend A stipend in the amount of ~~\$300~~ **\$1,000** per year, paid weekly shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Animal Control Substitute, as determined by the Chief of Police.

Section 25. Traffic Officer A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Traffic Officer as designated by the Chief of Police.

Section 26. Administrative Officer A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Administrative Officer as designated by the Chief of Police.

Section 27. Community Outreach Officer A stipend in the amount of \$1,000 per year, paid weekly, shall be paid to the member of the bargaining unit who is assigned to and performing the duties of Community Outreach Officer as designated by the Chief of Police.

11. Amend Article 30 Section 13 as follows:

Section 13. Cruiser/Body Cameras The parties agree to establish a joint labor/management committee consisting of three members of the bargaining unit and three members appointed by the Town Manager. The Committee will review policies and procedures with respect to cruiser cameras and body cameras and make a recommendation to the Town Manager and the Chief of Police relative to use of those devices in the Town of Needham by ~~June 1, 2017~~ **June 30, 2023**. It is agreed that there will be no implementation of any camera policy without mutual agreement between the Town and the Union to the terms and conditions under which they will be used, except as otherwise mandated by State or Federal law.

12. Amend Article 30 Miscellaneous Provisions by adding a new Section 14 Training as follows:

Section 14. Training Officers attending Police Department training shall be guaranteed a minimum of four (4) hours pay. Officers attending Police Department training beyond four (4) hours shall be guaranteed four (4) hours additional pay for hours worked between four (4) and eight (8) hours. Hours worked beyond eight (8) hours shall be paid on an hour for hour basis. Police Department training assignments that last for more than eight (8) hours of continuous duty by the officer shall be paid at an additional half time for all hours or a portion thereof, worked in excess of eight (8) hours.

13. The parties acknowledge the Town's right to revoke its acceptance of the Civil Service statutes. Subsequent to the Town taking the necessary steps required by law to withdraw from Civil Service, the following changes shall be made to the Contract:

- 14a. Delete Article 30 section 4 Promotional Examinations and see below.

- 14b. Insert a new Article 30 Section 16 Civil Service Rights as follows:

Section 16. Civil Service Rights Officers permanently appointed under Chapter 31 shall preserve all other rights and privileges to which they are entitled by law as a consequence of the Town's departure from Civil Service.

- 14c. Remove/Amend contract language relating to Civil Service

Amend Article 21 Separability and Subordination to Existing Law by inserting in the first paragraph after the words "a Civil Service rule or regulation" the words "(for employees hired under the Civil Service System)" and in the last paragraph after the words "Civil Service Commission" the words "(for employees hired under the Civil Service System)"

Amend Article 23 Section 11 Hiring above the Minimum Entrance Rate by deleting the last sentence: "Police officers appointed under the open competitive civil services certification process are not eligible for the benefits outlined in this section."

- 14d. Amend Article 27 Lay-Offs and Recall, as follows:

ARTICLE 27
LAY-OFFS AND RECALL

Section 1. Lay-offs shall be made in **order of seniority** ~~accordance with the provisions of the Civil Service Law, as amended, or successor law or act. In the event that, for any reason, the Civil Service Law, or successor law or act shall not apply, then lay offs shall be made by seniority.~~ For purposes of this paragraph, seniority shall be determined by date of permanent appointment to the Department. Subsequent recall shall take place on the same basis. **Officers shall be eligible for recall for a period of ten calendar years from the effective date of the layoff, unless they decline a recall offer by the Town or fail to respond to a recall offer within thirty (30) calendar days from the date of receipt of the recall notice mailed by the Town to the last know address provided by them to the Town.**

Section 2. Recall/Reinstatement Benefits

In the event that a Police Officer is laid off and reinstated ~~in accordance with the provisions of Civil Service Law,~~ he/she shall be entitled to the following benefits upon return:

- (a) Seniority Seniority shall be determined by **date of permanent appointment to the Department.** ~~Civil Service Law.~~
- (b) Longevity The recalled officer shall be entitled to receive credit for prior service for the purposes of longevity payment. The Officer's anniversary date for the purposes of longevity payment shall be adjusted by the number of calendar days the Officer was separated from his/her permanent position.
- (c) Sick Leave The recalled Officer shall be credited with his/her non-occupational sick leave bank as of the time of the lay-off. The Officer shall not accrue sick leave during the period that he/she was separated from his/her permanent position.
- (d) Vacation The recalled Officer shall be granted credit for prior service for the purposes of vacation. The Officer shall not be entitled to vacation for the period that he/she was separated from his/her permanent position. Upon re-hire, the Officer shall be granted a proportionate amount of vacation as the number of full calendar months to be worked in the current year bears to the number of calendar months in a year. Partial vacation days shall be rounded up to the closest whole number.
- (e) Step Raises The recalled Officer shall be reinstated at the step rate in which he/she was paid at the time of the lay-off. The Officer's next step date shall be adjusted by the number of calendar days that he/she was separated from his/her permanent position.

14e. Add a new Article **31**, Promotion of Sworn Police Officers as follows:

ARTICLE 31
PROMOTION OF SWORN POLICE OFFICERS

Section 1. Applicability This policy applies to promotions for sworn personnel only. Promotions are based upon the merits of the individuals and their personal performance in the promotion process.

Section 2. Policy It is the policy of the Needham Police Department to recommend promotions based upon an employee's training, experience and merit as determined pursuant to this Article. The Town Manager is the Appointing Authority for all employees of the Department.

3. Procedures

- 3.1 The Town will select a vendor to administer promotional examinations and/or assessment centers to qualified candidates who meet the eligibility criteria. The vendor will be experienced in developing and administering promotional exams for municipal police officers. The Union president or designee may participate in the selection process for the vendor.
- 3.2 All components of the exams shall comport with testing standards generally accepted by acknowledge experts in police promotional exams, and shall fairly test the knowledge, skills, and abilities that can be practically measured and that are actually required to perform the primary functions of the position of sergeant or lieutenant.
- 3.3 The Human Resources Department will post written announcements of any scheduled promotional examination no less than 180 days in advance of the test date and will ensure that such announcements are distributed to eligible candidates. The Department will ensure that eligible employees on leave status will be mailed a copy of the announcement.
- 3.4 The Human Resources Department will ensure that all promotional materials, documents, scores, and completed evaluation forms remain confidential and are kept in a secure location, with the exception of any documents that by law must be kept by the Police Department.
- 3.5 The Human Resources Department will maintain copies of active promotional lists.
- 3.6 A recommended list of reading materials from which all questions on the written examination will be taken, will be made available to all personnel no less than 180 days prior to the exam date.
- 3.7 The examinations will be provided without cost to the participating employees.
- 3.8 Examinations

3.8.1 The examination will consist of two components: 1. A written examination covering department policies, procedures, rules and regulations, criminal law and procedures, and motor vehicle law (50% weight) and 2. An assessment center (50% weight).

3.8.2 Calculation of Education, Experience and Military Service Credit Points will be added to the score of the examination for education, experience and military service credit as follows:

Education (Maximum Points 1.5)

Associate's Degree	0.5
Bachelor's Degree	0.5
Master's Degree	0.5

Experience (Maximum Points 1.5)

Greater than Five Years	0.5
Greater than Ten Years	0.5
Greater than 15 Years	0.5

Military Service (Maximum Points 1.0)

Greater than Two Years	0.5
Greater than Four Years	0.5

3.8.3 The selected vendor will provide an orientation and training for all eligible candidates for promotion in advance of an assessment center. The assessment center portion of the exam shall be video recorded, and the recording will be made available to the candidate by the Town after the assessment center.

3.8.4 The selected vendor shall develop and implement measures to ensure that the judges selected to score the assessment centers are not aware of the identity of the candidates and otherwise provide scores based entirely on the performance of the participants in the assessment center exercises and not in any way based on other factors. No member of the command staff of the Needham Police Department shall communicate with any of the judges concerning the qualifications of promotional candidates, or the performance of any candidate in any aspect of the written exam or assessment center.

3.8.5 Within one week of the completion of any exam, the vendor shall tabulate the total scores of all candidates and create an eligible list in rank order from high to low. The eligible list shall be posted in all locations where departmental notices are customarily posted.

Section 4. Eligibility

4.1 To be eligible for promotion to the rank of Sergeant, the candidate must be a permanent member of the Needham Police Department with a minimum of three years of completed service in Needham as of date of the written examination. To be eligible for promotion to the rank of Lieutenant, the candidate must be a permanent member of the Needham Police

Department with a minimum of two years of service as a Sergeant as of the date of the written examination.

4.2 Promotional Examination for the Rank of Sergeant

4.2.1 A written exam for Police Sergeant will be given every two years on or about the first Saturday in November. The passing score on the exam will be seventy (70). If fewer than three (3) individuals achieve a score of seventy (70), the Town is not obligated to make an appointment from the list. The date of the exam may be changed by the Town with 90 days' notice to the Union provided that the new date shall be no sooner than 180 days from the publication of the reading list or more than 210 days from publication of the reading list.

4.2.2 Passing the exam will admit candidates to the next phase of the promotion process. Individuals with passing exam scores will remain eligible for promotion from that list until a new list is created.

4.3 Promotional Examination for the Rank of Lieutenant

4.3.1 A written promotional exam for the rank of Lieutenant will be given every two years on or about the first Saturday in November. The passing score on the exam will be seventy (70). If fewer than three (3) individuals achieve a score of seventy (70) on the exam, the Town is not obligated to make an appointment from the list. The date of the exam may be changed by the Town with 90 days' notice to the Union. provided that the new date shall be no sooner than 180 days from the publication of the reading list or more than 210 days from publication of the reading list.

4.3.2 Passing the exam will admit candidates to the next phase of the promotion process. Individuals with passing exam scores will remain eligible for promotion from that list until a new list is created.

4.4 Candidate Selection

4.4.1 The Human Resources Department will create a list of candidates ranked from highest score to lowest score. Where the number of promotional appointments to be made is "n," the Chief of Police may make a recommendation for appointment from the first $3n + 1$ persons on the list. The Chief of Police may by-pass a candidate with a higher score on a reasonable and objective basis. It is agreed that a tie score will not be considered a by-pass.

4.4.2 The Town Manager will make the final selection of candidates for promotion based on a recommendation by the Chief of Police.

4.4.3 Candidates who are not selected for promotion will remain eligible for future promotion until a new list is created.

4.5 Provisional Promotion

When there is no active eligible list, the Chief may fill the vacancy on a provisional basis until the next examination.

4.6 Appeal

- 4.6.1 Within ten (10) business days (Monday through Friday excluding holidays recognized under this Agreement) of the publication of an eligible list, any participant who believes that the exam failed in any way to comply with the requirements of this policy, and that such failure affected the participant's placement on the eligible list, may file a grievance under the Grievance Provisions of the Agreement and the Union shall decide whether to proceed to arbitration with over any such grievance.
- 4.6.2 Within ten (10) business days (Monday through Friday excluding holidays recognized under this Agreement) of notice to the Union of the Town Manager's final selection per Section 4.4.2, any candidate that was by-passed by the selection and believes there was no reasonable and objective basis for the by-pass may file a grievance under the Grievance Provisions of the Agreement and the Union shall decide whether to proceed to arbitration with over any such grievance.
- 4.6.3 If the Union decides to process a grievance to arbitration under 4.6.1 or 4.6.2, it shall do so pursuant to the Expedited Labor Arbitration Rules of the American Arbitration Association. The Union and the Town shall share in the fees and expenses of the AAA and the arbitrator selected to hear such grievance and the arbitrator's decision shall be final and binding.
- 4.6.4 If there is no appeal or grievance filed, and/or after any appeal or grievance has been finally determined, the eligible list will be deemed to be finalized and shall be used for any promotions to sergeant or lieutenant until replaced by a subsequent eligible list.

Town of Needham

Needham Police Union

Date: _____

Date: _____

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.

**Memorandum of Agreement
Fiscal Year 2023, 2024, 2025**

Agreement is hereby made this _____ day of _____, 2022 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 Union, which by its terms is in effect through June 30, 2022, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2022 through June 30, 2025.
2. All Base Wages contained in in Article 23, Wages shall be adjusted as follows:

FY2023 (July 1, 2022)

2.5% increase in base wages

1% increase in top step

FY2024 (July 1, 2023)

3% increase in base wages

1% increase in top step

FY2025 (July 1, 2024)

3% increase in base wages

1% increase in top step

3. Amend Article 5 Holidays and Overtime, Section 1 (a) as follows:

**ARTICLE 5
HOLIDAYS AND OVERTIME**

Section 1. Holidays

- (a) The Town of Needham recognizes the following legally observed holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, **Juneteenth**, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
- (b) Holiday Pay Members of the bargaining unit shall receive an extra one-fourth of a week's **regular straight time** pay (10 hours) for each of ~~eleven~~ **twelve** holidays **and four hours regular straight time pay for the half day before Christmas Day, to be paid weekly. It is understood that Holiday Pay will not be included in the calculation of overtime.** ~~in the pay period for the week in which a holiday occurs. Employees will be entitled to 4 hours regular straight time pay for the week in which Christmas Eve occurs.~~

- (c) Holiday Premium If a member of the bargaining unit works on a holiday, he/she shall be paid an additional one-half times his/her regular rate of pay for all hours worked on that holiday.
- (d) If an employee assigned to work on a holiday shall not report for duty because of non-occupational illness, he/she shall not be entitled to ~~holiday pay or~~ holiday premium.
- (e) If an employee reporting for duty on a legal holiday shall be taken ill in the course of the day's work, and has to be relieved of duty, he/she shall be entitled to ~~holiday pay and~~ holiday premium for that day.
- (f) Any member of the bargaining unit, who, when on his/her non-scheduled workday, performs overtime work on any of the above holidays, shall be paid two times his/her regular rate of pay for all hours worked on that holiday.
- (g) If a holiday occurs during an employee's scheduled vacation, he/she shall receive holiday pay and shall be charged for one less vacation day on not more than four occasions during any given vacation year. The employee must have received approval for a minimum of four (4) vacation days in order to receive holiday pay under this section:

4. Amend Article 23 Wages by inserting a new section 28 Certification Stipend as follows:

Section 28 Certification Stipend In recognition of the significant new obligations and other changes in the terms and conditions of employment for bargaining unit officers under the Police Reform Act of 2020 (See Chapter 253 of the Acts of 2020), and to ensure that the Town can continue to recruit and retain quality police officers, effective July 1, 2022 the Town shall pay each bargaining unit officer an annual certification stipend in the amount of 2% of regular weekly compensation. Effective July 1, 2023 the certification stipend shall increase to 3% of regular weekly compensation. Effective July 1, 2024 the certification stipend shall increase to 4% of regular weekly compensation. The certification stipend shall be paid to each bargaining unit officer until if and when any such officer is no longer Certified by the Police Training and Standards Commission. The stipend will be paid in each pay period. Upon decertification of any officer by the POST Commission, such officer is no longer eligible for employment as a police officer by the Town, subject to whatever reinstatement rights may be available to such officer under the law.

5. Article 17 Special Departmental Assignments and Other Details shall be amended as follows:

Section 6. Private Detail Rates

Basic Rate ~~\$55~~ **\$57 effective July 1, 2022 and \$60 effective July 1, 2023**

Section 7. Town Detail Rates \$48 Details worked for the Town of Needham shall be set at \$7.00 less than the private detail rate.

6. Amend Article 23 Wages, Section 23 Retirement Plan as follows:

Section 23 401A Retirement Plan Effective January 1, 2014, the Town will contribute up to \$500 annually in a two for one match to a 401A Retirement Plan. Effective January 1, 2025, the Town's contribution shall increase to \$1,500. For every \$2 contributed by the employee to his or her Town-sponsored 457 Deferred Compensation plan, the Town will contribute \$1 to a 401A Deferred Compensation Plan.

7. Effective July 1, 2022, delete Article 24 Educational Incentive Section 2 and insert in place thereof the following:

Section 2. Educational Incentive

- (a) Each officer with a qualifying degree in criminal justice shall receive compensation for earned educational credits as of September 1st of each year, equal to a percentage of his/her annual base pay in weekly installments as follows:

<u>Education Level</u>	<u>Current Rates</u>
CJ Associates Degree	10% of base pay
CJ Bachelor's Degree	20% of base pay
CJ Masters/Law Degree	25% of base pay

- (b) It is the intent of this Section to guarantee 100% payment of full Education Incentive pay benefits for all officers with qualifying degrees notwithstanding the date by which an employee was hired by the Town or by which an employee matriculated for or received any degrees covered by this Article. Further nothing in M.G.L., c. 41, s. 108L or any current or subsequent legislation that might affect M.G.L., c. 41, s. 108L, or the City's reimbursement by the Commonwealth, shall disqualify any employee from receipt of the benefits under this provision. If M.G.L., c. 41, s. 108L, shall be repealed or amended, employees shall continue to receive the Education Incentive pay and percentages they were/are entitled to and were/are receiving or may be entitled to receive in accordance with said c. 41, s. 108L, had said statute not been repealed or amended, and the Town shall pay the entire amount thereof.

- (c) As long as a college or university is accredited by the Massachusetts Board of Higher Education or one of the regional boards listed below, neither an officer's enrollment date nor the failure of the Massachusetts Board of Higher Education to certify a particular criminal justice or law enforcement program will impact an officer's eligibility for payments under this Section. The eligible regional accreditation boards are:

- Middle States Commission on Higher Education

- New England Association of Schools and Colleges
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Higher Learning Commission (formerly North Central Association of Colleges and Schools).
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Board of Regents of the State of New York

(d) In addition to Criminal Justice or Law degrees, the following areas of study/degree programs will be eligible for education incentive pay:

Associate's and Bachelor's Degrees: Criminology, Forensic Science, Business Administration, Finance, Accounting, Information Technology, Computer Science, Management, Psychology, Sociology, Social Work, Law/Legal Studies, Emergency Management.

Master's Degrees: Criminology, Business Administration, Public Administration

- (e) Other degree programs may be accepted on a case-by-case basis if deemed job-related by the Town Manager and Police Chief. Employees may need to show transcripts and coursework completed for degrees in order to have degree deemed job-related.
- (f) Education Incentive pay shall be included in base pay for the purposes of computing overtime/court-time pay, sick pay, injured pay, holiday pay, vacation pay, or any other form of paid leave.

8. Amend Article 15 Vacation Leave:

ARTICLE 15

VACATION LEAVE

Section 1. Vacation

- (a) Employees will be credited with vacation leave on the first day of the **fiscal** ~~calendar~~ year for use during that ~~calendar~~ year. Employees who are on unpaid leave status shall have their vacation adjusted in accordance with Article 7, Leaves of Absence.
- (b) Vacation Leave will be granted as follows:

Length of Continuous Service	Vacation Leave Allowance As of July January 1
Less than Five Years:	14 Days
Five to Ten Years	21 Days
Ten or More Years	28 Days

- (c) Transition Year Rate Vacation leave allowance rates will be adjusted on the first day of the ~~fiscal calendar~~ year in which an employee will be eligible for additional vacation leave.
- (d) Vacation Carry Over Employees shall not be allowed to carry unused vacation from one ~~fiscal calendar~~ year to the next.
- (e) Employee Termination When employment is terminated for any reason, the employee shall be entitled to receive payment for that portion of his/her vacation accumulation not yet taken for the current ~~fiscal calendar~~ year, subject to adjustment in accordance with Article 7, Leaves of Absence.
- (f) New Employees New employees shall be granted a proportionate amount of vacation as the number of full calendar months to be worked in the current year bears to the full ~~fiscal calendar~~ year.

Section 2. Vacation Buyback Effective July 1, 2015, upon the request of any employee who has twenty (20) or more years of service, the Town shall buy back up to five (5) days of accumulated, unused vacation leave annually. Eligible employees wishing to have vacation leave bought back in any year shall so advise the Chief of Police and the Director of Human Resources in writing by ~~June 30th~~ ~~December 31st~~ of the prior year for the next succeeding year and the Town shall pay out the vacation leave by ~~July~~ ~~January~~ 31st of said next succeeding year. The determination as to whether payments for the buyback of vacation leave under this provision shall be considered regular compensation shall be made pursuant to M.G.L. Chapter 32 and associated regulations.

NOTE: The provisions of this section will become effective July 1, 2023. Members of the bargaining unit will be credited with one half of their vacation allocation as of January 1, 2023, and a full amount on July 1, 2023. Vacation granted on January 1, 2023, may be carried forward in addition to the annual allotment granted on July 1, 2023, through June 30, 2024.

Town of Needham

Needham Police Union

Date: _____

Date: _____

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

FY2022 - Effective July 1, 2021

GRADE	MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
P-2					\$39.27	\$40.78	\$41.61	\$42.42	\$43.29
P-1			\$27.98	\$29.35	\$30.77	\$32.27	\$33.84	\$34.53	\$35.21

FY2023 - Effective July 1, 2022

GRADE	MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
P-2					\$40.25	\$41.80	\$42.65	\$43.48	\$44.81
P-1			\$28.68	\$30.08	\$31.54	\$33.08	\$34.69	\$35.39	\$36.45

FY2024 - Effective July 1, 2023

GRADE	MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
P-2					\$41.46	\$43.05	\$43.93	\$44.78	\$46.61
P-1			\$29.54	\$30.98	\$32.49	\$34.07	\$35.73	\$36.45	\$37.92

FY2025 - Effective July 1, 2024

GRADE	MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
P-2					\$42.70	\$44.34	\$45.25	\$46.12	\$48.49
P-1			\$30.43	\$31.91	\$33.46	\$35.09	\$36.80	\$37.54	\$39.45



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

MEETING DATE: 4/13/2022

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 Annual Town Meeting Warrant (hard copy to be provided separately) b. Draft Special Town Meeting Warrant 4.8.2022 c. Status of Articles as of 4.6.2022	

TOWN OF NEEDHAM



ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 12, 2022

Business Meeting: Monday, May 2, 2022

7:30 p.m.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL
1471 HIGHLAND AVENUE

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

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2022 Annual Town Meeting

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

March 11, 2022

Fellow Town Meeting Members,

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

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

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

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

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

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

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

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

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

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

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

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

B. Allocations for General Fund Appropriation for FY 2023

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

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

C. Operating Budget

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

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

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

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

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

D. Additional Considerations and Concerns

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

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

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

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

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

II. Components of Proposed FY 2023 General Fund Operating Budget

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

A. Townwide Expenses

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Municipal Departments (excluding Education)

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

General Government

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

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

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

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

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

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

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

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

Public Safety

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

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

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

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

Public Facilities and Public Works

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

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

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

Community Services

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

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

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

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

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

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

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

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

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

C. Education

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

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

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

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

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

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

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

III. Closing Comments and Acknowledgements

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

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

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

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

Respectfully submitted on behalf of the Finance Committee,



Joshua W. Levy, Chair

Committee Members:

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

Richard Reilly
Louise Mizgerd, Analyst

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**Summary of Revenues
FY2021 - FY2023
General Fund Only**

	FY2021	FY2022	FY2023
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$6,411,333	\$4,880,000	\$5,560,000
Solid Waste Disposal Fees	\$1,448,570	\$950,000	\$1,200,000
Departmental Activities	\$5,841,677	\$4,395,000	\$4,675,000
Fines & Forfeits & Assessments	\$60,974	\$0	\$0
Investment Income	\$228,969	\$150,000	\$150,000
Medicaid	\$2,319	\$0	\$0
Miscellaneous Revenue	\$3,282	\$0	\$0
Miscellaneous Non-recurring	<u>\$592,701</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$14,589,825	\$10,375,000	\$11,585,000
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$162,438,801	\$170,833,899	\$179,159,468
Cherry Sheet Revenue (State Aid)	<u>\$13,695,326</u>	<u>\$13,961,831</u>	<u>\$14,315,834</u>
SUB-TOTAL	\$176,134,127	\$184,795,730	\$193,475,302
Use of Other Available Funds & Free Cash			
Free Cash	\$7,862,473	\$11,526,630	\$15,842,329
Overlay Surplus	\$1,350,000	\$150,000	\$2,000,000
Other Available Funds	\$21,390	\$7,604	\$440,485
Transfer from other Articles	\$25,500	\$1,096,016	\$0
Reserved for Debt Exclusion Offset	<u>\$96,057</u>	<u>\$71,176</u>	<u>\$32,328</u>
SUB-TOTAL	\$9,355,420	\$12,851,426	\$18,315,142
Total General Fund Revenue	\$200,079,371	\$208,022,156	\$223,375,444
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	\$2,755,058	\$2,428,812	\$2,219,632
Total Revenue Available for General Fund Uses	\$202,834,429	\$210,450,968	\$225,595,076
<u>Account Balances</u>			
Athletic Facility Improvement Fund	As of March 30, 2022		\$976,099
Capital Facility Fund	As of March 30, 2022		\$1,923,260
Capital Improvement Fund	As of March 30, 2022		\$1,097,879
Debt Service Stabilization Fund	As of March 30, 2022		\$2,155,671
Free Cash	As of March 30, 2022		\$16,952,126
Overlay Surplus	As of March 30, 2022		\$2,000,000
Parking Meter Fund	As of March 30, 2022		\$379,223
Stabilization Fund	As of March 30, 2022		\$4,527,570

Summary of Expenditures
FY2021 - FY2023
General Fund Only

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

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2022 Annual Town Meeting

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

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

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

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

Needham Council for Arts and Culture

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

Community Services	4,874,963	38.0	5,751,792	38.3	5,971,023	39.3	3.8%
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Department Budget Total	125,541,357	1,163.1	132,781,794	1,173.6	139,066,860	1,207.2	4.7%
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Total Operating Budget	184,047,929		195,800,817		205,020,137		4.7%
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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2022
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

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

on TUESDAY, THE TWELFTH DAY OF APRIL 2022

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for Three Years;
One Member of the Select Board for Three Years;
One Town Clerk for Three Years;
One Assessor for Three Years;
Three Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Non-Veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;
Twenty-four Town Meeting Members from Precinct A;
Twenty-four Town Meeting Members from Precinct B;
Twenty-four Town Meeting Members from Precinct C;
Twenty-four Town Meeting Members from Precinct D;
Twenty-four Town Meeting Members from Precinct E;

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

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

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

**Warrant for the Annual Town Meeting
Monday, May 2, 2022, at 7:30 p.m. at Needham Town Hall**

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2022, as required by Massachusetts General Laws, Chapter 41, Section 108:

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

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$9,117, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$75,873. The annual salary of \$113,953 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$11,834. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$16,567; or take any other action relative thereto.

INSERTED BY: Personnel Board

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

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

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive

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

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

FINANCE ARTICLES

ARTICLE 4: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 5: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$400,000 be transferred from Overlay Surplus and that \$600,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 6: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

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

INSERTED BY: Affordable Housing Trust

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

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

ARTICLE 7: APPROPRIATE FOR RTS SERVICE DELIVERY STUDY

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 8: APPROPRIATE FOR PARKING STUDY

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

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

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

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

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 10: APPROPRIATE THE FY2023 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$2,625,000 from Overlay Surplus in the amount of \$500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$32,328, and \$969,632 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 19-21.

ARTICLE: 11: APPROPRIATE THE FY2023 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2023, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise**FY2023**

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

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

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 3,958 sewer manholes, and ten sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 24 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in ten pumping facilities located throughout Town.

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

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

2022 Annual Town Meeting

in the operating budget rather than in a sperate warrant article. So, the recommended operating budget for fiscal year 2023 of \$9,369,072 should be compared to the combination of the fiscal year 2022 appropriated operating budget of \$8,865,499 and the \$195,000 that was appropriated under article 16 of the May 2021 Special Town Meeting for a total of \$ 9,060,499. We will refer to the \$9,060,499 figure as the Restated fiscal year 2022 Sewer Budget This would represent an increase of 3.4%. or \$308,573. This increase is primarily due to a \$207,444 increase in the preliminary MWRA assessment for the Town's sewerage and wastewater disposal. The MWRA increase accounts for more than 2/3rds of the total increase in the fiscal year 2023 budget compared to the restated fiscal year 2022 sewer budget. The \$6,822,134 assessment represents a 3.1% increase over fiscal year 2022. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

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

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

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

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

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

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

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

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

ARTICLE 12: APPROPRIATE THE FY2023 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2023, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise**FY2023**

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

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

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the MetroWest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports 15,508 installed meters as of June 30, 2021.

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

2022 Annual Town Meeting

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

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

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

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

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

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

ARTICLE 13: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter, or make specific repairs upon all or portions of various Town ways and authorize the

expenditure of funds received, provided, or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for fiscal year 2023 is \$912,849. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown infrastructure improvement project including design and construction of Quiet Zone compliant infrastructure at railroad grade crossings.

ARTICLE 14: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

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

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

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 15: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated fiscal year 2023 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

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

Reserves:

B. Community Preservation Fund Annual Reserve \$1,385,308
 C. Community Housing Reserve \$809,400
 D. Historic Resources Reserve \$28,050
 E. Open Space Reserve \$404,700

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open

space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has voted to increase the amount set aside in the Community Housing Reserve to a minimum of 20% of the estimated revenue for the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Fund.

ARTICLE 16: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to raise and/or transfer an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$29,067 for future appropriation to the Historic Resources Reserve, \$24,375 to the Open Space Reserve, and \$48,749 to the Community Housing Reserve, and that to meet this appropriation that \$102,191 be transferred from the fiscal year 2022 CPA General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: During fiscal year 2022, the Town received additional State matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the reserves are funded at the legally required amount. The CPC has voted to continue to set aside a higher amount for the Community Housing Reserve, at 20% of the total estimated receipts for fiscal year 2022.

ARTICLE 17: APPROPRIATE FOR NHA PRE-DEVELOPMENT LINDEN CHAMBERS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,386,000 for the purpose of funding pre-development costs for the Linden Chambers housing project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Needham Housing Authority (NHA) is requesting funding to engage a firm to prepare the preliminary design work required to obtain zoning relief and complete other due diligence (e.g., geo-tech borings, traffic studies, schematic designs, etc.) to better position the Linden Chambers developments to receive funds from outside sources. The requested CPA funds may also be used to create and explore options for temporary tenant relocation during the construction period.

ARTICLE 18: APPROPRIATE FOR NHA PROPERTY SURVEY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$81,978 for the purpose of funding a property survey for the Needham Housing Authority (NHA) at the High Rock Estates site, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: *The Needham Housing Authority is requesting funding to complete a property conditions report for the Needham Housing Authority's federally subsidized, deeply low-income housing development at the High Rock Estates site. The report is a prerequisite for applying to the U.S. Department of Housing and Urban Development for the approval of the repositioning of NHA's High Rock Estates site, a federal housing development. The repositioning would substantially increase the property's operating income, unlock capital improvement dollars, and contribute to the redevelopment of the 60 High Rock Estates bungalows into 60 duplexes.*

ARTICLE 19: APPROPRIATE FOR COMMUNITY FARM GROWING BEDS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$200,000 for the purpose of funding the construction of growing beds at the Needham Community Farm, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: *The Needham Community Farm is requesting funding to construct 150, 4 by 12-foot garden beds for growing vegetables and flowers using organic practices. Seasonal rental would be offered, with priority to Needham residents, and to others depending on demand. The project would occupy 3/4 of an acre and would be fenced. Site access would be improved to allow disabled access to the beds, with 15 beds elevated for wheelchair-bound usage. The site would be regraded for improved drainage, with a shed constructed for tool storage, and access to water supply installed. Construction would begin in July 2022 for initial use in the 2023 growing season.*

ARTICLE 20: APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for design and engineering costs associated with the reconstruction of the High School Tennis Courts, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: *The requested funding would support funds to design the repair or replacement of the existing tennis courts at Needham High School. This project will evaluate the current condition of the tennis courts and provide design options for both a resurfacing project and a full renovation. Once feedback has been received by the community, these funds will also be used to complete all design documents for the project.*

ARTICLE 21: APPROPRIATE FOR EMERY GROVER RENOVATION

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

INSERTED BY: Community Preservation Committee & Select Board

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

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

CAPITAL ARTICLES

ARTICLE 22: APPROPRIATE FOR HILLSIDE SCHOOL HEATING REPAIRS AND UPGRADES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$275,000 for the purpose of upgrading the heating system at the Hillside School, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

ARTICLE 23: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

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

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

INSERTED BY: Select Board

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

Article Information:

Bigbelly Trash Receptacles

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

Center At The Heights Generator Installation

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

Center At The Heights Space Utilization Study

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

Library Technology

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

GIS Technology Systems And Applications

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

Town Offices Replacement Furniture

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

Personal Protective Equipment

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

Public Safety Mobile Devices

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

Rooftop Unit Replacement Broadmeadow and Eliot Schools

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

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

School Copier Replacement

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

School Furniture

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

School Technology

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

Public Works Mobile Devices

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

Recycling And Transfer Station Facility Improvements

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

Traffic Improvements

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

General Fund Core Fleet Replacement

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

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

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

ARTICLE 24: APPROPRIATE FOR POLLARD SCHOOL LOCKER ROOM RETROFIT

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

INSERTED BY: Select Board

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

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

ARTICLE 25: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. Unless circumstances dictate the funds are intended to be spent as follows:

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

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

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

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

STORM DRAIN CAPACITY IMPROVEMENTS The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstance require

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

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

ARTICLE 26: LIBRARY SPACE UTILIZATION STUDY

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 27: DPW COMPLEX FEASIBILITY STUDY

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

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

ARTICLE 28: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

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

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Sewer Main Replacement/Greendale Avenue/Route 128

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

Sewer Fleet Replacement - Specialized Equipment

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

ARTICLE 29: RESCIND DEBT AUTHORIZATIONS

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

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

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

TOWN RESERVE ARTICLES

ARTICLE 30: APPROPRIATE FOR COMPENSATED ABSENCES FUND

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 31: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 32: APPROPRIATE TO WORKERS COMPENSATION FUND

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 33: APPROPRIATE TO PUBLIC SAFETY INJURY ON DUTY FUND

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

GENERAL ARTICLES & CITIZENS PETITIONS

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

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

3.1.8 Snow and Ice on Sidewalks.

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

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 35: AMEND GENERAL BY-LAWS – HOUSEHOLD REFUSE

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

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

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

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

L. Household Refuse (Section 3.1.12)

Enforcement Agent: Director of Public Works or Designee

Fine Schedule:

Warning - First Offense

\$100 Second Offense

\$200 Third Offense

\$300 Fourth and Subsequent offenses

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 36: STREET ACCEPTANCE – HUTTER RIDGE ROAD

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

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

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

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

Or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

To see if the Town will vote to authorize the Select Board to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

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

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

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

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

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

SECTION 3. This act shall take effect upon passage.

Or take any other action relative thereto.

INSERTED BY: Select Board

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

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

ARTICLE 39: INCREASE CONTRIBUTORY RETIREMENT COLA ALLOWANCE

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

INSERTED BY: Retirement Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

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

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

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

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

INSERTED BY: Paul Seigenthaler, et.al.

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

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

ARTICLE 41: OMNIBUS

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

INSERTED BY: Select Board

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

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

Given under our hands at Needham aforesaid this 8th day of February 2022.

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

Select Board of Needham

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

2022 Annual Town Meeting

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

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

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

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

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

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

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

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

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

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

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

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

2022 Annual Town Meeting

NEEDHAM PUBLIC SCHOOLS													
OPERATING BUDGET CLASSIFICATION													
Budgeted FY 2018 Funded FTE	Budgeted FY 2018 Salary * Minimum	Budgeted FY 2018 Salary * Maximum	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY 2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum	Budgeted FY 2022 Funded FTE	Budgeted FY 2022 Salary * Minimum Maximum
1.00	224,155	224,155	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155	1.00	245,500
4.00	150,225	173,124	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194	5.00	156,482
1.00	152,205	152,205	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084	1.00	174,762
2.00	143,150	143,150	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340	2.00	158,447
5.00	127,250	142,250	5.00	132,340	147,940	5.00	138,012	152,013	5.00	140,772	155,053	5.00	135,000
3.00	95,209	133,558	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780	3.00	105,600
2.60	90,080	128,276	2.60	92,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992	3.00	99,840
3.00	81,324	119,561	3.10	88,200	127,473	3.50	89,523	129,585	4.10	95,940	135,915	4.50	97,580
7.00	84,904	131,107	7.00	87,664	141,128	7.00	89,512	135,724	7.80	99,750	141,330	7.00	95,200
2.50	83,307	132,593	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060	2.50	105,600
10.97	83,715	123,849	8.17	86,436	127,874	-	NA	NA	-	NA	NA	-	NA
0.50	51,745	51,745	0.50	60,833	60,833	9.37	87,732	129,792	8.87	94,400	129,800	10.67	96,000
6.00	85,808	126,945	5.30	88,597	131,071	-	NA	NA	-	NA	NA	-	NA
485.62	48,987	103,378	495.25	50,089	105,704	510.13	50,841	107,289	522.62	51,858	109,435	522.97	53,024
8.81	48,987	103,378	9.01	50,089	105,704	11.05	50,841	119,462	12.05	51,240	135,000	12.05	53,024
113.46	\$17,215/hr	\$33,893/hr	114.19	\$17,049/hr	\$33,560/hr	133.37	\$17,222/hr	\$33,900/hr	135.20	\$17,300/hr	\$34,222/hr	139.77	\$17,430/hr
3.29	\$16,433/hr	\$18,537/hr	4.29	\$17,091/hr	\$18,941/hr	5.29	\$17,414/hr	\$35,960/hr	2.86	\$103,500	\$24,290/hr	2.93	\$10,590/hr
2.00	75,366	114,857	2.00	78,380	119,451	2.00	81,516	124,229	2.00	73,100	130,418	2.00	74,197
4.00	88,105	124,384	4.00	91,629	129,359	4.00	85,000	134,434	5.00	85,235	146,539	4.00	86,513
-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA	-	NA
6.94	\$25,922/hr	\$33,277/hr	6.96	\$26,444/hr	\$33,944/hr	5.96	\$27,100/hr	\$34,790/hr	5.96	\$27,377/hr	\$35,140/hr	6.96	\$28,277/hr
12.69	\$15,744/hr	\$20,935/hr	12.32	\$16,056/hr	\$21,335/hr	11.83	\$17,644/hr	\$23,323/hr	11.82	\$17,822/hr	\$23,555/hr	12.39	\$18,411/hr
1.00	\$19,361/hr	\$25,730/hr	1.00	\$21,150/hr	\$27,980/hr	1.00	\$21,680/hr	\$28,680/hr	1.00	\$21,900/hr	\$28,970/hr	1.00	\$22,620/hr
35.00	\$19,361/hr	\$31,210/hr	36.07	\$20,730/hr	\$31,830/hr	40.92	\$21,680/hr	\$32,630/hr	40.14	\$21,900/hr	\$32,960/hr	39.40	\$22,620/hr
0.20	122,540	122,540	0.20	127,442	127,442	0.44	132,540	132,540	0.44	138,191	138,191	0.44	140,264
0.09	43,154	43,154	0.09	45,760	45,760	3.97	70,213	56,950	3.97	64,450	109,502	3.97	65,417
3.97	70,931	100,472	3.97	67,512	96,607	8.18	\$17,522/hr	\$25,800/hr	8.46	\$17,780/hr	\$26,430/hr	8.18	\$18,050/hr
6.57	\$16,688/hr	\$25,040/hr	6.57	\$17,100/hr	\$25,670/hr	1.29	\$16,060/hr	\$16,060/hr	1.29	\$16,300/hr	\$16,300/hr	1.29	\$16,540/hr
1.28	\$14,471/hr	\$16,060/hr	1.29	\$14,833/hr	\$16,460/hr	0.36	47,590	47,590	0.36	60,803	78,113	0.36	61,715
0.97	62,733	62,733	0.97	65,242	65,242	0.97	65,816	65,816	0.97	73,100	83,582	0.97	74,197
0.97	69,022	69,022	0.97	71,783	71,783	0.97	70,720	70,720	0.97	85,235	97,456	0.97	86,513
0.98	75,974	75,974	0.98	79,013	79,013	0.98	82,173	82,173	0.98	85,235	97,456	0.98	86,513
1.00	86,852	86,852	1.00	90,327	90,327	2.00	93,940	93,940	2.00	85,235	97,456	1.00	86,513
2.00	85,000	97,760	2.00	88,400	101,670	2.00	91,936	105,737	2.00	95,769	123,036	2.00	97,206
739.40	-	-	749.31	-	-	794.18	-	-	808.36	-	-	816.30	-

* All salaries expressed in full-time equivalent terms

** Partially Funded in Operating Budget

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DEBT
APPENDIX
A

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Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

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

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

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

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

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

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

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

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

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

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

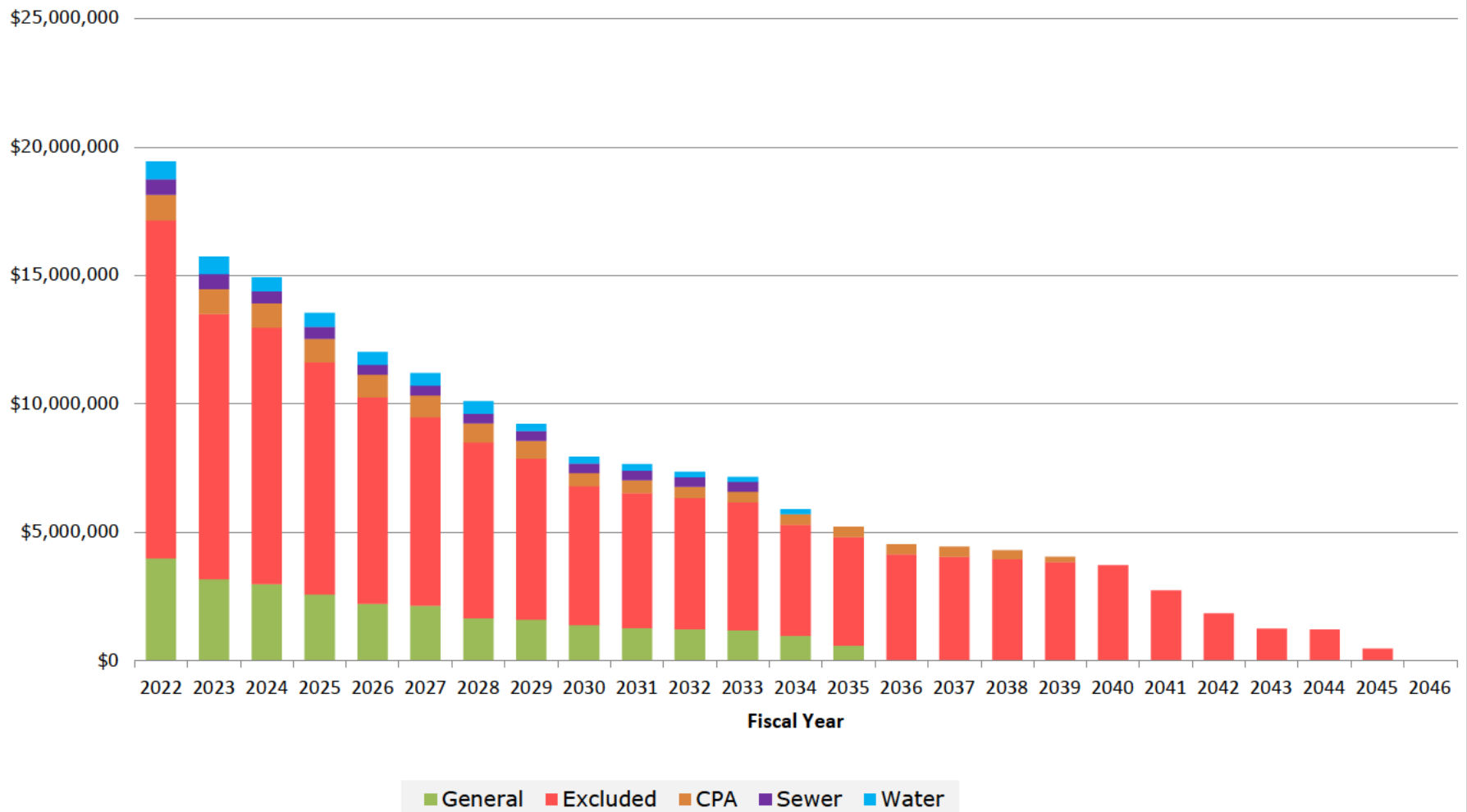
Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2022	\$3,982,551.27	\$13,169,223.06	\$994,055.57	\$601,082.43	\$699,495.06	\$19,446,407.39
2023	\$3,167,356.27	\$10,343,681.26	\$969,631.26	\$576,050.46	\$682,530.17	\$15,739,249.42
2024	\$2,983,167.52	\$9,996,151.26	\$938,631.26	\$468,559.50	\$557,964.58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

Town of Needham - Debt Service Appendix A

Issued Long Term Debt Service

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

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



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DEBT
APPENDIX
B

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects - as of March 30, 2022

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

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

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

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$87,500
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TOTAL				\$87,500
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Town of Needham - Open Authorizations Appendix B**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed CPA Fund Projects for the 2022 ATM

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

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

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

Proposed Sewer Enterprise Fund Projects for the 2022 ATM

NONE				
TOTAL				\$0

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

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

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed Water Enterprise Fund Projects for the 2022 ATM

NONE				
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TOTAL				\$0
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Open General Fund Projects Funded by Debt Exclusion - as of March 30, 2022

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

SUB TOTAL				\$12,128,633
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Proposed General Fund Projects for the 2022 ATM to be Funded by Debt Exclusion

NONE				
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TOTAL				\$0
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TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 9, 2022

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 4.8.2022

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.

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 the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE NINTH DAY OF MAY 2022

At 7:30 in the evening, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

ARTICLE 1: 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 fiscal year 2022 Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021 and fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

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 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 2022 and fiscal year 2023; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

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 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 2022 and fiscal year 2023; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

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

GENERAL ARTICLES/CITIZENS' PETITIONS

**ARTICLE 4: HOME RULE PETITION TO EXEMPT POLICE DEPARTMENT
FROM CIVIL SERVICE**

To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation to exempt the Police Department, including the Chief of Police, from chapter 31 of the General Laws, the Massachusetts Civil Service Law; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court; and provided further that the Town Manager is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT EXEMPTING ALL POSITIONS IN THE POLICE DEPARTMENT OF THE TOWN
OF NEEDHAM FROM THE CIVIL SERVICE LAW

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

SECTION 1. Notwithstanding any general or special law to the contrary, all positions in the police department of the town of Needham, including the position of chief of police, shall be exempt from chapter 31 of the General Laws.

SECTION 2. This act shall not impair the civil service status of a person holding a position described in section 1 on the effective date of this act.

SECTION 3. Notwithstanding section 2, no appointment or promotion made after the effective date of this act shall be subject to chapter 31 of the General Laws.

SECTION 4. This act shall take effect upon its passage.

Or to take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ZONING ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – SCHEDULE OF USE REGULATIONS BREW PUB AND MICROBREWERY

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of “Basement” and before the existing definition of “Building (or part or parts thereof)”:

“Brew Pub – Eat-in restaurant, licensed under relevant local, state and federal statutes to produce and sell malt beverages at the location, whose primary business is the preparation and sale of food to be consumed on the premises, and whose accessory business is the production of malt beverages, including beer and ales, which may include packaging of such beverages and on-premises sale of such beverages for consumption on or off the premises. Malt beverages produced on the premises, may be sold to other establishments in compliance with relevant state and federal statutes and regulations, but such sales shall not exceed 40 percent of the establishment’s production capacity. Accessory outdoor dining and live indoor entertainment is allowed if otherwise permitted in the zoning district in which the brew pub is located, if and as permitted by its license.”

2. In Section 1.3 Definitions, by adding the following after the existing definition of “Medical Services Building,” and before the existing definition of “Mixed-Use Building”:

“Microbrewery - A facility, licensed under relevant local, state and federal statutes, for the production and packaging of malt beverages, including beer and ales, for retail sale and for consumption on or off the premises or wholesale distribution, with a capacity of not more than fifteen thousand (15,000) barrels per year, (a barrel being equivalent to thirty-one (31) gallons) and which may include as an accessory use preparation and/or sale of food for on premises consumption or for take-out. Any such facility may provide samples limited in size, provided that such sampling is allowed under relevant local, state, and federal statutes, regulations and licenses issued thereunder. The facility may host marketing events, special events, and/or factory tours. The facility may include as an accessory use an eat-in or take-out restaurant that may include outdoor dining, which restaurant may occupy more than half of the area of the facility and may include live indoor entertainment if otherwise permitted in the zoning district in which the microbrewery is located, if and as permitted by its license.”

3. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads “medical clinic” a new entry, which shall read as follows:

“ <u>USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Brew Pub	SP	SP*	SP	SP	N”

*Applies only to the Chestnut Street Business District that is west of Chestnut Street and south of Keith Place, otherwise N.

4. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads “medical clinic” a new entry, which shall read as follows:

<u>“USE</u>	<u>RRC</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u>	<u>I</u>	<u>IND</u>	<u>IND-1</u>
	<u>SRA</u>			<u>&3</u>			
Microbrewery	N	N	N	N	N	N	SP”

5. In Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.2 Uses Permitted by Special Permit, by adding a new paragraph (k) that states “Microbrewery, allowable only in the portion of the New England Business Center District located west and south of Second Avenue.” and new paragraph (l) that states “Brew Pub, allowable only in the portion of the New England Business Center District located west and south of Second Avenue.”
6. In Section 3.2.5, Uses in the Highland Commercial-128 District, Subsection 3.2.5.2, Uses Permitted by Special Permit, by adding a new paragraph (q) that states “Microbrewery, allowable only in the portion of the Highland Commercial-128 District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue.” and a new paragraph (r) that states “Brew Pub, allowable only in the portion of the Highland Commercial-128 District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue.” and by renumbering former paragraphs (q), (r) and (s) as paragraphs (s), (t) and (u) respectively.
7. In Section 3.2.6, Uses in the Mixed Use-128 District, Subsection 3.2.6.2, Uses Permitted by Special Permit, by adding a new paragraph (k) that states “Microbrewery” and a new paragraph (l) that states “Brew Pub” and by renumbering former paragraphs (k) and (l) as paragraphs (m) and (n) respectively.
8. In Section 3.2.7 Uses in the Highway Commercial 1 District, Subsection 3.2.7.2 Uses Permitted by Special Permit, by adding a new paragraph (m) that states “Microbrewery” and a new paragraph (n) that states “Brew Pub” and by renumbering former paragraphs (m) and (n) as paragraphs (o) and (p).

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Article 5 provides for the establishment of Brew Pubs and Microbreweries within Needham. The Needham Zoning By-Law does not currently have any provision for Brew Pubs or Microbreweries and because the noted uses are not specifically identified as permissible, they are prohibited. Accordingly, the proposed zoning amendment seeks to introduce Brew Pubs and Microbreweries as permitted uses in Needham and takes the following regulatory approach: 1) defines the terms “Brew Pub” and “Microbrewery”; 2) identifies the zoning districts in which a Brew Pub and/or Microbrewery will be permitted; and 3) establishes that a Brew Pub and/or Microbrewery will only be allowed by special permit from the Planning Board or the Zoning Board of Appeals.

Brew Pub Definition. A Brew Pub is a hybrid between a restaurant and a Microbrewery. It sells at least 60% of its beer on-site with significant food services. At a Brew Pub the beer is primarily brewed for sale

in the restaurant. Brew Pubs may sell beer to go or distribute to some off-site destinations. Under the proposed amendment a Brew Pub is defined as an eat-in restaurant, licensed under relevant local, state and federal statutes to produce and sell malt beverages at the location, whose primary business is the preparation and sale of food to be consumed on the premises, and whose accessory business is the production of malt beverages, including beer and ales, which may include packaging of such beverages and on-premises sale of such beverages for consumption on or off the premises. Malt beverages produced on the premises, may be sold to other establishments in compliance with relevant state and federal statutes and regulations, but such sales shall not exceed 40 percent of the establishment's production capacity. Accessory outdoor dining and live indoor entertainment is allowed if otherwise permitted in the zoning district in which the brew pub is located, if and as permitted by its license.

Microbrewery Definition. A Microbrewery is a brewery that produces 15,000 barrels or less of beer per year. The Microbrewery sells most of its product in off-site locations. Although some microbreweries have small tasting rooms for consumers or accessory eat-in or take-out restaurant facilities, they complete their primary sales in one of these three ways: (1) Three-tier system: The brewer sells to a wholesaler who sells to a retailer who sells to the consumer; (2) Two-tier system: The brewer acts as a wholesaler and sells to the retailer who sells to the consumer; and (3) Direct Sales: The brewer sells directly to the consumer via carry-outs or sales from an on-site tasting room or restaurant. Under the proposed amendment a Microbrewery is defined as a facility, licensed under relevant local, state and federal statutes, for the production and packaging of malt beverages, including beer and ales, for retail sale and for consumption on or off the premises or wholesale distribution, with a capacity of not more than fifteen thousand (15,000) barrels per year, (a barrel being equivalent to thirty-one (31) gallons) and which may include as an accessory use preparation and/or sale of food for on premises consumption or for take-out. Any such facility may provide samples limited in size, provided that such sampling is allowed under relevant local, state, and federal statutes, regulations and licenses issued thereunder. The facility may include as an accessory use an eat-in or take-out restaurant that may include outdoor dining, which restaurant may occupy more than half of the area of the facility and may include live indoor entertainment if otherwise permitted in the zoning district in which the microbrewery is located, if and as permitted by its license.

District Location. The amendment would permit a Brew Pub by special permit in the Business District, Center Business District, Avery Square Business District, and the portion of the Chestnut Street Business District located west of Chestnut Street and south of Keith Place. A Microbrewery would be permitted by special permit in the Industrial-1 District. A Brew Pub and a Microbrewery would be permitted by special permit in the Mixed Use-128 District, Highway Commercial 1 District, the portion of the New England Business Center District located west and south of Second Avenue, and the portion of the Highland Commercial-128 District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue.

Special Permit Requirement. Given the desire for close review, the amendment proposes to permit a Brew Pub and a Microbrewery by special permit from the Planning Board in circumstances where a Major Project Site Plan Review Special Permit is required or where the use is proposed within the Center Business zoning district. Outside of those circumstances the Zoning Board of Appeals is the special permit granting authority. The special permit requirement would allow for a meaningful review of design and transportation impacts, as well as a greater level of oversight and assurance that the facilities will be operated in a manner that is consistent with the intent of the zoning and other regulations.

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 fourteen (14) 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 into our hands at Needham aforesaid this 22nd day of March 2022.

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

Select Board of Needham

A TRUE COPY

Attest:

Constable:

TOWN MEETING
Status of Articles 4.6.2022

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
	ANNUAL TOWN MEETING							
1	ANNUAL TOWN ELECTION							
2	COMMITTEE AND OFFICER REPORTS							
3	ESTABLISH ELECTED OFFICIALS' SALARIES					Jim		
4	APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM			Adopt		Barry		
5	APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM			Adopt		Dick		
6	APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM			Adopt		Carol		
7	APPROPRIATE FOR RTS SERVICE DELIVERY STUDY			Adopt		Dick		
8	APPROPRIATE FOR PARKING STUDY			Adopt		Jim		
9	APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS			Adopt		Jim		
10	APPROPRIATE THE FY2023 OPERATING BUDGET			Adopt		Josh		
11	APPROPRIATE THE FY2023 SEWER ENTERPRISE FUND BUDGET			Adopt		Louise		
12	APPROPRIATE THE FY2023 WATER ENTERPRISE FUND BUDGET			Adopt		Louise		
13	AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS			Adopt		Rick		
14	SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS			Adopt		Jim		
15	APPROPRIATE TO COMMUNITY PRESERVATION FUND					Tom	Peter	

TOWN MEETING
Status of Articles 4.6.2022

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
16	APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT					Rick	Rick	
17	APPROPRIATE FOR NHA PRE-DEVELOPMENT LINDEN CHAMBERS					Jim	Laura	
18	APPROPRIATE FOR NHA PROPERTY SURVEY					John	Chris	
19	APPROPRIATE FOR COMMUNITY FARM GROWING BEDS					John	Artie	
20	APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS DESIGN					Tom	Joe	
21	APPROPRIATE FOR EMERY GROVER RENOVATION	Amend/Emergency Preamble				Josh	Bob	
22	APPROPRIATE FOR HILLSIDE SCHOOL HEATING REPAIRS AND UPGRADES			Adopt		John		
23	APPROPRIATE FOR GENERAL FUND CASH CAPITAL					Josh		
24	APPROPRIATE FOR POLLARD SCHOOL LOCKER ROOM RETROFIT			Adopt		John		
25	APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE			Adopt		Louise		
26	LIBRARY SPACE UTILIZATION STUDY			Adopt		Louise		
27	DPW COMPLEX FEASIBILITY STUDY			Adopt		Dick		
28	APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL			Adopt		Louise		
29	RESCIND DEBT AUTHORIZATIONS			Adopt		Josh		
30	APPROPRIATE FOR COMPENSATED ABSENCES FUND			Adopt		Rick		
31	APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND			Adopt		Tom		

TOWN MEETING
Status of Articles 4.6.2022

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
32	APPROPRIATE TO WORKERS COMPENSATION FUND			Adopt		Carol		
33	APPROPRIATE TO PUBLIC SAFETY INJURY ON DUTY FUND			Adopt		Carol		
34	AMEND GENERAL BY-LAW SNOW & ICE ON SIDEWALKS			Adopt		Barry		
35	AMEND GENERAL BY-LAWS – HOUSEHOLD REFUSE			Adopt		Tom		
36	STREET ACCEPTANCE – HUTTER RIDGE ROAD			Adopt		Carol		
37	AMEND GENERAL BY-LAWS – NEEDHAM HOUSING AUTHORITY TERM CYCLE					Barry		
38	AMEND CHARTER - NEEDHAM HOUSING AUTHORITY TERM CYCLE AND TENANT MEMBER APPOINTMENT					Barry		
39	INCREASE CONTRIBUTORY RETIREMENT COLA ALLOWANCE			Adopt		Dick		
40	CITIZENS' PETITION - AMEND GENERAL BY-LAWS			No Position		Rick		
41	OMNIBUS							
	SPECIAL TOWN MEETING							
1	FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION					Rick		
2	FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION					Rick		

TOWN MEETING
Status of Articles 4.6.2022

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
3	FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION					Rick		
4	HOME RULE PETITION TO EXEMPT POLICE DEPARTMENT FROM CIVIL SERVICE							
5	AMEND ZONING BY-LAW – SCHEDULE OF USE REGULATIONS BREW PUB AND MICROBEWERY					Carol		



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

MEETING DATE: 4/13/2022

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

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



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

MEETING DATE: 4/13/2022

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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



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

MEETING DATE: 4/13/2022

Agenda Item	Meeting Location
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss its meeting location and when to meet in Powers Hall and when to meet in the Select Board Chambers.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
none	



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

MEETING DATE: 4/13/2022

Agenda Item	Executive Session
Presenter(s)	

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



**Town of Needham, Massachusetts
Road Event Form**

2022 MAR 21 P 2:47

check 7358 \$25

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Needham Backyard Ultra

Name of Organization:

Needham Running Club

Event Date(s) and Rain Date if requesting:

May 7, 2022

Earliest Time Expected in Needham:

7:00 am

Latest Time Expected in Needham:

9 pm

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

If yes, name of Town and date:

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:

286 Rosemary St.
Needham, MA 02494-3205

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Kiko Bracker

Contact Title:

Race Director

Contact Address:

286 Rosemary St. Needham, MA 02494-3205

Contact Phone (Day):

781-400-1652

Contact Phone (Cell):

—

Contact Email:

kito.bracter@gmail.com

Number of Expected Participants:

20

Number of Expected Spectators at Peak

Time: 10

Are participants charged a fee?

☐ YES ☒ NO

Estimated Number of Vehicles:

14

What type of Parking is required:

@ Claxton and/or Horstford Pond

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

~ 14 cars will park between 2-8 hrs near the Claxton field bathroom.

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?

we will only cancel if thunder + lightening.

Will neighborhoods be impacted by parking and traffic?

no

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

general announcements + review the rules + focus on safety + leave no trace.

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

breakdown a couple of canopies + clean area

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

Claxton field bathroom from 7am - 9pm
working

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

Claxton field bathroom

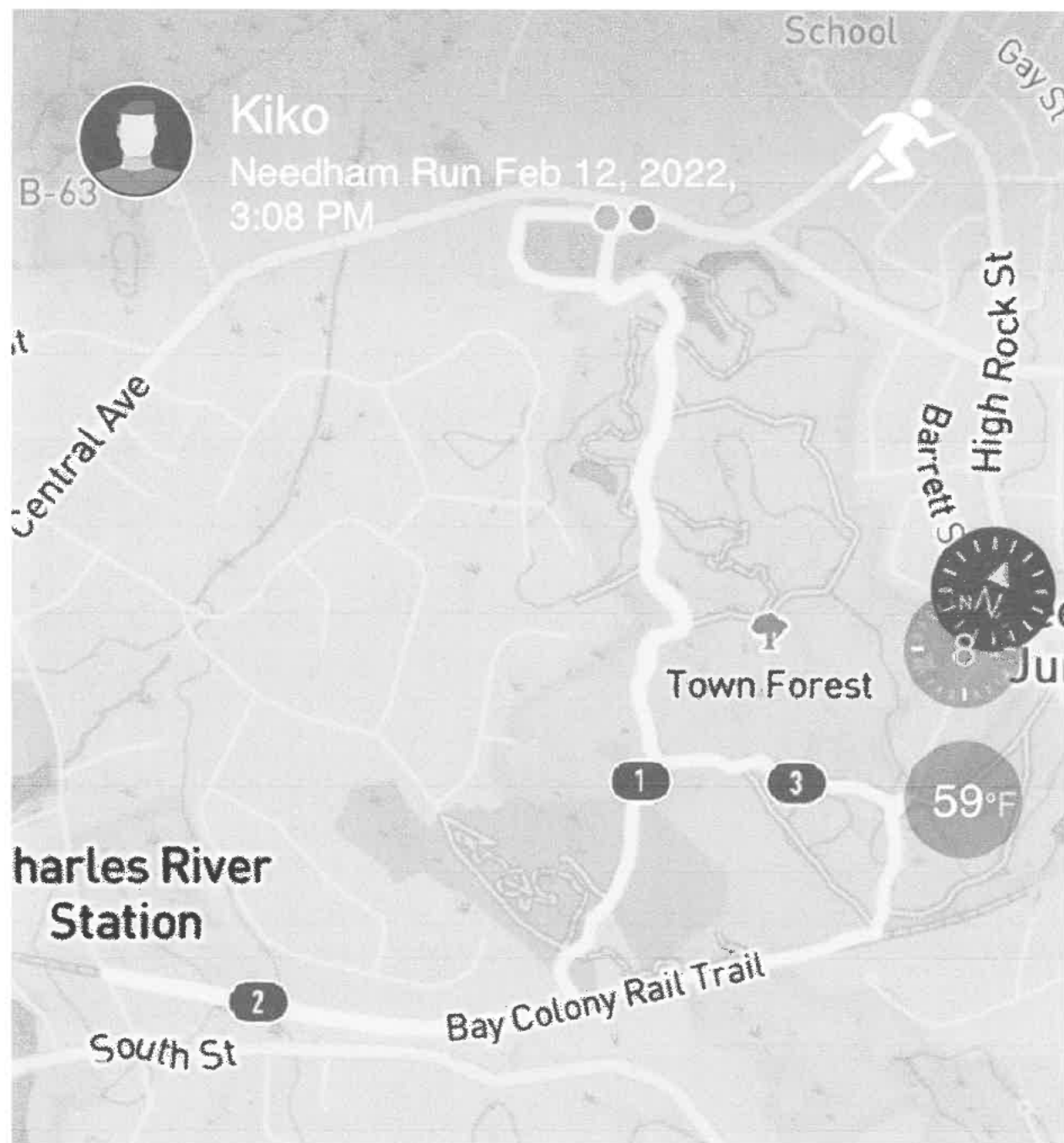
Once the event begins, how long will it take to complete the event? <i>anywhere from 4 to 10 hours</i>	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	<i>a chalk line will be the start/finish line. We'll have markings on the route @ each turn.</i>
Will volunteers be placed along the route?	<i>yes @ each turn</i>
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	<i>yes, one small bluetooth speaker</i>
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	<i>no, just water</i>
Will portable toilets be used? List locations.	<i>no, we would like to use the Claxton bathrooms.</i>
Will hydration stops be set up along route? If yes, please include these on route plan.	<i>no</i>
If the event takes place after dark, what is the plan to meet lighting needs?	<i>headlamps for runners</i>
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	<i>we have four E.R. docs on site + 2 full-sized First Aid kits.</i>
Does the event take place during commuter times?	<i>no</i>
Is school in session during the event? Will school drop off or pick up be impacted by the event?	<i>no</i>
Are businesses open during the time of the event?	<i>yes</i>
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	<i>no</i>
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	<i>no</i>
What is the plan to handle trash?	<i>we will take all trash to our house.</i>

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.





**Town of Needham, Massachusetts
Road Event Form**

2022 MAR 28 P 2:13

#25 Cash

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ **RUN** ☐ **WALK** ☐ **BICYCLE** ☐ **MOTORCYCLE**

Name of Event:

Charles River Annual Independence Day 5K

Name of Organization:

Charles River YMCA

**Event Date(s) and Rain Date if
requesting:**

Monday, July 4th 2022

Earliest Time Expected in Needham:

7:00 AM

Latest Time Expected in Needham:

10:00 AM

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

If yes, name of Town and date:

Needham for 25+ years

**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:

863 Great Plain Avenue

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

863 Great Plain Avenue Needham, Ma 02492

Primary Contact:

Nick Bendixen

Contact title:

Healthy Living Director

Contact Address:

863 Great Plain Ave. Needham, Ma. 02492

Contact Phone (Day):

781-675-3175

Contact Cell:

570-730-8927

Contact Email:

nbendixen@ymcaboston.org

Number of Expected Participants:

600

Number of Expected Spectators at Peak

Time: 650 at start/finish

Are participants charged a fee?

☒ **YES** ☐ **NO**

Estimated Number of Vehicles:

0

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:

none

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?

Race is still on in the rain.

Will neighborhoods be impacted by parking and traffic?

yes

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

registration

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

3-5 non-profit vendor tables, short awards ceremony.

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

we will utilize the Christ Episcopal church bathrooms and memorial field bathrooms, which are utilized for the parade

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

Same as above

Once the event begins, how long will it take to complete the event?

One hour- 8:30am-9:30am

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 provide and post signs through out the route, mile markers,

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.

yes, at the start/finish

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

water, grab and go bananas and bagels

Will portable toilets be used? List locations.

NO

Will hydration stops be set up along route? If yes, please include these on route plan.

yes, at 584 Webster, corner of May & Garden st

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?

Our Aquatics director will be present with first aid bag and BID will send a nurse.

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?

No

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

Unsure, as this is on the legal holiday

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?

no conflicts race is on a Monday

What is the plan to handle trash?

YMCA staff will follow the runners and pick all trash

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.

Charles River YMCA Independence Day 5k

Turn-by-Turn Route

START: Needham Free Public Library; 16.5' NORTH of Fire Hydrant near 1095 Highland.

- Head south on Highland Ave

1st Turn: Right on Rosemary St.

2nd Turn: Left on Meadowbrook Road

3rd Turn: Left on Nehoiden St.

4th Turn: Left on May St.

5th Turn: Left on Webster St.

6th Turn: Left on Mark Lee Rd.

7th Turn: Right on Alfreton Road

8th and Final Turn: Left on Highland Ave

Finish: Curb cut for Southern Entrance to the Needham Free Public Library



Nick Bendixen | Friends

RUN 3.09 MI 97 FT

CHARLES RIVER YMCA INDEPENDENCE DAY 5K

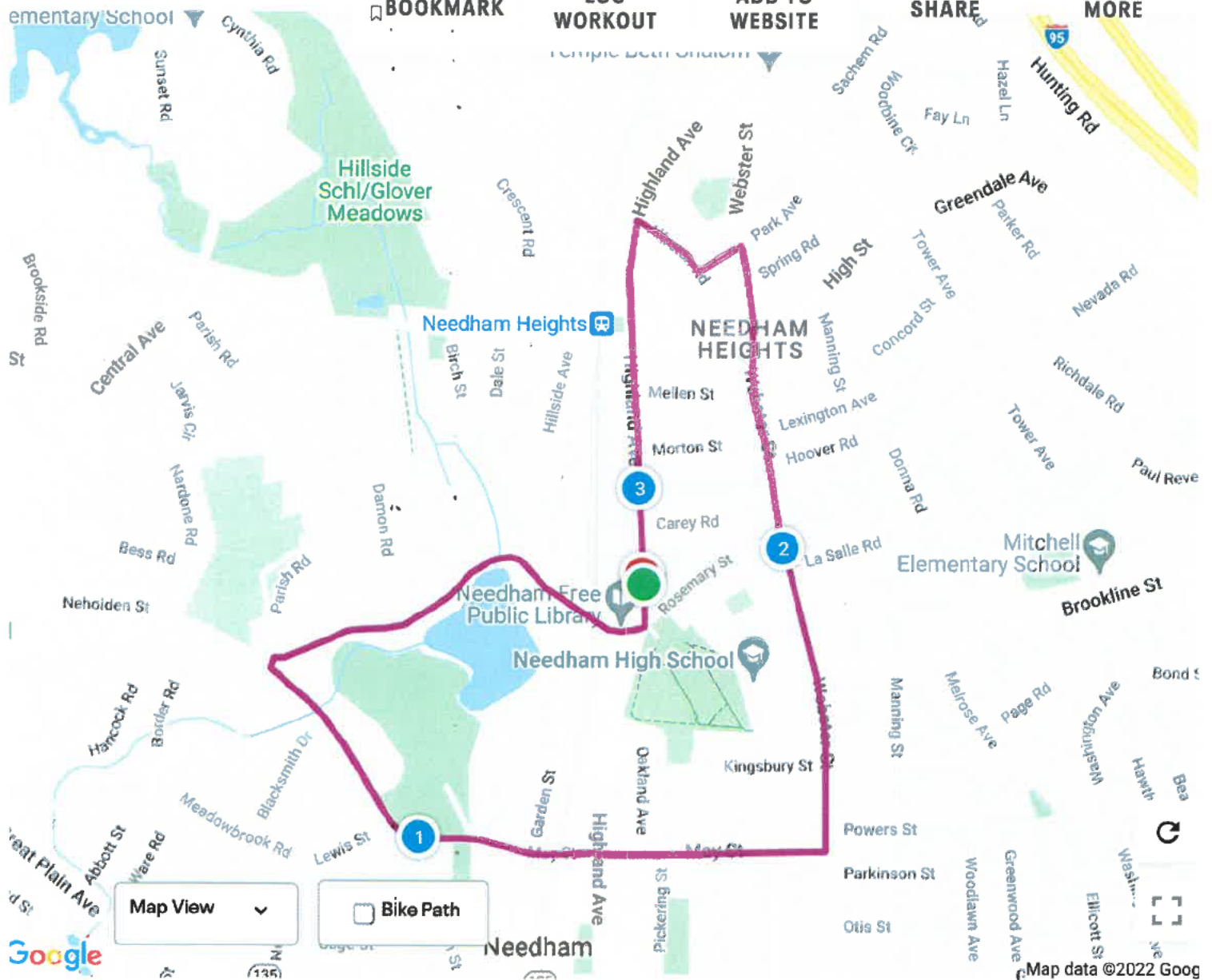
BOOKMARK

LOG
WORKOUT

ADD TO
WEBSITE

SHARE

MORE



ELEVATION (FT)

START	MAX	GAIN
183 ft	218 ft	97 ft

[MILE MARKERS]

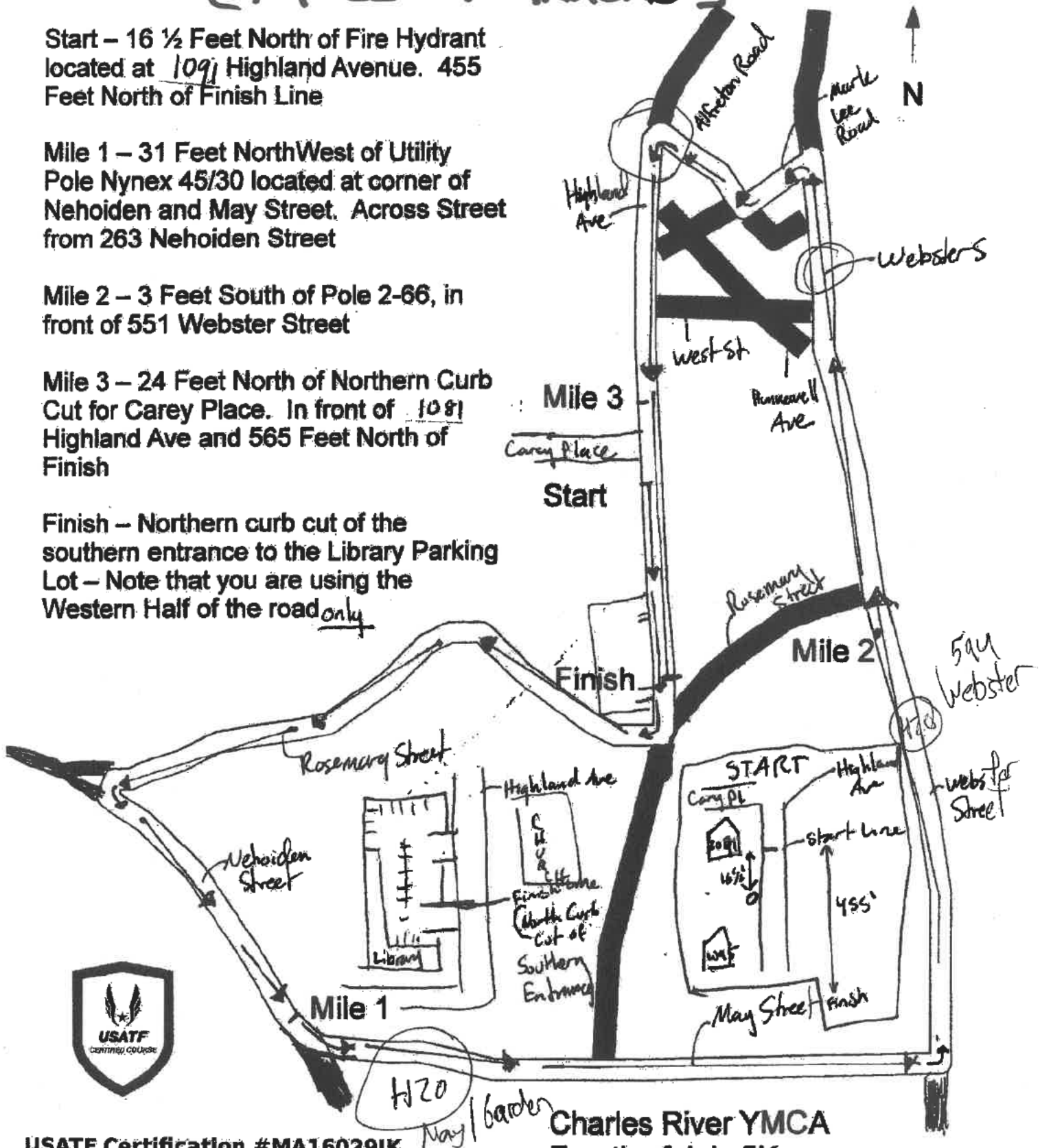
Start – 16 ½ Feet North of Fire Hydrant located at 1091 Highland Avenue. 455 Feet North of Finish Line

Mile 1 – 31 Feet NorthWest of Utility Pole Nynex 45/30 located at corner of Nehoiden and May Street. Across Street from 263 Nehoiden Street

Mile 2 – 3 Feet South of Pole 2-66, in front of 551 Webster Street

Mile 3 – 24 Feet North of Northern Curb Cut for Carey Place. In front of 1081 Highland Ave and 565 Feet North of Finish

Finish – Northern curb cut of the southern entrance to the Library Parking Lot – Note that you are using the Western Half of the road only



USATF Certification #MA16029JK
Effective 10/11/2016 - 12/31/2026
Drop 0.60 m/Km, Separation 2.78%

Charles River YMCA
Fourth of July 5K
Needham, MA



Town of Needham, Massachusetts
Road Event Form

\$25 cash

INTERNAL USE ONLY

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
2022 MAR 25 P 1:05

___ DPW	___ Police
___ Fire	___ OTM
___ Park & Rec	___
___ PFD	___ Paid

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Charles River Ctr. 5K Run/1 Mile Walk

Name of Organization:

Charles River Center

Event Date(s) and Rain Date if requesting:

9/25/2022

Earliest Time Expected in Needham:

9:00 AM

Latest Time Expected in Needham:

12:00 PM

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

If yes, name of Town and date:

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:

59 E. Militia Heights Drive, Needham

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

59 E. Militia Heights Drive Needham, MA 02492

Primary Contact:

Hilary Ryan

Contact Title:

VP, Development

Contact Address:

59 E. Militia Heights Drive, Needham, MA 02492

Contact Phone (Day):

(781) 972-1030

Contact Phone (Cell):

(617) 835-6130

Contact Email: hryan@charlesrivercenter.org	
Number of Expected Participants: 600	Number of Expected Spectators at Peak Time: 11:00 AM
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 300	What type of Parking is required: vehicle parking
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: requesting public facilities to approve Newman School parking lot between 8:00 AM - 2:00 PM.	
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? The event will be canceled.	
Will neighborhoods be impacted by parking and traffic? Yes neighborhoods adjacent to Charles River Ct. and race route.	
What activities are planned for the start of the race (if in Needham)? Packet pick up and Day of registration will occur at the Charles River Center.	
What activities are planned for the end of the race (if in Needham)? Post race festivities, including food, drink and kids activities will occur at the Charles River Center.	
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?	
up to 2 hours	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	signage at both start and finish lines and along the race route. (see route map)
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.	Yes location: Charles River Center between 10-2pm
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes
Will portable toilets be used? List locations.	Yes Charles River Center
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes (see route map)
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?	signage and cones along the race route. first aid located at finish line staffed by nursing personnel.
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 - Volante Farms
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Yes - Volante Farms
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?	Charles River Center volunteers will remove trash along the race route.

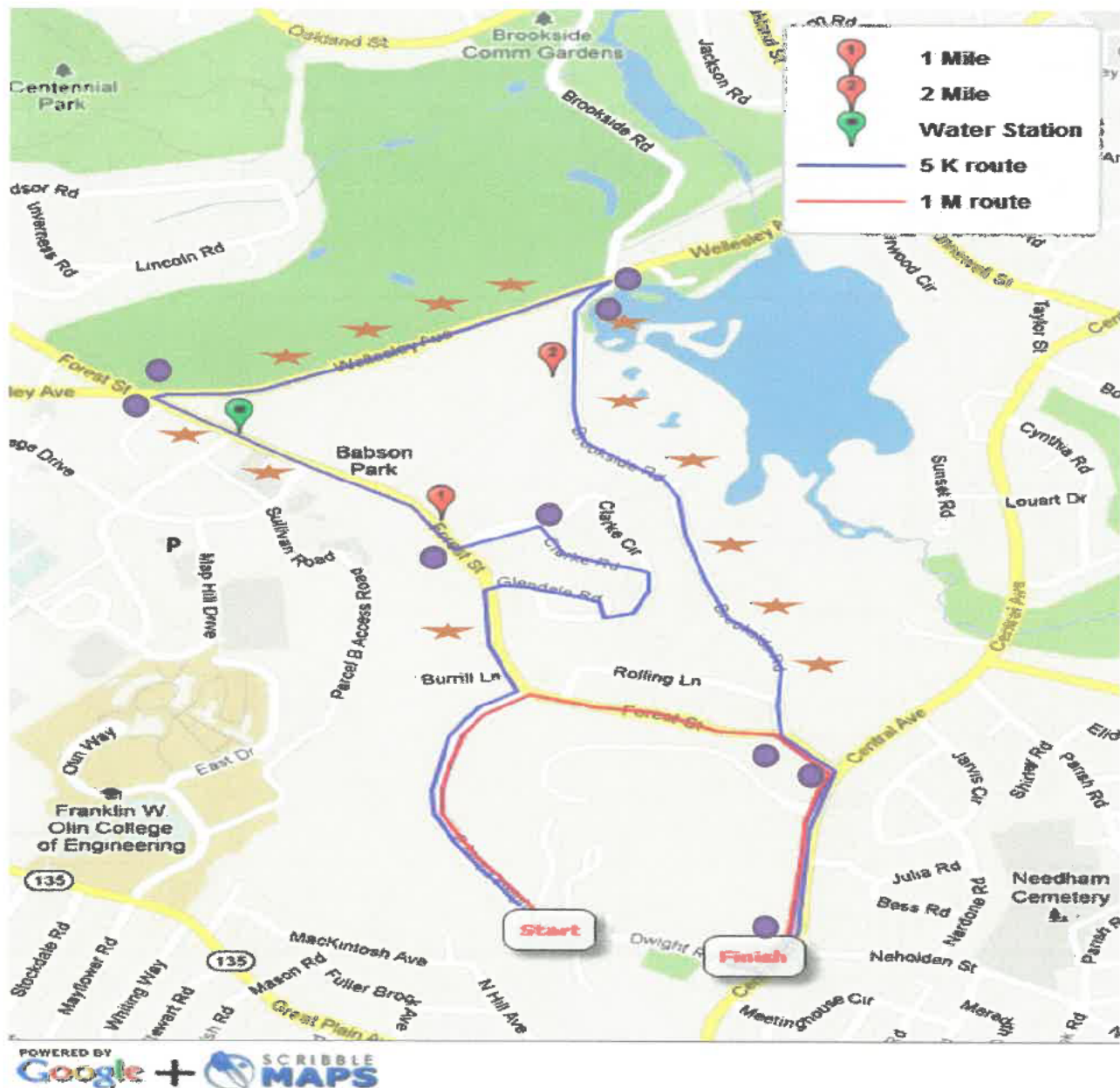
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***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.

Charles River Center 5K Run/1Mile Walk Route Map



- ★ Caution Runners in the Road signs
- Race course directional signs

**Town of Needham
Select Board
Minutes for Tuesday, March 8, 2022
Needham Town Hall
Powers Hall
and
Via ZOOM
<https://us02web.zoom.us/j/89846356045>**

- 6:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Matthew D. Borrelli. Those present were Daniel P. Matthews, Marianne Cooley, Marcus Nelson, Kevin Keane, and Town Manager Kate Fitzpatrick. Dave Davison, ATM/Finance, Katie King, ATM/Operations, Myles Tucker, Support Services Manager, Kristin Scoble, Administrative Specialist, and Mary Hunt, Recording Secretary were also in attendance.
- 6:00 p.m. Mr. Borrelli asked for a moment of silence recognizing the recent conflict and unspeakable tragedy in the country of Ukraine.
- 6:00 p.m. Public Comment Period: No comments were heard.
- 6:01 p.m. Public Hearing: ABCC Transfer of License, Blue Restaurant Needham LLC, d/b/a Blue on Highland
Paul Miller, Applicant Counsel, Thomas Miller, Applicant Counsel, Adam Patti, Managing Member, Corey Peyser, Managing Member (Zoom), and Scott Drago, Proposed Manager spoke with the Board about Blue Restaurant Needham LLC who has applied for the transfer of a Restaurant All Alcoholic Beverages Liquor License.
- Mr. Paul Miller stated the request is for a simple corporate transfer with no operational or physical changes to the space and for the appointment of Scott Drago as Manager of Record. He stated the restaurant will make sure staff remains in full compliance with Town of Needham and ABCC alcohol regulations.
- Mr. Borrelli invited public comment. No comments were heard.
- Discussion ensued on the arrangements (scanner and technology) made to make sure Blue on Highland will be successful ensuring alcohol is not served to minors.
- Mr. Matthews noted paperwork is in order, saying Blue on Highland is a valuable Needham business that he wants it to succeed. He reiterated the importance of training and that everyone must follow the rules in serving alcohol.
- Motion by Mr. Nelson that the Select Board approve the Section 12 All Alcohol Restaurant License transfer application submitted by Blue Restaurant Needham LLC d/b/a Blue on Highland including the appointment of Scott Drago as Manager of Record and submit the application to the ABCC.**

Second: Ms. Cooley. Unanimously approved 5-0.

6:11 p.m. Appointments and Consent Agenda:
Motion by Ms. Cooley that the Select Board vote to approve the Appointments and Consent Agenda, with the exception of item #5.

APPOINTMENTS - No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1.* Approve minutes of February 22, 2022 (open session)**
- 2.* Accept the following donations made to the Center at the Heights: \$25 from Marion Welch in memory of Delbert Miller, \$50 from Lynn Lind in memory of Delbert Miller.**
- 3.* Sign the Warrant for the Annual Town Election to be held on Tuesday, April 12, 2022**
- 4. Authorize the removal of “No Parking” signs on Dedham Avenue near Webster Street**
- 5.* ~~Approve and Authorize the Town Manager to sign a TIF Forbearance Agreement between the Town of Needham and TripAdvisor.~~**
- 6. Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks and festivities on Sunday, July 3, 2022, and a Flag Raising and parade on Monday, July 4, 2022. Coordination of all activities will be made with appropriate Town Departments.**

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

Mr. Borrelli stated #5 is being removed as more information is forthcoming from the Finance Committee. He said the item will be placed on a future Consent Agenda in April.

6:12 p.m. Public Hearing: Alcohol License Hearing – Needham 365 Bev, LLC d/b/a Residence Inn
Michael Gendrin, General Manager, Residence Inn Needham, Sharad Shand, VP of Hotel Operations, Stonebridge Companies, Ronald Ruth, Counsel for Needham 365 Bev, LLC, Joshua Bowman, Esq., Sherin and Lodgen LLP, Daniel C. Johnston, Esq., Sherin and Lodgen LLP, and John Schlittler, Chief of Police appeared before the Board to discuss the provisions of M.G.L. c. 138 Sections 12, 34, 64, and 67 and Town of Needham Alcohol Regulations.

Mr. Borrelli read a prepared statement concerning the sale and/or delivery of an alcoholic beverage to a person under 21 years of age on December 1, 2021. He noted discussion tonight is to consider the modification, suspension, revocation or cancellation of the Section 12 Innkeeper All Alcohol license for Needham 365 Bev, LLC d/b/a Residence Inn by Marriott. Mr. Borrelli listed the following documents as part of the record: Violation Notice dated December 1, 2021, Public Hearing Notice dated February 17, 2022, Five-Year Lookback Summary of Compliance

Check Violations by Needham 365 Bev, LLC d/b/a Residence Inn and Penalties Imposed c. M.G.L. Chapter 138 Sections 12, 34, 64, and 67, and Town of Needham Alcohol Regulations.

Chief Schlittler read a statement identifying the facts of the case, protocols for compliance checks with assistance from the Needham Board of Health and summarized previous compliance check violations by the Residence Inn and penalties imposed.

Mr. Ruth said the facts cannot be contested. He stated the fourth incident occurred when the bar was closed, and the alcohol was acquired in the market adjacent to the front desk in the hotel lobby. Mr. Ruth clarified the 4-step strategy taken since the incident to ensure alcohol service to minors does not happen again, as well as TIPS training for staff. He said training, signage, technology, and the hiring of a mystery shopper will help so that the Residence Inn will not appear before the Board anytime in the future.

Mr. Gendrin, General Manager, reiterated the facts of the case are not in dispute. He said gaps in the system are being addressed including a focus on training for all employees, institution of a “zero tolerance” policy, the purchase of additional technology for scanning IDs, signage in the market/gift shop area, and a policy of alcohol service only to registered guests of the hotel. He stated the hotel understands the severity of the situation and cannot afford to have another incident.

Mr. Shanda added that alcohol is now locked up in a cage in a back office.

Mr. Borrelli invited public comment. No comments were heard.

Discussion ensued on why measures to ensure no service of alcohol to minors were not in place prior to the fourth incident, use of an independent mystery shopper, hotel carding policy, and the hotel’s zero tolerance policy.

Mr. Keane noted the agent who lost her position at the hotel was doing what she was trained to do, suggesting the hotel would not be in front of the Select Board for a fourth time if it really had a “zero tolerance” policy.

Mr. Bowman indicated the hotel team in place now is not the same team that was in place in any of the previous alcohol incidents at the hotel.

The Board discussed the modification, suspension, revocation or cancellation of the Section 12 Innkeeper All Alcohol license for Needham 365 Bev, LLC d/b/a Residence Inn by Marriott.

Motion by Ms. Cooley that the Select Board finds sufficient evidence that, on December 1, 2021, Needham 365 Bev, LLC d/b/a Residence Inn violated 204 CMR 2.05(2) permitting an illegality on the licensed premises, to wit: Chapter

138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age.

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

And

Motion by Ms. Cooley that the Select Board suspend Needham 365 Bev, LLC d/b/a Residence Inn's Section 12 Innholder All Alcoholic Liquor License for a period of 5 days to be served beginning at 9:00 a.m. on March 9, 2022, and modify the terms and conditions of the liquor license to require compliance with the corrective action plan dated March 8, 2022 and before the Select Board today.

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

And

Motion by Mr. Nelson that the Select Board authorize the Town Manager to draft and send notice of the Select Board's decision to the Licensee and to the Alcoholic Beverages Control Commission.

Second: Ms. Cooley. Unanimously approved 5-0.

Mr. Matthews acknowledged people make mistakes, it has been a difficult stretch for many businesses, and that the liquor license is an important and basic part of the hotel function. He said the rules must be followed and the decision tonight is the appropriate outcome.

Mr. Nelson reiterated a fifth offense will be much harsher. He said he appreciates the steps Residence Inn has taken since the fourth incident, but this type of incident cannot and should not happen again.

6:44 p.m.

DPW Update: Emergency Work – Eversource Gas, Chestnut Street
Carys Lustig, Director of Public Works reminded the Board that in January and February, Eversource Gas performed emergency pipe repair near the new Public Safety Building on Chestnut Street to a pipe that was leaking. This was a temporary repair. Annemarie Walsh, Eversource Energy Representative and Joel Diagostino, Eversource appeared by Zoom to answer any questions from the Board.

Ms. Lustig commented Eversource and the DPW are currently in discussions about an emergency street opening permit so that the Company can make a permanent repair on a greater section of pipe in this area. The DPW is negotiating conditions for off season work to ensure public safety and to protect the investment the Town has already made in the Downtown Phase I infrastructure improvements.

Ms. Lustig discussed "Chestnut Street Needham, Gas Main Relay Work" updated February 2, 2022 and showed an "Overall Project Overview" map for emergency work and scheduled work.

Mr. Borrelli said he is concerned how the project will affect businesses along Chestnut Street. He said it could be problematic, noting good communication with businesses will help.

Discussion ensued on the communication plan from Eversource to the businesses including a notification letter, contact person, suggested site visit, hours of operation and rules Eversource must follow, as well as the overall project.

Mr. Borrelli commented abutters to the project including the hospital are incredibly important, and coordination and communication is key.

The Board thanked Ms. Lustig for the update.

6:50 p.m. Community Preservation Committee (CPC) Consultation:
Peter Pingitore, CPC Chair, Cecilia Simchak, CPC Liaison, and Artie Crocker, Conservation Commission member met with the Board to discuss the projects before the CPC for funding consideration this year.

Mr. Pingitore explained the Community Preservation Act and the work involved awarding grants to support community housing, preservation, or restoration of historic resources, acquisition and preservation of open space, and restoration and investment in recreation resources. He said the Act is funded from a 2% property tax surcharge. He summarized the following applications under consideration this year: NHA #1 - Property Existing Conditions Reports; Property Survey, NHA #2 - Pre-Development Design Costs - Linden-Chambers Redevelopment, NHA #3 - Purchase of East Militia Heights Drive Property, NHA #4 - Funding for NHA Assistant Executive Director Position, Emery Grover Renovation Project, High School Tennis Court Improvements - Design; Boat Launch, Walker Pond Improvements; Construction of Growing Beds Available for Seasonal Rental, Purchase of Open Space - Purchase of Land.

Discussion ensued on funding for each project. In particular, the Board expressed concern for NHA #3, questioning whether the funding request is the best use of the land and other potential options that might be available for affordable housing redevelopment. The Board also discussed the Emery Grover Renovation Project. Mr. Matthews said the project has been on the list since 2004 and is a commitment to voters who authorized design funds at Town Meeting. He acknowledged the multiple goals the CPC is trying to reach, however, the request for \$6 million had overwhelming support in a vote by Town Meeting members. Discussion continued on the funding amount requested, the revenue to pay for the project coming from CPC and the general tax fund, and funding for other future projects. The Board discussed funding for the Boat Launch and the role of the Conservation Commission.

Mr. Pingitore suggested increasing funding for community housing to 20% from 10%. The Board agreed fundamentally to support an increase of the allocation and that it makes sense to make some changes going forward.

The Board thanked Mr. Pingitore and Mr. Crocker for the presentation.

8:15 p.m. Town Manager:
Kate Fitzpatrick, Town Manager spoke with the Board regarding 4 items:

1. Accept and Refer Zoning

Ms. Fitzpatrick told the Select Board that the Planning Board voted on March 1, 2022 to place the following article on the warrant for the May 9, 2022, Special Town Meeting: Amend Zoning By-Law – Schedule Of Use Regulations Brew Pub and Microbrewery. She asked the Board to vote to accept the proposed zoning article for referral to the Planning Board for its review, hearing, and report.

Motion by Mr. Matthews that the Select Board vote to accept the proposed zoning article for referral to the Planning Board for its review, hearing, and report.

Second: Ms. Cooley. Unanimously approved 5-0.

2. Open Special Town Meeting Warrant

Ms. Fitzpatrick asked the Board to open the Warrant for the May 9, 2022 Special Town Meeting. She noted the Warrant is scheduled to be closed at the Select Board meeting on March 22, 2022.

Motion by Mr. Nelson that the Board vote to open the warrant for the May 9, 2022, Special Town Meeting.

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

3. Annual Town Meeting Warrant

Ms. Fitzpatrick reviewed changes to the draft warrant dated March 4, 2022 for the Annual Town Meeting to be held May 2, 2022. She said the Warrant will be in its final form at the next Select Board meeting on March 22, 2022.

Discussion ensued on possible video presentations to be made available for the Annual Town meeting.

4. Town Manager Report

Ms. Fitzpatrick reminded the Board that April 5, 2022 is being held as a possible date for a short, additional special Select Board meeting. She said the Town is considering a bond sale and the Finance Director/ATM is very interested in having the meeting as soon as possible due to rapid market changes.

8:21 p.m. Board Discussion:

1. Dangerous Dog Hearing Follow-up

Mr. Borrelli reminded the Board that at its January 11, 2022, a dangerous dog hearing in accordance with MGL c. 140 Section 157 and Town By-Law 3.7.5 on a complaint about two dogs by the name of “Maya” and “Axel” residing at 233 West Street in Needham. The Board voted to determine that the dogs “Maya” and “Axel” were dangerous dogs, and adopted recommendations made by Police Chief Schlittler including muzzling, behavioral training, containment, and leashing of the dogs. He commented on the suggestion that the dogs receive additional group training, as recommended by a dog trainer. He said it is up to the Select Board to vote to require additional dog training as part of the conditions it sets forth, and that it is critical to do everything possible to make sure the dogs are properly trained to not offend again.

Motion by Ms. Cooley that the Board vote to require that the dogs Maya and Axel participate in additional group training as recommended by Richard Laperchia, Trainer & Owner of K9 Reset and report back to the Board.

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

2. Committee Reports

Ms. Cooley reported that she and Mr. Nelson participated in a Community Forum on the history of policing in Needham. She said it was a successful session, recommending residents view the meeting on the Town’s YouTube channel.

8:25 p.m. Executive Session: Exception 3 - Potential Litigation & Collective Bargaining (Police Union), Exception 6 - Purchase, Exchange, Lease or Value of Real Property, Exception 2 - Strategy in Preparation for Negotiations with Non-Union Personnel

Motion by Ms. Cooley that the Select Board vote to enter into Executive Session.

Exception 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

and

Exception 6 – To consider the purchase, exchange, lease or value of real estate if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

and

Exception 2 - To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

Not to return to open session prior to adjournment.

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

Mr. Nelson acknowledged International Women's Day and all those who serve on Town boards and committees. He said he is fortunate to be part of town government and appreciates all who have paved the way forward.

A list of all documents used at this Select Board meeting is available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID>

The Next Select Board meeting is scheduled for Tuesday, March 22, 2022 at 6 p.m.

**Town of Needham
Select Board
Minutes for Tuesday, March 22, 2022
Needham Town Hall
Powers Hall
and
Via ZOOM
<https://us02web.zoom.us/j/83048349416>**

6:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Matthew D. Borrelli. Those present were Daniel P. Matthews, Marianne Cooley, Marcus Nelson, Kevin Keane, and Town Manager Kate Fitzpatrick. Dave Davison, ATM/Finance, Katie King, ATM/Operations, Myles Tucker, Support Services Manager, and Mary Hunt, Recording Secretary were also in attendance.

6:00 p.m. Public Comment Period:
Joshua Levy, Chair, Finance Committee, 1606 Great Plain Avenue commented on the Forbearance Agreement to be signed with TripAdvisor and asked if it could be done subject to Town Meeting ratification. He said the Agreement is of interest to Town Meeting and the process must be transparent, so everyone is aware.

Mr. Matthews said the TIF Agreement is complicated and subject to different pressures and changes, particularly in this environment where unexpected things have happened. He said the core obligation of TripAdvisor to the Town is to pay its full property tax bill according to the agreed adjusted schedule that Town Meeting approved in the beginning, which he said TripAdvisor will honor. He questioned whether the Forbearance Agreement is “a big enough thing” to be held for Town Meeting or should there be a reasonable agreement and to move forward. He noted more discussion on the topic will be held later during tonight’s meeting.

Doug Fox, 43 Marked Tree Road (via Zoom) said he is disappointed the Forbearance Agreement negotiations took place without Finance Committee involvement. He said it is a controversial item, transparency is key, and the Finance Committee should have been involved in the process before an agreement was reached. He said it “feels like a back room deal” and it is too important not to have the Finance Committee involved.

Lance Robert Brown, 18 Webster Street commented on the Forbearance Agreement saying Town Meeting ought to have the option to determine whether or not to deviate from the TIF Agreement. He said he reviewed Town Counsel’s rationale and the documentation, noting it was “pretty broad.” He asked the Select Board to seek Town Meeting’s ratification of the Forbearance Agreement.

Mr. Borrelli closed the Public Comment Period.

Mr. Borrelli noted the passing of Rick Hardy, saying he was a dedicated member of the Library Board for 11 years, Town Meeting Member at-large, and member of the Needham Historical Commission for 14 years. He commented he was a gentleman, contributed greatly to Needham, and he will be missed. He offered condolences to Mr. Hardy's family and asked for a moment of silence.

6:10 p.m.

Select Board Transition:

Mr. Borrelli announced Mr. Matthews will not be running for re-election after serving the Town for 27 years, noting many people are in the room who wish to make comment and congratulate Mr. Matthews.

Becca Rausch, State Senator recognized Mr. Matthew's incredible service to Needham in many different capacities over the years. She said she is personally and deeply grateful, saying she has learned so much from Mr. Matthews. Senator Rausch read a citation from the Massachusetts State Senate and congratulated Mr. Matthews on his 27 years of service to Needham.

Michael Fee, Town Moderator said Mr. Matthews is one of his favorite people, noting his service on the School Committee and the Select Board. He said Mr. Matthews always had one "bedrock principle" which was his belief that what he was doing would advance the interest of the Town. Moderator Fee observed he and Mr. Matthews both attended Boston College Law School. He said Mr. Matthews was instrumental in putting together the Minuteman Regional School Advisory Committee at a time when the operations, finances, and the perception of the Minuteman School was a bit of a mystery. He noted the school's profile in Needham was "not where it should have been." He said while most people are concerned with fiscal oversight, Mr. Matthews was most concerned about the availability of the school as a resource for Needham students. Mr. Fee said over the years Mr. Matthews commitment to the Minuteman School has been on "stark display" and he was credited with marshaling the support from the member towns to make the resource available. He said he is greatly impressed and thanked Mr. Matthews for all of his service to Needham.

Colleen Schaller, former Select Board member said she worked with Mr. Matthews for 10 years and in every case, Mr. Matthews integrity and dedication to the citizens of Needham is "unmatchable." She said Mr. Matthews has been a mentor to her and wished him the best.

Moe Handel, former Select Board member said he does not know a more dedicated public servant. He commented on Mr. Matthews' knowledge of government, recognizing Mr. Matthews' long speeches were his way of teaching the public about issues, so everyone had a clear understanding. He said Mr. Matthews exemplified transparency. He congratulated Mr. Matthews and wished him the best in the race for Town Meeting.

John Bulian, former Select Board member said Mr. Matthews ran his first campaign in 2003. He echoed many comments, saying Mr. Matthews has incredible integrity and cares about the Town more than anyone can imagine. Mr. Bulian said it has been a pleasure serving his entire 18 years with Mr. Matthews. He congratulated and thanked Mr. Matthews on his “amazing run” in Town government.

Denise Garlick, State Representative and former Select Board member expressed her gratitude and respect for Mr. Matthews public service. She said Mr. Matthews is an extraordinary role model, and is an active, knowledgeable, caring, and committed citizen. She said as a citizen of Needham, the Commonwealth, and country Mr. Matthews has devoted thousands and thousands of hours to study issues, chart paths forward, and work until goals are fulfilled. Representative Garlick said in this unsettled time, the world needs more good citizens willing to think, work, and lead. She said Mr. Matthews is the best citizen she knows and congratulated him on his service.

Jim Healy, former Select Board member congratulated Mr. Matthews on his wonderful accomplishments. He recognized Mr. Matthews is a Needham High School graduate who knows where Needham came from and who helped make it a better place. He said Mr. Matthews never forgot the people who grew up in Town, and that it is a great characteristic to know where you’ve been, so that you know where you’re going. Mr. Healy said he has known Mr. Matthews since the 1980’s, mentioning Mr. Matthews was the driving force behind the Community Preservation Act, the Town Manager Act, and the renovation of every Town building. He said Mr. Matthews has been consistent from the start and the Town owes Mr. Matthews a debt of gratitude for all of his service.

Mr. Borrelli echoed the comments made about Mr. Matthews.

Mr. Keane said he has known Mr. Matthews a long time and worked on one of his first campaigns when he was in 7th grade. He said it's clear Mr. Matthews loves the job, is good at it, and loves Needham. He congratulated and thanked Mr. Matthews for all of his work.

Mr. Nelson said when he first ran for Select Board, the support he received from Mr. Matthews was always consistent. He said Mr. Matthews always offered to meet for coffee or guide him with information and resources. He noted the years of knowledge and that there are not enough words to express how grateful he is to Mr. Matthews in the short time he has been on the Select Board. Mr. Nelson said Mr. Matthews has empowered him to want to be greater, agreeing Mr. Matthews has always had the best interest of moving Needham forward. He thanked Mr. Matthews, saying he will continue to reach out, have coffee, and take his advice. Mr. Nelson said he didn’t know it at first, but the friendship he has been able to cultivate with Mr. Matthews is one in which he is truly grateful. He said Needham is very fortunate to have Mr. Matthews.

Ms. Cooley echoed everything already said, noting Mr. Matthews has been supportive from the very beginning and their friendship goes back many years. She said she is very grateful for all the years of knowing Mr. Matthews and everyone has benefitted from all that he has given to Needham. She thanked Mr. Matthews for his service.

Mr. Borrelli said he thinks he voted for Mr. Matthews in 1995. He said Mr. Matthews has been a steward for moving so many things forward in Needham. He said he would not be where he is without Mr. Matthews stewardship of the Town. He said Mr. Matthews is always willing to meet for coffee or give advice (solicited or unsolicited). Mr. Borrelli noted the accomplishments including alcohol licensing, the Senior Center, Minuteman High School, and many other projects. He said he does not believe Mr. Matthews has missed any meetings, which speaks to his dedication. Mr. Borrelli noted Mr. Matthews has terrific intuition, was correct on many issues, and is well respected. He commented Mr. Matthews was the “coach” of “Team Needham,” who is an inspiration and mentor to many people.

Mr. Matthews acknowledged he grew up in Needham, attended Harris School, joined the School Committee in 1976, and joined the Select Board in 1995. He said it has been a long time, with many ups and downs, but with many good things. He commented on learning to work with Proposition 2 ½, earning public support for major investments in schools and public facilities, and the change to Town Manager form of government. He said Needham has good neighborhoods, strong businesses, excellent public schools, public safety, and town services. He recognized people working together. Mr. Matthews commented difficult issues have been addressed including affordable housing and race equity, noting more needs to be done. He said all the effort is aimed at making Needham a good community where people can live together as neighbors. Mr. Matthews noted the last few years have been tough, but Needham has weathered the storm, and now is a good time for a change. He said there must be change, so “let’s make a change for the better,” noting “the challenge is to fix the things that need to be better, without losing what you’ve got.” He said that is easy to say, but harder to do. Mr. Matthews said people must stand up for their own principles but work together with other people in making sure the Town is well run. Mr. Matthews thanked his family and everyone he has worked with over the years. In particular, Mr. Matthews recognized Ms. Fitzpatrick who has been an extraordinary contributor, leader, and friend to Needham, but has also set an example for everyone in public service. Mr. Matthews said he appreciates having been able to participate in Town government, and is grateful for the friendships, guidance, and support he has received over the years. He said he hopes his work has positively affected the people of Needham and beyond. Mr. Matthews thanked everyone.

6:45 p.m.

Audit Presentation:

Scott C. McIntire, CPA, Melanson & Heath Company and Dave Davison, Assistant Town Manager/Director of Finance met with the Board to discuss the recently completed audit of the Town’s Financial Statements for fiscal year ended June 30,

2021. Evelyn Poness, Town Collector, Michelle Vaillancourt, Town Accountant, and Roger McDonald, MIS/Director were also in attendance.

Mr. McIntire presented a PowerPoint presentation in which he gave a brief overview of the Town’s Financial Statements for the fiscal year ended June 30, 2021. He reviewed the audit process, the reports issued including a Management Letter and Governance Letter, noting the audit went well and the books and records of the town are in good working order. He said no significant audit entries were proposed and that the Town’s financial statements are in accordance with generally accepted accounting principles. Mr. McIntire commented on the Management’s Discussion and Analysis, including the General Unassigned Fund Balance of \$28,063,054, noting a “very strong fund balance.” He also commented on the Net Pension Liability and Net OPEB Liability, saying both are one of the better funded systems in the Commonwealth. He said it should be noted the discount rate decreased from 7.0% to 6.5%, due to favorable actuarial gains during the fiscal period.

Mr. Borrelli thanked Mr. McIntire for the report and presentation.

Mr. Davison concurred with the recommendations from the auditors. He commented on changes to the GASB Statement No. 87, noting the impact the changes will have to the school department, more so than town departments.

7:03 p.m. Appointments and Consent Agenda:
Motion by Ms. Cooley that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS:

- | | | |
|--------------------------|-------------------------------------|----------------------------|
| 1. Jeremy Halpern | Council of Economic Advisors | Term Exp. 6/30/2024 |
| 2. Kathleen Robey | Council on Aging | Term Exp. 6/30/2022 |

CONSENT AGENDA: *=Backup attached

- 1. Approval of Minutes: February 22, 2022 (executive session), and January 25, 2022 (executive session).**
- 2. Accept the following donation made to Needham Youth & Family Services, Crisis Donation Fund: \$500 from Abigail Carr (100 Women of Needham)**
- 3.* Accept the following Library donations from multiple community members.**
- 4. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$200 from The Charles River Center.**
- 5. Accept the following donation made to Needham’s Aging Services: \$100 from the American Legion Boston Chinatown Post NO. 328 in memory of Harry Chin, \$100 from Louise Condon in memory of Frank Rogers.**
- 6.* Approve Town Manager Contract Extension through May 5, 2025**

7.* **Approve a Special One Day Wines & Malt Beverages Only License for Sandra Rizkallah of Needham Plugged-In Band Program to host “British Invasion of Needham”, Saturday May 21, 2022 from 7:00-11:00 PM. The event will be held in Powers Hall, Town Hall at 1471 Highland Avenue, pending departmental approval.**

8. **Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Celia Carboni	42 Greenwood Ave.	Greenwood Ave.	7/16/22	7/17/22	3pm-10pm

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

Ms. Cooley noted the Town Manager Contract Extension through May 5, 2025, commenting Needham is very fortunate to have Ms. Fitzpatrick. She also noted the Commonwealth has more than 20 openings for the position of Town Manager.

7:04 p.m.

Babson College Scholarships:

Marianne Cooley, Select Board Vice Chair said the Select Board awards scholarships to Needham residents and alumni of Needham High School from a fund made available to the Town by Babson College. The number of scholarships and their size is determined by the Select Board and the Financial Aid Office of Babson College. She noted the Town and families who receive the scholarships are grateful to Babson College for the additional support. Meredith Stover, Director of Financial Aid at Babson College, along with Ms. Cooley and Myles Tucker Support Services Manager recently met remotely and reviewed the applications.

Motion by Mr. Nelson that the Select Board vote to award the Town of Needham Babson Scholarships to the following applicants:

<u>Applicant</u>	<u>Status</u>
Alberto Colon Figueroa	Admitted Freshman (Fall '23)
Maria Colon Figueroa	Rising Senior
Danielle Freidline	Admitted Freshman (Spring '23)
Henry London	Rising Senior
Albina Miloshi	Rising Sophomore
Constantinos Tsitsas	Rising Junior

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

Mr. Matthews commented that the program has helped many Needham students over the years.

7:06 p.m.

ARPA Economic Development Grants and Program Update:

Amy Haelsen, Economic Development Manager, Kate Fitzpatrick, Town Manager, and Katie King, Assistant Town Manager made recommendations to the Board for use of American Rescue Plan Act (ARPA) funds to support a second round of small business grants.

Ms. King commented on the success of the first round of Small Business Recovery Grants in which \$260,000 was distributed to 28 local businesses in late February. She suggested that the Select Board allocate an additional \$200,000 of the \$500,000 that was approved for Economic Development initiatives from the Town's ARPA funding for a second round of Small Business Recovery Grants.

Ms. Haelsen said feedback from small businesses after the first-round grants were distributed has been overwhelmingly appreciative. Discussion ensued on "tweaks" to the program, which Ms. Haelsen said would clarify the eligibility criteria for businesses and include Needham non-profit organizations.

The Town Manager recommended that the Board vote to revise the American Rescue Plan Act Funding Proposal.

Motion by Mr. Nelson that the Board vote to approve \$200,000 in ARPA funds for the small business grant program round 2, as shown on the American Rescue Plan Act Funding Proposal dated March 22, 2022.

Second: Ms. Cooley. Unanimously approved 5-0.

7:12 p.m.

DHCD Zoning Regulation Presentation:

Katie King, Assistant Town Manager, Lee Newman, Director of Planning of Community Development, and Karen Sunnarborg, Community Housing Specialist presented an overview of the Massachusetts Department of Housing and Community Development's draft guidelines for the new multifamily housing zoning requirement for MBTA communities.

Ms. King provided an initial analysis of how this applies to Needham and recommended next steps. She said Governor Baker signed Chapter 358 of the Acts of 2020 into law in January 2021, requiring each MBTA community to have "a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right." Discussion ensued on draft guidelines and requirements of the statute, summarized in a memo to the Planning Board dated March 4, 2022, as well as how the new statute would affect the Town of Needham.

Ms. Newman presented "DHCD Multi-Family Zoning Requirements for MBTA Communities" dated March 22, 2022, and discussed a zoning analysis and map "Use Districts Within ½ Mile of Rail Stations."

Discussion ensued on zoning districts around commuter rail stations, the #59 MBTA bus route, and how the districts comply with the current draft guidelines.

Mr. Matthews pointed out the state guidelines are currently in draft form and will likely change. He said in the case of Needham, the guidelines and requirements are “a lift, but manageable,” noting the regional supply and demand middle class housing issues. He said it is reasonable for Needham to try and find ways of making it work. Mr. Borrelli concurred, saying he supports changing the dimensional requirements to reach the numbers in the state guidelines.

Ms. Cooley commented DHCD guidelines also work in concert with state guidelines for affordable housing.

Ms. King discussed a Funding Analysis, Timeline, Suggested Comments for DHCD Guidelines, and Recommendations.

Discussion ensued on a potential public hearing during a joint meeting with the Planning Board and authorizing the Town Manager to submit a letter on the Town’s behalf commenting on the DHCD’s draft guidelines by March 31, 2022.

Motion by Mr. Keane that the Board vote to authorize the Town Manager to:

1) Submit a letter on the Town’s behalf commenting on the DHCD draft guidelines by March 31, 2022,

And

2) Submit the necessary paperwork for 2022 compliance by May 2, 2022.

Second: Ms. Cooley. Unanimously approved 5-0.

8:00 p.m.

Police Department Report:

Chief John Schlittler provided the Board with a summary of the draft 2021 Annual Report of the Department. He presented “2021 Year End Review, Needham Police, draft dated March 18, 2022. Chief Schlittler gave an overview of the department structure and that the report is a snapshot of services and activities conducted by the department. He spoke about the Year End Crime Review. He stated Covid-19 has had a dramatic effect on the increase in the overall mental health statistics, however noted other statistics including theft crime and liquor offenses are down because bars and liquor stores were closed. Chief Schlittler commented on Group A Offense Specifics including Assault Offenses, Burglary/ Breaking & Entering, Theft Offenses, and Drug/Narcotics Charges, among other items. The Chief also commented on Group B Offenses including Disorderly Conduct, DUI, Family Offense (non-violent), Liquor Law Violation, and the number of calls into the department deemed related to Mental Health, Drug Overdoses, Handcuffing and Use of Force, among other items. Discussion ensued on Motor Vehicle Stops by Race and Gender, Police Activity Summary, Division Updates, Patrol Operations/Emergency Management Division, Investigative Services/Professional

Standards Division, Community Service/Professional Development Division, among other categories.

The Board thanked Chief Schlittler for the information and for his leadership and thanked all of the officers working for the Town of Needham.

Chief Schlittler acknowledged it is good to look into what and how the police department does things, and whether any changes could be made with the best interest of the officers and the community in mind.

8:55 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager spoke with the Select Board regarding 5 items:

1. Fire Union Contract Settlement FY 2021-2022

Ms. Fitzpatrick recommended that the Board approve and sign the Memorandum of Agreement between the Town and the Needham Fire Union Local 1706 for the period FY2021 and FY2022. The Agreement, she said, provides for a general wage increase of 3% in FY2021 and 2% in FY2022, a Fire Inspection Certification Stipend, the inclusion of the Juneteenth Holiday, an increase in the detail rate, and numerous language changes. She said the Agreement brings the contract for the Fire Union to the current year, and the parties will continue to negotiate for a successor agreement. She asked the Board to approve the Agreement, at which time it would be brought to Town Meeting and the Finance Committee for their action.

Motion by Ms. Cooley that the Board approve and sign the Memorandum of Agreement between the Town and the Needham Fire Union Local 1706 for FY2021 and FY2022.

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

2. TripAdvisor Forbearance Agreement

Ms. Fitzpatrick updated the Board on the proposed Forbearance Agreement between the Town and TripAdvisor and recommended that the Board approve and authorize the Town Manager to sign the Agreement. She provided a background on Town Meeting's approval of the TIF Agreement with TripAdvisor, noting it was amended in May 2013 due to changes to the size of the building. She explained the mechanics of the TIF Agreement.

Discussion ensued on TripAdvisor's notification that it did not meet the required creation of 700 jobs or relocation of jobs to Needham. The amount of the tax exemption provided by the Town in accordance with the TIF Agreement was \$18,776 (1%) for FY2022 and the \$17,543 (1%) for FY2021. It was noted in tax years 2021 and 2022 the real estate tax bill paid by TripAdvisor exceeded \$2.1 million, along with approximately \$300,000 per year in personal property tax not subject to the exemption. It was noted TripAdvisor was not released from any tax payment due to the recommended Forbearance Agreement, and that they are in full compliance with the payment agreement of the TIF.

Ms. Fitzpatrick said the suggestion of bringing the Forbearance Agreement to Town Meeting for a vote is unnecessary. She said it may make sense to notify Town Meeting Members of the Agreement. It was noted Town Counsel opined that the recommended action by Select Board is within its authority. Ms. Fitzpatrick reiterated TripAdvisor has not been relieved of any tax obligation and is an important and valued institution in Needham.

It was noted Joshua Levy, Chair of the Finance Committee was in attendance.

The Board discussed the amounts due vs. the benefits to the Town, and whether or not to go before Town Meeting for ratification of the Forbearance Agreement. The Select Board unanimously agreed to support the Town Manager's recommendation to sign the Forbearance Agreement.

Motion by Ms. Cooley that the Board vote to approve and authorize the Town Manager to sign a Forbearance Agreement between the Town and TripAdvisor.

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

3. Close Special Town Meeting Warrant

Ms. Fitzpatrick recommended that the Select Board vote to close the warrant for the May 9, 2022 Special Town Meeting.

Motion by Mr. Keane that the Board vote to close the warrant for the May 9, 2022 Special Town Meeting subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

4. Review Annual Town Meeting Warrant

Ms. Fitzpatrick updated the Board on the status of the draft Annual Town Meeting Warrant dated March 13, 2022.

Ms. Cooley suggested Board members notify her if there are any articles they would like to discuss or have a formal presentation.

5. Town Manager Report

Ms. Fitzpatrick reported the Farmers Market and tent will be located on Greene's Field for the 2022 season due to renovation of the Town Common. She said the Farmers Market will open June 12, 2022.

Discussion ensued on traffic and how the Town Common renovation will affect surrounding businesses.

Ms. Fitzpatrick reminded the Board the Vietnam Veterans Memorial Day will be held at 11:30 a.m. on Cefelo Road on Tuesday, March 29, 2022. She said parking

is limited, suggesting people walk to the event. Mr. Borrelli said he will be speaking at the event.

Ms. Fitzpatrick reminded the Board of a recent dog hearing and informed the Board that another incident occurred. She said the April 13, 2022 Select Board meeting will contain a dog hearing to address the issue.

9:24 p.m. Board Discussion:

1. Committee Reports

Mr. Matthews noted the Climate Action Committee met and is moving ahead on their work. He commented on the recent hike in gas prices, suggesting people who have the flexibility in their jobs or personal situations consider choosing to carpool or drive less. He noted gasoline pricing is very sensitive to supply and demand, and if there is a local, regional, or national effort to use less gas then the pricing would stabilize and that less driving would also help the environment. He said it is a small action for a common good.

9:30 p.m. Executive Session: Exceptions 3 (Collective Bargaining Police & Fire Unions) & 6 (Purchase of Real Property)

Motion by Mr. Matthews that the Select Board vote to enter into Executive Session.

Exception 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

and

Exception 6 – To consider the purchase, exchange, lease, or value of real estate if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Not to return to open session prior to adjournment

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

A list of all documents used at this Select Board meeting is available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID>

The Next Select Board meeting is scheduled for Tuesday, April 5, 2022 at 6 p.m.

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Gloria Greis		
Event Manager Address	1147 Central Avenue, Needham 02492		
Event Manager Phone Number	781-455-8860		
Organization Representing (if applicable)	Needham History Center & Museum		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☒ Proof of non-profit status is attached Form of Proof: <u>Determination Letter, current ST2</u>		
Name of Event	Spring into Springtime		
Date of Event	30 April 2022		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	6:00 pm to 11:00 pm
Are tickets being sold in advance for this event?	☒ YES	\$ 75	/per ticket ☐ NO
Is there an admission fee for this event?	☒ YES	\$ 75	/per ticket ☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	100		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham History Center & Museum, 1147 Central Avenue			
Who will be serving the alcohol to your guests?			
Jana Moe			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
TiPS certification attached			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Bartender service			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature: 			Date: 4 April 2022

Internal Revenue Service
District Director

Department of the Treasury
P. O. Box 9081
Boston, Ma. 02203

Date: NOV 28 1977

Person to Contact: R. Callahan

Contact Telephone Number:
(617)223-4241

Determination Letter No:77-395

► Needham Historical Society, Inc.
53 Glendoon Road
Needham, Ma. 02192

— Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2)

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner
mass.gov/dor

Letter ID: L0600155776
Notice Date: December 3, 2018
MA Taxpayer ID: 10258156



CERTIFICATE OF EXEMPTION



NEEDHAM HISTORICAL SOCIETY INC
1147 CENTRAL AVE
NEEDHAM MA 02492-1701

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

NEEDHAM HISTORICAL SOCIETY INC
1147 CENTRAL AVE
NEEDHAM MA 02492-1701

MA Taxpayer ID: 10258156
Certificate Number: 2136967168

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: January 4, 2019

Expiration Date: January 3, 2029



SPRING^{into} *Springtime*

April 30, 2022
from 7 - 10pm



Needham History Center and Museum
needhamhistory.org

Celebrate Spring at
Spring into Springtime!
Fun, food and dancing
Needham History Center
needhamhistory.org



SPRING^{into} *Springtime*

Celebrate the start of spring at
Spring into Springtime!

A fun-filled evening fundraiser to support the educational and community programs of the NHC. Under a tent on the beautiful grounds of the NHC enjoy fabulous food from local food trucks, scrumptious desserts, bid on spectacular gift baskets, and dance to the sounds of the upbeat local band

The Tear Downs.

April 30 from 7 - 10 pm.

More info and tickets at

<http://needhamhistory.org/tickets>

ID#: 5267592 Name: Jana Moe

Exam Date: 12/23/2019 Expiration Date: 12/23/2022



eTIPS On Premise 3.0

CERTIFIED

Issued: 12/23/2019

Expires: 12/23/2022

ID#: 5267592

**Jana Moe
Riverside Industries, Inc.
1 Cottage St
Easthampton, MA 01027-1672**

For service visit us online at www.gettips.com

Insurance documentation: We are waiting for the insurer to send the certificate. It will be be forwarded asap.