TOWN OF NEEDHAM

2024 ANNUAL TOWN MEETING WARRANT

ELECTION: TUESDAY, APRIL 9, 2024

BUSINESS MEETING: MONDAY, MAY 6, 2024

7:30 P.M.

JAMES HUGH POWERS HALL

NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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

2024 Annual Town Meeting Warrant
Table of Contents

This page is intentionally blank.

March 2024

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 113th Annual Report to Town Meeting along with our recommended operating budget for Fiscal Year 2025 (FY2025).

Emerging from the COVID-19 pandemic, Needham remains fiscally sound. However, we are in economically uncertain times. While many economic indicators are up, and it appears that the recession forecasted for 2023 has been avoided and instead downgraded to a mild recession, nevertheless the Federal Reserve, which had raised interest rates for the last two years to avoid a recession, is not committing to when interest rates will be cut. In addition, the Commonwealth is experiencing a revenue shortfall resulting in an initial round of mid-year cuts to State Aid in FY2024. While Needham, and most municipalities, have been spared any meaningful impact from the first round of mid-year cuts, the State's revenues are down for the 7th consecutive month, which may lead to further mid-year reductions and reductions for the FY2025 State budget. The economic uncertainty means that we need to look carefully at the governmental services that we might want to add and guard that we do not grow departmental budgets faster than our forecasted revenue growth. At the same time, we are continuing to repair and enhance our infrastructure and buildings, experiencing increased costs for our capital projects due to higher costs of labor, materials inflation, and interest rate increases. Planning carefully for our future needs will be essential over the next few years. We will need to prioritize services and projects, moving forward prudently and in a measured way.

The FY2025 operating budget builds on the Town's fiscal strength to provide the same level of services for all School and Town departments, and to provide for limited new staff and expanded services, especially in the area of mental health, which emerged as a pressing need during and following the pandemic. The FY2025 operating budget also provides for some changes in the manner in which services are delivered, including consolidation of Town and School technology services.

The Finance Committee Annual Report begins with a review of the FY2025 projected revenue and a word of caution about future revenue growth in light of the current economic outlook. The Report then proceeds with a discussion of the FY2025 operating budget, highlighting individual departmental services and potential areas of growth that exceed revenue. The Report concludes with a discussion of capital and debt service management planning.

Revenue

In talking about revenue, we distinguish between General Fund, Enterprise Funds and Community Preservation Fund revenue. General Fund revenue is used to cover all general governmental services and expenses, including the operating budget for all Town and School departments, while the Enterprise Funds are limited in Needham to water and sewer related expenses, and the Community Preservation Fund is limited to Community Preservation expenses and projects.

The Town has enjoyed many years of substantial and predictable revenue increases thanks to its residential and commercial growth fueled by a desirable location, with easy access to Route 128 and to Boston, excellent schools and Town services, and a strong sense of community. Solid revenue growth is expected to continue for the near future and likely beyond. The General Fund revenue available for appropriation in FY2025 is projected to be $244,580,718, or 4.6% higher than FY2024, which comfortably meets the immediate needs of our community. While 4.6% may seem like a significant increase, the FY2025 revenue has been estimated conservatively, building some safeguard in the event of a potential economic downturn or further State Aid reductions.

The five principal sources of General Fund revenue are Property Taxes Within the Levy, Excluded Debt, State Aid, Local Receipts, and Free Cash. In addition, the Enterprise Funds contribute their share of general governmental expenses while the Community Preservation Fund contributes the amount of debt service for Community Preservation projects previously approved by Town Meeting.

Property Taxes Within the Levy: Property Taxes remain the largest component of revenue, accounting for 78.7% of projected General Fund Revenue and can be broken down into a base tax amount, new growth, and excluded debt. The base property tax amount and new growth constitute property taxes within the levy. The Town is limited by State law on how much it may tax within the levy. Excluded debt is debt service for projects that voters have approved to be added to property tax bills above the State allowed annual tax levy limit. In FY2025 property tax receipts are expected to increase by approximately $7.9 million or 4.3%. This higher than anticipated increase in General Fund property tax revenue for FY2025 is due to stronger than anticipated new growth in FY2024. New growth is the real estate and personal property value for commercial and residential development that occurred in the prior fiscal year and is collected during the fiscal. New growth can fluctuate greatly depending for the most part on the number of large commercial projects in a given year. For FY2024 and FY2025, the Town projected a reduction in new growth based on the effect of high interest rates on commercial real estate development and the indefinite halting of the expected project at the former Muzi property. The actual new growth in FY2024 was $4.9M, exceeding the budget and in line with prior new growth amounts, reflecting the completion of projects during FY2023 that were started prior to the increase in interest rates. While interest rates may become more attractive during FY2025, commercial development revenue is expected to lag any economic expansion due to the time needed to plan and permit new projects. The budget for new growth for FY2025 is $2.1M.

Excluded Debt: The amount of the property tax collections that is for excluded debt reflects the amount of debt service payable in the fiscal year for projects that were voted as a capital override by Needham citizens over the years. For FY2025, the amount of excluded debt service decreases by $861k from $10.5M to $9.7M. The bulk of the decrease is due to the Broadmeadow Elementary School debt being paid off in FY2024. Other debt service amounts are falling slightly in FY2025 based on debt repayment schedules.

State Aid: State aid accounts for 6.7% of General Fund revenue. The Governor's budget proposal increases state aid to Needham by $184k. The amount of state aid depends upon the state budget and will not be known until later in the spring or summer.

Local Receipts: Local Receipts are budgeted at $14.2M or 5.9% of General Fund revenue. There are many components to Local Receipts all of which can vary greatly from year to year, resulting in past annual fluctuations for total Local Receipts of over 50%. Each element of Local Receipts is difficult to project and increases in some types of receipts are often offset by decreases in others. For instance, an increase in investment income tied to higher interest rates may be offset by a decrease in building permit activity also tied to higher interest rates. In addition to more volatility in Local Receipts, the State Department of Revenue reviews the Town's projections strictly and generally only allows projections that are equal to or less than an amount that can be supported by prior years' receipts. This means that, in general, Local Receipts will outperform revenue projections.

The major contributors to Local Receipts are Motor Vehicle Excise, Meals and Lodging Local Tax, Solid Waste Fee, Ambulance Receipts, Solar Charges, and Licenses and Permits. Motor Vehicle Excise is the largest portion of Local Receipts, representing one-third to one-half of the receipts in any given year. While Motor Vehicle Excise has been increasing for the past three years, it is budgeted more conservatively because it is such a large contributor to Local Receipts. For FY2025 Motor Vehicle Excise is projected at $5.5M, a 10% increase over the FY2024 budget. Meals and Lodging Local Tax have returned to pre-pandemic levels. These receipts are dependent on the economy and are budgeted at $1.5M in FY2025, in line with FY2023 receipts. The Solid Waste Fee is another revenue source that varies from year to year by 25% or more based on the amount of solid waste disposed of and the costs associated with the waste from residents and contractors who use the Town's Recycling and Transfer station. This line is budgeted in the lower range of receipts at $1.1M. Ambulance fees tend to be more stable than other fees and have increased with the permanent addition of a second ambulance to $1.4M in FY2023. They are budgeted accordingly. Solar Energy revenues represent the payments made to the Town for the electricity produced by the solar farm at the Recycling and Transfer Station. The solar energy payments to the Town have fluctuated 20% above and below the $1.0M range. The variation in receipts is due to changes in the amount paid by Eversource and the amount of energy produced by the Town's solar farm, which is dependent on weather and on operability of the panels. The final source of Local Receipts that will be discussed in detail in this Report are Licenses and Permits, the bulk of which are building permits. Licenses and Permits show the greatest volatility, which can be in excess of 100%. Building permits are particularly sensitive to interest rates and economic conditions. In addition, a single large permit for a commercial or multi-family residential property can double baseline revenue in any given year from approximately $2M to over $4M. This category of revenue is budgeted based upon an average of receipts discounting unusually high years.

Free Cash: Free Cash results from revenue collections that exceed estimated revenue and from expenditures that are lower than appropriations at the end of the prior fiscal year (FY2023). After a fiscal year closes out, the amount of Free Cash must be certified by the Department of Revenue and then becomes available for appropriation. As of the writing of this letter, the amount of Free Cash has not yet been certified. The FY2025 budget assumes that Free Cash will be $15M, which approximates the average of the prior four years. Free Cash in FY2025 will be used to partially support the operating budget, to fund cash capital and financial warrant articles, and to bolster reserves. The Town is careful to rely on only recurring revenues to support ongoing operating expenses. Because the Town consistently budgets each year in a conservative manner, a portion of Free Cash each year is fully expected to be recurring and therefore that portion can and should be used to support operating expenses. The formula used to determine the amount of the recurring portion of Free Cash that can be used for operations is the lesser of 2% of the adjusted operating budget for the prior fiscal year or the actual turn-back from departmental appropriations. The actual turn-back from FY2023 unexpended budgets was $7.099M. 2% of the adjusted FY23 budget is $4.085 million. The recommended FY2025 budget uses $4.081M of Free Cash toward the operating budget.

Enterprise and Community Preservation Funds: Both the Enterprise Funds and the Community Preservation Fund contribute to the General Fund. The Enterprise Funds contribute the amount of general government services and expenses that are attributable to the Funds (e.g., Human Resources, which supports the personnel and benefits needs of the Funds, or Property, Casualty and Liability Insurance where vehicles, building and other assets of the Funds are insured). The exact amount of the Enterprise Funds' contribution to the General Fund is estimated at $1.3M. The Community Preservation Fund contribution to the General Fund is for debt service for Community Preservation projects that is carried in the General Fund debt service line and is $1.388M, an increase of $309k over FY2024. Enterprise Fund debt service is carried in the voted budgets of each Enterprise Fund. The Sewer Enterprise Fund budget is further complicated by a transfer from the General Fund for the costs associated with the Town's drains program totaling $849,751.

Expenditures

General Fund Appropriation

The FY2025 proposed General Fund operating budget for the Town is $226,151,668, which is $11,876,571 or 5.5% greater than FY2024. Departmental budgets are increasing by 6.5% over FY2024, while Townwide Expenses, which are expenses not directly attributed to departments are increasing by 3.3%.

Townwide Expenses: Townwide Expenses, as a whole are increasing 3.3%. However, individual budget lines within Townwide Expenses continue to exhibit a high level of volatility.

The **Casualty, Liability and Property Insurance** line is increasing by 5.5%. While this seems like a high increase, it is less than insurance market increases thanks to the Town's participation in MIIA, a Massachusetts municipal government self-insurance pool. The Town also continues to benefit from MIIA's management of insurance claims, which previously required one full-time employee. The premium increase is partly due to inflation, with insurance payouts increasing with the cost of covered incidents and partly due to the addition of the Emery Grover building, which is scheduled to open during FY2025. This line is projected to continue increasing faster than revenue growth primarily due to the increased value of insurable assets as the Town purchases new and additional vehicles and equipment and completes capital projects.

The **Debt Service** budget is decreasing by .2%. The Debt Service line includes three components: excluded debt, Community Preservation debt, and debt within the levy. Excluded debt is decreasing by 9.0%. The Town made its final payment of excluded debt service on the Broadmeadow Elementary School in FY2024 and continues to pay down other projects. Excluded debt costs will continue to decrease as the existing debt is paid off and will not increase again until voters approve a new debt exclusion under Proposition 2 1/2. The Finance Committee anticipates debt exclusions for the Town's major capital facility projects. The decrease in debt service from excluded debt is offset by an increase of 28.7% in Community Preservation debt costs. As a reminder, the three Community Preservation projects with authorized debt are the Town Hall, Rosemary Recreation Complex, and the Emery Grover. Each of these projects is supported both by Community Preservation debt funding and debt within the levy. The debt within the levy debt service amount is increasing as it does annually based on the Town's policy to reserve 3% of the General Fund Revenue (property taxes less debt exclusion, State Aid, and Local Receipts) for very large equipment and smaller capital projects.

The **Health Insurance and Employee Benefits** line is increasing by 4.4%. This line funds health insurance and employee benefits for all employees, whether Town or School Department. This line has provided the highest single line item turnback of funds at the end of the fiscal year in past years. The Town continues to budget this line conservatively in FY2025. The budget is based on historical levels of enrollment in the Town's health insurance and employee benefits plans and includes the new benefits-eligible employees being recommended in the FY2025 departmental budgets. The base budget for Health Insurance assumes that all current enrollees will continue in the same insurance plans that they have currently but at the anticipated FY2025 premium. To that number, all recommended additional employees are assumed to enroll in the mid-level cost plan. It should be noted that, even with increased staffing townwide, enrollment has remained stable for the past five years in the 850-856 enrollee range. However, a downturn in the economy could result in increased enrollment. The Town will not know until after Annual Town Meeting the actual number of enrollees. The budget, therefore, includes a potential increase of 5 family and 5 individual plan enrollees. The Health Insurance and Employee Benefits line also funds Medicare and Social Security Tax and Unemployment. Medicare and Social Security Tax are increasing by 5.3% and 5.2% respectively based on prior expenditures and the number of Townwide employees. Unemployment is increasing by 4% based on salary growth projections.

The **Needham Electric, Light, and Gas Program** budget is increasing by .2% in FY2025. This budget, which covers the costs for electricity and natural gas usage for school and municipal buildings and other Town infrastructure, as well as the costs of maintenance and repair of streetlights, and the costs of producing the solar electricity that is sold to the grid, increased significantly in FY2024 due to both increased consumption and increased utility rates. The near levelling of the budget in FY2025 results from a lower increase in energy costs from prior years, a reduction in energy consumption post-pandemic and the Town's increased efficiency from infrastructure and maintenance improvements.

The **Retiree Insurance & Insurance Liability Fund, sometimes referred to as OPEB,** budget is decreasing by .7% in FY2025 due to a return to funding only the actuarially calculated contribution for the Town of its on-going and future obligations for health insurance and other post-employment benefits. The Town has in the past supplemented its funding to the Retiree Insurance & Insurance Liability Fund. This supplemental funding was based on excess monies available for distribution after all budgets and warrant articles had been funded and prioritizing this future liability over increasing available funds in the Town's several reserve funds. At this time, the Town remains on schedule for full funding of this long-term liability by 2041 as planned.

The **Retirement Assessment** budget is increasing by 8.0%. This increase is in line with the most recent actuarial valuation and funding schedule. The Town remains on schedule to have its retirement liability fully funded by 2033.

The **Worker's Compensation** budget is level funded in FY2025. This budget covers the costs of Worker's Compensation payments. Any unused funds remain in a Worker's Compensation Reserve Fund. The Town's target funding for the Worker's Compensation Fund is $1.4M. The balance as of December 31, 2023 was $1,658,652.

The **Injury on Duty & 111F** budget is increasing by 4% and covers the costs associated with injury on duty of public safety personnel. In FY2023, the Town began this Fund. No target has yet been set for the balance in the Fund. The FY2025 budget is based on anticipated salary increases.

The **Classification Performance & Settlements** budget covers salary increases and performance pay for non-union employees. This budget line for FY2025 is almost double the FY2024 amount because it includes the funds set aside for two collective bargaining agreements not settled as of the writing of this Report. The two collective bargaining agreements are anticipated to be settled prior to Town Meeting and are included in the Annual Town Warrant. Should Town Meeting approve the warrant articles, the funding would be transferred by the Town Manager from this budget line to the appropriate budgets of the various department where union employees work.

The **Reserve Fund** line is level funded for FY2025. The Finance Committee has discussed the appropriate level of funding for this line for the past few fiscal years. The method for determining the Reserve Fund pegs the funding at 1.4% of the operating budget less Retirement, OPEB, Debt Service and the Reserve Fund. While the formula has served the Town well for over 10 years, this would bring the Reserve Fund to $2.5M. After review of the draws on the Fund, the Finance Committee is comfortable with level-funding this line for FY2025 at $2.0M. The Finance Committee will continue analyzing the appropriate level of funding for the Reserve and may recommend revising the formula.

General Government is comprised of six departments: **Select Board and Office of the Town Manager**, **Office of the Town Clerk**, **Legal Services**, **Finance Department**, **Finance Committee**, and **Planning and Community Development**. The General Government budget is decreasing by 18.5%, reflecting a decrease of 37.4% in the **Finance Department** budget due to the creation of a separate budget line to which all Town Information Technology expenses have been transferred. The new line reflects the proposed consolidation of technology services between the Town and School Departments. The consolidation is discussed in detail later in this Report. The Finance Department is otherwise level service funded. **Legal Services,** the **Finance Committee and Planning and Community Development** Department are level service funded, with budget increases ranging from 0% to 2.2%**.** The **Select Board and Office of the Town Manager** budget is increasing by 5.4% and includes additional funding of $35,000 for Board Agenda and Committee Management Software, which will allow for better management of committee membership on the Town's website, enhance efficiency in creating agendas and provide easier access to information in agenda packets. The **Office of the Town Clerk** budget is 14.2% higher than FY2024 to reflect the number of elections during FY2025, which include a state primary and a presidential election.

Public Safety consists of the **Police**, **Fire** and **Building** departments. The total budget for **Public Safety** is increasing by 7.8% in FY2025. All three departments in Public Safety are level service funded. Increases in salaries and expenses represent costs associated with collective bargaining agreements and increased costs of public safety supplies, including motorcycle taser replacement in the **Police Department** budget and ambulance defibrillator and stretcher maintenance, hazmat report consulting, and pediatric life support certification in the **Fire Department**. An additional increase in the **Police Department**'s operating capital budget is due to the replacement of six vehicles in FY2025, three more than FY2024, but in accordance with the Police Department vehicle replacement cycle.

The **Education** Group is increasing by 7.9% in FY2025 in part because of the addition of a new budget line for Needham Public Schools – Municipal Information Technology. Without the new Information Technology budget line, the total increase for Education is 5.9%. The **Minuteman Regional High School Assessment** is increasing by 11.2%. There are currently nine member communities in the Minuteman Regional High School. The total budget for the High School is divided among the nine member communities by how many students they send resulting in the Town's allocation for the year. The Minuteman costs include the operational assessment, transportation, debt, capital assessment as well as the new building project costs. It is anticipated that there will be 46 students attending from Needham in FY2025. The **School Department** budget is increasing by 5.8% and represents the School Committee's voted budget. Key factors driving the increase are enrollment, inflation, salaries and contracts, compliance, infrastructure, and program improvements. The State also continues to raise special education tuition rates, adding to fiscal pressure.

The **Needham Public Schools – Municipal Information Technology** budget line reflects the Town Manager and School Superintendent's plan to consolidate technology services. The impetus for this consolidation is the current lack of personnel and insufficient depth of personnel on the Town side to support the Town Information Technology Center. The Town has relied on School Department personnel and outside consulting firms to provide needed technology assistance. This past fall, Plante Moran, a consulting firm was retained to review both departments and produce a report with recommendations regarding the technology needs of the Town and the Schools and the structure of a consolidated department. In addition, the Town Manager and School Superintendent surveyed other communities that have consolidated technology services to determine the appropriate model for Needham.

The School Superintendent and Town Manager support a consolidated technology department under the supervision and management of the School Department. Both the Select Board and the School Committee have voted their support of this plan. Placing the School Department in charge of Town technology services, however, requires a by-law change. Specifically, Section 2.2.6.2 of the Town By-Laws creates an Information Technology Center for Town technology services and places the Center under the supervision of the Deputy Town Manager/ Finance Director. Section 2.2.6.4 further prescribes how the Center manager is to be appointed and the obligations of the Center and the Town departments with respect to technology. The existing by-law also provides for a Technology Advisory Board to provide technical assistance and advise the Town and School Departments. The new by-law proposed in the 2024 Annual Town Meeting Warrant eliminates all provisions of the existing by-law but retains the Technology Advisory Board and redefines its membership and updates its duties based on the proposed consolidation and the changes in technology in the past twenty years. The Technology Advisory Board supports the consolidation and has provided feedback to the Select Board on the language of the proposed by-law. The Finance Committee does not opine on the proposed by-law in this Report. We do note, however, that, while technology needs have changed since the existing by-law was written twenty years ago, its goal to ensure that the Town's technology needs are provided for while maintaining the autonomy of departments still holds true today.

Given the centrality of technology and the consequences to the various Town and School departments from technology failures, the Finance Committee has examined carefully the financial structure of a consolidated department, specifically where the budget for the consolidated department should reside and the request for additional staff and services to address the gaps identified by Plante Moran.

The Finance Committee recommends that the new consolidated technology department budget be a separate line item in the Town budget. In accordance with the Town by-laws, the Finance Division budget has carried all technology infrastructure costs, including hardware, software, staff, and contractual services. With a consolidated department, the costs carried in the Finance Department budget now appear in **Needham Public Schools – Municipal Information Technology** budget line, which for FY2025 includes only the Town Information Technology Center budget and is recommended at $1.9M. The $1.9M includes all funding for the Town Information Technology Center as well as $248k for 24/7 support services for the public safety departments, which the Town is currently funding through salary savings from staff vacancies. The Finance Committee recommends that future budgets include the School Department technology budget that supports the consolidated department, which totals $2.1M for FY2025, and any additional funds that are voted by Town Meeting as financial warrant articles once they become part of the recurring costs for the Department (the 2024 Annual Town Meeting Warrant includes an additional $686k for additional staff and expenses, some of which are one-time expenses, to fund the consolidated department). Any specialized hardware or software needed for the operations of a particular department would be carried in the appropriate department's budget. Any school-specific educational hardware and software would be included in the School Department budget. This is in line with current practice. For example, the Public Works Department budget carries the cost of fuel management software for the Fleet Division. This would continue to be true with any consolidation or merger of technology services.

The School Department initially proposed that the Town Information Technology Center budget be transferred to the School Department budget. The School Department budget is a bottom-line budget, managed by the School Department with oversight of the School Committee. The Finance Committee feels strongly that the consolidated departmental budget should not become part of the School Department bottom line budget. Funds that are required to support technology services in the Town and School departments should be segregated and used only for the purposes voted. While the Finance Committee recognizes the superior team approach and the level of support for all Town and School needs that the Town Manager and School Superintendent are currently providing, we are establishing a structure that needs to survive specific individuals. The Town elects a School Committee to set policy and prioritize the School Department budget aligned with educational goals. The School Department budget is a bottom-line budget because student needs may change after the time the budget is voted and during the school year. Flexibility to reallocate funds is essential for the School Department. A townwide technologies services department is outside the scope of the School Committee's mission, and the Finance Committee believes that the technology budget requires a separate line that can be reported on separately for transparency and to ensure that funds are used where intended. The **Needham Public Schools – Municipal Information Technology** appears in the Education section of the Town budget, because it will be managed by the School Department. It is a single line because the needs of the consolidated department require flexibility to supplement contractual services until it is fully staffed. The Finance Committee did inquire about the possibility of placing the consolidated department under the jurisdiction of the Finance Director and Town Manager. However, the School Department currently has the staffing and infrastructure needed to take on Town technology. The reverse is not true. Additionally, the School Department felt very strongly that it needed to control its technology needs, while the Town Manager felt that the needs of the Town could be met through a memorandum of agreement with the School Department and School Committee. The memorandum of agreement has not yet been drafted. The Finance Committee looks forward to working with the Town Manager, School Superintendent, Select Board and School Committee to ensure that all operational and fiscal concerns are addressed. The memorandum of agreement will be available to Town Meeting members well in advance of Town Meeting.

Public Facilities and Public Works is comprised of the Building Design and Construction Department and the Department of Public Works. The Public Facilities and Public Works Department budgets are increasing by 7.4% and the equivalent of 4.3 full-time employees.

The Building Design and Construction Department's budget is increasing by 10.3% because of the addition of the equivalent of .3 full-time employees. The Building Design and Construction Department is responsible for oversight and management of Town and School building projects, the construction of which is greater than $500k. During this past fiscal year, the Town learned that the Massachusetts School Building Authority has invited the Town into the feasibility stage for the needed Pollard Middle School renovations. The MSBA's invitation requires that the Town approve the funding for a feasibility study. The Annual Town Meeting Warrant includes an article authorizing the study. As of the writing of this Report, the Permanent Public Building Committee was reviewing the cost estimates for the feasibility study. The oversight and management of the study, and the project itself once approved, will require an additional staff person in the Building Design and Construction Department. While most of the additional staff time will be spent on the Pollard School feasibility study and will be funded through the capital project, budgeting some amount of the salary in the Department budget provides flexibility to perform administrative and other duties that may not be related to the Pollard School.

The **Public Works Department** budget is increasing by 7.3% and 4.0 full-time employees. The Finance Committee had numerous discussions about the FY2025 Public Works Department budget as a number of issues arose surrounding funding for staff and contractual services. The Finance Committee follows a process whereby new services and new positions that are not already in a department's operations must be asked for separately. This is the same process that the Finance Committee has followed for countless years. The requests for additional services and staff are then prioritized within the department by the department manager and the Town Manager prioritizes the requests town-wide. While the Finance Committee is mindful that departments may have supplementary funding though grants, financial warrant articles, capital warrant articles and budgetary savings, the services and positions funded through supplementary funding are not considered part of level service when reviewing the following fiscal year budget request. The Finance Committee is also mindful that department managers sometimes are able to streamline how services are provided, resulting in the ability to add services or personnel without affecting the bottom line. Such departmental efficiencies are to be commended but any change in the types of services provided and any change in staffing should be reported to the Finance Committee since it is a change from the recommended and voted budget. The Town Manager has committed to ensuring that the Finance Committee receives notice of changes in staffing that are beyond modifications of existing duties, that add substantively different duties to existing jobs, or that result in hiring of staff with new duties.

With respect to Public Works, the level service budget recommended for FY2025 includes a new position that had not been part of the FY2024 voted budget at the May 2023 Town Meeting. As explained by the Town's senior staff, an administrative employee retired from a position at DPW whose duties could be handled differently, with enhanced technology and the distribution of certain duties to other staff. A decision was made to eliminate the administrative position and create the position of sustainability manager. The position description and compensation scale were approved by the Personnel Board and the Town hired a sustainability manager during FY2024. The salary for the position on an annual basis is approximately $33k more than the administrative position. The FY2025 budget recommended by the Finance Committee includes the additional funding needed to maintain the sustainability manager position added mid-year.

The Public Works budget also includes the addition of an Assistant Fleet Supervisor. This position will increase efficiency, improve productivity, and lead to better inventory controls in the Fleet Division. Currently, mechanics are often taken away from performing their mechanics tasks to place orders, coordinate procurement, and research market availability of parts. The addition of an Assistant Fleet Supervisor will centralize inventory management and procurement, freeing the mechanics to focus on their core responsibilities and reduce the lag time caused when mechanics are trying to handle supply chain issues. Centralization of the purchasing functions is anticipated to result in more cost effective and more timely maintenance and repairs of townwide fleet and equipment. The Assistant Fleet Supervisor would also be responsible for scheduling repairs, both internal and external, which is anticipated to result in lessening the down time for vehicle and equipment.

The other 3 full-time employees added in FY2025 to the Public Works Department staff reflect a change in the delivery of cleaning services to school buildings. Currently the Town outsources the cleaning of the High School, the Pollard Middle School and the Newman Elementary School. While the Town has had success in outsourcing the High School and the Pollard Middle School, the needs of the Newman Elementary School have been less conducive to outside cleaning. The cost of outsourcing is very similar to the cost of bringing the cleaning of the Newman Elementary School in-house. The cost-savings for FY2025 in contractual services is $320,705. The annual recurring costs of hiring 3 night-time custodians to cover the cleaning needs of the School are $315,311. There are some one-time costs associated with in-house cleaning for equipment of $33,400.

Community Services comprises **Municipal Parking Program**, **Health and Human Services Department**, **Commission on Disabilities**, **Historical Commission**, **Public Library**, **Park and Recreation Department**, **Memorial Park Trustees**, and **Needham Council for Arts and Culture**. The Community Services Group budget is increasing by 5.5% in FY2025. The **Commission on Disabilities**, **Historical Commission**, **Public Library**, **Park and Recreation Department**, and **Memorial Park Trustees** are level-funded with budget changes in FY2025 ranging from 0% to 3.3%.

The **Municipal Parking Program** budget is increasing by 7.9% due to the cost of renting ten additional parking spaces from the MBTA at the Center at the Heights.

The **Health and Human Services Department** budget is increasing 8.6% and is adding four full-time positions and one part-time position in FY2025. The **Health and Human Services Department** is a complex department that provides services to every segment of the Needham population though public health, youth, senior, and veteran services. In the past two years, ARPA funds have provided the department an opportunity to hire additional providers of direct services and research staff to support its initiatives. Health and Human Services requested the addition of six positions in FY2025. The Finance Committee reviewed each request carefully and recommends half-year funding for four positions, full-year funding for a part-time position and does not recommend funding the sixth position. The five positions that the Finance Committee recommends funding are currently grant funded, four through ARPA, and one through a senior grant. ARPA funds for the four positions are available through mid-FY2025 and the Town will need to fund the balance of the positions for FY2025 or eliminate them. There were vigorous discussions on the Finance Committee about funding a half year for positions that would need to be fully funded in the following year. Funding positions for a half year is inconsistent with the Committee's position that positions brought into the operating should be fully supported by the operating budget. However, the positions are funded until the end of December 2024 through ARPA and it did not seem appropriate that the Finance Committee should require that tax monies be set aside when they will not be needed. The Finance Committee is concerned that sufficient recurring revenue may not be available in FY2026 based on expected revenue growth and on other departmental budget needs. The Finance Committee fully supports the important work of Health and Human Services and examined the funding of each position carefully. It often happens that the Town uses grant funding to begin programs that provide services to the community that are difficult to discontinue once the grants end. With respect to the grant-funded positions requested by Health and Human Services for FY2025, the Finance Committee prioritized the positions that provide direct services to the Needham population: the two clinicians for youth mental health and aging services and the public health nurse. The Finance Committee discussed at length the value of the fourth position, the epidemiologist, concluding, that, at this time, given the demonstrated usefulness of data gathering and analysis for public health, the revenue outlook for FY2025, and the Town Manager and Board of Health's prioritization of the position, the position should be funded. The half-year funding for the four positions totals $154k and will need to be funded again in FY2026 if all four positions are maintained. The Finance Committee also discussed and voted in favor of funding the Center at the Heights part-time administrative position that is currently funded through a senior grant. After some discussion, the Committee felt that it would be beneficial at this time to fund the position through the operating budget since it is a permanent position that provides needed services for seniors. Funding this position through the operating budget will also free up the senior grant for other services for seniors totaling approximately $22K.

The **Needham Council for Arts and Culture** budget is more than doubled in FY2025. The Council has two funding sources for the work that they do. They receive approximately $9k from the State to be granted to cultural and arts organizations. The Town has supplemented the grant funds with $8,300 annually for the past two fiscal years. The Town had also allocated $20k of ARPA funding for the Council to bring public art to Needham. The Council has funded the pansy mural at Needham Heights, which cost $15,600. The Council would like to complete another mural (location to be determined) but there is insufficient ARPA funding remaining, for which they requested $10k. While the Council does not have a proposal for a mural at this time, a minimum of $5 to $10k would be needed for supplementary funding for the second mural. Any excess funds if they are not needed for the mural would be granted by the Council under the same guidelines as are used for their other funds. The Finance Committee voted to increase the Needham Council on Arts budget by the $10k requested, increasing the budget from $8,300 in FY2024 to $18,300 in FY2025.

Capital and Debt Service Management Planning

The Finance Committee's capital recommendations reflect the necessary investment in the Town's infrastructure and buildings. While we have completed a remarkable number of capital projects in the last twenty years and have improved our infrastructure and buildings, our capital needs are still numerous and will be expensive going forward. As it does every year, the Finance Committee has fully examined submitted capital plans to ensure that the Town remains financially stable and the tax burden is not unduly increased. We also need to account for additional operating expenses that come with new buildings or additional space. Unlike the cost of construction that is often supported by debt exclusion, which allows the costs association with the capital project to be added to individual tax bills as long as they are incurred, operating expenses associated with these projects are added to operating budgets going forward and must be taken into consideration when planning.

There are two sources of funding for capital: cash and borrowing. Cash for capital is made up of Free Cash and Overlay Surplus release. Borrowing, under Needham's debt service policy, falls into two categories, debt within the levy, which is planned annually to equal 3% of General Fund revenue, and debt outside the levy, which includes Enterprise Fund, Community Preservation, and Excluded Debt, which the Town limits to 10% of Total Revenue.

The cash sources of funding for capital are what we refer to as non-recurring revenue, meaning that, on an annual basis, we cannot count on an amount certain. This does not mean that we do not have projections for the amounts of cash funding that would be available for capital. It does mean, however, that there could be shortfalls in the amount of anticipated cash. For example, Free Cash for capital is generally comprised of revenue collected in excess of projections. Most of the Free Cash from excess revenue tends to come from Local Receipts, which are very volatile. The second component of Free Cash: departmental turn-backs is generally reserved for the following fiscal year operating budget. Any unusually high departmental turn-backs can be used to supplement cash for capital, which is happening in FY2025. Overlay Surplus also varies from year to year depending upon the number and amount of real and personal property tax abatements received and granted, and the number of denied abatements that are appealed. Economic factors and property revaluations drive the number and amount of real and personal property tax abatements received.

Cash for capital is used to fund the Town's annual equipment and vehicle replacements and for the annual Public Works Infrastructure warrant article. This Report addresses each in turn. The annual appropriation for the vehicle and equipment replacement cycle varies greatly depending upon the age and the cost of each piece of equipment and vehicle. In FY2025, the total amount in the Cash Capital warrant article for equipment and vehicles is $1.14M, with a projected range over the next five years as low as $2.1M and as high as $3.9M.

Twenty years ago, the Town created the Capital Improvement Fund (CIF) to reserve funds to use for General Fund Cash Capital. The Town annually appropriates to the CIF any funds received from the auction of its used vehicles and equipment. The CIF has a balance of approximately $1.5M. The original purpose of the CIF was to provide a source of funding in years when there may not be sufficient Free Cash to fund the Town's annual Cash Capital. Today, we stand in a fiscally stronger position. The Finance Committee discussed broadly at one of its meetings whether the Town should consider using the CIF as a smoothing mechanism for Cash Capital. Currently, the Town looks at annual requests for capital improvements that could be funded with Free Cash. If there is sufficient Free Cash, projects that may otherwise not be prioritized are funded simply because we have the monies. Instead of funding projects that maybe would not be prioritized if Free Cash were not so high, the Town could set aside funds into the CIF looking ahead to those years when we anticipate our equipment and vehicle replacement needs to be higher. This would be similar to the manner in which the Town manages the Athletic Facility Improvement Fund.

With respect to the annual Public Works Infrastructure warrant article, which funds Public Works repairs and maintenance other than water and sewer infrastructure, the Town has moved away from borrowing to using all cash, because the annual debt service for our infrastructure projects had reached the point where it exceeded the amount appropriated annually for the actual projects. It took a few years to reach the level of cash for infrastructure maintenance that we have enjoyed for the past few years. As more non-infrastructure projects are proposed and debt service reaches the Town's policy ceilings, we should guard against cutting back on our infrastructure maintenance to prioritize non-infrastructure projects.

Borrowing for capital needs is reserved for very large pieces of equipment, such as fire and ambulance apparatus, and for building construction and improvements. Debt and the level of debt service that the Town and its residents can handle has frequently been discussed at Finance Committee meetings and the Finance Committee has made presentations to Town Meeting on the planning for the costs of looming Town and School building projects. The discussion of how to pay for the projects, while continuing to meet the Town's other needs will continue to be a central focus of financial planning for the next few years. This is not to say that the projects should be postponed or not be done at all. It is simply a reality that the costs of construction have escalated tremendously, and that the Town is now getting to some very needed but very large projects, including, most immediately, the Public Works Facilities and Pollard Middle School. To be ready to meet the costs of the projects proposed, the Town will need to continue to exercise great care and caution in financial matters.

Much of the Finance Committee discussions center around the Town's total debt ceiling policy of 10%. Because this includes CPA, Enterprise, and excluded debt, Town Meeting needs to be aware of the consequences of voting CPA and Enterprise Fund debt authorizations. CPA's debt service now accounts for 38% of CPA revenue and 7% of total Town debt service while CPA contributes 1.5% of total Town revenue. Enterprise Fund revenue covers Enterprise Fund debt service and can be increased if debt service costs increase. However, the Enterprise Funds for water and sewer, by definition, require high infrastructure investments for their proper operation. The 2024 Annual Town Meeting Warrant includes a substantial Sewer Enterprise Fund project, to be funded through debt. A substantial Water Sewer Enterprise Fund project is anticipated in the next two fiscal years. The Town may want to consider how CPA and Enterprise Fund debt should weigh towards the Town's 10% total debt service policy where they have dedicated sources of funding outside of the General Fund.

Looking at the debt-financed capital projects that the Town intends to undertake in the next few years, it is essential that the impact of every project be examined and understood. The Finance Committee's role is to fully explain the consequences of approving projects requested at Town Meeting so that Town Meeting members can make the best-informed decision. The 2024 Annual Town Meeting includes a debt authorization of $2.3M for the Phase I Design of the Public Works Facilities Improvements and a request for a cash appropriation of $2.75M for the Pollard Middle School Feasibility Study. The Public Works Facilities Improvements are scheduled in phases due to the constraints on the 3% debt service within the levy. Town Meeting should carefully consider requests that are made for projects to ensure that the Town's infrastructure and building needs are met. With respect to the $300-320M expected cost for Pollard School project, voters will be asked to support a debt exclusion. Excluded debt is approved by voters and increases taxes only for the duration of the borrowing period and for the amount of the debt service. Theoretically, the voters could approve of any amount of excluded debt to pay for huge projects. However, Needham's policy that limits total debt to 10% of total revenue is intended to ensure the Town's fiscal soundness and to place a limit on what the Town considers affordable.

This Report's capital discussion ends with a brief note on projects related to climate change. In the last few years, we have experienced warmer winters and hotter summers. We have experienced more severe drought and flooding. The warmer winters and heavier rainstorms have stressed the Town's drainage infrastructure. Under a stormwater by-law approved a couple of years ago at Town Meeting, the Select Board has implemented a stormwater infrastructure fee, which residents will soon see on their water and sewer bills. The stormwater fee will be used to provide a source of funding dedicated to address the Townwide stormwater infrastructure needs. These stormwater projects are in the beginning stages of planning. The total investment needed and the sufficiency of the stormwater fee have yet to be determined.

Closing Comments

The Finance Committee's recommended operating budget for FY2025 will allow the Town to continue providing a high level of services to residents and businesses. The Town will be able to maintain its strong financial condition and also to meet increasing demands for services for the next year, with an eye toward the long term. It is critical for the Town to continue to engage in very careful capital planning as many large projects are scheduled in the upcoming years. The Town must consider not only the benefits of each project and the capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers. The Finance Committee looks forward to working closely with the other Town Boards and Committees as well as Town and School administrators during this process.

The Finance Committee would like to recognize the hard and excellent work of the Town Manager, the Deputy Town Manager/Director of Finance, the Deputy Town Manager/ Director of Operations, the Superintendent of Schools, the Director of Financial Operations for the Schools, and each of the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process. The Finance Committee greatly values the creative and constructive approaches presented to address competing operational and capital needs. The Finance Committee would also like to recognize the residents who dedicate their time and effort to serving our community through elected and appointed positions. We could not accomplish our mission effectively without their generous assistance and support.

Finally, I would also like to thank each member of the Finance Committee for their dedication and meticulous work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's capital plans and investments. It has been a privilege and a pleasure to serve with such dedicated and talented people as we strive to achieve the best for the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,

Louise L.E. Miller, Chair

<u>Committee Members</u>
Carol Smith Fachetti, Vice-Chair
Karen Calton
Barry J. Coffman
John P. Connelly
James G. Healy
Joshua W. Levy
Paul O'Connor

This page is intentionally blank.

This page is intentionally blank.

Summary of Revenues
FY2023 - FY2025
General Fund Only

	FY2023	FY2024	FY2025
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	$9,728,282	$6,875,000	$7,512,000
Solid Waste Disposal Fees	$1,461,825	$1,100,000	$1,100,000
Departmental Activities	$9,295,506	$5,020,250	$5,188,000
Fines & Forfeits & Assessments	$117,166	$0	$0
Investment Income	$1,520,840	$500,000	$500,000
Medicaid	$0	$0	$0
Miscellaneous Revenue	$220,618	$0	$0
Miscellaneous Non-recurring	$616,205	$435,000	$0
SUB-TOTAL	**$22,960,442**	**$13,930,250**	**$14,300,000**
Property Taxes & State Aid			
Real & Personal Property Tax Levy	$178,257,886	$184,565,923	$192,769,847
Cherry Sheet Revenue (State Aid)	$15,400,680	$15,540,802	$15,753,474
SUB-TOTAL	**$193,658,566**	**$200,106,725**	**$208,523,321**
Use of Other Available Funds & Free Cash			
Free Cash	$14,644,455	$14,522,850	$14,615,783
Overlay Surplus	$3,090,000	$2,110,000	$2,329,196
Other Available Funds	$449,992	$431,000	$1,471,675
Transfer from other Articles	$340,000	$181,756	$813,544
Reserved for Debt Exclusion Offset	$32,328	$27,668	$24,130
SUB-TOTAL	**$18,556,775**	**$17,273,274**	**$19,254,328**
Total General Fund Revenue	**$235,175,783**	**$231,310,249**	**$242,077,649**
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	$2,186,147	$2,435,029	$2,688,082
Total Revenue Available for General Fund Uses	**$237,361,930**	**$233,745,278**	**$244,765,731**

Account Balances

Athletic Facility Improvement Fund	As of March 29, 2024	$1,180,385
Capital Facility Fund	As of March 29, 2024	$2,082,074
Capital Improvement Fund	As of March 29, 2024	$1,631,820
Debt Service Stabilization Fund	As of March 29, 2024	$2,333,677
Free Cash (estimate)	As of March 29, 2024	$15,000,000
Opioid Stabilization Fund	As of March 29, 2024	$116,186
Stabilization Fund	As of March 29, 2024	$4,756,450
Stormwater Stabilization Fund	As of March 29, 2024	$0

Summary of Expenditures
FY2023 - FY2025
General Fund Only

	FY2023	FY2024	FY2025
Town Wide Group	**$61,712,989**	**$65,627,291**	**$67,793,995**
Department Budgets			
Select Board/Town Manager	$1,272,187	$1,505,715	$1,586,314
Town Clerk/Board of Registrars	$485,179	$506,005	$578,078
Town Counsel	$334,323	$329,140	$329,140
Finance Department	$3,610,099	$3,813,464	$2,387,021
Finance Committee	$44,326	$46,948	$47,125
Planning and Community Development	$507,342	$614,058	$627,296
Police Department	$8,101,429	$8,749,162	$9,673,085
Fire Department	$10,158,472	$11,195,768	$11,899,843
Building Department	$825,414	$894,312	$901,424
Minuteman Regional High School	$1,367,739	$1,640,461	$1,823,777
Needham Public Schools	$84,849,869	$92,155,973	$97,517,926
Needham Public Schools - Municipal Information Technology			$1,904,283
Building Design & Construction	$223,313	$355,071	$392,582
Department of Public Works	$18,724,412	$20,403,878	$21,900,901
Municipal Parking Program	$120,694	$159,654	$172,252
Health and Human Services	$2,381,155	$2,552,402	$2,770,929
Commission on Disabilities	$1,570	$2,050	$2,050
Historical Commission	$0	$1,050	$1,050
Library	$2,029,615	$2,235,734	$2,310,045
Park & Recreation	$1,151,613	$1,477,911	$1,513,502
Memorial Park	$0	$750	$750
Needham Council for Arts and Culture	$8,300	$8,300	$18,300
Department Budget Total	**$136,197,050**	**$148,647,806**	**$158,357,673**
Total Budget	**$197,910,039**	**$214,275,097**	**$226,151,668**
Other Appropriations			
General Fund Cash Capital	$13,210,814	$10,900,307	$11,508,996
Other Financial Warrant Articles	$1,611,507	$3,125,670	$2,620,856
Transfers to Other Funds	$1,935,167	$1,146,735	$918,494
Total Other Appropriations	**$16,757,488**	**$15,172,712**	**$15,048,346**
Non-Appropriated Expenses	**$4,270,813**	**$4,297,469**	**$3,565,717**
Total General Fund Expenses	**$218,938,340**	**$233,745,278**	**$244,765,731**

Line #	Description	FY2023 Expended	FTE*	FY2024 Budget	FTE*	FY2025 Finance Committee Rec.	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-insurance Program	802,155		922,490		972,560		5.4%
2	Debt Service	20,371,944		17,543,250		17,503,332		-0.2%
3	Group Health Insurance, Employee Benefits & Administrative Costs	14,959,166		17,599,022		18,376,475		4.4%
4	Needham Electric, Light & Gas Program	4,588,709		5,655,057		5,669,038		0.2%
5	Retiree Insurance & Insurance Liability Fund	8,844,474		8,199,280		8,141,306		-0.7%
6	Retirement Assessment	11,263,367		12,319,665		13,305,237		8.0%
7	Workers Compensation	732,070		779,255		779,255		0.0%
8	Injury on Duty & 111F	151,105		159,415		165,792		4.0%
9	Classification Performance & Settlements	0		449,857		881,000		95.8%
10	Reserve Fund	0		2,000,000		2,000,000		0.0%
	Townwide Expense Total	61,712,989		65,627,291	0.0	67,793,995	0.0	3.3%
Select Board and the Office of the Town Manager								
11A	Salary & Wages	1,078,077	10.0	1,232,860	11.0	1,274,588	11.0	
11B	Expenses	194,109		272,855		311,726		
	Total	1,272,187	10.0	1,505,715	11.0	1,586,314	11.0	5.4%
Office of the Town Clerk								
12A	Salary & Wages	411,017	4.0	419,525	4.0	469,848	4.0	
12B	Expenses	74,162		86,480		108,230		
	Total	485,179	4.0	506,005	4.0	578,078	4.0	14.2%
Legal Services								
13	Legal Services	334,323		329,140		329,140		
	Total	334,323	0	329,140	0	329,140	0	0.0%
Finance Department								
14A	Salary & Wages	2,163,587	25.0	2,119,313	24.0	1,800,023	18.0	
14B	Expenses	1,359,993		1,594,151		586,998		
14C	Capital	86,518		100,000		0		
	Total	3,610,099	25.0	3,813,464	24.0	2,387,021	18.0	-37.4%
Finance Committee								
15A	Salary & Wages	43,402	0.5	45,358	0.5	45,365	0.5	
15B	Expenses	924		1,590		1,760		
	Total	44,326	0.5	46,948	0.5	47,125	0.5	0.4%
Planning and Community Development								
16A	Salary & Wages	489,656	5.5	575,608	5.5	586,446	5.5	
16B	Expenses	17,686		38,450		40,850		
	Total	507,342	5.5	614,058	5.5	627,296	5.5	2.2%
	General Government	6,253,455	45.0	6,815,330	45.0	5,554,974	39.0	-18.5%

Line #	Description	FY2023 Expended	FTE*	FY2024 Budget	FTE*	FY2025 Finance Committee Rec.	FTE*	%
Police Department								
17A	Salary & Wages	7,408,228	63.0	8,003,770	63.0	8,683,176	63.0	
17B	Expenses	435,883		610,498		634,767		
17C	Capital	257,317		134,894		355,142		
	Total	8,101,429	63.0	8,749,162	63.0	9,673,085	63.0	10.6%
Fire Department								
18A	Salary & Wages	9,695,358	80.0	10,646,060	80.0	11,287,930	80.0	
18B	Expenses	427,780		509,681		569,122		
18C	Capital	35,334		40,027		42,791		
	Total	10,158,472	80.0	11,195,768	80.0	11,899,843	80.0	6.3%
Building Department								
19A	Salary & Wages	792,087	9.8	843,272	9.8	850,384	9.8	
19B	Expenses	33,328		51,040		51,040		
	Total	825,414	9.8	894,312	9.8	901,424	9.8	0.8%
	Public Safety	19,085,315	152.8	20,839,242	152.8	22,474,352	152.8	7.8%
Minuteman Regional High School Assessment								
20	Assessment	1,367,739		1,640,461		1,823,777		
	Total	1,367,739	0.0	1,640,461	0.0	1,823,777	0.0	11.2%
Needham Public Schools								
21	Needham Public School Budget	84,849,869	825.9	92,155,973	856.4	97,517,926	865.4	
	Total	84,849,869	825.9	92,155,973	856.4	97,517,926	865.4	5.8%
Needham Public Schools – Municipal Information Technology								
22	Municipal Information Technology					1,904,283	6.0	
	Total	0	0.0	0	0.0	1,904,283	6.0	N/A
	Education	86,217,608	825.9	93,796,434	856.4	101,245,986	871.4	7.9%
Building Design & Construction Department								
23A	Salary & Wages	216,364	3.0	339,896	3.0	371,347	3.3	
23B	Expenses	6,949		15,175		21,235		
	Total	223,313	3.0	355,071	3.0	392,582	3.3	10.6%
Department of Public Works								
24A	Salary & Wages	10,095,645	125.0	10,979,057	126.0	11,746,264	130.0	
24B	Expenses	8,113,229		8,793,620		9,592,467		
24C	Capital	82,399		193,731		120,325		
24D	Snow and Ice	433,139		437,470		441,845		
	Total	18,724,412	125.0	20,403,878	126.0	21,900,901	130.0	7.3%
	Public Facilities and Public Works	18,947,725	128.0	20,758,949	129.0	22,293,483	133.3	7.4%

Line #	Description	FY2023 Expended	FTE*	FY2024 Budget	FTE*	FY2025 Finance Committee Rec.	FTE*	%
Municipal Parking Program								
25	Program	120,694		159,654		172,252		
	Total	120,694	0.0	159,654	0.0	172,252	0.0	7.9%
Health and Human Services Department								
26A	Salary & Wages	1,978,085	18.7	2,074,477	18.7	2,311,923	21.7	
26B	Expenses	403,070		477,925		459,006		
	Total	2,381,155	18.7	2,552,402	18.7	2,770,929	21.7	8.6%
Commission on Disabilities								
27A	Salary & Wages	1,500		1,500		1,500		
27B	Expenses	70		550		550		
	Total	1,570	0.0	2,050	0.0	2,050	0.0	0.0%
Historical Commission								
28	Historical Commission	0		1,050		1,050		
	Total	0	0.0	1,050	0.0	1,050	0.0	0.0%
Public Library								
29A	Salary & Wages	1,639,394	16.0	1,818,634	16.0	1,882,045	16.0	
29B	Expenses	390,221		417,100		428,000		
	Total	2,029,615	16.0	2,235,734	16.0	2,310,045	16.0	3.3%
Park and Recreation Department								
30A	Salary & Wages	944,776	4.6	1,152,471	4.6	1,174,352	4.6	
30B	Expenses	206,838		325,440		339,150		
	Total	1,151,613	4.6	1,477,911	4.6	1,513,502	4.6	2.4%
Memorial Park Trustees								
31	Memorial Park Trustees	0		750		750		
	Total	0	0.0	750	0.0	750	0.0	0.0%
Needham Council for Arts and Culture								
32	Needham Council for Arts and Culture	8,300		8,300		18,300		
	Total	8,300	0.0	8,300	0.0	18,300	0.0	120.5%
	Community Services	5,692,948	39.3	6,437,851	39.3	6,788,878	42.3	5.5%
	Department Budget Total	136,197,050	1,191.0	148,647,806	1,222.5	158,357,673	1,238.8	6.5%
	Total Operating Budget	197,910,039		214,275,097		226,151,668		5.5%

This page is intentionally blank.

WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 9, 2024
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, 1155 Central Avenue, Gym
Precinct D	-	Newman School, 1155 Central Avenue, Gym
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, 1471 Highland Avenue, Powers Hall
Precinct J	-	Town Hall, 1471 Highland Avenue, Powers Hall

on TUESDAY, THE NINTH DAY OF APRIL 2024

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:

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

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

Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in Powers Hall on Monday, May 6, 2024 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 6, 2024 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 RESOURCES 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, 2024, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$129,130
Select Board, Chair	$1,800
Select Board, Others	$1,500

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The annual stipends for the members of the Select Board have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

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

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

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

FINANCE ARTICLES

ARTICLE 6: 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 $12,561 in FY2023.

ARTICLE 7: APPROPRIATE FOR FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; 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 8: 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 Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Affordable Housing Trust
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 9: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $80,000 for the purpose of funding professional consulting services for the Planning and Community Development Department, said sum 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: Recommendation to be made at Town Meeting

Article Information: These funds would provide support to the Planning and Community Development Department, enabling the Director to engage professional services from time to time to support regulatory functions of the Planning and Community Development Department, which oversees permit granting for the Planning Board, the Zoning Board of Appeals, and the Conservation Commission, and also to support the Department's land use and Town planning initiatives.

ARTICLE 10: APPROPRIATE FOR SCIENTIFIC EXPERTS & CONSULTANTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding professional consulting services and scientific experts for the Health and Human Services Department, said sum 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: Recommendation to be made at Town Meeting

Article Information: These funds would establish a source of funding that allows the Board of Health to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise.

ARTICLE 11: APPROPRIATE FOR FIRE ALARM WIRE REMOVAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $201,885 for the purpose of funding the removal of townwide fire alarm wiring, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $99,145 be transferred from Free Cash and that $102,740 be transferred from Article 37 of the 2014 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: These funds would allow for the removal of all fire alarm wiring on circuits throughout Town. The wiring is no longer in use and must be removed whenever a pole is relocated or replaced.

ARTICLE 12: APPROPRIATE FOR INFORMATION TECHNOLOGY CONSOLIDATION

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 71, Section 37M, to consolidate information technology services of the School Committee and the Town under the direction of the School Committee, and to raise and/or transfer and appropriate the sum of $593,643 to support information technology consolidation, to be spent under the direction of the School 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 and School Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: Town and School officials have been engaged in an evaluation of the concept of consolidating the Town and School Information Technology functions. The parties engaged a consultant, Plante Moran, LLC to conduct an Informational Technology (IT) Organizational Assessment. The assessment was completed in November 2023. The School Committee and Select Board support the Plante Moran report recommendation that the Town and School technology departments be unified within a single structure under the direction of the School Department. The initiative is predicted to result in greater cohesion, efficiency and collaboration; to better enable strategic planning; and to provide consistent implementation of policy, procedure and training.

Additionally, Plante Moran recommended that the Town strengthen its services by investing in its informational technology infrastructure, including cybersecurity resources. The purpose of this article is to fund those costs that have not yet been incorporated into the Operating Budget, including salaries, network oversight and cybersecurity, phone system transition, help desk services for IT staff, Public Safety services, outsourced printer management, implementation policy consulting services, and accelerated Town device replacement. Some of these costs are not recurring – the Town and the School will evaluate the implementation of the consolidation and will make recommendations for expenses to be included in the FY2026 budget.

ARTICLE 13: APPROPRIATE THE FY2025 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 $4,081,603, from Overlay Surplus in the amount of $1,000,000, from amounts Reserved for Debt Exclusion Offsets in the amount of $24,130, and $1,388,082 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 22-24.

ARTICLE 14: APPROPRIATE THE FY2025 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 2025, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise
FY2025

Line #	Description	FY2023		FY2024		FY2025	
		Expended	FTE	Current Budget	FTE	Recommended	FTE
201A	Salary & Wages	$1,003,177	11.0	$1,144,544	11.0	$1,194,443	11.0
201B	Expenses	$580,617		$823,367		$866,539	
201C	Capital Outlay	$49,950		$65,000		$96,000	
201D	MWRA Assessment	**$6,760,857**		**$7,084,841**		**$7,084,841**	
201E	Debt Service	$606,350		$610,000		$670,000	
202	Reserve Fund	Transfers Only		$35,000		$35,000	
	TOTAL	**$9,000,951**	**11.0**	**$9,762,752**	**11.0**	**$9,946,823**	**11.0**
	FY 2025 Budget Percentage Change from FY2024 Budget						1.9%

and to meet this appropriation that $8,351,268 be raised from Sewer Enterprise Fund receipts, $745,804 be transferred from Sewer Enterprise Fund Retained Earnings, and $849,751 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, 3,700 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 19 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 snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 100 miles of various size drainage pipes, 4,300 catch basins, 1,500 drainage manholes, and 295 drainage discharges.

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

Budget Line	FY2025 Sewer Operations	FY2025 Drains Program	FY2025 Recommended Budget	FY2024 Sewer Operations	FY2024 Drains Program	FY2024 Sewer Budget
Salary & Wages	$750,267	$444,176	$1,194,443	$718,174	$426,370	$1,144,544
Expenses	$460,964	$405,575	$866,539	$439,379	$383,988	$823,367
Capital Outlay	$96,000		$96,000	$65,000		$65,000
MWRA Assessment	$7,084,841		$7,084,841	$7,084,841		$7,084,841
Debt Service	$670,000		$670,000	$610,000		$610,000
Reserve Fund	$35,000		$35,000	$35,000		$35,000
Total	$9,097,072	$849,751	$9,946,823	$8,952,394	$810,358	$9,762,752
	FY2025 Sewer Operations $ Change	FY2025 Drains Operations $ Change	FY2025 Sewer Enterprise $ Change	FY2025 Sewer Operations % Change	FY2025 Drains Operations % Change	FY2025 Sewer Enterprise % Change
Salary & Wages	$32,093	$17,806	$49,899	4.5%	4.2%	4.4%
Expenses	$21,585	$21,587	$43,172	4.9%	5.6%	5.2%
Capital Outlay	$31,000		$31,000	47.7%		47.7%
MWRA Assessment						
Debt Service	$60,000		$60,000	9.8%		9.8%
Reserve Fund						
Total	$144,678	$39,393	$184,071	1.6%	4.9%	1.9%

The total operating budget of $9,946,823 for FY2025 is $184,071 more than the current FY2024 budget, an increase of 1.9%. The increase is primarily due to a $60,000 increase in the sewer enterprise debt service budget. The increase has been expected as the Town has been preparing for several major sewer system infrastructure replacement and upgrade projects, which includes a significant multi-year sewer main replacement project that will be presented to Town Meeting this year. The MWRA assessment is level dollar and will be adjusted at the planned Special Town Meeting in the fall after the final assessments are distributed by the MWRA. 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 FY2025 sewer operations portion of the budget is $144,678 higher, an increase of 1.6% over the current year. FY2025 drains operations portion of the budget is $39,393 more than the FY2024, an increase of 4.9%.

The total salary and wages line is $1,194,443 for FY2025, an increase of $49,899 (4.4%). 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 the fact 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 FY2025 is $866,539 which is $43,172 or 5.2% more than the current budget. Energy expenses (electric and natural gas) to operate the sewer pump stations are $630 less than the current year, and fuel cost for sewer vehicles and equipment is also lower by $1,120. The decrease in fuel expenses is attributable to lower diesel consumption as the Town has been replacing some vehicles powered by diesel with gasoline vehicles. Some gasoline engines have proved to be overall more energy efficient than the diesel vehicles which were replaced. Most of the sewer enterprise vehicles are used for repair and construction projects, currently there are no reliable non-fossil fuel substitutes. Contracted services for repairs and maintenance are $22,326 more than the current year, an increase of 16.4%. The cost for specialized trade contracts is increasing by 17.3% and general service contracts are rising by 3.5%. The expense for public works supplies is $9,682 (11.3%) more, which is based on current contract pricing and anticipated inflation when the Town must go back out to bid. Public work supplies include many items, such as: manhole frames and covers, precast concrete, asphalt, pump replacement parts, and small tools. Contracted services for maintenance, repairs, sweeping, collection, disposal of catch basin debris and for details are $12,814 more than FY2024, an increase of 4.6%. The balance of the increase for next year ($100) is related to testing services for chemicals such as sulfide, which is mandated by the MWRA.

The operating capital line is $31,000 more than FY2024, an increase of 47.7%. 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 increase is based on the higher cost for the pump to be replaced at the West Street sewer station. The reserve fund is level dollar for FY2025.

The budget plan relies on $745,804 in sewer retained earnings for FY2025 operating budget, an increase of $245,804 over the amount required for the FY2024 budget. The $849,751 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of $39,393 from FY2024.

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 15: APPROPRIATE THE FY2025 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 2025, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise
FY2025

Line #	Description	FY2023 Expended	FTE	FY2024 Current Budget	FTE	FY2025 Recommended	FTE
301A	Salary & Wages	$1,141,589	17.0	$1,598,687	17.0	$1,632,768	17.0
301B	Expenses	$1,355,152		$1,564,469		$1,689,997	
301C	Capital Outlay	$0		$53,605		$57,100	
301D	MWRA Assessment	**$1,464,186**		**$1,887,130**		**$1,887,130**	
301E	Debt Service	$1,244,475		$1,250,000		$1,460,000	
302	Reserve Fund	Transfers Onlt		$75,000		$75,000	
	TOTAL	**$5,205,401**	**17.0**	**$6,428,891**	**17.0**	**$6,801,995**	**17.0**
	FY 2025 Budget Percentage Change from FY2024 Budget						5.8%

and to meet this appropriation that $6,075,000 be raised from Water Enterprise Fund receipts, and that $726,995 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

<u>Article Information</u>: *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 10,294 water service connections. This system supports 15,612 installed meters as of June 30, 2023.*

Overall water production during calendar year 2023 declined by more than 126 million gallons of water compared to 2022. The Town's use of MWRA water declined by 41.6% from the prior year, 249.5 million gallons compared to 427 million gallons of water. During calendar year 2021, approximately 27.1% of the total water production came from the MWRA; during calendar year 2022, 32.5% of production came from the MWRA; during calendar year 2023, approximately 21.0% of production came from the MWRA.

Water Production	CY2021	CY2022	CY2023
Water Production*	1,185.0	1,313.7	1,187.1
Water Production from MWRA	320.7	427.0	249.5
Water Production from Town Wells	864.3	886.7	937.6
Percentage from MWRA	27.1%	32.5%	21.0%
*millions of gallons			
Water meters replaced	564	500	585
Percentage of the total number of water meters in place for that year	3.6%	3.2%	3.7%

The overall operating budget for FY2025 is $6,801,995 or $373,104 (5.8%) more than the FY2024 budget. The primary increase is similar to the Sewer Enterprise which is the debt service increase. The $210,000 increase is 16.8% more than FY2024. The increase has been expected as the Town has been investing in the Town's water treatment, storage, and distribution systems over the past several years and the work continues. The MWRA assessment is level dollar and will be adjusted at the planned Special Town Meeting in the fall. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2025 water assessment will be based on CY2023 water use. The final assessment from the MWRA is not expected until the end of the State budget process.

The FY2025 salary and wage expense line is $1,632,768, an increase of $ 34,081.00 (2.1%) over the current budget. The water enterprise has 17 full-time employees, of whom 13 are unionized. 12 employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreements with the ITWA and NIPEA unions expire on June 30, 2024, and as of the time of the budget submission, successor agreements have not been reached. Any funding that may be required as a result of the agreements will be addressed at a subsequent town meeting. The budget includes step and longevity increases for the employees who are members of the unions, based on the expiring collective bargaining agreements, and for non-represented personnel in accordance with the Town's personnel policies.

The water expense line of $1,689,997 is $125,528 higher than the FY2024 budget, approximately 8% more. The largest increase in terms of dollars ($68,729) is for energy (electricity and natural gas) to operate the system water pumps and equipment, the treatment plant processing, and the connections to the MWRA supply. The increase in those costs represents approximately 55% of the total increase in expenses. Public works supplies and drinking water treatments have increased by $33,184. The cost for treatment chemicals is based on current contracts where prices are between 3.5% and 8.6% more. The cost for water system parts, such as gate valves, hydrants, water main sleeves, and brass and copper fittings have moderated in price with anticipated increases of not more than 3.5%. This is much lower than the 10 to 40% increases seen in recent years. Professional and technical expenses increased by $17,500 which is all related to software subscriptions. Contracted and other services have increased by $7,205, primarily for electrical and mechanical related services. Groundskeeping supplies related to the water operations have increased by $1,000. Governmental charges from the Department of Environmental Protection and Safe Drinking Water Act are $1,000 more for FY2025. The cost of fuel for vehicles and equipment is lower by $3,090, a decrease of 5.6% from FY2024.

The operating capital line for FY2025 is recommended at $57,100 which is an increase of $3,495 (6.5%). The department needs to replace backwater valves ($40,000). The valves control whether the effluent pipes are opened or closed, allowing air to be pushed through the filter to break down and clean possible impurities without contaminating the distribution system. The other planned expense ($17,100) is for a replacement of an existing light tower trailer. The portable light tower is used at worksites which allows for work to be done by Town crews at night. Night work is usually related to emergency repairs. The water reserve fund at $75,000 is level dollar for FY2025.

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 16: **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 2025 beginning on July 1, 2024 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 Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2024 Spending Limit	FY2025 Spending Limit
Public Facility Use	Public Works Department	$250,000	$250,000
Tree Replacement	Public Works Department	$25,000	$25,000
School Transportation	School Committee	$819,000	$819,000
Home Composting	Public Works Department	$3,000	$3,000
Water Conservation	Public Works Department	$10,000	$10,000
Immunization Program	Health and Human Services Department	$125,000	$125,000
Traveling Meals	Health and Human Services Department	$100,000	$100,000
Needham Transportation Program	Health and Human Services Department	$10,000	$10,000
Aging Services Programs	Health and Human Services Department	$75,000	$75,000
Youth Services Programs	Health and Human Services Department	$5,000	$5,000
Memorial Park Activities	Memorial Park Trustees	$4,100	$4,100

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 M.G.L 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. There are no proposed changes to current annual spending limits.

ARTICLE 17: 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: Recommendation to be made at Town Meeting

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 FY2025 is $903,527.79. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards infrastructure projects, such as intersection improvements, roadway reconstruction of Marked Tree Road, sidewalk improvements, and the design and construction of the downtown infrastructure improvement project.

ZONING/LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – AFFORDABLE HOUSING DISTRICT

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

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

   "AHD – Affordable Housing District"

2. In Section 3, Use Regulations, by inserting a new Subsection 3.16, Affordable Housing District, to read as follows:

   "3.16 Affordable Housing District

   3.16.1 Purpose of District

The purpose of the Affordable Housing District (hereinafter referred to as AHD) is to promote the health, safety, and general welfare of the community by encouraging the establishment of affordable housing units, while minimizing potential adverse impacts upon nearby residential and other properties.

3.16.2 Scope of Authority

The regulations of the Affordable Housing District shall govern all new construction, reconstruction, or expansion of new or existing buildings, and new or expanded uses. Provisions of Section 3.16 shall supersede those of Section 3.2 (Schedule of Use Regulations), Section 4.1.5 (Minimum Required Lot Width), Sections 4.2 through 4.11 (Dimensional Regulations) and Section 5.1.2 (Required Parking), except as otherwise specifically provided herein. The Planning Board shall be the permitting authority for any multi-family housing development in the AHD.

3.16.3 Definitions

For the purposes of this section and the Needham Zoning By-Law, the following words and phrases shall have the following meanings:

a. AHD Project – a multi-family housing development of affordable housing units, as defined in Section 1.3 of this By-Law.

b. Multi-family housing – a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

c. Site Plan Review – the Site Plan Review process as provided in Section 7.4 that an applicant must obtain for any AHD project.

3.16.4 Allowed Uses

The following uses may be constructed, maintained, and operated by right:

a. AHD Projects, after completion of Site Plan Review as provided in Section 7.4.

b. Accessory buildings and uses to the use allowed by right.

3.16.5 Multiple Buildings in the Affordable Housing District

More than one building may be located on a lot in the AHD as a matter of right, provided that each building and its uses complies with the requirements of Section 3.16 of this By-Law.

3.16.6 Dimensional Regulations for AHD Projects in the Affordable Housing District

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Set-back (Ft.) (1)	Side Set-back (Ft.) (2)	Rear Set-back (Ft.) (3)	Max-imum Floor Area Ratio	Max-imum Dwelling Units Per Acre	Max-imum Lot Coverage	Max-imum Height (Ft.) (4)	Max-imum Number of Stories

20,000	150	40	25	25	0.50	25	20%	58	4

(1) The front setback shall be a landscaped, vegetative buffer area, except that driveway openings, sidewalks, walkways and screened mechanical equipment may be located in the buffer area. Additionally, parking areas may be located in the buffer area, but must be set back at least 10 feet from the front lot line, which setback shall provide a landscaped buffer.

(2) Parking areas must be set back at least 5 feet from a side lot line. The side lot line setback shall be a landscaped vegetative buffer area.

(3) Parking areas must be set back at least 5 feet from a rear lot line. The rear lot line setback shall be a landscaped vegetative buffer area.

(4) Structures erected on a building and not used for human occupancy, such as chimneys, heating, ventilation, or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the height of the building, provided that the total height of the building and the structures not used for human occupancy does not exceed 58 feet. The total horizontal coverage of all such structures, except roof-mounted solar energy systems, on the building shall not exceed 25 percent, and all such structures must be set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

3.16.7 Parking Requirements

a. Notwithstanding anything in the By-Law to the contrary, for AHD Projects in the Affordable Housing District, the off-street parking requirement shall be .5 parking spaces per dwelling unit.

b. For AHD Projects in the Affordable Housing District, the requirements of By-Law Section 5.1.3, Parking Plan and Design Requirements, shall apply.

3.16.8 Site Plan Review

a. Site plan review under Section 7.4 of the By-Law shall be completed by the Planning Board for any AHD Project prior to the filing of an application for a building permit.

b. For AHD Projects the site plan review filing requirements shall be those set forth in the By-Law for Major Projects as defined in Section 7.4.2.

c. The procedure for the conduct of site plan review for an AHD project shall be as set forth in Section 7.4.4 of the By-Law.

d. In conducting site plan review of an AHD project, the Planning Board shall consider the review criteria set forth in Section 7.4.6 of the By-Law.

3. In Section 7.4 Site Plan Review, Subsection 7.4.2 Definitions, by adding a new paragraph after the paragraph defining MAJOR PROJECT, to read as follows:

"In the Affordable Housing District, a MAJOR PROJECT shall be defined as any construction project which involves the construction of 10,000 or more square feet of gross floor area; or increase in gross floor area by 5,000 or more square feet; or any project which results in the creation of 25 or more off-street parking spaces; or any project that results in any new curb- or driveway-cut."

4. In Section 7.4 Site Plan Review, Subsection 7.4.2 Definitions, by adding a new paragraph after the paragraph defining MINOR PROJECT, to read as follows:

   "In the Affordable Housing District, a MINOR PROJECT shall be defined as any construction project which involves the construction of more than 5,000 but less than 10,000 square feet gross floor area; or an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet – and the project cannot be defined as a MAJOR PROJECT."

5. In Section 3.16 Accessory Dwelling Units (ADUs) by renumbering the section as Section 3.17 Accessory Dwelling Units (ADUs).

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: Article 18, in combination with Article 19, proposes to create the Affordable Housing District (AHD). Article 18 lays out the regulatory framework for the new district while Article 19 describes its geographical boundaries.

The purpose of the AHD is to create a district for affordable housing, which is in furtherance of a Town goal, set forth in the Town of Needham Housing Plan of December 2022, to "enable NHA (Needham Housing Authority) to make essential improvements to its property inventory while potentially yielding buildable lot areas for additional deeply affordable or more diverse income affordable housing". The impetus for creation of the AHD came from the Needham Housing Authority (NHA), which seeks to replace its 152 studio apartments at its 11-acre Linden-Chambers housing complex with 247 new units. During phase 1 of development, 128 new one-bedroom and 8 two-bedroom units are expected. Over time, and as financing permits, an additional 111 new units are planned in a phase 2 project. The Article provides that all residents must have incomes at or below eighty (80) percent of area median income.

The site at Linden-Chambers is now in two zoning districts, Single Residence-B and General Residence B. The land at Linden-Chambers is also subject to restrictions imposed by recorded deeds, Town Meeting votes, and variances, from the 1957-1971 period. The current zoning allows only for single and two-family use. The recorded deeds, Town Meeting votes, and variances, which do allow for multi-family use, limit occupancy to elderly only. The dimensional requirements in the Single Residence-B and General Residence Districts, particularly those relating to number of units, height, and number of stories, do not allow for NHA's intended redevelopment. The new requirements proposed for the AHD District would make such redevelopment of the property possible under zoning.

Uses

The only uses permitted in the AHD are "AHD Projects", and accessory uses thereto. An AHD Project is defined as "a multi-family housing development of affordable housing units, as defined in Section 1.3 of this By-Law". Section 1.3 defines affordable housing units as affordable to and occupied by a household with income at or below eighty (80) percent of area median income (AMI). This definition is used throughout the current Needham Zoning Bylaw for affordable housing units, in multiple zoning districts.

Single and two-family use would not be permitted in the AHD. Notwithstanding this definition of AHD Project, NHA has stated that federal and state requirements applicable to the NHA, and anticipated project funding program requirements, will result in most of the units to be developed in the AHD being rented to tenants at more deeply affordable income levels than 80% of AMI.

<u>Permitting Process</u>
AHD Projects would be allowed by right but would be subject to Site Plan Review by the Planning Board, as provided in Section 7.4 of the Zoning Bylaw. Site Plan review requires submission to the Planning Board of an application, and a site plan. That plan must address location of proposed structures, setbacks, building elevations, contour elevations, parking areas and spaces, maneuvering aisles, driveways and driveway openings, facilities for pedestrian and vehicular movement, drainage, utilities, landscaping, lighting, loading and unloading facilities, refuse removal, traffic, and other information as may be needed by the Planning Board to make a site plan review decision. The Site Plan review procedure includes review of the plans by the Town's Design Review Board, submission of copies of the application and site plan to the Department of Public Works, Engineering Department, Building Department, Board of Health, Conservation Commission, and other Town boards. Publication, notice to abutters, and at least one public hearing is required. In making its decision, the Planning Board must consider protection of adjoining premises, surface water drainage, sound and sight buffers, traffic and safety, compliance with laws protecting handicapped and elderly persons, parking, refuse disposal, relation of structures and open spaces to natural landscape, existing buildings and other community assets in the area, and mitigation of adverse impacts on town resources including water, sewer, and streets.

<u>Lot Area and Frontage</u>
The AHD District requires a minimum lot area of 20,000 sq. ft. and minimum lot frontage of 150 feet.

<u>Setbacks</u>
The minimum front yard setback is 40 feet. The setback area must be a landscaped, vegetative buffer area, except for driveway openings, sidewalks, walkways, and parking areas. The parking areas must be set back 10 feet from the front lot line, which setback shall provide a landscape buffer.

The minimum side and rear setbacks are 25 feet. The setback areas shall be landscaped buffer areas. The parking areas must be set back five feet from the side and rear lot lines.

<u>Floor Area Ratio and Lot Coverage</u>
The maximum floor area ratio is .50. The maximum lot coverage is 20%.

<u>Dwelling Units Per Acre</u>
The maximum number of dwelling units per acre is 25.

<u>Height and Rooftop Structures</u>
The maximum height of a building, including rooftop structures, is 58 feet.

Rooftop mechanical structures, such as chimneys, HVAC equipment, solar panels, elevator housings, and the like may exceed the height of the building, provided that the total height of the building and the structures not used for human occupancy does not exceed 58 feet. The maximum horizontal coverage of all such structures (except for solar energy systems) may not exceed 25%, and all such structures must be set back from the roof edge by at least their height.

<u>Maximum Number of Stories</u>
The maximum number of stories of a building is four.

<u>Off-Street Parking, Parking Plan and Design Requirements</u>
The off-street parking requirement shall be .5 parking spaces per dwelling unit. Parking lots must comply with all the requirements of Zoning By-Law Section 5.1.3, Parking Plan and Design Requirements.

<u>ARTICLE 19</u>: AMEND ZONING BY-LAW – MAP CHANGE FOR AFFORDABLE HOUSING DISTRICT

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

Place in the Affordable Housing District all that land now zoned Single Residence B and General Residence lying east of Linden Street, comprising parcels 23 and 24, on Assessors Map No. 133, parcel 41 on Assessors Map No. 134, and parcel 13 on Assessors Plan No. 45. Said land is bounded and described as follows:

Beginning at a concrete bound at the northwesterly corner of the property, on the easterly side of Linden Street; Thence, S 83° 26' 20" E for a distance of 107.02 feet to an iron rod; Thence, S 82° 15' 50" E for a distance of 87.89 feet to a concrete bound; Thence, S 08° 56' 11" W for a distance of 328.80 feet to a point; Thence, S 42° 44' 39" E for a distance of 159.58 feet to a point; Thence, S 23° 11' 00" W for a distance of 275.88 feet to a point; Thence, S 14° 57' 44" W for a distance of 199.48 feet to a point; Thence, S 86° 04' 45" E for a distance of 59.86 feet to a point; Thence, S 88° 37' 00" E for a distance of 37.49 feet to a point; Thence, S 86° 19' 44" E for a distance of 140.96 feet to a point; Thence, S 86° 19' 44" E for a distance of 26.25 feet to a point; Thence, along a curve turning to the right, having a radius of 2817.93 feet, a distance of 716.25 feet to a point; Thence, S 37° 38' 40" W for a distance of 530.86 feet to a point; Thence, N 52° 24' 02" W for a distance of 175.47 feet to a point; Thence, N 74° 08' 46" W for a distance of 39.96 feet to a point; Thence, N 21° 18' 16" E for a distance of 70.00 feet to a point; Thence, N 72° 56' 42" E for a distance of 165.00 feet to a point; Thence, N 59° 35' 49" E for a distance of 116.66 feet to a point; Thence, N 40° 49' 41" E for a distance of 118.66 feet to a point; Thence, N 21° 56' 08" E for a distance of 118.67 feet to a point; Thence, N 02° 41' 11" E for a distance of 122.65 feet to a point; Thence, N 09° 25' 32" W for a distance of 271.23 feet to a point; Thence, N 43° 37' 54" E for a distance of 103.44 feet to a point; Thence, N 20° 01' 11" E for a distance of 112.07 feet to a point; Thence, N 86° 04' 45" W for a distance of 22.72 feet to a point; Thence, N 78° 30' 10" W for a distance of 108.86 feet to a point; Thence, N 10° 27' 40" E for a distance of 823.79 feet to a point; Thence N 08° 57' 40" E a distance of 71.55 feet to the point of beginning.

Said parcel contains four hundred seventy-nine thousand two hundred fifty-four square feet more or less (479,254 S.F.); or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

<u>Article Information</u>: Article 19 describes the approximately 11-acre geographical area on which the present Linden-Chambers housing development is located, which is owned by the Needham Housing Authority, plus an isolated 714 square foot triangular parcel owned by the Town of Needham, along the easterly side of Linden Street, proposed to be placed in the Affordable Housing District. The affected property is shown on a plan prepared by Hancock Associates, titled "Plan of Land in Needham, MA", dated December 21, 2023. The land is currently located within the Single Residence B and General Residence zoning districts and contains approximately 479,254 square feet.

<u>ARTICLE 20</u>: **AMEND ZONING BY-LAW – SOLAR ENERGY SYSTEMS**

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

1. In Section 1.3 <u>Definitions</u>, by adding the following terms and definitions in the appropriate alphabetical location as follows:

   <u>“Solar Energy System</u> **-** a device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage, and distribution of solar energy for space heating or cooling, electricity generation, or water heating. Solar Energy Systems include the following system types:

   1. A Solar Energy System, Active: A solar energy system whose primary purpose is to harvest solar energy into another form of energy or to transfer heat from a collector to another medium using mechanical, electrical, or chemical means. Active Solar Energy Systems include, but are not limited to, the following installation types:

      a) <u>Solar Energy System, Building-mounted:</u> An Active Solar Energy System that is structurally mounted to a building or structure.

      b) <u>Solar Energy System, Roof-mounted:</u> A special application of a Building-mounted Solar Energy System that is structurally mounted to the roof of a building or structure.

      c) <u>Solar Energy System, Building-mounted Canopy:</u> A special application of a Building-mounted Solar Energy System that is installed on top of a building with a flat roof that maintains the function of the area beneath the canopy.

      d) <u>Solar Energy System, Ground-mounted:</u> An Active Solar Energy System that is structurally mounted to the ground.

      e) <u>Solar Energy System, Small-Scale Ground-mounted:</u> A Ground-mounted Solar Energy System that occupies 1,500 square feet of surface area or less.

      f) <u>Solar Energy System, Medium-Scale Ground-mounted:</u> A Ground-mounted Solar Energy System that occupies more than 1,500 square feet, but less than 40,000 square feet of surface area.

      g) <u>Solar Parking Canopy</u>: A special application of a Ground-mounted Solar Energy System that is installed on top of a parking surface or paved surface that maintains the function of the area beneath the canopy.

      h) <u>Solar Energy System, Building-integrated Photovoltaic (BIPV)</u>: An Active Solar Energy System that consists of integrating solar photovoltaic (PV) modules into the surface of a building or structure, where the solar panels themselves function as, or are integrated into, a building material (i.e., roof shingles, siding, windows, skylights) or structural element (i.e., façade). The generation of solar energy is secondary to the function of the building material or structural element.

      i) <u>Solar Energy System, Surface-integrated</u>: An Active Solar Energy System that is not building-mounted and is integrated into a ground level surface, such as a driveway, walkway, patio surface, path, or parking area, where the solar panels themselves function as, or are integrated into, the surface material. The generation of solar energy is secondary to the function of the surface element.

2. Solar Energy System, Passive: A Solar Energy System that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger."

2. Amend Section 6, Special Regulations, by adding a new Subsection 6.13 Accessory Uses – Solar Energy Systems, to read as follows:

"6.13 Accessory Uses – Solar Energy Systems

6.13.1 Basic Requirements

a) Roof-mounted Solar Energy Systems shall be permitted in all use districts as-of-right. The installation of Roof-mounted Solar Energy Systems that: (i) comply with the regulations provided in this section; (ii) are located on properties with nonconforming uses or structures; and (iii) do not increase the nonconformity of such nonconforming uses or structures except with respect to the dimensions of the Roof-mounted Solar Energy System in question shall not be considered a change, extension or alteration that requires a finding by the Zoning Board of Appeals per M.G.L. c.40A s.6.

b) In residential districts: Small-scale Ground-mounted Solar Energy Systems shall be permitted in rear and side yards as-of-right at the District-level setback as defined in Section 6.13.2.c)4). Small-scale Ground-mounted Solar Energy Systems may be permitted in the front yard by a Special Permit from the Board of Appeals at the applicable District-level setback as defined in Section 6.13.2.c)4). Screening or landscaping of such systems from view from abutting lots or from a street, by plantings, walls, fences or other devices shall be provided. Solar Parking Canopies shall be permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems shall be permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board.

c) In nonresidential districts: Small-scale Ground-mounted Solar Energy Systems shall be permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems and Solar Parking Canopies are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board. The same regulations shall apply in residential districts for uses allowed by operation of M.G.L. c.40A s.3, or other state and federal statutes.

d) In the New England Business Center (NEBC) District, Mixed Use-128 (MU-128) District and in the portion of the Highland Commercial-128 (HC-128) District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue Solar Energy Building-mounted Canopy Systems are permitted as-of-right subject to site plan review by the Planning Board. In the Business (B), Chestnut Street Business (CSB), Center Business (CB), Avery Square Business (ASB), Hillside Avenue Business (HAB), Neighborhood Business (NB), Elder Services (ES), Industrial (I), Industrial-1 (IND-1), Highway Commercial 1 (HC-1), and Institutional (I) districts, and for municipal buildings in all districts. Solar Energy Building-mounted Canopy Systems are permitted by special permit subject to site plan review by the Planning Board.

e) BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems shall be permitted as of right as part of any use or site otherwise allowed in any zoning district.

6.13.2 Dimensional Requirements

a) Maximum Percentage (%) Lot Coverage

1) For the purpose of regulating lot coverage, the area of Active Solar Energy Systems shall count toward the Maximum Percentage (%) Lot Coverage as defined and regulated in the Dimensional Regulations provided in Section 4 of the Needham Zoning By-Laws.

2) An Active Solar Energy System's contribution toward Maximum Percentage (%) Lot Coverage shall be calculated as the total area of the system's panels. For example, if a system includes ten (10) panels that are each three (3) feet by five (5) feet, the system's contribution to Maximum Percentage (%) Lot Coverage would equal 150 square feet.

3) Such part of a Building-mounted Solar Energy System or Solar Parking Canopy that extends beyond the impervious area over which it is placed shall count toward Maximum Percentage (%) Lot Coverage.

4) For Ground–mounted Solar Energy Systems, the total surface area of the Solar Energy System shall count toward Maximum Percentage (%) Lot Coverage.

5) To avoid double counting, the surface area of any Active Solar Energy System that is above an existing impervious surface shall not be included in the calculation of Maximum Percentage (%) Lot Coverage (i.e. the addition of a Roof-mounted Solar Energy System shall not increase the calculated Maximum Percentage Lot Coverage on a lot because it will be located within a surface area - the building's footprint - that is already counted).

b) Height

1) Building-mounted Solar Energy Systems:

System Type	Roof Pitch	Siting	Maximum Height
Roof mounted Solar Energy System	Pitch is greater than or equal to 3.2:12 (a fifteen (15) degree angle)	All districts	Roof-mounted Solar Energy Systems may extend up to one (1) foot above the roof surface on which the system is installed beyond applicable building height limits. Systems shall be surface-mounted and installed parallel to the roof surface.

Roof-mounted Solar Energy System	Pitch is less than 3.2:12 (a fifteen (15) degree angle)	All districts	Roof-mounted Solar Energy Systems may extend up to three (3) feet above the roof surface on which the system is installed beyond applicable building height limits. If the surface on which the system is to be mounted is below maximum building height, the Roof-mounted Solar Energy System may extend up to six (6) feet above the roof surface on which the system is installed, provided it does not exceed building height limits by more than three (3) feet; and provided further that any Roof-mounted Solar Energy System that extends more than three (3) feet above the roof surface on which the system is installed must be installed at least three (3) feet from the roof's edge.
Building-mounted Canopy Solar Energy System	Flat Roof with predominately zero pitch	NEBC, MU-128 & HC-128 districts Municipal buildings in all districts	May extend up to fifteen (15) feet above the roof surface on which the system is installed beyond applicable building height limits.
Building-mounted Canopy Solar Energy System	Flat Roof with predominately zero pitch	B, CSB, CB, ASB, HAB, NB, ES, IND, IND-1, HC-1 &I districts	May extend up to fifteen (15) feet above the roof surface on which the system is installed up to the applicable building height limit of the district.
Other Building-mounted Solar Energy System (e.g., awnings)	Not Applicable	All districts	No greater than the highest point of the roof.

2) Ground-mounted Solar Energy Systems:

System Type	Siting	Maximum Height
Small-Scale Ground-mounted Solar Energy System	SRB & GR districts All other districts	Eight (8) vertical feet from grade. Ten (10) vertical feet from grade.
Medium-Scale Ground-mounted Solar Energy System	SRB & GR districts All other districts	Eight (8) vertical feet from grade. Ten (10) vertical feet from grade.
Solar Parking Canopy	All districts	Seventeen (17) vertical feet from grade.

c) Setbacks

1) Ground-mounted Solar Energy Systems that move along an axis, unfold, or open shall be located so that the entirety of the equipment's reach at all angles falls within the setback requirements.

2) Solar Parking Canopies in residential districts shall meet setback requirements for accessory structures.

3) Solar Parking Canopies and Surface-integrated Solar Energy Systems in non-residential zones shall be allowed where parking is permitted in accordance with the requirements defined in Section 5.1.3, Parking Plan and Design Requirements. The requirements for the planting of trees in landscaped strips within the parking area as defined in Section 5.1.3, Paragraphs (k) Landscape Areas and Paragraph (l) Trees may be met elsewhere on the lot. Landscaping for parking lots located under a canopy shall be designed to manage runoff from the panels and to be shade tolerant.

4) All other Ground-mounted Solar Energy Systems shall meet the requirements for Setbacks of principal structures as defined in Section 1.3 and Section 4.2 of the Needham Zoning By-Laws, as regulated for each use district in Section 4 ("District-level setback") provided, however, that a Small-Scale Ground-mounted Energy System in the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts located in a side or rear yard may instead meet the setback requirements applicable to accessory structures under Section 4.2.9. A Small-Scale Ground mounted Solar Energy System constructed nearer to any lot line than the setback applicable to a principal structure pursuant to the forgoing provision shall require screening or landscaping of such systems from view from abutting lots and/or from a street, by plantings, walls, fences or other devices with said screening having a minimum height of six feet.

5) Any extension of a Building-Mounted Solar Energy System shall comply with the setback requirements for that building.

6.13.3 Supplemental Regulations

a) BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems shall be subject to any requirements in the Needham Zoning By-Laws that relate to the material or structural element into which the system is integrated or functions as. For example, solar roofing would be subject to regulations for roofing; solar pavement would be subject to regulations for pavement.

b) The impervious portion of Ground-mounted Solar Energy Systems and Surface-integrated Solar Energy Systems shall be subject to any requirements in the Needham Zoning By-Laws that relate to paving, including impervious lot coverage requirements within the Aquifer Protection District. The systems shall also comply with regulations identified in the Town of Needham's Stormwater By-Law, Article 7 of the General By-Laws.

6.13.4 Site Plan Review

a) Site Plan Review: Medium-scale Ground-mounted Solar Energy Systems in all districts, Solar Parking Canopies in non-residential districts, and Solar Energy Building-mounted Canopy Systems in the New England Business Center, Mixed Use 128, and Highland Commercial-128 districts, are subject to site plan review by the Planning Board prior to construction, installation or modification as provided in this section and in accordance with Section 7.4 Site Plan Review. In reviewing a Special Permit application under Section 6.13.1 b) the Board of Appeals shall also apply the Site Plan Review Document Requirements of Section 6.13.4 b) and the Site Plan Review Design Standards of Section 6.13.3 c). In reviewing a Special Permit application under Section 6.13.1 d) the Planning Board shall also apply the Site Plan Review Document Requirements of Section 6.13.4 b) and the Site Plan Review Design Standards of Section 6.13.3 c).

b) Site Plan Review Document Requirements: The project proponent shall provide a Final Site Plan to the Planning Board in compliance with Section 7.4 Site Plan Review, Subsection 7.4.4. Procedure. In addition, applicants shall submit the following:

1) Name, address, and contact information for proposed system installer.

2) Name, address, contact information and signature of the project proponent, as well as all co-proponents or property owners, if any.

3) The name, contact information and signature of any agents representing the project proponent.

4) Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures.

5) Blueprints or drawings of the solar energy system showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all property lines and existing on-site buildings and structures, and the tallest finished height of the Solar Energy System.

6) All submitted plans must be stamped by electrical, civil, and structural engineers or architects and landscape architects for their respective scope of work. Systems that are installed on existing structures must have a structural analysis stamped by a

Professional Engineer that demonstrates the structure can handle the additional deadloads of the system as well as uplift wind loads per the local and state building codes.

7) Ground mounted solar structures must include geotechnical reports and engineering of any foundations associated with the new solar system per local and state building codes.

8) Plans must include stormwater analysis with erosion control plans for proposed solar systems as well as stormwater control measures. Site modifications must meet the current stormwater by-laws for stormwater infiltration requirements. Impervious areas will include all impervious surfaces associated with the new solar system.

9) Documentation of the major system components to be used, including the panels, mounting system, and inverter.

10) Operation and Maintenance Plan including measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.

11) Locations of active farmland, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and “Important Wildlife Habitat” mapped by the Massachusetts Department of Environmental Protection (MassDEP) in relation to the site.

c) Site Plan Review Design Standards: The Planning Board shall consider the following criteria and standards, in addition to those listed in Section 7.4.6, Review Criteria for Site Plan Review when reviewing site plan submittals made under this section:

1) Utility Notification: No solar photovoltaic system shall be installed until evidence has been given to the Planning Board that the owner has submitted notification to the utility company of the customer’s intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

2) Utility Connections: Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar photovoltaic installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

3) Safety: The owner or operator shall provide a copy of the Site Plan Review application to the Needham Fire Department and shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar installation shall be clearly marked. The owner or operator shall identify a person responsible for responding to municipal officials, throughout the life of the installation.

4) Height and Layout: The Planning Board shall also review the height and physical layout of the Solar Energy Systems, utility connections, and appurtenant

infrastructure as it relates to the convenience and safety of emergency vehicles, private vehicles and pedestrian movement on the site.

5) Visual Impact: Reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening abutting properties, or other appropriate measures.

6) Land Clearing, Soil Erosion and Habitat Impacts: Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of ground-mounted solar energy systems or as otherwise prescribed by applicable laws, regulations, and By-Laws.

7) Stormwater: The Planning Board shall review the existing and post stormwater analysis to meet the current stormwater by-law infiltration requirements.

8) Lighting: The Planning Board shall review the physical lighting of the site, including the methods of exterior lighting for convenience, safety and security within the site, and in consideration of impacts of neighboring properties and excessive light pollution. Where feasible, lighting of the Solar Energy System shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution."

3. Amend Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.8 Height Limitation Exceptions, by deleting from the second sentence of the first paragraph the phrase "solar panels," so that the sentence shall now read as follows:

   "In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building."

4. Amend Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.8 Height Limitation Exceptions, by deleting the fourth sentence of the first paragraph which reads as follows:

   "Further provided, subject to the 15-foot maximum height limitation cited above, solar panels shall also be allowed on rooftops of schools and other municipal buildings with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel."

5. Amend Section 4.5 Dimensional Regulations for Highland Commercial-128, Subsection (3), by deleting from the fourth sentence of said subsection the phrase "solar or photovoltaic panels," so that the sentence shall now read as follows:

   "Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height."

6. Amend Section 4.8 Dimensional Regulations for NEBC, Subsection (1), by deleting from the fourth sentence of said subsection the phrase "solar or photovoltaic panels," so that the sentence shall now read as follows:

   "Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet."

7. Amend Section 4.9 Dimensional Regulations for Mixed-Use 128, Subsection (1), by deleting from the fourth sentence of said subsection the phrase "solar or photovoltaic panels," so that the sentence shall now read as follows:

   "Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height."

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This article will establish expanded regulations for Solar Energy Systems. Presently, Needham's Zoning By-Law only addresses Large-scale Ground-mounted Solar Energy Systems through its Ground Mounted Solar PV Installation Overlay District located at the transfer station.

The proposed Zoning By-Law amendment would expand the definition of Solar Energy Systems to include Roof-mounted systems, Building-mounted systems, Small-scale Ground-mounted systems, Medium-scale Ground-mounted systems, Solar Parking Canopies, Building Mounted Canopies, Building Integrated Systems and Surface Integrated Systems; add a new category of solar energy accessory uses with prescribed regulations for each zoning district; establish dimensional standards for solar energy systems including setback, height, and lot coverage standards; and establish special permit and site plan review requirements and design standards for higher impact Solar Energy Systems. The key provisions of the amendments are summarized below.

Definitions

A Solar Energy System is defined as an energy system whose primary purpose is to harvest solar energy into another form of energy or to transfer heat from a collector to another medium using mechanical, electrical, or chemical means. Solar Energy Systems as defined and regulated under the by-law are detailed below.

<u>Solar Energy System, Roof-mounted</u>: A special application of a Building-mounted Solar Energy System that is structurally mounted to the roof of a building or structure.

<u>Solar Energy System, Building-mounted</u>: An Active Solar Energy System that is structurally mounted to a building or structure.

<u>Solar Energy System, Small-Scale Ground-mounted</u>: A Ground-mounted Solar Energy System that is structurally mounted to the ground and occupies 1,500 square feet of surface area or less.

<u>Solar Energy System, Medium-Scale Ground-mounted</u>: A Ground-mounted Solar Energy System that is structurally mounted to the ground and that occupies more than 1,500 square feet, but less than 40,000 square feet of surface area.

<u>Solar Parking Canopy</u>: A special application of a Ground-mounted Solar Energy System that is installed on top of a parking surface or paved surface that maintains the function of the area beneath the canopy.

<u>Solar Energy System, Building-mounted Canopy</u>: A special application of a Building-mounted Solar Energy System that is installed on top of a building with a flat roof that maintains the function of the area beneath the canopy.

<u>Solar Energy System, Building-integrated Photovoltaic (BIPV)</u>: An Active Solar Energy System that consists of integrating solar photovoltaic (PV) modules into the surface of a building or structure, where the solar panels themselves function as, or are integrated into, a building material (i.e., roof shingles, siding, windows, skylights) or structural element (i.e., façade). The generation of solar energy is secondary to the function of the building material or structural element.

<u>Solar Energy System, Surface-integrated</u>: An Active Solar Energy System that is not building-mounted and is integrated into a ground level surface, such as a driveway, walkway, patio surface, path, or parking area, where the solar panels themselves function as, or are integrated into, the surface material. The generation of solar energy is secondary to the function of the surface element.

<u>Accessory Use Regulations</u>

Roof-mounted Solar Energy Systems are permitted as-of-right in all zoning districts.

<u>In residential districts</u>: Small-scale Ground-mounted Solar Energy Systems are permitted in rear and side yards as-of-right at the district-level setback. Small-scale Ground-mounted Solar Energy Systems may be permitted in the front yard by a Special Permit from the Board of Appeals at the applicable district-level setback with the screening of the system from view from abutting lots or from a street. Solar Parking Canopies are permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board.

<u>In nonresidential districts</u>: Small-scale Ground-mounted Solar Energy Systems are permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems and Solar Parking Canopies are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board. The same regulations shall apply in residential districts for uses allowed by operation of M.G.L. c.40A s.3, or other state and federal statutes.

Solar Energy Building-mounted Canopy Systems are permitted as-of-right subject to site plan review by the Planning Board in the New England Business Center District, Mixed Use-128 District, and in a portion of the Highland Commercial-128 District.

Solar Energy Building-mounted Canopy Systems are permitted by special permit subject to site plan review by the Planning Board in the Business, Chestnut Street Business, Center Business, Avery Square Business, Hillside Avenue Business, Neighborhood Business, Elder Services, Industrial, Industrial-1, Highway Commercial, and Institutional districts, and for municipal buildings in all districts.

BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems are permitted as of right as part of any use or site otherwise allowed in any zoning district.

Lot Coverage

For Ground–mounted Solar Energy Systems, the total surface area of the Solar Energy System shall count toward the maximum percentage of lot coverage. Such part of a Building-mounted Solar Energy System or Solar Parking Canopy that extends beyond the impervious area over which it is placed shall also count toward the maximum percentage of lot coverage.

Height

Roof-mounted
Roof-mounted Solar Energy Systems having a pitch of less than 15 degrees may extend up to one (1) foot above the roof surface on which the system is installed beyond applicable building height limits.

Roof-mounted Solar Energy Systems having a pitch of 15 degrees or greater may extend up to three feet above the roof surface on which the system is installed beyond applicable building height limits. If the surface on which the system is to be mounted is below maximum building height, the Roof-mounted Solar Energy System may extend up to six (6) feet above the roof surface on which the system is installed, provided it does not exceed building height limits by more than three feet; and provided further that any Roof-mounted Solar Energy System that extends more than three (3) feet above the roof surface on which the system is installed must be installed at least three (3) feet from the roof's edge.

Building-mounted Canopy Solar System
A Building-mounted Canopy Solar System may extend up to fifteen (15) feet above the roof surface on which the system is installed beyond applicable building height limits. The provision applies in the New England Business Center District, Mixed Use-128 District and the Highland Commercial-128 District, and to municipal buildings in all districts.

A Building-mounted Canopy Solar System may extend up to fifteen (15) feet above the roof surface on which the system is installed up to the applicable building height limit of the district. This provision applies in the Business, Chestnut Street Business, Center Business, Avery Square Business, Hillside Avenue Business, Neighborhood Business, Elder Services, Industrial, Industrial-1, Highway Commercial, and Institutional districts.

Ground-mounted Solar Energy System
A Ground-mounted Solar Energy System shall have a maximum height of eight (8) feet vertical from grade in the Single Residence B and General Residence districts. In all other districts the maximum height shall be Ten (10) feet vertical from grade.

<u>Solar Parking Canopy</u>
A Solar Parking Canopy shall have a maximum height of Seventeen (17) vertical feet from grade.

<u>Setbacks</u>

All Ground-mounted Solar Energy Systems shall meet the requirements for setbacks of principal structures as regulated for each use district. Notwithstanding the above, in the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts a Small-scale Ground-mounted Solar Energy System is permitted at the accessory structure setback in a side and rear yard. Any installation less than the principal structure setback standard requires screening.

Solar Parking Canopies located in residential districts shall meet the requirements for accessory structures. Solar Parking Canopies in non-residential districts shall be allowed where parking is permitted in accordance with the setback requirements applicable to parking lots under Section 5.1.3 of the Zoning By-Law.

<u>Site Plan Review</u>

Medium-scale Ground-mounted Solar Energy Systems in all districts, Solar Parking Canopies in non-residential districts, and Solar Energy Building-mounted Canopy Systems in the New England Business Center, Mixed Use 128, and Highland Commercial-128 districts, are subject to site plan review by the Planning Board.

<u>Summary</u>

This article creates a defined set of zoning and permitting regulations applicable to various types of Solar Energy Systems, and provides clear guidance on the type and size of system that may be constructed across the Town's zoning districts. The Planning Board offers this amendment with the intent of facilitating installation of Solar Energy Systems, for those community members who wish to do so.

COMMUNITY PRESERVATION ACT ARTICLES

<u>ARTICLE 21</u>: APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,600,000 for improvements to the Needham High School tennis courts, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $1,440,000 be transferred from CPA Free Cash, $1,000,000 be transferred from the Athletic Facility Stabilization Fund, $149,196 be transferred from Overlay Surplus, and $10,804 be transferred from Article 43 of the 2015 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

<u>Article Information</u>: *This funding is to replace the existing four tennis courts and to install four additional tennis courts at Needham High School. Increasing the number of courts to eight will allow the High School to host tennis tournaments. The proposed project would replace the existing asphalt courts using post-tension concrete, which is the new industry norm and requires less maintenance. The project also includes*

drainage and landscape improvements, fencing upgrades, ADA walkways, and the installation of a shade structure.

ARTICLE 22: APPROPRIATE FOR LINDEN STREET REDEVELOPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $5,500,000 for the Linden Street Redevelopment Project, to be spent under the direction of the Town Manager, and to meet this appropriation that $3,649,749 be transferred from the Community Housing Reserve and $1,850,251 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 Needham Housing Authority (NHA) is requesting funding for construction costs associated with the redevelopment of affordable public housing units located at Linden Street. At the Annual Town Meeting in May 2022, Town Meeting voted to appropriate funding for pre-development costs for the Linden and Chambers properties. This year's request is the next phase of the project. NHA currently provides 152 affordable public housing units for elderly or disabled households at the Linden Street and Chambers Street sites. Phase 1A/1B of the project, which is what this appropriation will fund, includes the redevelopment of 72 existing Linden Street units, plus the creation of 64 new units at Linden Street, for a total of 136 units. This request is one component of funding for the project, which is estimated at over $83 million. The rest of the funding is being raised through non-Town funding from various sources.*

ARTICLE 23: APPROPRIATE FOR DEFAZIO COMPLEX FENCING

To see if the Town will vote to raise and/or transfer and appropriate the sum of $417,000 for the DeFazio Complex Fencing Project, 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: Article be Adopted

Article Information: *This funding is to remove and replace the fencing around and within the DeFazio Complex. The perimeter fencing, backstops, and player bench areas are showing signs of age and heavy use. These fields are subjected to high levels of traffic that have shortened the life cycle of fencing and related structures. The existing fence posts will be evaluated for damage and will be reused if possible. The existing chain link fabric will be disposed of and replaced in kind.*

ARTICLE 24: APPROPRIATE FY2025 CPA RESERVES

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 FY2025 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:	$1,187,215
C. Community Housing Reserve:	$ 872,545
D. Historic Resources Reserve:	$ 0
E. Open Space Reserve	$ 436,273

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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% of the estimated fiscal year receipts 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 22% of the estimated revenue for the year to ensure that a minimum of 20% of the actual CPA receipts are appropriated or reserved for future appropriation for Community Housing. 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.

CAPITAL ARTICLES

ARTICLE 25: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $4,739,438 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
Community Services	Library Renovation Young Adult Area Design	$454,000
Community Services	Library Technology	$47,000
General	Non-Public Safety & Public Safety Data Centers & Networking Equipment	$600,000

Group	Description	Recommended
General	Powers Hall IT and AV	$220,000
General	Town Building Security and Traffic Cameras	$190,000
General	Town Facility Replacement Furniture and Office Fixtures	$40,000
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	$44,671
Public Safety	Personal Protective Equipment	$54,290
Public Works	GPS Equipment	$75,000
Public Works	Specialty Equipment	$180,000
Public Works	Sustainable Building Retrofit Program	$100,000
Schools	Eliot Boiler	$34,000
Schools	High School Fitness Center Equipment	$32,673
Schools	Newman Preschool Playground	$54,000
Schools	School Copiers	$66,767
Schools	School Furniture	$25,000
Schools	School Technology	$661,150
Transportation Network	Transportation Safety Committee Improvements (Traffic Improvements)	$100,000
Transportation Network	Electric Vehicle Charging Stations	$800,000
Multiple	Fleet Program	$960,887
	Total	**$4,739,438**

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Library Renovation: Young Adult Area Design
This funding request is for the design phase of a project to expand and improve the young adult area. Recommendations from the Utile space study that would be further detailed in the design phase include: an expanded footprint of the young adult area on the second floor, installing glass walls, maximizing daylight and providing visibility, removing the built-in desk in the existing teen room, providing a variety

of seating options for groups and individuals, improving the HVAC systems in the young adult area, addressing acoustic impacts of the young adults on the rest of the library, and adding a dedicated young adult staff desk.

Library Technology Plan
This funding request is for the replacement of self-check stations, catalog computers and monitors, Chromebooks and laptops, a pay-station computer and monitor, and gaming systems.

Non-Public Safety and Public Safety Data Centers and Networking Equipment Replacement
This funding request is for the replacement of servers, storage units, data center switching, a network core switch, firewalls, and services for installation needed in the Town Hall data center (Data Center 1), Public Safety Building data center (Data Center 2) and Public Services Administration Building (Staging 1). Data Center 1 is the primary data center where Town Departments access files and programs, the internet, and where network and internet security take place, Data Center 2 acts as fail over in case the Town Hall network and infrastructure go offline and will require duplicate hardware as designed for Data Center 1. The servers and storage units in Data Center 1, as well as in Data Center 2, are physical devices that support over 120 virtual servers with corresponding data maintained on the storage units. There are other physical servers that are for specific software solutions such as financial operations.

Powers Hall IT and AV
This funding will support updating IT and AV equipment and infrastructure in and supporting Powers Hall. While some IT and AV assets are and will continue to be replaced relatively easily on an as-needed basis, larger updates are required to improve reliability and usability for the coming decades. This project includes both the design and build phases. The design phase will permit a full scope design of both the required improvements and the requisite facilities modifications needed to facilitate the improvements. The build phase will implement the design.

Town Building Security and Traffic Cameras Replacement
This funding request is for the replacement and upgrade of traffic cameras and security cameras at intersections and buildings. Traffic cameras are currently located at two intersections downtown, Great Plain at Chapel and Chestnut, and Great Plain at Highland and Dedham. The downtown intersections are both traffic management control and equipped with cameras. The traffic control cameras, at the time of installation, were low resolution and will be updated to cameras with higher resolution to better help control traffic. The security cameras are not only for the intersections above which have been added over the last ten years during construction and retrofitting across the Town at multiple municipal buildings and locations. Each building with security cameras also maintains a Digital Video Recorder which currently are backed up through the local area network to a storage unit in the Public Services Administration Building (Staging 1). The cameras installed on municipal buildings are high resolution cameras used for maintaining the security of the buildings and properties.

Town Facility Replacement Furniture and Office Fixtures
This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2025, some furniture will be well over 10 years old, and many items require replacement due to heavy wear and tear.

Lifepak 15 V4 Monitor/Defibrillator
This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that the Department uses on frontline rescues. The Department has two frontline ambulances with two backup units. The average lifespan for this piece of equipment is estimated to be about five years.

<u>Personal Protective Equipment</u>
This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10-year guideline. All line personnel should 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.

<u>GPS Equipment</u>
This funding request is for the purchase, installation, maintenance, and service of replacement GPS units fleet-wide (approximately 80 units) that are compatible with the modern software platform. These new units will restore DPW's ability to generate reporting on the locations of its assets and operators. The replacement units would also allow the ability to physically integrate with the vehicles' systems with reporting features designed to support snow fighting operations.

<u>DPW Specialty Equipment</u>
This funding request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2025 includes a John Deere Gator ($32,400) and a Smithco Super Start Renovator ($31,400) for the Parks & Forestry Division, as well as a Dynapac Roller ($55,700) and a Salso Paver ($60,500) for the Highway Division.

<u>Sustainable Building Retrofit Program</u>
This funding request is for lighting upgrade projects at the Broadmeadow and High Rock schools, converting their existing outdated lighting to high-efficiency LED systems. Similar projects have been successfully completed in the past few years at the Pollard, Newman, Mitchell, and Hillside schools, and these projects would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption and to take advantage of state programs that subsidize their cost. Any funds available will be used to supplement grant funding that may become available to assist in identifying plans and best practices on how to sustainability update the Town's buildings.

<u>Eliot Boiler Replacement Design</u>
This funding request is for the design phase of the project to replace both boilers at the Eliot School. The design for the replacements would include high efficiency condensing boilers. This setup would both improve the performance and reliability of the boilers and the energy efficiency of the system. This request has been advanced from FY2026 to FY2025 due to the continued deterioration of the boilers warranting more frequent and increasingly expensive repairs.

<u>Needham High School Fitness Center Equipment Replacement</u>
This funding request is for the purchase of equipment for the Needham High School Fitness Center, which is undergoing modernization to increase student use, improve accessibility, and better meet student needs. This request anticipates that $25,000 in offsetting funds will be available.

<u>Newman Preschool Playground Update With Shade Structure</u>
This request is for the additional funds required to install a shade structure that also functions as climbing equipment and to replace the existing poured-in-place surface. The estimated cost of the renovated playground is $228,800, toward which the School Department proposes to apply the $69,200 previously appropriated for a custom shade shelter (Article 37 of the 2019 Annual Town Meeting), as well as $105,600

in reserved fund balance from the Preschool Revolving Fund. The additional amount required to complete this project is $54,000.

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

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
This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2025 School Technology request includes $548,150 for hardware and $113,000 for infrastructure replacement.

Transportation Safety Committee Projects
This request is for funding construction-related transportation safety projects and interventions in response to resident petitions, including roadway geometry changes, accessibility ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements. In 2023, the committee transitioned from the Traffic Management Advisory Committee (TMAC) to the Transportation Safety Committee (TSC), which has a wider scope and range of interventions. The amount has increased by $50,000 annually to address the additional needs coming from the TSC as well as the estimated increase in costs to complete the proposed projects.

Electric Vehicle Charging Stations
This request is for funding of up to three Level 3 chargers to be spent for purchasing and installing these chargers at the Newman School for the anticipated addition of electric buses in the School Department's fleet. It is also to fund additional Level 3 chargers at other locations throughout Town where deemed appropriate. Level 3 chargers are used to charge mid-sized vehicles more quickly or to feasibly charge larger trucks and high-capacity passenger vehicles. Funding is also included to fund at a minimum one Level 2 charger which are used for regular passenger vehicles and smaller trucks. The Town will purchase and install additional chargers if outside funding is received for either of these projects.

General Fund Core Fleet Replacement

Unit	Existing	Division	Year	Replacement	Amount
703	Ford Transit Connect Cargo	DPW Building Maintenance	2015	Utility Van (Electric)	$81,647
302	N/A	DPW Parks and Forestry	N/A	Small Pickup	$50,880
C-43	Ford Escape	Fire Department	2017	Public Safety Response Vehicle	$72,523
588	Ford F-150	Police Department	2014	Work Truck Class 3	$82,902
New	N/A	Needham Public Schools	N/A	Utility Van with Lift	$66,388

General Fund Fleet Replacement – Specialized Equipment

Unit	Existing	Division	Year	Replacement	Amount
72	Ford F550 Superduty	DPW Parks and Forestry	2015	Work Truck Class 5 Chip Box	$152,142
74	Ford F550 Superduty	DPW Parks and Forestry	2016	Work Truck Class 5	$116,996
350	John Deere Tractor Loader	DPW Parks and Forestry	2010	Work Truck Class Specialty Tractor	$68,229
61	Genie Forklift	DPW RTS	2013	Forklift	$149,884
89T	Warren Open-Top Trailer	DPW RTS	2017	Specialty Trailer	$119,296

ARTICLE 26: APPROPRIATE FOR POLLARD MIDDLE SCHOOL FEASIBILITY STUDY/MSBA

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,750,000 for the purpose of paying costs of a feasibility study of the Pollard Middle School, located at 200 Harris Ave, Needham, MA 02492, including the payment of all costs incidental or related thereto, and for which Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This funding would provide for a feasibility study of renovation of the Pollard Middle School. The Town has been invited to participate in the eligibility phase of the Massachusetts School

Building Authority (MSBA) process. Feasibility includes funding for an owner's project manager (OPM), designer, survey, initial geotechnical analysis, wetlands, hazardous materials, and traffic study costs. This project assumes that the Pollard would be constructed in partnership with the MSBA, at a potential reimbursement rate of no less than 20-22% of total project costs. The Sunita L. Williams Elementary School project resulted in an effective reimbursement rate of 26.5%. The Pollard School project has been the subject of the School Committee's master planning process for many years.

ARTICLE 27: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS – CLAXTON FIELD

To see if the Town will vote to raise and/or transfer and appropriate the sum of $3,600,000 for the Claxton Field renovation project, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; 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 request is for the construction phase of the Claxton Field Renovation project, Funding for the design phase was granted for FY2021. The project will rehabilitate the field including stockpiling surface materials on site, installing a new geotextile fabric system to cap the old town dump materials, amend the existing surface materials to increase the barrier between the fabric and the grass and playing surfaces, laser grading the fields and installing new clay skins, upgrade existing lighting to LEDs, installing an irrigation system, providing an accessible looped pathway as a passive recreation enhancement, native tree, wildflower, and pollinator garden plantings, covered dugouts, spectator seating, fencing, warm up areas, and replacement bases and other equipment. This project is under MassDEP jurisdiction for safe remediation and permitting and oversight will be required as part of this project.

ARTICLE 28: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,275,000 for the purchase of a new fire engine, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This funding would provide for the purchase of a new fire engine for the Fire Department. The new engine would replace Unit E-04, a 2005 model. The new engine would provide increased reliability, safety, and operational capabilities.

ARTICLE 29: APPROPRIATE FOR WATER FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $75,000 for Fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that

$75,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: These funds will be used to upgrade existing equipment mid-lifecycle to maintain the lifecycle of vehicles, increase operational safety of using equipment, and with an long-term intended goal of managing a fleet that reduces reactive maintenance. Funds have been appropriated in the past for work on the General Fund and the Sewer Fund for the same purpose, and these funds would provide the same program for vehicles managed in the Water Department. This request is intended to be requested in additional years as needed.

ARTICLE 30: APPROPRIATE FOR QUIET ZONE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $750,000 for the Quiet Zone design and construction project, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, 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: In June 2023 the Finance Committee authorized a Reserve Fund Transfer in the amount of $100,000 to support an update of the 2015 Quiet Zone feasibility study and associated costs, and the Select Board appointed a Quiet Zone Working Group to oversee the work. The Town engaged the engineering firm GPI and its subconsultant Kimley-Horn to complete the study. The consultants have reviewed quiet zone requirements, interacted with the Federal Railroad Administration (FRA), Keolis and the MBTA, organized a site visit at the Needham Golf Club, and provided options to the Working Group. The consensus recommendation of the Working Group is as follows:

- *The design estimate should include a diagnostic review of the entire corridor.*
- *The design estimate should include consideration of one quiet zone including Great Plain Avenue (GPA). Inclusion of the GPA crossing may not be feasible, but additional information is required by the designer and the MBTA to make that final determination during the design process. Considerations include the impact on public safety response time and the available real estate for housing the required Constant Warning Time (CWT) controls.*
- *If the final design cannot include the GPA crossing at this time, the Working Group recommends funding the design of two quiet zones – one at Oak Street and one for May Street, Rosemary Street, and West Street.*
- *To be included within a quiet zone, all at-grade crossings must be improved to achieve a safety rating better than the existing conditions and meet or exceed the necessary standards for a quiet zone.*

The requested appropriation will fund the design of the project. The estimated construction cost is in the $3.5 million range.

<u>ARTICLE 31</u>: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,065,000 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: Recommendation to be made at Town Meeting

<u>Article Information</u>: *This request is for the Public Works Infrastructure Program which allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.*

<u>Street Resurfacing</u>
The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY2024 is $128,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $105,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately $6.13 per square yard.

<u>Sidewalk Program</u>
FY2024 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $451,440 per mile ($85.50/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $485,760 per mile ($92.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. The target funding for sidewalk improvements for FY2025 is $590,000.

<u>Intersection Improvements</u>
This request is for improvements at the Hunnewell Street at Central Avenue intersection. There have been traffic flow concerns along Central Avenue, including at the intersection at Hunnewell Street. The traffic signal system at this intersection is outdated and beyond its useful life. This project would include a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology better able to control the flow of traffic through the intersection, reducing traffic back-ups. The signals would be located in a way that leaves space for further improvements to the overall layout of the intersection to comply with Complete Streets principles. This project would be part of a larger traffic improvement plan along Central Avenue.

<u>Stormwater Plan</u>
The request is to fund a Stormwater Plan that would evaluate the capacity and the condition of the existing Townwide stormwater drainage system. The plan would identify, prioritize, and address the health and safety, regulatory, and capacity concerns associated with the management of stormwater. It would also provide estimates for the financial investments that would be required for the construction and maintenance of future storm drain improvement projects to be funded out of the infrastructure article, including storage areas for discharge (e.g. retention ponds, underground vaults, dry wells). The Stormwater Plan would be closely tied to the ongoing master planning of the Town's brooks and culverts, which function as another important component of the stormwater network capacity by controlling the flow of surging water during heavy rains/storms. Destructive flooding in the summer of 2023 continued a pattern of increasingly erratic weather that is expected to worsen over time, further illustrating the need to continuously maintain and improve stormwater management infrastructure through holistic planning. It is difficult to ensure that the DPW is targeting projects that will have the maximum impact without a comprehensive plan to inform the Town's stormwater strategy.

In addition to the capacity and resiliency considerations, the Stormwater Plan would allow the Town to identify ways to improve surface water quality by mitigating pollutants through the stormwater drainage system. This portion of the Stormwater Capacity Plan would assist the DPW in their efforts to comply with standards set by the National Pollutant Discharge Elimination System (NPDES) permit. Target funding for the Stormwater Plan in FY2025 is $250,000.

Brooks and Culverts
This request is for the design phase of the project. Funding for the construction phase will be requested for FY2027. Alder Brook is considered a category 5 impaired water body under NDPES. Category 5 is the worst rating a water body can receive from the EPA. An engineering consultant will be brought in to design a project to remove sediment and vegetation from the brook as well as repair/replace failing walls/culverts. The design will be focused on effectively cleaning the brook to remove the phosphorus contaminated sediment and improve the overall water quality. The section of the brook being addressed is from Webster Street at Dedham Avenue to the Charles River. Target funding for Brooks and Culverts improvements for FY2025 is $225,000.

ARTICLE 32: APPROPRIATE FOR PUBLIC WORKS FACILITIES IMPROVEMENTS PHASE 1 DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,300,000 for the Public Works Facilities Improvements project, to be spent under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that $219,600 be transferred from Article 47 of the 2017 Annual Town Meeting, $21,820 be transferred from Article 36 of the 2018 Annual Town Meeting, $176,280 be transferred from Article 39 of the 2018 Annual Town Meeting, $32,600 be transferred from Article 37 of the 2019 Annual Town Meeting, $249,700 be transferred from Article 21 of the 2020 Annual Town Meeting, and that the Treasurer, with the approval of the Select Board, is authorized to borrow $1,600,000 under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This funding would provide for Phase One design of the DPW Facilities Improvement. Phase One is to construct a new fleet maintenance facility as an expansion of the Jack Cogswell Building that will house the Fleet Division, including fleet storage and the equipment and facilities needed for their daily operations. Funding for the construction phase of this project is planned for fall 2026.

ARTICLE 33: APPROPRIATE FOR SEWER MAIN REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $13,600,000 for sewer main replacement and rehabilitation, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of Massachusetts General Law Chapter 29C, that to meet this appropriation that $194,597 be transferred from Article 41 of the 2014 Annual Town Meeting, $7,486 be transferred from Article 48 of the 2017 Annual Town Meeting, $42,451 be transferred from Article 40 of the 2019 Annual Town Meeting, $355,466 be transferred from Sewer Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow $13,000,000 under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the

Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This funding would provide for the second construction phase of the Interceptor Phase 2 project. The funding for the design phase was approved in FY2023, and the first construction phase was funded through the American Recovery Plan Act (ARPA). The Town is actively working on identifying and applying for funding from grants and external funding sources from state agencies such as the MWRA and MassDEP (SRF loan program). The second phase involves the replacement of a section of the sewer interceptor under the MBTA tracks, as well as additional lining south of the tracks. The existing interceptor is struggling to handle the sewer flow, so it is necessary to replace part of this segment with larger piping to increase its capacity while lining the rest to prevent collapse and infiltration. The limits of work for the second construction phase are from Kenney Street to Valley Road at Norwich Road (replacement of 2,900 linear feet) and from Valley Road at Norwich Road to the MWRA sewer siphon (lining of 3,400 linear feet).

ARTICLE 34: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $180,814 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Water Fleet Program:

Unit	Existing	Division	Year	Replacement	Amount
151T	Ingersoll Rand	DPW Water	2008	Specialty Trailer	$31,323
157T	PP&P Portable Pump Trailer	DPW Water	2012	Specialty Trailer	$81,991

<u>Water Enterprise Specialty Equipment:</u>
This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2025 is a new mini-excavator ($67,500).

<u>ARTICLE 35</u>: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,000,000 for water service connections, to be spent under the direction of the Town Manager, and to meet this appropriation that $207,466 be transferred from Article 46 of the 2013 Annual Town Meeting, $49,037 be transferred from Article 42 of the 2014 Town Meeting, $140,994 be transferred from Article 46 of the 2015 Annual Town Meeting, $15,364 be transferred from Article 47 of the 2015 Annual Town Meeting, $24,584 be transferred from Article 48 of the 2016 Annual Town Meeting, $9,320 be transferred from Article 39 of the 2018 Annual Town Meeting, and that $553,235 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

<u>Article Information</u>: This funding would provide for the removal of old lead service connections wherever they exist, replacing them with new copper service piping. Services replaced under this article can range from connections to the main, from the main to the property line, or all the way to the house depending on the material of the pipe.

<u>ARTICLE 36</u>: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition (Charles River Street)	October 24, 2022 Special Town Meeting	11	$2,500,000	$2,500,000

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

<u>Article Information</u>: When a project is financed by borrowing, the project has been completed or otherwise closed, 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.

GENERAL ARTICLES, CITIZENS PETITIONS, & COMMITTEE ARTICLES

<u>ARTICLE 37</u>: ACCEPT M.G.L. CH. 32 SECTION 20(6)/RETIREMENT BOARD STIPENDS

To see if the Town will vote to accept the provisions of M.G.L. Ch. 32 Section 20(6) to provide a stipend of $3,000 per year to the members of the Needham Contributory Retirement Board; or take any other action relative thereto.

INSERTED BY: Retirement Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

<u>Article Information</u>*: The provisions of M.G.L. Ch. 32 Section 20(6) authorize the payment of an annual stipend to members of Retirement Boards. The Needham Contributory Retirement Board is seeking authorization to pay the minimum stipend in the statute which is $3,000 per year. The five-member board consists of the Town Accountant, a member appointed by the Select Board, two members elected by members and retirees, and one member appointed by the other four members. To date, members of the Retirement Board served with no annual payment.*

<u>ARTICLE 38</u>: AMEND GENERAL BY-LAWS – PERIODIC GENERAL BY-LAW REVIEW

To see if the Town will vote to amend the General By-Laws by inserting a new Section 1.16 as follows:

SECTION 1.16 **<u>PERIODIC GENERAL BY-LAW REVIEW</u>**

1.16.1 In each year ending in a 5, a General By-Law Review Committee consisting of 7 members shall be established to review the General By-Laws and make a report, with any recommendations, to Town Meeting concerning any proposed amendments that the Committee may determine to be necessary or desirable, consistent with Section 1.16.3, below.

1.16.2 Each Committee established in accordance with Section 1.16.1 shall consist of: One (1) member or designee of the Select Board, one (1) member or designee of the School Committee, one (1) member or designee of the Planning Board, one (1) member or designee of the Finance Committee, the Town Moderator or designee, the Town Clerk and one Town Meeting Member appointed jointly by the remaining six (6) members. Members of the General By-Law Committee should have experience in Town government and Town Meeting and, except in the case of the Moderator, any designees appointed to the Committee shall be former members of the applicable board or committee.

1.16.3 The Committee shall conduct a holistic review of the By-Laws, with a particular emphasis on ensuring that the By-Laws remain current, clear, and well organized, without serving as a forum for advancing policy within the jurisdiction of another Town board, committee or commission.

1.16.4 The Committee shall set its own work plan, which shall commence in January of each year ending in a 5, and shall provide for the Committee to make any recommendations to the Annual Town Meeting in the spring of the following year, or to any Town Meeting that occurs sooner.

1.16.5 The Committee shall have the power to create subcommittees, which shall be public bodies in accordance with the Open Meeting Law.

1.16.6 The Committee will consult with Town staff and any board, committee or commission having jurisdiction over any particular by-law under review.

1.16.7 Each Committee established in accordance with Section 1.16.1 shall automatically dissolve, by operation of law, thirty (30) days after the conclusion of the Town Meeting at which it presents any recommendations, unless the Town Meeting has referred a proposed By-Law amendment back to the Committee for further consideration.

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 article proposes to add a new section to the General By-Laws. This new section will provide for the creation of a General By-Law Review Committee every ten years, beginning in 2025, to conduct a comprehensive review of the General By-Laws and recommend to Town Meeting amendments that it deems advisable. The emphasis of the Committee's review will be to ensure that the General By-Laws, as a whole, remain current, clear, and well organized. The Committee's review is not intended to advance substantive or policy changes within the jurisdiction of other Town boards, committees, or commissions, and the Committee will consult with any board, committee or commission having jurisdiction over any particular by-law under review. This article will not affect Town Meeting's authority to amend the General By-Laws outside of the Committee's work cycle.*

ARTICLE 39: AMEND GENERAL BY-LAWS – NON-CRIMINAL DISPOSITION/ PLASTIC BAGS

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

1. By deleting Section 3.12.4 (Penalties and Enforcement) in its entirety and renumbering the remaining section in Section 3.12 in appropriate numerical order to account for said deletion.

2. To amend Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, immediately following the existing row for Section 3.11 to read as follows:

3.12	Plastic Bags	$100	Per Offense	Director of Health and Human Services or Designee

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: *The October 2023 Special Town Meeting voted to amend the General By-Laws to standardize placement of penalties and enforcement entities for non-criminal dispositions in a distinct section of the By-Laws (Section 8) and remove such references from the text of other By-Law sections. At* *the time of this amendment, the Plastic Bag By-Law, as adopted by the 2023 Annual Town Meeting, was not included in this realignment. This article seeks to rectify this omission.*

ARTICLE 40: AMEND GENERAL BY-LAWS – TECHNOLOGY ADVISORY BOARD

To see if the Town will vote to amend the General By-Laws by deleting Section 2.2.6 in its entirety and inserting in place thereof the following:

2.2.6. **Technology Advisory Board**

(a) There shall be a Technology Advisory Board (hereinafter called the Board) consisting of five (5) regular members and three (3) ex officio members. The ex officio members shall be non-voting members.

(b) The regular members of the Board shall be appointed by the Select Board to staggered three-year terms. The regular members of the Board shall be residents of the Town who have knowledge and experience in information technology. No employee of the Town shall be a regular member of the Board.

(c) The ex officio members of the Board shall be:
  (i) the Deputy Town Manager/Director of Finance
  (ii) the Assistant Superintendent for Financial Operations, or a substitute designated by the Superintendent of Schools,
  (iii) the School Department's Director of Technology, or a substitute designated by the Superintendent of Schools.

(d) The role of the Board shall be: (1) to provide technical assistance to the Town Information Technology Department, all other Town Departments, and the School Department in the formulation of technology plans and capital requests related to information technology; (2) to advise the Town Manager in the review of capital requests for information technology, taking into consideration the goals of maximizing efficiency and cost effectiveness, minimizing unnecessary redundancy, and insuring, to the extent possible, the compatibility of each request with other existing or proposed systems; (3) to advise the Permanent Public Building Committee on the specifications to be considered for information technology when constructing or renovating Town Facilities; (4) advise the Town Manager, Town Select Board, and Town Departments on matters relating to information technology policy, specifically with reference to issues of security, privacy, future technology and possible provision of government services through information technology; and (5) the advice will be delivered through a vote of the regular members and reported to the Town Manager, Town Select Board, and the Town Departments which requested the advice.

(e) The Board shall, annually in June, elect from among its regular members a chair and vice-chair, each of whom shall serve until a successor is duly elected. The chair shall annually appoint a member to serve as secretary.

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

<u>Article Information</u>: *This article would eliminate the provisions of the General By-Laws relating to the day-to-day activities of the Town's technology functions. The remaining provisions outline the role of the Technology Advisory Board in providing guidance and expertise to Town staff in the operation of information technology functions. The Technology Advisory Board voted to recommend adoption of this By-Law change.*

<u>ARTICLE 41</u>: AUTHORIZE SELECT BOARD TO REMOVE RESTRICTIONS

To see if the Town will vote to amend its prior votes under Article 5 of the October 21, 1957 Special Town Meeting; Article 21 of the November 14, 1960 Special Town Meeting; and Articles 51 and 52 of the March 20, 1967 Annual Town Meeting to remove the restriction that property conveyed to the Needham Housing Authority be limited to use as housing for the elderly, and to otherwise leave said votes unamended and in full force and effect and, further, to authorize the Select Board to execute and record any instrument or instruments necessary to eliminate restrictions of record in the title to the property conveyed to the Needham Housing Authority under authority of said votes, including without limitation in the deed to the Needham Housing Authority dated October 29, 1957, and recorded with the Norfolk County Registry of Deeds in Book 3600, Page 519; the deed to the Needham Housing Authority dated December 20, 1960, and recorded in Book 3871, Page 27; and the deed to the Needham Housing Authority dated May 9, 1967, and recorded in Book 4426, Page 484; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

<u>Article Information</u>: *In a series of votes in 1957, 1960 and 1967, Town Meeting authorized the sale of property to the Needham Housing Authority. This property is now the site of the Linden and Chambers Street developments. Each of these Town Meeting votes specified that the property to be conveyed was to be used as housing for the elderly. Consistent with these Town Meeting votes, the deeds from the Town to the Housing Authority also specified that the property was to be used as housing for the elderly. The Housing Authority is now proposing to redevelop the Linden and Chambers Street property. As part of its redevelopment planning, the Housing Authority has asked the Town to remove the restrictions that limit the use of this property to housing for the elderly. In support of this request, the Housing Authority has noted that the property was originally developed under regulations that provided for housing for the elderly only, whereas under current law (M.G.L. c.121B, §§38, 39) a housing authority may provide housing for elderly persons of low income and disabled persons of low income. In addition, the Housing Authority has noted that removal of the restriction will provide greater operational flexibility with respect to tenant placement at the redeveloped project. In order to remove the restriction from the property, Town Meeting action is necessary to (a) amend the prior votes and (b) to authorize the Select Board to execute instruments to remove the restrictions that appear at the registry in connection with the title to this property.*

<u>ARTICLE 42</u>: AMEND GENERAL BY-LAWS – LOCAL HISTORIC DISTRICT

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

1. By adding new Section 2.12, to read as follows:

SECTION 2.12 LOCAL HISTORIC DISTRICT AND HISTORIC DISTRICT COMMISSION

2.12.1 There is hereby established a Local Historic District, and a Historic District Commission which shall administer the district as provided for under Massachusetts General Laws Chapter 40C, as amended, and this By-law.

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

2.12.3 Definitions. As used in this By-law the following terms shall have the following meaning:

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

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

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

Commission
The Historic District Commission as established in this By-law.

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

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

District
The Local Historic District as established in this By-law consisting of one or more district areas.

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

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

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

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

Temporary Structure or Building
A building not to be in existence for a period of more than two years. A structure not to be in existence for a period of more than one year. The commission may further limit the time periods set forth herein as it deems appropriate.

2.12.4 District. The Local Historic District shall consist of one or more district areas as listed in Section 2.12.14 (Appendices) of this By-law.

2.12.5 Commission.

2.12.5.1 The district shall be overseen by the commission, which shall consist of between five to seven members to be appointed by the Select Board, one member initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.

2.12.5.2 The commission shall include, if possible, one member from two nominees solicited from the Needham History Center and Museum, one member from two nominees solicited from the chapter of the American Institute of Architects covering Needham; one member from two nominees of the Greater Boston Association of Realtors covering Needham; and one property owner from within at least one of the district areas.

If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Select Board may proceed to make appointments as it desires.

2.12.5.3 The Select Board may appoint up to four alternate members to the commission. An alternate member shall act and vote in the place of a regular member should such regular member be absent from a meeting or be unwilling or unable to act or vote, as designated by the Chair. Said alternate members shall initially be appointed for terms of two or three years, and for three-year terms thereafter.

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

2.12.5.5 Meetings of the commission shall be held at the call of the chair, at the request of two members and in such other manner as the commission shall determine in its Rules and Regulations.

2.12.5.6 A majority of the appointed membership of the commission (exclusive of those seats provided for alternate members) shall constitute a quorum.

2.12.6 Commission Powers and Duties.

2.12.6.1 The commission shall exercise its powers in administering and regulating the construction and alteration of any structures or buildings within its jurisdiction in the district as set forth under the procedures and criteria established in this By-Law. In exercising its powers and duties hereunder, the commission shall pay due regard to the distinctive characteristics of each building, structure and district area.

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

2.12.6.3 The commission, after a public hearing duly posted and advertised at least 14 days in advance, may adopt and from time to time amend guidelines which set forth the designs for certain exterior architectural features which are, in general, suitable for the issuance of a certificate. No such design guidelines shall limit the right of an applicant for a certificate to present other designs to the commission for approval.

2.12.6.4 The commission shall at the beginning of each fiscal year hold an organizational meeting and elect a Chair, a Vice Chair, and Clerk, and file notice of such election with the office of the Town Clerk.

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

2.12.6.6 The commission shall undertake educational efforts to explain to the public and property owners the merits and functions of a district.

2.12.7 Alterations and Construction Prohibited Without a Certificate.

2.12.7.1 Except as this By-Law provides, no building or structure or part thereof within a district shall be constructed or altered in any way that affects the exterior architectural features, unless the commission shall first have issued a certificate with respect to such construction or alteration.

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

2.12.8 Procedures for Review of Applications.

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

2.12.8.2 The commission shall determine within fourteen (14) days of the filing of an application for a certificate whether said application involves any exterior architectural features which are within the jurisdiction of the commission.

2.12.8.3 If the commission determines that an application for a certificate does not involve any exterior architectural features, or involves an exterior architectural feature which is not subject to review by the commission under the provisions of this By-Law, the commission shall forthwith issue a certificate of Non-Applicability.

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

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

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

2.12.8.6 The concurring vote of a majority of the members shall be required to issue a certificate.

2.12.8.7 In issuing certificates, the commission may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this By-law.

2.12.8.8 If the commission determines that the construction or alteration for which an application for a certificate of appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the district, the commission shall issue a certificate of appropriateness.

2.12.8.9 If the construction or alteration for which an application for a certificate of appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a certificate of hardship, the commission shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this By-law. If the commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the commission shall issue a certificate of hardship.

2.12.8.10 The commission shall send a copy of its certificates and disapprovals to the applicant and shall file a copy of its certificates and disapprovals with the office of the Town Clerk and the Building Commissioner. The date of issuance of a certificate or disapproval shall be the date of the filing of a copy of such certificate or disapproval with the office of the Town Clerk.

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

2.12.8.12 Each certificate issued by the commission shall be dated and signed by its chair or such other person designated by the commission to sign such certificates on its behalf.

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

2.12.9 Criteria for Determinations.

2.12.9.1 In deliberating on applications for certificates, the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure; the general design, proportions, detailing, mass, arrangement, texture, and material of the exterior architectural features involved; and the relation of such exterior architectural features to similar features of buildings and structures in the surrounding area.

2.12.9.2 In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the scale, shape and proportions of the building or structure both in relation to the land area upon which the building or structure is situated and in relation to buildings and structures in the vicinity. The commission may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or by-law.

2.12.9.3 When ruling on applications for certificates on solar energy systems as defined in Section IA of Chapter 40A, the commission shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

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

2.12.10 Exclusions.

2.12.10.1 The commission shall exclude from its purview the following:

1) Temporary buildings, structures or signs subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the commission may reasonably specify.

2) Terraces, walks, driveways, sidewalks and similar structures, provided that any such structure is substantially at grade level.

3) Storm windows and doors, screen windows and doors, and window air conditioners.

4) The color of paint.

5) The color of materials used on roofs.

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

7) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

2.12.10.2 Upon request the commission shall issue a certificate of Non-Applicability with respect to construction or alteration in any category not subject to review by the commission in accordance with the above provisions.

2.12.10.3 Nothing in this By-Law shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within a district which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of this By-Law.

2.12.11 Categorical Approval. The commission may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Needham, that certain categories of exterior architectural features, structures or buildings under certain conditions may be constructed or altered without review by the commission without causing substantial derogation from the intent and purpose of this By-Law.

2.12.12 Enforcement and Penalties.

2.12.12.1 The commission shall determine whether a particular activity is in violation of this By-Law or not.

2.12.12.2 The commission, upon a written complaint of any resident of Needham, or owner of property within Needham, or upon its own initiative, may seek to institute – via appropriate action by the enforcement entity – any appropriate action or proceedings in the name of the Town of Needham to prevent, correct, restrain, or abate violation of this By-Law. In the case where the commission is requested in writing to enforce this By-Law against any person allegedly in violation of same and the commission declines to act, the commission shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty-one (21) days of receipt of such request.

2.12.12.3 Whoever violates any of the provisions of this By-Law shall be punishable by a non-criminal disposition fine for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

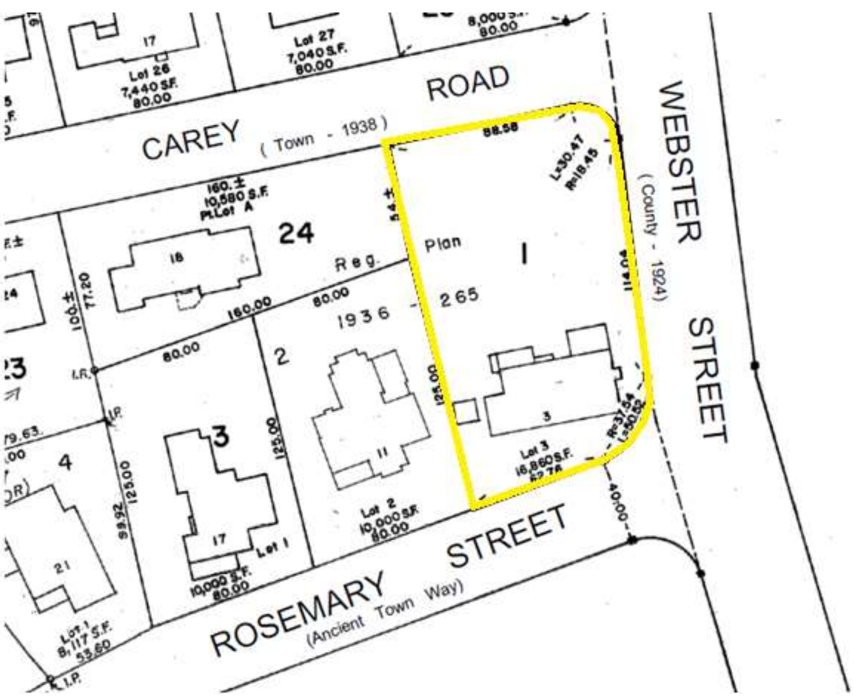
2.12.13 Validity and Separability. The provisions of this By-Law shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this By-Law shall continue to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

2.12.14 Appendices.

Appendix 1: Jonathan Kingsbury House Local Historic District

The Jonathan Kingsbury House Local Historic District shall be a district area under this By-Law. The location and boundaries of the Jonathan Kingsbury House Local Historic District are defined and shown on the Local Historic District Map of the Town of Needham, Sheet 1-2024 which is a part of this By-Law. Sheet 1 is based on the 2023 Assessor's Map. The delineation of the district area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 1.

Local Historic District Map of the Town of Needham, Sheet 1-2024:



Recorded in the office of the Needham Town Clerk.

2. To amend Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, immediately following the existing row for Section 2.11.5, to read as follows:

2.12	Historic District	$300	Per Day	Building Commissioner or Designee

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 article would establish both the Jonathan Kingsbury House Local Historic District at 3 Rosemary Street and a Historic District Commission to oversee this district, any future district, and the initial process by which new districts may be proposed. This warrant article was drafted – alongside two study reports – by the Single Parcel Historic District Study Committee, which was established by the Select Board in 2023 on the recommendation of the Historical Commission. The proposed Jonathan Kingsbury House Local Historic District would contain only one home. Any future proposed historic district would be submitted to the proposed Historic District Commission, which would study the proposal, publish a series of reports, and – if recommending establishment of a new district – place a warrant article before a future Town Meeting.

ARTICLE 43: CITIZENS' PETITION – RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition (Castle Farm Property owned by the Foster Estate)	October 2022 Fall Special Town Meeting	11	$2,500,000	$2,500,000

INSERTED BY: Joseph Abruzese
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This article would rescind Town Meeting's authorization for the Select Board to borrow $2,500,000 for the purpose of acquiring land on Charles River Street. This authorization was approved by Town Meeting at the October 24, 2022 Special Town Meeting. The Select Board, under Article 36, seeks Town Meeting's vote to rescind this same borrowing authorization.

ARTICLE 44: CITIZENS' PETITION/AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS

To see if the Town will vote to amend the Needham Zoning By-Law by amending Chapter 4 Dimensional Regulations by:

Removing the following paragraph of Section 4.2:

"The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building on a lot, as measured from the exterior faces of the exterior walls, but excluding basements, attics, half-stories located directly above the second floor, unenclosed porches, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures."

And in its place inserting the following paragraph:

"The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building, including areas in basements, attics, and penthouses, as measured from the exterior faces of the walls, but excluding spaces where the interior ceiling height is less than 5', unenclosed porches and balconies, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.";

or take any other action relative thereto.

INSERTED BY: Joseph Matthews
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

<u>Article Information</u>: *This article would amend the Town's Zoning By-Laws so that basements, attics, and penthouses with ceiling heights greater than 5' will count for purposes of calculating a structure's floor area ratio (FAR) in residential and industrial zoning districts. The current zoning expressly excludes basements, attics, and half-stories above the second floor from being counted as part of a structure's floor area; the proposed amendment would eliminate these exclusions. The intent of the amendment is to ensure that more space that is designed and used for human occupancy, such as basements and third floors, will count toward the applicable FAR limits.*

<u>ARTICLE 45</u>: CITIZENS' PETITION – SINGLE USE PLASTICS BAN BY-LAW

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

1. Adding a new Section 3.13 to read as follows:

SECTION 3.13 POLYSTYRENE PACKAGING MATERIAL, SINGLE-USE PLASTIC STRAWS, SINGLE-USE PLASTIC STIRRERS, PLASTIC SPLASH GUARDS, AND WATER BOTTLES

3.13.1 Definitions.

The following words shall, unless the context clearly requires otherwise, have the following meanings:

a) "Department" means the Town of Needham Public Health Department.

b) "Food or Beverage Vendor" means an operation that stores, prepares, packages, serves, vends, distributes, or otherwise provides food or beverages for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the Massachusetts Retail Food Code, 105 CMR 590, as it may be amended from time to time.

c) “Health Agent” shall mean the Director of Health and Human Services or his/her designee.

d) “Plastic” means a material that contains one or more organic polymer substances of large molecular weight as an essential ingredient.

e) “Polystyrene” means any food, beverage, or other packaging materials made from a styrene monomer, including but not limited to:

   i) Expanded polystyrene (EPS), which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene); or

   ii) Clear or solid polystyrene, which is known as “oriented polystyrene.”

f) “Prepared food” means any food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the premises where the food or beverages are to be served. For the purposes of this bylaw, prepared food does not include raw, butchered meats, fish and/or poultry sold from a butcher case or similar retail appliance.

g) "Retail Sales Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, restaurants, pharmacies, food or ice cream truck, convenience, grocery stores, supermarket, liquor stores, seasonal and temporary businesses.

h) “Single-use plastic straw”

   i) In general – The term “single-use plastic straw” means a single-use, disposable tube made of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, used to transfer a beverage from a container to the mouth of the person drinking the beverage.

   ii) Exception – The term “single-use plastic straw” shall not include straws made from non-plastic materials, including, but not limited to metal, glass, paper, pasta, sugar cane, wood, or bamboo;

i) “Single-use plastic stirrer” – The term “single-use plastic stirrer” means a device that is used to mix beverages and designed as a single-use product made of plastic.

j) “Single Use” means food and beverage serviceware, that is not reusable, as defined above, and are designed to be used once and then discarded, and not designed for repeated use and sanitizing.

k) “Single-use plastic splash guard” means a device that fits into the sip-hole of a beverage container lid to prevent a beverage from splashing and is designed as a single-use product made of plastic.

l) “Single-use plastic water bottle” means any single serving container, whether sold individually or in bulk, containing non-carbonated, unflavored drinking water with a volume of one liter or less, that is made in whole or in part of plastic material, excluding the cap.

m) “Styrofoam” is a Dow Chemical Co. trademarked form of extruded polystyrene and is commonly used to refer to foam polystyrene. These are generally used to make insulated cups, bowls, trays, clamshell containers, meat trays, foam packing materials and egg cartons. The products are sometimes identified by a #6 resin code.

3.13.2 Regulated Conduct.

3.13.2.1 Polystyrene/Styrofoam Containers.

a. Food establishments are prohibited from dispensing prepared food or beverages to any person in single use food containers made from foam polystyrene.
b. Retail establishments are prohibited from selling or distributing single use food containers made from foam polystyrene to customers.

3.13.2.2 Single Use Plastic Straws. A food or beverage vendor shall not provide a single-use plastic straw to a customer, unless that customer verbally or electronically requests a plastic straw.

3.13.2.3 Single-Use Plastic Stirrers. A food or beverage vendor shall not provide a single-use plastic stirrer to a customer.

3.13.2.4 Single-Use Plastic Splash Guards. A food or beverage vendor shall not provide a single-use plastic splash guard to a customer.

3.13.2.5 Single-Use Plastic Water Bottles. No retail establishment shall sell or otherwise provide to a consumer plastic water bottles containing 1 liter or less of non-carbonated, non-flavored water, except as may be required for safety, health, or emergency situations.

3.13.3 Effective Date.

Section 3.13.2.5 (Single-Use Plastic Water Bottles) shall take effect on January 1, 2026. All other provisions of this Section 3.13 shall take effect on January 1, 2025.

3.13.4 Regulations.

The Needham Public Health Department may adopt and amend rules and regulations to effectuate the purposes of this by-law.

3.13.5 Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by the Attorney General or a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

2. Amending Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, in appropriate numerical order, to read as follows:

3.13	Polystyrene Packaging Material, Single-Use Plastic Straws, Single-Use Plastic Stirrers, Plastic Splash Guards, and Water Bottles	\$100 - 1st Offense \$200 – 2nd Offense \$300 – each subsequent	Per Day	Director of Health and Human Services or Designee

or take any other action relative thereto.

INSERTED BY: Robert Fernandez
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

<u>Article Information</u>: *This amendment to the General By-Laws of the Town would prohibit food establishments from dispensing prepared food or beverages to any person in single use food containers made from foam polystyrene, and prohibit retail establishments from selling or distributing single use food containers made from foam polystyrene. Additionally, food or beverage vendors would be prohibited from providing single-use plastic straws unless requested by the customer; and may not provide single-use plastic stirrers or splash guards. Finally, retail establishments may not sell or otherwise provide plastic water bottles containing 1 liter or less of non-carbonated, non-flavored water, except as may be required for safety, health, or emergency situations. The intent of the new regulation is to reduce the amount of single-use plastic used throughout the Town.*

<u>ARTICLE 46</u>: CITIZENS' PETITION – AUTHORIZATION TO EXPEND FUNDS FOR CONSULTANT FOR MBTA COMMUNITIES ZONING

This petition, in accordance with Section 1.8 of Needham's General By-Laws, now comes before the Town Meeting for the express "purpose of providing the [Town Meeting] voters of the town with factual information relative to measures to be voted upon at elections in the town." In this instance, the "measures to be voted upon" are related to current zoning proposals associated with the MBTA Communities Act.

This petition now seeks the appropriation and authorization in an amount not to exceed $150,000 to prepare an analysis of Infrastructure, Public Safety, and Environmental Impacts associated with said MBTA Communities Act.

This appropriation shall be directed toward the hiring of a technical consultant with the expertise to perform an independent evaluation of the potential infrastructure, public safety, and environmental impacts caused by the changes in zoning that are currently proposed and recommended by the HONE Committee.

Scope of said evaluation would include a) data collection and from relevant town departments, b) integrated analysis of the data with current zoning proposals, c) evaluation of the Town's current capital infrastructure program and how it would be affected by HONE's current proposals, d) identify areas of convergence, divergence, and potential cost impacts within these various capital programs, e) identify potential 'red flags' regarding public safety and environmental impacts, and f) create a report of findings that would include visual imagery, such as 3-dimensional rendering of the proposed zoning plan(s) that would enable the lay public to better understand the current HONE proposal(s).

Said evaluation would take the form of a written report and would be produced and available for viewing by Town Meeting Members and the general citizenry at least thirty (30) days before any voting by any Town Meeting Members.

This report will address "factual information" and impacts to public safety; schools (student enrollment and capital projects); water, sewer, and drainage systems; traffic circulation; capital road projects; and to the extent possible, property valuations and potential property tax impacts.

INSERTED BY: Gary Ajamian
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This petition proposes that Town Meeting authorize an appropriation not to exceed $150,000 to prepare an independent evaluation and analysis of potential infrastructure, public safety, and environmental impacts associated with the zoning to be proposed in response to the MBTA Communities Act. This zoning is currently being developed by the Town's Housing Needham Advisory Group (HONE), and is expected to be on the warrant for the fall 2024 Special Town Meeting. The independent study to be funded through this appropriation is intended to be in addition to any analysis undertaken by HONE during its process.

TOWN RESERVE ARTICLES

ARTICLE 47: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $68,743 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, 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: 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 December 29, 2023 was $1,169,616.

ARTICLE 48: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, 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: Recommendation to be made at Town Meeting

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. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in *the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of December 29, 2023 was $ 1,617,038.*

ARTICLE 49: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, 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: Recommendation to be made at Town Meeting

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 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of December 29, 2023 was $2,063,076.

ARTICLE 50: APPROPRIATE DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that a sum be transferred from Free Cash and that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

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 Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The fund is designed to ensure that monies are not depleted in a single year, and that the amount *available for appropriation is known before the budget year begins. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of December 29, 2023 was $2,312,383.*

ARTICLE 51: 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 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 13th day of February 2024.

Marianne B. Cooley, Chair
Kevin Keane, Vice Chair
Heidi Frail, Clerk
Marcus A. Nelson, Member
Catherine Dowd, Member

Select Board of Needham

A TRUE COPY
Attest:
Constable:

This page is intentionally blank.

Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2023

Budget	Date of Action	Amount
Finance Department Expenses - Technology Services	8-Mar-23	$105,180
Legal Services	21-Jun-23	$40,000
Energy Expenses	21-Jun-23	$638,063
Total Approved from General Reserve Fund		**$783,243**
Total Approved from Sewer Reserve Fund		**$0**
Total Approved from Water Reserve Fund		**$0**

This page is intentionally blank.

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of February 26, 2024
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	COMPENSATION RANGE		
SELECT BOARD/TOWN MANAGER				
Town Manager	Contract	Contract		
Deputy Town Manager	16	$131,109.00	to	$187,485.87
Director of Human Resources	14	$108,355.00	to	$151,696.00
Support Services Manager	10	$73,924.50	to	$103,486.50
Director of Communications and Community Engagement	10	$73,924.50	to	$103,486.50
Economic Development Manager	9	$70,414.50	to	$98,572.50
Assistant Director of Human Resources	10	$73,924.50	to	$103,486.50
Human Resources Operations and Benefits Administrator	7	$64,486.50	to	$87,067.50
Human Resources Coordinator	GT05	$29.99	to	$40.50
Administrative Specialist	I-05	$29.99	to	$40.50
Office Assistant	I-02	$23.36	to	$31.54
Town Clerk				
Town Clerk	Elected	Elected		
Assistant Town Clerk	6	$61,405.50	to	$82,933.50
Office Assistant	I-02	$23.36	to	$31.54
Finance Assistant	I-04	$28.26	to	$38.16
FINANCE				
Assessing				
Director of Assessing	12	$89,549.00	to	$125,369.00
Asst. Director of Assessing	9	$70,414.50	to	$98,572.50
Field Assessor	I-06	$31.49	to	$42.53
Finance Assistant	I-04	$28.26	to	$38.16
Finance Department				
Deputy Town Manager/Director of Finance	16	$131,109.00	to	$187,485.87
Assistant Director of Finance	13	$98,505.00	to	$137,906.00
Management Analyst	8	$67,723.50	to	$91,416.00
Accounting				
Town Accountant	12	$89,549.00	to	$125,369.00
Assistant Town Accountant	9	$70,414.50	to	$98,572.50
Payroll Coordinator	I-06	$31.49	to	$42.53
Administrative Specialist	I-05	$29.99	to	$40.50
Administrative Analyst	GT06	$31.49	to	$42.53
Information Technology Center				
Director of Management Information Systems	14	$108,355.00	to	$151,696.00
Network Manager	I-11	$77,610.00	to	$108,673.50
Applications Administrator	I-07	$64,486.50	to	$87,067.50
Technology Support Technician	I-06	$31.49	to	$42.53
Treasurer/Collector				
Town Treasurer and Tax Collector	12	$89,549.00	to	$125,369.00
Assistant Treasurer/Collector	9	$70,414.50	to	$98,572.50
Finance Assistant	I-04	$28.26	to	$38.16
Office Assistant	I-02	$23.36	to	$31.54
Finance Committee				
Finance Committee Exec. Secretary	Schedule C	$45,192.00		
PUBLIC SAFETY				
Police Department				
Police Chief	Contract			
Deputy Police Chief	14	$108,355.00	to	$151,696.00
Lieutenant	P-3	$133,221.00	to	$148,853.00
Sergeant	P-2	$41.46	to	$46.61
Police Officer	P-1	$29.54	to	$37.92
Animal Control Officer	GF07	$31.00	to	$41.86

TITLE	GRADE	COMPENSATION RANGE		
Police Administrative Specialist	I-06	$31.49	to	$42.53
Administrative Analyst	GT06	$31.49	to	$42.53
Police Maintenance Assistant	GF03	$24.09	to	$32.53
Administrative Assistant	I-03	$25.70	to	$34.70
Public Safety Dispatcher	GF07	$31.00	to	$41.86
Fire Department				
Fire Chief	Contract	Contract		
Assistant Fire Chief	F-5	$139,900.00	to	$147,000.00
Deputy Fire Chief	F-4	$45.17	to	$54.17
Fire Captain	F-3	$42.92	to	$47.39
Fire Lieutenant	F-2	$36.42	to	$43.57
Firefighter	F-1	$27.43	to	$36.81
Fire Inspector	F-1 (40hrs)	$28.80	to	$38.63
EMS Administrator	F-1 (40hrs)	$28.80	to	$38.63
Emergency Management Administrator	11	$77,610.00	to	$108,673.50
Fire Business Manager	9	$70,414.50	to	$98,572.50
Administrative Assistant	I-03	$25.70	to	$34.70
Public Safety Dispatch Supervisor	GF10	$35.54	to	$49.75
Public Safety Dispatcher	GF07	$31.00	to	$41.86
Building				
Building Commissioner	12	$89,549.00	to	$125,369.00
Assistant Building Commissioner	10	$73,924.50	to	$103,486.50
Inspector of Plumbing & Gas	GT07	$33.07	to	$44.65
Inspector of Wires	GT07	$33.07	to	$44.65
Local Building Inspector	GT06	$31.49	to	$42.53
Administrative Specialist	I-05	$29.99	to	$40.50
Office Assistant	I-02	$23.36	to	$31.54
PUBLIC WORKS				
Administration				
Director of Public Works	15	$119,190.00	to	$166,866.00
Assistant Director of Public Works/Operations	13	$98,505.00	to	$137,906.00
Director of Public Works Administration	12	$89,549.00	to	$125,369.00
Administrative Analyst	GT06	$31.49	to	$42.53
Finance Assistant	I-04	$28.26	to	$38.16
Management Analyst	8	$67,723.50	to	$91,416.00
Sustainability Manager	9	$70,414.50	to	$98,572.50
Administrative Specialist	I-05	$29.99	to	$40.50
Administrative Assistant	I-03	$25.70	to	$34.70
Project Manager	10	$73,924.50	to	$103,486.50
Engineering Division				
Town Engineer	13	$98,505.00	to	$137,906.00
Assistant Town Engineer	11	$77,610.00	to	$108,673.50
Civil Engineer	7	$64,486.50	to	$87,067.50
GIS/Database Administrator	I-07	$64,486.50	to	$87,067.50
Senior AutoCAD Technician	GF06	$29.52	to	$39.87
Survey Party Chief	GF06	$29.52	to	$39.87
AutoCAD Technician	GF04	$26.49	to	$35.78
Engineering Aide	GF02	$21.90	to	$29.57
Project Manager	10	$73,924.50	to	$103,486.50
Garage Division				
Fleet Supervisor	10	$73,924.50	to	$103,486.50
Master Mechanic	N-7	$31.16	to	$42.06
Equipment Mechanic	N-5	$28.25	to	$38.16
Highway Division				
Director of Streets and Transportation	12	$89,549.00	to	$125,369.00
Assistant Superintendent	9	$70,414.50	to	$98,572.50
Working Foreman	N-7	$31.16	to	$42.06
Public Works Technician	N-5	$28.25	to	$38.16
Heavy Motor Equipment Operator (HMEO)	N-4	$26.63	to	$35.96
Craftsworker (DPW)	N-4	$26.63	to	$35.96

TITLE	GRADE	COMPENSATION RANGE		
Laborer 2	N-2	$22.00	to	$29.71
Park & Forestry Division				
Division Superintendent, Parks and Forestry	12	$89,549.00	to	$125,369.00
Assistant Superintendent	9	$70,414.50	to	$98,572.50
Working Foreman	N-7	$31.16	to	$42.06
Craftsworker (DPW)	N-4	$26.63	to	$35.96
Arborist	N-5	$28.25	to	$38.16
Heavy Motor Equipment Operator (HMEO)	N-4	$26.63	to	$35.96
Laborer 3	N-3	$24.21	to	$32.69
Laborer 2	N-2	$22.00	to	$29.71
Park Ranger	B3	$24.09	to	$32.52
Recycling & Transfer Station				
Division Superintendent, Solid Waste/Recycling	12	$89,549.00	to	$125,369.00
Assistant Superintendent	9	$70,414.50	to	$98,572.50
Working Foreman	N-7	$31.16	to	$42.06
Scalehouse Attendant	N-4	$26.63	to	$35.96
Heavy Motor Equipment Operator (HMEO)	N-4	$26.63	to	$35.96
Laborer 2	N-2	$22.00	to	$29.71
Water Division				
Division Superintendent, Water/Sewer	12	$89,549.00	to	$125,369.00
Water Treatment Facility Manager	10	$73,924.50	to	$103,486.50
Public Works Inspector	N-6	$29.67	to	$40.07
Working Foreman	N-7	$31.16	to	$42.06
Craftsworker (DPW)	N-4	$26.63	to	$35.96
Water Treatment Operator	N-5	$28.25	to	$38.16
Public Works Technician	N-5	$28.25	to	$38.16
Heavy Motor Equipment Operator (HMEO)	N-4	$26.63	to	$35.96
Laborer 3	N-3	$24.21	to	$32.69
Laborer 2	N-2	$22.00	to	$29.71
Building Maintenance Division				
Assistant Director of Public Works/Building Maintenance	13	$98,505.00	to	$137,906.00
Building Maintenance Manager	11	$77,610.00	to	$108,673.50
Building Maintenance Supervisor	9	$70,414.50	to	$98,572.50
HVAC Supervisor	9	$70,414.50	to	$98,572.50
Senior Custodian	B3	$24.09	to	$32.52
Custodian	B2	$21.89	to	$29.57
HVAC Technician	B7	$31.01	to	$41.85
Carpenter	B7	$31.01	to	$41.85
Plumber	B7	$31.01	to	$41.85
Electrician	B7	$31.01	to	$41.85
Craftsworker (Building Maintenance)	B4	$26.51	to	$35.78
Sewer Division				
Assistant Superintendent	9	$70,414.50	to	$98,572.50
Chief Wastewater Operator	N-7	$31.16	to	$42.06
Public Works Inspector	N-6	$29.67	to	$40.07
Working Foreman	N-7	$31.16	to	$42.06
Wastewater Operator	N-5	$28.25	to	$38.16
Heavy Motor Equipment Operator (HMEO)	N-4	$26.63	to	$35.96
Craftsworker (DPW)	N-4	$26.63	to	$35.96
BUILDING DESIGN & CONSTRUCTION				
Building Design & Construction Department				
Director of Design and Construction	13	$98,505.00	to	$137,906.00
Senior Project Manager	12	$89,549.00	to	$125,369.00
Administrative Specialist	I-05	$29.99	to	$40.50
HEALTH AND HUMAN SERVICES				
Division of Public Health				
Director of Health and Human Services	14	$108,355.00	to	$151,696.00
Assistant Director of Public Health for Community & Environmental Health	11	$77,610.00	to	$108,673.50

TITLE	GRADE	COMPENSATION RANGE		
Assistant Director of Public Health for Nursing & Behavioral Health	11	$77,610.00	to	$108,673.50
Environmental Health Agent	I-07	$33.07	to	$44.65
Public Health Nurse	I-09	$70,414.50	to	$98,572.50
Traveling Meals Coordinator	GT05	$29.99	to	$40.50
Substance Use Prevention Program Coordinator	8	$67,723.50	to	$91,416.00
Administrative Analyst	GT06	$31.49	to	$42.53
Division of Aging Services				
Director of Aging Services	13	$98,505.00	to	$137,906.00
Assistant Director of Aging Services/Counseling and Volunteers	11	$77,610.00	to	$108,673.50
Assistant Director of Aging Services/Programs and Transportation	10	$73,924.50	to	$103,486.50
Administrative Assistant	I-03	$25.70	to	$34.70
Transportation Coordinator	GT06	$31.49	to	$42.53
SHINE Program Coordinator	GT08	$34.73	to	$46.88
SHINE Assistant Program Coordinator	GT07	$33.07	to	$44.65
Clinician	I-07	$64,486.50	to	$87,067.50
Division of Youth & Family Services				
Director of Youth and Family Services	12	$89,549.00	to	$125,369.00
Clinician	I-07	$64,486.50	to	$87,067.50
Administrative Assistant	I-03	$25.70	to	$34.70
PLANNING & COMMUNITY DEVELOPMENT				
Planning				
Director of Planning and Community Development	13	$98,505.00	to	$137,906.00
Assistant Town Planner	7	$64,486.50	to	$87,067.50
Administrative Specialist	I-05	$29.99	to	$40.50
Community Development				
Conservation Manager	9	$70,414.50	to	$98,572.50
Conservation Specialist	I-06	$31.49	to	$42.53
Zoning Specialist	GT06	$31.49	to	$42.53
CULTURE AND LEISURE SERVICES				
Library				
Director of Public Library	14	$108,355.00	to	$151,696.00
Assistant Director of Public Library	12	$89,549.00	to	$125,369.00
Children's Librarian	7	$64,486.50	to	$87,067.50
Library Reference Supervisor	10	$73,924.50	to	$103,486.50
Library Children's Supervisor	10	$73,924.50	to	$103,486.50
Library Technology Specialist/Archivist	11	$77,610.00	to	$108,673.50
Library Technical Services Supervisor	10	$73,924.50	to	$103,486.50
Reference Librarian/Digital Media Specialist	7	$64,486.50	to	$87,067.50
Reference Librarian/Program Specialist	7	$64,486.50	to	$87,067.50
Reference Librarian/Young Adult	7	$64,486.50	to	$87,067.50
Library Circulation Supervisor	9	$70,414.50	to	$98,572.50
Children's Services Assistant	GT05	$29.99	to	$40.50
Technical Services Assistant	GT03	$25.70	to	$34.70
Library Assistant	GT03	$25.70	to	$34.70
Park & Recreation				
Director of Park and Recreation	12	$89,549.00	to	$125,369.00
Assistant Director of Park & Recreation	11	$77,610.00	to	$108,673.50
Recreation Supervisor	I-08	$34.73	to	$46.88
Administrative Specialist	I-05	$29.99	to	$40.50
Administrative Assistant	I-03	$25.70	to	$34.70
Administrative Analyst	GT06	$31.49	to	$42.53

NEEDHAM PUBLIC SCHOOLS *OPERATING BUDGET CLASSIFICATION*	Budgeted FY 2022 Funded FTE	Budgeted FY 2022 Salary * Minimum	Budgeted FY 2022 Salary * Maximum	Budgeted FY 2023 Funded FTE	Budgeted FY 2023 Salary * Minimum	Budgeted FY 2023 Salary * Maximum	Budgeted FY 2024 Funded FTE	Budgeted FY 2024 Salary * Minimum	Budgeted FY 2024 Salary * Maximum	Budgeted FY 2025 Funded FTE	Budgeted FY 2025 Salary * Minimum	Budgeted FY 2025 Salary * Maximum
Superintendent	1.00	$245,500	$245,500	1.00	$251,638	$251,638	1.00	$261,703	$261,703	1.00	$266,962	$266,962
Assistant Superintendents/ Executive Director of Special Education	5.00	$156,482	$190,938	5.00	$150,000	$199,400	5.00	$150,000	$199,400	5.00	$150,000	$199,400
Director of Strategic Planning & Community Education **	0.44	$140,264	$140,264	0.44	$138,191	$143,070	0.44	$148,792	$153,256	0.44	$148,792	$153,256
High School Principal	1.00	$174,762	$174,762	1.00	$172,000	$190,561	1.00	$172,000	$190,561	1.00	$172,000	$190,561
Middle School Principals	2.00	$158,447	$163,244	2.00	$160,000	$178,000	2.00	$160,000	$178,000	2.00	$160,000	$178,000
Elementary Principals	5.00	$135,000	$158,154	5.00	$138,000	$162,000	5.00	$138,000	$162,000	5.00	$138,000	$162,000
High School Assistant Principals	3.00	$105,600	$149,600	3.00	$108,082	$153,116	3.00	$110,783	$157,326	3.00	$113,775	$161,654
Middle School Assistant Principals	3.00	$99,840	$141,440	3.00	$102,186	$144,764	3.00	$104,740	$148,745	3.00	$107,569	$152,836
Elementary Assistant Principals	4.50	$97,580	$138,375	4.60	$99,874	$141,626	5.00	$102,371	$145,521	5.00	$105,134	$149,523
K-12 Directors	7.00	$95,200	$143,850	7.00	$98,870	$147,231	4.00	$101,342	$151,280	4.00	$104,078	$155,440
Directors of Special Education	2.50	$105,600	$150,700	2.50	$108,082	$154,242	2.50	$110,783	$158,484	2.50	$113,775	$162,842
Special Education/ 6-8 Curriculum Coordinators	-	NA	NA		NA	NA		NA	NA		NA	NA
Elem. & Middle Dept. Chairs/ Sci Ctr Dir./ PreK-6 Counseling Dir/ SpEd Coords .**	10.67	$96,000	$136,000	10.67	$98,256	$139,196	10.67	$100,712	$146,600	10.67	$103,432	$150,632
Assistant Athletic Director **	0.50	$69,342	$79,285	0.50	$70,729	$80,871	0.50	$72,852	$83,298	0.50	$75,038	$85,796
NHS Dept. Chairs/ Dirs. Math, Literacy & Sci. K-8/ 7-12 Counseling Dir./ Nursing Dir./ Athletic Dir./ ELL Dir.	7.50	$98,400	$151,875	8.00	$98,400	$151,875	9.00	$102,371	$159,719	9.00	$105,134	$164,111
Department Chairs/ K-8 Curriculum Coordinators	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Teachers/ Guidance Counselors/ Psychologists/ Therapists **	522.97	$53,024	$111,898	539.41	$54,270	$114,527	549.93	$55,627	$117,390	555.18	$57,129	$120,560
Nurses **	12.05	$53,024	$111,898	13.05	$54,270	$114,527	13.95	$55,627	$117,390	13.95	$57,129	$120,560
Instructional Assistants **	139.77	$17.43/hr	$34.48/hr	145.46	$15.53/hr	$34.73/hr	150.74	$21.32/hr	$35.43/hr	154.39	$22.61/hr	$36.14/hr
Cafeteria Monitors/ Permanent Substitutes	2.93	$10.59/hr	$24.29/hr	1.93	$10.83/hr	$24.70/hr	2.11	$11.11/hr	$25.00/hr	1.75	$11.41/hr	$25.75/hr
Network Administrator/ Engineer	2.00	$74,197	$132,375	2.00	$75,681	$135,022	2.00	$77,951	$139,073	2.00	$80,290	$143,246
Information Technology /Database Administrators	4.00	$86,513	$148,737	4.00	$88,243	$151,711	4.00	$90,891	$156,262	4.00	$93,618	$160,950
Instructional Technology Operations Manager	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Computer Technicians	6.96	$27.78/hr	$35.67/hr	6.96	$28.27/hr	$36.29/hr	6.96	$28.84/hr	$37.94/hr	6.96	$30.97/hr	$42.74/hr
School Office Assistants (Starting FY24 Shown Below)	12.39	$18.09/hr	$23.90/hr	13.64	$18.41/hr	$24.32/hr	-	NA	NA	-	NA	NA
Mail Carrier/Production Center Operator	1.00	$22.23/hr	$29.40/hr	1.00	$22.62/hr	$29.91/hr	1.00	$24.70/hr	$32.86/hr	1.00	$25.20/hr	$33.52/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll Clerks/ Office Assistants **	39.40	$22.23/hr	$33.45/hr	40.25	$22.62/hr	$34.04/hr	54.27	$20.10/hr	$37.38/hr	54.91	$20.51/hr	$38.13/hr
Volunteer Coordinator **		NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Executive/Administrative Secretaries **	3.97	$65,417	$111,145	3.97	$66,726	$113,368	3.97	$68,728	$116,768	3.97	$70,790	$120,271
Bus/Van Drivers	8.18	$18.05/hr	$26.83/hr	8.17	$21.00/hr	$32.01/hr	8.17	$21.63/hr	$32.97/hr	8.17	$22.28/hr	$33.96/hr
Bus/Van Monitors **	1.29	$16.54/hr	$16.54/hr	1.29	$16.87/hr	$16.87/hr	1.22	$17.38/hr	$17.38/hr	1.00	$17.90/hr	$17.90/hr
Community Ed Marketing & Registration Mgr/ Volunteer Coordinator **	0.36	$61,715	$70,564	0.36	$62,949	$80,871	0.09	$72,852	$83,298	0.09	$75,038	$85,796
Human Resources Specialist **	0.97	$74,197	$84,836	0.97	$75,681	$86,533	0.97	$77,951	$89,128	0.97	$80,290	$91,802
Lead Payroll Supervisor **	0.97	$86,513	$98,918	0.97	$88,243	$100,896	0.97	$90,891	$103,923	0.97	$93,618	$107,041
Lead Accountant **	0.98	$86,513	$98,918	0.98	$88,243	$100,896	0.98	$90,891	$103,923	0.98	$93,618	$107,041
Business & Operations Coordinator	1.00	$86,513	$98,918	1.00	$88,243	$100,896	1.00	$90,891	$103,923	1.00	$93,618	$107,041
Asst. Director Finance & Human Resources	2.00	$97,206	$124,882	2.00	$99,150	$127,379	2.00	$102,125	$131,201	2.00	$105,189	$135,137
Total	816.30			842.12			856.44			865.39		
	-			-			-			-		

* All salaries expressed in FTE terms; FY25 non-union rates pending School Committee approval.
** Partially Funded in Operating Budget. Starting FY24 includes Office Assistants.

Admin	51.61	51.61
Teacher	564.88	570.13
Instr Asst	150.74	154.39
Clerical	89.21	89.27
Total	856.44	865.39

This page is intentionally blank.

DEBT APPENDIX A

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
Town Hall (Series III)			25,000.00	25,000.00	25,000.00	25,000.00				
Interest			2,656.26	1,906.26	1,156.26	390.63				
Town Hall (Series III)	$385,000	01-Aug-26	27,656.26	26,906.26	26,156.26	25,390.63				
59 Lincoln Street & 89 School Street			3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00	
Interest			505.00	415.00	365.00	325.00	282.50	237.50	457.50	
59 Lincoln Street & 89 School Street	$52,500	15-Jul-32	3,505.00	3,415.00	2,365.00	2,325.00	2,282.50	2,237.50	8,457.50	
Senior Center (Series I)			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	180,000.00	
Interest			15,256.26	13,756.26	12,256.26	10,756.26	9,193.76	7,537.51	13,753.14	
Senior Center (Series I)	$1,000,000	01-Nov-32	65,256.26	63,756.26	62,256.26	60,756.26	59,193.76	57,537.51	193,753.14	
59 Lincoln Street & 89 School Street			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00	
Interest			16,000.00	14,500.00	13,000.00	11,500.00	9,937.50	8,281.25	15,281.25	
59 Lincoln Street & 89 School Street	$1,005,000	01-Nov-32	66,000.00	64,500.00	63,000.00	61,500.00	59,937.50	58,281.25	215,281.25	
37-39 Lincoln Street			30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	120,000.00	
Interest			9,600.00	8,700.00	7,800.00	6,900.00	5,962.50	4,968.75	9,168.75	
37-39 Lincoln Street	$605,000	01-Nov-32	39,600.00	38,700.00	37,800.00	36,900.00	35,962.50	34,968.75	129,168.75	
51 Lincoln Street			45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	180,000.00	
Interest			14,400.00	13,050.00	11,700.00	10,350.00	8,943.75	7,453.13	13,753.14	
51 Lincoln Street	$950,000	01-Nov-32	59,400.00	58,050.00	56,700.00	55,350.00	53,943.75	52,453.13	193,753.14	
Senior Center (Series II)			255,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	1,250,000.00	
Interest			93,850.00	85,000.00	77,500.00	69,687.50	61,406.25	52,812.50	123,593.75	
Senior Center (Series II)	$5,050,000	15-Jul-33	348,850.00	335,000.00	327,500.00	319,687.50	311,406.25	302,812.50	1,373,593.75	
DPW Complex - Garage Bays			80,000.00							
Interest			2,000.00							
DPW Complex - Garage Bays	$800,000	15-May-24	82,000.00							
Senior Center (Series III)			55,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	
Interest			16,600.00	15,225.00	13,975.00	12,725.00	11,400.00	10,075.00	26,250.00	
Senior Center (Series III)	$1,050,500	15-May-34	71,600.00	65,225.00	63,975.00	62,725.00	61,400.00	60,075.00	276,250.00	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
66 - 70 Chestnut Street			70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	350,000.00	
Interest			24,150.00	21,350.00	18,550.00	15,750.00	13,475.00	11,550.00	26,250.00	
66 - 70 Chestnut Street	$1,330,000	15-Nov-33	94,150.00	91,350.00	88,550.00	85,750.00	83,475.00	81,550.00	376,250.00	
Central Avenue/Elliot Street Bridge			50,000.00	50,000.00	50,000.00	50,000.00				
Interest			8,000.00	6,000.00	4,000.00	2,000.00				
Central Avenue/Elliot Street Bridge	$500,000	15-Jan-27	58,000.00	56,000.00	54,000.00	52,000.00				
Rosemary Recreational Complex			150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00		
Interest			41,250.00	33,750.00	26,250.00	18,750.00	11,250.00	3,750.00		
Rosemary Recreational Complex	$2,260,000	15-Jul-28	191,250.00	183,750.00	176,250.00	168,750.00	161,250.00	153,750.00		
Memorial Park Building			85,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	70,000.00	
Interest			24,375.00	20,375.00	16,625.00	12,875.00	9,125.00	5,375.00	1,750.00	
Memorial Park Building	$970,000	01-Aug-29	109,375.00	95,375.00	91,625.00	87,875.00	84,125.00	80,375.00	71,750.00	
Public works Storage Facility			205,000.00	205,000.00						
Interest			20,500.00	10,250.00						
Public works Storage Facility	$1,025,000	01-Feb-25	225,500.00	215,250.00						
Memorial Park Building			110,000.00							
Interest			5,500.00							
Memorial Park Building	$440,000	01-Feb-24	115,500.00							
Public Services Administration Building (Refunding Bond)			215,000.00	190,000.00	195,000.00	185,000.00				
Interest			35,450.00	24,700.00	15,200.00	7,400.00				
Public Services Administration Building (Re	$1,201,500	01-Feb-27	250,450.00	214,700.00	210,200.00	192,400.00				
Public Works Infrastructure Program			45,000.00							
Interest			1,125.00							
Public Works Infrastructure Program	$140,000	15-Jul-23	46,125.00							

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
Public Works Storage Facility			25,000.00							
Interest			625.00							
Public Works Storage Facility	$75,000	15-Jul-23	25,625.00							
Public Services Administration Building (Refunding Bond)			70,000.00	70,000.00						
Interest			5,250.00	1,750.00						
Public Services Administration Building (Re	$280,000	15-Jul-24	75,250.00	71,750.00						
High School Cafeteria Construction			150,000.00	150,000.00	150,000.00	150,000.00				
Interest			24,000.00	18,000.00	12,000.00	6,000.00				
High School Cafeteria Construction	$1,500,000	15-Jan-27	174,000.00	168,000.00	162,000.00	156,000.00				
High School Expansion Construction			325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	1,625,000.00	325,000.00
Interest			147,875.00	131,625.00	115,375.00	99,125.00	82,875.00	66,625.00	170,625.00	4,875.00
High School Expansion Construction	$6,500,000	15-Jul-34	472,875.00	456,625.00	440,375.00	424,125.00	407,875.00	391,625.00	1,795,625.00	329,875.00
High School Expansion Construction			255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	1,260,000.00	250,000.00
Interest			126,200.00	113,450.00	100,700.00	87,950.00	75,200.00	62,450.00	144,018.75	3,281.25
High School Expansion Construction	$4,004,000	01-Aug-34	381,200.00	368,450.00	355,700.00	342,950.00	330,200.00	317,450.00	1,404,018.75	253,281.25
Total General Fund Debt Service Within the Levy Limit			2,983,167.52	2,576,802.52	2,218,452.52	2,134,484.39	1,651,051.26	1,593,115.64	6,037,901.28	583,156.25
Broadmeadow School (Refunding Bond)			630,000.00							
Interest			12,600.00							
Broadmeadow School (Refunding Bond)	$8,400,000	01-Nov-23	642,600.00							
Newman School Extraordinary Repairs (Series IV)			452,000.00	452,000.00	448,000.00	448,000.00	448,000.00	448,000.00	1,782,000.00	
Interest			104,020.00	90,460.00	81,460.00	72,500.00	62,980.00	52,900.00	101,580.00	
Newman School Extraordinary Repairs (Se	$9,000,000	15-Jul-32	556,020.00	542,460.00	529,460.00	520,500.00	510,980.00	500,900.00	1,883,580.00	
Newman School Extraordinary Repairs (Series V)			110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	440,000.00	
Interest			35,200.00	31,900.00	28,600.00	25,300.00	21,862.50	18,218.75	33,618.75	
Newman School Extraordinary Repairs (Se	$2,200,000	01-Nov-32	145,200.00	141,900.00	138,600.00	135,300.00	131,862.50	128,218.75	473,618.75	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
Eliot School (Refunding Bond)			245,000.00	245,000.00						
Interest			14,700.00	4,900.00						
Eliot School (Refunding Bond)	$2,562,000	15-Nov-24	259,700.00	249,900.00						
High School Series 1 (Refunding Bond)			455,000.00	455,000.00	450,000.00					
Interest			45,300.00	27,100.00	9,000.00					
High School Series 1 (Refunding Bond)	$4,775,000	15-Nov-25	500,300.00	482,100.00	459,000.00					
High Rock School Design (Refunding Bond)			25,000.00	20,000.00	20,000.00	18,500.00				
Interest			2,840.00	1,940.00	1,140.00	370.00				
High Rock School Design (Refunding Bond)	$187,770	01-Aug-26	27,840.00	21,940.00	21,140.00	18,870.00				
High Rock & Pollard School Projects (Refunding Bond)			50,000.00	50,000.00	50,000.00	46,500.00				
Interest			6,860.00	4,860.00	2,860.00	930.00				
High Rock & Pollard School Projects (Refur	$429,470	01-Aug-26	56,860.00	54,860.00	52,860.00	47,430.00				
High School (Series IIA) (Refunding Bond)			485,000.00	485,000.00						
Interest			29,100.00	9,700.00						
High School (Series IIA) (Refunding Bond)	$2,991,900	01-Aug-24	514,100.00	494,700.00						
High School (Series IIB) (Refunding Bond)			95,000.00	95,000.00	95,000.00	93,500.00				
Interest			13,240.00	9,440.00	5,640.00	1,870.00				
High School (Series IIB) (Refunding Bond)	$782,850	01-Aug-26	108,240.00	104,440.00	100,640.00	95,370.00				
High Rock & Pollard School Projects (Series III) (Refunding Bond)			245,000.00	240,000.00	235,000.00	231,500.00	230,000.00			
Interest			42,360.00	32,660.00	23,160.00	13,830.00	4,600.00			
High Rock & Pollard School Projects (Serie	$2,253,010	01-Aug-27	287,360.00	272,660.00	258,160.00	245,330.00	234,600.00			
Owens Farm Land Purchase			280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	1,400,000.00	2,100,000.00
Interest			192,100.00	180,900.00	169,700.00	158,500.00	147,300.00	136,100.00	527,900.00	350,500.00
Owens Farm Land Purchase	$7,000,000	15-Jan-42	472,100.00	460,900.00	449,700.00	438,500.00	427,300.00	416,100.00	1,927,900.00	2,450,500.00

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
609 Central Land Purchase			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	125,000.00	125,000.00
Interest			14,750.00	13,750.00	12,750.00	11,750.00	10,750.00	9,750.00	35,125.02	13,968.76
609 Central Land Purchase	$730,000	15-Jan-39	39,750.00	38,750.00	37,750.00	36,750.00	35,750.00	34,750.00	160,125.02	138,968.76
William School Construction Project			720,000.00	720,000.00	720,000.00	720,000.00	720,000.00	720,000.00	3,600,000.00	7,200,000.00
Interest			541,800.00	505,800.00	469,800.00	433,800.00	397,800.00	361,800.00	1,449,000.00	1,217,700.00
William School Construction Project	$18,000,000	15-Jul-43	1,261,800.00	1,225,800.00	1,189,800.00	1,153,800.00	1,117,800.00	1,081,800.00	5,049,000.00	8,417,700.00
William School Construction Project			295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	1,475,000.00	2,355,000.00
Interest			205,981.26	191,231.26	176,481.26	161,731.26	146,981.26	132,231.26	465,534.42	273,593.79
William School Construction Project	$7,400,000	01-Aug-41	500,981.26	486,231.26	471,481.26	456,731.26	441,981.26	427,231.26	1,940,534.42	2,628,593.79
Public Safety Buildings Construction			465,000.00	465,000.00	465,000.00	465,000.00	460,000.00	460,000.00	2,300,000.00	5,060,000.00
Interest			363,700.00	340,450.00	317,200.00	293,950.00	270,825.00	247,825.00	934,087.50	821,675.00
Public Safety Buildings Construction	$11,565,000	01-Aug-44	828,700.00	805,450.00	782,200.00	758,950.00	730,825.00	707,825.00	3,234,087.50	5,881,675.00
High Rock & Pollard School Projects (Refunding Bond)			475,000.00	475,000.00	480,000.00	480,000.00	475,000.00	470,000.00		
Interest			123,700.00	99,950.00	76,200.00	57,000.00	37,800.00	18,800.00		
High Rock & Pollard School Projects (Refur	$3,788,500	01-Feb-29	598,700.00	574,950.00	556,200.00	537,000.00	512,800.00	488,800.00		
Public Safety Buildings Construction			895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	4,475,000.00	5,365,000.00
Interest			492,150.00	447,400.00	402,650.00	366,850.00	331,050.00	295,250.00	948,200.00	375,300.00
Public Safety Buildings Construction	$18,540,000	01-Feb-40	1,387,150.00	1,342,400.00	1,297,650.00	1,261,850.00	1,226,050.00	1,190,250.00	5,423,200.00	5,740,300.00
Public Safety Buildings Construction			830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	4,150,000.00	5,800,000.00
Interest			468,750.00	427,250.00	385,750.00	344,250.00	302,750.00	261,250.00	833,150.00	405,500.00
Public Safety Buildings Construction	$19,160,000	15-Jul-40	1,298,750.00	1,257,250.00	1,215,750.00	1,174,250.00	1,132,750.00	1,091,250.00	4,983,150.00	6,205,500.00
Public Safety Buildings Construction			485,000.00	485,000.00	485,000.00	485,000.00	485,000.00	485,000.00	2,420,000.00	1,440,000.00
Interest			283,075.00	258,825.00	239,425.00	220,025.00	195,775.00	171,525.00	496,400.00	64,800.00
Public Safety Buildings Construction	$9,970,000	15-Aug-36	768,075.00	743,825.00	724,425.00	705,025.00	680,775.00	656,525.00	2,916,400.00	1,504,800.00

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
High School (Refunding Bond)			175,000.00	175,000.00	180,000.00	180,000.00	85,000.00			
Interest			35,375.00	26,625.00	17,750.00	8,750.00	2,125.00			
High School (Refunding Bond)	$1,149,000	15-Jul-27	210,375.00	201,625.00	197,750.00	188,750.00	87,125.00			
Newman School Extraordinary Repairs (Refunding Bond)			235,000.00	240,000.00	240,000.00	245,000.00	245,000.00	205,000.00		
Interest			64,625.00	52,750.00	40,750.00	28,625.00	16,375.00	5,125.00		
Newman School Extraordinary Repairs (Re	$1,894,000	15-Jul-28	299,625.00	292,750.00	280,750.00	273,625.00	261,375.00	210,125.00		
Total General Fund Debt Service Excluded from the Levy Limit			10,764,226.26	9,794,891.26	8,763,316.26	8,048,031.26	7,531,973.76	6,933,775.01	$27,991,595.69	$32,968,037.55
Town Hall (Series III)			80,000.00	80,000.00	80,000.00	80,000.00				
Interest			8,500.00	6,100.00	3,700.00	1,250.00				
Town Hall (Series III)	$1,225,000	01-Aug-26	88,500.00	86,100.00	83,700.00	81,250.00				
Town Hall (Series IV)			55,000.00	55,000.00	55,000.00	55,000.00	50,000.00	50,000.00	100,000.00	
Interest			9,025.00	7,375.00	6,275.00	5,175.00	4,062.50	2,937.50	2,437.50	
Town Hall (Series IV)	$970,000	15-Jul-30	64,025.00	62,375.00	61,275.00	60,175.00	54,062.50	52,937.50	102,437.50	
Rosemary Recreational Complex			200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	1,000,000.00	1,000,000.00
Interest			116,000.00	106,000.00	96,000.00	86,000.00	76,000.00	66,000.00	230,000.00	78,750.00
Rosemary Recreational Complex	$4,000,000	15-Jul-37	316,000.00	306,000.00	296,000.00	286,000.00	276,000.00	266,000.00	1,230,000.00	1,078,750.00
Rosemary Recreational Complex			165,000.00	165,000.00	165,000.00	165,000.00	160,000.00	160,000.00	800,000.00	635,000.00
Interest			93,731.26	85,481.26	77,231.26	68,981.26	60,856.26	52,856.26	158,181.30	35,296.91
Rosemary Recreational Complex	$3,221,000	01-Aug-37	258,731.26	250,481.26	242,231.26	233,981.26	220,856.26	212,856.26	958,181.30	670,296.91
Town Hall (Refunding Bond)			165,000.00	165,000.00	170,000.00	170,000.00	175,000.00	165,000.00		
Interest			46,375.00	38,125.00	29,750.00	21,250.00	12,625.00	4,125.00		
Town Hall (Refunding Bond)	$1,345,000	15-Jul-28	211,375.00	203,125.00	199,750.00	191,250.00	187,625.00	169,125.00		
Total CPA Debt Service			938,631.26	908,081.26	882,956.26	852,656.26	738,543.76	700,918.76	2,290,618.80	1,749,046.91

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
Sewer Pump Station Reservoir B - MWPAT			302,644.00	309,222.00	315,942.00	322,809.00	329,825.00	336,993.00	1,422,821.00	
Interest			71,815.50	65,308.66	58,660.39	51,867.63	44,927.24	37,836.00	77,298.68	
Sewer Pump Station Reservoir B - MWPAT	$6,034,290	15-Jan-33	374,459.50	374,530.66	374,602.39	374,676.63	374,752.24	374,829.00	1,500,119.68	
MWRA Sewer System Rehab - I/I Work			88,000.00	88,000.00						
Interest										
MWRA Sewer System Rehab - I/I Work	$440,000	15-Nov-24	88,000.00	88,000.00						
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00			
Interest			1,100.00	850.00	600.00	400.00	200.00			
Sewer Rehabilitation - Rte 128 Area (Refur	$36,000	01-Feb-28	6,100.00	5,850.00	5,600.00	5,400.00	5,200.00			
Sewer Main Replacement			25,000.00	25,000.00	25,000.00	25,000.00	20,000.00			
Interest			4,875.00	3,625.00	2,625.00	1,625.00	500.00			
Sewer Main Replacement	$145,000	15-Aug-27	29,875.00	28,625.00	27,625.00	26,625.00	20,500.00			
Total Sewer Fund Debt Service			498,434.50	497,005.66	407,827.39	406,701.63	400,452.24	374,829.00	1,500,119.68	
MWPAT Water DWS-08-24			41,668.96	42,506.17	43,361.11	44,232.73	45,121.02	46,028.95	94,851.10	
			7,244.12	6,339.24	5,416.15	4,474.53	3,513.98	2,534.11	2,049.45	
MWPAT Water DWS-08-24	$765,335	15-Jul-30	48,913.08	48,845.41	48,777.26	48,707.26	48,635.00	48,563.06	96,900.55	
St Mary's Pump Station			100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	495,000.00	
Interest			32,775.00	30,275.00	27,775.00	25,275.00	22,625.00	19,975.00	51,625.00	
St Mary's Pump Station	$1,995,000	15-May-34	132,775.00	130,275.00	127,775.00	125,275.00	122,625.00	119,975.00	546,625.00	
Water Main Improvements			40,000.00	40,000.00						
Interest			2,400.00	800.00						
Water Main Improvements	$400,000	15-Nov-20	42,400.00	40,800.00						
St Mary's Pump Station			90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	440,000.00	
Interest			30,750.00	27,150.00	23,550.00	19,950.00	17,025.00	14,550.00	32,550.00	
St Mary's Pump Station	$1,700,000	15-Nov-33	120,750.00	117,150.00	113,550.00	109,950.00	107,025.00	104,550.00	472,550.00	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030 - 2034	DEBT SERVICE After 2034
Water Service Connection Replacement (MWRA)			100,000.00	100,000.00	100,000.00	100,000.00	100,000.00			
Interest										
Water Service Connection Replacement (MWRA)	$1,000,000	15-May-28	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00			
Water System Rehabilitation (MWRA)			113,126.50	113,126.50	113,126.50	113,126.50	113,126.50			
Interest										
Water System Rehabilitation (MWRA)	$1,131,265	15-May-28	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50			
Total Water Fund Debt Service			557,964.58	550,196.91	503,228.76	497,058.76	491,411.50	273,088.06	1,116,075.55	
Total Debt Service			15,742,424.12	14,326,977.61	12,775,781.19	11,938,932.30	10,813,432.52	9,875,726.47	38,936,311.00	35,300,240.71

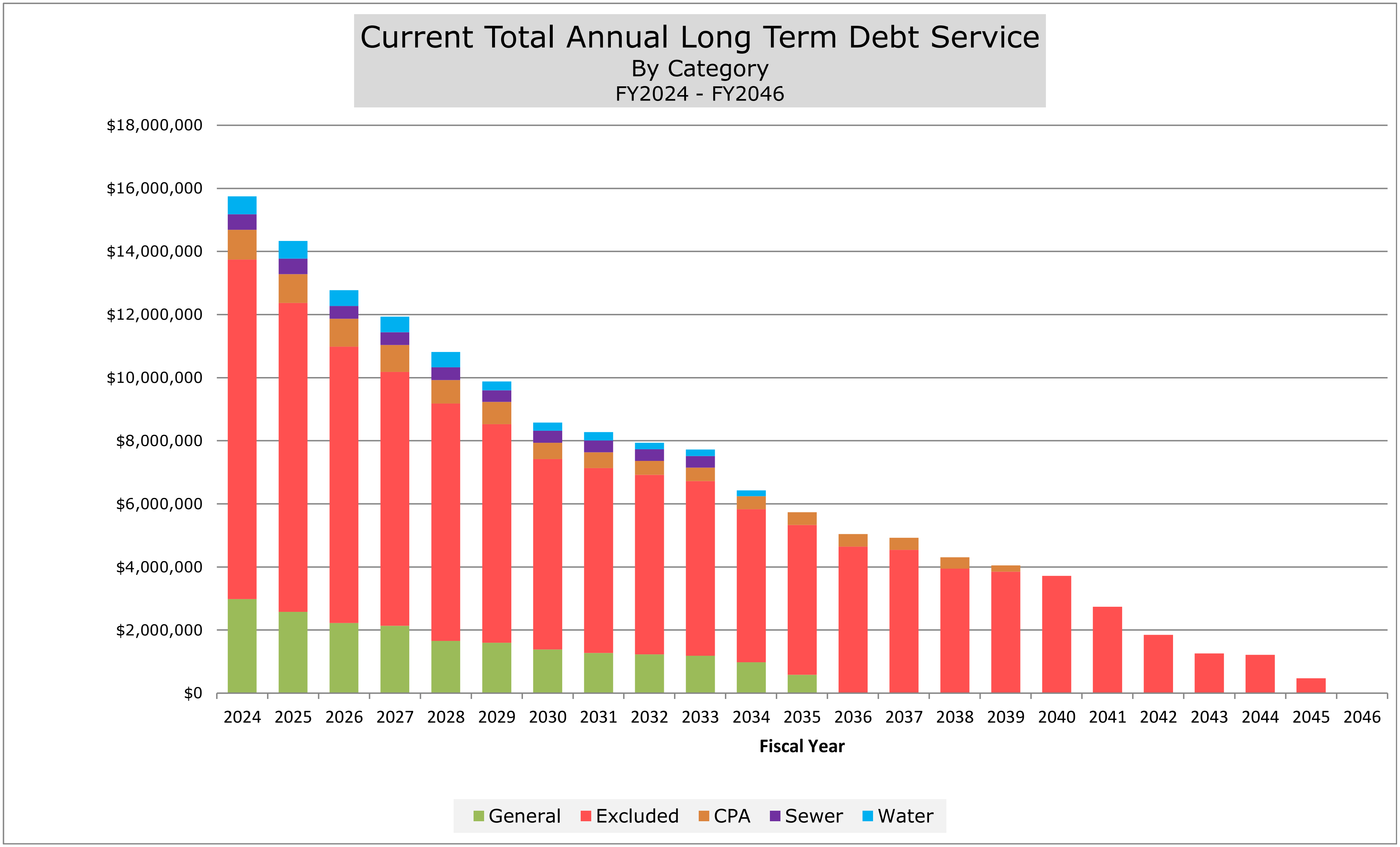
Town of Needham - Debt Service Appendix A
Issued Long Term Debt

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2024	$2,983,167.52	$10,764,226.26	$938,631.26	$498,434.50	$557,964.58	$15,742,424
2025	$2,576,802.52	$9,794,891.26	$908,081.26	$497,005.66	$550,196.91	$14,326,978
2026	$2,218,452.52	$8,763,316.26	$882,956.26	$407,827.39	$503,228.76	$12,775,781
2027	$2,134,484.39	$8,048,031.26	$852,656.26	$406,701.63	$497,058.76	$11,938,932
2028	$1,651,051.26	$7,531,973.76	$738,543.76	$400,452.24	$491,411.50	$10,813,433
2029	$1,593,115.64	$6,933,775.01	$700,918.76	$374,829.00	$273,088.06	$9,875,726
2030	$1,381,686.27	$6,040,688.76	$514,668.76	$374,907.65	$267,663.04	$8,579,614
2031	$1,269,538.76	$5,865,105.01	$500,281.26	$374,987.84	$261,387.51	$8,271,300
2032	$1,224,827.50	$5,697,903.76	$437,256.26	$375,070.14	$206,775.00	$7,941,833
2033	$1,184,580.00	$5,538,220.02	$424,856.26	$375,154.05	$195,650.00	$7,718,460
2034	$977,268.75	$4,849,678.14	$413,556.26		$184,600.00	$6,425,103
2035	$583,156.25	$4,747,046.89	$403,356.26			$5,733,559
2036		$4,645,962.51	$393,056.26			$5,039,019
2037		$4,543,575.01	$382,531.26			$4,926,106
2038		$3,945,940.63	$366,853.13			$4,312,794
2039		$3,845,384.38	$203,250.00			$4,048,634
2040		$3,720,753.13				$3,720,753
2041		$2,741,225.00				$2,741,225
2042		$1,845,650.00				$1,845,650
2043		$1,252,300.00				$1,252,300

Town of Needham - Debt Service Appendix A

Issued Long Term Debt

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2044		$1,213,300.00				$1,213,300
2045		$466,900.00				$466,900
2046						


Current Total Annual Long Term Debt Service
By Category
FY2024 - FY2046
$18,000,000
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046
Fiscal Year
General
Excluded
CPA
Sewer
Water

DEBT APPENDIX B

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
Open General Fund Projects - as of March 15, 2024				
Recycling and Transfer Station Property Improvements	May-18	37	$645,000	$120,000
Public Works Storage Facility	May-18	35	$3,503,000	$35,000
Rooftop Unit Replacements (Broadmeadow & Eliot Schools)	May-23	27	$9,000,000	$9,000,000
Public Safety Buildings Construction	Jun-20	23	$1,400,000	$1,400,000
Emery Grover Renovation Design	Oct-21	7	$1,475,000	$15,000
Emery Grover Renovation Construction	May-22	21	$10,150,000	$8,574,000
Emery Grover Renovation Supplement	Oct-22	10	$1,295,000	$1,295,000
Land Purchase (Foster Property)	Oct-22	11	$2,500,000	$2,500,000
TOTAL				$22,939,000
Proposed General Fund Projects for the 2024 ATM				
Claxton Field Renovation Project	Pending			$3,600,000
Fire Engine	Pending			$1,275,000
TOTAL				$4,875,000
Open CPA Fund Projects - as of March 15, 2024				
Emery Grover Renovation Construction	May-22	21	$4,000,000	$3,867,350
TOTAL				$3,867,350

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
Proposed CPA Fund Projects for the 2024 ATM				
NONE				
TOTAL				$0
Open Sewer Enterprise Fund Projects - as of March 15, 2024				
Sewer Main Replacement	May-21	39	$363,000	$204,500
TOTAL				$204,500
Proposed Sewer Enterprise Fund Projects for the 2024 ATM				
Sewer Main Replacement	Pending			$13,000,000
TOTAL				$13,000,000
Open Water Enterprise Fund Projects - as of March 15, 2024				
Water Distribution System Improvements	May-19	41	$4,500,000	$3,294,650
Water Service Connections	May-21	41	$1,000,000	$500,000
Water System Distribution Improvements (South Street)	May-23	32	$4,000,000	$4,000,000
TOTAL				$7,794,650

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
Proposed Water Enterprise Fund Projects for the 2023 ATM				
NONE				
TOTAL				$0
Open General Fund Projects Funded by Debt Exclusion - as of March 15, 2024				
Williams Elementary School	Oct-16	2	$57,542,500	$226,633
SUB TOTAL				$226,633
Proposed General Fund Projects for the 2024 ATM to be Funded by Debt Exclusion				
NONE				
TOTAL				$0

This page is intentionally blank.