

# Town of Needham

## Town Manager's Proposed Annual Budget

### Fiscal Year 2018

#### Needham Board of Selectmen

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

Kate Fitzpatrick, Town Manager  
Daniel E. Gutekanst, Superintendent of Schools

#### Department Managers

Devra Bailin, Director of Economic Development  
Patty Carey, Director of Park & Recreation  
Christopher Coleman, Assistant Town Manager/Director of Operations  
Sandy Cincotta, Support Services Manager  
Dennis Condon, Fire Chief  
Chip Davis, Director of Assessing  
David Davison, Assistant Town Manager /Director of Finance  
Anthony DelGaizo, Town Engineer  
Theodora Eaton, Town Clerk  
Rachel Glisper, Director of Human Resources  
Henry Haff, Senior Project Manager  
Rhainhardt Hoyland, Division Superintendent Highway  
Robert Lewis, Assistant Director of Public Works  
Carys Lustig, Supervisor of Administration/DPW  
Roger MacDonald, Director of MIS  
Anne MacFate, Director Public Library  
Jon Mattleman, Director of Youth Services  
Timothy McDonald, Director of Health and Human Services  
Richard Merson, Director of Public Works  
Lee Newman, Director of Planning and Community Development  
Edward Olsen, Division Superintendent Parks & Forestry  
Evelyn Poness, Town Treasurer and Tax Collector  
Steven Popper, Director of Design & Construction  
John Regan, Fleet Supervisor  
David Roche, Building Commissioner  
John Schlittler, Chief of Police  
Chris Seariac, Division Superintendent Water and Sewer  
Greg Smith, Division Superintendent Solid Waste and Recycle  
Michelle Vaillancourt, Town Accountant  
Matthew Varrell, Director of Conservation  
Vacant Director on Aging Services  
Vacant Director of Facility Operations

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# **READER'S GUIDE TO THE FISCAL YEAR 2018 PROPOSED ANNUAL BUDGET**

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The Proposed Annual Budget document is more than estimates of revenues and expenses; it is a reflection of the Town's values, priorities and goals. The budget document serves as a policy document, a financial guide and a communication device. This guide was created to help orient interested readers by providing a brief overview of the budget process, as well as an explanation of the organization of the budget document itself. Presented in five distinct sections, this budget document provides both general and specific data, including line-by-line department spending requests.

## **THE BUDGET APPROVAL PROCESS**

The Town Manager, the Finance Committee, the Board of Selectmen, and the School Committee all play different and important roles in the budget process. The General By-laws of the Town of Needham provide for the following process:

**2.2.1 Operating Budget** The Town Manager shall issue budget guidelines and instructions for all Town departments to submit their spending requests for the ensuing fiscal year. The Town Manager shall consult with the Finance Committee prior to the issuance of said guidelines and instructions. The Town Manager and School Superintendent will provide the Finance Committee with copies of their respective departmental spending requests on or before the 2<sup>nd</sup> Wednesday of December. Following receipt of these spending requests, the Finance Committee may begin its consideration of same, including the commencement of budget hearings. The Town Manager, after consultation with the Board of Selectmen and School Committee, shall not later than the 31<sup>st</sup> day of January, present to the Finance Committee a balanced budget recommendation in the form of an executive budget, which shall include the spending priorities of all Town departments for the ensuing fiscal year, including in addition thereto, the voted School Committee budget request if different than that contained in the proposed balanced budget. The Town Manager's executive budget recommendation shall not be binding on the Finance Committee. Said executive budget recommendation shall include the estimates of Town revenues and proposed expenditures of all Town departments, including debt service and other amounts required to be raised for the ensuing fiscal year. The Town Manager may amend or otherwise revise revenue estimates as may be warranted. All such revisions shall be provided in writing to the Board of Selectmen, School Committee and Finance Committee.

The Legislative body of Needham's Town government is Representative Town Meeting. This is a unique form of government in New England that sets it apart from most other sections of our country. The Town is divided into ten precincts, and each precinct votes for 24 representatives to the Town Meeting. There are a total of 240 elected Town Meeting Members. In addition there are 14 Town Meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the General Court from the Town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the Town, except the Housing Authority and the Commissioners of Trust Funds.

It is important to understand this structure, as no budget or fiscal appropriation can be made without the approval of Town Meeting Members at either the Annual Town Meeting, held the first Monday in May each year, or at a Special Town Meeting, occasionally held in the spring or fall of each year. Although the Town Manager presents the Town's proposed annual budget to the Finance Committee for its review and approval, the Finance Committee must then forward this proposed budget to Town Meeting for its approval at the Annual Town Meeting before any funds can be appropriated. The final budget vote of Town Meeting constitutes the legal budget authority which ultimately governs the manner and amount of local funding expended during the fiscal year. This budget presents information on the General Fund, and three Enterprise Funds, all of which must be appropriated by Town Meeting in accordance with State law.

Readers should also obtain a copy of the Annual Town Meeting Warrant book which contains the actual budget articles to be voted upon. Town Meeting Warrant Articles contain additional funding sources such as Revolving Funds used to offset specific departmental budgets.

**THE BUDGET PROCESS/CALENDAR**

In order to be ready for the Annual Town Meeting vote, the budget development process actually begins a year earlier.

Budget guidelines were distributed to departments, boards, and committees on September 23, 2016, with spending requests due on November 17, 2016. The senior management team held budget review meetings with all departments during the month of November. Finance Committee and Community Preservation Committee liaisons were invited to attend these meetings in order to prepare for their own deliberations. Discussions with the Board of Selectmen, Finance Committee, and School Committee continued during the fall and winter. The Town Manager's official budget consultation with the School Committee occurred on January 3, 2017.

**BUDGET DOCUMENTS**

All of the following documents are available for viewing on the Town's website: [www.needhamma.gov](http://www.needhamma.gov) under the Town Government / Publications listing.

- General Fund Revenue & Expenses FY2018- FY2022 Pro Forma
- FY2018 – FY2022 Capital Improvement Plan
- FY2018 Proposed Annual Budget.

**BUDGET CALENDAR**

**July/August**

- Start of Fiscal Year 2017
- Capital improvement plan guidelines are released

**September**

- Town Manager budget consultation with the Board of Selectmen
- Town Manager budget consultation with the Finance Committee
- FY2018 budget guidelines released
- Capital requests are due

**October**

- Town Manager budget consultation with the Board of Selectmen
- Special Town Meeting

**November**

- Department spending requests are due
- Town Manager budget consultation with the Board of Selectmen

**December**

- Department spending requests are due to Finance Committee from the Town Manager and School Superintendent
- Board of Selectmen votes CIP recommendation

**January**

- FY2018 – FY2022 Capital Improvement Plan is released
- Town Manager budget consultation with the School Committee
- Town Manager's Proposed Annual Budget is released

**February**

- Warrant articles for 2018 Annual Town Meeting are due to the Board of Selectmen
- Finance Committee's FY2018 draft budget is due to the Town Manager

**March**

- Finance Committee's budget recommendations are due for inclusion in the Annual Town Meeting Warrant

**May**

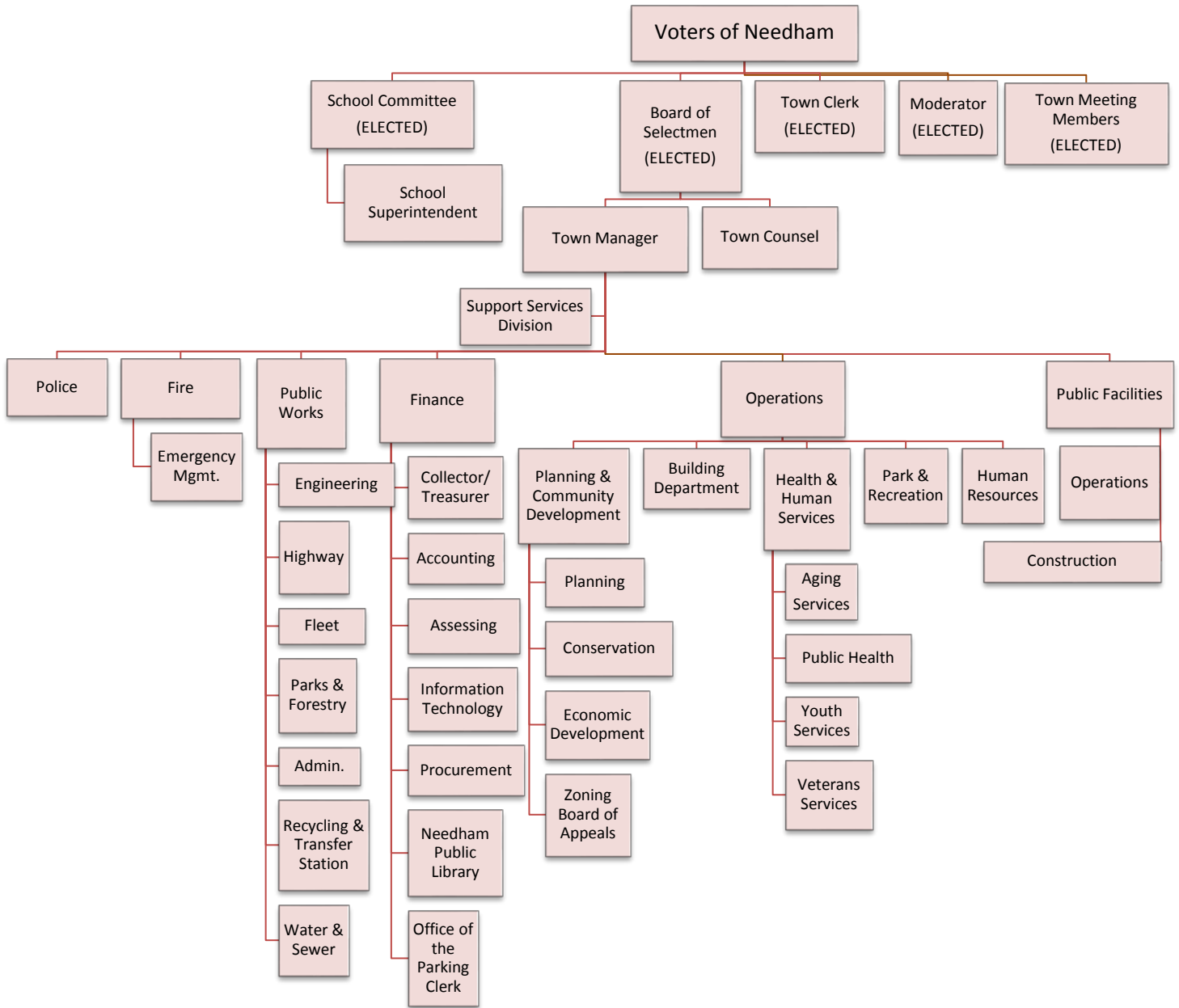
- Annual Town Meeting

## SUMMARY OF THE PROPOSED ANNUAL BUDGET

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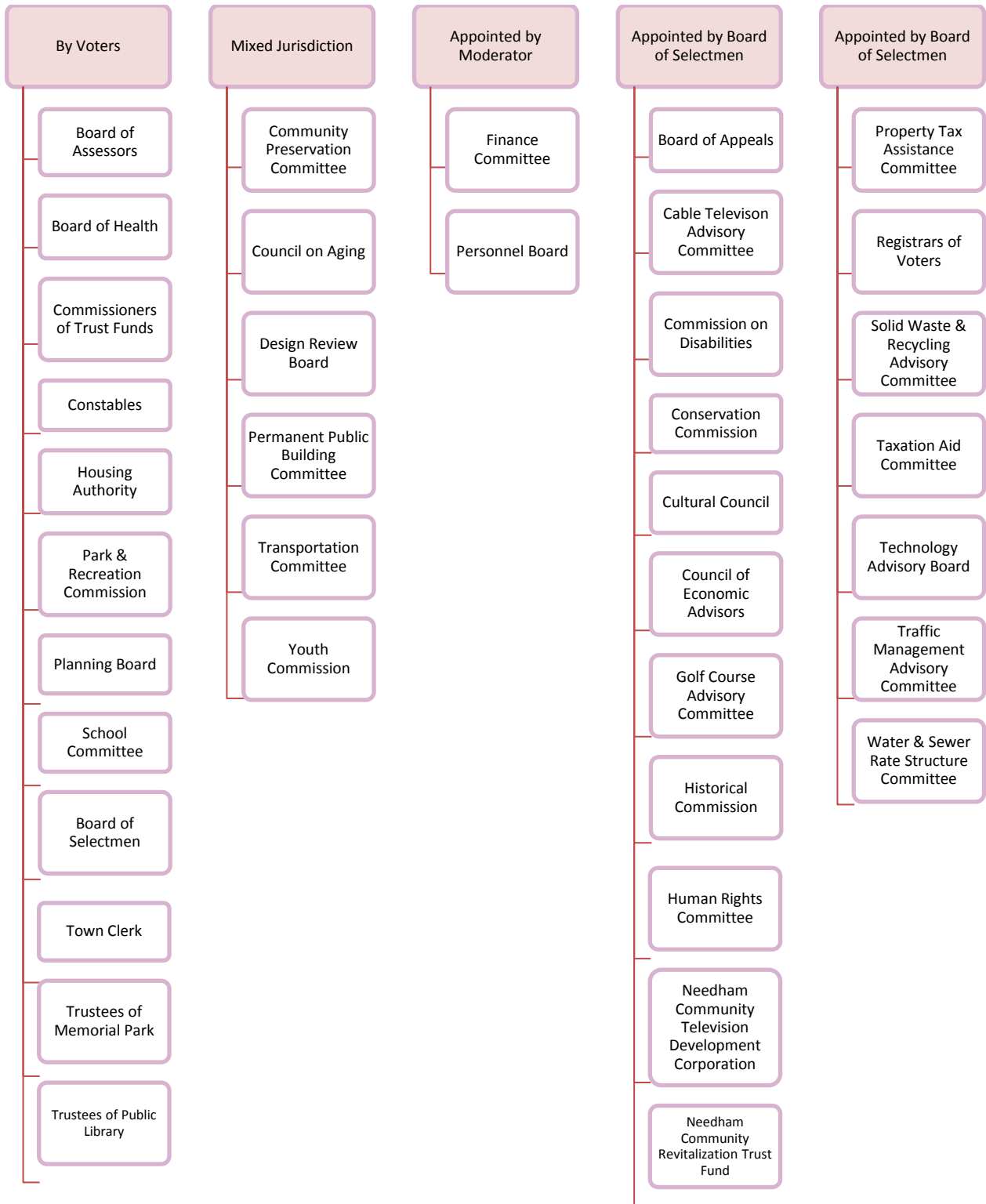
<p><b><u>Section 1</u></b></p> <p><b>Town Manager’s Budget Message</b></p>	<p>This section contains the overall philosophy upon which the budget was developed, and provides an explanation of the budget process, and any significant changes to the budget as compared to previous years. This section also covers the budget highlights and provides a summary of the balanced budget proposal.</p>
<p><b><u>Section 2</u></b></p> <p><b>Revenue Summary</b></p>	<p>This section identifies the sources of revenue to meet the proposed operational, miscellaneous, and capital expenses for the coming year. The section also provides the reader with an overview of historical and proposed revenue, including the assumptions used to develop the estimates.</p>
<p><b><u>Section 3</u></b></p> <p><b>Departmental Budget Submissions</b></p>	<p>This section contains budget submissions for General Fund, Enterprise Funds, and the Community Preservation Fund, as well as descriptions that identify the general purpose of each department and include a history of past year expenditures, the current year budget, and the recommended balanced budget.</p>
<p><b><u>Section 4</u></b></p> <p><b>Financial Policies</b></p>	<p>This section contains financial policies adopted by the Board of Selectmen.</p>
<p><b><u>Section 5</u></b></p> <p><b>Board of Selectmen Goals</b></p>	<p>This section contains the goals established by the Board of Selectmen.</p>
<p><b><u>Section 6</u></b></p> <p><b>Capital Improvement Plan – Executive Summary</b></p>	<p>This section contains a summary of the Town’s five-year Capital Improvement Plan, a proposed schedule for the expenditure of funds to build, replace, and maintain public facilities and infrastructure, which was published as a separate document.</p>
<p><b><u>Section 7</u></b></p> <p><b>Pro Forma</b></p>	<p>This section contains the General Fund Revenue and Expense five year Pro Forma, a tool that assists the Town in its budget planning and that allows for proactive steps to maintain a sustainable operation within reasonably anticipated revenues and other funding sources.</p>
<p><b><u>Section 8</u></b></p> <p><b>Glossary</b></p>	<p>This section contains a glossary of terms that may prove useful in reviewing this budget document.</p>

# TOWN OF NEEDHAM ORGANIZATIONAL CHART



- The Board of Selectmen appoints the Town Manager, Town Counsel and many members of Boards and Committees that can be found on the following pages.
- The School Committee appoints the School Superintendent.
- The Moderator appoints the Finance Committee and the Personnel Board.
- The Town Manager appoints, subject to the approval of the Board of Selectmen: the Police Chief, the Fire Chief, the Director of Public Works, the Assistant Town Manager/Director of Finance, and the Assistant Town Manager/Director of Operations.
- The Town Manager appoints all other employees of the Town excluding the Executive Secretary to the Finance Committee and employees of the School Department.

# BOARDS AND COMMITTEES



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**Name:** Town of Needham

**Incorporated:** 1711

**Total Area:** 12.61

**Elevation:** low elevation is 68 feet above sea level and the high is 298 feet above sea level.

**Road Miles:** 138

**County:** Norfolk

**Population:** 28,886 (2010 census)

**Form of Government:**  
Representative Town Meeting

**School Structure:** K-12

**FY2017 Tax Rate:**  
\$11.89 Residential  
\$23.63 Commercial

**FY2017 Average Single Family Home Value:** \$843,913

**FY2017 Average Single Family Tax Bill:** \$10,034

**Coordinates:**  
42° 16' 52" N 71° 14' 11" W

**Town Hall Address:**  
1471 Highland Avenue  
Needham, MA 02492

**Website:** [www.needhamma.gov](http://www.needhamma.gov)

**Facebook:** Town of Needham

**Twitter:** @TownofNeedham

# Town of Needham Community Profile

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.



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# FISCAL YEAR 2018 PROPOSED ANNUAL BUDGET

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