SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. July 22, 2025

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

Originally Posted: July 18, 2025 at 12:05 p.m.
Revised: July 22, 2025 at 3:30 p.m.

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

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

Link:
https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Webinar ID: 826 0101 3229
Passcode: 652800
One tap mobile: +16469313860,,82601013229#,,,,*652800#

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

1.	**6:00**	Town Manager Oath of Office
2.	**6:00**	Public Comment Period Residents are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board's policy on public participation in meetings can be found here.
3.	**6:00**	Purple Heart Day Proclamation
4.	**6:00**	Alcohol License Hearing – Henry Hospitality, LLC d/b/a The James • Stuart Henry, Henry Hospitality, LLC Owner & License Manager of Record • Robert Allen, Licensee Counsel
5.	**6:15**	Public Hearing: Eversource Grant of Location – 1166 Greendale Avenue • Joanne Callendar, Eversource Energy
~~**6.**~~	~~**6:30**~~	~~Abatement of Ambulance Charges~~ (removed) ~~• David Davison, Deputy Town Manager/Director of Finance~~
6.	**6:30**	Approve Sale of Bond Anticipation Note (item time change) • David Davison, Deputy Town Manager/Director of Finance • Ellyse Glushkov, Town Treasurer/Collector • Cecilia Simchak, Assistant Director of Finance
7.	**6:40**	Communications and Community Engagement Update • Amy Haelsen, Director of Communication and Community Engagement
8.	**7:00**	Joint Meeting with Stormwater By-Law Working Group • Thomas Ryder, Town Engineer • Kim Donovan, Management Analyst- Engineering • Stormwater By-Law Working Group
9.	**7:30**	Set Recycling and Transfer Station User Charges and Fees (item time change) • Katie King, Town Manager • David Davison, Deputy Town Manager/Director of Finance
10.	**7:40**	Town Manager (item time change) • Update SB Meeting Calendar • Needham Information Technology Strategic Plan FY2026-2028 • Conservation Restriction Grantee Assignment • Select Board Goals Update & Planning • Preliminary Discussion of October 20, 2025 Special Town Meeting Articles • Town Manager Report

11.	**8:20**	Board Discussion (item time change) • Open Meeting Law Complaint: Filed by Gary Ajamian on July 9, 2025 against the Select Board (copy available from Town Clerk) • Off-Leash Dog Pilot Proposal • Committee Reports
12.	**8:40**	Executive Session (item time change) • Exception 3: To discuss strategy with respect to collective bargaining with the Needham Police Union, the Police Superior Officers Association, and the Needham Independent Public Employees Association; and • Exception 6: To discuss the purchase, exchange, lease or value of real property – Stephen Palmer Building, 83 Pickering Street, Needham, MA.

APPOINTMENT CALENDAR *Supporting Documents in Agenda Packet

1.	Abigail Carr	Community Preservation Committee Term Exp: 6/30/2027
2.	Haril Pandya	Design Review Board Term Exp: 6/30/2028
3.	Eileen Baker	Envision Needham Center Working Group Term Exp: 6/30/2027
~~4.~~	~~Ruth Langsner~~	~~Water and Sewer Rate Structure Committee~~ ~~Term Exp: 6/30/2027~~ (removed)
5.*	See Agenda Packet for Full List	Election Officers (Wardens, Clerks, Deputy Clerk, Inspectors, and Tellers) Term Exp: 8/31/2026

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of May 27, 2025, June 10, 2025, and July 3, 2025
2.*	Approve Personnel Administration Policy #427: Extra Committee Liaison Policy
3.	Approve a request from Jessica Rice, Co-Race Director of Jog Your Memory 5K, Inc., to hold the road event "Jog Your Memory 5K Run and 1.5 Mile Walk for Alzheimer's" in Needham. The event is scheduled for Sunday, October 5, 2025, starting at 9:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works
4.	Approve a request from Hilary Ryan, VP, Development, Charles River Center to hold the road event "Charles River Center 5k Run/1Mile Walk" in Needham. The event is scheduled for Sunday, September 28, 2025, starting at 10:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works
5.	Approve a request from William Gallagher of Needham Running Club to hold the road event "4th Annual MetroWest Backyard Ultra" in Needham. The event is scheduled for Saturday, September 27, 2025, starting at 8:00 a.m. The event and route have been approved by the following departments: Fire, Police, Park and Recreation, and Public Works

6.	Approve a request from Allan Eyden, Road Coordinator for PanMass Challenge to hold the road event PanMass Challenge in Needham. The event is scheduled for Saturday, August 2 and Sunday, August 3, 2025, starting at 6:30 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works (added)
7.	Accept the following donation made to Needham Park and Recreation: • $100 from Leah Liao on behalf of the Needham Exchange Club for Kidz Art camp
8.	Accept the following donation made to the Needham Community Revitalization Trust Fund: • $2,000 from Mr. C. Bruce Johnstone
9.	Accept the following donations made to the Needham Free Public Library: • $9,000 from Friends of the Needham Free Public Library • $535 from Needham High School class of 1952 • *The Women* by Kristin Hannah and *Abundance* by Ezra Klein & Derek Thompson, estimated value $75, from an anonymous donor • Several children's books, total estimated value $149, from the Lappin Foundation • *The Courage of Passion, The Passion of Vengeance,* and *Once and for All*, all by Lee Castle, estimated value $31, from Lee Castle • Two copies of the CD *I Want to Move Out* and two copies of the CD *The Biggest Bankrupt City in the World* by Warren Zanes, estimated value $104, from Michael O'Neal
10.	Approve a new Common Victualler License for WR Noodle Group d/b/a Noodle Doodles
11.*	Approve and Sign Water Sewer Abatement 1346

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Evan Olesh	23 Bonwood Road	Bonwood Rd & Avalon Rd	9/6/25	2pm-10pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Pan Mass Challenge	Pan Mass Challenge	Trim Parking Lot – 0 Map Hill Road	8/01/2025
Pan Mass Challenge	Pan Mass Challenge	Trim Parking Lot – 0 Map Hill Road	8/03/2025

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	2025 Purple Heart Day Proclamation
Presenter(s)	

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Board will read the 2025 Purple Heart Day Proclamation, reaffirming the Town of Needham as a Purple Heart Community.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Suggested Motion: That the Board vote to approve and sign the 2025 Purple Heart Day Proclamation.	
3.	**BACK UP INFORMATION ATTACHED**
a. 2025 Purple Heart Day Proclamation	

TOWN OF NEEDHAM
2025 PURPLE HEART DAY PROCLAMATION

WHEREAS: The residents of the Town of Needham have great admiration and the utmost gratitude for service members who selflessly serve their country and our community in the Armed Forces; and

WHEREAS: The contributions and sacrifices of service members from Needham who served in harm's way in the Armed Forces have been vital in maintaining the freedom and the way of life enjoyed by our citizens; and

WHEREAS: Many Needham residents were awarded the Purple Heart for their sacrifice, having been wounded in action while engaged in combat; and

WHEREAS: The Purple Heart is the oldest American military decoration in present use and was initially created as The Badge of Military Merit on August 7, 1782 in Newburgh, New York by General George Washington. The award was made of purple cloth, shaped as a heart with the word "Merit" sewn upon it; and

WHEREAS: August 7 is nationally recognized as Purple Heart Appreciation Day.

NOW THEREFORE, be it resolved that Needham be declared a Purple Heart Community; and

FURTHERMORE, be it resolved that August 7th be proclaimed Purple Heart Day in Needham. The Select Board encourages residents and businesses to display the American Flag and recognize Purple Heart recipients, honoring the service and sacrifice of our military personnel.

Signed this twenty second day of July, 2025

_____

_____

_____

_____

_____

SELECT BOARD

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Alcohol License Hearing – Henry Hospitality, LLC d/b/a The James
Presenter(s)	Stuart Henry, Henry Hospitality, LLC Owner & License Manager of Record Robert Allen, Applicant Counsel

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Select Board, as local licensing authority, will hold a public hearing in accordance with the provisions of M.G.L. c. 138 Sections 23 and 64, and Section 10.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages. The purpose of the hearing will be to consider and vote on whether to modify, suspend, revoke, or cancel the On Premises All Alcoholic Beverages Pouring License issued to Henry Hospitality, LLC d/b/a The James, for the following violations:

1. 204 CMR 2.05(2): Permitting an illegality to occur on the licensed premises, to wit; G.L. c. 138, §34, sale or delivery of an alcohol beverage to a person under twenty-one years of age, and which sale or delivery occurred on March 19, 2025; and

2. Section 3.5.13 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023): Failure to request proof of identification from any patron appearing to be under the age of 40 prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner, and which failure occurred on March 19, 2025.

2.	**VOTES REQUIRED BY SELECT BOARD**

1.
   a. Move that the Select Board finds sufficient evidence that, on March 19, 2025, Henry Hospitality, LLC d/b/a The James, located at 1027 Great Plain Avenue, violated 204 CMR 2.05(2) permitting an illegality on the licensed premises, to wit: Chapter 138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age.

   b. Move that the Select Board finds sufficient evidence that, on March 19, 2025, Henry Hospitality, LLC d/b/a The James, located at 1027 Great Plain Avenue, violated Section 3.5.13 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023) by failing to

request proof of identification and confirm the authenticity of said identification card through the use of a digital card scanner.

If a violation is found:

2.

a. Move that the Select Board suspend the Section 12 Restaurant All Alcoholic Liquor License issued to Henry Hospitality, LLC d/b/a The James, located at 1027 Great Plain Avenue, for a period of _____ days to be served _____ [immediately and consecutively OR consecutively on set dates determined by the Board in writing; any days held in abeyance should also be identified] for the violation of 204 CMR 2.05(2) permitting an illegality on the licensed premises, to wit: Chapter 138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age.

b. Move that the Select Board suspend the Section 12 Restaurant All Alcoholic Liquor License issued to Henry Hospitality, LLC d/b/a The James, located at 1027 Great Plain Avenue, for a period of _____ days to be served _____ [immediately after serving the suspension for violating 204 CMR 2.05(2) on March 19, 2025, and consecutively OR consecutively on set dates determined by the Board in writing] for violation of Town of Needham Alcohol Regulations at Section 3.5.13.

c. Move that the Select Board authorize the Town Manager to draft and send notice of the Select Board's decision to the Licensee and to the Alcoholic Beverages Control Commission.

3.	**BACK UP INFORMATION ATTACHED**

a. Notice of Hearing, dated June 27, 2025
b. Registered Mail Receipt for Notice of Hearing
c. Five-Year Lookback Summary of Compliance Check Violations by Henry Hospitality, LLC dba The James and Penalties Imposed
d. Compliance Check Penalty/Regulations Violation Agreement and Public Hearing Waiver, signed by Stuart Henry on December 7, 2024
e. Verbal Warning Letter from Kate Fitzpatrick to Stuart Henry, dated February 16, 2022
f. Town of Needham Alcohol Regulations (Revised April 25, 2023)
g. Town of Needham Notice of Violation dated March 19, 2025
h. Needham Police Department Incident Report # 25NEE-413-OF
i. Town of Needham Compliance Check Protocols

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

June 27, 2025

Stuart Henry
Henry Hospitality, LLC dba The James
1027 Great Plain Avenue
Needham, MA 02492

via Email and Registered Mail #9589071052701259173498

Re: Notice of Hearing pursuant to G. L. c. 138, §§ 23, 64 and Section 10.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023) on July 22, 2025 at 6:00 PM at Needham Town Hall & Zoom

Dear Stuart:

Please be advised that the Needham Select Board will hold a public hearing on Tuesday, July 22, 2025 at 6:00 PM in Needham Town Hall in the Select Board Chambers and via Zoom, pursuant to G.L. c. 138, §§23 and 64, and Section 10.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023), to consider and vote on whether to modify, suspend, revoke, or cancel the On Premises All Alcoholic Beverages Pouring License issued to Henry Hospitality, LLC d/b/a The James, for the following violations:

1. 204 CMR 2.05(2): Permitting an illegality to occur on the licensed premises, to wit; G.L. c. 138, §34, sale or delivery of an alcohol beverage to a person under twenty-one years of age, and which sale or delivery occurred on March 19, 2025; and

2. Section 3.5.13 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023): Failure to request proof of identification from any patron appearing to be under the age of 40 prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner, and which failure occurred on March 19, 2025.

On May 28, 2025, you met with the Chair and Vice Chair of the Needham Select Board and me to discuss the report by the Needham Police Department that a member of your staff served alcoholic beverages to a person under twenty-one years of age during a compliance check on March 19, 2025, in violation of Massachusetts General Laws, Chapter 138, Section 34. During this meeting, you shared that the staff member who served the minor did not scan their identification card, in violation of Section 3.5.13 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023). Finally, you provided an account of the encounter, prior violations, and steps taken to ensure that future service to underage persons does not occur, to include a discussion on training for all service staff and new practices

and standard operating procedures employed by your establishment. Copies of the police report and prior decisions relating to compliance with G.L. c. 138 and the Select Board Policies at The James, are attached.

If you are unable to attend in person, please contact me by email at mtucker@needhamma.gov to receive a Zoom link.

The Town of Needham takes its responsibility for licensing liquor establishments seriously. The Select Board is committed to ensuring that the Town remains a community where only safe, responsible service of alcoholic beverages is permitted. If you have any questions, please contact our office.

Respectfully,

Myles Tucker
Support Services Manager

cc (*via email only*): Select Board
Kate Fitzpatrick, Town Manager
Katie King, Deputy Town Manager
John Schlittler, Chief of Police
Tim McDonald, Director of Health and Human Services
Chris Heep, Town Counsel
Myles Tucker, Support Services Manager
Robert Allen, Licensee Counsel

encl: 2025 Police Report
2024 Police Report and Hearing Waiver/Penalty Acceptance
2021 Police Report and Warning Letter

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Stuart Henry
Henry Hospitality, LLC dba The James
1027 Great Plain Avenue
Needham, MA 02492

9590 9402 4457 8248 3971 42

2. Article Number (Transfer from service label)

9589 0710 5270 1259 1734 98

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☒ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

7/3/25

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail
☐ Insured Mail Restricted Delivery (over $500)
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Return Receipt for Merchandise
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

License Number	DBA	Licensee	Type	Section	Address	Violation (T= Town) (ABCC) Date/penalty	Notes
03624-RS-0770	The James	Henry Hospitality Inc. d/b/a The James	All Alcoholic	Section 12	1027 Great Plain Avenue	12/1/2021 - (T) Warning	
						10/30/2024 - (T) One day suspension for check failure, one day suspension for scanner use failure served consecutively.	
						3/19/2025 - (T) TBD	

Compliance Check Penalty/Regulations Violation Agreement and Public Hearing Waiver

This agreement is entered into by and between the Select Board of the Town of Needham (Licensor) and Henry Hospitality Inc. d/b/a The James (Licensee).

Whereas the Select Board of the Town of Needham is the licensing authority under the provisions of M.G.L., Ch. 138; and

Whereas Licensee is the holder of a license issued to sell and deliver alcoholic beverages issued by the Licensor under the provision of Ch. 138; and

Whereas on October 30, 2024 a minor was served an alcoholic beverage in violation of Ch. 138, section 34; and

Whereas on October 30, 2024 staff failed to use a scanning devise as required by Town of Needham Regulations for the Sale Alcoholic Beverages; and

Whereas the Licensor is desirous of penalizing the Licensee for this offence.

Be it agreed as follows:

1. The Licensee surrender its license to the Town of Needham for two days on dates no later than January 31st, 2025 as determined by the Licensee.
2. The Licensee is aware of its right to a hearing before the Licensor prior to any disciplinary action being taken by the Licensor that affects such license and the Licensee freely waives its rights to such a hearing.
3. The Licensee is aware of its right to appeal any disciplinary action taken by the Licensor that affects such license to the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts or the courts and the Licensee freely waives its rights to such an appeal.
4. The Licensee acknowledges it has had the opportunity to seek the advice of legal counsel prior to signing this agreement.

12/7/24

Licensee/Date

Select Board Chair/Date

TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
SELECT BOARD

TEL: (781) 455-7500
FAX: (781) 449-4569
TDD: (781) 455-7558

February 16, 2022

Stuart Henry
The James
1027 Great Plain Avenue
Needham, MA 02492

Dear Stu,

On January 24th, 2022 you met with the Chair and Vice Chair of the Needham Select Board and me to discuss the report by the Needham Police Department that your staff served alcoholic beverages to a person under twenty-one years of age during a compliance check on December 1st, 2021, in violation of Massachusetts General Laws, Chapter 138, Section 34.

You provided an account of the encounter, prior violations, and steps taken to ensure that future service to underage persons does not occur, to include a discussion on TIPS certification for all service staff. We appreciate your seriousness in addressing this matter. It is important that licensees comply with all applicable laws and regulations, including those including serving underage persons.

At its February 8th, 2022 meeting, the Select Board issued you a **verbal warning**. Any future violation of the Town of Needham's Regulations for the Sale of Alcoholic Beverages will result in further disciplinary action.

The Town of Needham takes its responsibility for licensing liquor establishments seriously. The Select Board is committed to ensuring that the Town remains a community where only safe, responsible service of alcoholic beverages is permitted. If you have any questions, please do not hesitate to contact our office.

Respectfully,

Kate Fitzpatrick
Town Manager

cc: Select Board
John Schlittler, Chief of Police
Tim McDonald, Director of Health and Human Services
Myles Tucker, Support Services Manager

TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

I. Types of Licenses to be Granted in Needham

II. Compliance

III. General Rules and Regulations Applicable to Holders of Licenses to Sell Alcoholic Beverages within the Town

IV. Rules and Regulations for the Sale of Alcoholic Beverages by Innholders Only

V. Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants

VI. Rules and Regulations Applicable to Clubs and Veterans Organizations

VII. Rules and Regulations Applicable to Special Event Licenses

VIII. Rules and Regulations Applicable to Package Stores

IX. Rules and Regulations Applicable to Farmer Series Pouring Permittees

X. Violations

Licensing Authority: Select Board ***Revision Date:***

The Needham Select Board, acting as local licensing authority pursuant to the provisions of Massachusetts General Laws Chapters 138 and 140 and other relevant legal authority, promulgates these regulations applicable to the sale and distribution of alcoholic beverages in the Town of Needham. These regulations are in addition and supplemental to all other legal requirements, including but not limited to applicable State and Federal law and regulations.

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

The Town of Needham issues the types of alcoholic beverages licenses listed below. All licenses shall comply with Chapter 138 of the Massachusetts General Laws, and Chapter 204 of the Code of Massachusetts Regulations, as they relate to the specific type of license.

1.1 Innholders All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a hotel dining area with a seating capacity of not less than ninety-nine (99) persons and a living capacity of not less than fifty (50) rooms, under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. The Service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board. (M.G.L. c.138, s.11, D; 11/7/72 election)

1.2 Restaurant All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a restaurant and/or function room under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.11, E; 11/4/80 election; M.G.L. c.138, s.12; Chapter 32 of the Acts of 2014; 4/8/2014 election)

1.3 Restaurant Wine and Malt Beverages: issued to qualified applicants to sell only wine and malt beverages in a restaurant under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; Chapter 169 of the Acts of 2001; 11/8/01 election)

1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; 11/8/88 election)

1.5 Special Event: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for-profit status to sell wine and malt beverages only under the applicable regulations of

Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.14)

1.6 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)

1.7 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for the specific license. (Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)

1.8 Farmer Series Pouring Permit: issued to qualified applicants to sell malt beverages, for consumption on the grounds of a licensed farmer-brewery pursuant to M.G.L. c.138, §19C, as well as on the grounds of the farm operated as appurtenant and contiguous to, and in conjunction with, such farm, and in accordance with the applicable regulations of the Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for in the specific license. For purposes of this policy, the word "license", "Licensee", and "licensed premises" shall include a "Farmer Series Pouring Permit", "Farmer Series Pouring Permittee", and "premises subject to a Farmer Series Pouring Permit", respectively, unless otherwise noted.

II. COMPLIANCE

2.1 The issuance of a license by the Select Board for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the Licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.

2.2 Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission (ABCC) or the Town's bylaws may result in the revocation, suspension or cancellation of the license.

III. GENERAL RULES AND REGULATIONS APPLICABLE TO HOLDERS OF LICENSES TO SELL ALCOHOLIC BEVERAGES WITHIN THE TOWN

This section shall apply to any and all alcoholic beverages licenses issued by the Select Board.

3.1 Hours of Operation

3.1.1 No patron shall be served or sold alcoholic beverages before or after the hours stated in the license.

3.1.2 *On-Premises Consumption*

3.1.2.1 The hours during which the sale of all alcoholic beverages to be consumed on the premises may be made by any Licensee shall be from 11:00 a.m. to 11 p.m. Monday through Saturday and from 10:00 a.m. to 11 p.m. on Sundays, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.2.2 Except for alcohol sold by a Farmer Series Pouring Permittee, the hours during which the sale of all alcoholic beverages may be made in a dining room are further limited to the time when the dining room is open and food service is available to the public. No alcoholic beverages shall be sold or served in a dining room before the dining room is open and food service is available, or after the dining room has been closed and food service has been suspended to the public.

3.1.2.3 No alcoholic beverages shall be served within the licensed premises during the fifteen (15) minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

3.1.2.4 All bottles, glasses, containers, etc., shall be cleared from all tables and bars within thirty (30) minutes of the established closing hour and all patrons will be off the licensed premises within forty-five (45) minutes of the established closing hour.

3.1.3 *Off-Premises Consumption*
The hours during which the sale of all alcoholic beverages to be consumed off the premises may be made by any Licensee shall be from 8:00 a.m. to 11:00 p.m. or 8:00 a.m. to 11:30 p.m. on days preceding a legal holiday, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.4 *Adjustments*
The Board may adjust hours for individual and/or classifications of Licensees upon receipt of their request(s) for consideration of special circumstances and/or occasions.

3.1.5 *Employees and Staff*

With the exception of the Licensee and the manager, all employees shall vacate the licensed premises no later than sixty (60) minutes after the official closing hour designated on the alcohol license. Bona fide employees of the licensed

establishment may remain upon or enter upon the licensed premises outside of the regular hours of operation while actually engaged in cleaning, staff meetings or trainings, opening, closing or preparing for the current or next day's business, but they may not dispense or consume any alcoholic beverage during such non-public hours. In any instance wherein a Licensee will have employees working on the licensed premises in excess of sixty (60) minutes before or after the serving times, the Licensee shall cause notification of the fact to be given by telephone to the Needham Police Department along with the estimate as to how long the work party will be on the premises. This provision shall not limit employees from being on the premises to produce malt beverages in accordance with a license issued pursuant to G.L. c.138, §19C or §19D.

3.2 Payment of Charges and Taxes

Applicants and Licensees must pay, in full, all taxes and charges owed to the Town on a current basis prior to the issuance of a new license, the transfer of an existing license and/or the annual renewal of a license.

3.3 Filing and Application Requirements (excludes Special Event Licenses)

3.3.1 *Application for New and Transfer of License*.

In addition to the ABCC Application package, Applicants shall provide:

a. Proof of insurance;
b. All fees;
c. Completed and unexpired alcohol awareness training certificate for proposed managers of record;
d. Copies of any other license issued by the Town of Needham and the ABCC to them for use at the proposed licensed premises, including, but not limited to G.L. c.138, §19C, §19D, §22; and
e. Any additional information the Select Board shall request.

3.3.2 *Application for Renewed License*

In addition to the ABCC Renewal Application Form, Applicants shall provide:

a. Proof of insurance;
b. Completed and unexpired alcohol awareness training certificates for all employees, including manager of record;
c. Certificate of inspections, where required; and
d. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.3 *Abutter Notification*

When conducting a public hearing to consider the issuance of a license to sell or serve wine, malt and/or alcoholic beverages, the Board shall require the Applicant to notify all owners of property within a 300-foot radius of the premises to be licensed.

3.3.4 *Insurance*

No license shall be issued for the sale of alcoholic beverages (Special Event licenses excluded) in the Town until such time as the Applicant shall present to the Select Board a certificate of insurance showing that the Applicant carries the following policies of insurance from an insurance company licensed by the Department of Insurance of the Commonwealth of Massachusetts as follows: workers' compensation insurance as required by M.G.L. Chapter 152; and liquor liability insurance in the minimum amount of $100,000 per person/$1,000,000 aggregate for personal injury and $100,000 per occurrence for property damage. Licensees shall notify the Board no later than ten (10) days prior to the cancellation or material change of said coverage. The Board may, pursuant to M.G.L. c.138, §§64A, 64B, 67 increase the minimum amount of required insurance coverage. Failure to maintain such coverage during the license period shall be grounds for revocation.

3.3.5 *Fees*

All license fees of the Board are incorporated in these rules and regulations as Attachment I, Schedule of Town of Needham Liquor License Fees. These fees shall be non-refundable.

3.3.5.1 Filing Fees All required filing fees shall be paid in full at such time as the application is filed. Filing fees shall not be pro-rated for any reason.

3.3.5.2 License Fees All license fees for the initial issuance of a new license, or for the transfer of an existing license, for a change in the structural composition of a licensed premises, and/or for the annual renewal of a license shall be paid in full prior to the issuance of the license. The initial license fee will be pro-rated based on the number of months remaining in the calendar year at the time of occupancy.

3.3.6 *Floorplans and Signage*

3.3.6.1 When a submittal of a floorplan is required by the ABCC, Applicants for a new or amended license shall submit an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked:

a) the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed including dining rooms, function rooms, exterior premises and rooms in which alcoholic beverages are to be stored;

b) the location of any proposed Bar Service Areas, cocktail lounge, or other area where patrons may stand while consuming alcohol;
c) areas in which seats or benches are to be securely fastened to the floor and areas in which the seats and tables are moveable;
d) entrances and exits;
e) kitchens and/or food preparation areas;
f) take out areas;
g) storage areas;
h) restrooms;
i) cash register areas;
j) all rooms not being requested to be licensed shall be labeled as to their function, such as, kitchen, coatroom, lobby, etc.;
k) total occupant load;
l) areas where food trucks or other mobile food vendors may be parked for the purposes of serving patrons;
m) outdoor service areas, showing location of seats, tables, trash cans, and physical barriers to segregate the licensed premises from non-licensed areas; and
n) any other licensed spaces not covered by the above.

3.3.6.2 The number and location of all seats, chairs, and stools upon or within the licensed premises must be approved in writing by the Board. In no event shall the total number of seats, chairs, and stools upon the licensed premises exceed the maximum seating capacity nor the maximum occupancy capacity of the licensed premises.

3.3.6.3 Where outdoor service is proposed, the Applicant shall provide draft signage that will be posted around the licensed premises to aid in restricting the transportation or possession of any alcohol, wine, or malt beverage beyond the limitation of the barrier.

3.3.6.4 No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without prior written approval of the Board.

3.4 Management and Trainings (excludes Special Event Licenses)

3.4.1 *Management*.
At all times that the licensed premises are open for the sale or service of alcoholic beverages, the Licensee shall have on the premises a manager or assistant manager who has successfully completed an in-person alcoholic beverages server training program satisfactory to the Select Board. The onsite manager/assistant manager shall be responsible for compliance with all applicable laws of the Commonwealth of Massachusetts concerning the sale of alcoholic beverages and the Town's rules and regulations for the provision and consumption of alcoholic beverages. The designated manager/assistant

manager shall have full authority to make decisions concerning the operation of the establishment.

3.4.2 *Employee Roster*
A current employee roster shall be available upon request to the Town for all licensed establishments. An updated employee roster shall be provided to the Town within 45 days of the hiring of a new employee subject to the training requirements of 3.4.3.

3.4.3 *Trainings*

3.4.3.1 All managers, assistant managers, and bartenders shall attend an in-person alcoholic beverage server training program satisfactory to the Select Board within 30 days of employment and once every two years thereafter. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2.

3.4.3.2 All employees not covered by Section 3.4.3.1 shall complete a Town-approved training program within 30 days of employment, or provide proof of training certification at a Town-approved course within the last three years. All such employees must complete an approved program once every three years. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2.

3.4.3.3 It is the obligation of the license manager to inform all employees about the rules and regulations of the Select Board, the ABCC, and any and all applicable Massachusetts laws.

3.5 General and Miscellaneous Provisions

3.5.1 There shall be no alcoholic beverages taken from the premises of an establishment licensed under M.G.L. c.138, §12, except for deliveries for the operation of the business as controlled by G.L. c.138, and with the exception of partially consumed bottles of wine that are purchased with a meal and resealed in accordance with 204 CMR 2.18 or sales conducted pursuant to G.L. c.138, §19C or §19D.

3.5.2 No Licensee shall sell alcoholic beverages in any part of the premises not specified on its license or such other license issued by the ABCC. No change of such area or location shall be made without prior written approval of the

Select Board. The licensed premises shall meet and fully comply with all health standards and regulations applicable to the sale of alcoholic beverages.

3.5.3 The licensed premises must be well lighted at all times.

3.5.4 There shall be no indecent or immoral entertainment on the licensed premises.

3.5.5 Gambling, lotteries, or other illegal machines or games are prohibited except as otherwise permitted by law.

3.5.6 The licensed premises shall be subject, at all times, to inspection by members of the Select Board, the Town Manager, Inspector of Buildings, Board of Health or its representatives, Police Department, Fire Department, or any other department or official of the town so directed by the Select Board.

3.5.7 No licensed restaurant, Farmer Series Pouring Permittee, or package store may permit the use of any amusement service such as electronic games on the premises.

3.5.8 Service of alcoholic beverages shall be by a bartender/server/wait person (applicable to on premise Licensees only, including Farmer Series Pouring Permittees).

3.5.9 Licensees shall make all reasonable and diligent efforts to ensure that loitering, disorder, disturbances or illegality of any kind does not occur at the licensed premises. The Licensee shall ensure that business in the licensed premises is conducted in a responsible manner so that no activity shall detract from the quality of life in the Town generally, or in the neighborhood in which the licensed premises are located. The Licensee may be held responsible for such activity, whether present or not. Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.10 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

3.5.11 Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.12 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

3.5.13 The Licensee shall request proof of identification from any patron appearing to be under the age of 40 prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner.

IV. RULES AND REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES BY INNHOLDERS ONLY

4.1 Cocktail lounges are permitted with the approval of the Select Board but limited to approved areas by the Select Board with appropriate identification of the specific location documented by the Inspector of Buildings.

4.2 The service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

4.3 Section 5.3 of these policies shall apply to the restaurant and dining areas of the licensed establishment.

4.4 With the approval of the Select Board, an Innholder may sell sealed wine and malt beverages at a concession stand in the lobby of the hotel. Such sales shall be to individuals renting rooms at the establishment only and must be consumed within the rented rooms. Any wine and malt beverage purchased at the concession stand must remain sealed until the purchaser has returned to their room.

V. RULES AND REGULATIONS APPLICABLE TO THE SALE OF ALCOHOLIC BEVERAGES IN RESTAURANTS

5.1 Purpose

It is the policy and purpose of the Select Board acting as the Licensing Board of the Town of Needham to limit the issuance of alcoholic licenses as an accommodating and incidental part of a Common Victualler's primary and principal business endeavor of preparing and serving food to the public in a restaurant and function room.

The issuance of alcoholic licenses will be utilized so as to both enhance the dining experience of individuals patronizing Needham restaurants and to foster the economic development of business areas in the Town by encouraging and promoting foot traffic in those areas where restaurants are located. The Board will consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, appropriateness of menu and other aesthetic considerations including the physical layout of the interior of the establishment. Licenses will not be granted to establishments whose principal business activity is fast food, take-out, or which has any “drive-through” component.

5.2 Common Victualler’s License

No alcohol license will be issued to any Applicant unless such Applicant is the Licensee named in a common victualler's license and has operated a restaurant for the twelve-month period immediately preceding the filing of an application.

5.3 Food Service

Service of food must be available in all areas in which alcoholic beverages are to be served. Meals must be served on solid dinnerware with silverware accompanying the same. No paper plates or plastic cutlery is permitted.

5.4 Fire Safety Inspections

Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety in the Commonwealth, requires that every license holder under M.G.L. Chapter 138 Section 12 must submit as a precondition of renewal of the license "a valid certificate of inspection issued by a local inspector and signed by the head of the fire department for the city, town or district in which the premises is located." No license shall be issued for the sale of alcoholic beverages in the Town until such time as a copy of the valid certificate of inspection has been filed with application.

5.5 Bar Service

The sale or service of alcoholic beverages for consumption at any unapproved Bar Service Area is prohibited. For the purposes of these regulations, Bar Service Area is defined as service across a counter at which alcoholic drinks are prepared to patrons who may or may not be waiting to dine. For those establishments with no table service, the Bar Service Area shall include the entire area where patrons may consume alcohol. Bar Service Areas are permitted only in locations expressly approved and authorized by the Select Board. Such authorization may be granted under the following conditions:

a) The Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the Bar Service areas
b) No more than a total of fifteen (15) seats or twenty percent (20%) of the total seats in the premises, whichever is less, shall be allowed in the Bar Service area(s), except that the Board may authorize a greater number where such seats are intended for food service customers as part of the Licensee's business plan;
c) The seats in the Bar Service areas are included when calculating the number of seats in the premises;
d) All food and beverages on the menu served in the public dining room shall be available for service to the patrons in the Bar Service areas.

5.6 Reporting

Licensees shall provide the Select Board with a statement certified by a Certified Public Accountant as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic beverages. If the percentage exceeds fifty percent (50%), the Select Board may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may after hearing require the Licensee to reduce it alcohol sales or take any other action permitted by law, including suspension or revocation of the license.

VI. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS

6.1 Every club Applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has maintained club facilities for not less than three (3) years prior to the filing of an application. The within provisions may be waived by the Select Board.

6.2 Every Veterans organization to be eligible to be licensed to sell any and all alcoholic beverages within the Town of Needham must be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

6.3 Each Applicant shall furnish a copy of its Charter or other legal evidence of its eligibility as herein specified when requested by the Select Board.

6.4 Each eligible club and veteran's organization must have the exclusive legal right to the possession and enjoyment of indoor facilities of not less than 2,000 square feet of floor space on one or more floors and which may consist of one or more rooms.

6.5 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager or bartender who is of good moral character and a responsible person. The manager or bartender will be in charge during open hours acting for and on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors the manager or bartender shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

6.6 Section 5.3 of these policies shall apply to all clubs and veterans' organizations.

VII. RULES AND REGULATIONS APPLICABLE TO SPECIAL EVENT LICENSES

7.1 <u>Hours of Sale</u>
Request for the sale of alcohol under a Special Event License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on Monday through Saturday, and 12:00 p.m. and 12:00 a.m. on Sundays.

7.2 <u>Notice</u>
Special Event Licenses are exempt from the legal notice and publication requirements.

7.3 <u>Eligibility</u>

7.3.1 No Special Event License shall be granted to any person while their application for an On-Premises license is pending before the Select Board.

7.3.2 No person shall be granted a Special Event License for more than 30 days in a calendar year.

7.5 Application

The Applicant shall provide the following information and documents to the Select Board:

a) Town of Needham Select Board Event Information Sheet
b) Descriptive information about the event (invitation, flyer, letter of explanation, etc.)
c) Written indication of the manner by which service, sale, delivery, and/or dispensing of alcoholic beverages are to be controlled.
d) Written evidence of the owner's permission to use the proposed licensed premises.
e) Proof of Non-profit Status (if request is for all alcoholic beverages).
f) Sketch/floorplan of the proposed licensed premises detailing where alcohol will be served, sold, delivered, and/or dispensed.
g) Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and evidence of whether or not said individuals have completed in the past three years an appropriate Massachusetts alcoholic beverages server training program.
h) Acknowledgement that the person holding the special license has purchased the alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)

7.6 Conditions

The Special Event Manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet. The Special Event Manager shall display such Special Event License where sale of alcoholic beverages is taking place.

7.7 Alcohol Training

The Select Board may require the Special Event Manager or individuals serving or handling alcohol at the event to complete a training program to prevent service to underage or intoxicated persons.

VIII. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES

8.1 General Provisions

8.1.1 Employees at the licensed premises on which a Section 15 license is exercised must be 21 years of age except that such Licensees may employ

a person under the age of 21 who does not directly handle, sell, store, or prepare for display any alcoholic beverages. Notwithstanding the foregoing, food store employees 18 years of age or older may handle, store, or prepare any alcoholic beverages for display.

8.1.2 No seating, chairs, stools, or tables for use by customers or patrons shall be placed or permitted by a retail package store Licensee upon or within the licensed premises, or upon any area under the direction and control of the Licensee without the Select Board's consent.

8.1.3 Where the liquor licenses are granted to serve the public, Licensees shall be open to the public and, except in exigent circumstances, operate on all days and hours in accordance with the terms of the issued liquor license. The closing of the licensed premises to the public, for a period of five (5) consecutive days or more, or for any period totaling ten (10) days during the calendar year without the prior approval of the Select Board may be deemed to be an abandonment of the Liquor License and sufficient grounds for revocation of the Liquor License.

8.1.4 Package Store Licenses may be granted to food stores as defined in these regulations, but will not be granted to convenience stores.

8.1.5 Alcohol-related signage displayed so that it is visible to the public will be limited. As a condition of the license, the Licensee will comply with the Town of Needham Sign By-law, as from time to time amended.

8.1.6 Advertisement at local sporting events or school events and sponsorships of sporting teams where participant's uniforms carry the name, logo or advertisement for any business which derives more than 25% of its gross revenues from the sale of alcoholic beverages is prohibited.

8.1.7 "Nips" or bottles of spirits containing fewer than eight (8) fluid ounces shall not be located in an area directly accessible by customers, and shall be offered for sale upon the request of a customer from a location within the premises to which customers do not have direct access, such as behind a counter.

8.2 <u>Deliveries</u>

8.2.1 For all deliveries conducted off the licensed premises, the Licensee shall keep written records including the date of sale, quantities and sizes of items purchased, method of payment transaction, and name and address of purchaser. In addition to the preceding requirements, the amount of the beverages that were delivered, the date and time of delivery, the signature of the person receiving the delivery and the type of identification card used to confirm age. Such written records shall be maintained by the

Licensee within or upon the license premises for a period of not less than one year and must be readily available for inspection by the Town.

a) Deliveries must be made during the operating hours of the store.
b) Deliveries shall be made by persons no less than 21 years of age.
c) A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

8.2.2 Hours for product deliveries to establishment and/or pick-up of bottle returns should be arranged so that activity does not interfere with the quiet enjoyment of the neighborhood.

8.3 Sample Tastings

Consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the Licensee, by any person is strictly prohibited except for sample tasting.

8.4 Food Store Alcohol License Requirements

8.4.1 A food store is defined as a farm stand, grocery store, or supermarket, which sells at retail, food for consumption on or off the gross premises, whether alone, or in combination with grocery items or other non-durable items typically found in a grocery store and sold to individuals for personal, family or household use. Such food store shall carry fresh and processed meats, poultry, dairy products, eggs, fresh fruits and produce, baked goods and baking ingredients, canned goods and dessert items. Notwithstanding the foregoing, a food store for the purposes of these regulations shall not be a convenience store, any business that sells gasoline, or a business which derives more than 25% of its gross revenues from the sale of alcoholic beverages. The retail space used to display alcoholic beverages shall not exceed twenty-five percent (25%) of the total retail space on the premises. The Select Board shall determine whether an Applicant is a food store as set out herein and in compliance with any and all requirements.

8.4.1 A convenience store is defined as an establishment that sells at retail food and other non-durable items to individuals more on a daily basis, such as but not limited to small quantities of food, candy, newspapers, and tobacco products. Convenience stores are frequently open with only one staff member on duty at a time, are usually open later than 10:00 p.m. and may or may not sell gasoline. The Select Board reserves the right to consider each of these factors when determining if an Applicant will be considered a convenience store.

8.4.2 Regular sales and operation of the food store must continue during all

times when the sales of alcoholic beverages are permitted.

8.4.3 Package store licenses issued to food stores shall be limited to wine and malt beverages only; provided, however, that a farm stand, as defined in 330 CMR 22.02, shall be eligible for an all-alcohol package store license.

IX. RULES AND REGULATIONS APPLICABLE TO FARMER SERIES POURING PERMITTEES

9.1 Applicants

Applicants for a Farmer Series Pouring Permit shall hold a Farmer-Brewery License (M.G.L. c.138, §19C) from the ABCC at all times. If an Applicant for a Permit does not have a valid ABCC Farmer-Brewery License at the time of Application, issuance of the Permit shall be conditioned on receipt of such ABCC license.

9.2 Purpose

The issuance of Farmer Series Pouring Permits shall be utilized so as to foster the economic development of the Town by encouraging and promoting patronage in those areas where Farmer Series Pouring Permittees are located. The Select Board shall consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, community engagement, and other aesthetic considerations including the physical layout of the interior of the establishment.

9.3 Water Station

At all times, there shall be a free, self-service water station for patrons and customers to use without staff assistance. This provision may be waived by the Select Board upon a showing of good cause and only if a sign is posted by the bar stating that tap water is available upon request and free of charge.

9.4 Occupancy

Where required by the Select Board, the Licensee shall delegate a staff member to keep and maintain an accurate count of all individuals occupying the premises to ensure compliance with building code occupancy limits.

9.5 Food Service

The Permittee shall ensure that food service is available to its patrons at all times that alcohol is served for on-premises consumption. The Permittee may satisfy this provision by (i) holding a Common Victualler's license and operating a full-service kitchen; (ii) arranging for food to be brought onto the premises by mobile food truck vendors; (iii) contracting with nearby restaurants; (iv) allowing patrons to have food delivered for consumption on the premises; or (v) such other arrangement as the Select Board deems appropriate. The Permittee shall submit a plan for food service with its application.

X. VIOLATIONS

10.1 Violations

Any violation of the License terms and conditions, these Regulations, the Regulations of the Alcoholic Beverages Control Commission, the laws of the Commonwealth, including General Laws Chapter 138, or the Town's General Bylaws may be grounds for action by the Select Board, including the modification, suspension, revocation, nonrenewal or cancellation of a license.

10.2 Suggested Orders

Except as provided in Section 10.3, the suggested orders listed below shall be a guide for the Select Board. The Board, in its discretion, may impose an order that is more lenient or more severe than suggested by the guidelines when the facts surrounding a violation so warrant. In determining the appropriate action in any given case, the Select Board shall consider the violation, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances. Dates of suspension will be determined by the Select Board and suspensions of more than one-day will be served consecutively.

Offense	**Suggested Order**
1st Offense	One to five day suspension
2nd Offense	Six to ten day suspension
3rd Offense	Ten to thirty day suspension
4th Offense	Revocation

10.3 Compliance Checks

The Town conducts, and expects to continue to conduct, routine compliance checks of Licensees, including, but not limited to, service to underage persons checks using agents of the Needham Police Department. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Select Board may impose for service to underage violations identified in compliance checks, which are intended to be educational by design. The Select Board is not limited by these guidelines and may impose greater or lesser discipline based on consideration of the violation alleged, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances. Dates of suspension will be determined by the Select Board and suspensions of more than one-day will be served consecutively.

Offense	Suggested Order
1st Offense	One to two day suspension.
2nd Offense	Up to five-day suspension.
3rd Offense	Up to ten-day suspension. Licensee shall be required as a condition of the license to provide the Board with a satisfactory written plan, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license, to assure that a further offence will not occur.
4th Offense	Minimum ten-day suspension. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, or compulsory initiation by the Licensee of transfer of ownership to a responsible party to be approved by the Board.

10.4. Training

All employees involved in the improper sale of alcohol and the in-store manager at the time of the violation (as determined by the license Manager of Record) shall not serve alcohol until they complete another training course (either virtually or in-person) in accordance with Section 3.4.3, notwithstanding when the course was last completed and provide proof of said training to the Select Board. In addition, these employees must complete in-person training in accordance with Section 3.4.3 no later than the next such training offered by the Town of Needham and provide proof of said training to the Select Board.

10.5 Prior Violations

In calculating the number of prior offenses under this guideline, the Select Board will consider determined violations occurring within the five (5) years preceding the date of current violation.

10.6 Hearings

10.6.1 A Licensee shall have a right to notice and public hearing before modification, suspension, revocation, nonrenewal or cancellation of a license by the Board, except that the Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

10.6.2 A Licensee may waive its right to hearing, and the Board in such cases may make findings and act without hearing on recommendation of the Town Manager. The Board may, however, require that a hearing be held notwithstanding such a waiver, in which case the Licensee shall have notice of hearing and an opportunity to be heard before action is taken on modification, suspension, revocation, nonrenewal or cancellation of a license, except that Select Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

10.7 Notice of Suspension

On the days when Suspension of License is being served, the Licensee will publicly post at its public entrance(s) a notice of the Suspension in a form as the Board or Town Manager may direct. The Board may also post notice of violation hearings, findings, decisions, and orders to the Town's website and Town's social media.

APPROVED:	6/14/77
Amended and revised:	11/18/97
Amended and revised:	2/9/99
Revised fee schedule:	12/7/99
Revised fee schedule:	12/5/00
Revised and approved:	8/20/02
Fee changes	12/21/04
Addition of Liquor Liability Insurance:	1/25/05
Addition of One-Day License:	1/25/05
Amended and revised:	11/14/06
Amended and revised:	6/22/10
Amended and revised:	12/18/12
Amended and revised:	5/13/14
Amended and revised:	9/10/2014
Amended and revised:	11/9/2016
Amended and revised:	7/25/2017
Amended and revised:	8/18/2020
Amended and revised:	7/26/2022
Amended and revised:	4/25/2023

SELECT BOARD

ACTING AS

NEEDHAM LICENSING BOARD

Needham Police Department

99 School Street
Needham, Massachusetts 02492
Telephone (781) 455-7570
Fax (781) 453-9496

John J. Schlittler
Chief of Police
Phone (781) 455-7570 ext 216
email: jschlittler@needhamma.gov

NOTICE OF VIOLATION

LICENSEE NAME The James

ADDRESS 1027 Great Plain Avenue

This is to notify you that on 3/19/25, at approximately _____, Your licensed establishment was investigated by investigators of the Town of Needham Police Department, during which time it is alleged that you violated 204 CMR 2.05 (2) Permitting an illegality on the licensed premises, to wit: Chapter 138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age.

Under MGL, Chapter 30A, You have the right to a hearing on this matter before the Commission regarding the alleged violation.

Service In Hand By: Austin Bissonette Date: 3/19/25
Investigator

Received By: _____ Date: 3/19/25
Licensee Representative

Needham Police Department
Incident Report

Incident #: 25NEE-413-OF
Call #: 25-12084

Date/Time Reported: 03/19/2025 1652
Report Date/Time: 03/19/2025 1842
Status: No Crime Involved

Reporting Officer: Patrol Austin Broderick
Approving Officer: Sergeant Joseph O'Brien

Signature: _____

Signature: _____

#	INVOLVED	SEX	RACE	AGE	SSN	PHONE

1 ADAMS, DAVID
[redacted]

Military Active Duty: N
BODY: NOT AVAIL.
DOB: [redacted]
LICENSE NUMBER: [redacted]

COMPLEXION: [redacted]
PLACE OF BIRTH:
ETHNICITY:

2 KIELY, MARY P
[redacted]

Military Active Duty: N
BODY: NOT AVAIL.
DOB: [redacted]
LICENSE NUMBER: [redacted]

COMPLEXION: [redacted]
PLACE OF BIRTH:
ETHNICITY:

#	EVENTS(S)

LOCATION TYPE: Restaurant/Cafeteria
THE JAMES
1027 GREAT PLAIN AVE Apt. #REAR
NEEDHAM MA 02492

Zone: 1 B

1 Town By-Law Violation

Attachments for 25NEE-413-OF	
Description	**Type**
NOTICE OF VIOLATION	**PDF**
Attachment#: F822713E20F442DD87B7118DEDB9AA0E	

Needham Police Department

NARRATIVE FOR PATROL AUSTIN J BRODERICK

Ref: 25NEE-413-OF

Entered: 03/19/2025 @ 1852 Entry ID: 0709
Modified: 03/19/2025 @ 1852 Modified ID: 0709
Approved: 03/24/2025 @ 0958 Approval ID: 8073

On 03/19/2025 Lt. Forbes, Sgt. O'Brien, Officer S. Timmerman and I (Officer Broderick), conducted underage alcohol compliance checks of all the stores and restaurants that hold liquor licenses in Needham. As part of these checks, an underage party went into the establishments and attempted to purchase alcohol using only their real RMV issued licenses as a form of identification. The underage party only had the money that was provided to them prior to these checks. The underage parties credit cards and other identification documents had been secured previously at NPD.

The underage party, operative two, entered The James (1027 Great Plain Avenue) at approximately 4:38pm. I remained outside while operative two attempted to order a bud light. Operative two was served an alcoholic beverage and the bartender, who was identified as David Adams, did not check operative two's ID, and served them the beer. Operative two then sent me a text message stating that they were served an alcoholic beverage. I then entered the bar and observed operative two sitting at the bar with a beer in front of them. I then told operative two that they may leave the bar, and I Identified myself as a Needham Police Officer and advised Mr. Adams that this has been an alcohol compliance check. I then advised Mr. Adams that he had served an underage party.

I then asked to speak with the manager and Mr. Adams directed me to the manager who was standing nearby and was identified as Mary Kiely. I explained the process of what will happen and provided Ms. Kiely with a copy of the Notice of Violation for her to sign and will attach this to the report.

Town of Needham
Compliance Check Protocols

1. Notification that a compliance check will be taking place will be made in the media prior to the start date.
2. The underage person taking part in the compliance check should reasonably look their age. Efforts to make them appear older should be avoided.
3. A photo of the underage person should be taken and attached to the information requested in #6.
4. The underage person should not be carrying any identification other than their own driver's license when taking part in the compliance check.
5. The underage person should not carry any money with them other than that provided by the police officer supervising them.
6. The underage person should sign a release form prior to starting participation in this program. The underage person and a police officer should also sign and date copy of these guidelines.
7. Unless circumstances prohibit, the underage person shall be administered a Portable Breath Test at the beginning and at the conclusion of each shift.
8. The underage person shall enter the licensed premises under observation by a police officer.
9. The underage person should attempt to purchase an alcoholic beverage. They should attempt to purchase the same item at each location.
10. At no time shall the underage person attempt to misrepresent their age.
11. If asked for identification, the underage person should present their own valid driver's license.
12. If served at any on-premise establishment, the underage personal may either remain on the licensed premises and signal the police officer to enter, or exit the licensed premises leaving the alcoholic beverage behind, whichever the officer directs. If served at an off-premises establishment, the underage person should carry the alcoholic beverage out to the police officer.
13. At no time, under any circumstances, shall the underage person consume any alcoholic beverage.
14. The safety and welfare of all underage participants will be of the utmost importance to the ABCC investigator and law enforcement personnel. Underage persons shall not be exposed to any unusual, unnecessary or unreasonable risk.
15. The underage person will not wear, exhibit or carry any ABCC or law enforcement identification or falsely represent themselves as an employee of this agency or any other law enforcement unit while participating in this program. They shall not under any circumstances carry a weapon.
16. Police personnel should only enter the premises to observe on an as-needed basis when circumstance warrant.
17. Notice to licensees, if feasible, of any alleged violations will be given upon conclusion of the compliance check. Official notification of date, time and place of hearing will be sent to the licensee via US Mail.

Underage Operative [redacted] Police Officer [signature] Date 03/18/2015

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 1166 Greendale Avenue
Presenter(s)	Joanne Callender, Eversource Representative

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Eversource Energy requests permission to install approximately thirteen feet of conduit in Greendale Avenue. The reason for this work is to provide service to new landscaping lights at 1166 Greendale Avenue.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately thirteen feet of conduit in Greendale Avenue.

3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Petition
d. Order
e. Petition Plan
f. Notice Sent to Abutters
g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Myles Tucker, Select Board Office
FROM: DPW Office
DATE:
RE:

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7/1/25 REVIEWER: R.W.W.

SITE LOCATION: #1166 (1180) GREENDALE AVE. UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

(A) Sidewalk/Grass Strip Crossing Only Peer Review tar 7/7/25

B Work Within Paved Road Perpendicular Crossing Peer Review _____

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

Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

- [x] Petition Plan Consistent with Field Review
- [x] Diameter of Conduit 2"
- [x] Depth of Conduit
- [x] Utility Conflicts
- [x] Crossing Perpendicular to Road
- [x] Public Road
- [x] Double Pole N/A
- [x] Old Pole Removed N/A
- [x] Cables Transferred to New Pole UNSURE?
- [x] New Riser on Pole USE OF OLD RISER?
- [x] Visible Trench Patch across Road/Sidewalk
- [ ] Abutters List Complete
- [x] Photos Included

Department Head _____

COMMENTS:

NEW TRENCHING PATCH VISIBLE ACROSS SIDEWALK WITH NEW E.H.H. BEHIND SIDEWALK. POSSIBLE OVERHEAD CONNECTION ALSO

The conduit has already been installed, otherwise the application is complete pending the public hearing. tar 7/15/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

June 30, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Greendale Avenue
Needham, MA
W.O.# 20867356

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 13 feet of conduit in Greendale Avenue.

The reason for this work is to provide service to new landscaping lights at #1166 Greendale Avenue.

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

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/HC
Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the tranmission of electricity for lighting, heating or power under the public way or ways of the Town thereinafter specified, and notice has been given and a hearing held on said petition as provided by law.
It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Greendale Avenue - **Easterly from pole 24/135, approximately 40 feet south of Great Plain Avenue, install approximately 13 feet of conduit.**

W.O.# 20867356

All construction work under this Order shall be in accordance with the following conditions:
1. Conduits and manholes shall be located as shown on the plan made by **K. Rice, dated June 6, 2025** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

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

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

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

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

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated June 6, 2025,** and filed herewith, under the following public way or ways of said Town:

Greendale Avenue - **Easterly from pole 24/135, approximately 40 feet south of Great Plain Avenue, install approximately 13 feet of conduit.**

W.O.# 20867356

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

By: *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 30th day of June 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

N:\SHARED-mmas-vf02\CIMAGE\BASELINS\NEE\NEE-GREENDAG.dwg

#146 GREAT PLAIN AVE.

APPROX. ROW

NAD 1983

BSW

CONCRETE SIDEWALK

GRANITE CURB

APPROX. ROW

BSW

GRANITE CURB

GREENDALE AVE.

INSTALL 1 - 2" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION 1 FIG. 1 13'±

GRANITE CURB

24/135

CONCRETE SIDEWALK

APPROX. ROW

APPROX. PT.
OF PICKUP

#1166 GREENDALE AVE.

APPROX. ROW

GRANITE CURB

GRANITE CURB

3/30

GREAT PLAIN AVE.

SECTION - 1

STREET SURFACE

APPROX. DEPTH 2'-6"

SECTION OF PROPOSED LINE

1-IRON PIPE OR
1-PVC CONDUIT (SCH.40)
OR 1-FIBRE DUCT

FIGURE - 1

0 20 40

SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C#	130-25
Ward #	
Work Order #	20867356
Surveyed by:	N/A
Research by:	GR
Plotted by:	VT
Proposed Structures:	GR
Approved:	K RICE
P#	

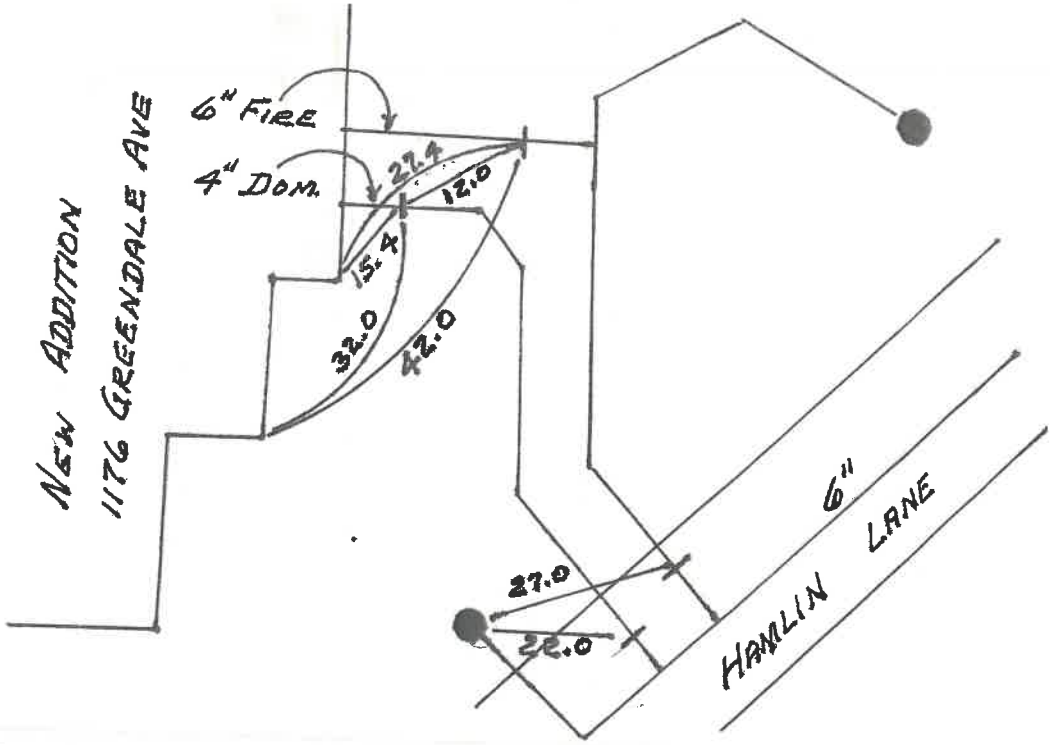
NSTAR ELECTRIC d/b/a EVERSOURCE
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GREEENDALE AVENUE
NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20' Date JUNE 6, 2025

SHEET 1 of 1



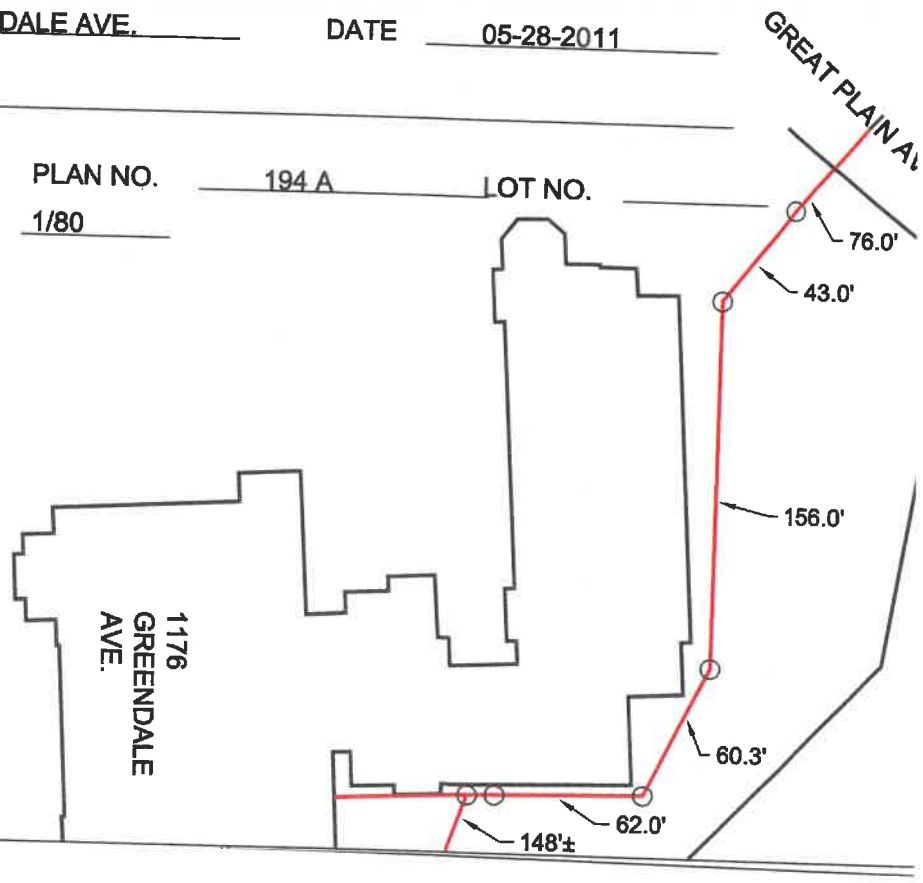
TOWN OF NEEDHAM PUBLIC WORK DEPARTMENT
HOUSE CONNECTION

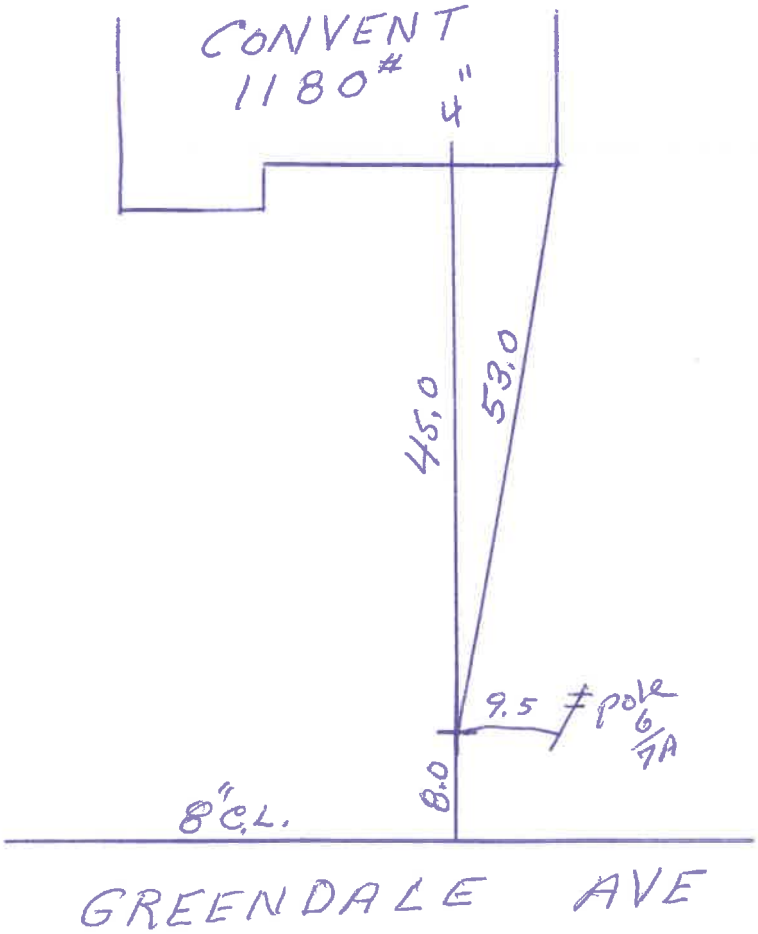
APP. 11,587 NO. 1176 GREENDALE AVE. DATE 05-28-2011

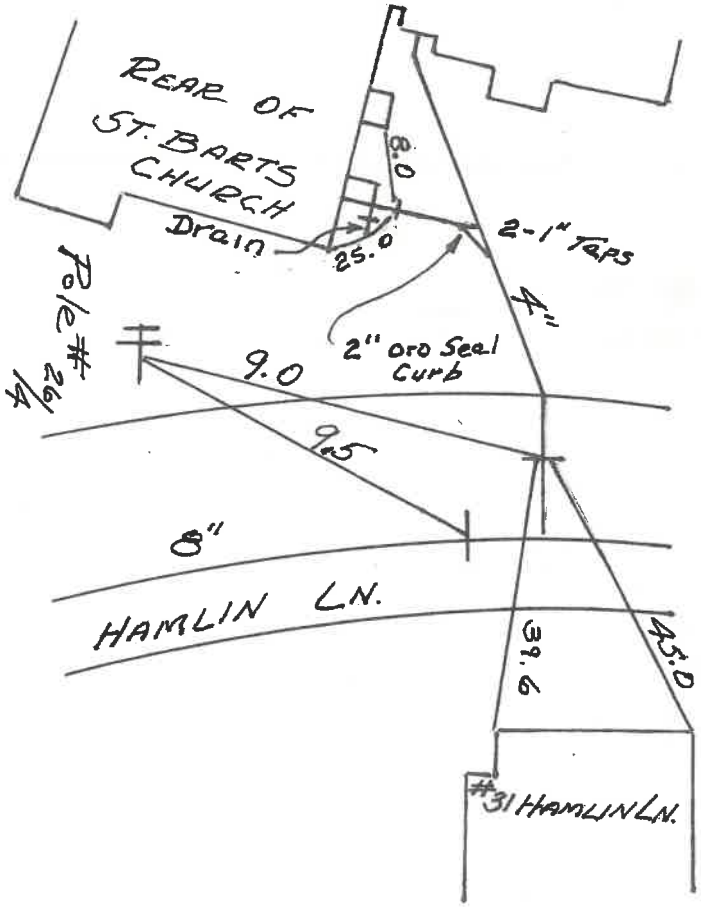
LENGTH TO ST LINE	
ST LINE TO BLDG.	
TOTAL LENGTH	
DEPTH AT MAIN	
DEPTH AT ST LINE	
DEPTH AT BLDG	
KIND OF SOIL	GRAVEL
MATERIALS	

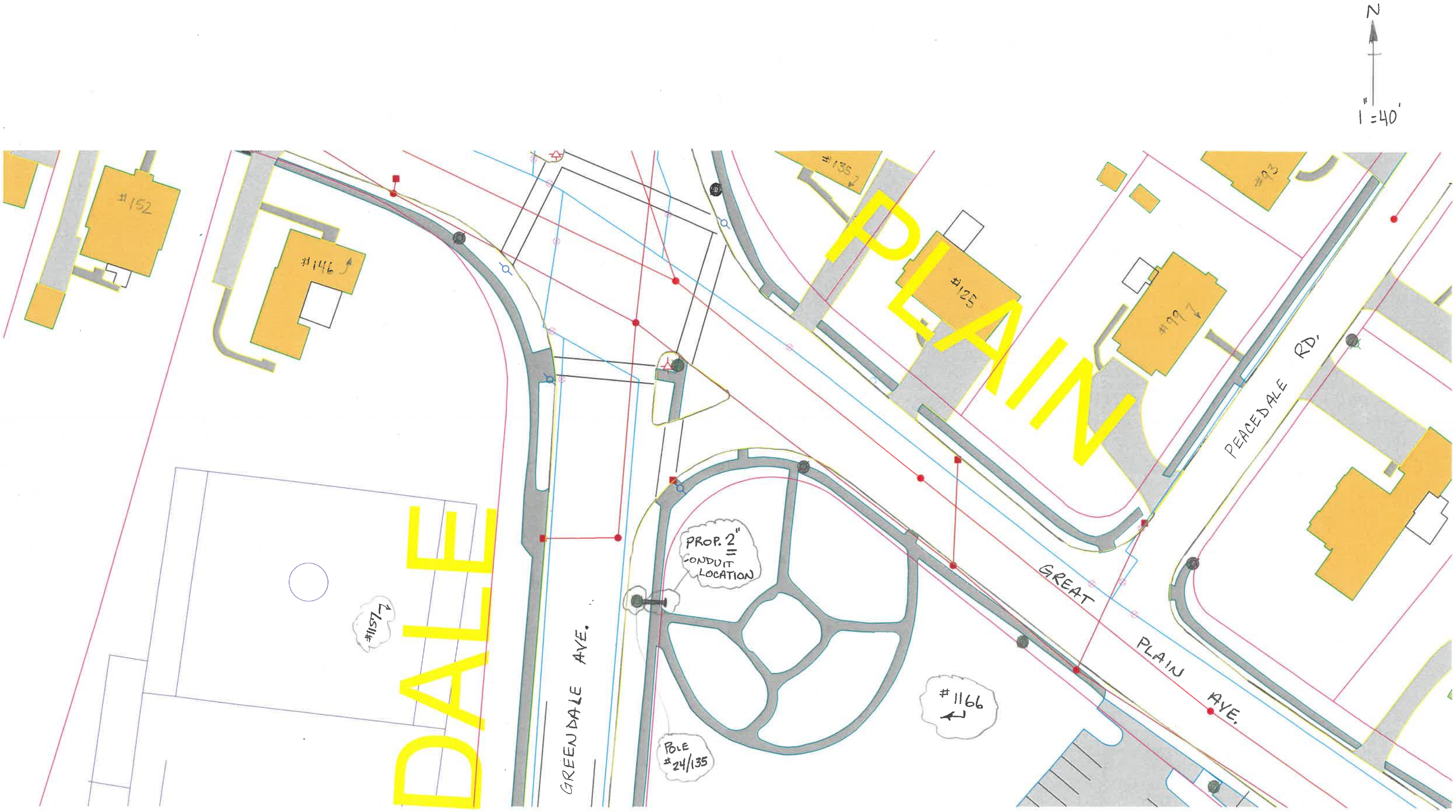
PLAN NO. 194 A LOT NO.

SCALE. 1/80




CONVENT
1180#
4"
45.0
53.0
9.5
pole
6/7A
8.0
8" C.L.
GREENDALE AVE


REAR OF
ST. BARTS
CHURCH
Drain
8.0
25.0
2-1" TAPS
4"
2" ORO Seal
Curb
Pole #26/4
9.0
9.5
8"
HAMLIN LN.
39.6
45.0
#31 HAMLIN LN.


N
1" = 40'
#152
#146
#157
#135
#125
#99
#93
PLAIN
DALE
PEACEDALE RD.
GREAT PLAIN AVE.
GREENDALE AVE.
PROP. 2" CONDUIT LOCATION
POLE #24/135
#1166

PARK
GREAT PLAIN
GREAT PLAIN
MIDDLETOWN
REC 520

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:15 p.m. on Tuesday, July 22, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated June 6, 2025, to install approximately thirteen feet of conduit in Greendale Avenue. The reason for this work is to provide service to new landscaping lights at 1166 Greendale Avenue.

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

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

Heidi Frail
Catherine Dowd
Joshua Levy
Marianne Cooley
Kevin Keane

SELECT BOARD

You are invited to a Zoom webinar:
https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Passcode: 652800
Webinar ID: 826 0101 3229

Dated: July 14, 2025

1166 GREENDALE AVE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/001.0-0035-0000.0	O'BRIEN, EDWARD P &	BYRNE, CATHERINE D	104 PEACEDALE RD	NEEDHAM	MA	02492-
199/200.0-0001-0116.0	POBYWAJLO, SUSAN M. TR. &	WAJDA, PATRICIA K. TR	1204 GREENDALE AVE UNIT 116	NEEDHAM	MA	02492-
199/200.0-0001-0125.0	LERENTRACHT, LINA TR	LINA LERENTRACHT REVOCABLE TRUST	2 TUDOR CITY PL APT 11CN	NEW YORK	NY	10017-
199/200.0-0001-0128.0	KAHR, LUCILLE		28 HORAN WAY	STOUGHTON	MA	02072-
199/200.0-0001-0129.0	EFREMOVA, GALINA		1204 GREENDALE AVE UNIT 129	NEEDHAM	MA	02492-
199/200.0-0001-0210.0	MANN, YEHOSHUA &	MANN, SHANI	1208 GREENDALE AVE UNIT 210	NEEDHAM	MA	02492-
199/200.0-0001-0214.0	FRAWLEY, WENDY C. &	FRAWLEY, DAVID M	1206 GREENDALE AVE UNIT 214	NEEDHAM	MA	02492-
199/200.0-0001-0306.0	BONDAR, FELIX &	BONDAR, SVETLANA	1212 GREENDALE AVE UNIT 306	NEEDHAM	MA	02492-
199/200.0-0001-0323.0	CAREY, JOSEPH P., TR	80 ARCH STREET REALTY TRUST	1210 GREENDALE AVE UNIT 323	NEEDHAM	MA	02492-
199/200.0-0001-0330.0	SHNAYDERMAN, MARINA		1212 GREENDALE AVE UNIT 330	NEEDHAM	MA	02492-
199/200.0-0001-0338.0	TALLY, MARGARET A		1210 GREENDALE AVE UNIT 338	NEEDHAM	MA	02492-
199/200.0-0004-0000.0	ST. SEBASTIAN'S COUNTRY DAY SCHOOL, INC		1191 GREENDALE AVE	NEEDHAM	MA	02492-
199/200.0-0031-0008.0	DIKE, MARY I. TR		29 NORTH SHORE RD.	WESTMINSTER	MA	01473-
199/200.0-0031-0010.0	JIN, PENG &	LI, ZHONGLING	31 HAMLIN LN, UNIT A24	NEEDHAM	MA	02492-
199/200.0-0031-0011.0	RAKITA, LEO & RAKITA YURIY &	RAKITA, NONNA	31 HAMLIN LN, UNIT B21	NEEDHAM	MA	02492-
199/200.0-0001-0107.0	DUFFY, MICHAEL A. &	DUFFY, DORI A.	1202 GREENDALE AVE UNIT 107	NEEDHAM	MA	02492-
199/200.0-0001-0108.0	KIRBY, MARIANNE F		1202 GREENDALE AVE UNIT 108	NEEDHAM	MA	02492-
199/200.0-0001-0119.0	PARKS, WILLIAM &	PARKS, JANE	1202 GREENDALE AVE UNIT 119	NEEDHAM	MA	02492-
199/200.0-0001-0120.0	HE, YANLI		1202 GREENDALE AVE, UNIT 120	NEEDHAM	MA	02492-
199/200.0-0001-0132.0	MCGLOIN, DONALD &	MCGLOIN, ROSA	1202 GREENDALE AVE UNIT 132	NEEDHAM	MA	02492-
199/200.0-0001-0142.0	BARKER, CHRISTOPHER BROWN		1204 GREENDALE AVE UNIT 142	NEEDHAM	MA	02492-
199/200.0-0001-0222.0	KHALAFYAN, LIANA &	MKRTYCHEV, VLADISLAV	1208 GREENDALE AVE UNIT 222	NEEDHAM	MA	02492-
199/200.0-0001-0304.0	MULDOON, MICHELLE		1212 GREENDALE AVE UNIT 304	NEEDHAM	MA	02492-
199/200.0-0001-0320.0	SHEN, JUSTIN		1210 GREENDALE AVE, UNIT 320	NEEDHAM	MA	02492-
199/200.0-0001-0335.0	GREEN, TAMARAH RUTH TR.	TAMARAH R. GREEN 2022 REVOCABLE TRUS	1210 GREENDALE AVE UNIT 335	NEEDHAM	MA	02492-
199/200.0-0001-0115.0	CARROLL, KEITH P. &	CARROLL, JANE K.	1204 GREENDALE AVE UNIT 115	NEEDHAM	MA	02492-
199/200.0-0001-0202.0	GREEN, CHRISTINE L.		1206 GREENDALE AVE UNIT 202	NEEDHAM	MA	02492-
199/200.0-0001-0221.0	BELVAL, PETER G. TR	BELVAL FAMILY IRREVOCABLE TRUST	1208 GREENDALE AVE UNIT 221	NEEDHAM	MA	02492-
199/200.0-0001-0232.0	HERMAN, SUSAN		1208 GREENDALE AVE UNIT 232	NEEDHAM	MA	02492-
199/200.0-0001-0235.0	NICHOLSON, MARGARET A		1208 GREENDALE AVE UNIT 235	NEEDHAM	MA	02492-
199/200.0-0001-0317.0	MATHAISEL, BRYAN F. & PATRICIA E. TRS.	PETER RABBIT REALTY TRUST	1212 GREENDALE AVE, UNIT 317	NEEDHAM	MA	02492-
199/200.0-0001-0318.0	BRENNAN, ANNE M		1212 GREENDALE AVE UNIT 318	NEEDHAM	MA	02492-
199/200.0-0001-0328.0	CONNORS, BRENDA J		1212 GREENDALE AVE UNIT 328	NEEDHAM	MA	02492-
199/200.0-0001-0337.0	MARRIOTT, ZOYA I. &	MARRIOTT, FRANCISCO X	1210 GREENDALE AVE UNIT 337	NEEDHAM	MA	02492-
199/200.0-0031-0002.0	DIKE, MARY I TR		29 NORTH SHORE RD	WESTMINSTER	MA	01473-
199/200.0-0031-0005.0	NORTON, ANNE		31 HAMLIN LN B12	NEEDHAM	MA	02492-
199/200.0-0001-0102.0	ABBOTT, ELIZABETH M		1202 GREENDALE AVE, UNIT 102	NEEDHAM	MA	02492-
199/200.0-0001-0110.0	DRONEY, ALBERT P. JR. TR. &	DRONEY, NANCY A. TR	PO BOX 1222	WEST CHATHAM	MA	02669-
199/200.0-0001-0118.0	NICKERSON, JOY D &	DONALD, JO-ANN M	1202 GREENDALE AVE UNIT 118	NEEDHAM	MA	02492-
199/200.0-0001-0135.0	TUROVSKY, ALEXANDER		1202 GREENDALE AVE UNIT 135	NEEDHAM	MA	02492-
199/200.0-0001-0201.0	FILIPOVIC, DRAGAN &	LEI, ANN	1206 GREENDALE AVE UNIT 201	NEEDHAM	MA	02492-

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

1166 GREENDALE AVE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/200.0-0001-0206.0	SPIVAK, ELLIOT		1208 GREENDALE AVE UNIT 206	NEEDHAM	MA	02492-
199/200.0-0001-0223.0	WELCH, JAMES P		1208 GREENDALE AVE UNIT 223	NEEDHAM	MA	02492-
199/200.0-0001-0225.0	DIIORIO, LOUIS A. &	DIIORIO, ELIZABETH M	1208 GREENDALE AVE UNIT 225	NEEDHAM	MA	02492-
199/200.0-0001-0228.0	ROSE, DAVID J. &	ROSE, MARY M	11 JUBILATION WAY	OSTERVILLE	MA	02655-
199/200.0-0001-0302.0	KEOHANE, DENIS &	KEOHANE, COLLEEN	1212 GREENDALE AVE UNIT 302	NEEDHAM	MA	02492-
199/200.0-0001-0322.0	STOLYAR, NATALYA, TR	ANDREW GOVTVYAN TRUST	3 ENGLEWOOD AVE APT #4	BROOKLINE	MA	02445-
199/200.0-0001-0339.0	WU, SHANG	WANG, YIXUAN	1210 GREENDALE AVE, UNIT 339	NEEDHAM	MA	02492-
199/200.0-0001-0341.0	WANG, JIAYI	LIU, JIANGYUAN	1210 GREENDALE AVE, UNIT 341	NEEDHAM	MA	02492-
199/200.0-0031-0001.0	ISSNER-GOODMAN, FAYE M		31 HAMLIN LN UNIT A11	NEEDHAM	MA	02492-
199/200.0-0031-0003.0	TARUSHKA, JAMES M. &	TARUSHKA, MARIE	31 HAMLIN LN A-14	NEEDHAM	MA	02492-
199/200.0-0031-0012.0	MEYER, YELENA TR.	YELENA MEYER 2011 TRUST	31 HAMLIN LN, UNIT B22	NEEDHAM	MA	02492-
199/200.0-0001-0109.0	NEEDHAM ENTERPRISES LLC		105 CHESTNUT ST UNIT 109	NEEDHAM	MA	02492-
199/200.0-0001-0122.0	BARNES, CAROL C		1202 GREENDALE AVENUE UNIT 122	NEEDHAM	MA	02492-
199/200.0-0001-0139.0	ASSAD, PAMELA B. , TRUSTEE	ASSAD FAMILY REALTY TRUST	1 MOSSDALE RD	BOSTON	MA	02130-
199/200.0-0001-0141.0	MOORE, ROBERT J. JR TR	MOORE, NANCY A., TR	14 HARBOR HILL RUN	SOUTH YARMOU	MA	02664-
199/200.0-0001-0207.0	CUMMINGS, RITA J		1208 GREENDALE AVE UNIT 207	NEEDHAM	MA	02492-
199/200.0-0001-0218.0	CROWLEY, DONALD P &	CROWLEY, LORETTA J	1206 GREENDALE AVE UNIT 218	NEEDHAM	MA	02492-
199/200.0-0001-0231.0	REID, ELENA V		1567 GREAT PLAIN AVE	NEEDHAM	MA	02492-
199/200.0-0001-0324.0	GAUDET, JAIME		1210 GREENDALE AVE UNIT 324	NEEDHAM	MA	02492-
199/200.0-0001-0329.0	GALLAGHER, MICHAEL &	JANG, EMILY	1212 GREENDALE AVE UNIT 329	NEEDHAM	MA	02492-
199/200.0-0003-0000.0	ST. SEBASTIAN'S COUNTRY DAY SCHOOL		1191 GREENDALE AVE	NEEDHAM	MA	02492-
199/001.0-0046-0001.0	COSTELLO, JOHN J. ,TR&	COSTELLO, ELLEN P , TR	99 PEACEDALE RD	NEEDHAM	MA	02492-
199/200.0-0001-0103.0	CAREY, PATRICIA M		1202 GREENDALE AVE. UNIT 103	NEEDHAM	MA	02492-
199/200.0-0001-0106.0	WEIL, MICHAEL E. &	WEIL, MONICA J	1202 GREENDALE AVE UNIT 106	NEEDHAM	MA	02492-
199/200.0-0001-0112.0	RECKERT, ROBERT &	STARK-RECKERT, TUI	1204 GREENDALE AVE APT 112	NEEDHAM	MA	02492-
199/200.0-0001-0127.0	LUSTIKMAN, NATASHA		1204 GREENDALE AVE UNIT 127	NEEDHAM	MA	02492-
199/200.0-0001-0143.0	SALVUCCI, DONALD A. & LINDA M. TRS	DONLIN NOMINEE TRUST	103 FALCON STREET	NEEDHAM	MA	02492-
199/200.0-0001-0315.0	KRAWCZYK, JASON W. &	CONKLIN, AMANDA L.	1212 GREENDALE AVE UNIT 315	NEEDHAM	MA	02492-
199/200.0-0001-0332.0	FISCHER, WILLIAM L. & NANCY H. &	LUBY, JENNIFER A	1212 GREENDALE AVE UNIT 332	NEEDHAM	MA	02492-
199/200.0-0031-0006.0	YU, KAM CHOW &	YU, RAINLY YUM CHAN	31 HAMLIN LN B14	NEEDHAM	MA	02492-
199/200.0-0031-0007.0	ZHONG, QING		31 HAMLIN LN A21	NEEDHAM	MA	02492-
199/200.0-0031-0018.0	TERRITORY LLC		20 ELMROCK DR	NORTH GRAFTOI	MA	01536-
199/200.0-0001-0138.0	POWERS, ROBERT A		1204 GREENDALE AVE UNIT 138	NEEDHAM	MA	02492-
199/200.0-0001-0224.0	HEALY, JAMES G. &	HEALY, ELIZABETH D	1208 GREENDALE AVE UNIT 224	NEEDHAM	MA	02492-
199/200.0-0001-0226.0	SHOLOM, ARTEM V. &	SHOLOM, EVGENIIA B.	1206 GREENDALE AVE UNIT 226	NEEDHAM	MA	02492-
199/200.0-0001-0230.0	THOMAS, TOMMY &	THOMAS, BINDU	1206 GREENDALE AVE UNIT 230	NEEDHAM	MA	02492-
199/200.0-0001-0233.0	TRABUCCO, LUCIO		1208 GREENDALE AVE UNIT 233	NEEDHAM	MA	02492-
199/200.0-0001-0301.0	SIMEONE-PACE, ANNE E. & PACE, ALFRED ET /	IMP 2022 REALTY TRUST	1212 GREENDALE AVE UNIT 301	NEEDHAM	MA	02492-
199/200.0-0001-0303.0	RULL, SHAUN P		1212 GREENDALE AVE UNIT 303	NEEDHAM	MA	02492-
199/200.0-0001-0307.0	KELLY, CYNTHIA ANN		1212 GREENDALE AVE UNIT 307	NEEDHAM	MA	02492-
199/200.0-0001-0312.0	LEARY, KAREN M.		1210 GREENDALE AVE, UNIT 312	NEEDHAM	MA	02492-

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

1166 GREENDALE AVE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/200.0-0001-0316.0	LOVEZZOLA, NANCY J. , TR	NANCY J. LOVEZZOLA NOMINEE TRUST	1212 GREENDALE AVE UNIT 316	NEEDHAM	MA	02492-
199/200.0-0002-0000.0	ROMAN CATHOLIC ARCHDIOCESE OF BOSTON		1191 GREENDALE AVE	NEEDHAM	MA	02492-
199/200.0-0016-0000.0	ST SEBASTIAN'S COUNTRY DAY SCHOOL		1191 GREENDALE AVE	NEEDHAM	MA	02492-
199/001.0-0034-0000.0	DAVID, ROBIN A. TR &	DAVID, JOSHUA M. TR.	97 GREAT PLAIN AVE	NEEDHAM	MA	02492-
199/200.0-0001-0126.0	OWEN, JERALD J		1204 GREENDALE AVE UNIT 126	NEEDHAM	MA	02492-
199/200.0-0001-0131.0	SANTICCIOLI, JESSICA ANN SHENTON		1202 GREENDALE AVE, UNIT 131	NEEDHAM	MA	02492-
199/200.0-0001-0136.0	LOMBARDI, SHERIE M TR	M&M REALTY TRUST	1202 GREENDALE AVE UNIT 136	NEEDHAM	MA	02492-
199/200.0-0001-0144.0	DONOHUE, T. GREGORY		6 BLUEBERRY PATH	YARMOUTH POR	MA	02675-
199/200.0-0001-0208.0	VIANO, MICHAEL		1208 GREENDALE AVE, UNIT 208	NEEDHAM	MA	02492-
199/200.0-0001-0227.0	NAGORNYY, ANDREY		1206 GREENDALE AVE UNIT 227	NEEDHAM	MA	02492-
199/200.0-0001-0237.0	SAMAAN, SAMIA		1208 GREENDALE AVE UNIT 237	NEEDHAM	MA	02492-
199/200.0-0001-0300.0	TIFFANY, CAROL TR	THE CAROL TIFFANY TRUST	1212 GREENDALE AVE UNIT 300	NEEDHAM	MA	02492-
199/200.0-0001-0308.0	NOWELL, EUGENE F		1210 GREENDALE AVE UNIT 308	NEEDHAM	MA	02492-
199/200.0-0001-0325.0	MCCULLOUGH, MARGARET M		1210 GREENDALE AVE UNIT 325	NEEDHAM	MA	02492-
199/200.0-0031-0000.0	THE ELIZABETH CONDOMINIUM		31 HAMLIN LANE	NEEDHAM	MA	02492-
199/200.0-0031-0009.0	SADOK ENTERPRISES, LLC		41 EDWARDEL RD	NEEDHAM	MA	02492-
199/200.0-0031-0013.0	MCCARTHY, NANCY E. TR	MCCARTHY REALTY TRUST OF 2016	22 STERLING RD	NEEDHAM	MA	02492-
199/200.0-0031-0022.0	IGO, GREGORY P. & KERRY A. TRS	IGO REALTY TRUST	22 STERLING RD	NEEDHAM	MA	02492-
199/200.0-0001-0111.0	IDELSON, NINA		85 HILLCREST RD	NEEDHAM	MA	02492-
199/200.0-0001-0220.0	DEVINO, GARY TR.	GARY DEVINO REVOCABLE TRUST	1208 GREENDALE AVE UNIT 220	NEEDHAM	MA	02492-
199/200.0-0001-0234.0	WEN, LIRONG		1208 GREENDALE AVE UNIT 234	NEEDHAM	MA	02492-
199/200.0-0001-0314.0	LEONARD, JANET M.		1212 GREENDALE AVE, UNIT 314	NEEDHAM	MA	02492-
199/200.0-0001-0327.0	DUFF, DOROTHY		1210 GREENDALE AVE UNIT 327	NEEDHAM	MA	02492-
199/200.0-0001-0336.0	DOSS, LYDIA T. TR	LYDIA T DOSS REVOCABLE TRUST	1210 GREENDALE AVE UNIT 336	NEEDHAM	MA	02492-
199/200.0-0001-0140.0	WASSERMAN, MARION LEE, TR		1204 GREENDALE AVE UNIT 140	NEEDHAM	MA	02492-
199/200.0-0001-0211.0	HARRISON, SUSAN, TAMMY WARD & PAMELA	SUSAN C HARRISON 2021 REVOCABLE T	1208 GREENDALE AVE UNIT 211	NEEDHAM	MA	02494-
199/200.0-0001-0216.0	OBRIEN, JULIE A		1206 GREENDALE AVE UNIT 216	NEEDHAM	MA	02492-
199/200.0-0031-0017.0	31 HAMLIN LLC		228 ALLANDALE RD, UNIT 3B	CHESTNUT HILL	MA	02467-
199/200.0-0031-0019.0	PAGANO, PATRICIA A. TRUSTEE	B31 HAMLIN LANE REALTY TRUST	31 HAMLIN LN, UNIT B31	NEEDHAM	MA	02492-
199/200.0-0031-0020.0	MCCARTHY, NANCY E		29 STERLING RD	NEEDHAM	MA	02492-
199/200.0-0031-0021.0	SOLOVYOV, DMITRY		31 HAMLIN LN UNIT B-33	NEEDHAM	MA	02492-
199/001.0-0033-0000.0	MORAHAN, CHRISTOPHER R &	MORAHAN, CORINNE A	47 STERLING RD	NEEDHAM	MA	02492-
199/001.0-0047-0002.0	NGUYEN, TOAN HUU		135 GREAT PLAIN AVE	NEEDHAM	MA	02492-
199/200.0-0001-0117.0	PARKS, KATHLEEN M		1202 GREENDALE AVE UNIT 117	NEEDHAM	MA	02492-
199/200.0-0001-0215.0	HARDY, MARY ANN		1206 GREENDALE AVE, UNIT 215	NEEDHAM	MA	02492-
199/200.0-0001-0217.0	GRAYFER, ALEC A		1206 GREENDALE AVE UNIT 217	NEEDHAM	MA	02492-
199/200.0-0001-0305.0	DOYLE, BARBARA B		1212 GREENDALE AVE UNIT 305	NEEDHAM	MA	02492-
199/200.0-0001-0309.0	KOZICKY, MICHAEL		1210 GREENDALE AVE UNIT 309	NEEDHAM	MA	02492-
199/200.0-0001-0333.0	TURNER, THOMAS F.		1212 GREENDALE AVE UNIT 333	NEEDHAM	MA	02492-
199/200.0-0031-0016.0	DIBONAVENTURA, LISA M		377 LOWELL AVE	NEWTON	MA	02460-
199/200.0-0001-0121.0	VENDITTI, ROBERT A		1202 GREENDALE AVE UNIT 121	NEEDHAM	MA	02492-

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

1166 GREENDALE AVE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/200.0-0001-0123.0	HARTMAN, YORAM		1202 GREENDALE AVE UNIT 123	NEEDHAM	MA	02492-
199/200.0-0001-0124.0	HE, YANLI &	WANG, YUNSHENG	1202 GREENDALE AVE UNIT 124	NEEDHAM	MA	02492-
199/200.0-0001-0130.0	SULLIVAN, CAROLE M		1204 GREENDALE AVE UNIT 130	NEEDHAM	MA	02492-
199/200.0-0001-0134.0	ENOCH, GUY	PROVENZANO, THERESE A.	1202 GREENDALE AVE, UNIT 134	NEEDHAM	MA	02492-
199/200.0-0001-0204.0	ALON, SHOSHANA		1206 GREENDALE AVE UNIT 204	NEEDHAM	MA	02492-
199/200.0-0001-0209.0	BRENNAN, KURT &	BRENNAN, NANDIA E	1208 GREENDALE AVE UNIT 209	NEEDHAM	MA	02492-
199/200.0-0001-0310.0	HOXA, ROMEO		1210 GREENDALE AVE UNIT 310	NEEDHAM	MA	02492-
199/200.0-0001-0133.0	GODINO, JUDITH E		1202 GREENDALE AVE UNIT 133	NEEDHAM	MA	02492-
199/200.0-0001-0205.0	MCCARTHY, LENORE A. TR.	PARKVALE REALTY TRUST	1206 GREENDALE AVE UNIT 205	NEEDHAM	MA	02492-
199/200.0-0001-0219.0	BEN-DAVID, AVI &	BEN-DAVID, JULIE	27 LARASON FARM RD	SHARON	MA	02067-
199/200.0-0001-0229.0	LAU, SUZANNE T.		1206 GREENDALE AVE UNIT 229	NEEDHAM	MA	02492-
199/200.0-0001-0326.0	SCHOFIELD, PAUL		53 MAYNARD RD	DEDHAM	MA	02026-
199/200.0-0001-0331.0	VAYDMAN, YELENA		1212 GREENDALE AVE UNIT 331	NEEDHAM	MA	02492-
199/200.0-0001-0334.0	SOO HOO, STACEY, ERIC & DAVID		1210 GREENDALE AVE UNIT 334	NEEDHAM	MA	02492-
199/200.0-0001-0319.0	DUA, RISHI		2353 MASSACHUSETTS AVE 47	CAMBRIDGE	MA	02140-
199/200.0-0001-0321.0	CAREY, ROBERT W. & ANNE E TRS	CAREY 321 REALTY TRUST	1210 GREENDALE AVE UNIT 321	NEEDHAM	MA	02492-
199/200.0-0001-0340.0	VARON, PATRICIA F. TR.	PATRICIA F. VARON REVOCABLE TRUST	1210 GREENDALE AVE UNIT 340	NEEDHAM	MA	02492-
199/200.0-0031-0014.0	RICHARD, CHASE		31 HAMLIN LN UNIT B24	NEEDHAM	MA	02492-
199/001.0-0047-0001.0	ESPERIAN, LEO M +	ESPERIAN, MARY +	125 GREAT PLAIN AV	NEEDHAM	MA	02492-
199/200.0-0001-0137.0	CAPOBIANCO, DANIEL B. TR	CAPOBIANCO NEEDHAM REALTY TRUST	1204 GREENDALE AVE UNIT 137	NEEDHAM	MA	02494-
199/200.0-0001-0311.0	HINES, WILLIAM F. JR. &	HINES, BETSY K.	1210 GREENDALE AVE UNIT 311	NEEDHAM	MA	02492-
199/200.0-0031-0015.0	ALEKSEYEV, ALEKSANDR	AKA ALEX N. ALEXEYEV	31 HAMLIN LN, UNIT A31	NEEDHAM	MA	02492-
199/200.0-0001-0000.0	MOULTON CONDOMINIUMS	ATT: NILES CO.-MNGING AGENT--MAST	1200 GREENDALE AVE	NEEDHAM	MA	02492-
199/200.0-0001-0104.0	PRIDE, WILLIAM JR.		22 SEABURY RD	YORK	ME	03909-
199/200.0-0001-0200.0	KHAN, TARIQ &	NAZ, SHAKILA	1206 GREENDALE AVENUE, UNIT 200	NEEDHAM	MA	02492-
199/200.0-0001-0236.0	NERBONNE, MICHAEL P		1208 GREENDALE AVE, UNIT 236	NEEDHAM	MA	02492-
199/200.0-0031-0004.0	KATES, STEVEN	KATES, SUSAN	31 HAMLIN LANE, UNIT B11	NEEDHAM	MA	02492-

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Approve Sale of Bond Anticipation Note
Presenter(s)	David Davison, Deputy Town Manager/Director of Finance Ellyse Glushkov, Town Treasurer/Collector Cecilla Simchak, Assistant Director of Finance

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Board will be asked to approve the sale of a Bond Anticipation Note (BAN) which will mature in October 2025 and discuss future borrowings.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motions: (please note there are six (6) motions to be acted upon by the Board)

Motion A
Move to approve the sale of $2,760,000 4.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated July 30, 2025, and payable October 30, 2025, to Fidelity Capital Markets, a Division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of $6,486.00.

Motion B
Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 8, 2025, and a final Official Statement dated July 15, 2025, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion C
Move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Motion D
Move that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

Motion E
Move that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Motion F
Move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

	BACK UP INFORMATION ATTACHED

a. Memo from Deputy Town Manager/Director of Finance Dated July 17, 2025
b. Signed Certificate of Award $2,760,000
c. Preliminary Official Statement July 8, 2025

Town of Needham
Finance Department

Memorandum

To: Select Board

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

CC: Katie King, Town Manager; Cecilia Simchak, Assistant Director of Finance, Ellyse Glushkov, Treasurer/Collector; Michelle Vaillancourt, Town Accountant

Date: July 17, 2025

Re: Bond Anticipation Note Sale

The Town held a sale for a bond anticipation note (BAN) on Tuesday, July 15, 2025. The Town received four bids on the $2,760,000 BAN which will mature on October 30, 2025. The lowest bidder, Fidelity Capital Markets, offered a coupon rate of 4.00%, with a premium of $6,486.00 which results in a net interest cost (NIC) of 3.0600%, which is the basis for the award.

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Fidelity Capital Markets	$2,760,000	4.000%	$27,600.00	$6,486.00	$21,114.00	3.060000%
Truist Securities	$2,760,000	4.000%	$27,600.00	$5,050.80	$22,549.20	3.268000%
Piper Sandler & Co	$2,760,000	3.750%	$25,875.00	$883.20	$24,991.80	3.622000%
Oppenheimer & Company	$2,760,000	5.250%	$36,225.00	$82.80	$36,142.20	5.238000%

The other three bidders offered a coupon interest rate between 3.75% and 5.25% with premiums ranging between a low of $82.80 to a high of $5,050.80. This resulted in NIC range between 3.268% to 5.238%. The winning bidder, with a 4.00% coupon rate and an NIC at 3.06%, is slightly higher than the NIC (2.960%) on the BAN that is maturing on July 30, 2025, which the proceeds from this sale would finance. The table below shows the history of the Town's last ten short-term borrowings with the amount borrowed, the number of bidders, the coupon interest rate range (low to high), and the winning rates.

Description	Issue Date	Maturity	Amount	Bidders	Range of Interest Rates	Winning Rate	NIC
2025 BAN - 3	30-Jul-25	30-Oct-25	$2,760,000	4	3.75% - 5.25%	4.00%	3.06%
2025 BAN - 2	2-Jun-25	30-Oct-25	$11,126,235	5	3.50% - 4.00%	3.50%	3.01%
2025 BAN - 1	15-Apr-25	26-Jun-25	$172,000	1	8.75%	8.75%	8.75%
2024 BAN - 3	19-Dec-24	30-Jul-25	$6,660,000	6	4.00%	4.00%	2.96%
2024 BAN - 2	27-Jun-24	19-Dec-24	$8,645,000	4	4.25% - 4.50%	4.25%	3.72%
2024 BAN - 1	15-Mar-24	14-Jun-24	$2,705,000	5	4.00% - 5.00%	4.00%	3.41%
2023 BAN - 3	16-Oct-23	30-Jul-24	$2,282,000	5	4.00% - 5.05%	4.50%	3.87%
2023 BAN - 2	26-May-23	16-Oct-23	$3,060,000	3	4.25% - 5.00%	4.50%	3.77%
2023 BAN - 1	26-May-23	30-Jun-23	$2,940,000	2	4.75% - 6.25%	4.75%	4.63%
2022 BAN - 1	14-Apr-22	15-Jun-22	$2,716,000	3	1.50% - 2.50%	1.50%	1.38%

This borrowing is roll over the portion of the principal that coming due on July 30, 2025. The BAN maturing on July 30, 2025 is in the principal amount of $6,660,000 of which $3,900,000 will be paid from the debt budget appropriations and the $2,760,000 will be refunded by this BAN issue. The financing is for water distribution improvements approved at the 2019 Annual Town Meeting and the Emery Grover project approved at the 2022 Annual Town Meeting. When the Note matures on October 30, 2025, it will be combined with another BAN that is maturing on the same day.

The Board will be asked to approve the sale of the BAN and to authorize various actions that have been or may need to be taken. The documents to be signed by the Board include the Note, Significant Events Disclosure Certificate, Signature, No Litigation and Official Statement Certificate, Tax Certificate, and Certification of the Vote by the Select Board (which is signed by the Clerk of the Select Board only), which will be brought to the meeting for execution by the Treasurer/Collector. Please do not hesitate to contact me if you have any questions prior to the meeting.

Certificate of Award

I, the Treasurer of the Town of Needham, Massachusetts, hereby award the $2,760,000 General Obligation Bond Anticipation Notes dated July 30, 2025 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated July 8, 2025, relating to the Notes, subject to the approval of this award by the Select Board.

Date: July 15, 2025

Treasurer

PRELIMINARY OFFICIAL STATEMENT AND NOTICE OF SALE DATED JULY 8, 2025

In the opinion of Troutman Pepper Locke LLP, Bond Counsel, based upon an analysis of existing law and assuming, among other matters, compliance with certain covenants, interest on the Notes is excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"). Interest on the Notes will not be included in computing the alternative minimum taxable income of individuals. However, interest on the Notes will be included in the "adjusted financial statement income" of certain corporations that are subject to the alternative minimum tax under Section 55 of the Code. Under existing law, interest on the Notes is exempt from Massachusetts personal income taxes, and the Notes are exempt from Massachusetts personal property taxes. Bond Counsel expresses no opinion regarding any other tax consequences related to the ownership or disposition of, or the accrual or receipt of interest on, the Notes. See "Tax Exemption" herein. The Notes will not be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

TOWN OF NEEDHAM, MASSACHUSETTS
$2,760,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES

The Town of Needham, Massachusetts (the "Town"), will receive telephone and electronic bids at Hilltop Securities Inc. (617-619-4400) in the case of telephone bids and via PARITY in the case of electronic bids until 11:00 a.m. Eastern Time, Tuesday, July 15, 2025 for the purchase of the following described General Obligation Bond Anticipation Notes (the "Notes").

$2,760,000 General Obligation Bond Anticipation Notes (renewal money). The Notes will be dated July 30, 2025 and will be payable October 30, 2025. Interest will be computed on a 30-day-month/360-day-year basis (90/360). The Notes will not be subject to redemption prior to their stated maturity date.

Bids may be submitted electronically via PARITY pursuant to this Notice of Sale until 11:00 a.m. Eastern Time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further information about PARITY, potential bidders may contact Hilltop Securities Inc. (617) 619-4400 or PARITY at (212) 404-8102.

The Notes will be issued by means of a book-entry system, evidencing ownership of the Notes in principal amounts of $1,000, or integral multiples thereof, with transfers of ownership effected on the records of The Depository Trust Company ("DTC") and its participants pursuant to rules and procedures adopted by DTC (see "Book-Entry Transfer System"), unless the issuance of a fully registered note certificate is requested by the successful bidder and the issuance of such certificate is approved by the Town. Principal and interest will be payable upon maturity in federal reserve funds at U.S. Bank Trust Company, National Association, Boston, Massachusetts.

Bids must be submitted for all but not less than all of the Notes at a single rate of interest in a multiple of one-hundredth (1/100) of one percent (1%). No bid of less than par and accrued interest to the date of delivery will be considered. The right is reserved to reject any and all bids not complying with this Notice of Sale and, so far as permitted by law, to waive any irregularity with respect to any bid. The Notes will be awarded on the basis of lowest net interest cost to the Town after deduction of premium, if any. Such cost will be determined by computing the total amount of interest payable on the Notes, at the rate or rates stated, from July 30, 2025 until the maturity of the Notes and deducting therefrom the sum, if any, by which the amount bid for the Notes exceeds the aggregate principal amount of the Notes. In the event that two or more bidders submit a bid providing the same lowest net interest cost to the Town, after deduction of premium, if any, the Town Treasurer shall award the Notes by lot from among all of such bidders. The award of the Notes to the successful bidder will not be effective until the bid has been approved by the Treasurer and the Select Board of the Town.

An electronic bid made in accordance with this Notice of Sale shall be deemed an offer to purchase the Notes in accordance with the terms provided in this Notice of Sale and shall be binding upon the bidder as if made by a signed and sealed written bid delivered to the Town.

Any bidder who submits a winning bid by telephone in accordance with this Notice of Sale shall be required to provide written confirmation of the terms of the bid by e-mailing a completed, signed bid form to Hilltop Securities Inc., by not later than 12:00 noon, Eastern Time, on the date of sale.

A successful bidder for all or a portion of the Notes may request that the Notes be issued in the form of one fully registered physical certificate, rather than in book-entry form through the facilities of DTC. The successful bidder seeking the issuance of the Notes in this manner shall bear any and all costs of any re-registration or transfer of Notes from time to time. Any bidder seeking to have the Notes issued in the form of a fully registered physical certificate or certificates, rather than in book-entry form, shall indicate this preference to the Town at the time of the submission of the winning

bid. The Town reserves the right to decline any request to issue the Notes in non-book entry form if it should determine, in its sole discretion, that issuing the Notes in this manner is not in its best interests.

It shall be a condition of the successful bidder's obligation to accept delivery of and pay for the Notes that, contemporaneously with or before accepting the Notes and paying therefor, it shall be furnished, without cost, with (a) the approving opinion of the firm of Troutman Pepper Locke LLP, Boston, Massachusetts, Bond Counsel to the Town, with respect to the Notes, (b) a certificate in form satisfactory to said firm, dated as of the date of delivery of the Notes and receipt of payment therefor, to the effect that there is no litigation pending, or to the knowledge of the signer or signers thereof, threatened affecting the validity of the Notes or the power of the Town to levy and collect taxes to pay them, (c) a certificate of the Town's Treasurer to the effect that, to the best of her knowledge and belief, both the Preliminary Official Statement as of its date and as of the date of sale and the Final Official Statement as of its date and as of the date of delivery of such Notes, did not and do not contain any untrue statement of a material fact and did not and do not omit to state a material fact necessary to make the statements made therein, in the light of the circumstances under which they were made, not misleading, and (d) a significant events disclosure certificate in the form described in the Preliminary Official Statement.

Payment of the principal of and interest on the Notes is not limited to a particular fund or source of revenue nor is any lien or pledge for such payment created with respect to any such fund or source.

Establishment of Issue Price. The following applies to each successful bidder with respect to the portion of the Notes awarded to such successful bidder.

The successful bidder shall assist the Town in establishing the issue price of the Notes and shall execute and deliver to the Town on the Closing Date an "issue price" or similar certificate, substantially in the applicable form set forth in Exhibit 1 to this Notice of Sale, setting forth the reasonably expected initial offering price to the public or the actual sale price of the Notes, together with the supporting pricing wires or equivalent communications, or, if applicable, the amount bid, with such modifications as may be appropriate or necessary, in the reasonable judgment of the successful bidder, the Town and Bond Counsel. All actions to be taken by the Town under this Notice of Sale to establish the issue price of the Notes may be taken on behalf of the Town by Hilltop Securities Inc. ("Municipal Advisor") and any notice or report to be provided to the Town may be provided to the Municipal Advisor.

Competitive Sale Requirements. If the competitive sale requirements ("competitive sale requirements") set forth in Treasury Regulation § 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Notes) have been satisfied, the Town will furnish to the successful bidder on the Closing Date a certificate of the Municipal Advisor, which will certify each of the following conditions to be true:

1. the Town has disseminated this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;

2. all bidders had an equal opportunity to bid;

3. the Town received bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and

4. the Town awarded the sale of the Notes to the bidder who submitted a firm offer to purchase the Notes at the highest price (or lowest interest cost), as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the Notes, as specified in the bid. Unless a bidder notifies the Town prior to submitting its bid by telephone to the Municipal Advisor, telephone (617) 619-4400, or in its bid submitted via Parity, that it will not be an "underwriter" (as defined below) of the Notes, by submitting its bid, each bidder shall be deemed to confirm that it has an established industry reputation for underwriting new issuances of municipal bonds. Unless the bidder has notified the Town that it will not be an "underwriter" (as defined below) of the Notes, in submitting a bid, each bidder is deemed to acknowledge that it is an "underwriter" that intends to reoffer the Notes to the public.

In the event that the competitive sale requirements are not satisfied, the Town shall so advise the successful bidder.

Failure to Meet the Competitive Sale Requirements – Option A – The Successful Bidder Intends to Reoffer the Notes to the Public and the 10% Test to Apply. If the competitive sale requirements are not satisfied and the successful bidder intends to reoffer the Notes to the public, the successful bidder may, at its option, use the first price at which 10% of the Notes (the "10% test") is sold to the public as the issue price of the Notes. The successful bidder shall advise the Municipal Advisor if the 10% test is satisfied as of the date and time of the award of the Notes. The Town will not require

bidders to comply with the "hold-the-offering-price rule" set forth in the applicable Treasury Regulations and therefore does not intend to use the initial offering price to the public as of the Sale Date as the issue price of the Notes if the competitive sale requirements are not met and this option is chosen.

If the competitive sale requirements are not satisfied, then until the 10% test has been satisfied as to the Notes or all of the Notes are sold to the public, the successful bidder agrees to promptly report to the Municipal Advisor the prices at which the unsold Notes have been sold to the public, which reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% test has been satisfied for the Notes or until all the Notes have been sold. The successful bidder shall be obligated to report each sale of Notes to the Municipal Advisor until notified in writing by the Town or the Municipal Advisor that it no longer needs to do so.

By submitting a bid and if the competitive sale requirements are not met, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each third-party distribution agreement (to which the bidder is a party) relating to the initial sale of the Notes to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable, to report the prices at which it sells to the public the unsold Notes allotted to it until it is notified by the successful bidder that either the 10% test has been satisfied as to the Notes or all of the Notes have been sold to the public, if and for so long as directed by the successful bidder and as set forth in the related pricing wires and (ii) any agreement among underwriters relating to the initial sale of the Notes to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a third-party distribution agreement to be employed in connection with the initial sale of the Notes to the public to require each broker-dealer that is a party to such third-party distribution agreement to report the prices at which it sells to the public the unsold Notes allotted to it until it is notified by the successful bidder or such underwriter that either the 10% test has been satisfied as to the Notes or that all of the Notes have been sold to the public if and for so long as directed by the successful bidder or such underwriter and as set forth in the related pricing wires.

Sales of any Notes to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

1. "public" means any person other than an underwriter or a related party,

2. "underwriter" means (A) any person, including the successful bidder, that agrees pursuant to a written contract with the Town (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Notes to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Notes to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Notes to the public), and

3. a purchaser of any of the Notes is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other).

Failure to Meet the Competitive Sale Requirements — Option B — The Successful Bidder Intends to Reoffer the Notes to the Public and Agrees to Hold the Price of Maturities of Notes for Which the 10% Test in Option A Is Not Met as of the Sale Date. The successful bidder may, at its option, notify the Municipal Advisor in writing, which may be by email (the "Hold the Price Notice"), not later than 4:00 p.m. Eastern Time on the Sale Date, that it has not sold 10% of the Notes listed in the Hold the Price Notice (the "Unsold Maturities") and that the successful bidder will not offer the Unsold Maturities to any person at a price that is higher than the initial offering price to the public during the period starting on the Sale Date and ending on the earlier of (i) the close of the fifth business day after the Sale Date or (ii) the date on which the successful bidder has sold at least 10% of the applicable Unsold Maturity to the public at a price that is no higher than the initial offering price to the public. If the successful bidder delivers a Hold the Price Notice to the Municipal Advisor, the successful bidder must provide to the Town on or before the Closing Date, in addition to the certification described in Option A above, evidence that each underwriter of the Notes, including underwriters in an underwriting syndicate or selling group, has agreed in writing to hold the price of the Unsold Maturities in the manner described in the preceding sentence.

Failure to Meet the Competitive Sale Requirements and/or the Successful Bidder Does Not Intend to Reoffer the Notes to the Public – Option C. If the successful bidder has purchased the Notes for its own account and will not distribute, reoffer, or resell the Notes to the public, then, whether or not the competitive sale requirements were met, the issue price certificate will recite such facts and identify the price or prices at which the purchase of the Notes was made.

Other Matters

A successful bidder for all or a portion of the Notes will be furnished the opinion of Troutman Pepper Locke LLP, Boston, Massachusetts approving the legality of the Notes. The opinion will also indicate that the Notes and the enforceability thereof may be subject to bankruptcy and other laws affecting creditor's rights and that their enforceability may be subject to the exercise of judicial discretion in appropriate cases. The Notes will be valid and binding general obligations of the Town and, except to the extent they are paid from the proceeds of the bonds in anticipation of which they are issued or from any other available moneys, the principal of and interest on the Notes are payable from taxes which may be levied upon all taxable property in the Town, subject to the limit imposed by Chapter 59, Section 21C of the General Laws.

It is anticipated that CUSIP identification numbers will be printed on the Notes. The Town assumes no responsibility for any CUSIP Service Bureau charge or other charge that may be imposed for the assignment of such numbers.

In order to assist bidders in complying with the requirements of paragraph (b)(5)(i)(C) of Rule 15c2-12 promulgated by the Securities and Exchange Commission, the Town will undertake to provide notices of certain significant events. A description of this undertaking is set forth in the Preliminary Official Statement.

THE NOTES WILL NOT BE DESIGNATED AS "QUALIFIED TAX-EXEMPT OBLIGATIONS" FOR PURPOSES OF SECTION 265(b)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED.

Additional information concerning the Town and the Notes is contained in the Preliminary Official Statement dated July 8, 2025 to which prospective bidders are directed. The Preliminary Official Statement is provided for informational purposes and is not a part of this Notice of Sale. The Preliminary Official Statement has been deemed final by the Town except for the omission of the reoffering prices, interest rates, and other terms of the Notes depending on such matters, and the identity of the underwriters, but is subject to change without notice and to completion or amendment in a Final Official Statement. Copies of the Preliminary Official Statement may be obtained from Hilltop Securities Inc., 54 Canal Street, Boston, Massachusetts, 02114 telephone (617-619-4400). Within seven (7) business days following the award of the Notes and receipt of necessary information from the successful bidder(s), five (5) copies of the Final Official Statement will be made available to the successful bidder. Upon request, additional copies will be provided at the expense of the requester.

The Notes, in definitive form, will be delivered to DTC or the office of its custodial agent, or to the registered owner if a fully registered certificate or certificates is requested by the successful bidder and approved by the Town, on or about July 30, 2025 for credit to the Town in federal reserve funds.

TOWN OF NEEDHAM, MASSACHUSETTS
/s/ Ellyse Glushkov, Town Treasurer

July 8, 2025

EXHIBIT 1

[Issue Price Certificate for Use If the Competitive Sale Requirements Are Met]

Town of Needham, Massachusetts
$2,760,000 General Obligation Bond Anticipation Notes dated July 30, 2025

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of _____ (the "Successful Bidder"), hereby certifies as set forth below with respect to the sale of the above-captioned obligations (the "Notes") of the Town of Needham, Massachusetts (the "Issuer").

1. Reasonably Expected Initial Offering Prices.

(a) As of the Sale Date, the reasonably expected initial offering prices of the Notes to the Public by the Successful Bidder are the prices listed in Schedule A (the "Expected Offering Prices"). The Expected Offering Prices are the prices for the Maturities of the Notes used by the Successful Bidder in formulating its bid to purchase the Notes. Attached as Schedule B is a true and correct copy of the bid provided by the Successful Bidder to purchase the Notes.

(b) The Successful Bidder was not given the opportunity to review other bids prior to submitting its bid.

(c) The bid submitted by the Successful Bidder constituted a firm offer to purchase the Notes.

2. Defined Terms.

(a) Maturity means Notes with the same credit and payment terms. Notes with different maturity dates, or Notes with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Sale Date* means the first day on which there is a binding contract in writing for the sale of a Maturity of the Notes. The Sale Date of the Notes is July 15, 2025.

(d) *Underwriter* means (i) any person, including the Successful Bidder, that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Notes to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Notes to the Public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Notes to the Public).

3. Receipt. The Successful Bidder hereby acknowledges receipt of the Notes and further acknowledges receipt of all certificates, opinions, and other documents required to be delivered to the Successful Bidder, before or simultaneously with the Notes, which certificates, opinions, and other documents are satisfactory to the Successful Bidder.

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Successful Bidder's interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Notes, and by Troutman Pepper Locke LLP in connection with rendering its opinion that the interest on the Notes is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Notes.

Dated: _____, 2025

SUCCESSFUL BIDDER

By: _____
Name:
Title:

SCHEDULE A

EXPECTED OFFERING PRICES

(To Be Attached)

SCHEDULE B

COPY OF SUCCESSFUL BIDDER'S BID

(To Be Attached)

[Issue Price Certificate for Use If the Competitive Sale Requirements Are Not Met and the 10% Test to Apply]
Town of Needham, Massachusetts
$2,760,000 General Obligation Bond Anticipation Notes dated July 30, 2025

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of _____, (the "Successful Bidder"), on behalf of itself [and [NAMES OF OTHER UNDERWRITERS]] hereby certifies as set forth below with respect to the sale and issuance of the above-captioned obligations (the "Notes") of the Town of Needham, Massachusetts (the "Issuer").

1. Sale of the Notes. As of the date of this certificate, [except as set forth in the following paragraph,] for each Maturity of the Notes, the first price at which at least 10% of such Maturity of the Notes was sold to the Public is the respective price listed in Schedule A.

[Only use the next paragraph if the 10% test has not been met or all of the Notes have not been sold for one or more Maturities of Notes as of the Closing Date.]

For each Maturity of the Notes as to which no price is listed in Schedule A, as set forth in the Notice of Sale for the Notes, until at least 10% of each such Maturity of the Notes is sold to the Public (the "10% test") or all of the Notes are sold to the Public, the Successful Bidder agrees to promptly report to the Issuer's municipal advisor, Hilltop Securities Inc. (the "Municipal Advisor") the prices at which the unsold Notes of each Maturity have been sold to the Public, which reporting obligation shall continue after the date hereof until the 10% test has been satisfied for each Maturity of the Notes or until all the Notes of a Maturity have been sold. The Successful Bidder shall continue to report each sale of Notes to the Municipal Advisor until notified by email or in writing by the Issuer or the Municipal Advisor that it no longer needs to do so.

2. Defined Terms.

(a) *Maturity* means Notes with the same credit and payment terms. Notes with different maturity dates, or Notes with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Underwriter* means (i) any person, including the Successful Bidder, that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Notes to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Notes to the Public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Notes to the Public).

3. Receipt. The Successful Bidder hereby acknowledges receipt of the Notes and further acknowledges receipt of all certificates, opinions, and other documents required to be delivered to the Successful Bidder, before or simultaneously with the Notes, which certificates, opinions, and other documents are satisfactory to the Successful Bidder.

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Successful Bidder's interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Notes, and by Troutman Pepper Locke LLP in connection with rendering its opinion that the interest on the Notes is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Notes.

Dated: _____, 2025

SUCCESSFUL BIDDER

By: _____
Name:
Title:

SCHEDULE A

SALE PRICES

(To be Attached)

EXHIBIT 1 – OPTION B

[Issue Price Certificate for Use If the Competitive Sale Requirements Are Not Met and the Hold the Price Rule Is Used]

Town of Needham, Massachusetts
$2,760,000 General Obligation Bond Anticipation Notes dated July 30, 2025

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of _____ (the ("Successful Bidder"), on behalf of itself [and [NAMES OF OTHER UNDERWRITERS]] hereby certifies as set forth below with respect to the sale and issuance of the above-captioned obligations (the "Notes") of the Town of Needham, Massachusetts (the "Issuer").

1. **Sale of the Notes.** As of the date of this certificate, [except as set forth in following paragraph,] for each Maturity of the Notes, the first price at which at least 10% of such Maturity of the Notes was sold to the Public is the respective price listed in Schedule A.

[Only use the next paragraph if the 10% test has not been met as of the Sale Date.]

For each Maturity of the Notes as to which no price is listed in Schedule A (the "Unsold Maturities"), as set forth in the Notice of Sale for the Notes, the Successful Bidder and any other Underwriter did not [and will not] reoffer the Unsold Maturities to any person at a price that is higher than the initial offering price to the Public until the earlier of (i) _____, 2025 or (ii) the date on which the Successful Bidder or any other Underwriter sold at least 10% of each Unsold Maturity at a price that is no higher than the initial offering price to the Public.

2. **Defined Terms.**

(a) *Maturity* means Notes with the same credit and payment terms. Notes with different maturity dates, or Notes with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Underwriter* means (i) any person, including the Successful Bidder, that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Notes to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Notes to the Public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Notes to the Public).

3. **Receipt.** The Successful Bidder hereby acknowledges receipt of the Notes and further acknowledges receipt of all certificates, opinions and other documents required to be delivered to the Successful Bidder, before or simultaneously with the delivery of the Notes, which certificates, opinions and other documents are satisfactory to the Successful Bidder.

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Successful Bidder's interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Notes, and by Troutman Pepper Locke LLP in connection with rendering its opinion that the interest on the Notes is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Notes.

Dated: _____, 2025

SUCCESSFUL BIDDER

By: _____
Name:
Title:

SCHEDULE A

SALE PRICES

(To be Attached)

PRELIMINARY OFFICIAL STATEMENT
TOWN OF NEEDHAM, MASSACHUSETTS
$2,760,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES

This Preliminary Official Statement is provided for the purpose of presenting certain information relating to the Town of Needham, Massachusetts (the "Town") in connection with the sale of $2,760,000 principal amount of its General Obligation Bond Anticipation Notes (the "Notes"). The information contained herein has been furnished by the Town except information attributed to another source.

Description of the Notes

The Notes will be dated July 30, 2025 and will be payable by U.S. Bank Trust Company, National Association, Boston, Massachusetts, or its successor, as Paying Agent, on October 30, 2025. The Notes are not subject to redemption prior to their stated maturity date. The Notes will bear interest payable at maturity, calculated on a 30 day-month/360 day-year basis (90/360), at the rate determined upon their sale in accordance with the Notice of Sale dated July 8, 2025. The Notes will be issued by means of a book-entry system evidencing ownership of the Notes in principal amounts of $1,000, or integral multiples thereof, with transfers of ownership effected on the records of The Depository Trust Company ("DTC") and its participants pursuant to the rules and procedures adopted by DTC, unless the delivery of a fully registered note certificate is requested by the successful bidder and the issuance of such certificate is approved by the Town. See "Book-Entry Transfer System" herein.

Authorization of the Notes and Use of Proceeds

The following sets forth the purposes, principal amounts, total amounts authorized, bond anticipation notes outstanding, statutory references, dates of approval, and article numbers for the Notes. Note proceeds may be transferred or re-appropriated to other capital projects to the extent projects are completed or abandoned and such proceeds remain unspent, or otherwise to the extent permitted by Chapter 44 of the General Laws and applicable federal tax law.

Purpose	This Issue	Original Bond Authorization	Bond Anticipation Notes Outstanding	Statutory Reference	Date of Approval	Article
Water Distribution Improvements	$ 1,150,000	$ 4,500,000	$ 1,900,000 (1)	Ch. 44, s. 8(5)	5/6/2019	41
Emery Grover Building Addition and Renovation	1,610,000	14,150,000	3,103,450 (2)	Ch. 44, s. 7(1) or 44B	5/4/2022	21
	$ 2,760,000		$ 5,003,450			

(1) Payable July 30, 2025. To be retired in part with $750,000 revenue funds of the Town and the proceeds of the Notes.
(2) Payable July 30, 2025. To be retired in part with $1,493,450 revenue funds of the Town and the proceeds of the Notes.

The Town anticipates that the Notes will be retired at maturity from proceeds from the sale of the long-term bonds in anticipation of which the Notes are issued, proceeds from the sale of renewal bond anticipation notes and other available funds of the Town, or a combination of such sources. The ability of the Town to retire the Notes from the proceeds of the sale of either renewal notes or long-term bonds will be dependent on the marketability of such notes or long-term bonds under market conditions prevailing at the time they are offered for sale, which are subject to change due to factors beyond the control of the Town.

Tax Exemption

In the opinion of Troutman Pepper Locke LLP, Bond Counsel to the Town ("Bond Counsel"), based upon an analysis of existing laws, regulations, rulings, and court decisions, and assuming, among other matters, compliance with certain covenants, interest on the Notes is excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Bond Counsel is of the further opinion that interest on the Notes will not be included in computing the alternative minimum taxable income of Noteholders who are individuals. However, interest on the Notes will be included in the "adjusted financial statement income" of certain corporations that are subject to the alternative minimum tax under Section 55 of the Code. Bond Counsel expresses no opinion regarding any other federal tax consequences arising with respect to the ownership or disposition of, or the accrual or receipt of interest on the Notes. The Notes will not be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

The Code imposes various requirements relating to the exclusion from gross income for federal income tax purposes of interest on obligations such as the Notes. Failure to comply with these requirements may result in interest on the Notes being included in gross income for federal income tax purposes, possibly from the date of original issuance of the Notes.

The Town has covenanted to comply with such requirements to ensure that interest on the Notes will not be included in federal gross income. The opinion of Bond Counsel assumes compliance with these requirements.

Bond Counsel is also of the opinion that, under existing law, interest on the Notes is exempt from Massachusetts personal income taxes, and the Notes are exempt from Massachusetts personal property taxes. Bond Counsel has not opined as to other Massachusetts tax consequences arising with respect to the Notes. Prospective Noteholders should be aware, however, that the Notes are included in the measure of Massachusetts estate and inheritance taxes, and the Notes and the interest thereon are included in the measure of certain Massachusetts corporate excise and franchise taxes. Bond Counsel expresses no opinion as to the taxability of the Notes or the income therefrom or any other tax consequences arising with respect to the Notes under the laws of any state other than Massachusetts.

To the extent the issue price of any maturity of the Notes is less than the amount to be paid at maturity of such Notes (excluding amounts stated to be interest and payable at least annually over the term of such Notes), the difference constitutes "original issue discount," the accrual of which, to the extent properly allocable to each owner thereof, is treated as interest on the Notes which is excluded from gross income for federal income tax purposes and is exempt from Massachusetts personal income taxes. For this purpose, the issue price of a particular maturity of the Notes is either the reasonably expected initial offering price to the public or the first price at which a substantial amount of such maturity of the Notes is sold to the public, as applicable. The original issue discount with respect to any maturity of the Notes accrues daily over the term to maturity of such Notes on the basis of a constant interest rate compounded semiannually (with straight-line interpolations between compounding dates). The accruing original issue discount is added to the adjusted basis of such Notes to determine taxable gain or loss upon disposition (including sale, redemption, or payment on maturity) of such Notes. Noteholders should consult their own tax advisors with respect to the tax consequences of ownership of Notes with original issue discount, including the treatment of purchasers who do not purchase such Notes in the original offering to the public at the reasonably expected initial offering price or, if applicable, the first price at which a substantial amount of such Notes is sold to the public.

Notes purchased, whether at original issuance or otherwise, for an amount greater than the stated principal amount to be paid at maturity of such Notes, or, in some cases, at the earlier redemption date of such Notes ("Premium Notes"), will be treated as having amortizable note premium for federal income tax purposes and Massachusetts personal income tax purposes. No deduction is allowable for the amortizable note premium in the case of obligations, such as the Premium Notes, the interest on which is excluded from gross income for federal income tax purposes. However, a Noteholder's basis in a Premium Note will be reduced by the amount of amortizable note premium properly allocable to such Noteholder. Holders of Premium Notes should consult their own tax advisors with respect to the proper treatment of amortizable note premium in their particular circumstances.

Bond Counsel has not undertaken to determine (or to inform any person) whether any actions taken (or not taken) or events occurring (or not occurring) after the date of issuance of the Notes may adversely affect the value of, or the tax status of interest on, the Notes.

Although Bond Counsel is of the opinion that interest on the Notes is excluded from gross income for federal income tax purposes and is exempt from Massachusetts personal income taxes, the ownership or disposition of, or the accrual or receipt of interest on, the Notes may otherwise affect the federal or state tax liability of a Noteholder. Among other possible consequences of ownership or disposition of, or the accrual or receipt of interest on, the Notes, the Code requires recipients of certain social security and certain railroad retirement benefits to take into account receipts or accruals of interest on the Notes in determining the portion of such benefits that are included in gross income. The nature and extent of all such other tax consequences will depend upon the particular tax status of the Noteholder or the Noteholder's other items of income, deduction, or exclusion. Bond Counsel expresses no opinion regarding any such other tax consequences, and Noteholders should consult with their own tax advisors with respect to such consequences.

Risk of Future Legislative Changes and/or Court Decisions

Legislation affecting tax-exempt obligations is regularly considered by the United States Congress and may also be considered by the Massachusetts legislature. Court proceedings may also be filed, the outcome of which could modify the tax treatment of obligations such as the Notes. There can be no assurance that legislation enacted or proposed, or actions by a court, after the date of issuance of the Notes will not have an adverse effect on the tax status of interest on the Notes or the market value or marketability of the Notes. These adverse effects could result, for example, from changes to federal or state income tax rates, changes in the structure of federal or state income taxes (including replacement with another type of tax), or repeal (or reduction in the benefit) of the exclusion of interest on the Notes from gross income for federal or state income tax purposes for all or certain taxpayers.

Additionally, Noteholders should be aware that future legislative actions (including federal income tax reform) may retroactively change the treatment of all or a portion of the interest on the Notes for federal income tax purposes for all or

certain taxpayers. In all such events, the market value of the Notes may be affected and the ability of Noteholders to sell their Notes in the secondary market may be reduced. The Notes are not subject to special mandatory redemption, and the interest rate on the Notes is not subject to adjustment, in the event of any such change in the tax treatment of interest on the Notes.

Investors should consult their own financial and tax advisors to analyze the importance of these risks.

Book-Entry Transfer System

This section shall apply to Notes issued in book-entry form through the facilities of The Depository Trust Company, New York, NY ("DTC").

DTC will act as securities depository for the Notes. The Notes will be issued in fully-registered form registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One-fully registered Note certificate will be issued for each interest rate, each in the aggregate principal amount bearing such interest rate, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a rating of AA+ from S&P Global Ratings. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at **www.dtcc.com**.

Purchases of securities deposited with DTC must be made by or through Direct Participants, which will receive a credit for the Notes on DTC's records. The ownership interest of each actual purchaser of each security deposited with DTC ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the securities deposited with DTC are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in the securities deposited with DTC, except in the event that use of the book-entry system for such securities is discontinued.

To facilitate subsequent transfers, all Notes deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Notes with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the securities deposited with it; DTC's records reflect only the identity of the Direct Participants to whose accounts such securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time.

Neither DTC nor Cede & Co. (nor such other DTC nominee) will consent or vote with respect to the Notes unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the Town as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s

consenting or voting rights to those Direct Participants to whose accounts the Notes are credited on the record date (identified in a listing attached to the Omnibus Proxy).

Principal and interest payments on the Notes will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the Town or the Paying Agent, on the payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC (nor its nominee), the Town or the Paying Agent, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of principal and interest to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the Town or the Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the Notes at any time by giving reasonable notice to the Town or the Paying Agent. Under such circumstances, in the event that a successor depository is not obtained, physical certificates are required to be printed and delivered.

The Town may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, physical certificates will be printed and delivered to Beneficial Owners.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the Town believes to be reliable, but the Town takes no responsibility for the accuracy thereof.

Security and Remedies

Full Faith and Credit. General obligation bonds and notes of a Massachusetts city or town constitute a pledge of its full faith and credit. Payment is not limited to a particular fund or revenue source. Except for "qualified bonds" as described below (see *"Serial Bonds and Notes"* under "TYPES OF OBLIGATIONS") and setoffs of state distributions as described below (see *"State Distributions"* below), no provision is made by the Massachusetts statutes for priorities among bonds and notes and other general obligations, although the use of certain moneys may be restricted.

Tax Levy. The Massachusetts statutes direct the municipal assessors to include annually in the tax levy for the next fiscal year "all debt and interest charges matured and maturing during the next fiscal year and not otherwise provided for [and] all amounts necessary to satisfy final judgments". Specific provision is also made for including in the next tax levy payments of rebate amounts not otherwise provided for and payment of notes in anticipation of federal or state aid, if the aid is no longer forthcoming.

The total amount of a tax levy is limited by statute. However, the voters in each municipality may vote to exclude from the limitation any amounts required to pay debt service on indebtedness incurred before November 4, 1980. Local voters may also vote to exempt specific subsequent bond issues from the limitation. (See *"Tax Limitations"* Under "PROPERTY TAXATION" below.) In addition, obligations incurred before November 4, 1980 may be constitutionally entitled to payment from taxes in excess of the statutory limit.

No Lien. Except for taxes on the increased value of certain property in designated development districts which may be pledged for the payment of debt service on bonds issued to finance economic development projects within such districts, no provision is made for a lien on any portion of the tax levy or any other moneys to secure particular bonds or notes or bonds and notes generally (or judgments on bonds or notes) in priority to other claims. Provision is made, however, for borrowing to pay judgments, subject to the General Debt Limit. (See "DEBT LIMITS" below.) Upon certification by the city solicitor or town council that no appeal can or will be taken, or as otherwise required by a municipality's charter, ordinances, or by-laws, judgments may also be paid from available funds without appropriation and included in the next tax levy unless other provision is made. Any such payments shall be reported to the city or town's assessors by the city or town's auditor or accountant (or other officer having similar duties). The assessors shall include amounts of such payments in the aggregate appropriations assessed in the determination of the next subsequent annual tax rate.

Court Proceedings. Massachusetts cities and towns are subject to suit on their general obligation bonds and notes and courts of competent jurisdiction have power in appropriate proceedings to order payment of a judgment on the bonds or notes from lawfully available funds or, if necessary, to order the city or town to take lawful action to obtain the required money, including the raising of it in the next annual tax levy, within the limits prescribed by law. (See *"Tax Limitations"* under "PROPERTY TAXATION" below.) In exercising their discretion as to whether to enter such an order, the courts could take into account all relevant factors including the current operating needs of the city or town and the availability and adequacy of other remedies. The Massachusetts Supreme Judicial Court has stated in the past that a judgment against a municipality

can be enforced by the taking and sale of the property of any inhabitant. However, there has been no judicial determination as to whether this remedy is constitutional under current due process and equal protection standards.

Restricted Funds. Massachusetts statutes also provide that certain water, gas and electric, community antenna television system, telecommunications, sewer, parking meter and passenger ferry fee, community preservation and affordable housing receipts may be used only for water, gas and electric, community antenna television system, telecommunications, sewer, parking, mitigation of ferry service impacts, community preservation and affordable housing and related purposes, respectively; accordingly, moneys derived from these sources may be unavailable to pay general obligation bonds and notes issued for other purposes. A city or town that accepts certain other statutory provisions may establish an enterprise fund for a utility, health care, solid waste, recreational or transportation facility and for police or fire services; under those provisions any surplus in the fund is restricted to use for capital expenditures or reduction of user charges. In addition, subject to certain limits, a city or town may annually authorize the establishment of one or more revolving funds in connection with use of certain revenues for programs that produce those revenues; interest earned on a revolving fund is treated as general fund revenue. A city or town may also establish an energy revolving loan fund to provide loans to owners of privately held property in the city or town for certain energy conservation and renewable energy projects and may borrow to establish such fund. The loan repayments and interest earned on the investment of amounts in the fund shall be credited to the fund. Also, the annual allowance for depreciation of a gas and electric plant or a community antenna television and telecommunications system is restricted to use for plant or system renewals and improvements, for nuclear decommissioning costs, and costs of contractual commitments, or, with the approval of the State Department of Telecommunications and Energy, to pay debt incurred for plant or system reconstruction or renewals. Revenue bonds and notes issued in anticipation of them may be secured by a prior lien on specific revenues. Receipts from industrial users in connection with industrial revenue financings are also not available for general municipal purposes.

State Distributions. State grants and distributions may in some circumstances be unavailable to pay general obligation bonds and notes of a city or town in that the State Treasurer is empowered to deduct from such grants and distributions the amount of any debt service paid on "qualified bonds" (See *"Serial Bonds and Notes"* under "TYPES OF OBLIGATIONS" below) and any other sums due and payable by the city or town to The Commonwealth of Massachusetts (the "Commonwealth") or certain other public entities, including any unpaid assessments for costs of any public transportation authority (such as the Massachusetts Bay Transportation Authority or a regional transit authority) of which it is a member, for costs of the Massachusetts Water Resources Authority if the city or town is within the territory served by the Authority, for any debt service due on obligations issued to the Massachusetts School Building Authority, or for charges necessary to meet obligations under the Commonwealth's Clean Water and Drinking Water Revolving Loan Programs, including such charges imposed by another local governmental unit that provides wastewater collection or treatment services or drinking water services to the city or town.

If a city or town is (or is likely to be) unable to pay principal or interest on its bonds or notes when due, it is required to notify the State Commissioner of Revenue. The Commissioner shall in turn, after verifying the inability, certify the inability to the State Treasurer. The State Treasurer shall pay the due or overdue amount to the paying agent for the bonds or notes, in trust, within three days after the certification or one business day prior to the due date (whichever is later). This payment is limited, however, to the estimated amount otherwise distributable by the Commonwealth to the city or town during the remainder of the fiscal year (after the deductions mentioned in the foregoing paragraph). If for any reason any portion of the certified sum has not been paid at the end of the fiscal year, the State Treasurer shall pay it as soon as practicable in the next fiscal year to the extent of the estimated distributions for that fiscal year. The sums so paid shall be charged (with interest and administrative costs) against the distributions to the city or town.

The foregoing does not constitute a pledge of the faith and credit of the Commonwealth. The Commonwealth has not agreed to maintain existing levels of state distributions, and the direction to use estimated distributions to pay debt service may be subject to repeal by future legislation. Moreover, adoption of the annual appropriation act has sometimes been delayed beyond the beginning of the fiscal year and estimated distributions which are subject to appropriation may be unavailable to pay local debt service until they are appropriated.

Bankruptcy. Enforcement of a claim for payment of principal or interest on general obligation bonds or notes would be subject to the applicable provisions of federal bankruptcy laws and to the provisions of other statutes, if any, hereafter enacted by the Congress or the State legislature extending the time for payment or imposing other constraints upon enforcement insofar as the same may be constitutionally applied. Massachusetts municipalities are not generally authorized by the Massachusetts General Laws to file a petition for bankruptcy under federal bankruptcy laws. In cases involving significant financial difficulties faced by a single city, town or regional school district, however, the Commonwealth has enacted special legislation to permit the appointment of a fiscal overseer, finance control board or, in the most extreme cases, a state receiver. In a limited number of these situations, such special legislation has also authorized the filing of federal bankruptcy proceedings, with the prior approval of the Commonwealth. In each case where such authority was granted, it expired at the termination of the Commonwealth's oversight of the financially distressed city, town or regional school district. To date, no such filings have been approved or made.

Bank Eligibility

The Notes will not be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

Opinion of Bond Counsel

A successful bidder for all or a portion of the Notes will be furnished the legal opinion of the firm of Troutman Pepper Locke LLP, Bond Counsel to the Town. The opinion will be dated and given on and will speak only as of the date of original delivery of the Notes to the successful bidder.

Other than as to matters expressly set forth herein as the opinion of Bond Counsel, Bond Counsel is not passing upon and does not assume any responsibility for the accuracy or adequacy of the statements made in this Official Statement and makes no representation that they have independently verified the same.

Municipal Advisory Services of Hilltop Securities Inc.

Hilltop Securities Inc., Boston, Massachusetts, serves as Municipal Advisor to the Town.

Disclosure of Significant Events

In order to assist underwriters in complying with the requirements of paragraph (b)(5)(i)(C) of Rule 15c2-12 promulgated by the Securities and Exchange Commission (the "Rule") applicable to municipal securities having a stated maturity of 18 months or less, the Town will covenant for the benefit of the owners of the Notes to file with the Municipal Securities Rulemaking Board (the "MSRB"), notices of the occurrence of any of the following events with respect to the Notes within ten business days of such occurrence: (a) principal and interest payment delinquencies; (b) non-payment related defaults, if material; (c) unscheduled draws on debt service reserves reflecting financial difficulties; (d) unscheduled draws on credit enhancements reflecting financial difficulties; (e) substitution of credit or liquidity providers, or their failure to perform; (f) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determination of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes; (g) modifications to rights of owners of the Notes, if material; (h) bond calls, if material, and tender offers; (i) defeasances; (j) release, substitution or sale of property securing the repayment of the Notes, if material; (k) ratings changes on the Notes; (l) bankruptcy, insolvency, receivership or similar event of the Town; (m) the consummation of a merger, consolidation, or acquisition involving the Town or the sale of all or substantially all of the assets of the Town, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (n) appointment of a successor or additional trustee or the change of name of a trustee, if material; (o) incurrence of a financial obligation of the Town, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Town, any of which affect owners of the Notes, if material; and (p) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Town, any of which reflect financial difficulties.

The covenant will be included in a Significant Events Disclosure Certificate to be executed by the signers of the Notes and incorporated by reference in the Notes. The sole remedy available to the owners of the Notes for the failure of the Town to comply with any provision of the certificate shall be an action for specific performance of the Town's obligations under the certificate and not for money damages; no other person shall have any right to enforce any provision of the certificate.

In the past five years, the Town believes it has complied, in all material respects, with its previous undertakings to provide annual reports or notices of significant events in accordance with the Rule.

TOWN OF NEEDHAM, MASSACHUSETTS

General

The Town is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has a population of approximately 32,091 (based on the 2020 Federal Census) and occupies a land area of 12.6 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and by a five-member Select Board. School affairs are administered by a seven-member School Committee and a Superintendent of Schools.

PRINCIPAL TOWN OFFICIALS

Title	Name	Selection/Term	Term Expires
Select Board, Chair	Heidi R. Frail	Elected	2028
Select Board, Vice Chair	Catherine Reid Dowd	Elected	2026
Select Board, Clerk	Joshua W. Levy	Elected	2027
Select Board	Marianne B. Cooley	Elected	2026
Select Board	Kevin J. Keane	Elected	2027
Town Manager	Kathleen King	Appointed	2028
Deputy Town Manager/Director of Finance	David Davison	Appointed	Indefinite
Superintendent of Schools	Daniel E. Gutekanst	Appointed	2027
Town Accountant	Michelle Vaillancourt	Appointed	Indefinite
Town Clerk	Louise L. Miller	Elected	2028
Town Counsel	Harrington Heep LLP	Appointed	Indefinite
Treasurer/Collector	Ellyse Glushkov	Appointed	Indefinite

Corona Virus (COVID-19)

COVID-19 is a respiratory disease caused by a novel coronavirus not previously seen in humans. On March 10, 2020, the Governor of the Commonwealth declared a state of emergency to support the Commonwealth's response to the outbreak of the virus. The state of emergency in the Commonwealth expired on June 15, 2021.

The Town received notice from the Commonwealth that it was entitled to approximately $2,755,065 through the federal Coronavirus Aid, Relief and Economic Security Act (the "CARES Act"), drew down $2,755,064 and has incurred $2,755,064 in CARES Act-eligible expenses.

Another action at the federal level was the American Rescue Plan Act of 2021 ("ARPA"). Among other provisions, ARPA provided $350 billion to state and local governments to mitigate the fiscal disruptions created by the pandemic. Such funds may be used to replace revenues lost or reduced as a result of the pandemic and fund COVID-related costs, among other purposes. The Town received a total of $9,199,185 of which $5,913,849 was from Norfolk County and $3,285,337 was from the Commonwealth. To date, the Town has spent $2,927,875 in ARPA funds. The funds are being used for several public health initiatives, to assist small businesses and artists impacted by the COVID shutdown, technology improvements, and approximately $7 million for water, sewer, and drains infrastructure.

The Town's fiscal year 2020 through 2024 results were not materially affected by the COVID-19 pandemic.

Municipal Services

The Town provides general governmental services for the territory within its boundaries, including police and fire protection, collection, disposal, and recycling of solid waste, public education in grades kindergarten through twelve, water, sewers, streets and recreation. Technical education in grades 9 through 12 is provided by the Minuteman Regional Vocational Technical School District.

The Town has implemented a mandatory recycling program in accordance with Section 8H of Chapter 40 of the Massachusetts General Laws. Under this program, begun in fiscal 1991, the Town recycles newspaper, mixed paper, glass, corrugated cardboard, aluminum and steel cans, returnable bottles, clothing, used motor oil, plastic containers and yard waste. The Town's practice has been to introduce new items to the recycling program each year in order to reduce the flow of solid waste tonnage.

Gas and electric services are provided by established private utilities.

The Town's Public Works Department provides water supply, treatment and distribution and sewage collection, to substantially all commercial, industrial and residential users in the Town. In addition, certain water and sewer services are provided by the Massachusetts Water Resources Authority (the “MWRA”). See "INDEBTEDNESS - Overlapping Debt".

The principal services provided by Norfolk County are a jail and house of correction and registry of deeds. For additional information on Counties see “INDEBTEDNESS - Overlapping Debt”.

Education

The Town operates one pre-school, five elementary schools, two middle schools (High Rock and Pollard), and a senior high school. The Town began constructing a new elementary school in the late fall of 2017 which opened in September 2019. The new building replaced one of the existing elementary schools. The debt for the new elementary school is excluded from the limits of Proposition 2 ½ and a portion of the project was paid by the Massachusetts School Building Authority.

PUBLIC SCHOOL ENROLLMENTS - OCTOBER 1,

	Actual				
	2020	2021	2022	2023	2024
Elementary (Pre-K and K-5)	2,518	2,568	2,616	2,592	2,553
Middle/Junior High(6-8)	1,295	1,278	1,264	1,327	1,311
Senior High(9-12)	1,670	1,669	1,645	1,622	1,648
Totals	5,483	5,515	5,525	5,541	5,512

The Town is a member of the Minuteman Regional Vocational Technical School District, which is located in Lexington, and includes 10 member towns. A new school for the District was completed and opened in September 2019.

Industry and Commerce

The Town is a residential suburb of Boston, located within the Boston Standard Metropolitan Statistical Area. As the table below indicates, the Town's economy has a diverse mix of manufacturing, services, and commercial trades.

	Calendar Year Average				
Industry	2019	2020	2021	2022	2023
Construction	805	791	958	902	1,059
Manufacturing	814	788	806	791	807
Trade, Transportation and Utilities	2,702	2,681	2,918	2,897	3,031
Information	885	877	830	869	782
Financial Activities	1,505	1,410	1,371	1,395	1,286
Professional and Business Services	5,435	5,201	5,524	5,230	5,032
Education and Health Services	7,242	6,258	6,483	6,570	6,901
Leisure and Hospitality	1,331	883	995	1,087	1,189
Other Services	813	1,062	709	1,240	791
Total Employment	21,532	19,951	20,594	20,981	21,368
Number of Establishments	1,473	1,543	1,618	1,646	1,614
Average Weekly Wages	$ 1,880	$ 2,105	$ 2,262	$ 2,342	$ 2,403
Total Wages	$ 2,146,027,639	$ 2,183,370,050	$ 2,474,594,872	$ 2,555,372,091	$ 2,670,527,389

Source: Massachusetts Executive Office of Labor and Workforce Development. Data based upon place of employment, not place of residence.

Transportation

The principal highways serving the Town are State Routes 9, 135 and 128 (I-95). There are four exits off Interstate 95 that provide direct access to Needham. A project to widen Route 128 through Needham was completed in 2019. The Massachusetts Bay Transportation Authority ("MBTA") provides commuter rail service on a regular basis to Boston. There are four commuter rails stops physically located in Needham: Needham Heights, Needham Center, Needham Junction and Hersey. The MBTA also provides bus service between Needham and Watertown Square. Established trucking lines provide competitive service locally and to long distance points. The Town is within commuting distance of the airport facilities of Boston's Logan International Airport, the Norwood Municipal Airport, and Hanscom Field in Bedford, Massachusetts.

Climate Change

The Town has undertaken several ad hoc climate mitigation and resiliency efforts. These include the lease of land for a solar array at the capped landfill, solar installation at the Sunita Williams School, and proposed solar installation at the Jack Cogswell building. In addition, the Sunita Williams School and Library are LEED certified buildings, and the Town's Public Services Administration Building has geothermal heating. Three of the Town's buildings are fully electric, including the Center at the Heights, Rosemary Recreation Complex, and Memorial Park Field House. The Emery Grover Building, currently under renovation, will also be fully electric and designed to be net zero ready. The Town's Building Maintenance Division has been implementing energy efficiency measures for more than a decade, and in February 2020 the Massachusetts Department of Energy Resources designated the Town as a Green Community. The Town has invested in several publicly accessible electric vehicle charging stations at the Rosemary Recreation Complex, Sunita Williams School, Public Services Administration Building, and Chestnut Street, in addition to electric charging stations for Town-fleet vehicles at Dedham Street. The Town continues to grow the number of plug-in and electric vehicles in its fleet as well. The Select Board established a Climate Action Plan Committee ("CAPC") to guide the Town in developing a plan that meets or exceeds the State's climate mitigation and resilience goals. The Committee will make recommendations to the Select Board on approval of a Climate Action Plan ("CAP"). The CAPC will:

- Review the Town's climate-related data;
- Seek guidance and establish a program to create a Green House Gas ("GHG") inventory for the entire Town, including pass through traffic, residential, commercial, and municipal;
- Recommend for adoption to the Select Board long-term climate action goals that focus on reducing GHG emissions and building resilience within and across the Town's residential, commercial, and municipal sectors, including roadmaps of steps to achieve goals;
- Recommend for adoption to the Select Board target dates, benchmarks, and/or annual/interannual climate mitigation goals to achieve climate action goals;
- Plan and prioritize cross-sector efforts to reduce Town's GHG emissions and build climate resilience;
- Recommend to the Select Board programs and policies to implement GHG reduction goals and climate resilience planning; and
- Develop a CAP for the Select Board's review.

The CAP is set to go in front of the Select Board for approval this Spring. Additionally, in October 2023, the Town passed the opt-in specialized energy code to go into effect July 1, 2024. In December 2023, the Town hired its first Sustainability Manager to assist in the implementation of the CAP as well as other climate mitigation and resiliency initiatives throughout the Town.

Cybersecurity

The Town recognizes, like so many companies, governments (local, regional, state and federal), and organizations that it is exposed to a variety of operational, transactional, information and technology risks. Information Security frameworks such as ISO, NIST, GDPR, CIS, and many state, and federal requirements have come up with a set of standards surrounding best practices for information technology. These standards recommend implementation of a comprehensive written information technology program that includes administrative, technical, and physical safeguards appropriate to the size and complexity of the organization and the nature and scope of its activities. This allows a uniform set of information technology expectations to be followed throughout the different areas of the organization, and provides a consistent, repeatable set of documentation to create procedures and processes. The Town recently had an information technology program review done by outside experts whose work will help shape the Town's technology policies and procedures.

LARGEST EMPLOYERS

The following table sets forth the largest employers in Needham, exclusive of the Town itself.

Name	Product/Function	No. of Employees Approximate
Tripadvisor	Travel Agency	640
Advisor360	Wealth Management Solutions	500
NBC Universal	Broadcasting	345
Beth Israel Deaconess Hospital	Health Care	250-499
Charles River Center	Assisted Living	250-499
Clark's Shoes	Retail Manufacturing	250-499
Coca Cola Bottling	Beverage Distribution	250-499
Dialogic Inc.	Wireless Communication	250-499
International Data Group (IDG)	Techonology	250-499
North Hill Living Center	Retirement Center	250-499
SharkNinja	Household Appliances	250-499
WCVB Channel 5	Television	250-499
Briarwood Healthcare	Health Care	100-250
Olin College of Engineering	Education	100-250
VNA Care Network	Ambulatory Health Care	100-250
Walker Home & School	Mental Health	100-250
Wellington Management	Financial Services	100-250

SOURCE: Individual Employers listed.

Needham Crossing is one of Greater Boston's premier business parks located approximately 2.5 miles northeast of downtown Needham. The business park offers proximity to Interstate 95 (MA-128), Interstate 90 (Mass Pike), US 1 and State Route 9 along with the natural resources such as Cutler Lake Park and the Charles River. The commuter rail service is less than 2 miles away and the transit bus service located throughout the park offers many transit options for both employees and residents.

Over the past 10 years substantial redevelopment of the area has given way to a diversified portfolio of companies and uses. These major improvements coincided with the widening of and additional access from Interstate 95 (MA-128). These improvements have had overall positive economic benefit for the Town and for Needham Crossing. When originally envisioned, the business park would contain primarily warehouses and offices. Now, almost 40 years later, through more dense land use, redevelopment opportunities and zoning changes, Needham Crossing has a mix of residential, office, high tech and other commercial uses that has generated interest from businesses that would like to locate there. Currently under construction is a 5-story Boston Childrens Hospital and Surgery Center allowing Needham Crossing to continually evolve land uses for the current market needs.

Currently, the Needham Crossing area boasts long-term occupants such as Coca Cola, FedEx, and a Sheraton Hotel. Newer tenants include the world headquarters for Tripadvisor (stock: TRIP), Shark Ninja (stock: SN), life science company Verastem Oncology (stock: VSTM) and the regional headquarters for NBC Universal. The Marriott Residence Inn Homewood Suites operate hotel flags and the Kendrick and Charles River Landing provide luxury housing for residents. Smaller companies such as Big Belly Solar Inc., a maker of "green" trash cans, has doubled the size of its headquarters since moving to the park. Workbar has a large facility that has been expanded to support the roles of many different tenants that need office space on a smaller permanent basis that allows for rotation of space for remote workers.

In March 2025, Advisor360°, a leading provider of integrated technology solutions for wealth management firms, announced that it had relocated its corporate headquarters to 400 First Avenue in Needham. Approximately 60% of Advisor360°'s 500-person workforce will be based in the new headquarters.

The Town has a TIF agreement with TripAdvisor, 13 years in total, currently at a 76% exemption that declined to a 1% exemption effective 2021. The Town also has a TIF agreement with NBC Universal, 10 years in total, with a 70% exemption for the first 4 years that declines to 5% in year 5, and then 1% for years 6 through 10. The exemptions apply only on the new growth value.

Building Permits

The following table sets forth the number of building permits issued and the estimated dollar value of new construction and alterations for calendar years 2020 through 2024. Permits are filed for both private construction as well as for Town projects.

BUILDING PERMITS

Calendar Year	New Construction				Additions/Alterations				Totals	
	Residential		Non-Residential		Residential		Non-Residential			
	No	Value	No.	Value	No	Value	No.	Value	No.	Value
2024	85	$ 80,314,178	-	$ -	1,420	$ 60,883,472	89	$ 34,799,630	1,594	$ 175,997,280
2023	67	61,503,195	3	199,500,000 (1)	993	51,999,732	107	45,160,602	1,170	358,163,529
2022	86	76,260,846	1	782,000	1,193	66,067,372	118	76,862,712	1,398	219,972,930
2021	106	83,481,065	-	-	1,353	59,852,432	118	26,672,668	1,577	170,006,165 (2)
2020	67	44,614,400	3	24,578,350	757	40,316,155	62	21,430,214	889	130,939,119

SOURCE: Report of the Building Inspector.
(1) Includes permit issued for the construction of a new Children's Hospital facility in Needham Crossing.
(2) Excludes 100 permits for demolitions with an aggregate value of $1,143,250.

Labor Force, Employment and Unemployment

In April 2025, the Town had a total labor force of 16,894 of which 16,247 were employed and 647 or 3.8% were unemployed as compared with 4.6% for the Commonwealth. The following table sets forth the Town's average labor force and unemployment rates for the following calendar years.

UNEMPLOYMENT RATES

Calendar Year	Town of Needham			Massachusetts Unemployment Rate	United States Unemployment Rate
	Labor Force	Employment	Unemployment Rate		
2024	16,755	16,179	3.4 %	4.0 %	4.0 %
2023	16,657	16,218	3.6	3.4	3.6
2022	16,513	16,073	2.7	3.8	3.6
2021	16,305	15,692	3.8	5.7	5.4
2020	15,637	14,742	5.7	8.9	8.1

SOURCE: Massachusetts Executive Office of Labor and Workforce Development. Federal Reserve Bank of Boston and U.S. Bureau of Labor Statistics. Data based upon place of residence, not place of employment. Monthly data for Town are unadjusted.

Population and Income

The table below illustrates the Town's changes in median age, median family income, and per capita income and that of the Commonwealth and the Country as a whole for the same period according to the federal census.

POPULATION AND INCOME

	Needham	Massachusetts	United States
Median Age:			
2020	43.4	39.4	38.3
2010	43.0	39.1	37.2
2000	40.8	36.5	35.3
1990	38.6	33.6	32.9
Median Family Income:			
2020	182,813	81,215	62,843
2010	114,365	81,165	51,144
2000	107,570	61,664	50,046
1990	69,515	44,367	35,225
Per Capita Income:			
2020	87,067	43,761	34,103
2010	57,716	33,966	27,334
2000	44,549	25,952	21,587
1990	27,935	17,224	14,420

SOURCE: Federal Bureau of the Census.

POPULATION TRENDS

2020	2010	2000	1990	1980
32,091	28,886	28,911	27,557	27,901

SOURCE: Federal Census.

PROPERTY TAXATION

Tax Levy Computation

The principal tax of Massachusetts cities and towns is the tax on real and personal property. The amount to be levied in each year is the amount appropriated or required by law to be raised for municipal expenditures less estimated receipts from other sources and less appropriations voted from funds on hand. The total amount levied is subject to certain limits prescribed by law; for a description of those limits see "Tax Limitations" below.

The estimated receipts for a fiscal year from sources other than the property tax may not exceed the actual receipts during the preceding fiscal year from the same sources unless approved by the State Commissioner of Revenue. Excepting special funds the use of which is otherwise provided for by law, the deduction for appropriations voted from funds on hand for a fiscal year cannot exceed the "free cash" as of the beginning of the prior fiscal year as certified by the State Director of Accounts plus up to nine months' collections and receipts on account of earlier years' taxes after that date. Subject to certain adjustments, free cash is surplus revenue less uncollected overdue property taxes from earlier years.

Although an allowance is made in the tax levy for abatements (see "Abatements and Overlay" below) no reserve is generally provided for uncollectible real property taxes. Because some of the levy is inevitably not collected, this creates a cash deficiency which may or may not be offset by other items (see "Taxation to Meet Deficits" below).

The table below illustrates the manner in which the tax levy was determined for the following fiscal years.

TAX LEVY COMPUTATION

	Fiscal 2021	Fiscal 2022	Fiscal 2023	Fiscal 2024	Fiscal 2025
Total Appropriations(1)	$ 212,871,580	$ 225,645,370	$ 244,168,129	$ 252,472,676	$ 272,647,456
Additions:					
State & County Assessments	1,485,423	1,581,893	1,588,201	1,607,096	1,658,272
Overlay Reserve	1,407,265	2,553,011	2,610,471	2,606,953	2,922,569
Other Additions	336,704	653,450	408,975	83,420	159,934
Total Additions	3,229,392	4,788,354	4,607,647	4,297,469	4,740,775
Gross Amount to be Raised	216,100,972	230,433,724	248,775,776	256,770,145	277,388,231
Deductions:					
Local Estimated Receipts: (2)	30,611,425	32,786,568	36,104,998	39,390,146	45,891,961
State Aid:					
Current Year	13,695,326	13,961,831	15,221,089	15,540,802	16,175,722
Available Funds (3)	9,355,420	12,851,426	18,556,775	17,273,274	22,895,326
Total Deductions	53,662,171	59,599,825	69,882,862	72,204,222	84,963,009
Net Amount to be Raised	$ 162,438,801	$ 170,833,899	$ 178,892,914	$ 184,565,923	$ 192,425,222

(1) Includes additional appropriations from taxation voted subsequent to adoption of the annual budget but prior to setting of the tax rate.
(2) Includes CPA surcharge tax and state matching funds.
(3) Transfers from other available funds, generally made as an offset to a particular appropriation item.

Assessed Valuations and Tax Levies

Property is classified for the purpose of taxation according to its use. The legislature has in substance created four classes of taxable property: (1) residential real property, (2) open space land, (3) commercial and (4) industrial. Within limits, cities and towns are given the option of determining the share of the annual levy to be borne by each of the categories. The share required to be borne by residential real property is at least 50 per cent of its share of the total taxable valuation; the effective rate for open space must be at least 75 per cent of the effective rate for residential real property; and the share of commercial, industrial and personal property must not exceed 175 percent of their share of the total valuation. A city or town may also exempt up to 35 percent of the valuation of residential real property (where used as the taxpayer's principal residence) and up to 10 percent of the valuation of commercial real property (where occupied by certain small businesses). Property may not be classified in a city or town until the State Commissioner of Revenue certifies that all property in the city or town has been assessed at its fair cash value. Such certification must take place every five years or pursuant to a revised schedule as may be issued by the Commissioner.

Related statutes provide that certain agricultural or horticultural land (assessed at the value it has for these purposes) and recreational land (assessed on the basis of its use at a maximum of 25 percent of its fair cash value) are all to be taxed at the rate applicable to commercial property.

A revaluation of all real and personal property in the Town to full and fair cash value was completed for use in fiscal year 2025.

The following table sets forth the trend in the Town's assessed valuations, tax levies, and tax levies per capita.

Fiscal Year		Real Estate Valuation	Personal Property Valuation	Total Assessed Valuation	Tax Levy	Tax Levy Per Capita (1)
2025	(2)	$ 15,676,728,700	$ 429,826,950	$ 16,106,555,650	$ 192,425,222	$ 5,996
2024		12,742,699,636	403,098,540	13,145,798,176	184,565,923	5,751
2023		11,867,419,986	380,448,340	12,247,868,326	178,892,914	5,575
2022		10,922,692,504	388,986,460	11,311,678,964	170,833,899	5,323
2021		10,742,368,779	303,361,700	11,045,730,479	162,438,801	5,062

(1) 2020 Federal Census.
(2) Revaluation year.

The table below sets forth the trend of the Town's tax rates for different classes of property for the following fiscal years:

	Tax Rate per $1,000 Valuation	
Fiscal Year	Residential Property	Commercial, Industrial & Personal Property
2025	$10.60	$20.91
2024	12.52	24.57
2023	13.04	25.56
2022	13.37	26.43
2021	13.03	25.74

Classification of Property

The following is a breakdown of the Town's assessed valuation in fiscal years 2023, 2024 and 2025.

	2023		2024		2025 (1)	
Property Type	Amount	% of Total	Amount	% of Total	Amount	% of Total
Residential	$10,715,862,649	87.5 %	$11,487,662,900	87.4 %	$14,002,216,972	86.9 %
Commercial	1,026,136,613	8.4	1,122,346,066	8.5	1,499,785,024	9.3
Industrial	125,420,724	1.0	132,690,670	1.0	174,726,704	1.1
Personal	380,448,340	3.1	403,098,540	3.1	429,826,950	2.7
Total Real Estate	$12,247,868,326	100.0 %	$13,145,798,176	100.0 %	$16,106,555,650	100.0 %

(1) Revaluation year.

LARGEST TAXPAYERS

The following table lists the ten largest taxpayers in the Town based upon assessed valuation for fiscal year 2025. All are current in their tax payments to the Town.

Name	Nature of Business	Total Assessed Valuation for Fiscal 2025	% of Total Assessed Value
Nstar Electric Company	Electric Utility Company	$135,882,260	0.84 %
Needham Residential LLC	Data Storage Facility	118,510,300	0.74
Lofts At Charles River Landing LLC	Apartments	105,752,600	0.66
Babson College C/O North Hill Needham	Residential Apartment Complex	99,550,600	0.62
CHB Properties Inc C/O Boston Childrens Hospital	Travel Agency	90,635,000	0.56
Needham Travel Property LLC	Gas Utility Company	87,114,700	0.54
BP 140 Kendrick Street Property LLC	Sofware Design	74,998,500	0.47
Nstar Gas Company	Media & Television Production	71,148,540	0.44
Digital 128 First Avenue LLC	Lab & Office Building	71,102,890	0.44
MCPF-Needham LLC	Real Estate Developer	66,322,100	0.41
Total		$921,017,490	5.72 %

State Equalized Valuation

In order to determine appropriate relative values for the purposes of certain distributions to and assessments upon cities and towns, the Commissioner of Revenue biennially makes a redetermination of the fair cash value of the taxable property in each municipality. This is known as the "equalized value".

The following table sets forth the trend in equalized valuations of the Town.

January 1,	State Equalized Valuation	% Change
2024	$ 14,275,936,100	16.0 %
2022	12,307,796,200	6.3
2020	11,580,160,100	11.9
2018	10,352,941,600	7.0
2016	9,675,551,500	16.7

Abatements and Overlay

The Town is authorized to increase each tax levy by an amount approved by the State Commissioner of Revenue as an "overlay" to provide for tax abatements. If abatements are granted in excess of the applicable overlay, the resultant "overlay deficit" is required to be added to the next tax levy. An abatement granted after a tax payment has been made is accounted for as a refund on the books of the Town. Abatements are granted where exempt real or personal property has been assessed or where taxable real or personal property has been overvalued or disproportionately valued. The assessors may also abate uncollectible personal property taxes. They may abate real and personal property taxes on broad grounds (including inability to pay) with the approval of the State Commissioner of Revenue. But uncollected real property taxes are ordinarily not written off until they become municipal “tax titles” by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of the tax and charging surplus.

The following table sets forth the amount of the overlay reserve for the last five fiscal years and the amounts of abatements and exemptions granted as of June 30, 2024.

Fiscal Year	Net Tax Levy (1)	Overlay Reserve Dollar Amount	Overlay Reserve As a % of Net Levy	Abatements and Exemptions Granted As of June 30, 2024
2024	$ 181,958,970	$ 2,606,953	1.43 %	$ 718,454
2023	176,282,443	2,610,471	1.48	147,619
2022	168,280,888	2,553,011	1.52	283,294
2021	161,031,536	1,407,265	0.87	475,801
2020	149,257,597	2,292,140	1.54	276,288

(1) Tax levy prior to addition of overlay reserve.

Tax Collections

The Town has accepted a statute providing for quarterly tax payments. Under that statute, preliminary tax payments are due on August 1 and November 1 with payment of the actual tax bill (after credit is given for the preliminary payments) installments on February 1 and May 1 if actual tax bills are mailed by December 31. Interest accrues on delinquent taxes at the rate of 14 percent per annum.

The following table compares the Town’s net tax collections with its net (gross tax levy less overlay reserve for abatements) tax levies for the previous five fiscal years, exclusive of the surcharge of property tax levied under the CPA.

Fiscal Year	Gross Tax Levy	Overlay Reserve for Abatements	Net Tax Levy	Collections During Fiscal Year Payable (1) Dollar Amount	Collections During Fiscal Year Payable (1) % of Net Levy	Collections as of 6/30/2024 (2) Dollar Amount	Collections as of 6/30/2024 (2) % of Net Levy
2024	$184,565,923	$2,606,953	$181,958,970	$181,681,652	99.8 %	$181,681,652	99.8 %
2023	178,892,914	2,610,471	176,282,443	175,930,183	99.8	177,508,990	100.7
2022	170,833,899	2,553,011	168,280,888	168,146,235	99.9	169,982,775	101.0
2021	162,438,801	1,407,265	161,031,536	161,696,759	100.4	162,021,541	100.6
2020	151,549,737	2,292,140	149,257,597	148,734,319	99.6	150,622,900	100.9

(1) Actual dollar collections, net of refunds. Does not include abatements, proceeds of tax titles or tax possessions attributable to each levy or other non-cash credits.
(2) Exclusive of the property tax levied under the Community Preservation Act.

Tax Titles and Possessions

Real property (land and buildings) is subject to a lien for the taxes assessed upon it, subject to any paramount federal lien and subject to bankruptcy and insolvency laws. (In addition, real property is subject to a lien for certain unpaid municipal charges or fees.) If the property has been transferred, an unenforced lien expires on the fourth December 31 after the end of the fiscal year to which the tax relates. If the property has not been transferred by the fourth December 31, an unenforced lien expires upon a later transfer of the property. Provision is made, however, for continuation of the lien where it could not be enforced because of a legal impediment. The persons against whom real or personal property taxes are assessed are personally liable for the tax (subject to bankruptcy and insolvency laws). In the case of real property, this personal liability is effectively extinguished by sale or taking of the property as described below.

Massachusetts law permits a municipality either to sell by public sale (at which the municipality may become the purchaser) or to take real property for non payment of taxes. In either case the property owner can redeem the property by paying the unpaid taxes, with interest and other charges, but if the right of redemption is not exercised within 12 months (which may be extended in the case of certain installment payments) it can be foreclosed by petition to the Land Court.

Upon foreclosure, a tax title purchased or taken by the municipality becomes a "tax possession" and may be held and disposed of in the same manner as other land held for municipal purposes. . The municipality must notify the former property owner of its intent to retain possession of or sell the property, as well as any “excess equity” (i.e., any remaining surplus amount above taxes, fees, and charges owed to or incurred by the municipality) the former owner may be entitled to in either case. The former owner may submit a claim for return of any excess equity within 18 months of being notified. Any excess equity not yet returned to the former owner must be held in a separate interest-bearing account.

Former owners of property foreclosed upon on or before May 24, 2021 are not eligible to submit claims for return of excess equity. At this time, it is not clear whether such owners may be able to make constitutional claims for return of excess equity outside of the statutory scheme concerning property foreclosed upon before May 24, 2021.

Uncollectible real property taxes are ordinarily not written off until they become municipal tax titles by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of tax and charging surplus.

The table below sets forth the amount of tax titles and possessions and deferred taxes outstanding at the end of the following fiscal years.

Fiscal Year	Total Tax Titles and Possessions	Deferred Taxes
2024	$ 673,844	$ 813,849
2023	813,926	736,809
2022	1,316,015	609,587
2021	1,447,559	575,068
2020	1,229,531	546,673

Sale of Tax Receivables

Cities and towns are authorized to sell delinquent property tax receivables by public sale or auction, either individually or in bulk. The Town does not expect to utilize this option at the present time.

Taxation to Meet Deficits

As noted elsewhere (see “Abatements and Overlay” above) overlay deficits, i.e., tax abatements in excess of the overlay included in the tax levy to cover abatements, are required to be added to the next tax levy. It is generally understood that revenue deficits, i.e., those resulting from non-property tax revenues being less than anticipated, are also required to be added to the tax levy (at least to the extent not covered by surplus revenue).

Amounts lawfully expended since the prior tax levy and not included therein are also required to be included in the annual tax levy. The circumstances under which this can arise are limited since municipal departments are generally prohibited from incurring liabilities in excess of appropriations except for major disasters, mandated items, contracts in aid of housing and renewal projects and other long-term contracts. In addition, utilities must be paid at established rates and certain established salaries, e.g., civil service, must legally be paid for work actually performed, whether or not covered by appropriations.

Cities and towns are authorized to appropriate sums, and thus to levy taxes, to cover deficits arising from other causes, such as "free cash" deficits arising from a failure to collect taxes. This is not generally understood, however, and it has not been the practice to levy taxes to cover free cash deficits. Except to the extent that such deficits have been reduced or eliminated by subsequent collections of uncollected taxes (including sales of tax titles and tax possessions), lapsed appropriations, non-property tax revenues in excess of estimates, other miscellaneous items or funding loans authorized by special act, they remain in existence.

Tax Limitations

Chapter 59, Section 21C of the General Laws, also known as "Proposition 2½", imposes two separate limits on the annual tax levy of a city or town.

The primary limitation is that the tax levy cannot exceed 2½ percent of the full and fair cash value. If a city or town exceeds the primary limitation, it must reduce its tax levy by at least 15 percent annually until it is in compliance, provided that the reduction can be reduced in any year to not less than 7½ percent by majority vote of the voters, or to less than 7½ percent by two-thirds vote of the voters.

For cities and towns at or below the primary limit, a secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2½ percent, subject to exceptions for property added to the tax rolls or property which has had an increase, other than as part of a general revaluation, in its assessed valuation over the prior year's valuation.

This "growth" limit on the tax levy may be exceeded in any year by a majority vote of the voters, but an increase in the secondary or growth limit under this procedure does not permit a tax levy in excess of the primary limitation, since the two limitations apply independently. In addition, if the voters vote to approve taxes in excess of the "growth" limit for the purpose of funding a stabilization fund, such increased amount may only be taken into account for purposes of calculating the maximum levy limit in each subsequent year if the board of selectmen of a town or the city council of a city votes by a two-thirds vote to appropriate such increased amount in such subsequent year to the stabilization fund.

The applicable tax limits may also be reduced in any year by a majority vote of the voters.

The State Commissioner of Revenue may adjust any tax limit "to counterbalance the effects of extraordinary, non-recurring events which occurred during the base year".

The statute further provides that the voters may exclude from the taxes subject to the tax limits and from the calculation of the maximum tax levy (a) the amount required to pay debt service on bonds and notes issued before November 4, 1980, if the exclusion is approved by a majority vote of the voters, and (b) the amount required to pay debt service on any specific subsequent issue for which similar approval is obtained. Even with voter approval, the holders of the obligations for which unlimited taxes may be assessed do not have a statutory priority or security interest in the portion of the tax levy attributable to such obligations. It should be noted that Massachusetts General Laws Chapter 44, Section 20 requires that the taxes excluded from the levy limit to pay debt service on any such bonds and notes be calculated based on the true interest cost of the issue.

Voters may also exclude from the Proposition 2½ limits the amount required to pay specified capital outlay expenditures or for the city or town's apportioned share for certain capital outlay expenditures by a regional governmental unit. In addition, the city council of a city, with the approval of the mayor if required, or the board of selectmen or the town council of a town may vote to exclude from the Proposition 2½ limits taxes raised in lieu of sewer or water charges to pay debt service on bonds or notes issued by the municipality (or by an independent authority, commission or district) for water or sewer purposes, provided that the municipality's sewer or water charges are reduced accordingly.

In addition, Proposition 2½ limits the annual increase in the total assessments on cities and towns by any county, district, authority, the Commonwealth or any other governmental entity (except regional school districts, the MWRA and certain districts for which special legislation provides otherwise) to the sum of (a) 2½ percent of the prior year's assessments and (b) "any increases in costs, charges or fees for services customarily provided locally or for services subscribed to at local option". Regional water districts, regional sewerage districts and regional veterans districts may exceed these limitations under statutory procedures requiring a two-thirds vote of the district's governing body and either approval of the local appropriating authorities (by two-thirds vote in districts with more than two members or by majority vote in two-member districts) or approval of the registered voters in a local election (in the case of two-member districts). Under Proposition 2½ any State law to take effect on or after January 1, 1981 imposing a direct service or cost obligation on a city or town will become effective only if accepted or voluntarily funded by the city or town or if State funding is provided. Similarly, State rules or regulations imposing additional costs on a city or town or laws granting or increasing local tax exemptions are to take

effect only if adequate State appropriations are provided. These statutory provisions do not apply to costs resulting from judicial decisions.

The Town has been in full compliance with Proposition 2½ since its inception. The Town has voted to override Proposition 2½ for operating purposes and to exclude debt service on several occasions for capital projects. Most recently, the Town approved general overrides in 2003 ($2,459,318), 2006 ($597,370), 2007 ($1,128,670) and 2009 ($1,887,929). In addition, the Town voted to exclude $15,700,000 principal and the interest thereon for library renovation and expansion, $62,000,000 principal and the interest thereon for high school renovation and expansion, $21,000,000 principal and the interest thereon for the High Rock and Pollard School projects, $27,412,128 principal and the interest thereon for the Newman School renovation project, $762,500, $7,000,000 and $57,542,500 principal and the interest thereon for site acquisition and construction of the Sunita L. Williams School, and $69,995,000 for the design, construction of a new Police/Fire complex and Fire Station #2 (less any applicable grants from the Massachusetts School Building Authority).

Unused Levy Capacity (1)

	Fiscal Year				
	2025	2024	2023	2022	2021
Primary Levy Limit (2)	$ 402,663,891	$ 328,644,954	$ 306,196,708	$ 282,791,974	$ 276,143,262
Prior Fiscal Year Levy Limit	176,147,802	166,984,404	159,034,818	150,539,475	142,426,994
2.5% Levy Growth	4,403,695	4,174,610	3,975,993	3,763,487	3,560,675
New Growth (3)	5,854,748	4,988,788	3,968,707	4,731,856	4,551,806
Amended New Growth	-	-	4,886	-	-
Overrides	-	-	-	-	-
Growth Levy Limit	186,406,245	176,147,802	166,984,404	159,034,818	150,539,475
Debt Exclusions	9,723,195	10,584,979	13,084,416	12,402,899	13,657,093
Capital Expenditure Exclusions	-	-	-	-	-
Other Adjustments	-	-	-	-	-
Tax Levy Limit	196,129,440	186,732,781	180,068,820	171,437,717	164,196,568
Tax Levy	192,425,222	184,565,923	178,892,914	170,833,899	162,438,801
Unused Levy Capacity (4)	3,704,218	2,166,858	1,175,906	603,818	1,757,767
Unused Primary Levy Capacity (5)	$ 216,257,646	$ 152,497,152	$ 139,212,304	$ 123,757,156	$ 125,603,787

(1) Source: Massachusetts Department of Revenue.
(2) 2.5% of assessed valuation.
(3) Allowed increase for new valuations (or required reduction) - certified by the Department of Revenue.
(4) Tax Levy Limit less Tax Levy.
(5) Primary Levy Limit less Growth Levy Limit.

Community Preservation Act

The Massachusetts Community Preservation Act (the "CPA") permits cities and towns that accept its provisions to levy a surcharge on its real property tax levy, dedicate revenue (other than state or federal funds), and to receive state matching funds for (i) the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, open space, and community housing and (ii) the acquisition, preservation, rehabilitation and restoration of historic resources. The provisions of the CPA must be accepted by the voters of the city or town at an election after such provisions have first been accepted by either a vote of the legislative body of the city or town or an initiative petition signed by 5% of its registered voters.

A city or town may approve a surcharge of up to 3% (but not less than 1% under certain circumstances) and may make an additional commitment of funds by dedicating revenue other than state or federal funds, provided that the total funds collected do not exceed 3% of the real property tax levy, less any exemptions adopted (such as an exemption for low-income individuals and families and for low and moderate-income senior citizens, an exemption for $100,000 of the value of each taxable parcel of residential real property or $100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in Chapter 59, Section 2A of the General Laws, and an exemption for commercial and industrial properties in cities and towns with classified tax rates). In the event that the municipality shall no longer dedicate all or part of the additional funds to community preservation, the surcharge on the real property tax levy of not less than 1% shall remain in effect, provided that any such change must be approved pursuant to the same process as acceptance of the CPA. The surcharge is not counted in the total taxes assessed for the purpose of determining the permitted levy amount under Proposition 2½ (see *"Tax Limitations"* under "PROPERTY TAXATION" above). A city or town may revoke its acceptance of the provisions of the CPA at any time after 5 years from the date of such acceptance and may change the amount of the surcharge or the exemptions to the surcharge at

any time, including reducing the surcharge to 1% and committing additional municipal funds as outlined above, provided that any such revocation or change must be approved pursuant to the same process as acceptance of the CPA.

Any city or town that accepts the provisions of the CPA will receive annual state matching grants to supplement amounts raised by its surcharge on the real property tax levy and any other revenue dedicated pursuant to the CPA. The state matching funds are raised from certain recording and filing fees of the registers of deeds. Those amounts are deposited into a state trust fund and are distributed to cities and towns that have accepted the provisions of the CPA, which distributions are not subject to annual appropriation by the state legislature. The amount distributed to each city and town is based on a statutory formula and the total state distribution made to any city or town may not exceed 100% of the amount raised locally by the surcharge on the real property tax levy.

The amounts raised by the surcharge on real property taxes, the amounts of other dedicated revenues and the amounts received in state matching funds are required to be deposited in a dedicated community preservation fund. Each city or town that accepts the provisions of the CPA is required to establish a community preservation committee to study the community preservation needs of the community and to make recommendations to the legislative body of the city or town regarding the community preservation projects that should be funded from the community preservation fund. Upon the recommendations of the committee, the legislative body of the city or town may appropriate amounts from the fund for permitted community preservation purposes or may reserve amounts for spending in future fiscal years, provided that at least 10% of the total annual revenues to the fund must be spent or set aside for open space purposes, 10% for historic resource purposes and 10% for community housing purposes.

The CPA authorizes cities and towns that accept its provisions to issue bonds and notes in anticipation of the receipt of surcharge and other dedicated revenues to finance community preservation projects approved under the provisions of the CPA. Bonds and notes issued under the CPA are general obligations of the city or town and are payable from amounts on deposit in the community preservation fund. In the event that a city or town revokes its acceptance of the provisions of the CPA, the surcharge shall remain in effect until all contractual obligations incurred by the city or town prior to such revocation, including the payment of bonds or notes issued under the CPA, have been fully discharged.

The Town has accepted the Act and set the surcharge rate at 2%. The Town implemented the program in fiscal year 2006 and is utilizing revenues to pay for a variety of municipal projects.

Community Preservation Fund Revenues

Fiscal Year	Property Tax (1)	State Contribution	Total
2024	$ 3,223,294	$ 656,397	$ 3,879,691
2023	3,107,298	1,131,787	4,239,085
2022	2,920,964	1,238,965	4,159,929
2021	2,827,425	754,080	3,581,505
2020	2,609,353	592,379	3,201,732

(1) Reflects actual collections.

The balance available for projects in the CPA Fund as of June 30, 2024 is $14,359,099.

Pledged Taxes

Taxes on the increased value certain property in designated development districts may be pledged for the payment of costs of economic development projects within such districts and may therefore be unavailable for other municipal purposes. (See “Tax Increment Financing for Development Districts” under “TOWN FINANCES” below).

TOWN FINANCES

Budget and Appropriation Process

Town Meeting: The annual appropriations of the Town are ordinarily made at the annual meeting, which takes place in May. Appropriations may also be voted at special meetings. The Town has a finance committee, which submits reports and recommendations on proposed expenditures at town meetings.

The school budget is limited to the total amount appropriated by the city council or town meeting, but the school committee retains full power to allocate the funds appropriated. State legislation known as the Education Reform Act of 1993, as amended, imposes certain minimum expenditure requirements on municipalities with respect to funding for education. The requirements are determined on the basis of formulas affected by various measures of wealth and income, enrollments, prior levels of local spending and state aid, and other factors. In each fiscal year, the Town has appropriated at least the minimum expenditure requirement imposed by the Act.

The Town meeting may at any time vote to transfer any amount previously appropriated to any other authorized use by law, and, under certain circumstances and subject to certain limits and requirements, the selectmen of a town, with the concurrence of the finance committee, may transfer amounts appropriated for the use of any department to any other appropriation for the same department or to any other department.

Water and sewer department expenditures are generally included in the budgets adopted by city councils and town meetings but electric and gas department funds may be appropriated by the municipal light boards. Under certain legislation any city or town which accepts the legislation may provide that the appropriation for the operating costs of any department may be offset, in whole or in part, by estimated receipts from fees charged for services provided by the department. It is assumed that this general provision does not alter the pre-existing power of an electric or gas department to appropriate its own receipts.

Enterprises: Beginning with the fiscal 1996 budget, water and sewer operations are accounted for in separate enterprise accounts. Beginning with the fiscal 1999 budget solid waste operations are accounted for in a separate enterprise account. Effective for FY2020, the Solid Waste Disposal and Recycling Operations changed from an Enterprise Fund to General Fund appropriation.

Mandatory Items: Mandatory items, such as state and county assessments, the overlay for abatements, abatements in excess of overlays, principal and interest not otherwise provided for and final judgments are included in the tax levy whether or not included in the budget.

Revenues: Revenues are not required to be set forth in the budget but estimated non-tax revenues are taken into account by the assessors in fixing the tax levy. (See "PROPERTY TAXATION--Tax Levy Computation".)

Budget Trends

The following table sets forth the trend in operating budgets for fiscal years 2022 through 2026, as voted at the town meeting. As such, said budgets reflect neither revenues nor certain mandatory items.

BUDGET COMPARISON (1)

	Fiscal 2022	Fiscal 2023	Fiscal 2024	Fiscal 2025	Fiscal 2026
General Government	$5,590,044	$5,918,317	$6,228,432	$4,927,678	$5,148,022
Land Use and Development	525,642	552,799	613,707	627,296	679,009
Public Safety	17,704,018	18,634,363	20,339,032	22,474,352	23,090,970
Education(2)	84,833,684	88,645,537	93,796,434	101,245,986	106,821,104
Public Works & Facilities	21,994,439	23,617,662	26,506,526	28,134,773	28,977,758
Health & Human Services	2,355,437	2,422,342	2,550,302	2,772,979	3,075,387
Culture & Recreation	3,204,954	3,421,863	3,720,287	3,843,647	4,066,047
Employee Benefits(3)	35,134,466	38,390,141	39,056,637	40,768,065	43,984,540
Other Operating Expenses	1,616,900	2,166,728	1,920,490	1,853,560	1,461,826
Debt Service(4)	20,764,142	20,198,294	17,543,250	17,503,332	16,836,849
Reserve Fund	2,077,091	2,052,091	2,000,000	2,000,000	1,784,395
Total Expenditures	$195,800,817	$206,020,137	$214,275,097	$226,151,668	$235,925,907

(1) Budgets reflect only the amount appropriated by Town Meeting and thus do not include county and state assessments and overlay reserve.
(2) Includes regional vocational school assessment.
(3) Includes pension and OPEB funding.
(4) Includes debt excluded from Proposition 2½ as well as estimated debt service on authorized and unissued debt.

Revenues

Property Taxes: Property taxes are the major source of revenue for the Town. The total amount levied is subject to certain limits prescribed by law; for a description of those limits see "PROPERTY TAXATION-- Tax Limitations" above. The table below sets forth the amount of property tax revenue for the following fiscal years:

Fiscal Year	Property Taxes
2024	$ 181,679,426
2023	177,689,636
2022	170,002,186
2021	161,136,736
2020	150,192,994

State Aid: The Town's state aid entitlement is based upon a number of different formulas, and while such formulas might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid but actual payments may vary from the estimate. The table below sets forth the amount of state aid revenue for the following fiscal years:

Fiscal Year	State Aid
2024	$15,529,405
2023	15,339,195
2022	13,811,712
2021	13,599,910
2020	13,088,243

Motor Vehicle Excise: An excise is imposed on the registration of motor vehicles (subject to exemptions) at the rate of $25 per $1,000 of valuation. The excise is collected by and for the benefit of the municipality in which the motor vehicle is customarily kept. Valuations are determined by a statutory formula based on manufacturer's list price and year of manufacture. Bills not paid when due bear interest at 12 percent per annum. Provision is also made after notice to the owner, for suspension of the owner’s operating license or registration by the registrar of motor vehicles. The state annually estimates state aid but actual payments may vary from the estimate. The table below sets forth the amount of motor vehicle excise revenue for the following fiscal years:

Fiscal Year	Motor Vehicle Excise
2024	$ 7,316,406
2023	6,779,778
2022	5,837,070
2021	5,129,306
2020	5,679,213

Water and Sewer Rates and Services: The Town's Public Works Department provides water and sewer services, accounted for as enterprise funds, to all commercial, industrial and residential users within the Town and charges them on the basis of metered consumption. Water and sewer rates are set by the Select Board. The Town has an ascending block rate schedule ranging from $3.30 to $5.44 per 100 cubic feet for water and from $9.82 to $12.75 per 100 cubic feet for sewer. Water irrigation rates range from $5.60 to $8.91 per 100 cubic feet for water. The rates were effective July 1, 2024.

In fiscal year 2022, water and sewer revenues totaled $15,017,396 which included $526,368 in general fund receipts, and expenditures totaled $14,898,744 including debt service, retirement costs and overhead.

In fiscal year 2023, water and sewer revenues totaled $16,956,798 which included $782,928 in general fund receipts, and expenditures totaled $15,422,867 including debt service, retirement costs and overhead.

In fiscal year 2024, water and sewer revenues totaled $14,684,061 which included $810,358 in general fund receipts, and expenditures totaled $18,782,514 including debt service, retirement costs and overhead.

Local Options Meals Tax: On November 2, 2009, the Town adopted the local meals excise tax to be effective January 1, 2010. The local meals excise tax is a 0.75% tax on the gross receipts of a vendor from the sale of restaurant meals. The tax is paid by the vendor to the State Commissioner of Revenue, who in turn pays the tax to the municipality in which the meal was sold. The table below sets forth the amount of local option meals tax revenue for the following fiscal years:

Fiscal Year	Local Option Meals Tax
2024	$ 638,249
2023	599,284
2022	501,340
2021	329,495
2020	499,167

As a result the reduction in economic activity associated with the COVID-19 pandemic, the revenues from this source declined in fiscal year 2021.

Room Occupancy Tax: Under this tax, local governments may tax the provision of hotel, motel lodging house rooms and bed and breakfast rooms at a rate not to exceed six percent (6%) of the cost of renting such rooms. The tax is paid by the operator of each establishment to the State Commissioner of Revenue, who in turn pays the tax back to the municipality in which the rooms are located in quarterly distributions. The table below sets forth the amount of room occupancy tax revenue for the following fiscal years:

Fiscal Year	Room Occupancy Tax
2024	$ 1,580,395
2023	1,368,285
2022	914,419
2021	313,986
2020	1,185,706

As a result, the reduction in economic activity associated with the COVID-19 pandemic, the revenues from this source declined in fiscal year 2021.

Interest and Dividends: The table below sets forth the amount of interest and dividends revenue for the following fiscal years:

Fiscal Year	Interest & Dividends
2024	$ 3,014,707
2023	1,520,839
2022	194,651
2021	228,969
2020	834,163

State Distributions

In addition to grants for specified capital purposes (some of which are payable over the life of the bonds issued for the projects), the Commonwealth provides financial assistance to cities and towns for current purposes. Payments to cities and towns are derived primarily from a percentage of the State's personal income, sales and use, and corporate excise tax receipts, together with the net receipts from the State Lottery. A municipality's state aid entitlement is based on a number of different formulas, of which the "schools" and "lottery" formulas are the most important. Both of the major formulas tend to provide more state aid to poorer communities. The formulas for determining a municipality's state aid entitlement are subject to amendment by the state legislature and, while a formula might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid, but the actual state aid payments may vary from the estimate.

In the fall of 1986, legislation was enacted placing limits on the growth of state tax revenues. In essence, the growth in state tax revenue is limited to the average rate of growth in wages and salaries in the Commonwealth over the previous three calendar years. The effect of this legislation could be to restrict the amount of state tax revenue available to provide state financial assistance to the Commonwealth's cities, towns and regional school districts.

State School Building Assistance Program

Under its school building assistance program, the Commonwealth of Massachusetts provides grants to cities, towns and regional school districts for school construction projects. Until July 26, 2004, the State Board of Education was responsible for approving grants for school projects and otherwise administering the program. Grant amounts ranged from 50% to 90% of approved project costs. Municipalities generally issued bonds to finance the entire project cost, and the Commonwealth disbursed the grants in equal annual installments over the term of the related bonds.

Pursuant to legislation which became effective on July 26, 2004, the state legislature created the Massachusetts School Building Authority (the "Authority") to finance and administer the school building assistance program. The Authority has assumed all powers and obligations of the Board of Education with respect to the program. In addition to certain other amounts, the legislation dedicates a portion of Commonwealth sales tax receipts to the Authority to finance the program.

The range of reimbursement rates for new project grant applications submitted to the Authority is between 31% and 80% of approved project costs. The Authority promulgated new regulations with respect to the application and approval process for projects submitted after July 1, 2007. The Authority expects to pay grants for such projects as project costs are incurred pursuant to project funding agreements between the Authority and the municipalities. None of the interest expense incurred on debt issued by municipalities to finance their portion of the costs of new projects will be included in the approved project costs eligible for reimbursement.

Investment of Town Funds

Investments of funds of cities and towns, except for trust funds, are generally restricted by Massachusetts General Laws Chapter 44, §55. That statute permits investments of available revenue funds and bond and note proceeds in 1) term deposits and certificates of deposits of banks and trust companies with a maturity date from date of purchase of up to three years; 2) obligations issued or unconditionally guaranteed by the federal government or an agency thereof with a maturity of not more than one year; 3) repurchase agreements with a maturity of not more than 90 days secured by federal or federal agency securities; 4) participation units in the Massachusetts Municipal Depository Trust ("MMDT"), or; 5) shares in SEC-registered money market funds with the highest possible rating from at least one nationally recognized rating organization.

MMDT is an investment pool created by the Commonwealth. The State Treasurer is the sole trustee, and the funds are managed under contract by an investment firm under the supervision of the State Treasurer's office. According to the State Treasurer the MMDT's investment policy is designed to maintain an average weighted maturity of 90 days or less and is limited to high-quality, readily marketable fixed income instruments, including U.S. Government obligations and highly-rated corporate securities with maturities of one year or less.

MMDT funds, unless otherwise provided by the donor, may be invested in accordance with §54 of Chapter 44, which permits a broader range of investments than §55, including any bonds or notes that are legal investments for savings banks in the Commonwealth. The restrictions imposed by §54 and §55 do not apply to city and town retirement systems.

A breakdown of the Town's investments may be obtained from the Town Treasurer.

Annual Audits

The Town's financial statements have been audited annually, most recently by Marcum LLP of Merrimack, New Hampshire. Copies of audit reports are available at the office of the Town Accountant of the Town. A similar audit, prepared by CBIZ for the fiscal year ended June 30, 2024, is currently underway. If said audit is finalized by the delivery date of the Notes, it will replace the fiscal 2023 audit attached hereto, in the Final Official Statement.

The attached report speaks only as of its date, and only to the matters expressly set forth therein. The auditors have not been engaged to review this Official Statement or to perform audit procedures regarding the post-audit period, nor have the auditors been requested to give their consent to the inclusion of their report in Appendix A. Except as stated in their report, the auditors have not been engaged to verify the financial information set out in Appendix A and are not passing upon and do not assume responsibility for the sufficiency, accuracy or completeness of the financial information presented in that appendix.

Financial Statements

Set forth on the following pages are Governmental Funds Balance Sheets for fiscal years ended June 30, 2024 (draft), June 30, 2023, June 30, 2022 and June 30, 2021 and the Statement of Revenues, Expenditures and Changes in Fund Balance for the fiscal years ended June 30, 2024 (draft) and June 30, 2023 through June 30, 2019. All said financial statements have been extracted from the Town's audited financial statements with the exception of the fiscal 2024 financials, which have been extracted from the Town's draft audited financial statements and are preliminary, subject to revision and change.

Estimated Fiscal 2025 Year End Results

The Town anticipates similar results to the prior year, and does not anticipate a general fund, sewer or water enterprise fund deficit.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2024

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Emery Grover Building Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets						
Cash and short-term investments	$ 69,372,135	$ 2,401,267	$ 4,846,760	$ -	$ 25,110,283	$ 101,730,445
Investments	11,495,388	11,957,833	-	-	3,290,098	26,743,319
Receivables:						
Property taxes	4,421,531	80,044	-	-	-	4,501,575
Excises	734,690	-	-	-	-	734,690
Departmental	1,364,915	-	-	-	686,208	2,051,123
Intergovernmental	-	-	36,216	-	402,630	438,846
Other	383,484	-	-	-	-	383,484
Due from other funds	912,457	-	-	-	-	912,457
Total Assets	$ 88,684,600	$ 14,439,144	$ 4,882,976	$ -	$ 29,489,219	$ 137,495,939
Liabilities						
Warrants and accounts payable	$ 2,576,902	$ -	$ 39,202	$ 113,316	$ 1,898,096	$ 4,627,516
Unearned revenue	-	-	3,687,055	-	1,832,244	5,519,299
Accrued liabilities	5,652,170	-	9,160	1,276,702	2,154,063	9,092,095
Notes payable	-	-	-	4,517,350	2,015,000	6,532,350
Refunds payable	83,334	-	-	-	-	83,334
Due to other funds	-	-	-	912,457	-	912,457
Other liabilities	994,775	-	-	-	94,455	1,089,230
Total Liabilities	9,307,181	-	3,735,417	6,819,825	7,993,858	27,856,281
Deferred Inflows of Resources:						
Unavailable revenues	6,912,195	80,044	36,216	-	1,087,042	8,115,497
Taxes paid in advance	87,497	-	-	-	-	87,497
Total Deferred Inflows of Resources	6,999,692	80,044	36,216	-	1,087,042	8,202,994
Fund Balances						
Nonspendable	-	-	-	-	262,277	262,277
Restricted	505,815	14,359,100	1,156,388	-	12,709,799	28,731,102
Committed	27,654,247	-	-	-	12,014,838	39,669,085
Assigned	10,445,461	-	-	-	-	10,445,461
Unassigned	33,772,204	-	(45,045)	(6,819,825)	(4,578,595)	22,328,739
Total Fund Balances	72,377,727	14,359,100	1,111,343	(6,819,825)	20,408,319	101,436,664
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 88,684,600	$ 14,439,144	$ 4,882,976	$ -	$ 29,489,219	$ 137,495,939

SOURCE: Extracted from the draft audited Financial Statements of the Town, preliminary and subject to revision and change.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2023

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets					
Cash and short-term investments	$ 60,141,601	$ 3,847,853	$ 3,143,158	$ 27,978,524	$ 95,111,136
Investments	11,619,850	8,087,620	-	3,211,479	22,918,949
Receivables:					
Property taxes	3,693,372	42,210	-	-	3,735,582
Excises	924,652	-	-	-	924,652
Departmental	1,419,548	-	-	594,212	2,013,760
Intergovernmental	-	-	83,581	138,742	222,323
Other	179,285	-	-	-	179,285
Total Assets	$ 77,978,308	$ 11,977,683	$ 3,226,739	$ 31,922,957	$ 125,105,687
Liabilities					
Warrants and accounts payable	$ 1,681,933	$ -	$ 33,954	$ 2,535,550	$ 4,251,437
Unearned revenue	-	-	2,179,721	1,778,239	3,957,960
Accrued liabilities	4,961,968	322	10,855	29,462	5,002,607
Notes payable	-	-	-	420,000	420,000
Refunds payable	77,916	-	-	-	77,916
Other liabilities	1,218,675	-	-	132,975	1,351,650
Total Liabilities	7,940,492	322	2,224,530	4,896,226	15,061,570
Deferred Inflows of Resources:					
Unavailable revenues	5,354,141	42,210	83,581	731,158	6,211,090
Taxes paid in advance	79,326	-	-	-	79,326
Total Deferred Inflows of Resources	5,433,467	42,210	83,581	731,158	6,290,416
Fund Balances					
Nonspendable	-	-	-	204,780	204,780
Restricted	565,811	11,935,151	1,011,043	11,942,620	25,454,625
Committed	20,984,813	-	-	15,826,630	36,811,443
Assigned	7,326,169	-	-	-	7,326,169
Unassigned	35,727,556	-	(92,415)	(1,678,457)	33,956,684
Total Fund Balances	64,604,349	11,935,151	918,628	26,295,573	103,753,701
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 77,978,308	$ 11,977,683	$ 3,226,739	$ 31,922,957	$ 125,105,687

SOURCE: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2022

	General	Community Preservation	Nonmajor Governmental	Total Governmental
ASSETS				
Cash and short-term investments	$ 53,173,820	$ 2,435,413	$ 27,464,136	$ 83,073,369
Investments	12,359,560	8,180,898	3,125,707	23,666,165
Receivables:				
Property taxes	4,669,916	30,150	-	4,700,066
Excises	901,181	-	-	901,181
Departmental	1,412,396	-	333,851	1,746,247
Intergovernmental	695,148	-	574,157	1,269,305
Other	202,543	-	-	202,543
TOTAL ASSETS	$ 73,414,564	$ 10,646,461	$ 31,497,851	$ 115,558,876
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities:				
Warrants and accounts payable	$ 2,408,220	$ 56,642	$ 1,104,960	$ 3,569,822
Unearned revenue	-	-	2,609,048	2,609,048
Accrued liabilities	5,328,081	667	113,398	5,442,146
Refunds payable	683,964	-	-	683,964
Other liabilities	1,354,199	-	126,454	1,480,653
TOTAL LIABILITIES	9,774,464	57,309	3,953,860	13,785,633
Deferred Inflows of Resources:				
Unavailable revenues	7,037,464	30,150	905,972	7,973,586
Taxes paid in advance	254,277	-	-	254,277
TOTAL DEFERRED INFLOWS OF RESOURCES	7,291,741	30,150	905,972	8,227,863
Fund Balances:				
Nonspendable	-	-	113,326	113,326
Restricted	733,044	10,559,002	30,580,019	41,872,065
Committed	9,881,008	-	-	9,881,008
Assigned	16,350,767	-	-	16,350,767
Unassigned	29,383,540	-	(4,055,326)	25,328,214
TOTAL FUND BALANCES	56,348,359	10,559,002	26,638,019	93,545,380
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 73,414,564	$ 10,646,461	$ 31,497,851	$ 115,558,876

Source: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MA
GOVERNMENTAL FUNDS BALANCE SHEET
AS OF JUNE 30, 2021

	General	Community Preservation	Public Safety Building	Nonmajor Governmental	Total Governmental
ASSETS					
Cash and short-term investments	$ 53,791,959	$ 744,695	$ 7,272,793	$ 18,401,729	$ 80,211,176
Investments	6,901,850	8,455,354	-	3,109,211	18,466,415
Receivables:					
Property taxes	4,264,234	19,279	-	-	4,283,513
Excises	605,661	-	-	-	605,661
Departmental	1,275,414	-	-	372,937	1,648,351
Intergovernmental	1,390,296	-	-	305,387	1,695,683
Other	74,899	-	-	-	74,899
TOTAL ASSETS	$ 68,304,313	$ 9,219,328	$ 7,272,793	$ 22,189,264	$ 106,985,698
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES					
Liabilities:					
Warrants and accounts payable	$ 1,911,699	$ 8,349	$ 3,778,054	$ 1,112,625	$ 6,810,727
Unearned revenue	-	-	-	3,013,307	3,013,307
Accrued liabilities	4,927,660	77	-	142,079	5,069,816
Refunds payable	543,666	-	-	-	543,666
Other liabilities	1,170,159	-	-	349,826	1,519,985
TOTAL LIABILITIES	8,553,184	8,426	3,778,054	4,617,837	16,957,501
Deferred Inflows of Resources:					
Unavailable revenues	7,103,852	19,279	-	339,646	7,462,777
Taxes paid in advance	270,472	-	-	-	270,472
TOTAL DEFERRED INFLOWS OF RESOURCES	7,374,324	19,279	-	339,646	7,733,249
Fund Balances:					
Nonspendable	-	-	-	188,478	188,478
Restricted	733,044	9,191,623	3,494,739	10,003,111	23,422,517
Committed	9,264,695	-	-	7,947,152	17,211,847
Assigned	14,316,012	-	-	-	14,316,012
Unassigned	28,063,054	-	-	(906,960)	27,156,094
TOTAL FUND BALANCES	52,376,805	9,191,623	3,494,739	17,231,781	82,294,948
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 68,304,313	$ 9,219,328	$ 7,272,793	$ 22,189,264	$ 106,985,698

Source: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2024

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Emery Grover Building Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues						
Property taxes	$ 182,678,092	$ 3,223,294	$ -	$ -	$ -	$ 185,901,386
Excises	7,316,406	-	-	-	-	7,316,406
Penalties, interest, and other taxes	2,799,072	5,693	-	-	-	2,804,765
Charges for services	5,126,648	-	-	-	8,147,406	13,274,054
Departmental	949,520	-	-	-	-	949,520
Licenses and permits	2,737,881	-	-	-	-	2,737,881
Intergovernmental	30,805,749	656,397	1,899,871	-	12,225,057	45,587,074
Investment income	3,639,716	225,041	-	-	418,529	4,283,286
Fines and forfeitures	83,831	-	-	-	-	83,831
Contributions	-	-	-	-	365,936	365,936
Other	551,288	-	-	-	226,398	777,686
Total Revenues	236,688,203	4,110,425	1,899,871	-	21,383,326	264,081,825
Expenditures						
Current:						
General government	9,381,377	607,845	778,277	-	238,528	11,006,027
Public safety	25,822,171	-	4,028	-	1,738,736	27,564,935
Education	131,490,229	-	-	-	15,578,927	147,069,156
Public works	27,098,269	-	256,760	-	89,096	27,444,125
Building design and construction	243,772	-	-	-	-	243,772
Health and human services	3,309,801	-	351,217	-	1,212,140	4,873,158
Culture and recreation	4,123,838	-	-	-	866,677	4,990,515
Employee benefits	1,076,077	-	-	-	-	1,076,077
Other	870,055	-	-	-	-	870,055
Capital outlay	-	-	-	11,147,965	14,446,976	25,594,941
Debt service:						
Principal	10,685,000	-	-	-	-	10,685,000
Interest	4,035,124	-	-	-	-	4,035,124
Intergovernmental	1,642,017	-	-	-	-	1,642,017
Total Expenditures	219,777,730	607,845	1,390,282	11,147,965	34,171,080	267,094,902
Excess (deficiency) of revenues over expenditures	16,910,473	3,502,580	509,589	(11,147,965)	(12,787,754)	(3,013,077)
Other Financing Sources (Uses)						
Transfers in	3,373,578	-	-	2,682,650	9,399,865	15,456,093
Transfers out	(12,510,673)	(1,078,631)	(316,874)	-	(853,875)	(14,760,053)
Total Other Financing Sources (Uses)	(9,137,095)	(1,078,631)	(316,874)	2,682,650	8,545,990	696,040
Change in Fund Balance	7,773,378	2,423,949	192,715	(8,465,315)	(4,241,764)	(2,317,037)
Fund Balances, at Beginning of Year as previously reported	64,604,349	11,935,151	918,628	-	26,295,573	103,753,701
Adjustment - change from nonmajor to major fund	-	-	-	1,645,490	(1,645,490)	-
Fund Balances at End of Year	$ 72,377,727	$ 14,359,100	$ 1,111,343	$ (6,819,825)	$ 20,408,319	$ 101,436,664

SOURCE: Extracted from the draft audited Financial Statements of the Town, preliminary and subject to revision and change.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2023

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues					
Property taxes	$ 179,124,962	$ 3,107,298	$ -	$ -	$ 182,232,260
Excises	6,779,778	-	-	-	6,779,778
Penalties, interest, and other taxes	2,948,504	6,187	-	-	2,954,691
Charges for services	4,742,161	-	-	6,454,263	11,196,424
Departmental	932,565	-	-	-	932,565
Licenses and permits	5,099,563	-	-	-	5,099,563
Intergovernmental	30,683,167	1,131,787	1,344,840	11,391,389	44,551,183
Investment income	1,886,145	305,643	-	402,011	2,593,799
Fines and forfeitures	101,457	-	-	-	101,457
Contributions	-	-	-	429,790	429,790
Other	822,164	-	-	32,144	854,308
Total Revenues	233,120,466	4,550,915	1,344,840	18,709,597	257,725,818
Expenditures					
Current:					
General government	8,610,711	2,205,134	588,616	279,427	11,683,888
Public safety	24,765,986	-	7,536	1,468,121	26,241,643
Education	122,778,849	-	-	13,836,069	136,614,918
Public works	27,757,727	-	30,176	161,737	27,949,640
Building design and construction	223,038	-	-	-	223,038
Health and human services	3,319,995	-	465,534	746,137	4,531,666
Culture and recreation	3,983,868	-	-	584,373	4,568,241
Employee benefits	823,474	-	-	-	823,474
Other	802,155	-	-	-	802,155
Capital outlay	-	-	-	14,197,463	14,197,463
Debt service:					
Principal	13,500,000	-	-	-	13,500,000
Interest	4,491,943	-	-	-	4,491,943
Intergovernmental	1,555,971	-	-	-	1,555,971
Total Expenditures	212,613,717	2,205,134	1,091,862	31,273,327	247,184,040
Excess (deficiency) of revenues over expenditures	20,506,749	2,345,781	252,978	(12,563,730)	10,541,778
Other Financing Sources (Uses)					
Transfers in	2,719,542	-	-	14,089,991	16,809,533
Transfers out	(14,970,301)	(969,632)	(277,260)	(925,797)	(17,142,990)
Total Other Financing Sources (Uses)	(12,250,759)	(969,632)	(277,260)	13,164,194	(333,457)
Change in Fund Balance	8,255,990	1,376,149	(24,282)	600,464	10,208,321
Fund Balances at Beginning of Year, as Reclassified	56,348,359	10,559,002	942,910	25,695,109	93,545,380
Fund Balances at End of Year	$ 64,604,349	$ 11,935,151	$ 918,628	$ 26,295,573	$ 103,753,701

SOURCE: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2022

	General	Community Preservation	Nonmajor Governmental	Total Governmental
Revenues:				
Property taxes	$ 170,417,731	$ 2,920,964	$ -	$ 173,338,695
Excise taxes	5,837,070	-	-	5,837,070
Penalties, interest, and other taxes	2,079,140	5,390	-	2,084,530
Charges for services	3,671,477	-	6,199,280	9,870,757
Departmental	1,236,064	-	-	1,236,064
Licenses and permits	2,771,497	-	-	2,771,497
Intergovernmental	26,804,304	1,238,965	14,068,346	42,111,615
Investment income (loss)	271,659	129,647	(295,066)	106,240
Fines and forfeitures	102,347	-	-	102,347
Contributions	-	-	348,106	348,106
Other	312,446	-	51,467	363,913
Total Revenues	213,503,735	4,294,966	20,372,133	238,170,834
Expenditures:				
Current:				
General government	7,365,968	453,571	1,011,998	8,831,537
Public safety	23,030,382	-	1,957,681	24,988,063
Education	115,733,212	-	13,246,169	128,979,381
Public works	25,986,861	-	272,425	26,259,286
Building design and construction	336,197	-	-	336,197
Health and human services	3,028,634	-	294,018	3,322,652
Culture and recreation	3,568,710	-	717,397	4,286,107
Employee benefits	897,640	-	-	897,640
Other	715,777	-	-	715,777
Capital outlay	-	1,497	19,826,172	19,827,669
Debt service:				
Principal	13,654,000	-	-	13,654,000
Interest and fiscal charges	4,498,497	-	-	4,498,497
Intergovernmental	1,572,207	-	-	1,572,207
Total Expenditures	200,388,085	455,068	37,325,860	238,169,013
Excess (deficiency) of revenues over expenditures	13,115,650	3,839,898	(16,953,727)	1,821
Other Financing Sources (Uses):				
Issuance of bonds	-	-	9,970,000	9,970,000
Premium on bonds	-	-	734,564	734,564
Transfers in	5,484,304	548,878	14,403,489	20,436,671
Transfers out	(14,628,400)	(3,021,397)	(2,242,827)	(19,892,624)
Total Other Financing Sources (Uses)	(9,144,096)	(2,472,519)	22,865,226	11,248,611
Net change in fund balances	3,971,554	1,367,379	5,911,499	11,250,432
Fund Balances, at beginning of year, as reclassified	52,376,805	9,191,623	20,726,520	82,294,948
Fund Balances, at end of year	$ 56,348,359	$ 10,559,002	$ 26,638,019	$ 93,545,380

Source: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MA
GOVERNMENTAL FUNDS
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
AS OF JUNE 30, 2021

	General	Community Preservation	Public Safety Building	Nonmajor Governmental	Total Governmental
Revenues:					
Property taxes	$ 161,661,687	$ 2,827,425	$ -	$ -	$ 164,489,112
Excise taxes	5,129,306	-	-	-	5,129,306
Penalties, interest, and other taxes	1,282,028	6,203	-	-	1,288,231
Charges for services	4,080,388	-	-	4,227,594	8,307,982
Departmental	1,141,220	-	-	-	1,141,220
Licenses and permits	2,068,299	-	-	-	2,068,299
Intergovernmental	24,623,021	754,080	-	11,461,566	36,838,667
Investment income	366,542	111,711	-	682,449	1,160,702
Fines and forfeitures	60,974	-	-	-	60,974
Contributions	-	-	-	794,229	794,229
Other	596,281	-	-	44,321	640,602
Total Revenues	201,009,746	3,699,419	-	17,210,159	221,919,324
Expenditures:					
Current:					
General government	7,716,310	395,952	-	1,615,881	9,728,143
Public safety	21,652,212	-	-	2,447,010	24,099,222
Education	110,087,932	-	-	10,196,625	120,284,557
Public works	25,345,822	-	-	62,409	25,408,231
Building design and construction	576,958	-	-	-	576,958
Health and human services	2,919,012	-	-	291,031	3,210,043
Culture and recreation	3,198,287	3,000	-	470,730	3,672,017
Employee benefits	1,062,733	-	-	-	1,062,733
Other	667,584	-	-	-	667,584
Capital outlay	-	-	20,577,691	5,117,998	25,695,689
Debt service:					
Principal	13,374,000	-	-	-	13,374,000
Interest and fiscal charges	4,625,560	-	-	-	4,625,560
Intergovernmental	1,521,825	-	-	-	1,521,825
Total Expenditures	192,748,235	398,952	20,577,691	20,201,684	233,926,562
Excess (deficiency) of revenues over expenditures	8,261,511	3,300,467	(20,577,691)	(2,991,525)	(12,007,238)
Other Financing Sources (Uses):					
Issuance of bonds	-	-	19,160,000	247,000	19,407,000
Issuance of refunding bonds	-	-	-	4,668,000	4,668,000
Premium on bonds	-	-	1,583,000	10,000	1,593,000
Premium on refunding bonds	-	-	-	687,000	687,000
Deposit to refunding escrow	-	-	-	(5,355,000)	(5,355,000)
Transfers in	3,074,432	-	1,600,000	5,464,633	10,139,065
Transfers out	(7,609,338)	(1,518,734)	-	(27,411)	(9,155,483)
Total Other Financing Sources (Uses)	(4,534,906)	(1,518,734)	22,343,000	5,694,222	21,983,582
Net change in fund balances	3,726,605	1,781,733	1,765,309	2,702,697	9,976,344
Fund Balances, at beginning of year, as reclassified	48,650,200	7,409,890	1,729,430	14,529,084	72,318,604
Fund Balances, at end of year	$ 52,376,805	$ 9,191,623	$ 3,494,739	$ 17,231,781	$ 82,294,948

Source: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MA
GOVERNMENTAL FUNDS
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
AS OF JUNE 30, 2020

	General	Community Preservation	Public Safety Building	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	$ 150,349,498	$ 2,609,353	$ -	$ -	$ 152,958,851
Excise taxes	5,679,213	-	-	-	5,679,213
Penalties, interest, and other taxes	2,050,592	3,019	-	-	2,053,611
Charges for services	2,812,847	-	-	5,630,247	8,443,094
Departmental	1,585,175	-	-	-	1,585,175
Licenses and permits	2,376,998	-	-	-	2,376,998
Intergovernmental	23,176,245	592,379	-	9,101,388	32,870,012
Investment income (loss)	1,105,210	110,497	-	113,745	1,329,452
Fines and forfeitures	239,211	-	-	-	239,211
Contributions	-	-	-	435,663	435,663
Other	410,840	-	-	64,793	475,633
Total Revenues	189,785,829	3,315,248	-	15,345,836	208,446,913
Expenditures:					
Current:					
General government	6,666,599	1,975,790	-	149,746	8,792,135
Public safety	21,078,179	-	-	466,217	21,544,396
Education	103,940,650	-	-	9,522,074	113,462,724
Public works	21,428,807	-	-	38,624	21,467,431
Building design and construction	800,273	-	-	-	800,273
Health and human services	2,590,784	-	-	835,965	3,426,749
Culture and recreation	3,237,918	-	-	538,078	3,775,996
Employee benefits	790,253	-	-	-	790,253
Other	608,251	-	-	-	608,251
Capital outlay	-	372,853	24,390,818	18,246,084	43,009,755
Debt service:					
Principal	9,542,526	-	-	-	9,542,526
Interest and fiscal charges	3,896,575	-	-	-	3,896,575
Intergovernmental	1,445,490	-	-	-	1,445,490
Total Expenditures	176,026,305	2,348,643	24,390,818	29,796,788	232,562,554
Excess (deficiency) of revenues over expenditures	13,759,524	966,605	(24,390,818)	(14,450,952)	(24,115,641)
Other Financing Sources (Uses):					
Issuance of bonds	-	-	30,105,000	17,508,000	47,613,000
Issuance of refunding bonds	4,990,000	-	-	-	4,990,000
Premium on bonds	-	-	1,895,000	2,907,408	4,802,408
Premium on refunding bonds	874,887	-	-	-	874,887
Deposit to refunding escrow	(5,908,925)	-	-	-	(5,908,925)
Transfers in	3,010,210	50,000	-	15,728,195	18,788,405
Transfers out	(15,771,425)	(1,185,317)	-	(1,320,336)	(18,277,078)
Total Other Financing Sources (Uses)	(12,805,253)	(1,135,317)	32,000,000	34,823,267	52,882,697
Net change in fund balances	954,271	(168,712)	7,609,182	20,372,315	28,767,056
Fund Balances, at beginning of year, as reclassified	47,715,208	7,578,602	(5,879,752)	(5,357,791)	44,056,267
Fund Balances, at end of year	$ 48,669,479	$ 7,409,890	$ 1,729,430	$ 15,014,524	$ 72,823,323

Source: Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MA
GOVERNMENTAL FUNDS
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
AS OF JUNE 30, 2019

	General	Community Preservation	Sunita L. Williams School	Public Safety Building	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:						
Property taxes	$ 141,476,623	$ 2,468,833	$ -	$ -	$ -	$ 143,945,456
Excise taxes	6,138,951	-	-	-	-	6,138,951
Penalties, interest, and other taxes	2,408,784	3,189	-	-	-	2,411,973
Charges for services	1,684,919	-	-	-	7,475,916	9,160,835
Departmental	2,052,584	-	-	-	-	2,052,584
Licenses and permits	2,587,095	-	-	-	-	2,587,095
Intergovernmental	21,724,476	438,305	7,252,591	-	6,405,203	35,820,575
Investment income (loss)	1,223,466	384,021	-	-	174,032	1,781,519
Fines and forfeitures	209,162	-	-	-	-	209,162
Contributions	-	-	-	-	472,767	472,767
Other	356,613	-	-	-	36,589	393,202
Total Revenues	179,862,673	3,294,348	7,252,591	-	14,564,507	204,974,119
Expenditures:						
Current:						
General government	6,830,257	2,115	-	-	109,819	6,942,191
Public safety	20,033,593	-	-	-	354,416	20,388,009
Education	98,145,562	-	-	-	12,271,053	110,416,615
Public works	19,923,360	-	-	-	457,303	20,380,663
Building design and construction	645,481	-	-	-	-	645,481
Health and human services	2,461,346	-	-	-	569,605	3,030,951
Culture and recreation	2,987,961	3,480	-	-	548,663	3,540,104
Employee benefits	790,238	-	-	-	-	790,238
Other	556,798	-	-	-	-	556,798
Capital outlay	-	384,506	27,493,314	5,879,752	29,835,802	63,593,374
Debt service:						
Principal	7,722,526	-	-	-	-	7,722,526
Interest	2,282,765	-	-	-	-	2,282,765
Intergovernmental	1,389,486	-	-	-	-	1,389,486
Total Expenditures	163,769,373	390,101	27,493,314	5,879,752	44,146,661	241,679,201
Excess (deficiency) of revenues over expenditures	16,093,300	2,904,247	(20,240,723)	(5,879,752)	(29,582,154)	(36,705,082)
Other Financing Sources (Uses):						
Issuance of bonds	-	-	18,000,000	-	13,000,000	31,000,000
Bond premium	-	-	1,745,331	-	13,221	1,758,552
Transfers in	2,214,458	-	2,865,000	-	18,050,979	23,130,437
Transfers out	(19,319,938)	(941,494)	-	-	(410,585)	(20,672,017)
Total Other Financing Sources (Uses)	(17,105,480)	(941,494)	22,610,331	-	30,653,615	35,216,972
Net change in fund balances	(1,012,180)	1,962,753	2,369,608	(5,879,752)	1,071,461	(1,488,110)
Fund Balances, at beginning of year, as reclassified	48,053,088	5,615,849	(10,553,154)	-	1,007,182	44,122,965
Fund Balances, at end of year	$ 47,040,908	$ 7,578,602	$ (8,183,546)	$ (5,879,752)	$ 2,078,643	$ 42,634,855

Source: Extracted from the audited Financial Statements of the Town.

Free Cash and Unassigned General Fund Balances

Under Massachusetts law an amount known as "free cash" is certified as of the beginning of each fiscal year by the State Bureau of Accounts and this, together with certain subsequent tax receipts, is used as the basis for subsequent appropriations from available funds, which are not required to be included in the annual tax levy. Subject to certain adjustments, free cash is surplus revenue (or, in the Town's case, Unreserved Fund Balance) less uncollected and overdue property taxes from prior years.

The following table sets forth the trend in free cash as certified by the Bureau of Accounts as well as the Unassigned General Fund balance.

Fiscal Year	Free Cash (July 1)	Unassigned General Fund Balance (1)
2024	$21,756,922	$33,772,204 (2)
2023	23,816,038	35,727,556
2022	17,356,938	29,383,540
2021	16,952,126	28,063,054
2020	16,665,406	28,831,766
2019	12,369,898	19,403,198

(1) Source: Audited financial statements, except as noted.
(2) Source: Draft audited financial statements, preliminary and subject to revision and change.

Stabilization Fund

The Town maintains a stabilization fund, which is accounted for in the Trust Funds. Funded by an appropriation, the Stabilization Fund plus interest income may be appropriated at an annual or special town meeting for any purpose. The following table sets forth the trend in Stabilization Fund balance.

Fiscal Year	Stabilization Fund Balance (June 30)
2024	$4,791,661
2023	4,665,099
2022	4,550,110
2021	4,492,394
2020	4,365,010

Capital Improvement Fund

The Town continues to provide additional funding to its capital improvement fund, which helps ensure the replacement of capital equipment. The following table sets forth the trend in Capital Improvement Fund balance.

Fiscal Year	Capital Improvement Fund Balance (June 30)
2024	$1,662,108
2023	1,145,249
2022	1,110,590
2021	1,097,070
2020	1,095,016

Capital Facility Fund

The Capital Facilities Fund exists primarily to fund building improvements. The following table sets forth the trend in Capital Facility Fund balance at June 30.

Fiscal Year	Capital Facility Fund Balance
2024	$ 2,120,561
2023	2,006,242
2022	1,927,853
2021	1,921,686
2020	1,918,088

Athletic Facility Fund

In fiscal year 2013, the Town created a stabilization fund to cover the costs of the eventual replacement of the Town's artificial turf fields. The following table sets forth the trend in Athletic Facility Fund balance at June 30.

Fiscal Year	Athletic Facility Fund Balance
2024	$ 1,202,392
2023	1,103,910
2022	978,607
2021	270,204
2020 (1)	269,698

(1) In fiscal 2020 $2.5 million was appropriated from the Athletic facilities fund to fund synthetic field replacement and related work to various fields throughout Town (Article #38 of the 2019 Annual Town Meeting). $75,000 was appropriated to the Athletic Facilities Fund from the General Fund (Article # 42 of the 2019 Annual Town Meeting).

Debt Service Stabilization Fund

In fiscal year 2016, the Town created a stabilization fund the purpose of which is to allow the Town by appropriation to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities. The following table sets forth the trend in Debt Service Stabilization Fund balance at June 30.

Fiscal Year	Debt Service Stabilization Fund Balance
2024	$ 2,376,992
2023	2,248,681
2022	2,160,996
2021	2,154,083
2020	2,150,062

Opioid Stabilization Fund

In May 2023, the Town created the Opioid Settlement Stabilization Fund to reserve monies that are received as a result of the legal settlements with opioid distributors, manufacturers, and pharmacies. The use of the funds must conform with the terms of the settlement agreements and require Town Meeting appropriations for the specific purposes. The following table sets forth the trend in Opioid Stabilization Fund balance at June 30.

Fiscal Year	Opioid Stabilization Fund Balance
2024	$ 332,015

Stormwater Stabilization Fund

In May 2023, the Town created the Stormwater Stabilization Fund as a repository for funds raised to address the capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. The Board established a fee schedule that applies to parcels that have impervious coverage, including residential, commercial, non-for-profit, and tax-exempt properties. The receipts collected are deposited directly into the Stormwater Stabilization Fund to be appropriated for NPDES compliance only. The following table sets forth the trend in Stormwater Stabilization Fund balance at June 30.

Fiscal Year	Stormwater Stabilization Fund Balance
2024	$ 72,582

Tax Increment Financing for Development Districts

Under recent legislation, cities and towns are authorized to establish development districts to encourage increased residential, industrial and commercial activity. All or a portion of the taxes on growth in assessed value in such districts may be pledged and used solely to finance economic development projects pursuant to the city or town's development program for the district. This includes pledging such "tax increments" for the payment of bonds issued to finance such projects. As a result of any such pledge, tax increments raised from new growth properties in development districts are not available for other municipal purposes. Tax increments are taken into account in determining the total taxes assessed for the purpose of calculating the maximum permitted tax levy under Proposition 2 ½, (see "Tax Limitations" under "PROPERTY TAXATION" above.) The Town has not established any such district.

INDEBTEDNESS

Authorization Procedure and Limitations

Serial bonds and notes are authorized by vote of two-thirds of all the members of the city council (subject to the mayor's veto where the mayor has a veto power) or a two-thirds vote of the town meeting. Provision is made in some cities and towns for a referendum on the borrowing authorization if there is a timely filing of a petition bearing the requisite number of signatures. Refunding bonds and notes are authorized by the city council, the selectmen or either the prudential committee or the commissioners of a district if there is no prudential committee. Borrowings for some purposes require State administrative approval.

When serial bonds or notes have been authorized, bond anticipation notes may be issued by the officers authorized to issue the serial bonds or notes. Temporary loans in anticipation of revenue of the fiscal year in which the debt is incurred or in anticipation of authorized federal and state aid generally may be incurred by the Treasurer with the approval of the selectmen.

Debt Limits

General Debt Limit. The general debt limit of the Town consists of a normal debt limit and a double debt limit. The normal debt limit is 5 percent of the valuation of taxable property as last equalized by the State Department of Revenue. The Town can authorize debt up to this amount without State approval. It can authorize debt up to twice this amount (the double debt limit) with the approval of the State Municipal Finance Oversight Board.

There are many categories of general obligation debt which are exempt from and do not count against the General Debt Limit if such debt is authorized by a two-thirds vote of the city or town and such debt is payable within the periods so specified in Mass. Gen. Laws. c. 44, §8. Among others, these exempt categories include revenue anticipation notes and grant anticipation notes; emergency loans; loans exempted by special laws; certain school bonds, certain sewer bonds, solid waste disposal facility bonds and economic development bonds supported by tax increment financing, bonds for water, housing, urban renewal and economic development (subject to various debt limits), and electric, gas, community antenna television systems, and telecommunications systems. Revenue bonds are not subject to these debt limits. The General Debt Limit applies at the time the debt is authorized. The special debt limits generally apply at the time the debt is incurred.

Revenue Anticipation Notes. The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30. Notes may mature in the following fiscal year, and notes may be refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including revenue deficits, overlay deficits, final judgments and lawful unappropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. (See "Taxation to Meet Deficits" above.) In any event, the period from an original borrowing to its final maturity cannot exceed one year.

Types Of Obligations

General Obligations. Massachusetts cities and towns are authorized to issue general obligation indebtedness of these types:

Serial Bonds and Notes. These are generally required to be payable in annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. A level debt service schedule, or a schedule that provides for a more rapid amortization of principal than level debt service, is permitted. The principal amounts of certain economic development bonds supported by tax increment financing may be payable in equal, diminishing or increasing amounts beginning within 5 years after the date of issue. The maximum terms of serial bonds and notes vary from one year to 40 years, depending on the purpose of the issue. The maximum terms permitted are set forth in the statutes. In addition, for many projects, the maximum term may be determined in accordance with useful life guidelines promulgated by the State Department of Revenue ("DOR"). Serial bonds and notes may be issued for the purposes set forth in the statutes. In addition, serial bonds and notes may be issued for any other public work improvement or asset not specifically listed in the Statutes that has a useful life of at least 5 years. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum applicable term measured from the date of the original bonds or notes and must produce present value savings over the debt service of the refunded bonds. Generally, the first required annual payment of principal of the refunding bonds cannot be later than the end of the fiscal year in which any of the bonds or notes being refunded thereby is payable, however, principal payments made before the first principal payment of any of the bonds or notes being refunded thereby may be in any amount.

Serial bonds may be issued as "qualified bonds" with the approval of the state Municipal Finance Oversight Board composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the Board. Qualified bonds may mature not less than 10 nor more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt service paid by the State from state aid or other state payments; administrative costs and any loss of interest income to the State are to be assessed upon the city or town.

Tax Credit Bonds or Notes. Subject to certain provisions and conditions, the officers authorized to issue bonds or notes may designate any duly authorized issue of bonds or notes as "tax credit bonds" to the extent such bonds and notes are otherwise permitted to be issued with federal tax credits or other similar subsidies for all or a portion of the borrowing costs. Tax credit bonds may be made payable without regard to the annual installments required by any other law, and a sinking fund may be established for the payment of such bonds. Any investment that is part of such a sinking fund may mature not later than the date fixed for payment or redemption of the applicable bonds.

Bond Anticipation Notes. These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed ten years from their original dates of issuance, provided that for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the second year. The maximum term of bonds issued to refund bond anticipation notes is measured from the date of the original issue of the notes.

Revenue Anticipation Notes. These are issued to meet current expenses in anticipation of taxes and other revenues. They must mature within one year but, if payable in less than one year, may be refunded from time to time up to one year from the original date of issue.

Grant Anticipation Notes. These are issued for temporary financing in anticipation of federal grants and state and county reimbursements for any purpose for which the city or town may incur debt that may be payable over a term of five years or longer. Generally, they must mature within two years but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds. Cities and towns may issue revenue bonds for solid waste disposal facilities and for projects financed under the Commonwealth's Clean Water or Drinking Water Revolving Loan Programs and for certain economic development projects supported by tax increment financing. In addition to general obligation bonds and notes, cities and towns which are members of the New England Power Pool may issue electric revenue bonds, and notes in anticipation of such bonds, subject to the approval of the Department of Public Utilities.

DIRECT DEBT SUMMARY
As of June 30, 2025 (1)

Long-Term Debt Outstanding:		
Within the General Debt Limit:		
Schools (2)	$ 12,759,000	
Sewers & Drains	2,813,390	
Other Inside General (3)	63,941,000	
Total Within the General Debt Limit		$ 79,513,390
Outside the General Debt Limit:		
Schools (2)	13,680,000	
Water	2,607,974	
Other Outside General (3)	2,530,000	
Total Outside the General Debt Limit		18,817,974
Total Long-Term Debt Outstanding:		98,331,364
Short-Term Debt Outstanding:		
Bond Anticipation Notes Outstanding (4)	17,786,235	
Less:		
To be Retired with Revenue Funds of the Town	(3,900,000)	
Total Short-Term Debt Outstanding after This Issue (5):		13,886,235
Total Direct Debt after This Issue:		$ 112,217,599

(1) Principal amounts only. Excludes lease and installment purchase obligations, overlapping debt, unfunded pension liability and other post-employment benefits liability.
(2) Debt service on the principal amount of $22,889,000 is exempt from the limitations of Proposition 2 ½.
(3) Debt service on the principal amount of $47,080,000 is exempt from the limitations of Proposition 2 ½.
(4) Payable July 30, 2025 ($6,660,000) and October 30, 2025 ($11,126,235).
(5) This issue, payable October 30, 2025.

Debt Ratios

The following table sets forth debt as a percentage of assessed valuation and per capita debt at the end of the following fiscal years. The table considers the principal amount of general obligation bonds of the Town. The table does not deduct anticipated state grant payments applicable to the principal amount of outstanding bonds or debt that may be supported in whole, or part, by non-tax revenues.

Fiscal Year End	General Obligation Bonds Outstanding	Population (2020 Federal Census)	Local Assessed Valuation	Per Capita Debt	Debt as a % of Assessed Valuation
2025	$ 98,331,364	32,091	$ 16,106,555,650	$ 3,064	0.61 %
2024	108,989,219	32,091	13,145,798,176	3,396	0.83
2023	120,579,659	32,091	12,247,868,326	3,757	0.98
2022	135,198,749	32,091	11,311,678,964	4,213	1.20
2021	139,850,734	32,091	11,045,730,479	4,358	1.27

Principal Payments by Purpose

The following table sets forth the principal payments by purpose for the Town's outstanding bonds as of June 30, 2025.

GENERAL OBLIGATION BONDS
As of June 30, 2025

Year	General	School	Water	Sewer	Total (1)
2026	$ 5,242,000	$ 3,503,000	$ 446,488	$ 345,942	$ 9,537,430
2027	5,232,000	3,048,000	447,359	352,809	9,080,168
2028	4,882,000	2,638,000	448,248	354,825	8,323,073
2029	4,872,000	2,278,000	236,029	336,993	7,723,022
2030	4,547,000	1,603,000	236,953	344,317	6,731,270
2031	4,477,000	1,603,000	237,898	351,800	6,669,698
2032	4,422,000	1,598,000	190,000	359,446	6,569,446
2033	4,422,000	1,598,000	185,000	367,258	6,572,258
2034	4,245,000	1,045,000	180,000	-	5,470,000
2035	3,875,000	1,045,000	-	-	4,920,000
2036	3,625,000	720,000	-	-	4,345,000
2037	3,625,000	720,000	-	-	4,345,000
2038	3,120,000	720,000	-	-	3,840,000
2039	2,955,000	720,000	-	-	3,675,000
2040	2,720,000	720,000	-	-	3,440,000
2041	1,830,000	720,000	-	-	2,550,000
2042	1,000,000	720,000	-	-	1,720,000
2043	460,000	720,000	-	-	1,180,000
2044	460,000	720,000	-	-	1,180,000
2045	460,000	-	-	-	460,000
TOTAL	$ 66,471,000	$ 26,439,000	$ 2,607,974	$ 2,813,390	$ 98,331,364

(1) $69,969,000 of principal and $16,129,385 of interest has been voted exempt from Proposition 2½, subject to the limits imposed by Chapter 44, Section 20 of the General Laws.

Debt Service Requirements

The following table sets forth the required principal and interest payments on the outstanding general obligation bonds of the Town as of June 30, 2025.

GENERAL OBLIGATION DEBT
As of June 30, 2025 (1)

Fiscal Year	Outstanding Principal	Outstanding Interest	Total Net Debt Service	Cumulative % Retired
2026	$ 9,537,430	$ 3,233,881	$ 12,771,311	9.7 %
2027	9,080,168	2,854,833	11,935,001	18.9
2028	8,323,073	2,486,980	10,810,053	27.4
2029	7,723,022	2,149,888	9,872,910	35.3
2030	6,731,270	1,846,103	8,577,373	42.1
2031	6,669,698	1,599,949	8,269,647	48.9
2032	6,569,446	1,371,297	7,940,743	55.6
2033	6,572,258	1,145,651	7,717,909	62.2
2034	5,470,000	955,103	6,425,103	67.8
2035	4,920,000	813,559	5,733,559	72.8
2036	4,345,000	694,019	5,039,019	77.2
2037	4,345,000	581,106	4,926,106	81.6
2038	3,840,000	472,794	4,312,794	85.6
2039	3,675,000	373,634	4,048,634	89.3
2040	3,440,000	280,753	3,720,753	92.8
2041	2,550,000	191,225	2,741,225	95.4
2042	1,720,000	125,650	1,845,650	97.1
2043	1,180,000	72,300	1,252,300	98.3
2044	1,180,000	33,300	1,213,300	99.5
2045	460,000	6,900	466,900	100.0
Total	$ 98,331,364	$ 21,288,926	$ 119,620,291	

(1) $69,969,000 of principal and $16,129,385 of interest has been voted exempt from Proposition 2½, subject to Chapter 44, Section 20 of the General Laws.

Authorized Unissued Debt and Prospective Financing

The Town currently has the following authorized debt which has not been bonded:

Amount	Purpose	Original Authorization
$ 35,000	Public Works Storage Facility Design & Construction	$ 3,503,000
55,000	RTS Property Repairs	645,000
2,800,000	Water Distribution Improvements	4,500,000
1,340,000	Public Safety Building and Fire Station #2	1,400,000
204,500	Sewer Main Replacement	363,000
196,550	Water Service Connections	1,000,000
7,819,585	Emery Grover Building Addition and Renovation	14,150,000
1,295,000	Additional Emery Grover Building Addition and Renovation	1,295,000
6,970,000	Broadmeadow and Eliot School Rooftop Unit Replacement	9,000,000
4,000,000	South Street Water System Distribution Improvements	4,000,000
3,600,000	Claxton Field Renovation	3,600,000
13,000,000	Sewer Main Replacement	13,000,000
$ 41,315,635		

Overlapping Debt

The Town is a member of the MWRA, the MBTA and the Minuteman Regional Vocational Technical School District. The following table sets forth the outstanding bonded debt, exclusive of temporary loans in anticipation of bonds or current revenue, of Norfolk County, the MWRA, the MBTA and the Minuteman Regional Vocational Technical School District, and the Town's estimated gross share of such debt and the estimated fiscal year 2026 (preliminary) dollar assessment for each.

Overlapping Entity	Outstanding Debt as of 6/30/2025	Needham's Estimated Share (1)	Fiscal 2026 Dollar Assessment (2)
Norfolk County (3)	$ 13,855,000	7.000 %	$ 470,023
Massachusetts Water Resources Authority (4)			
Water	1,867,871,000	0.602	1,776,283
Sewer	2,640,386,000	1.316	7,763,087
Massachusetts Bay Transportation Authority (5)	5,323,905,000	0.414	800,326
Minuteman Regional Vocational Technical School District (6)	89,710,000	N/A	2,510,774

(1) Estimated share based on debt service only.
(2) Estimated dollar assessment based upon total net operating expenses, inclusive (where applicable) of debt service.
(3) SOURCE: Norfolk County Treasurer. County expenses including debt service on county bonds are assessed upon the cities and towns within the county in proportion to their taxable valuation as last equalized by the State Commissioner of Revenue. Amounts shown are based on the most recent equalized valuations. Legislation was enacted in 1997 abolishing the county governments of Franklin and Middlesex Counties as of July 1, 1997, with their assets, functions, debts and other obligations being assumed by the Commonwealth. The legislation also abolished the county governments of Hampden and Worcester counties as of July 1, 1998. Legislation enacted in 1998 abolished the county governments of Hampshire, Essex and Berkshire counties as of January 1, 1999, July 1, 1999 and July 1, 2000, respectively. The legislation also requires the state secretary for administration and finance to establish a plan to recover the Commonwealth's expenditures for the liabilities and other debts assumed and paid by the Commonwealth on behalf of an abolished county. Unless these provisions are changed by further legislation, the state treasurer shall assess upon each city and town within the jurisdiction of an abolished county an amount not exceeding or equal to the county tax paid by each such city and town for the fiscal year immediately prior to the abolishment of the county until such expenditures by the Commonwealth are recovered. It is possible that similar legislation will be sought to provide for the abolishment of county government in all the remaining counties.
(4) SOURCE: MWRA. Debt as of June 30, 2024. Assessment is for fiscal 2025. The MWRA provides wholesale drinking water services and wastewater collection and treatment services to certain cities, towns and special purpose entities. Under its enabling legislation, as amended, the aggregate principal amount of all bonds issued by the MWRA for its corporate purposes may not exceed $6.45 billion outstanding at any time. Its obligations are secured by revenues of the MWRA. The MWRA assesses member cities, towns and special purpose entities, which continue to provide direct retail water and sewer services to users. The cities, towns and other entities collect fees from the users to pay all or part of the assessments; some municipalities levy property taxes to pay part of the amounts assessed upon them.
(5) SOURCE: MBTA. Debt as of June 30, 2024. Assessment is for fiscal 2025. The MBTA was created in 1964 to finance and operate mass transportation facilities within the greater Boston metropolitan area. Under its enabling act, the MBTA is authorized to issue bonds for capital purposes. In addition, pursuant to certain of the Commonwealth's transportation bond bills, the MBTA is authorized to issue additional bonds for particular capital projects. The MBTA also is authorized to issue bonds of the purpose of refunding bonds. Under the MBTA's enabling act debt service, as well as other operating expenses of the MBTA, are to be financed by a dedicated revenue stream consisting of the amounts assessed on the cities and towns of the MBTA and a dedicated portion of the statewide sales tax. The amount assessed to each city and town is based on a weighted population formula as provided in the enabling act. The aggregate amount of such assessments is generally not permitted to increase by more than 2.5 percent per year. (See "Tax Limitations" under "PROPERTY TAX" below.)
(6) SOURCE: Minuteman Regional Vocational Technical School District. Towns may organize regional school districts to carry out general or specialized educational functions. Pursuant to special laws a number of cities may also participate in regional school districts, primarily for vocational education. The operating expenses and debt service of regional school districts are apportioned among the member municipalities in accordance with the agreements establishing the districts subject to the provisions of the Education Reform Act of 1993.

Contractual Obligations

Municipal contracts are generally limited to currently available appropriations. A city or town generally has authority to enter into contracts for the exercise of any of its corporate powers for any period of time deemed to serve its best interest, but generally only when funds are available for the first fiscal year; obligations for succeeding fiscal years generally are expressly subject to availability and appropriation of funds. Municipalities have specific authority in relatively few cases to enter long-term contractual obligations that are not subject to annual appropriation, including contracts for refuse disposal and sewage treatment and disposal. Municipalities may also enter into long-term contracts in aid of housing

and renewal projects. There may be implied authority to make other long-term contracts required to carry out authorized municipal functions, such as contracts to purchase water from private water companies.

Municipal contracts relating to solid waste disposal facilities may contain provisions requiring the delivery of minimum amounts of waste and payments based thereon and requiring payments in certain circumstances without regard to the operational status of the facilities.

Municipal electric departments have statutory power to enter into long-term contracts for joint ownership and operation of generating and transmission facilities and for the purchase or sale of capacity, including contracts requiring payments without regard to the operational status of the facilities. The Town does not have an electric light department.

Pursuant to the Home Rule Amendment to the Massachusetts Constitution, cities and towns may also be empowered to make other contracts and leases.

The Town currently has a twenty-year contract with WIN Waste Innovation for transportation and disposal of solid waste expiring June 30, 2028. The tipping fee rate is $79.92 per ton for fiscal year 2025. The Town budgeted $766,404 for this purpose for fiscal 2025 and $790,439 was budgeted for fiscal 2026.

RETIREMENT PLAN

The Massachusetts General Laws provide for the establishment of contributory retirement systems for state employees, for teachers and for county, city and town employees other than teachers. Teachers are assigned to a separate statewide teachers' system and not to the city and town systems. For all employees other than teachers, this law is subject to acceptance in each city and town. Substantially all employees of an accepting city or town are covered. If a town has a population of less than 10,000 when it accepts the statute, its non-teacher employees participate through the county system and its share of the county cost is proportionate to the aggregate annual rate of regular compensation of its covered employees. In addition to the contributory systems, cities and towns provide non-contributory pensions to a limited number of employees, primarily persons who entered service prior to July 1, 1937 and their dependents. The Public Employee Retirement Administration Commission ("PERAC") provides oversight and guidance for and regulates all state and local retirement systems.

The obligations of a city or town, whether direct or through a county system, are contractual legal obligations and are required to be included in the annual tax levy. If a city or town, or the county system of which it is a member, has not established a retirement system funding schedule as described below, the city or town is required to provide for the payment of the portion of its current pension obligations which is not otherwise covered by employee contributions and investment income. "Excess earnings," or earnings on individual employees' retirement accounts in excess of a predetermined rate, are required to be set aside in a pension reserve fund for future, not current, pension liabilities. Cities and towns may voluntarily appropriate to their system's pension reserve fund in any given year up to five percent of the preceding year's tax levy. The aggregate amount in the fund may not exceed ten percent of the equalized valuation of the city or town.

If a city or town, or each member city and town of a county retirement system, has accepted the applicable law, it is required to annually appropriate an amount sufficient to pay not only its current pension obligations, but also a portion of its future pension liability. The portion of each such annual payment allocable to future pension obligations is required to be deposited in the pension reserve fund. The amount of the annual city or town appropriation for each such system is prescribed by a retirement system funding schedule which is periodically reviewed and approved by PERAC. A system (other than the state employees' retirement system and the teachers' retirement system) which conducts an actuarial valuation as of January 1, 2009, or later, may establish a revised schedule which reduces the unfunded actuarial liability to zero by not later than June 30, 2040, subject to certain conditions. If the schedule is so extended under such provisions and a later updated valuation allows for the development of a revised schedule with reduced payments, the revised schedule shall be adjusted to provide that the appropriation for each year shall not be less than that for such year under the prior schedule, thus providing for a shorter schedule rather than reduced payments.

City, town and county systems may choose to participate in the Pension Reserves Investment Trust Fund (the "PRIT Fund"), which receives additional state funds to offset future pension costs of participating state and local systems. If a local system participates in the PRIT Fund, it must transfer ownership and control of all assets of its system to the Pension Reserves Investment Management Board, which manages the investment and reinvestment of the PRIT Fund. Cities and towns with systems participating in the PRIT Fund continue to be obligated to fund their pension obligations in the manner described above. The additional state appropriations to offset future pension liabilities of state and local systems participating in the PRIT Fund are required to total at least 1.3 percent of state payroll. Such additional state appropriations are deposited in the PRIT Fund and shared by all participating systems in proportion to their interests in the assets of the PRIT Fund as of July 1 for each fiscal year.

Cost-of-living increases for each local retirement system may be granted and funded only by the local system, and only if it has established a funding schedule. Those statutory provisions are subject to acceptance by the local retirement board and approval by the local legislative body, which acceptance may not be revoked.

The Town has its own retirement system, the Needham Contributory Retirement System ("NCRS"), a cost-sharing, multi-employer defined benefit public employee retirement system. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Substantially all employees of the Town are members of the NCRS, except teachers and administrators under contract employed by the school department, who are members of the Commonwealth of Massachusetts Teachers Contributory Retirement System, to which the Town does not contribute.

The following table sets forth the trend in the Town's pension appropriations to NCRS:

Year Ending		Contributory	Non-Contributory
June 30, 2026	(budgeted)	$ 14,369,656	$ -
June 30, 2025		13,142,913	-
June 30, 2024		12,319,665	-
June 30, 2023		11,263,367	-
June 30, 2022		10,276,804	-
June 30, 2021		9,368,084	-

The unfunded actuarial accrued liability of the NCRS as of January 1, 2024 was approximately $73,118,725. The System was 76.8% funded according to the January 1, 2024 actuarial study. The Town's current funding schedule amortizes the unfunded actuarial accrued liability to zero by 2032 as shown below.

Fiscal Year Ended June 30	Employer Normal Cost	Amortization Payment of UAL	Net 3(8)(c) Transfers	Total Employer Cost	Unfunded Actuarial Accrued Liability at Beginning of Fiscal Year
2025	$ 4,461,980	$ 8,243,257	$ 600,000	$ 13,305,237	$ 73,118,725
2026	4,506,853	9,262,803	600,000	14,369,656	69,191,689
2027	4,593,354	10,325,876	600,000	15,519,230	63,968,291
2028	4,741,518	11,419,250	600,000	16,760,768	57,322,640
2029	4,874,846	12,626,783	600,000	18,101,629	49,134,611
2030	5,035,883	13,754,640	600,000	19,390,523	39,190,134
2031	5,174,155	14,304,826	600,000	20,078,981	27,461,559
2032	5,319,301	14,877,020	600,000	20,796,321	14,432,829
2033	5,487,674	-	600,000	6,087,674	-

Notes:
-Actuarially determined contributions are assumed to be paid on July 1.
-Actuarially determined contribution for fiscal 2025 is set equal to the budgeted amount determined with prior valuation.
-Projected normal cost does not reflect the impact of pension reform for future hires.
-Amortization payments of unfunded actuarial accrued liability calculated to increase at 4.0% per year after phase-in.
-Projected unfunded actuarial accrued liability does not reflect deferred investment gains.

The foregoing data do not include the retirement system costs or liabilities of any larger entity, such as Norfolk County.

For additional information see Appendix A.

Other Post-Employment Benefits (OPEB)

In addition to pension benefits, cities and towns may provide retired employees with health care and life insurance benefits. The portion of the cost of such benefits paid by cities or towns is generally provided on a pay-as-you-go basis. For the last twelve years, the Town has been appropriating its Annual Required Cost (ARC) to the OPEB fund and pays the annual healthcare costs from the fund.

The following table sets forth the trend in OPEB appropriations.

Fiscal Year		OPEB Contribution
June 30, 2026	(budgeted)	$ 8,540,230
June 30, 2025		8,141,306
June 30, 2024		8,199,280
June 30, 2023		8,844,474
June 30, 2022		7,426,237
June 30, 2021		7,197,713

The Governmental Accounting Standards Board ("GASB") promulgated accounting standards that require public sector entities to report the future costs of these non-pension, post-employment benefits in their financial statements. These accounting standards do not require pre-funding the payment of these costs as the liability for such costs accrues, but the basis applied by the standards for measurement of costs and liabilities for these benefits is conservative if they continue to be funded on a pay-as-you-go basis and will result in larger yearly cost and liability accruals than if the cost of such benefits were pre-funded in a trust fund in the same manner as traditional pension benefits. Cities and towns that choose to self-insure all or a portion of the cost of the health care benefits they provide to employees and retirees may establish a trust fund for the purpose of paying claims. In addition, cities and towns may establish a trust fund for the purpose of pre-funding other post-employment benefits liability in the same manner as traditional pension benefits.

The Town was required to implement the GASB reporting requirements for other post-employment benefits beginning in fiscal year 2009. The Town has hired an outside firm which has completed the actuarial valuation of its post-employment benefit liability. As of June 30, 2024 the total OPEB liability for benefits was $142,739,342 and the assets held in trust totaled $82,170,951 resulting in a net OPEB liability of $60,568,391. The actuarial assumptions reflect a 6.25% investment rate of return. In fiscal year 2002 the Town began funding its post-retirement health insurance liability. The Town's Actuarially Determined Contribution (ADC) for fiscal year 2024 is $7,761,016 at an assumed 6.25% discount rate. The balance in the OPEB Trust Fund as of June 30, 2024 was $82,170,951.

EMPLOYEE RELATIONS

The Town employs approximately 1,400 full-time equivalent employees (FTE), 1,001 FTEs employed by the School Department, 147 by the Public Works Department, 63 by the Police Department, 80 by the Fire Department, and the balance by various other Town Departments. Town employees (other than managerial and confidential employees) are entitled to join unions and bargain collectively on questions of wages, hours and other terms and conditions of employment. Approximately 1,233 (full and part time) Town employees are represented by unions including public works, general government, police, fire, teachers, and school administrators.

The Building Custodian Tradesman Independent Association (Building Maintenance Division) contract expires on June 30, 2026. The Needham Independent Public Employees Association (Public Works) contract expires June 30, 2027. The contracts with the Needham Firefighters Local 1706 (all units) expire on June 30, 2026. The Needham Police Union contract expires June 30, 2025, and the Needham Police Superior Officers Association contract expires on June 30, 2025. The Needham Independent Town Workers Association (various administrative, professional, and technical positions) contract expires June 30, 2027.

The Needham Public Schools have contracts in place with the Needham Education Association Unit A (teachers) through August 31, 2025, with the Needham Education Association Unit B (administrators) through June 30, 2025, with the Needham Education Association Unit C (Non DESE licensed staff) through June 30, 2026, and with the Needham Education Association Unit E (food service workers) through June 30, 2026. The contract with the Needham Education Association Unit D (clerical, secretarial and technical positions) expires June 30, 2026. The expired contracts are currently in negotiations.

LITIGATION

At present there are various cases pending in various courts throughout the Commonwealth in which the Town is a defendant. In the opinion of the Town, there is no litigation either pending or threatened, that is likely to result, either individually or in the aggregate, in final judgments against the Town that would materially affect its financial position or its ability to pay its obligations.

TOWN OF NEEDHAM, MASSACHUSETTS
/s/ Ellyse Glushkov, Town Treasurer

July 8, 2025

TOWN OF NEEDHAM, MASSACHUSETTS

Financial Statements
For the Year Ended June 30, 2023

(With Independent Auditors' Report Thereon)

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MARCUM
ACCOUNTANTS ▲ ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Select Board
Town of Needham, Massachusetts

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Needham, Massachusetts (the Town), as of and for the year ended June 30, 2023, (except for the Needham Contributory Retirement System which is as of and for the year ended December 31, 2022), and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Needham, Massachusetts, as of June 30, 2023, (except for the Needham Contributory Retirement System which is as of and for the year ended December 31, 2022) and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the budgetary comparison for the General Fund, and certain pension and OPEB schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate

operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The budgetary comparison schedules for proprietary funds appearing on pages 83 through 84 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 7, 2024, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Marcum LLP

Andover, MA
August 7, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Town of Needham, Massachusetts (the Town), we offer readers this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2023.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains required supplementary information and other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the Town's financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, public works, building design and construction, health and human services, and culture and recreation. The business-type activities include sewer and water activities.

Fund Financial Statements
A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds
Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Proprietary Funds
Proprietary fund reporting focuses on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. The proprietary fund category includes enterprise and internal service funds.

Enterprise funds are used to report activity for which a fee is charged to external users, and must be used when one of the following criteria are met: (1) activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges, (2) laws or regulations require the activity's costs of providing services be recovered with fees and charges, and (3) the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs such as depreciation or debt service. The primary focus on these criteria is on fees charged to external users. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements, only in more detail. Specifically, enterprise funds are used to account for sewer and water operations.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. Specifically, internal service funds are used to account for self-insured workers compensation programs and property and casualty insurance. Because these services predominantly benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. A complete copy of the Needham Contributory Retirement System financial statements can be obtained from the Retirement Board at Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required and Other Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America, and other supplementary information.

Financial Highlights

- As of the close of the current fiscal year, net position in governmental activities was $228,089,680, a change of $13,287,841, and net position in business-type activities was $64,707,505, a change of $1,412,240 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of $103,753,701, a change of $10,208,321 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was $35,727,556 a change of $6,344,016 in comparison to the prior year.

Government-Wide Financial Analysis

The following is a summary of condensed government-wide financial data for the current and prior fiscal year.

Net Position Summary

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Assets						
Current and other assets	$ 127,777,012	$ 116,168,029	$ 21,893,206	$ 20,317,191	$ 149,670,218	$ 136,485,220
Capital assets	381,836,667	384,083,181	58,216,072	56,012,570	440,052,739	440,095,751
Total Assets	509,613,679	500,251,210	80,109,278	76,329,761	589,722,957	576,580,971
Deferred Outflows of Resources	34,550,392	35,118,705	1,032,106	709,843	35,582,498	35,828,548
Liabilities						
Long-term liabilities	285,986,307	260,358,105	11,758,710	11,802,934	297,745,017	272,161,039
Notes payable	420,000	-	2,640,000	-	3,060,000	-
Other liabilities	17,156,322	16,669,908	1,704,515	413,131	18,860,837	17,083,039
Total Liabilities	303,562,629	277,028,013	16,103,225	12,216,065	319,665,854	289,244,078
Deferred Inflows of Resources	12,511,762	43,540,063	330,654	1,528,274	12,842,416	45,068,337
Net Position						
Net investment in capital assets	259,235,761	246,539,416	48,425,010	47,556,237	307,660,771	294,095,653
Restricted	25,908,333	23,964,123	-	-	25,908,333	23,964,123
Unrestricted	(57,054,414)	(55,701,700)	16,282,495	15,739,028	(40,771,919)	(39,962,672)
Total Net Position	$ 228,089,680	$ 214,801,839	$ 64,707,505	$ 63,295,265	$ 292,797,185	$ 278,097,104

Changes in Net Position Summary

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Revenues						
Program revenues:						
Charges for services	$ 17,621,565	$ 14,580,256	$ 16,172,853	$ 16,360,428	$ 33,794,418	$ 30,940,684
Operating grants and contributions	40,396,897	56,624,617	-	-	40,396,897	56,624,617
Capital grants and contributions	495,511	65,390	-	-	495,511	65,390
General revenues:						
Property taxes	181,891,049	173,522,492	-	-	181,891,049	173,522,492
Excises	7,163,249	6,039,590	-	-	7,163,249	6,039,590
Penalties, interest and other taxes	3,081,612	2,085,863	-	-	3,081,612	2,085,863
Grants and contributions not restricted to specific programs	3,378,098	3,050,246	-	-	3,378,098	3,050,246
Investment income	2,593,799	106,240	9,995	22,614	2,603,794	128,854
Other	854,308	268,826	379	5,000	854,687	273,826
Total Revenues	257,476,088	256,343,520	16,183,227	16,388,042	273,659,315	272,731,562
Expenses						
General government	11,886,158	9,685,500	-	-	11,886,158	9,685,500
Public safety	32,985,312	23,663,981	-	-	32,985,312	23,663,981
Education	149,998,863	145,984,471	-	-	149,998,863	145,984,471
Public works	32,753,168	25,159,126	-	-	32,753,168	25,159,126
Building design and construction	360,042	433,239	-	-	360,042	433,239
Health and human services	4,962,963	3,146,157	-	-	4,962,963	3,146,157
Culture and recreation	5,288,710	4,376,264	-	-	5,288,710	4,376,264
Interest on long-term debt	3,109,326	3,964,679	-	-	3,109,326	3,964,679
Intergovernmental	1,555,971	1,572,207	-	-	1,555,971	1,572,207
Other unallocated costs	1,384,277	1,144,286	-	-	1,384,277	1,144,286
Sewer operations	-	-	9,256,075	8,856,703	9,256,075	8,856,703
Water operations	-	-	5,418,369	5,975,243	5,418,369	5,975,243
Total Expenses	244,284,790	219,129,910	14,674,444	14,831,946	258,959,234	233,961,856
Change in Net Position Before Transfers	13,191,298	37,213,610	1,508,783	1,556,096	14,700,081	38,769,706
Transfers in (Out)	96,543	881,047	(96,543)	(881,047)	-	-
Change in Net Position	13,287,841	38,094,657	1,412,240	675,049	14,700,081	38,769,706
Net Position - Beginning of Year	214,801,839	176,707,182	63,295,265	62,620,216	278,097,104	239,327,398
Net Position - End of Year	$ 228,089,680	$ 214,801,839	$ 64,707,505	$ 63,295,265	$ 292,797,185	$ 278,097,104

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was $292,797,185, a change of $14,700,081, in comparison to the prior year.

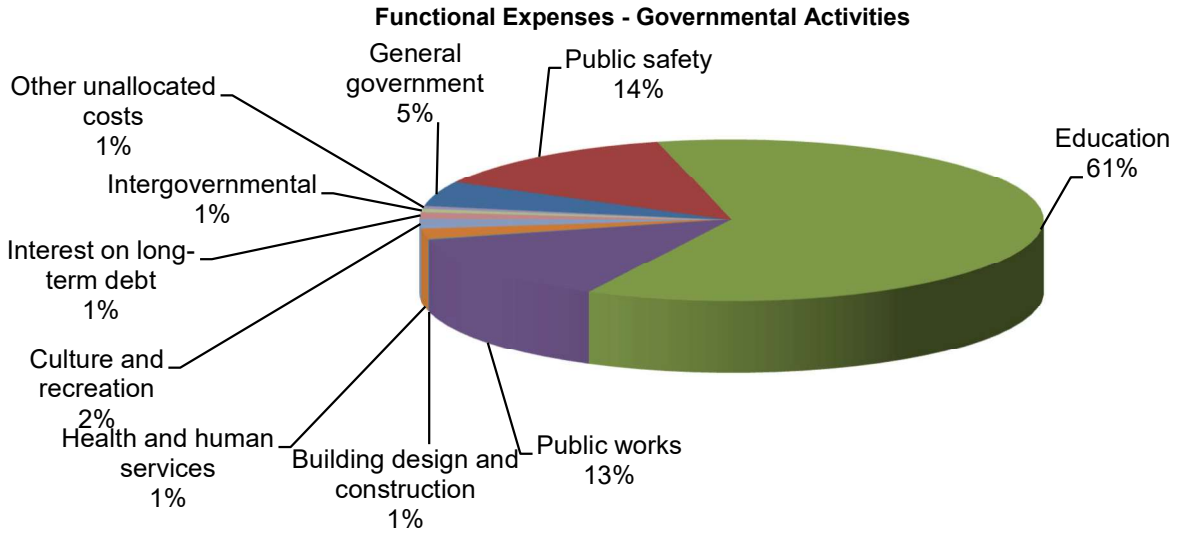
The largest portion of net position $307,660,771 reflects our investment in capital assets (e.g., land, buildings and improvements, machinery, equipment and furnishings, infrastructure, works of art, and construction in progress), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position $25,908,333 represents resources that are subject to external restrictions on how they may be used. The remaining balance is a deficit of $(40,771,919) primarily resulting from unfunded pension and OPEB liabilities.

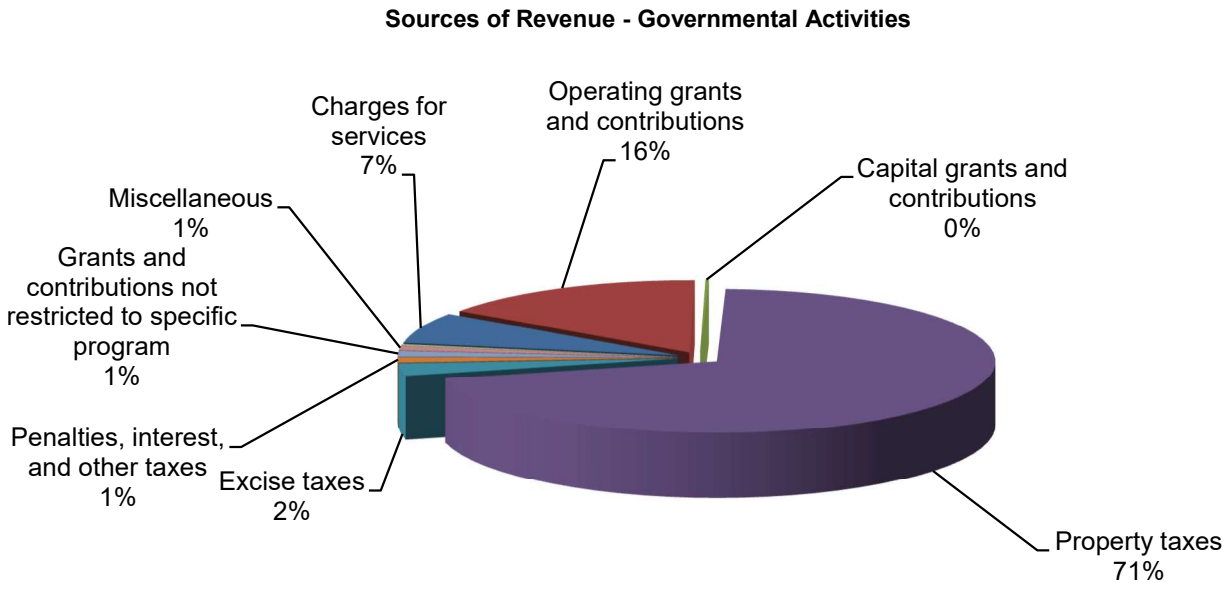
Governmental Activities

The overall net position of governmental activities increased by $13,287,841, primarily from the Town's practice of funding capital acquisitions with current year raised revenues. The other most notable event was the increase in pension and OPEB expense.

The following graph presents the users of resources of the governmental activities. The total cost of all governmental programs and services increased by $25.1 million, or 11.5% over the previous year.



As presented in the following graph, most of the Town's revenue comes from property taxes. Total revenues (excluding transfers) increased by $1.1 million, or 0.44% over the prior year.



Business-Type Activities

Business-type activities for the year resulted in a change in net position of $1,412,240. The increase in net position is a result the Town's continued practice of financing capital improvements with revenues.

Financial Analysis of the Town's Funds

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

General Fund

The General Fund is the Town's chief operating fund. The unassigned fund balance at June 30, 2023 was $35,727,556, while total fund balance was $64,604,349. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total General Fund expenditures. Refer to the following table:

General Fund	6/30/23	6/30/22	6/30/21
Unassigned fund balance:	$ 35,727,556	$ 29,383,540	$ 28,063,054
General Fund	31,062,457	24,833,428	23,570,661
Stabilization Fund	4,665,099	4,550,112	4,492,393
Total fund balance	64,604,349	56,348,359	52,376,805

	6/30/23	6/30/22	6/30/21
Unassigned fund balance as of % of total general fund expenditures	18.1%	15.7%	15.4%
Total fund balance as of % total general fund expenditures	32.7%	30.1%	28.8%

Expenditure amounts used to calculate the above percentages have been adjusted to exclude the on-behalf payment from the Commonwealth to the Massachusetts Teachers Retirement System of $15,333,541.

The total fund balance of the General Fund changed by $8,255,990 during the current fiscal year. Key factors in this change are as follows:

Use of free cash, overlay surplus, and bond premium for FY2023 appropriations	$ (17,118,921)
Revenues and transfers in excess of budget	15,119,923
Expenditures less than budget	8,324,509
Change in stabilization accounts	888,180
Other	1,042,299
Total	$ 8,255,990

Included in the total General Fund balance are the Town's committed accounts with the following balances:

	6/30/23	6/30/22	Change
Compensated absences	$ 733,109	$ 464,270	$ 268,839
Continuing appropriations	3,863,857	3,248,691	615,166
Capital improvement stabilization	1,582,467	1,100,591	481,876
Capital facility stabilization	2,006,084	1,927,853	78,231
Athletic facility stabilization	1,104,008	978,607	125,401
Debt service stabilization	2,248,681	2,160,996	87,685
Subsequent year appropriations	9,446,607	8,982,455	464,152
Total	$ 20,984,813	$ 18,863,463	$ 2,121,350

Community Preservation Fund

At the end of the current fiscal year, the community preservation fund had a total fund balance of $11,935,151, a change of $1,376,149 in comparison to the prior fiscal year. State legislation allows property taxes and state matching funds to finance projects such as preservation of historical buildings.

Town Federal Grants Fund

At the end of the current fiscal year, the town federal grants fund had a total fund balance of $918,628, a change of $(24,282) in comparison to the prior fiscal year primarily related to the timing differences between the receipt and disbursement of grant funds.

Nonmajor Governmental Funds

At the end of the current fiscal year, nonmajor governmental funds had a total fund balance of $26,295,573, a change of $600,464 in comparison to the prior fiscal year.

Proprietary Funds

Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail. The Town maintains major funds for sewer and water enterprise fund operations.

Unrestricted net position by enterprise fund at the end of the year in comparison to the prior year is shown below:

	6/30/23	6/30/22	Change
Sewer	$ 5,959,969	$ 6,412,058	$ (452,089)
Water	10,322,526	9,326,970	995,556
Total	$ 16,282,495	$ 15,739,028	$ 543,467

Factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

General Fund Budgetary Highlights

Most all budgeted appropriations occur at the Annual Town Meeting which is held prior to the start of a fiscal year. Subsequent appropriations and line-item amendments are made at a special town meeting usually held in the fall. Often the subsequent actions are known or expected at the time of the Annual Town Meeting but are not presented or acted upon at that time because additional information or other requisite action is needed. Usually in May, prior to the June 30 fiscal year end, Town Meeting acts on other requests for budget line transfers and reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The operating budget was approved at $206,020,137 and inclusive of non-appropriated items, state and county charges, and other amounts to be provided totaled $207,658,066. The final operating budget total for fiscal year 2023 was amended upward by $168,023 from the original budget to $206,188,160. The final state and county assessments decreased by $37,228 from the Annual Town Meeting estimate to $1,588,201 and there was no change for the other amounts to be provided ($12,500). The total final General Fund budget was $207,788,861 (Table E1).

The Town increased the appropriation for Debt Service by $168,023. The Town opted to issue bonds related to the Public Safety Building project sooner and in a larger amount than was anticipated for fiscal year 2023 to lock in lower interest rates. Because the project was approved to be financed primarily by excluded debt, the lower interest rates benefit the taxpayers directly because the amount of debt to be paid by property taxes for the project will be less than they would have been had the Town not bonded when it did. Town Meeting also approved a line item transfer of $90,000 from the Reserve Fund to the Classification Performance & Settlements account to fund the collective bargaining agreement between the Town and the Needham Fire Union.

Table E1

General Fund	Original	Final
Town Meeting Operating Budget Appropriation	$206,020,137	$206,188,160
State and County Assessments	$1,625,429	$1,588,201
Other Amounts to be Provided	$12,500	$12,500
Total	$207,658,066	$207,788,861

During fiscal year 2023, the Town realized revenue in excess of budget of $13.3 million and realized budget returns of $8.3 million. General Fund revenue in excess of budget was $5.4 million higher than fiscal year 2022. The $8.3 million budget return was higher than the fiscal year 2022 return of $7.7 million. General Fund revenue in excess of budget was higher primarily due to significant building activity in town which produced strong property tax collections, and increased motor vehicle excise.

The fiscal year 2023 budget return was also higher than the prior year by $0.6 million primarily due to the greater percentage turnback from the operating budget. The operating budget return

for fiscal year 2023 was 4.0% of the final operating budget which compares to a return of 3.9% for fiscal year 2022.

Motor vehicle excise tax revenue was up 16.2% from prior year's actual receipts ($6,779,778 for FY2023 vs $5,837,070 for FY2022) and was higher than the actual receipts for fiscal year 2021 ($5,129,306) (Table E2). Sales of new vehicles remained strong during 2022 and 2023 which contributed to the increased excise tax revenue for the fiscal year. The number of registered electric vehicles garaged in Needham continues to grow and the sticker prices for those vehicles generally are higher than comparable diesel/gas powered vehicles. The higher the sticker price the greater the excise revenue. The actual motor vehicle excise receipts for fiscal year 2023 were $2.08 million over budget (Table E3), which compares to $1.84 million for fiscal year 2022. The actual receipts for fiscal year 2021 were only $0.13 million over budget, which was reflective of the impact that COVID had on the economy.

Table E2

	Actual FY2023	Actual FY2022	Change $	Change %	Actual FY2021
Motor Vehicle Excise	$6,779,778	$5,837,070	$942,708	16.2%	$5,129,306
Other Local Excises	$1,967,568	$1,415,760	$551,809	39.0%	$643,481
Penalties and PILOT	$980,935	$663,304	$317,631	47.9%	$638,547
Licenses & Permits Income	$5,099,527	$2,771,497	$2,328,030	84.0%	$2,068,299
All Other General Revenue	$202,316,195	$189,748,143	$12,568,052	6.6%	$181,371,747
Total	$217,144,004	$200,435,775	$16,708,229	8.3%	$189,851,379

Revenue generated from other taxes, penalties, and payments in lieu of tax (PILOT) was approximately $1.7 million over the budget for fiscal year 2023 (Table E3) which compares to $1.2 million over the budget for fiscal year 2022. The increase in revenue resulted from a combination of a return to normalcy in the hospitality industry here in Needham and higher collections on overdue accounts. Meals excise revenue for fiscal year 2023 was $599,284 compared to $501,341 for the prior year; during fiscal year 2021 the Town received $329,495. Hotel room excise revenue was $1,368,285 for the year, up from the $914,419 received during fiscal year 2022, and for fiscal year 2021 the amount received was $313,986. The combination of the room and meals excise produced $1,967,568 for the Town during fiscal year 2023 (Table E2), an increase of 39% over the prior year ($1,415,760). Actual receipts from penalties ($877,076) were much higher than the prior year as collections on prior year outstanding taxes improved. The amount paid during fiscal year 2022 was $515,391. Payment in lieu of taxes (PILOT) declined by $44,053 from $147,913 during fiscal year 2022 to $103,860 during fiscal year 2023. The decline was primarily a timing issue in the receipt of payments. The combined collections of penalties and PILOT for the fiscal year were $980,935, a 47.9% increase (Table E2).

Total permit income for fiscal year 2023 was $5,099,527 compared to $2,771,497 for fiscal year 2022 and $2,068,299 for fiscal year 2021 (Table E2). Residential construction permit activity continued to be solid and numerous, and the Children's Hospital new ambulatory surgery center which will be built in Needham, obtained the building permit in February 2023. The building

permit for that project was more than $1.8 million. Licenses and permits income was 84% higher than fiscal year 2022, and 146.6% more than fiscal year 2021 ($2,068,299).

Table E3

	Actual FY2023	Budget FY2023	Variance FY2023	Percentage of Total*
Motor Vehicle Excise	$6,779,778	$4,700,000	$2,079,778	15.7%
Other Taxes, Penalties, and	$2,948,504	$1,280,000	$1,668,504	12.6%
Licenses & Permits	$5,099,527	$1,920,000	$3,179,527	23.9%
All Other General Revenues	$202,316,195	$195,955,553	$6,360,642	47.9%
Total	$217,144,004	$203,855,553	$13,288,451	100.0%

* represents the percent of the total surplus that the revenue category contributed.

Overall total actual General Fund revenue for fiscal year 2023 ($217,144,004) was $16,708,229 more than the total for the prior fiscal year ($200,435,775), refer to Table E2. The increase was due to the growth in property taxes with $8.7 million more in fiscal year 2023. The increase resulted from the high New Growth tax revenue, and collections on unpaid taxes outstanding from the prior fiscal years. The total for excluded debt, which is added to the tax levy, for projects previously approved by the voters of Needham declined for the second year in a row. This will continue because all the projects funded by debt exclusion have been completed and no additional borrowing is required. The excluded debt payments will decline each year, unless and until the Town approves a new project to be financed by excluded debt. The total General Fund revenue surplus for fiscal year 2023 (Table E3) was $13,288,451 which was more ($5,420,812) than the $7,867,639 surplus for fiscal year 2022. The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 52.1% of the total General Fund surplus for fiscal year 2023, down from the 52.8% that these sources comprised in fiscal year 2022, but higher than the 24.3% in fiscal year 2021.

The General Fund appropriated operating budget, excluding county and state assessments and other amounts to be provided, accounts for most of the expenditures, returned $8,279,721 or approximately 4.0% of the operating budget appropriation; the return for fiscal year 2022 was $7,658,330 or approximately 3.9% of the appropriation for that year.

Needham Public Schools returned $2,427,599, which compares to $2,045,756 returned for fiscal year 2022. The return was $381,844 more than the return for fiscal year 2022. The budget return was higher due to employee turnover savings and unused operational reserves in the supply and service accounts. The turnover salary savings reflected the nationwide labor shortage for teaching assistants, substitutes, administrative support personnel, van/bus drivers and cafeteria staff, which made hiring and retaining those positions difficult. At various points during the year, the number of vacant positions ranged between 20 and 30, with some school department divisions experiencing continuous turnover and/or prolonged position vacancies. The budget returns in the non-salary accounts generally represented unused budgetary reserves, which had been set aside at the beginning of the fiscal year to support unanticipated enrollment and student support service needs, academic interventions, and ongoing COVID testing/PPE expenses. The

budget return represents just 2.8% of the final school budget of $87,277,798, but accounted for 29.3% of the total General Fund budget return (Table E4).

The employee benefits budget return of $2,298,849 was 13.3% of its final budget ($17,255,396). The return was $614,645 more than the prior year. The higher budget return was due to a lower increase in health insurance premiums than was anticipated, changes employees made with their health insurance selection due to the exit of one of the insurance providers, and lower unemployment costs. The number of active plans for FY2023 was slightly less than the prior year. Fiscal year 2022 there were 853 plans and fiscal year 2023 there were 850. The return represents 27.8% of the total operating budget return for the year.

Table E4

Operating Budget	Final Budget	Expended	Returned	% of Total	% of Final Budget
1) Needham Public Schools	$87,277,798	($84,850,199)	$2,427,599	29.3%	2.8%
2) Group Health Insurance, Employee Benefits & Administrative Costs	$17,255,396	($14,956,547)	$2,298,849	27.8%	13.3%
3) Reserve Fund (transfers only)	$1,178,848	$0	$1,178,848	14.2%	
4) Department of Public Works	$19,196,734	($18,725,101)	$471,633	5.7%	2.5%
5) Fire Department	$10,465,195	($10,158,472)	$306,723	3.7%	2.9%
Balance of the Townwide and Department Budgets (26)	$70,814,189	($69,218,121)	$1,596,068	19.3%	2.3%
Totals	$206,188,160	($197,908,439)	$8,279,721	100.0%	4.0%

The budgetary reserve fund (Reserve Fund) returned $1,178,848 which represents 14.2% of the total General Fund operating budget return for the fiscal year 2023. The reserve fund budget amount returned was less than fiscal year 2022 reserve fund budget return ($1,304,254), which was 17.0% of the total return in that year. The $1,178,848 return of the reserve fund budget represents approximately 57.4% of the original voted reserve fund budget of $2,052,091. There were three draws on the reserve fund during fiscal year 2023. The first was $105,180 to the finance department's information technology center division which saw the departure of key personnel that required the Town to procure outside professional services to service critical network and technology systems and provide afterhours support for public safety. The second transfer was for $40,000 to supplement the legal service budget to cover anticipated additional costs in connection with of the defense of the Planning Board's decision on a building project. The third transfer was for $638,063 to the Needham electric light and gas program budget which due to the market and regulatory price increases during the year for electric and natural gas exceeded the amount budgeted for those expenses. As previously noted, there was also a Town

Meeting line item transfer of $90,000 from the Reserve Fund to the Classification Performance & Settlements in May 2023.

The Department of Public Works had the fourth highest budget turnback returning $471,633 or 2.5% of its budget which compares to $577,929 or 3.2% of its fiscal year 2022 budget. Approximately 81% of the turn back ($384,122) was from salary and wages. This was largely due to the amount of time it took to fill vacant positions during the year. The balance of the turnback ($87,511) was a combination of expenses and operating capital. The department was not able to complete the purchase of capital equipment items before the end of the fiscal year, so it had to return the funds ($33,100) budgeted for that purpose. The $54,411 in returned budgeted expenses was the residual balance appropriated for contractors, services, materials, supplies, and other expenses for the fiscal year. This was 0.7% of the $8,167,639 budgeted. The department budget turnback represented approximately 5.7% of the total operating budget return.

The fifth highest budget dollar return came from the Fire Department, with a return of $306,723 of its $10,465,195 final budget for fiscal year 2023. This represents 2.9% of the final budget. Most of the turnback (94%) was related to salary and wages ($289,036). Although there was a transfer to the budget to pay the cost for the new collective bargaining agreement approved during the year, the department had several vacancies during the year which account for most of the return. The combination of the expense and operating capital budget returned $17,687 (6%) of the total return for the year. The Fire Department's return represents 3.7% of the total operating budget return for the year.

The other twenty-six (26) townwide-expense and departmental budgets returned in total $1,596,068 or 2.3% of their combined amended budgets for the year. However, the General Fund debt budget was exceeded by $5,627 because the Town paid more principal down than the supplemental appropriation covered. Excluding the deficit, these budgets would have returned $1,601,695 or 2.3% of the related budgets. The Town added two new budget lines for fiscal year 2023. The first was for funding expenses relating to Injury on Duty benefits for public safety employees. The Town established a Special Injury Leave Indemnity Fund, which receives its funding from that appropriation's residual balance. The second budget is for the Needham Council for Arts and Culture (NCAC) to support community-based projects and activities in the performing and visual arts, humanities, and interpretive sciences. Last year the twenty-four budgets returned $1,366,917 or 2.0% of their combined amended budgets for the year.

Capital Assets and Debt Administration

Capital Assets

Total capital assets for governmental and business-type activities at year-end amounted to $440,052,739 (net of accumulated depreciation), a change of $(43,012) from the prior year. This investment in capital assets includes land, buildings and improvements, machinery, equipment and furnishings, vehicles, infrastructure, works of art and construction in progress.

Major capital asset events during the current fiscal year included the following:

Governmental Activities:	
School building renovation	$ 4,894,510
Public safety complex & fire station construction	2,115,044
Town common renovation	1,421,222
Business-Type Activities:	
Central ave water main replacement	$ 2,354,298
Lake drive pump station refurbishment	366,136

Long-Term Debt

At the end of the current fiscal year, total long-term bonds and loans outstanding, including unamortized bond premium, were $129,911,638. The bonds are backed by the full faith and credit of the Town. The Town's general obligation bond rating continues to carry the highest rating possible, AAA, a rating that has been assigned by Standard & Poor's to the Town debt since 2000.

Additional information on capital assets and long-term debt can be found in the Notes to Financial Statements.

Economic Factors and Next Year's Budgets And Rates

The total General Fund balance for fiscal year 2023 was higher than fiscal year 2022. Fund balance was $64.6 million for fiscal year 2023 compared to $56.3 million for fiscal year 2022, approximately a 14.7% change. The unassigned portion of the General Fund increased from the prior fiscal year with a balance of $35.7 million for fiscal year 2023 compared to $29.4 million for fiscal year 2022. Starting with the fiscal year 2021 report, the unassigned portion includes the general stabilization fund. The State certified $17,356,938 available as Free Cash for fiscal year 2023 of which the Town appropriated $14,522,850 of that amount. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow the Town to appropriate. The Free Cash certified for the prior year was $16,952,126.

The Town allocated $9,236,607.00 of the Free Cash for capital equipment and projects for fiscal year 2024. The Free Cash appropriated for capital included $1,310,000 for renovations to McCloud Field, $260,000 to evaluate watershed area number four including known flooding areas to advise on a phosphorous control plan, and will design improvements previously identified in watershed area number two, $250,000 to install a permanent generator at the Center at the Heights (senior center), $250,000 for energy efficiency upgrades in Town facilities, $135,000 for ventilation repairs to the tipping and loading areas of the Recycling and Transfer Station building, and $55,000 for the replacement of video projection equipment in the Rosemary Recreation Complex (RRC). The Town also appropriated $2,050,000 of the Free Cash for public roads and related infrastructure improvements with an additional $581,500 from Overlay

Surplus. The Town also funded a study in the amount of $35,000 from Free Cash to explore the feasibility of an action sports park.

Free Cash was also used to fund capital equipment which included $4,035,263 in core fleet and special equipment, which includes the replacement of the fire ladder truck. The funding for the ladder truck also relied on an additional $700,000 from Overlay Surplus for a total estimated cost of $2,000,000. The Town appropriated $555,129 from Free Cash for capital equipment, furnishings, and technology for the Needham Public Schools, $130,000 for network switches in municipal buildings, $50,000 for a telephone system replacement, and $40,000 for office and meeting room furniture replacements in Town Hall and other administrative offices in town. Free Cash was also appropriated $30,185 for the purchase of defibrillator/monitor systems for the ambulances and $51,030 for personal protective gear for fire personnel.

The Town also allocated $3,597,105 of Free Cash to the fiscal year 2024 operating budget. The Town's use of Free Cash for funding the subsequent fiscal year operating budget (2024) was in line with management's guidance of not more than two percent of the previous year's (2022) final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less. Two percent of the fiscal year 2022 operating budget excluding the budgetary reserve fund was $3,874,475; the related budgetary return was $7,099,273, which was more than the prior year turnback of $6,354,076.

The Town adopted Massachusetts General Laws chapter 44, section 53F¾ which created a special revenue fund to set aside, and reserve monies received from the cable providers in accordance with the cable franchise agreements to be spent for Public, Educational, and Governmental (PEG) programming and access. These monies will become available for those purposes after a Town Meeting appropriation. The fund became operational on July 1, 2023. However, in order to provide funds to the local Cable Channel for fiscal year 2024, the Town appropriation was from Free Cash in the amount of $671,850.

The Town also appropriated $300,000 toward the Town's facility maintenance program, $250,000 for the Town's compensated absence fund, $150,000 for the refurbishments of certain high value fleet vehicles to extend the useful life, and $100,000 for surveying of Town-owned property.

The Town established an Opioid Settlement Stabilization Fund (OSSF) to deposit monies that will be received over a number of years as a result of a nationwide settlement with opioid distributors. These funds must be used on programming and strategies for opioid use disorder prevention, harm reduction, treatment, and recovery under the terms of the legal settlement. The OSSF allows the Town to reserve the funds for future appropriation by Town Meeting and to track the use of the monies more easily. However, $217,288 was received prior to the creation of the OSSF so in accordance with State law the funds were credited to the General Fund. The Town appropriated $217,288 from Free Cash to credit to the fund to offset the amount that had to be credited to the General Fund. The $2,834,088 balance in Free Cash was closed out at year end to fund balance. Management continues to recommend that the Free Cash certified be

directed to cash capital investment, formal reserves, and other non-recurring expenses and that a limited amount be used for ongoing operating budget expenses. The Select Board has endorsed this best practice.

Table G1

Free Cash Uses	
Capital Equipment & Improvements	$9,236,607
Operating Budget	$3,597,105
Other Appropriations	$1,471,850
Reserves/Stabilization Funds	$217,288
Total Appropriations	$14,522,850
Closed to Fund Balance	$2,834,088

Town Meeting voted to authorize the Select Board to borrow up to $9,000,000 to replace the roof top units (RTUs) at the Broadmeadow and Eliot Schools. This project is anticipated to take two years to complete. Funds will be borrowed as needed for the work that is to be done. The Town also approved a debt authorization of $4,000,000 plus $2,500,000 from cash to fund improvements to the Town's water distribution system in the areas of South Street, Charles River Street, and Chestnut Street.

The Town had planned a multi-year phase in of rate changes to mitigate the revenue loss from the closure of the Coca Cola bottling production in Needham, and did make minor changes for fiscal year 2020, but chose not to change the rates for fiscal year 2021 or 2022 due to COVID. The Select Board approved increases to the domestic water (primarily indoor use), irrigation water, and sewer rates effective October 2022, followed by increases to the rates effective July 1, 2023. The July 1, 2023 step rate increases for water use, ranged between 1.8 to 2.0%, and for all the sewer rate steps, the increase was 3.0%. There will be a need to update the user rates again for the fiscal year 2025.

The Select Board also established a rate schedule for stormwater infrastructure improvements which will become effective during fiscal year 2024. The fee will be billed through the Town's water and sewer billing system. Under Article 35 of the May 2023 Annual Town Meeting, the Town voted to establish a stormwater stabilization fund and to authorize 100% of the related fees be deposited directly in the fund. These monies are reserved for future appropriation for stormwater related capital improvements. The first appropriation from the fund is not anticipated until 2025 or 2026 dependent on the amount collected.

The Town has identified major water and sewer capital infrastructure improvements that are essential over the next several years. The $6,500,000 water distribution appropriation last year is the first of several. The Town's funding plan is to use American Rescue Plan Act (APRA) funds, cash reserves, and debt. However, this will require increases to the water and sewer user rates beyond that which are necessary for ongoing operations and maintenance. Commercial use of water and sewer remained low compared to several years ago, but consumption is higher than it was during the height of the COVID restrictions. Residential use increased during COVID as more

people were working from home and staying local, but during 2022 indoor water consumption began to trend downward, but use grew again during 2023, primarily due to increased irrigation. Enterprise fund revenue may decline due to timing issues, but recoverable in the longer term. There has been a greater reliance on retained earnings for operations, which is related in part to the delay in adjusting rates due to COVID, as well as the planned increase in capital spending on the critical infrastructure.

The Town procured a new revenue and billing system which will have all the major receivables (motor vehicle excise, property taxes, water and sewer, and general billing) converting from an on premise system to a cloud based environment. Motor vehicle excise billing went live in April 2023 and property tax billing became effective with fiscal year 2024. The water and sewer billing application will be rolled out during fiscal year 2024 and will impact the timing and issuance of the bills during the implementation period and may impact collections for the year. The Town is not only changing its utility billing software, but also upgrading its meter reading applications because the current version is not compatible with the new billing software because the Town had to use an older system to work with the legacy billing system. The last implementation phase will be during late fiscal year 2024 and early fiscal year 2025 which is to expand general billing to many Town and School departments.

We anticipate that overall local resources will remain solid for the next 12 to 24 months based on permitted private activity construction, but revenue growth could be less depending on actions taken by the Commonwealth to address its forecasted lower revenue growth, or possible declines. The strength in local receipts is attributable to the continued higher per capita incomes which results in new higher cost vehicles being purchased, and investment in new and existing homes. We anticipate that the higher annual percentage increases in residential property values will abate. Earnings on Town funds from higher interest rates will produce more revenue that initially projected, which will add to the fund balance. We anticipate having a greater amount of Free Cash rolling over to the following fiscal year or otherwise reserving the funds to provide a buffer should state aid be flat. The Town maintains an adequate reserve for property tax abatements and exemptions for the fiscal year as well as for uncollected taxes from prior fiscal years. We again caution that actions at the Federal level can have national consequences and may impact the regional economy.

Requests for Information

This financial report is designed to provide a general overview of the Town of Needham's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Town of Needham, Massachusetts
Assistant Town Manager/Director of Finance
1471 Highland Avenue
Needham, Massachusetts 02492

TOWN OF NEEDHAM, MASSACHUSETTS

STATEMENT OF NET POSITION

JUNE 30, 2023

	Governmental Activities	Business-Type Activities	Total
Assets			
Current Assets			
Cash and short-term investments	$ 97,782,461	$ 15,959,618	$ 113,742,079
Investments	22,918,949	-	22,918,949
Receivables, net of allowance for uncollectibles:			
Property taxes	2,175,430	-	2,175,430
Excises	924,652	-	924,652
Utilities	-	5,933,588	5,933,588
Departmental	2,013,760	-	2,013,760
Intergovernmental	222,323	-	222,323
Other	179,285	-	179,285
Total Current Assets	126,216,860	21,893,206	148,110,066
Noncurrent Assets			
Receivables, net of allowance for uncollectibles:			
Property taxes	1,560,152	-	1,560,152
Capital assets non-depreciable	49,505,958	8,364,293	57,870,251
Capital assets depreciable, net	332,330,709	49,851,779	382,182,488
Total Noncurrent Assets	383,396,819	58,216,072	441,612,891
Total Assets	509,613,679	80,109,278	589,722,957
Deferred Outflows of Resources			
Related to pension	22,457,050	857,842	23,314,892
Related to OPEB	12,093,342	174,264	12,267,606
Total Deferred Outflows of Resources	34,550,392	1,032,106	35,582,498

(continued)

The accompanying notes are an integral part of these financial statements.

(continued)

TOWN OF NEEDHAM, MASSACHUSETTS

STATEMENT OF NET POSITION

JUNE 30, 2023

	Governmental Activities	Business-Type Activities	Total
Liabilities			
Current Liabilities			
Warrants and accounts payable	4,316,923	1,479,253	5,796,176
Accrued liabilities	7,451,873	225,262	7,677,135
Unearned revenue	3,957,960	-	3,957,960
Refunds payable	77,916	-	77,916
Notes payable	420,000	2,640,000	3,060,000
Other liabilities	1,351,650	-	1,351,650
Current portion of long-term liabilities:			
Bonds payable	11,638,274	905,439	12,543,713
Compensated absences	1,774,985	-	1,774,985
Landfill liability	56,415	-	56,415
Total Current Liabilities	31,045,996	5,249,954	36,295,950
Noncurrent Liabilities			
Bonds and loans payable, net of current portion	111,033,705	6,334,220	117,367,925
Net pension liability	83,968,779	3,207,538	87,176,317
Net OPEB liability	71,907,115	1,036,177	72,943,292
Compensated absences, net of current portion	5,324,956	275,336	5,600,292
Landfill liability, net of current portion	282,078	-	282,078
Total Noncurrent Liabilities	272,516,633	10,853,271	283,369,904
Total Liabilities	303,562,629	16,103,225	319,665,854
Deferred Inflows of Resources			
Related to pension	6,368,545	243,273	6,611,818
Related to OPEB	6,063,891	87,381	6,151,272
Taxes paid in advance	79,326	-	79,326
Total Deferred Inflows of Resources	12,511,762	330,654	12,842,416
Net Position			
Net investment in capital assets	259,235,761	48,425,010	307,660,771
Restricted for:			
Permanent funds:			
Nonexpendable	204,780	-	204,780
Expendable	3,322,843	-	3,322,843
Grants and other statutory restrictions	22,380,710	-	22,380,710
Unrestricted	(57,054,414)	16,282,495	(40,771,919)
Total Net Position	$ 228,089,680	$ 64,707,505	$ 292,797,185

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2023

		Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expenses) Revenues
Governmental Activities					
General government	$ 11,886,158	$ 599,944	$ 835,806	$ -	$ (10,450,408)
Public safety	32,985,312	7,899,085	96,355	-	(24,989,872)
Education	149,998,863	4,211,714	37,592,400	-	(108,194,749)
Public works	32,753,168	3,262,679	-	495,511	(28,994,978)
Building design and construction	360,042	-	-	-	(360,042)
Health and human services	4,962,963	287,703	1,735,704	-	(2,939,556)
Culture and recreation	5,288,710	1,360,440	136,632	-	(3,791,638)
Interest on debt service	3,109,326	-	-	-	(3,109,326)
Intergovernmental	1,555,971	-	-	-	(1,555,971)
Other unallocated costs	1,384,277	-	-	-	(1,384,277)
Total Governmental Activities	244,284,790	17,621,565	40,396,897	495,511	(185,770,817)
Business-Type Activities					
Sewer services	9,256,075	9,127,092	-	-	(128,983)
Water services	5,418,369	7,045,761	-	-	1,627,392
Total Business-Type Activities	14,674,444	16,172,853	-	-	1,498,409
Total	$ 258,959,234	$ 33,794,418	$ 40,396,897	$ 495,511	(184,272,408)

(continued)

The accompanying notes are an integral part of these financial statements.

(continued)

TOWN OF NEEDHAM, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2023

	Governmental Activities	Business-Type Activities	Total
Change in Net (Expenses) Revenues from Previous Page	(185,770,817)	1,498,409	(184,272,408)
General Revenues			
Property taxes	181,891,049	-	181,891,049
Excises	7,163,249	-	7,163,249
Penalties, interest, and other taxes	3,081,612	-	3,081,612
Grants and contributions not restricted to specific programs	3,378,098	-	3,378,098
Investment income	2,593,799	9,995	2,603,794
Miscellaneous	854,308	379	854,687
Transfers, net	96,543	(96,543)	-
Total General Revenues and Transfers	199,058,658	(86,169)	198,972,489
Change in Net Position	13,287,841	1,412,240	14,700,081
Net Position			
Beginning of year	214,801,839	63,295,265	278,097,104
End of year	$ 228,089,680	$ 64,707,505	$ 292,797,185

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2023

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets					
Cash and short-term investments	$ 60,141,601	$ 3,847,853	$ 3,143,158	$ 27,978,524	$ 95,111,136
Investments	11,619,850	8,087,620	-	3,211,479	22,918,949
Receivables:					
Property taxes	3,693,372	42,210	-	-	3,735,582
Excises	924,652	-	-	-	924,652
Departmental	1,419,548	-	-	594,212	2,013,760
Intergovernmental	-	-	83,581	138,742	222,323
Other	179,285	-	-	-	179,285
Total Assets	$ 77,978,308	$ 11,977,683	$ 3,226,739	$ 31,922,957	$ 125,105,687
Liabilities					
Warrants and accounts payable	$ 1,681,933	$ -	$ 33,954	$ 2,535,550	$ 4,251,437
Unearned revenue	-	-	2,179,721	1,778,239	3,957,960
Accrued liabilities	4,961,968	322	10,855	29,462	5,002,607
Notes payable	-	-	-	420,000	420,000
Refunds payable	77,916	-	-	-	77,916
Other liabilities	1,218,675	-	-	132,975	1,351,650
Total Liabilities	7,940,492	322	2,224,530	4,896,226	15,061,570
Deferred Inflows of Resources:					
Unavailable revenues	5,354,141	42,210	83,581	731,158	6,211,090
Taxes paid in advance	79,326	-	-	-	79,326
Total Deferred Inflows of Resources	5,433,467	42,210	83,581	731,158	6,290,416
Fund Balances					
Nonspendable	-	-	-	204,780	204,780
Restricted	565,811	11,935,151	1,011,043	11,942,620	25,454,625
Committed	20,984,813	-	-	15,826,630	36,811,443
Assigned	7,326,169	-	-	-	7,326,169
Unassigned	35,727,556	-	(92,415)	(1,678,457)	33,956,684
Total Fund Balances	64,604,349	11,935,151	918,628	26,295,573	103,753,701
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 77,978,308	$ 11,977,683	$ 3,226,739	$ 31,922,957	$ 125,105,687

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2023

Total Governmental Fund Balances	$ 103,753,701
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds	381,836,667
Revenues are reported on the accrual basis of accounting and are not deferred until collection	6,211,090
Deferred outflows of resources to be recognized as an increase to pension and OPEB expense in future periods:	
Related to pension	22,457,050
Related to OPEB	12,093,342
Internal service funds are used by management to account for workers' compensation and property and casualty self-insurance. The assets and liabilities of the internal service funds are included in the governmental activities in the Statement of Net Position	2,057,523
In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due	(1,900,950)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds and loans payable	(122,671,979)
Net pension liability	(83,968,779)
Net OPEB liability	(71,907,115)
Compensated absences payable	(7,099,941)
Landfill	(338,493)
Deferred inflows of resources to be recognized as a decrease to pension and OPEB expense in future periods:	
Related to pension	(6,368,545)
Related to OPEB	(6,063,891)
Net Position of Governmental Activities	$ 228,089,680

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2023

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues					
Property taxes	$ 179,124,962	$ 3,107,298	$ -	$ -	$ 182,232,260
Excises	6,779,778	-	-	-	6,779,778
Penalties, interest, and other taxes	2,948,504	6,187	-	-	2,954,691
Charges for services	4,742,161	-	-	6,454,263	11,196,424
Departmental	932,565	-	-	-	932,565
Licenses and permits	5,099,563	-	-	-	5,099,563
Intergovernmental	30,683,167	1,131,787	1,344,840	11,391,389	44,551,183
Investment income	1,886,145	305,643	-	402,011	2,593,799
Fines and forfeitures	101,457	-	-	-	101,457
Contributions	-	-	-	429,790	429,790
Other	822,164	-	-	32,144	854,308
Total Revenues	233,120,466	4,550,915	1,344,840	18,709,597	257,725,818
Expenditures					
Current:					
General government	8,610,711	2,205,134	588,616	279,427	11,683,888
Public safety	24,765,986	-	7,536	1,468,121	26,241,643
Education	122,778,849	-	-	13,836,069	136,614,918
Public works	27,757,727	-	30,176	161,737	27,949,640
Building design and construction	223,038	-	-	-	223,038
Health and human services	3,319,995	-	465,534	746,137	4,531,666
Culture and recreation	3,983,868	-	-	584,373	4,568,241
Employee benefits	823,474	-	-	-	823,474
Other	802,155	-	-	-	802,155
Capital outlay	-	-	-	14,197,463	14,197,463
Debt service:					
Principal	13,500,000	-	-	-	13,500,000
Interest	4,491,943	-	-	-	4,491,943
Intergovernmental	1,555,971	-	-	-	1,555,971
Total Expenditures	212,613,717	2,205,134	1,091,862	31,273,327	247,184,040
Excess (deficiency) of revenues over expenditures	20,506,749	2,345,781	252,978	(12,563,730)	10,541,778
Other Financing Sources (Uses)					
Transfers in	2,719,542	-	-	14,089,991	16,809,533
Transfers out	(14,970,301)	(969,632)	(277,260)	(925,797)	(17,142,990)
Total Other Financing Sources (Uses)	(12,250,759)	(969,632)	(277,260)	13,164,194	(333,457)
Change in Fund Balance	8,255,990	1,376,149	(24,282)	600,464	10,208,321
Fund Balances at Beginning of Year, as Reclassified	56,348,359	10,559,002	942,910	25,695,109	93,545,380
Fund Balances at End of Year	$ 64,604,349	$ 11,935,151	$ 918,628	$ 26,295,573	$ 103,753,701

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2023

Net Changes in Fund Balances - Total Governmental Funds	$	10,208,321
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Capital outlay		14,182,266
Depreciation		(16,428,780)
Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue and allowance for doubtful accounts.		(431,496)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any affect on the changes in net position:		
Repayments of general obligation bonds and loans		13,500,000
In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.		429,344
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.		
Change in pension expense from GASB 68		(1,688,513)
Change in OPEB expense from GASB 75		(7,344,550)
Change in compensated absences		(819,792)
Change in landfill liability		56,415
Bond premium amortization		953,274
Internal service funds are used by management to account for self-insurance activities. The net activity of internal service funds is reported with Governmental Activities.		671,352
Change in Net Position of Governmental Activities	$	13,287,841

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

PROPRIETARY FUNDS

STATEMENT OF NET POSITION

JUNE 30, 2023

	Business-Type Activities Enterprise Funds			Governmental Activities
	Sewer Fund	Water Fund	Total	Internal Service Funds
Assets				
Current Assets				
Cash and short-term investments	$ 5,550,648	$ 10,408,970	$ 15,959,618	$ 2,671,325
User fees receivable	3,104,983	2,828,605	5,933,588	-
Total Current Assets	8,655,631	13,237,575	21,893,206	2,671,325
Noncurrent Assets				
Capital assets non-depreciable	3,515,988	4,848,305	8,364,293	-
Capital assets depreciable, net	21,121,386	28,730,393	49,851,779	-
Total Noncurrent Assets	24,637,374	33,578,698	58,216,072	-
Total Assets	33,293,005	46,816,273	80,109,278	2,671,325
Deferred Outflows of Resources				
Related to pension	337,009	520,833	857,842	-
Related to OPEB	94,032	80,232	174,264	-
Total Deferred Outflows of Resources	431,041	601,065	1,032,106	-
Liabilities				
Current Liabilities				
Accounts payable	731,898	747,355	1,479,253	65,486
Accrued liabilities	185,599	39,663	225,262	548,316
Notes payable	-	2,640,000	2,640,000	-
Current portion of long-term liabilities:				
Bonds payable	420,644	484,795	905,439	-
Total Current Liabilities	1,338,141	3,911,813	5,249,954	613,802
Noncurrent Liabilities				
Bonds payable, net of current portion	3,240,612	3,093,608	6,334,220	-
Compensated absences	158,671	116,665	275,336	-
Net pension liability	1,260,104	1,947,434	3,207,538	-
Net OPEB liability	559,113	477,064	1,036,177	-
Total Noncurrent Liabilities	5,218,500	5,634,771	10,853,271	-
Total Liabilities	6,556,641	9,546,584	16,103,225	613,802
Deferred Inflows of Resources				
Related to pension	95,571	147,702	243,273	-
Related to OPEB	47,150	40,231	87,381	-
Total Deferred Inflows of Resources	142,721	187,933	330,654	-
Net Position				
Net investment in capital assets	21,064,715	27,360,295	48,425,010	-
Unrestricted	5,959,969	10,322,526	16,282,495	2,057,523
Total Net Position	$ 27,024,684	$ 37,682,821	$ 64,707,505	$ 2,057,523

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

PROPRIETARY FUNDS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

FOR THE YEAR ENDED JUNE 30, 2023

	Business-Type Activities Enterprise Funds			Governmental Activities
	Sewer Fund	Water Fund	Total	Internal Service Funds
Operating Revenues				
Charges for services	$ 9,127,092	$ 7,042,499	$ 16,169,591	$ -
Other	-	3,262	3,262	1,025,839
Total Operating Revenues	9,127,092	7,045,761	16,172,853	1,025,839
Operating Expenses				
Personnel services	909,083	804,988	1,714,071	784,487
Non-personnel services	535,524	1,159,403	1,694,927	-
Depreciation	970,113	1,904,291	2,874,404	-
Intergovernmental assessments	6,760,857	1,464,186	8,225,043	-
Total Operating Expenses	9,175,577	5,332,868	14,508,445	784,487
Operating Income (Loss)	(48,485)	1,712,893	1,664,408	241,352
Nonoperating Revenues (Expenses)				
Investment income	9,995	-	9,995	-
Other revenue	379	-	379	-
Interest expense	(80,498)	(85,501)	(165,999)	-
Total Nonoperating Revenues (Expenses), Net	(70,124)	(85,501)	(155,625)	-
Income Before Contributions and Transfers	(118,609)	1,627,392	1,508,783	241,352
Transfers in	835,251	284,721	1,119,972	430,000
Transfers out	(500,948)	(715,567)	(1,216,515)	-
Change in Net Position	215,694	1,196,546	1,412,240	671,352
Net Position at Beginning of Year	26,808,990	36,486,275	63,295,265	1,386,171
Net Position at End of Year	$ 27,024,684	$ 37,682,821	$ 64,707,505	$ 2,057,523

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

PROPRIETARY FUNDS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2023

	Business-Type Activities Enterprise Funds			Governmental Activities
	Sewer Fund	Water Fund	Total	Internal Service Fund
Cash Flows From Operating Activities				
Receipts from customers and users	$ 9,295,912	$ 7,495,697	$ 16,791,609	$ -
Employer contributions	-	-	-	1,025,839
Payments of utility assessments	(6,760,857)	(1,464,186)	(8,225,043)	-
Payments to vendors and contractors	(23,698)	(527,261)	(550,959)	-
Payments of employee salaries, benefits, and related expenses	(1,020,804)	(1,170,134)	(2,190,938)	(724,667)
Net Cash Provided By Operating Activities	1,490,553	4,334,116	5,824,669	301,172
Cash Flows From Noncapital Financing Activities				
Transfers from other funds	835,251	284,721	1,119,972	430,000
Transfers to other funds	(500,948)	(715,567)	(1,216,515)	-
Net Cash Provided by (Used For) Noncapital Financing Activities	334,303	(430,846)	(96,543)	430,000
Cash Flows From Capital and Related Financing Activities				
Acquisition and construction of capital assets	(600,560)	(4,146,308)	(4,746,868)	-
Proceeds from issuance of notes	-	2,640,000	2,640,000	-
Principal payments on bonds and loans	(520,117)	(598,974)	(1,119,091)	-
Other non-operating income	379	-	379	-
Interest expense	(80,498)	(85,501)	(165,999)	-
Net Cash (Used For) Capital and Related Financing Activities	(1,200,796)	(2,190,783)	(3,391,579)	-
Cash Flows From Investing Activities				
Investment income	9,995	-	9,995	-
Net Cash Provided By Investing Activities	9,995	-	9,995	-
Net Change in Cash and Short-Term Investments	634,055	1,712,487	2,346,542	731,172
Cash and Short-Term Investments, Beginning of Year	4,916,593	8,696,483	13,613,076	1,940,153
Cash and Short-Term Investments, End of Year	$ 5,550,648	$ 10,408,970	$ 15,959,618	$ 2,671,325
Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities				
Operating income (loss)	$ (48,485)	$ 1,712,893	$ 1,664,408	$ 241,352
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation	970,113	1,904,291	2,874,404	-
Changes in assets, liabilities, and deferred outflows/inflows:				
User fees	320,591	449,936	770,527	-
Deferred outflows - related to pension	(117,186)	(479,441)	(596,627)	-
Deferred outflows - related to OPEB	130,282	144,082	274,364	-
Warrants and accounts payable	347,705	632,142	979,847	65,486
Accrued liabilities	150,348	(18,078)	132,270	(5,666)
Refunds payable	(151,771)	-	(151,771)	-
Compensated absences	5,880	(335)	5,545	-
Net pension liability	597,134	922,844	1,519,978	-
Net OPEB liability	(234,016)	(216,640)	(450,656)	-
Deferred inflows - related to pension	(454,610)	(685,227)	(1,139,837)	-
Deferred inflows - related to OPEB	(25,432)	(32,351)	(57,783)	-
Net Cash Provided By Operating Activities	$ 1,490,553	$ 4,334,116	$ 5,824,669	$ 301,172
Schedule of Non-Cash Capital and Related Financing Activities				
Acquisition and construction of capital assets on account	$ 331,038	$ -	$ -	$ -

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2023

	Pension Trust Fund (As of December 31, 2022)	Other Post-Employment Benefit Trust Fund	Private Purpose Trust Funds	Custodial Funds
ASSETS				
Cash and short-term investments	$ 6,049,136	$ 576,743	$ -	$ 393,189
Investments:				
PRIT - external investment pool	207,840,994	-	-	-
SRBT - external investment pool	-	69,557,712	-	-
Other	-	-	6,446,080	-
TOTAL ASSETS	213,890,130	70,134,455	6,446,080	393,189
LIABILITIES				
Accounts payable	38,409	-	4,000	22,919
Accrued liabilities	-	-	-	2,082
TOTAL LIABILITIES	38,409	-	4,000	25,001
NET POSITION				
Total net position restricted for pension, other post employment benefits, and other purposes	$ 213,851,721	$ 70,134,455	$ 6,442,080	$ 368,188

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FOR THE YEAR ENDED JUNE 30, 2023

	Pension Trust Fund (For the Year Ended December 31, 2022)	Other Post-Employment Benefit Trust Fund	Private Purpose Trust Funds	Custodial Funds
Additions				
Contributions:				
Employers	$ 11,407,096	$ 10,909,594	$ -	$ -
Plan members	5,126,860	-	-	-
Other	153,288	-	85,446	425,651
Total contributions	16,687,244	10,909,594	85,446	425,651
Investment income (loss):				
Earnings and change in fair value of investments	(26,027,543)	3,576,485	747,921	960
Less: management fees	(1,091,984)	-	-	-
Net investment income (loss)	(27,119,527)	3,576,485	747,921	960
Total Additions	(10,432,283)	14,486,079	833,367	426,611
Deductions				
Benefit payments to plan members and beneficiaries	15,428,617	5,735,280	-	-
Refunds to plan members	2,298,673	-	-	-
Administrative expenses	334,819	-	-	-
Other	-	-	274,557	483,573
Total Deductions	18,062,109	5,735,280	274,557	483,573
Change in Net Position	(28,494,392)	8,750,799	558,810	(56,962)
Restricted Net Position				
Beginning of year	242,346,113	61,383,656	5,883,270	425,150
End of year	$ 213,851,721	$ 70,134,455	$ 6,442,080	$ 368,188

The accompanying notes are an integral part of these financial statements.

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Needham (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

Reporting Entity

The Town is a municipal corporation governed by an elected Select Board. As required by generally accepted accounting principles, these financial statements present the Town and applicable component units for which the Town is considered to be financially accountable.

Fiduciary Component Units

The Needham Contributory Retirement System (the System) which was established to provide retirement benefits primarily to employees and their beneficiaries. The System is presented using the accrual basis of accounting and is reported as a pension trust fund in the fiduciary fund financial statements. Additional financial information of the System and complete financial statements can be obtained by contacting the System located at Town of Needham, Massachusetts, Town Hall, Needham, Massachusetts 02492.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements
Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation
Government-Wide Financial Statements
The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements
Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, certain expenditures such as debt service, claims and judgments, compensated absences, OPEB, and pension are recorded only when payment is due.

The Town reports the following major governmental funds:

- The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

- The *Community Preservation Fund* was adopted on November 2, 2004 by a state-wide act enabling legislation to allow Cities and Towns to choose to create a new funding source that can be used to address three core community concerns:
    - Acquisition and preservation of open space
    - Creation and support of affordable housing
    - Acquisition and preservation of historic buildings and landscapes

- The *Town Federal Grants Fund* is used to account for the Town's activities related to federal grants.

The proprietary fund financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting.* Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Town reports the following major proprietary funds:

- The *Sewer Fund* is used to report the Town's sewer enterprise fund operations.
- The *Water Fund* is used to report the Town's water enterprise fund operations.

The self-insured employee workers compensation and property and casualty insurance is reported as an *Internal Service Fund* in the accompanying financial statements.

The fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting.* Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The Town reports the following fiduciary funds:

- The *Pension Trust Fund* accounts for the activities of the Needham Retirement System (NRS), which accumulates resources for pension benefit payments to qualified employees.

- The *Other Post-Employment Benefits Trust Fund* is used to accumulate resources for health and life insurance benefits for retired employees.
- The *Private-Purpose Trust Fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent funds, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.
- The *Custodial Funds* account for fiduciary assets held by the Town in a custodial capacity as an agent on behalf of others and are not required to be reported elsewhere on the financial statements. Custodial funds include Student Activity Funds.

Deposits and Investments

A cash and investment pool is maintained that is available for use by all funds, except those required to be segregated by law. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments." The interest earnings attributable to each fund type are included under investment income.

For purpose of the statement of cash flows, the proprietary funds consider investments with original maturities of three months or less to be cash equivalents.

The Town's short-term investments also include their share of the Massachusetts Municipal Depository Trust (MMDT) cash portfolio, an external investment pool overseen by the Treasurer of the Commonwealth of Massachusetts. The fund is not Securities and Exchange Commission (SEC) registered. In accordance with GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, MMDT's portfolio securities are valued at amortized cost.

Where applicable, fair values are based on quotations from national securities exchanges, except for certain investments that are required to be presented using net asset value (NAV). The NAV per share is the amount of net assets attributable to each share outstanding at the close of the period. Investments measured using NAV for fair value are not subject to a level classification.

Investments are carried at fair value, except non-negotiable certificates of deposits which are reported at cost.

Investments in the Needham Retirement System are held in the Pension Reserve Investment Trust Fund (PRIT). Investments in the OPEB Trust Fund are held in the Massachusetts State Retiree Benefits Trust Fund (SBRT). Both are maintained by the Massachusetts Pension Reserves Investment Management Board (PRIM). Fair value of the investments held in PRIT and SBRT are the same as the value of the pool shares.

Property Tax Limitations

Legislation known as "Proposition 2½" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is used as a base and cannot

increase by more than 2.5 percent (excluding new growth), unless an override or debt exemption is voted.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an estimated useful life in excess of five years. The Town has a capitalization policy with the following established thresholds for capitalization:

Assets	Threshold
Land improvements	$ 5,000
Buildings and facilities	$ 50,000
Building improvements	$ 25,000
Furniture, fixtures, machinery, and equipment	$ 5,000
Vehicles	$ 5,000
Road work	$ 75,000
Water and sewer systems	$ 75,000

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	40 - 50
Machinery, equipment, and furnishings	5 - 10
Vehicles	5
Infrastructure	20 - 40

Compensated Absences

Based on provisions contained in the Town's personnel policy or collective bargaining agreement, employees are eligible to accumulate earned but unused vacation and sick leave benefits. Vacation time accrues either annually or monthly based on years of service and is considered vested at the time it is earned. Employees are limited in their ability to carry unused vacation leave from one year to the next. Personal leave is not cumulative and is not carried forward to the next year. Sick leave is accrued either monthly or annually and accumulates without limit. Some employees whose employment terminates by retirement, disability, or death are entitled to payment upon termination at their current rate of pay for twenty-five percent of accrued sick leave. Some employees are subject to a 960-hour cap for the purposes of sick leave buy-back, and some employees are ineligible to participate in the program.

All vested personal and vacation pay is accrued when incurred in the government-wide financial statements. Twenty-five percent of vested sick leave is accrued when incurred in the government-wide financial statements, based on an estimate number of employees expected to retire. A liability for these amounts is reported in governmental funds only if the employee has met the requirements to be eligible for buy-back of sick leave upon a qualifying event.

Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt, and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position.

Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance

Generally, fund balance represents the difference between the current assets/deferred outflows and current liabilities/deferred inflows. The Town has implemented GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions, as follows:

Nonspendable

Represents amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact. This fund balance classification includes nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted
Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes various special revenue funds, capital projects funds, and the income portion of permanent funds.

Committed
Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision making authority. This fund balance classification includes special purpose stabilization accounts set aside by Town Meeting vote for future capital acquisitions and improvements, various capital project fund articles approved at Town Meeting, as well as reserve accounts for compensated absences. A similar action is needed to modify or rescind a commitment.

Assigned
Represents funds that are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance (free cash) voted to be used in the subsequent fiscal year.

Unassigned
Represents amounts that are available to be spent in future periods, the Town's general stabilization account, and deficit balances. The General Fund is the only fund that reports a positive unassigned fund balance.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position
Net position represents the difference between assets/deferred outflows of resources and liabilities/deferred inflows of resources. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on use either through enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

Use of Estimates
The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets

and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

Budgetary Information

At the annual town meeting, the Finance Committee presents an operating budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the Reserve Fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the General Fund and Proprietary Funds. Effective budgetary control is achieved for all other funds through provisions of Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances, which will be honored during the subsequent year.

Deficit Fund Equity

Certain individual funds reflect deficit balances as of June 30, 2023. The deficits in these funds will be eliminated through future intergovernmental revenues, transfers from other funds, and issuance of long-term debt.

New Pronouncements

In fiscal year 2023, the Town implemented GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* and Statement No. 96, *Subscription-Based Information Technology Arrangements*. Management has determined the effect of these pronouncements to be immaterial to the users of the financial statements.

3. Deposits and Investments

Town (Excluding the Pension and OPEB Trust Fund)

Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned. Massachusetts General Laws (MGL) Chapter 44, Section 55, limits deposits "in a bank or trust company or banking company to an amount not exceeding sixty percent of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess." The Town's custodial credit risk policy allows unlimited amounts to be deposited in certificates of deposits with a maximum maturity as set by Massachusetts General Laws (MGL) and full collateralization through a third-party agreement. The policy also allows unlimited deposits in Massachusetts State pooled fund and limits the remaining unsecured deposits to 5% of any institution's assets and no more than 25% of the Town's assets. The Town's policy was designed to limit exposure to only those institutions with a proven financial strength, capital adequacy of the firm, and overall affirmative reputation in the municipal industry. Further, all securities not held directly by the Town will be held in the Town's name and the tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security. The Town does not have a deposit policy for custodial credit risk.

As of June 30, 2023, $30,180,711, of the Town's bank balance of $120,589,183, was exposed to custodial credit risk as uninsured and uncollateralized, and $32,020,370, was collateralized by securities held by the pledging financial institution's trust department or agent.

Investments

The following is a summary of the Town's investments, including private-purpose trust funds, as of June 30, 2023:

Investment Type		Amount
U.S. Treasury notes	$	7,141,544
Federal agencies		936,443
Corporate bonds		6,887,397
Fixed income mutual funds		106,286
Corporate equities		5,888,282
Equity mutual funds		4,142,019
Market-linked certificates of deposits		4,263,058
Total investments	$	29,365,029

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. For short-term investments that were purchased using

surplus revenues, MGL, Chapter 44, Section 55, limits investments to the top rating issued by at least one nationally recognized statistical rating organization (NRSROs).

Presented below is the actual rating as of year-end for debt related investments of the Town, as rated by S&P Global Ratings:

		Ratings as of Year End				
Investment Type	Amount	AAA	AA	A	BBB	Unrated
Federal agencies	$ 936,443	$ 372,181	$ 564,262	$ -	$ -	$ -
Corporate bonds	6,887,397	620,689	460,763	3,130,426	2,675,519	-
Fixed income mutual funds	106,286	-	-	-	-	106,286
Total	$ 7,930,126	$ 992,870	$ 1,025,025	$ 3,130,426	$ 2,675,519	$ 106,286

Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Town will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Town's custodial credit risk policy allows unlimited investments in U.S. agency obligations, certificates of deposits secured through a third party, and other investments allowable by MGL. Investments are held in the Town's name, except for $5,776,539, which are held by counterparty.

Concentration of Credit Risk

The Town manages concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any type of security or issuer will be minimized. With the exception U.S. Treasury obligations or investments fully collateralized by U.S. agencies, and the state pool (MMDT), no more than 10% of the Town's investments shall be invested in a single financial institution.

As of June 30, 2023, the Town did not have an investment in one issuer greater than 5% of total investments.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town addresses interest rate risk by managing duration.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows:

Investment Type	Amount	Less Than 1	1-5	6-10
U.S. Treasury notes	$ 7,141,544	$ 3,054,433	$ 3,856,997	$ 230,114
Federal agencies	936,443	-	936,443	-
Corporate bonds	6,887,397	1,076,518	4,920,136	890,743
Fixed income mutual funds	106,286	106,286	-	-
Market-linked certificates of deposits	4,263,058	3,580,905	682,153	-
Total	$ 19,334,728	$ 7,818,142	$ 10,395,729	$ 1,120,857

Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town will not invest in any investment exposed to foreign currency risk.

Fair Value

The Town categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72*, Fair Value Measurement and Application* (GASB 72). The hierarchy is based on the valuation inputs used to measure the fair value of the asset and give the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

Level 1 - Unadjusted quoted prices for identical instruments in active markets.

Level 2 – Quoted prices for similar instruments in active markets; quoted prices for identical or similar instruments in markets that are not active; and model-derived valuations in which all significant inputs are observable.

Level 3 – Valuations derived from valuation techniques in which significant inputs are unobservable.

Investments that are measured at fair value using net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy.

In instances where inputs used to measure fair value fall into different levels in the fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Town's and OPEB Plan's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

Equity securities classified in Level 1 are valued using prices quoted in active markets for those securities.

Debt securities classified in Level 2 are valued using either a bid evaluation or a matrix pricing technique. Bid evaluations may include market quotations, yields, maturities, call features, and ratings. Matrix pricing is used to value securities based on the securities relationship to benchmark quote prices. Level 2 debt securities have non-proprietary information that was readily available to market participants, from multiple independent sources, which are known to be actively involved in the market.

As of June 30, 2023, the Town had the following fair value measurements:

		Fair Value Measurements Using:	
Description		Quoted prices in active markets for identical assets (Level 1)	Significant observable inputs (Level 2)
Investments by fair value level:			
U.S Treasury notes	$ 7,141,544	$ 7,141,544	$ -
Federal agencies	936,443	-	936,443
Corporate bonds	6,887,397	-	6,887,397
Fixed income mutual funds	106,286	106,286	-
Market-linked certificates of deposit	4,263,058	-	4,263,058
Equity securities:			
Corporate equities	5,888,282	5,888,282	-
Equity mutual funds	4,142,019	4,142,019	-
Total	$ 29,365,029	$ 17,278,131	$ 12,086,898

4. Investments – OPEB Trust Fund

Generally, the Town's OPEB Trust investment policies mirror that of the Town as discussed in the previous note.

As of June 30, 2023, the OPEB Trust Fund maintained its investments of $69,557,712 in the State Retirees Benefits Trust Fund (SRBT), an external investment pool managed by PRIM.

Custodial Credit Risk

As of June 30, 2023, the OPEB Trust Fund did not have any investments exposed to custodial credit risk as all investments in external investment pools are not exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

Credit Risk
As of June 30, 2023, all of the OPEB Trust Fund's investments were invested in external investment pools and unrated.
Concentration of Credit Risk
As of June 30, 2023, the OPEB Trust Fund did not have any investments subject to concentration of credit risk as investments in external investment pools are excluded from concentration of credit risk disclosure.

Interest Rate Risk
As of June 30, 2023, all OPEB Trust Fund investments had maturities of less than one year.

Foreign Currency Risk
As of June 30, 2023, none of the OPEB Trust Fund's investments were exposed to foreign currency risk exposure.

Fair Value
As of June 30, 2023, the OPEB Trust Fund's investments were valued at net asset value (NAV). There were no unfunded commitments. The redemption frequency is monthly with a 30-day redemption notice period. Investments in the SRBT are invested along with retirement funds in the PRIT fund, as discussed in the following note.

5. Investments - Retirement System

As of December 31, 2022, all of the System's investments of $207,840,994, were invested in the State Investment Pool (PRIT)* fund.

**Fair value is the same as the value of the pool share. The Pension Reserve Investment Trust (PRIT) was created under Massachusetts General Laws, Chapter 32, Section 22, in December 1983. PRIT is operated under contract with a private investment advisor, approved by the Pension Reserves Investment Management Board (PRIM). PRIM shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted under Massachusetts General Laws, Chapter 30B.*

Credit Risk
Massachusetts General Laws (MGL), Chapter 32, Section 23, limits the investment of System funds, to the extent not required for current disbursements, in the PRIT Fund or in securities, other than mortgages or collateral loans, which are legal for the investment of funds in savings banks under the laws of the Commonwealth of Massachusetts, provided that no more than the established percentage of assets, is invested in any one security. The System does not have formal investment policies related to credit risk.

As of December 31, 2022, all of the System's investments were unrated by nationally recognized statistical rating organizations.

Custodial Credit Risk
The System does not have formal investment policies related to custodial credit risk.

As of December 31, 2022, the System did not have any investments exposed to custodial credit risk as all investments in external investment pools are not exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

Concentration of Credit Risk
Massachusetts General Laws, Chapter 32, Section 23 limit the amount the System may invest in any one issuer or security type, with the exception of PRIT. The System does not have formal investment policies related to concentration of credit risk.

As of December 31, 2022, the System did not have any investments subject to concentration of credit risk as investments in external investment pools are excluded from concentration of credit risk disclosure.

Interest Rate Risk
The System does not have formal investment policies limiting investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

As of December 31, 2022, all of the System's investments had maturities of less than one year.

Foreign Currency Risk
The System does not have formal investment policies related to foreign currency risk. However, as of December 31, 2022, the System did not have any investments exposed to foreign currency risk.

Fair Value
As of December 31, 2022, the System's investments were measured using NAV, there were no unfunded commitments, and the redemption frequency was monthly with a 30-day redemption notice period. PRIT maintains a diversified portfolio of active and passive investment strategies. A significant portion of the fund is allocated to global equity investments, which typically generate higher returns, but can also experience more volatility. To offset potential volatility and diversify the fund, investments are made in alternative asset classes that demonstrate little correlation to equities, serving to generate more consistent returns while reducing portfolio volatility.

6. Property Taxes and Excises Receivable

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for

100% of the estimated fair market value. Taxes are due on a quarterly basis and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year they relate to. The actual fiscal year 2023 tax levy reflected an excess capacity of $1,175,906.

Fourteen days after the due date for the final tax bill for real estate taxes (May 1), a demand notice may be sent to the delinquent taxpayer. Fourteen days after the demand notice has been sent, the tax collector may proceed to file a lien against the delinquent taxpayers' property. The Town has an ultimate right to foreclose on property for unpaid taxes. Personal property taxes cannot be secured through the lien process.

Motor vehicle excise taxes are assessed annually for every motor vehicle and trailer registered in the Commonwealth of Massachusetts. The Registry of Motor Vehicles annually calculates the value of all registered motor vehicles for the purpose of excise assessment. The amount of motor vehicle excise tax due is calculated using a fixed rate of $25 per $1,000 of value.

Property tax and excises receivable at June 30, 2023 consisted of the following:

	Gross Amount	Allowance for Doubtful Accounts	Net Amount
Current:			
Real estate taxes	$ 2,026,185	$ -	$ 2,026,185
Personal property taxes	936,035	(829,000)	107,035
CPA	42,210	-	42,210
Total Current	3,004,430	(829,000)	2,175,430
Noncurrent:			
Tax liens	820,505	-	820,505
Deferred taxes	739,647	-	739,647
Total Noncurrent	1,560,152	-	1,560,152
Total property taxes	$ 4,564,582	$ (829,000)	$ 3,735,582
Motor Vehicle Excise	$ 1,354,652	$ (430,000)	$ 924,652

The allowance amount is estimated using varying percentages that the Town believes are not collectible based on year of levy.

Departmental Receivables

Departmental receivables are primarily comprised of ambulance and waste removal receivables. Departmental receivables in the accompanying financial statements reflect an estimated allowance for doubtful accounts of $207,000.

7. Interfund Transfers

The Town reports interfund transfers various funds. The sum of all transfers presented in the following table agrees with the sum of interfund transfers presented in the governmental and proprietary fund financial statements.

Governmental Funds	Transfers In	Transfers Out
General Fund	$ 2,719,542	$ 14,970,301
Community Preservation Fund	-	969,632
Town Federal Grants	-	277,260
Nonmajor Governmental Funds:		
Special Revenue Funds:		
Town state grants	-	26,072
Receipts reserved for appropriation	-	449,992
Affordable housing trust fund	-	24,177
Capital Project Funds:		
Emery grover building	3,710,000	-
Pollard locker room	1,068,500	-
Public works infrastructure	3,951,000	-
Fire ladder truck	2,000,000	-
Other capital project funds	3,336,314	425,556
Affordable housing trust fund	24,177	-
Subtotal Nonmajor Governmental Funds	14,089,991	925,797
Internal Service Fund	430,000	-
Enterprise Funds		
Sewer Fund	835,251	500,948
Water Fund	284,721	715,567
Subtotal Enterprise Funds	1,119,972	1,216,515
Total	$ 18,359,505	$ 18,359,505

The $1,216,515 from the sewer and water funds were transferred to the General Fund primarily for the operating budget and special articles.

The $1,119,972 transfer from the General Fund into the enterprise funds represents a subsidy to the sewer fund to cover storm water expenses funded by general revenues. Most of the transfers out of the General Fund represent the Town's practice of using *free cash* (available unassigned fund balance as certified by the Massachusetts Department of Revenue) and overlay surplus to the various non-major capital project funds.

Transfers out of the General Fund represent the Town's practice of funding capital activity with current year revenues as well as paying down some capital projects short-term notes payable with debt service appropriation.

Other transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

8. Capital Assets

Capital asset activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital assets, depreciable				
Buildings and improvements	$ 335,171,024	$ 77,041,972	$ -	$ 412,212,996
Machinery, equipment, and furnishings	21,799,298	3,667,620	(188,312)	25,278,606
Vehicles	8,359,864	317,281	(597,225)	8,079,920
Infrastructure	50,596,889	4,560,375	-	55,157,264
Total capital assets, depreciable	415,927,075	85,587,248	(785,537)	500,728,786
Less accumulated depreciation for:				
Buildings and improvements	(100,964,909)	(10,915,885)	-	(111,880,794)
Machinery, equipment, and furnishings	(15,505,508)	(3,003,352)	188,312	(18,320,548)
Vehicles	(7,453,344)	(475,360)	597,225	(7,331,479)
Infrastructure	(28,831,073)	(2,034,183)	-	(30,865,256)
Total accumulated depreciation	(152,754,834)	(16,428,780)	785,537	(168,398,077)
Capital assets, depreciable, net	263,172,241	69,158,468	-	332,330,709
Capital assets, non-depreciable				
Land	37,355,248	-	-	37,355,248
Works of art	119,773	-	-	119,773
Construction in progress	83,435,919	9,013,775	(80,418,757)	12,030,937
Total capital assets, non-depreciable	120,910,940	9,013,775	(80,418,757)	49,505,958
Governmental activities capital assets, net	$ 384,083,181	$ 78,172,243	$ (80,418,757)	$ 381,836,667

	Beginning Balance	Increases	Decreases	Ending Balance
Business-Type Activities				
Capital assets, depreciable				
Buildings and improvements	$ 21,137,038	$ -	$ (562,349)	$ 20,574,689
Plant	6,600,000	-	-	6,600,000
Machinery, equipment, and furnishings	3,458,119	92,981	(29,600)	3,521,500
Vehicles	977,963	39,985	(31,495)	986,453
Infrastructure	82,802,396	-	-	82,802,396
Total capital assets, depreciable	114,975,516	132,966	(623,444)	114,485,038
Less accumulated depreciation for:				
Buildings and improvements	(6,012,563)	(944,065)	562,349	(6,394,279)
Plant	(4,672,360)	(214,183)	-	(4,886,543)
Machinery, equipment, and furnishings	(2,627,134)	(214,565)	29,600	(2,812,099)
Vehicles	(934,873)	(35,694)	31,495	(939,072)
Infrastructure	(48,135,369)	(1,465,897)	-	(49,601,266)
Total accumulated depreciation	(62,382,299)	(2,874,404)	623,444	(64,633,259)
Capital assets, depreciable, net	52,593,217	(2,741,438)	-	49,851,779
Capital assets, non-depreciable				
Land	267,609	-	-	267,609
Construction in progress	3,151,744	4,944,940	-	8,096,684
Total capital assets, non-depreciable	3,419,353	4,944,940	-	8,364,293
Business-type activities capital assets, net	$ 56,012,570	$ 2,203,502	$ -	$ 58,216,072

Depreciation expense was charged to functions of the Town as follows:

Governmental Activities:	
General government	$ 1,782,281
Public safety	3,108,986
Education	7,260,628
Public works	3,459,962
Building design and construction	129,717
Health and human services	236,729
Culture and recreation	450,477
Total	$ 16,428,780
Business-Type Activities:	
Sewer	$ 970,113
Water	1,904,291
Total	$ 2,874,404

9. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of net assets by the Town that apply to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to pensions and OPEB, in accordance with GASB Statements No. 68 and 75, are more fully discussed in the corresponding pension and OPEB notes.

10. Accrued Liabilities

Accrued liabilities primarily represent accrued payroll and withholdings. In the government-wide Statement of Net Position, accrued liabilities also include accrued interest for bonds and anticipation notes.

Accrued liabilities reported in the Internal Service Fund represent an estimate of incurred but not reported workers' compensation claims.

11. Refunds Payable

This balance consists of an estimate of refunds due to property taxpayers for potential abatements. These cases are currently pending with the state Appellate Tax Board.

12. Notes Payable

The following summarizes activity in notes payable during fiscal year 2023:

Governmental Activities	Interest Rate %	Date of Issue	Date of Maturity	Balance at 6/30/23
Emery grover building addition and renovation	4.50	05/26/23	10/16/23	$ 420,000
Total Governmental Activities				$ 420,000

Business Type Activities	Interest Rate %	Date of Issue	Date of Maturity	Balance at 6/30/23
Water distribution improvements	4.50	05/26/23	10/16/23	2,440,000
Water service connections	4.50	05/26/23	10/16/23	200,000
Total Business Type Activities				$ 2,640,000

Governmental Activities	Balance Beginning of Year	New Issues	Maturities	Balance End of Year
Public works storage facility design & construction	$ -	$ 35,000	$ (35,000)	$ -
Emery grover building design	-	990,000	(990,000)	-
Emery grover building addition and renovation	-	1,290,000	(1,290,000)	-
Emery grover building addition and renovation	-	420,000	-	420,000
Total Governmental Activities	$ -	$ 2,735,000	$ (2,315,000)	$ 420,000
Business Type Activities				
Water distribution improvements	$ -	$ 260,000	$ (260,000)	$ -
Water service connections	-	300,000	(300,000)	-
RTS property repairs	-	65,000	(65,000)	-
Water distribution improvements	-	2,440,000	-	2,440,000
Water service connections	-	200,000	-	200,000
Total Business Type Activities	$ -	$ 3,265,000	$ (625,000)	$ 2,640,000

13. Long-Term Debt

General Obligation Bonds and Loans

The Town issues general obligation bonds and loans to provide funds for the acquisition and construction of major capital facilities. General obligation bonds and loans have been issued for both governmental and business-type activities. General obligation bonds and loans (issuances through the MA Water Resources Authority) outstanding are as follows:

Governmental Activities	Original Amount	Interest Rate(s) %	Date of Issue	Date of Maturity	Amount Outstanding
General Obligation Bonds					
Public Offerings:					
Town Hall, Parking and Bridge	$ 2,460,000	2.00 - 3.125	10/05/11	08/01/26	$ 420,000
GOB - Refunding 2012	10,995,000	2.00 - 4.00	06/06/12	11/01/23	630,000
Municipal Purpose 2013	12,244,000	2.00 - 4.00	10/03/12	07/15/32	4,920,000
Municipal Purpose 2013	5,945,000	2.00 - 4.00	06/18/13	11/01/32	2,830,000
Municipal Purpose 2014	6,085,000	3.00 - 4.00	12/02/13	07/15/33	2,755,000
Municipal Purpose 2014	5,032,000	2.00 - 2.50	06/02/14	05/15/34	635,000
Municipal Purpose 2015	13,425,000	2.00 - 4.00	04/01/15	11/15/33	2,620,000
GOB - Refunding 2016	6,645,000	2.00 - 4.00	06/16/16	08/01/27	2,810,000
Municipal Purpose2017	10,945,000	3.00 - 4.00	01/05/17	01/15/42	6,380,000
Municipal Purpose 2018	31,000,000	3.00 - 4.00	07/17/18	07/15/38	23,120,000
Municipal Purpose 2020	27,500,000	2.625 - 5.00	10/01/19	08/01/44	21,725,000
Municipal Purpose 2020	25,185,000	2.00 - 5.00	06/25/20	02/01/40	19,370,000
Municipal Purpose 2021	4,668,000	2.00 - 5.00	04/14/21	06/30/41	3,355,000
Municipal Purpose 2021	19,407,000	2.00 - 5.00	04/14/21	06/30/41	15,000,000
Municipal Purpose 2022	9,970,000	2.00 - 5.00	04/14/22	08/15/36	6,770,000
Total Governmental Activities					$ 113,340,000

Business-Type Activities	Original Amount	Interest Rate(s) %	Date of Issue	Date of Maturity	Amount Outstanding
General Obligation Bonds					
Public Offerings:					
Municipal Purpose 2014	$ 5,032,000	2.00 - 2.50	06/02/14	05/15/34	$ 1,095,000
Municipal Purpose 2015	13,425,000	2.00 - 4.00	04/01/15	11/15/33	1,060,000
Municipal Purpose 2020	25,185,000	2.00 - 5.00	06/25/20	02/01/28	25,000
Municipal Purpose 2022	145,000	2.00 - 5.00	04/14/22	08/15/27	120,000
Total Public Offerings					2,300,000
Loans - Direct Borrowings					
Massachusetts Water Resources Authority:					
MA Water Resources Authority	765,335	2.00	06/01/12	07/15/30	357,770
MA Water Resources Authority	9,055,822	2.00	05/22/13	01/15/33	3,340,256
MA Water Resources Authority	2,310,813	3.00 - 4.00	05/11/17	01/15/28	1,065,633
MA Water Resources Authority	440,000	0.00	11/26/19	11/15/24	176,000
Total Loans - Direct Borrowings					4,939,659
Total Business-Type Activities					$ 7,239,659

Future Debt Service

The annual payments to retire all general obligation and direct borrowing long-term debt outstanding as of June 30, 2023 are as follows:

	General Obligation Bonds		
Governmental	Principal	Interest	Total
2024	$ 10,685,000	$ 4,001,025	$ 14,686,025
2025	9,745,000	3,534,775	13,279,775
2026	8,745,000	3,119,725	11,864,725
2027	8,280,000	2,755,172	11,035,172
2028	7,520,000	2,401,569	9,921,569
2029 - 2033	31,420,000	7,887,422	39,307,422
2034 - 2038	22,740,000	3,511,981	26,251,981
2039 - 2043	12,565,000	1,043,563	13,608,563
2044 - 2045	1,640,000	40,200	1,680,200
Total	$ 113,340,000	$ 28,295,432	$ 141,635,432

	General Obligation Bonds		
Business-Type	Principal	Interest	Total
2024	$ 260,000	$ 71,900	$ 331,900
2025	260,000	62,700	322,700
2026	220,000	54,550	274,550
2027	220,000	47,250	267,250
2028	215,000	40,350	255,350
2029 - 2033	945,000	114,100	1,059,100
2034	180,000	4,600	184,600
Total	$ 2,300,000	$ 395,450	$ 2,695,450

	MWRA Direct Borrowings		
Business-Type	Principal	Interest	Total
2024	$ 645,439	$ 73,544	$ 718,983
2025	652,855	66,649	719,504
2026	572,430	59,606	632,036
2027	580,168	52,411	632,579
2028	588,073	45,062	633,135
2029 - 2033	1,900,694	111,366	2,012,060
Total	$ 4,939,659	$ 408,638	$ 5,348,297

Bond Authorizations

Long-term debt authorizations which have not been issued or rescinded as of June 30, 2023, are as follows:

Date Authorized	Purpose	Amount
5/7/2018	Public Works Storage Facility Design & Consturction	$ 35,000
5/7/2018	RTS Property Repairs	120,000
5/6/2019	Water Distribution Improvements	1,300,000
5/1/2021	Public Safety Building and Fire Station #2	1,400,000
5/1/2021	Sewer Main Replacement	204,500
5/1/2021	Water Service Connections	500,000
10/5/2021	Emery Grover Building Design	15,000
5/4/2022	Emery Grover Building Addition and Renovation	12,440,000
10/24/2022	Additional Emery Grover Building Addition	1,295,000
10/24/2022	Charles River Street Land Acquisition	2,500,000
5/1/2023	Broadmeadow and Eliot School Rooftop Unit	9,000,000
5/1/2023	South Street Water System Distribution Improvements	4,000,000
	Total	$ 32,809,500

Changes in Long-Term Liabilities

During the year ended June 30, 2023, the following changes occurred in long-term liabilities:

	Total Balance 7/1/22	Additions	Reductions	Total Balance 6/30/23	Less Current Portion	Equals Long-Term Portion 6/30/23
Governmental Activities						
Bonds payable - public offerings	$ 126,840,000	$ -	$ (13,500,000)	$ 113,340,000	$ (10,685,000)	$ 102,655,000
Unamortized bond premium	10,285,253	-	(953,274)	9,331,979	(953,274)	8,378,705
Subtotal bonds and loans payable	137,125,253	-	(14,453,274)	122,671,979	(11,638,274)	111,033,705
Net pension liability	44,177,894	39,790,885	-	83,968,779	-	83,968,779
Net OPEB liability	72,379,901	-	(472,786)	71,907,115	-	71,907,115
Compensated absences	6,280,149	819,792	-	7,099,941	(1,774,985)	5,324,956
Landfill closure	394,908	-	(56,415)	338,493	(56,415)	282,078
Total Long-Term Liabilities	$ 260,358,105	$ 40,610,677	$ (14,982,475)	$ 285,986,307	$ (13,469,674)	$ 272,516,633
Business-Type Activities						
Bonds payable - public offerings	$ 2,745,000	$ -	$ (445,000)	$ 2,300,000	$ (260,000)	$ 2,040,000
Loans - direct borrowings	5,613,750	-	(674,091)	4,939,659	(645,439)	4,294,220
Subtotal bonds and loans payable	8,358,750	-	(1,119,091)	7,239,659	(905,439)	6,334,220
Net pension liability	1,687,560	1,519,978	-	3,207,538	-	3,207,538
Net OPEB liability	1,486,833	-	(450,656)	1,036,177	-	1,036,177
Compensated absences	269,791	5,545	-	275,336	-	275,336
Total Long-Term Liabilities	$ 11,802,934	$ 1,525,523	$ (1,569,747)	$ 11,758,710	$ (905,439)	$ 10,853,271

Prior Year Refundings

In prior years, the Town has defeased various bond issues by creating separate irrevocable trust funds. The proceeds from the new issuance of the general obligation bonds were used to purchase U.S. government securities, and those securities were deposited in an irrevocable trust with an escrow agent to provide debt service payments until the refunded bonds mature. For financial reporting purposes, the debt has been considered defeased and therefore removed as a liability from the Town's balance sheet. As of June 30, 2023, the amount of defeased debt outstanding but removed from the governmental activities and business-type activities was $5,290,000.

14. Landfill Postclosure Care Costs

State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the site for thirty years after closure.

The $338,493 reported as postclosure care liability at June 30, 2023, represents the estimated costs to maintain and monitor the site for the remainder of the thirty years. These amounts are based on what it would cost to perform all postclosure care in fiscal year 2023. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

15. Deferred Inflows of Resources

Deferred inflows of resources represent the acquisitions of net assets by the Town that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. The Town reports three items as deferred inflows of resources: one which is attributable to changes in the net pension liability, changes in OPEB liability, and the other one which arises from the current financial resources measurement focus and the modified accrual basis of accounting in governmental funds. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and are more fully described in the corresponding pension and OPEB notes. Unavailable revenues are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

16. Governmental Funds - Balances

The Town's fund balances at June 30, 2023 were comprised of the following:

	General Fund	Community Preservation Fund	Town Federal Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable:					
Permanent funds	$ -	$ -	$ -	$ 204,780	$ 204,780
Total Nonspendable	-	-	-	204,780	204,780
Restricted:					
Debt service	565,811	-	-	-	565,811
Community preservation	-	11,935,151	-	-	11,935,151
Town federal grants	-	-	1,011,043	-	1,011,043
Permanent funds	-	-	-	3,322,843	3,322,843
Capital projects	-	-	-	101,840	101,840
Special revenue funds:					
Circuit Breaker	-	-	-	1,410,000	1,410,000
School lunch	-	-	-	1,314,747	1,314,747
Parks and recreation revolving	-	-	-	781,899	781,899
RRFA - bond premiums	-	-	-	432,999	432,999
BOH immunization/education	-	-	-	343,540	343,540
Facility activity use	-	-	-	321,255	321,255
Insurance loss replacement	-	-	-	271,106	271,106
RRFA - parking meter fund	-	-	-	244,224	244,224
Other special revenue funds	-	-	-	3,398,167	3,398,167
Total Restricted	565,811	11,935,151	1,011,043	11,942,620	25,454,625
Committed:					
Continuing appropriations articles	3,863,857	-	-	-	3,863,857
Compensated absences	733,109	-	-	-	733,109
Capital improvement stabilization	1,582,467	-	-	-	1,582,467
Capital facility stabilization	2,006,084	-	-	-	2,006,084
Athletic facility stabilization	1,104,008	-	-	-	1,104,008
Debt service stabilization	2,248,681	-	-	-	2,248,681
Next year's appropriations	9,446,607	-	-	-	9,446,607
Capital projects	-	-	-	15,826,630	15,826,630
Total Committed	20,984,813	-	-	15,826,630	36,811,443
Assigned:					
Encumbrances	3,216,564	-	-	-	3,216,564
Next year's operating budget	4,097,105	-	-	-	4,097,105
Other	12,500	-	-	-	12,500
Total Assigned	7,326,169	-	-	-	7,326,169
Unassigned:					
Operating fund	31,062,457	-	-	-	31,062,457
General stabilization fund	4,665,099	-	-	-	4,665,099
Deficit funds	-	-	(92,415)	(1,678,457)	(1,770,872)
Total Unassigned	35,727,556	-	(92,415)	(1,678,457)	33,956,684
Total Fund Balances	$ 64,604,349	$ 11,935,151	$ 918,628	$ 26,295,573	$ 103,753,701

Stabilization Fund Arrangements

In accordance with Massachusetts General Laws, Section 5B of Chapter 40, as amended by Section 22 of Chapter 218 of the Acts of 2016, the Town maintains five stabilization

funds. Per Chapter 218, balances in the stabilization funds can be expended only upon appropriation at Town Meeting. Additionally, transfers to the stabilization funds are required to be approved at Town Meeting. The Town maintains the following stabilization funds:

- General stabilization – established around 1970, for general purposes.
- Capital improvement stabilization – established in May 2004, to reserve funds for the acquisition of new equipment, and/or the replacement of existing equipment (in both cases relating to equipment for which the Town may borrow for 5 years, or more), and/or for building/facility improvements with a cost of less than $250,000.
- Capital facility stabilization – established in May 2007, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity of the capital facilities.
- Athletic facility stabilization – established in May 2012, to reserve funds for the renovation and reconstruction of the Town's athletic facilities.
- Debt service stabilization – established in November 2015, to reserve funds to pay certain debt obligations, when necessary. The fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs.

17. Restricted Net Position

The Town's restricted net position at June 30, 2023 were comprised of the following:

Purpose		Governmental Activities
Community preservation	$	11,935,151
Permanent funds		3,322,843
Circuit breaker		1,410,000
School lunch		1,314,747
Park & recreation 53D		781,899
Debt service		565,811
FEMA safer		514,056
RRFA - bond premiums		432,999
Facility activity use		410,647
Insurance loss replacement		271,106
RRFA - parking meter fund		244,224
Other		4,704,850
Total	$	25,908,333

18. Needham Contributory Retirement System

The Town follows the provisions of GASB Statement No. 68*, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27,* with respect to the employees' retirement funds.

Plan Description

Employees of the Town (except teachers and administrators under contract employed by the School Department) who meet the membership eligibility requirements of Chapter 32 of the Massachusetts General Laws are members of the Needham Contributory Retirement System (the System), a cost-sharing, multiple-employer public employee defined benefit retirement system (PERS). Eligibility includes employees working over twenty hours per week and excludes part-time and seasonal employees. Eligible employees must participate in the System. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Chapter 32 of the Massachusetts General Laws establishes the authority of the System, contribution percentages and benefits paid. The System Retirement Board does not have the authority to amend benefit provisions. Additional information is disclosed in the System's annual financial reports publicly available from the System located at 1471 Highland Avenue, Needham, Massachusetts 02492.

Participant Retirement Benefits

The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation for those hired prior to April 2, 2012 and the highest five-year average annual rate of regular compensation for those first becoming members of the System on or after that date. However, per Chapter 176 of the Acts of 2011, for members who retire on or after April 2, 2012, if in the five years of creditable service immediately preceding retirement, the difference in the annual rate of regular compensation between any 2 consecutive years exceeds 100 percent, the normal yearly amount of the retirement allowance shall be based on the average annual rate of regular compensation received by the member during the period of 5 consecutive years preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification.

If a participant was a member prior to February 2012, a retirement allowance may be received at any age, upon attaining 20 years of service. The plan also provides for retirement at age 55 if the participant was a member prior to January 1, 1978, with no minimum vesting requirements. If the participant was a member on or after January 1, 1978 and a member of Groups 1 or 2, then a retirement allowance may be received if the participant (1) has at least 10 years of creditable service, (2) is age 55, (3) voluntarily left Town employment on or after that date, and (4) left accumulated annuity deductions in the fund. Members of Group 4 have no minimum vesting requirements, however, must be at

least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A participant who became a member on or after April 2, 2012 is eligible for a retirement allowance upon 10 years creditable service and reaching ages 60 or 55 for Groups 1 and 2, respectively. Participants in Group 4 must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deductions and a portion of the interest they generate constitute the annuity. The difference between the total retirement allowance and the annuity is the pension. The average retirement benefit is approximately 80-85% pension and 15-20% annuity.

Participant Refunds

Employees who resign from service and who are not eligible to receive a retirement allowance are entitled to request a refund of their accumulated total deductions. Members voluntarily withdrawing with at least 10 years of service or involuntarily withdrawing, receive 100% of the regular interest that has accrued on those accumulated total deductions. Members voluntarily withdrawing with less than 10 years of service get credited interest each year at a rate of 3%.

Participants' Contributions

Participants contribute a set percentage of their gross regular compensation annually. Employee contribution percentages are specified in Chapter 32 of the Massachusetts General Laws. The employee's individual contribution percentage is determined by their date of entry into the system. In addition, all employees hired on or after January 1, 1979 contribute an additional 2% on all gross regular compensation over the rate of $30,000 per year. The percentages are as follows:

Before January 1, 1975	5.00%
January 1, 1975 - December 31, 1983	7.00%
January 1, 1984 - June 30, 1996	8.00%
Beginning July 1, 1996	9.00%
1979- present	An additional 2% of salary in excess of $30,000.

For those members entering a System on or after April 2, 2012 in Group 1, the contribution rate will be reduced to 6% when at least 30 years of creditable service has been attained.

Employer Contributions

Employers are required to contribute at actuarially determined rates as accepted by the Public Employee Retirement Administration Commission (PERAC).

The Town's contribution to the System for the year ended June 30, 2023, was $11,263,367, which was equal to its annual required contribution.

Summary of Significant Accounting Policies

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the System and additions to/deductions from System's fiduciary net position have been determined on the same basis as they are reported by System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred (Inflows) of Resources Related to Pensions

At June 30, 2023, the Town reported a liability of $87,176,317 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2023. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2022, the Town's proportion was 98.74%, previously 98.65%.

For the year ended June 30, 2023, the Town recognized pension expense of $13,016,376. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Differences between expected and actual experience	$ 2,911,389	$ (6,539,716)
Changes of assumptions	9,189,339	-
Changes in proportion	169,388	(72,102)
Net difference between projected and actual earnings on pension plan investments	11,044,776	-
Total	$ 23,314,892	$ (6,611,818)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

Year ended June 30:	Deferred Outflows (Inflows) of Resources
2024	$ 2,695,394
2025	1,456,748
2026	3,456,315
2027	9,029,440
2027	65,177
Total	$ 16,703,074

Actuarial Assumptions

A summary of the actuarial assumptions as of the latest actuarial valuation is shown below:

Valuation date	1/1/2023
Actuarial cost methods	Individual Entry Age Normal
Actuarial assumptions:	
Investment rate of return	6.25%
Projected salary increases	Ranging from 6.00% decreasing to 3.75% for Group 1 Ranging from 6.00% decreasing to 4.00% for Group 2 Ranging from 7.00% decreasing to 4.25% for Group 4
Inflation rate	2.4% per year
Payroll growth	3.5% per year
Post-retirement cost-of-living adjustment	3% of the first $16,000

Actuarial valuation of the System involves estimates of the reported amounts and assumptions about probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Mortality rates were based on RP-2014 Blue Collar Employee Mortality Table with full generational mortality improvement using Scale MP-2016. For disabled members, RP-

2014 Blue Collar Mortality Table set forward one year with full generational mortality improvement using Scale MP-2016.

Target Allocations

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the System's targeted asset allocation as of June 30, 2023, are summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Real Rate of Return
Global equity	38.00%	4.74%
Core fixed income	15.00%	2.10%
Private equity	15.00%	7.60%
Real estate	10.00%	3.10%
Portfolio Completion (PCS)	10.00%	3.90%
Value-Added fixed income	8.00%	5.20%
Timberland	4.00%	4.40%
Total	100.00%	

Discount Rate

The discount rate used to measure the total pension liability was 6.25%. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.25%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

1% Decrease (5.25%)	Current Discount Rate (6.25%)	1% Increase (7.25%)
$ 123,651,052	$ 87,176,317	$ 56,610,691

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the System's separately issued financial report.

19. Massachusetts Teachers' Retirement System (MTRS)

Plan Description

The Massachusetts Teachers' Retirement System (MTRS) is a public employee retirement system (PERS) that administers a cost-sharing multi-employer defined benefit plan, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67*, Financial Reporting for Pension Plans*. MTRS is managed by the Commonwealth of Massachusetts on behalf of municipal teachers and municipal teacher retirees. The Commonwealth of Massachusetts is a nonemployer contributor and is responsible for all contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives, and Quincy College. The MTRS is part of the Commonwealth of Massachusetts' reporting entity and does not issue a stand-alone audited financial report.

Management of MTRS is vested in the Massachusetts Teachers' Retirement Board (MTRB), which consists of seven members—two elected by the MTRS members, one who is chosen by the six other MTRB members, the State Treasurer (or their designee), the State Auditor (or their designee), a member appointed by the Governor, and the Commissioner of Education (or their designee), who serves ex-officio as the Chairman of the MTRB.

Benefits Provided

MTRS provides retirement, disability, survivor, and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establishes uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For employees hired

after April 1, 2012, retirement allowances are calculated on the basis of the last five years or any five consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, and group creditable service, and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after ten years of creditable service. A superannuation retirement allowance may be received upon the completion of twenty years of creditable service or upon reaching the age of 55 with ten years of service. Normal retirement for most employees occurs at age 65. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MTRS' funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MTRS retirement allowance is funded by employees, who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

Contributions

Member contributions for MTRS vary depending on the most recent date of membership:

Membership Date	% of Compensation
Prior to 1975	5% of regular compensation
1975 to 1983	7% of regular compensation
1984 to 6/30/1996	8% of regular compensation
7/1/1996 to present	9% of regular compensation
7/1/2001 to present	11% of regular compensation (for teachers hired after 7/1/01 and those accepting provisions of Chapter 114 of the Acts of 2000)
1979 to present	An additional 2% of regular compensation in excess of $30,000

In addition, members who join MTRS on or after April 2, 2012 will have their withholding rates reduced to 8% for those participating in retirement, otherwise the withholdings are reduced to 6% plus 2% on earnings over $30,000 a year after achieving 30 years of creditable service.

Actuarial Assumptions

The net pension liability for the June 30, 2022 measurement date was determined by an actuarial valuation as of January 1, 2022 rolled forward to June 30, 2022. This valuation used the following assumptions:

- (a) 7.00% investment rate of return, (b) 3.50% interest rate credited to the annuity savings fund and (c) 3.00% cost of living increase on the first $13,000 per year.

- Salary increases are based on analyses of past experience but range from 4.00% to 7.50% depending on length of service.
- Experience study is dated July 21, 2014 and encompasses the period January 1, 2006 to December 31, 2011, updated to reflect post-retirement mortality from 2012-2020.

Mortality rates were as follows:

  - Pre-retirement – reflects RP-2010 Teachers Employees mortality table (headcount weighted) projected generationally with Scale MP-2020 (gender distinct).
  - Post-retirement – reflects RP-2010 Teachers Retirees mortality table (headcount weighted) projected generationally with Scale MP-2020 (gender distinct).
  - Disability – assumed to be in accordance with the Pub-2010 Teachers Retirees Mortality Table (headcount weighted) projected generationally with Scale MP-2020 (gender distinct).

Target Allocation

Investment assets of the MTRS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target asset allocation as of June 30, 2022 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global equity	38.00%	4.20%
Core fixed income	15.00%	0.50%
Private equity	15.00%	7.30%
Portfolio completion strategies	10.00%	2.70%
Real estate	10.00%	3.30%
Value added fixed income	8.00%	3.70%
Timber/natural resources	4.00%	3.90%
Total	100.00%	

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and the Commonwealth of Massachusetts' contributions will be made at rates equal to the difference between actuarially

determined contribution rates and the member rates. Based on those assumptions, the net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity Analysis

The following illustrates the sensitivity of the collective net pension liability to changes in the discount rate. In particular, the table presents the MTRS collective net pension liability assuming it was calculated using a single discount rate that is one-percentage-point lower or one-percentage-point higher than the current discount rate (amounts in thousands):

1% Decrease to 6.00%	Current Discount Rate 7.00%	1% Increase to 8.00%
$ 32,734,080	$ 25,888,138	$ 20,094,302

Special Funding Situation

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarial determined employer contributions on behalf of the member employers. Therefore, these employers are considered to be in a special funding situation as defined by GASB No. 68*, Accounting and Financial Reporting for Pensions* (GASB 68) and the Commonwealth of Massachusetts is a nonemployer contributing entity in MTRS. Since the employers do not contribute directly to MTRS, there is no net pension liability to recognize for each employer.

Town Proportions

In fiscal year 2022 (the most recent measurement period), the Town's proportionate share of the MTRS' collective net pension liability was $188,613,549 based on a proportionate share of 0.728571%. As required by GASB 68, the Town has recognized its portion of the Commonwealth's contribution as of $15,333,541 as both a revenue and expenditure on the Statement of Revenues, Expenditures, and Changes in Fund Balances, and its portion of the collective pension expense of $15,515,305 as both a revenue and expense on the Statement of Activities.

20. Other Post-Employment Benefits (GASB 74 and 75)

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (OPEB)*, replaces the requirements of Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. This applies if a trust fund has been established to fund future OPEB costs. In prior years the Town established a single employer defined benefit OPEB Trust Fund to provide funding for future employee health care costs. The OPEB Trust Fund does not issue a stand-alone financial report.

GASB Statement No. 75*, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of Statement No. 45*, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This statement identifies the methods and assumptions that are required to be used to project benefit payments, discounted projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

All the following OPEB disclosures are based on a measurement date of June 30, 2023.

General Information about the OPEB Plan

Plan Description

The Town provides post-employment healthcare benefits for retired employees through the Town's plan. The Town provides health insurance coverage through a variety of health plans through the West Suburban Health Group, a municipal joint purchase group organized under Massachusetts General Laws Chapter 32B §12. The benefits, benefit levels, employee contributions, and employer contributions are governed by Chapter 32 of Massachusetts General Laws.

Benefits Provided

The Town provides medical and prescription drug insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria will receive these benefits.

Funding Policy

The Town's funding policy includes funding the OPEB fund on a pay-as-you-go basis and making additional contributions based on actuarially determined amounts or annual budget limitations/authorizations.

Plan Membership

At June 30, 2023, the following employees were covered by the benefit terms:

Retirees/Disabled	971
Active employees	1,385
Total	2,356

Investments

The OPEB trust fund assets are invested with the Commonwealth's State Retirees Benefit Trust Fund.

Rate of Return
For the year ended June 30, 2023, the annual money-weighted rate of return on investments, net of investment expense, was 5.28%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Actuarial Assumptions and Other Inputs
The total OPEB liability was determined by an actuarial valuation as of June 30, 2022, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%, as of June 2023 and future periods
Salary increases	3.0% annually as of June 2023 and future periods
Investment rate of return	6.30%, net of investment expenses, including inflation
Discount rate	6.25%, net of investment expenses, including inflation
Healthcare cost trend rates	4.50% for 2023, based on the SOA Getzen Model of Long-Run Medical Cost Trends
Participation rate	80% of eligible employees
Retirees' share of benefit-related costs	26%-50%, depending on the retiree's plan

Mortality rates were based on:

- RP-2014 Employees Mortality Table projected generationally with scale MP-2016 for males and females, set forward 1 year for females
- RP-2014 Healthy Annuitant Mortality Table projected generationally with scale MP-2016 for males and females, set forward 1 year for females
- RP-2014 Healthy Annuitant Mortality Table projected generationally with scale MP-2016 for males and females, set forward 1 year

The actuarial assumptions used in the valuation primarily reflect the latest experience studies of the Massachusetts PERAC issued in 2014 and their most recent analysis of retiree mortality during 2015 and 2016.

Target Allocations
The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of geometric real rates of return for each major asset class included in the target asset allocation as of June 30, 2023, are summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Real Rate of Return
Alternatives	23.00%	5.95%
Domestic Fixed Income	20.00%	1.05%
International developed markets equity	16.00%	4.64%
Domestic equity - Large Cap	14.50%	4.10%
Real Estate	14.00%	6.25%
International emerging markets equity	6.00%	5.45%
Domestic equity - Small/Mid Cap	3.50%	4.55%
International Fixed Income	3.00%	0.96%
Total	100.00%	

Contributions

In addition to the implicit subsidy contribution, the Town's policy is to contribute the actuarily determined contribution.

Discount Rate

The discount rate used to measure the net OPEB liability was 6.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

Net OPEB Liability

The components of the net OPEB liability, measured as of June 30, 2023, were as follows:

Total OPEB liability	$ 143,077,747
Plan fiduciary net position	(70,134,455)
Net OPEB liability	$ 72,943,292

The fiduciary net position has been determined on the same basis used by the OPEB Plan. For this purpose, the Plan recognizes benefit payments when due and payable.

Changes in the Net OPEB Liability

The following summarizes the changes in the net OPEB liability for the past year:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances, beginning of year	$ 135,250,391	$ 61,383,656	$ 73,866,735
Changes for the year:			
Service cost	3,562,953	-	3,562,953
Interest	8,499,323	-	8,499,323
Contributions - employer	-	10,909,594	(10,909,594)
Net investment income	-	3,576,485	(3,576,485)
Differences between expected and actual experience	(1,166,068)	-	(1,166,068)
Changes in assumptions or other inputs	2,666,428	-	2,666,428
Benefit payments	(5,735,280)	(5,735,280)	-
Net Changes	7,827,356	8,750,799	(923,443)
Balances, end of year	$ 143,077,747	$ 70,134,455	$ 72,943,292

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease	Current Discount Rate	1% Increase
$ 92,633,072	$ 72,943,292	$ 56,870,715

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease	Current Healthcare Cost Trend Rates	1% Increase
$ 55,044,418	$ 72,943,292	$ 95,102,489

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the Town recognized an OPEB expense of $10,202,898. At June 30, 2023, the Town reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Difference between expected and actual experience	$ -	$ (5,474,831)
Change in assumptions	12,267,606	-
Net difference between projected and actual OPEB investment earnings	-	(676,441)
Total	$ 12,267,606	$ (6,151,272)

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30:	
2024	$ 2,444,213
2025	400,323
2026	2,179,567
2027	685,698
2028	253,797
Thereafter	152,736
Total	$ 6,116,334

21. Self-Insurance

Workers' Compensation

The Town's personnel Department administers a self-insured workers' compensation program. In addition to in-house administration, the Town utilizes a third-party administrator, FutureComp, to process claims, produce workers' compensation vouchers, and conduct follow-up medical case management on individuals receiving workers compensation benefits.

As of June 30, 2023, the Town's workers' compensation fund had a balance of $2,057,523 in unrestricted net position. This amount is generated from the remainder of the workers compensation budget voted each year by Town Meeting, less accrual for outstanding

claims. The Town appropriated $733,900 for workers' compensation line item in fiscal year 2023. These funds are used to pay workers' compensation related expenses throughout the year, with the unexpended balance rolling into the trust fund noted above. The Town also purchases stop-loss reinsurance as part of its workers compensation program from Midwest Employers Casualty Company. Under the terms of its excess workers compensation coverage, the Town is liable for up to $450,000 per accident per employee to an aggregate limit of $1,000,000 per accident. The Town's maximum aggregate liability for all claims paid within one year is $4,000,000. The Town has no excess liability coverage for public safety employees and no reasonable estimate of claims liability has been determined.

A liability for unpaid claims at June 30, 2023 has been recorded in the Internal Service Fund. This represents the Town's estimate of future payments based on historical information on active cases.

Changes in the aggregate liability for claims for the year ended June 30, 2023 and June 30, 2022 were as follows:

	6/30/2023	6/30/2022
Claims liability, beginning of year	$ 553,982	$ 932,449
Claims incurred/recognized	784,487	542,783
Claims paid	(790,153)	(921,250)
Claims liability, end of year	$ 548,316	$ 553,982

22. Commitments and Contingencies

Outstanding Legal Issues

There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Abatements

There are several cases pending before the Appellate Tax Board in regard to alleged discrepancies in property assessments. According to the Town's counsel, the probable outcome of these cases at the present time is indeterminable, although the Town expects such amounts, if any, to be immaterial.

Encumbrances

At year-end, the Town's General Fund had $3,216,564 of encumbrances that will be honored in the next fiscal year.

23. Beginning Fund Balance Reclassification

The beginning fund balance of the Town's nonmajor governmental funds and Town federal grants fund have been reclassified as follows:

	Nonmajor Governmental Funds	Town Federal Grants Fund
As previously reported	$ 26,638,019	$ -
Reclassify Town Federal Grants as major	(942,910)	942,910
As reclassified	$ 25,695,109	$ 942,910

24. Subsequent Events

Short-Term Debt

The Town issued the following general obligation bond anticipation notes (BAN) after June 30, 2023:

Purpose	Interest Rate %	Date of Issue	Date of Maturity	Amount
Emery grover building addition and renovation	3.60	10/16/23	7/30/24	$ 287,350
Water distribution improvements	3.60	10/16/23	7/30/24	1,994,650
RTS property repairs	3.00	3/15/24	6/14/24	65,000
Public safety building and fire station #2	3.00	3/15/24	6/14/24	60,000
Emery grover building addition and renovation	3.00	3/15/24	6/14/24	2,550,000
Broadmeadow and eliot school rooftop unit replacement	3.00	3/15/24	6/14/24	30,000
Water distribution improvements	3.40	6/27/24	12/19/24	1,900,000
Water service connections	3.40	6/27/24	12/19/24	500,000
Emery grover building design	3.40	6/27/24	12/19/24	15,000
Emery grover building addition and renovation	3.40	6/27/24	12/19/24	4,230,000
Broadmeadow and eliot school rooftop unit replacement	3.40	6/27/24	12/19/24	2,000,000

TOWN OF NEEDHAM, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES, EXPENDITURES, AND OTHER SOURCES AND USES -
BUDGET AND ACTUAL - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2023

(UNAUDITED)

	Budgeted Amounts			
	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget
Revenues				
Property taxes	$ 175,707,758	$ 176,282,443	$ 179,124,962	$ 2,842,519
Excises	4,700,000	4,700,000	6,779,778	2,079,778
Penalties, interest, and other taxes	1,280,000	1,280,000	2,948,504	1,668,504
Charges for services	3,144,750	3,144,750	4,742,161	1,597,411
Departmental	765,250	765,250	932,565	167,315
Licenses and permits	1,920,000	1,920,000	5,099,563	3,179,563
Intergovernmental	15,161,448	15,161,448	15,349,626	188,178
Investment income	250,000	250,000	1,243,224	993,224
Fines and forfeitures	-	-	101,457	101,457
Other revenue	351,662	351,662	822,164	470,502
Total Revenues	203,280,868	203,855,553	217,144,004	13,288,451
Expenditures				
General government	8,911,055	8,239,729	6,544,598	1,695,131
Land use	552,799	559,738	507,342	52,396
Public safety	18,817,952	19,828,422	19,331,823	496,599
Education	88,645,537	88,645,537	86,217,970	2,427,567
Public works	22,280,911	23,087,992	22,497,817	590,175
Building design and construction	354,264	354,264	223,042	131,222
Health and human services	2,422,342	2,460,128	2,382,725	77,403
Culture and recreation	3,431,219	3,552,266	3,237,008	315,258
Employee benefits	38,230,899	38,230,899	35,791,958	2,438,941
Debt service	20,198,294	20,366,317	20,371,943	(5,626)
Other appropriated expenses	2,187,365	875,368	802,155	73,213
Intergovernmental	1,588,201	1,588,201	1,555,971	32,230
Total Expenditures	207,620,838	207,788,861	199,464,352	8,324,509
Excess (deficiency) of revenues over expenditures	(4,339,970)	(3,933,308)	17,679,652	21,612,960
Other Financing Sources (Uses)				
Transfers in	2,186,147	2,186,147	4,017,619	1,831,472
Transfers out	(10,985,960)	(15,371,760)	(15,371,760)	-
Use of free cash:				
For capital projects and special articles	8,482,455	10,671,593	-	(10,671,593)
For operating budget	3,625,000	3,625,000	-	(3,625,000)
Use of bond premium	32,328	32,328	-	(32,328)
Use of overlay surplus:				
For capital projects and special articles	500,000	2,290,000	-	(2,290,000)
For operating budget	500,000	500,000	-	(500,000)
Total Other Financing Sources (Uses)	4,339,970	3,933,308	(11,354,141)	(15,287,449)
Excess of revenues and other sources over expenditures and other uses	$ -	$ -	$ 6,325,511	$ 6,325,511

See Independent Auditors' Report and Notes to Required Supplementary Information.

Notes to Required Supplementary Information for General Fund Budget

Budgetary Basis and Information

The General Fund final appropriation appearing on the previous page represents the final amended budget after all reserve fund transfers and supplemental appropriations. At the annual town meeting, the Finance Committee presents an operating budget for the General Fund. Formal budgetary integration is employed as a management control device during the year for the General Fund and Proprietary Funds. Effective budgetary control is achieved for all other funds through provisions of Massachusetts General Laws. At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances, which will be honored during the subsequent year.

Budget/GAAP Reconciliation

The budgetary data for the general and proprietary funds is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the General Fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues, expenditures, and other financing sources (uses), to conform to the budgetary basis of accounting.

General Fund	Revenues and Other Financing Sources	Expenditures and Other Financing Uses
Revenues/Expenditures (GAAP Basis)	$ 233,120,466	$ 212,613,717
Other financing sources/uses (GAAP Basis)	2,719,542	14,970,301
Subtotal (GAAP Basis)	235,840,008	227,584,018
Reverse beginning of year appropriation carryforwards from expenditures	-	(3,412,388)
Add end-of-year appropriation carryforwards to expenditures	-	3,216,564
To reverse gross up for MTRS on behalf payment	(15,333,541)	(15,333,541)
To reflect other budgetary basis activity, net	655,156	2,781,459
Budgetary Basis	$ 221,161,623	$ 214,836,112

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
(Unaudited)

Needham Contributory Retirement System

Fiscal Year	Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2023	December 31, 2022	98.74%	$ 87,176,317	$ 43,326,494	201.21%	70.80%
June 30, 2022	December 31, 2021	98.65%	45,865,454	40,549,126	113.11%	83.90%
June 30, 2021	December 31, 2020	98.47%	73,694,482	43,397,457	169.81%	73.09%
June 30, 2020	December 31, 2019	98.72%	84,371,092	41,193,710	204.82%	68.07%
June 30, 2019	December 31, 2018	98.43%	78,768,106	43,859,715	179.59%	66.48%
June 30, 2018	December 31, 2017	98.48%	64,280,887	44,684,936	143.85%	71.58%
June 30, 2017	December 31, 2016	98.41%	68,675,930	38,860,207	176.73%	67.10%
June 30, 2016	December 31, 2015	98.20%	63,877,775	39,406,655	162.10%	67.43%
June 30, 2015	December 31, 2014	98.27%	54,445,695	35,772,213	152.20%	71.09%

Massachusetts Teachers' Retirement System

Fiscal Year	Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Commonwealth of Massachusetts' Total Proportionate Share of the Net Pension Liability Associated with the Town	Total Net Pension Liability Associated with the Town	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2023	June 30, 2022	0.73%	$ -	$ 188,613,549	$ 188,613,549	$ 61,020,236	0.00%	57.75%
June 30, 2022	June 30, 2021	0.75%	-	168,708,472	168,708,472	55,875,071	0.00%	62.03%
June 30, 2021	June 30, 2020	0.71%	-	202,510,698	202,510,698	48,375,608	0.00%	50.67%
June 30, 2020	June 30, 2019	0.70%	-	175,678,243	175,678,243	50,620,405	0.00%	53.95%
June 30, 2019	June 30, 2018	0.69%	-	163,330,397	163,330,397	44,888,988	0.00%	54.84%
June 30, 2018	June 30, 2017	0.68%	-	156,266,130	156,266,130	46,022,868	0.00%	54.25%
June 30, 2017	June 30, 2016	0.67%	-	148,771,539	148,771,539	44,621,329	0.00%	52.73%
June 30, 2016	June 30, 2015	0.66%	-	135,373,423	135,373,423	39,867,330	0.00%	55.38%
June 30, 2015	June 30, 2014	0.63%	-	100,708,775	100,708,775	N/A	0.00%	61.64%

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available. See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PENSION CONTRIBUTIONS

(Unaudited)

Needham Contributory Retirement System

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2023	$ 11,263,367	$ 11,263,367	$ -	$ 43,326,494	26.00%
June 30, 2022	10,417,439	10,417,439	-	40,549,126	25.69%
June 30, 2021	9,368,084	9,368,084	-	43,397,457	21.59%
June 30, 2020	8,577,048	8,577,048	-	41,193,710	20.82%
June 30, 2019	7,809,911	7,809,911	-	43,859,715	17.81%
June 30, 2018	7,203,059	7,203,059	-	44,684,936	16.12%
June 30, 2017	6,600,162	6,600,162	-	38,860,207	16.98%
June 30, 2016	6,039,115	6,039,115	-	39,406,655	15.33%
June 30, 2015	5,524,150	5,524,150	-	35,772,213	15.44%

Massachusetts Teachers' Retirement System

Fiscal Year	Actuarially Determined Contribution Provided by Commonwealth	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2023	$ 15,333,541	$ 15,333,541	$ -	$ 59,968,766	25.57%
June 30, 2022	12,990,950	12,990,950	-	61,020,236	21.29%
June 30, 2021	11,020,792	11,020,792	-	55,875,071	19.72%
June 30, 2020	10,059,024	10,059,024	-	48,375,608	20.79%
June 30, 2019	9,056,616	9,056,616	-	50,620,405	17.89%
June 30, 2018	8,436,349	8,436,349	-	44,888,988	18.79%
June 30, 2017	7,483,070	7,483,070	-	46,022,868	16.26%
June 30, 2016	6,751,809	6,751,809	-	44,621,329	15.13%
June 30, 2015	5,938,614	5,938,614	-	39,867,330	14.90%

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See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY

(Unaudited)

	2023	2022	2021	2020	2019	2018	2017
Total OPEB Liability							
Service cost	$ 3,562,953	$ 3,030,646	$ 3,085,625	$ 2,915,612	$ 2,797,907	$ 2,573,887	$ 2,486,847
Interest	8,499,323	8,414,773	8,384,081	7,382,923	6,347,733	6,913,177	6,544,745
Plan amendments	-	-	-	-	-	(4,090,587)	-
Differences between expected and actual experience	(1,166,068)	(3,714,901)	(293,339)	159,645	(21,193,711)	1,798,808	-
Changes of assumptions	2,666,428	3,950,140	3,893,113	8,438,164	31,054,380	(4,589,355)	-
Benefit payments	(5,735,280)	(5,626,770)	(5,034,735)	(4,502,453)	(4,174,262)	(4,463,145)	(3,958,395)
Net Change in Total OPEB Liability	7,827,356	6,053,888	10,034,745	14,393,891	14,832,047	(1,857,215)	5,073,197
Total OPEB Liability - Beginning	135,250,391	129,196,503	119,161,758	104,767,867	89,935,820	91,793,035	86,719,838
Total OPEB Liability - Ending (a)	143,077,747	135,250,391	129,196,503	119,161,758	104,767,867	89,935,820	91,793,035
Plan Fiduciary Net Position							
Contributions - employer	10,909,594	9,213,019	8,650,376	8,032,252	7,800,967	7,389,578	6,317,042
Net investment income	3,576,485	(2,379,071)	13,820,192	873,725	1,831,609	3,117,203	3,020,230
Benefit payments, including refunds of member contributions	(5,735,280)	(5,626,770)	(5,034,735)	(4,502,453)	(4,174,262)	(4,463,145)	(3,958,395)
Other	-	-	-	-	-	-	257,093
Net Change in Plan Fiduciary Net Position	8,750,799	1,207,178	17,435,833	4,403,524	5,458,314	6,043,636	5,635,970
Plan Fiduciary Net Position - Beginning	61,383,656	60,176,478	42,740,645	38,337,121	32,878,807	26,835,171	21,199,201
Plan Fiduciary Net Position - Ending (b)	70,134,455	61,383,656	60,176,478	42,740,645	38,337,121	32,878,807	26,835,171
Net OPEB Liability - Ending (a-b)	$ 72,943,292	$ 73,866,735	$ 69,020,025	$ 76,421,113	$ 66,430,746	$ 57,057,013	$ 64,957,864

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.
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See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULES OF THE NET OPEB LIABILITY, CONTRIBUTIONS, AND INVESTMENTS RETURNS

(Unaudited)

	2023	2022	2021	2020	2019	2018	2017
Schedule of Net OPEB Liability							
Total OPEB liability	$ 143,077,747	$ 135,250,391	$ 129,196,503	$ 119,161,758	$ 104,767,867	$ 89,935,820	$ 91,793,035
Plan fiduciary net position	(70,134,455)	(61,383,656)	(60,176,478)	(42,740,645)	(38,337,121)	(32,878,807)	(26,835,171)
Net OPEB Liability	$ 72,943,292	$ 73,866,735	$ 69,020,025	$ 76,421,113	$ 66,430,746	$ 57,057,013	$ 64,957,864
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	49.02%	45.39%	46.58%	35.87%	36.59%	36.56%	29.23%
Covered Employee Payroll	$ 118,576,875	$ 105,734,622	$ 102,654,973	$ 99,665,022	$ 93,645,807	$ 94,042,382	$ 94,042,382
Net OPEB Liability as a Percentage of Covered Employee Payroll	61.52%	69.86%	67.23%	76.68%	70.94%	60.67%	69.07%
Schedule of Contributions							
Actuarially determined contribution	$ 8,844,474	$ 7,426,237	$ 7,197,713	$ 6,906,705	$ 6,906,705	$ 6,072,283	$ 5,568,923
Contributions in relation to the actuarially determined contribution	8,844,474	7,426,237	7,426,237	6,906,705	6,906,705	6,115,455	5,568,923
Contribution Deficiency (Excess)	$ -	$ -	$ (228,524)	$ -	$ -	$ (43,172)	$ -
Covered Employee Payroll	$ 118,576,875	$ 105,734,622	$ 102,654,973	$ 99,665,022	$ 93,645,807	$ 94,042,382	$ 94,042,382
Contributions as a Percentage of Covered Employee Payroll	7.46%	7.02%	7.23%	6.93%	7.38%	6.50%	5.92%
Schedule of Investment Returns							
Annual money weighted rate of return, net of investment expenses	5.28%	-6.25%	28.97%	4.65%	4.93%	11.62%	14.25%

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.
See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS
SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES AND OTHER SOURCES, AND
EXPENDITURES AND OTHER USES -
SEWER ENTERPRISE FUND BUDGET VS. ACTUAL COMPARISON (BUDGETARY BASIS)

FOR THE YEAR ENDED JUNE 30, 2023

	Budget	Budgetary Basis	Variance Positive (Negative)
Revenues			
Current service charges	$ 8,373,670	$ 9,417,802	$ 1,044,132
Interest income	8,442	9,990	1,548
Other revenue	22,380	30,260	7,880
Total Revenues	8,404,492	9,458,052	1,053,560
Expenditures			
Sewer expenditures	1,936,938	1,775,316	161,622
Intergovernmental	6,760,857	6,760,857	-
Debt service	610,000	600,615	9,385
Total Expenditures	9,307,795	9,136,788	171,007
Excess of revenues over expenditures	(903,303)	321,264	1,224,567
Other Financing Sources and (Uses)			
Transfers in	835,251	868,034	32,783
Use of retained earnings	1,470,255	-	(1,470,255)
Transfers out	(1,402,203)	(1,402,203)	-
Total Other Financing Sources and (Uses)	903,303	(534,169)	(1,437,472)
(Deficiency) of revenues and other sources (under) expenditures and other uses	$ -	$ (212,905)	$ (212,905)

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS
SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES AND OTHER SOURCES, AND
EXPENDITURES AND OTHER USES -
WATER ENTERPRISE FUND BUDGET VS. ACTUAL COMPARISON (BUDGETARY BASIS)

FOR THE YEAR ENDED JUNE 30, 2023

	Budget	Budgetary Basis	Variance Positive (Negative)
Revenues			
Current service charges	$ 6,008,087	$ 7,429,898	$ 1,421,811
Interest income	14,000	20,834	6,834
Other revenue	62,600	44,961	(17,639)
Total Revenues	6,084,687	7,495,693	1,411,006
Expenditures			
Water expenditures	2,939,655	2,496,740	442,915
Intergovernmental	1,464,186	1,464,186	-
Debt service	1,250,000	1,244,475	5,525
Total Expenditures	5,653,841	5,205,401	448,440
Excess of revenues over expenditures	430,846	2,290,292	1,859,446
Other Financing Sources and (Uses)			
Transfers in	284,721	325,571	40,850
Transfers out	(715,567)	(837,620)	(122,053)
Total Other Financing Sources and (Uses)	(430,846)	(512,049)	(81,203)
Excess of revenues and other sources over expenditures and other uses	$ -	$ 1,778,243	$ 1,778,243

See Independent Auditors' Report.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Communications and Community Engagement Update
Presenter(s)	Amy Haelsen, Director of Communications and Community Engagement

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Director of Communications and Community Engagement will provide a history of the staff role and an overview of the Town's communication tools and recent initiatives.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. Town of Needham Communications Update presentation	

Town of Needham Communications Update

July 22, 2025

Amy Haelsen

Director of Communications and Community Engagement

Office of the Town Manager

A Snapshot of the Communications Role

May 2019, 2021: Funding for the Public Information Officer (PIO) position approved by Town Meeting through Warrant Articles

- PIO role focused on informing community about important issues
- Highlights:
  - COVID-19 website and public health messaging during pandemic
  - Communications Forums – 5 forums held June 2021-March 2022 on general communications, website visioning, and Town Meeting member communications
  - Redesign of the Town's website launched Spring 2022

May 2023: PIO position restructured to Director of Communications and Community Engagement to better meet organizational needs

Role has increased focus on efforts to solicit involvement and participation from community members and stakeholders

Highlights:

- Worked with Needham Branding & Town Seal Committee to develop new Town branding and branding guidelines
- Roll out of new Town branding in early 2025
- Town Seal redesign still in process
- Increased outreach to stakeholders over the last year:
  - Social media followers grew by 10%
  - newsletter subscribers grew by 11%
  - Increased number of social media posts and newsflashes by 25%

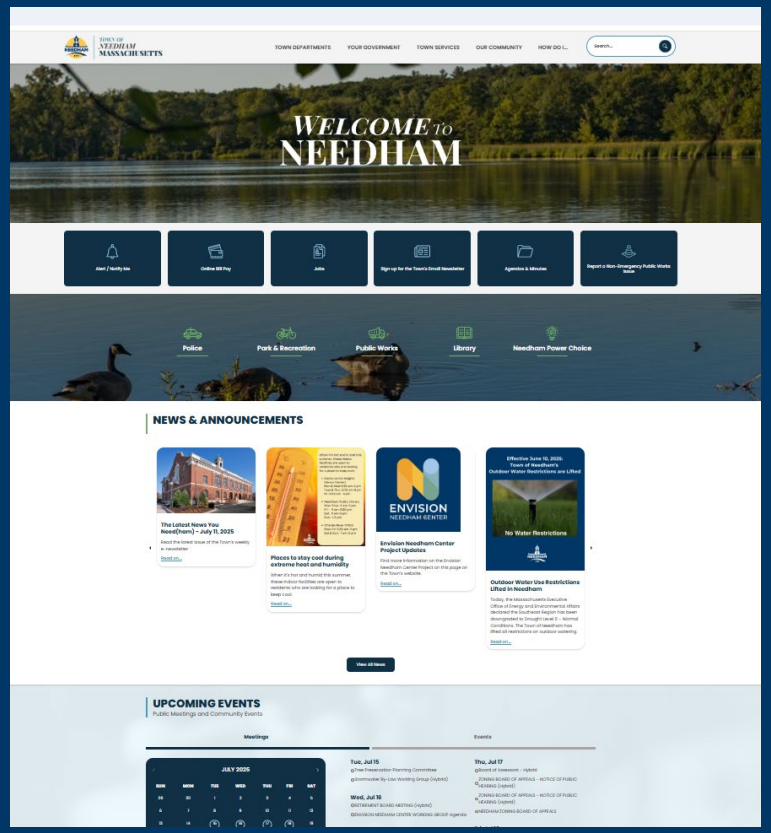
- Cultivate relationships with local media – Needham is viewed as a valuable resource for regional stories
- Led community engagement efforts for MBTA communities and other major projects

Communication Tools

Website:

A refresh of the site is currently underway:

- The Town's new branding will be integrated into the website design
- New photos and fresh graphics
- Some reconfiguration of home screen to make it more user friendly, make most heavily used areas easier to find e.g. public meetings calendar and "How Do I?..."

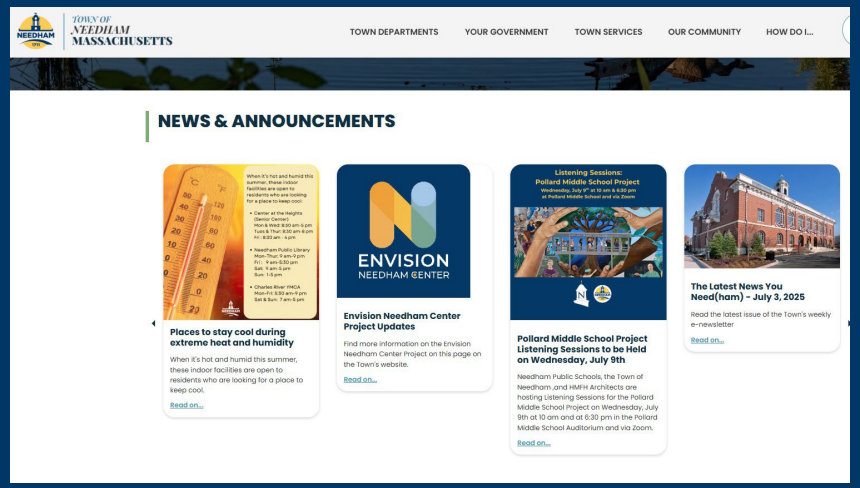


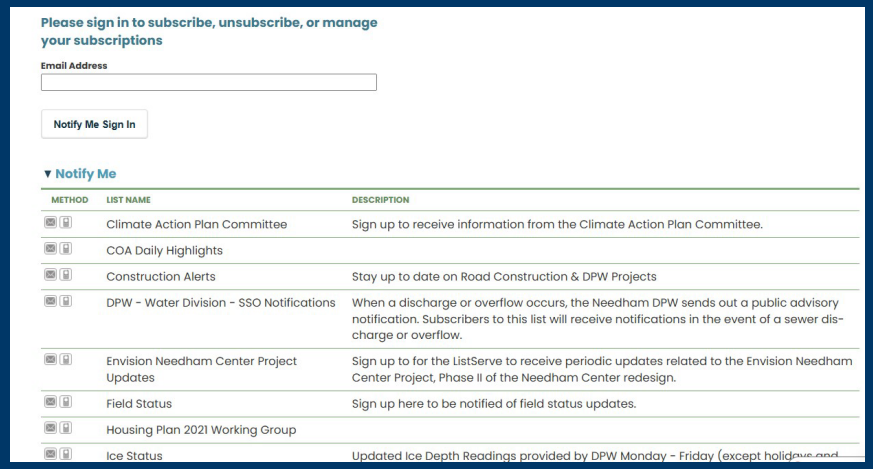
Communication Tools

Newsflash and Notify Me (Through Website)

Newsflash: Timely updates, announcements, or alerts are posted in categories that can appear prominently on the homepage or other Town department's pages.

Notify Me: Email/text alert system that allows the public to sign-up to receive information about specific Town projects, programs, initiatives





Communication Tools

Newsletter:

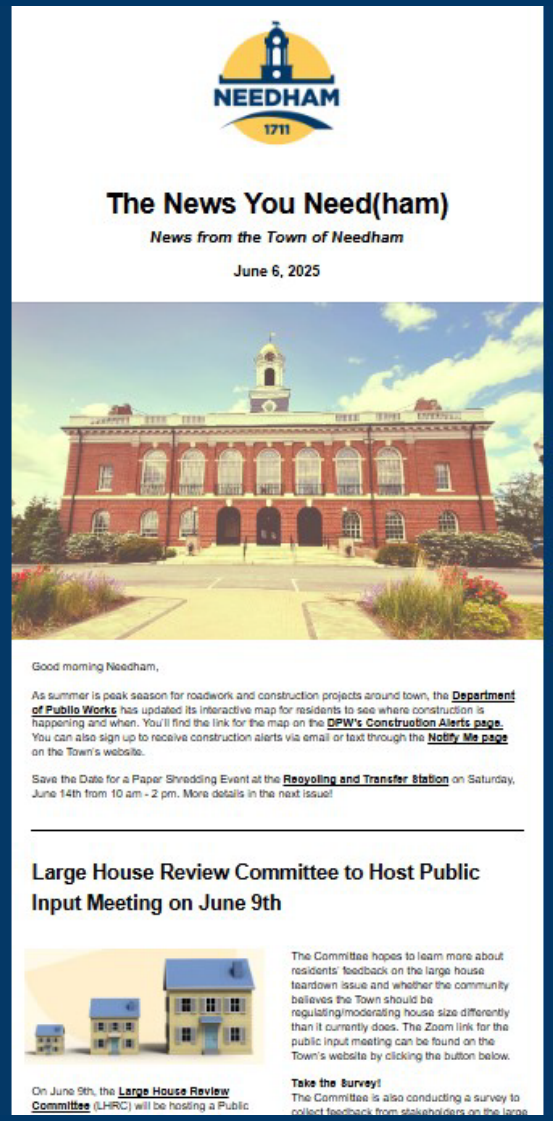
Sent out weekly on Friday mornings

Mix of information: time-sensitive at top, feature stories, seasonal content, how to access Town resources, public meetings and community events

7,734 subscribers

Pop-up message on website to encourage visitors to subscribe

Positive feedback from community, seen as an important information resource



NEEDHAM 1711

The News You Need(ham)

News from the Town of Needham

June 6, 2025

Good morning Needham,

As summer is peak season for roadwork and construction projects around town, the **Department of Public Works** has updated its interactive map for residents to see where construction is happening and when. You'll find the link for the map on the **DPW's Construction Alerts page.** You can also sign up to receive construction alerts via email or text through the **Notify Me page** on the Town's website.

Save the Date for a Paper Shredding Event at the **Recycling and Transfer Station** on Saturday, June 14th from 10 am - 2 pm. More details in the next issue!

Large House Review Committee to Host Public Input Meeting on June 9th

On June 9th, the **Large House Review Committee** (LHRC) will be hosting a Public

The Committee hopes to learn more about residents' feedback on the large house teardown issue and whether the community believes the Town should be regulating/moderating house size differently than it currently does. The Zoom link for the public input meeting can be found on the Town's website by clicking the button below.

Take the Survey!

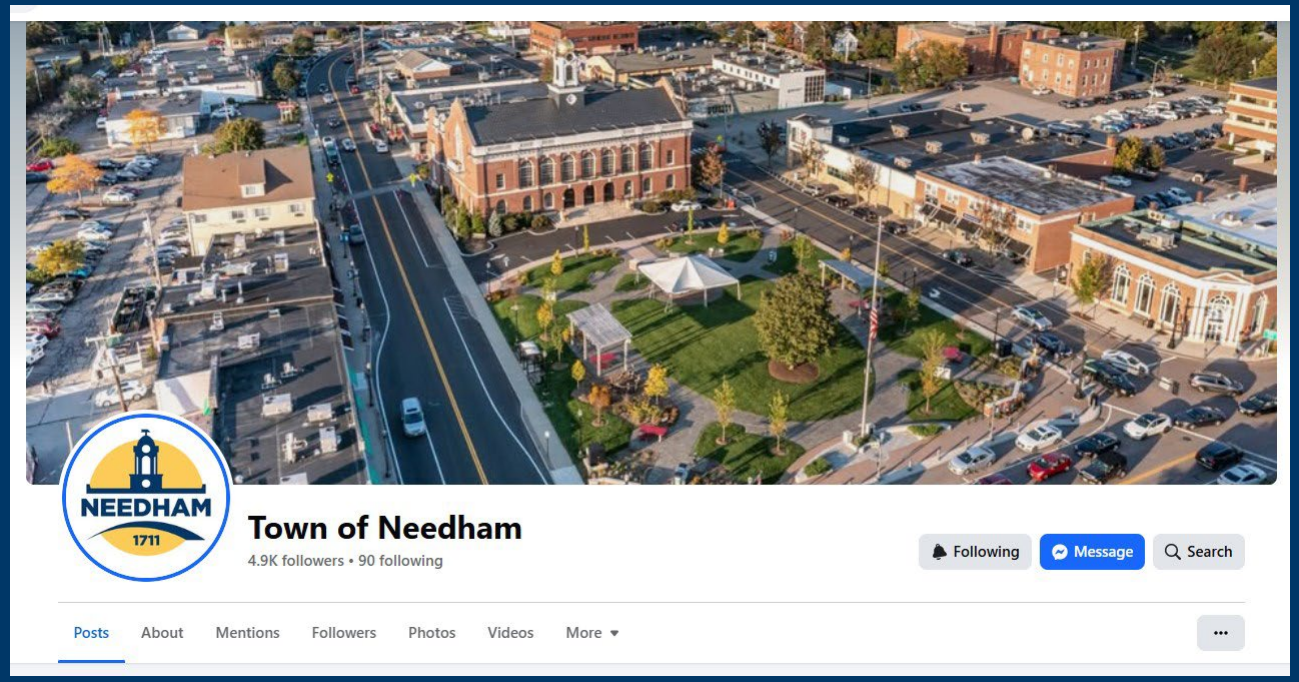
The Committee is also conducting a survey to collect feedback from stakeholders on the large

Communication Tools

Social Media:

Facebook: 4,900 followers
Instagram: 2,400 followers

Bluesky & Threads – have accounts, waiting for Archive Social to offer archiving of these platforms before using.



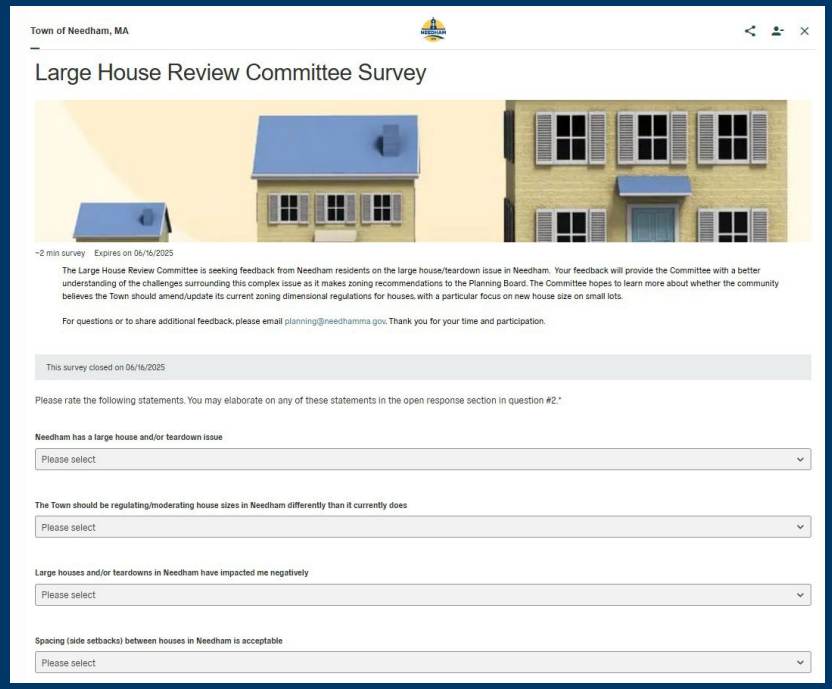
Communication Tools

Polco Surveys

Conducted 6 surveys over the last 14 months for a total of 7,379 responses.

Survey topics included:

- 2024 Annual Community Survey
- Needham's new logo
- Mural design for Chapel Street alleyway
- Recycling and Transfer Station study
- Alder Brook Phase I project
- Large House Review Committee



Town of Needham, MA

Large House Review Committee Survey

~2 min survey Expires on 06/16/2025

The Large House Review Committee is seeking feedback from Needham residents on the large house/teardown issue in Needham. Your feedback will provide the Committee with a better understanding of the challenges surrounding this complex issue as it makes zoning recommendations to the Planning Board. The Committee hopes to learn more about whether the community believes the Town should amend/update its current zoning dimensional regulations for houses, with a particular focus on new house size on small lots.

For questions or to share additional feedback, please email planning@needhamma.gov. Thank you for your time and participation.

This survey closed on 06/16/2025

Please rate the following statements. You may elaborate on any of these statements in the open response section in question #2.*

Needham has a large house and/or teardown issue

Please select

The Town should be regulating/moderating house sizes in Needham differently than it currently does

Please select

Large houses and/or teardowns in Needham have impacted me negatively

Please select

Spacing (side setbacks) between houses in Needham is acceptable

Please select

Community Engagement

Regular outreach to community groups and non-profits to share info. from Town.
Also Share info. from community groups through newsletter

Community Meetings and Listening Sessions for Town initiatives promoted through:

- External community organizations
- Flyers at Needham Public Library, PSAB, RRC, CATH, Needham Housing Authority, to local businesses
- Postcards – RTS Survey, MBTA communities (criteria being developed for future use)
- Social media posts
- Newsletter
- Newsflashes
- Notify Me alerts

In process: Standardizing templates for the Town's outreach strategies

Questions?

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/25

Agenda Item	Joint Meeting with Stormwater By-Law Working Group
Presenter(s)	Thomas Ryder, Town Engineer Kim Donovan, Management Analyst- Engineering Stormwater By-Law Working Group

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Stormwater By-Law Working Group was formed with the purpose of conducting a review of the current Stormwater By-Law and making recommendations to the Select Board for changes/updates as needed.

The committee has prepared a draft By-law with recommended revisions for review.

- Provide input and feedback to the Town Manager and Select Board on updates and requirements of the National Pollutant Distribution Elimination System (NPDES) pertaining to stormwater quality.
- Review and make recommendations for amendments to the Stormwater By-Law relating to stormwater capacity.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

a. Presentation Slides
b. Draft By-Law Summary Sheet
c. Draft By-Law

Stormwater By-Law Working Group

Review and Proposed Revisions to the Stormwater By-Law

Agenda

- Introduction
- Stormwater By-Law Review Working Group
- Current By-Law Review Findings
- Proposed Changes
- Q&A

INTRODUCTION

The Stormwater By-Law Working Group is tasked with reviewing Needham's local stormwater laws for effectiveness, equitability, alignment with evolving environmental standards and NPDES requirements, bringing together a variety of stakeholder inputs to evaluate the existing by-law and recommend practical improvements.

Stormwater By-Law Review Working Group

The Stormwater By-Law Review Working Group is composed of ten members, including residents, Town staff from the Engineering, Conservation, and Building Departments, a construction professional, and members of the Select Board. This diverse team brings technical knowledge, community perspective, and policy oversight.

Members	Seat
Kevin Keane, Chair	Select Board Member
Joshua Levy	Select Board Member
Sue Barber	Conservation Commissioner
Tripp Pace	Builder
John Salo, Vice Chair	Resident, Water Resources Professional Engineer
Janine Helwig	Resident, Environmental Engineer
Preston Hall	Resident, Real Estate Professional
Tom Ryder	Town Engineer
Deb Anderson	Director of Conservation
Joe Prondak	Building Commissioner

Goals

Development

Recommend By-Law revisions that enhance stormwater management outcomes while supporting community resilience and protection of environmental resources.

Consistency

Establish consistent and fair application of the by-law across all project types, with well-defined standards for applicability, enforcement, permitting, and methodology.

Understanding

Make the Stormwater By-Law easier to understand and enforce through clear definitions of key terms and organizing the content in a logical, user-friendly layout.

Process

Review

Review existing Stormwater By-Law to understand original intent, assess clarity, completeness, and ease of administration, evaluate effectiveness, regulatory compliance, and compare with by-laws from other communities.

Identify

Identify gaps in current processes, policies, and procedures, and improve clarity or definition of language and topics to support compliance, effective implementation, and public understanding.

Recommend

Propose updates to the current Stormwater By-Law that address identified gaps, improve clarity and language, align with current and anticipated regulatory requirements, and strengthen provisions for stormwater quantity *and* quality mitigation.

CURRENT BY-LAW REVIEW FINDINGS

- Limited scope
- Weak enforcement and accountability
- Inadequate triggers for review
- Lack of clarity and organization
- Insufficient design and submission guidance
- Lacking regulatory flexibility and supporting documentation

CURRENT BY-LAW REVIEW FINDINGS

- **Limited Scope**
  - Focuses on NPDES water quality compliance but lacks provisions for stormwater capacity and flood mitigation
  - Purpose should be expanded to address water quantity and community resilience
- **Weak Enforcement and Accountability**
  - Enforcement measures are vague and not well-defined.
  - No clear process to hold permittees accountable or address violations
- **Inadequate Triggers for Review**
  - Activities like regrading, tree clearing, and driveway expansion often escape review
  - Applicability criteria are unclear, leading to oversight gaps
- **Lack of Clarity and Organization**
  - By-law is difficult to interpret and not user-friendly
  - Definitions and structure need improvement for better understanding

Current By-Law Review Findings

- **Insufficient Design and Submission Guidance**
  - Design standards are unclear and inconsistently applied
  - Submittal requirements lack detail, causing confusion for applicants.
- **Lacking Regulatory Flexibility and Supporting Documentation**
  - By-law should be flexible enough to accommodate future regulatory changes, unless those changes are significant
  - A draft regulations document was created but never finalized
  - A finalized regulations document would guide implementation and could be amended by the Select Board between by-law reviews.

Proposed Changes

Revised Structure / Table of Contents

Increased Infiltration Requirement (1.0" → 1.5")

New Covered Activities: Non-Building Construction

Updated Triggers for Applicability with Additional Language of Land Disturbance

Section 7.1: Purpose

Recommendations

- Inclusion of water quantity / capacity issues
- Resilience and environmental protection
- Clearer legal and administrative framework
- More organized and user-friendly structure
- Compliance and modernization

Section 7.2: Definitions

Recommendations

- Broader in scope, more detailed
- Better aligns with modern regulatory and engineering practices

SECTION 7.3: ADMINISTRATION

RECOMMENDATIONS

- Permitting authorities with advisory/review structure
- Clearer delineation of responsibilities among departments
- Incorporates the Massachusetts Stormwater Handbook for consistency
- Structured permit review process with pre-defined roles and authority for plan modification and enforcement
- Designed to adapt through separate regulations

SECTION 7.4: APPLICABILITY

RECOMMENDATIONS

- Broader scope to include all land-disturbing activities and runoff
- Add land disturbance and impervious area increases as triggers for compliance, and prohibits project segmentation
- Site plans required if land disturbance thresholds are met
- Exemptions clearly listed; includes routine work with no runoff impact
- Flexibility & Enforcement to include permit amendments, modification procedures, and violation standards

SECTION 7.5: IDDE

RECOMMENDATIONS

- Clarify prohibited actions, including illicit discharges, connections, MS4 obstruction, and unauthorized runoff
- Allow Town-led corrective action if needed
- Link directly to land disturbance and permit enforcement provisions

SECTION 7.6: EMERGENCY SUSPENSION OF STORM DRAIN SYSTEM ACCESS

RECOMMENDATIONS

- **Clearly tied to Town's overarching enforcement powers**
- **Aligned with designated authority and emergency response roles**

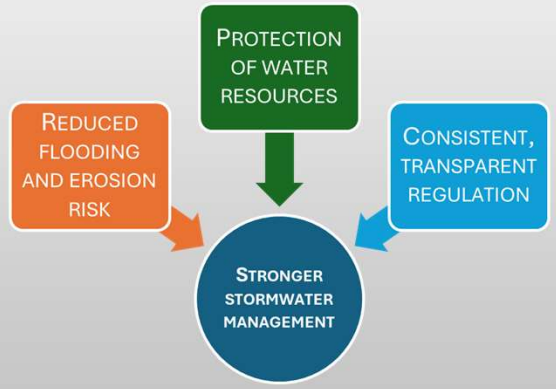
SECTION 7.7: STORMWATER MANAGEMENT AND EROSION CONTROL

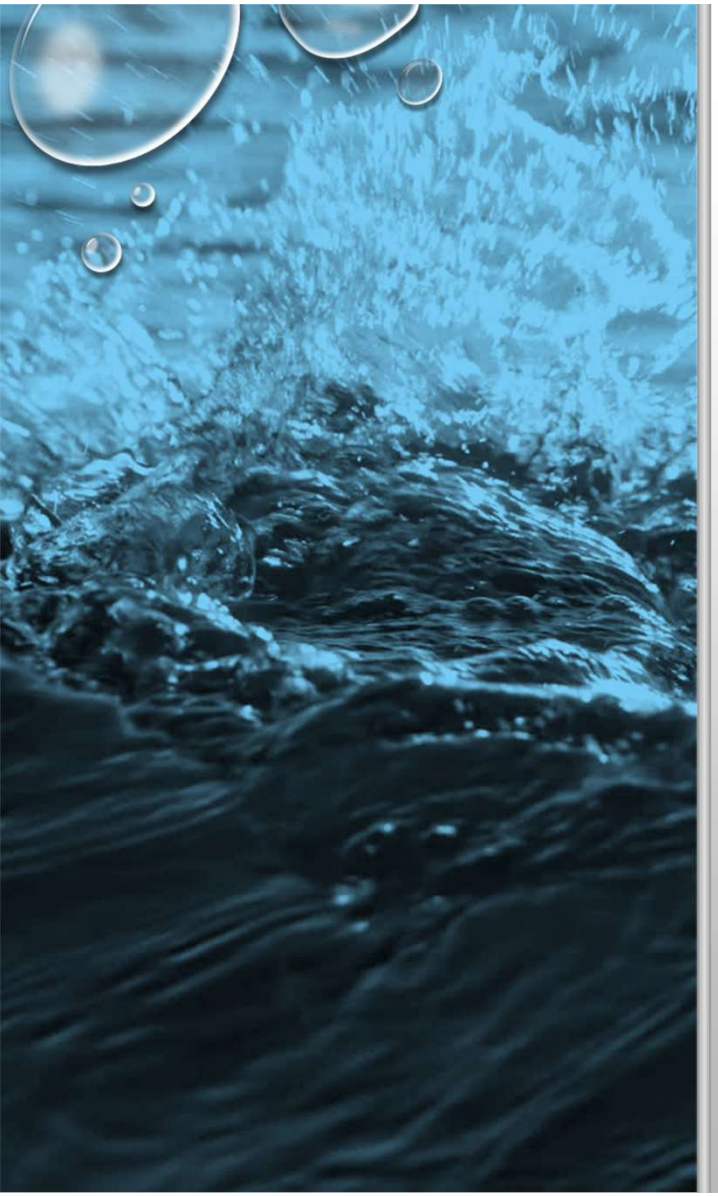
RECOMMENDATIONS

- Scope applies to all land disturbance activities with runoff potential
- Separate, detailed subsections with specific plan components
- Design Standards call for an increase of infiltration and/or capture of stormwater of 1.5", with more prescriptive SCM expectations
- Require as-built certification, O&M plan, registry filing and possible reporting

Anticipated Benefits

- Better stormwater management
- Reduced flooding and erosion risk
- Protection of water resources
- Improved consistency and transparency in permitting
- Potential for additional credit with reporting agencies





CONCLUSION

The review of the Stormwater By-Law emphasizes the need for updates that reflect current standards and community priorities.

Key recommendations include adding clear language addressing both stormwater quantity and quality, promoting sustainability, and aligning with evolving regulations.

These changes will strengthen local resilience and support responsible development moving forward.

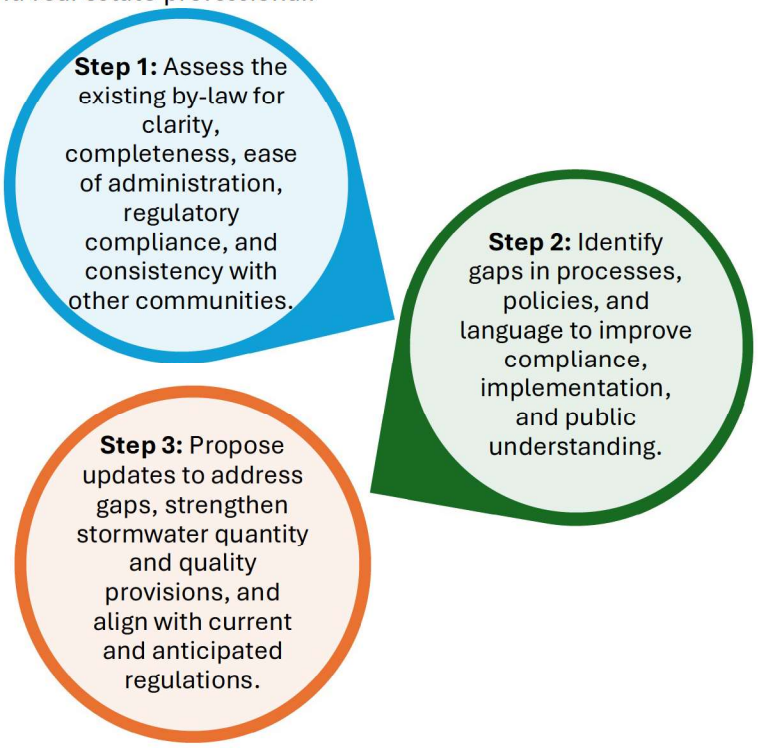
The Stormwater By-Law Review Working Group was formed to evaluate Needham's current Stormwater By-Law and recommend updates to improve its clarity, effectiveness, fairness, and alignment with evolving environmental standards, including NPDES requirements. The group includes ten members: residents, Select Board members, Town staff from Engineering, Conservation, and Building, and a construction and real estate professional.

Key Issues

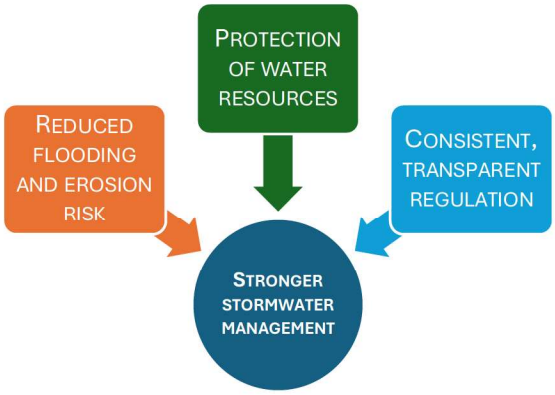
- Limited scope
- Enforcement and accountability
- Triggers for review
- Clarity and organization
- Design and submission guidance
- Need for greater regulatory flexibility

Areas for Improvement

- Structure and organization of By-Law to address quantity in addition to quality
- Increase infiltration requirement (from 1.0" to 1.5")
- Define thresholds for land disturbance activities (e.g., grading)
- Enhance triggers for applicability



Anticipated Benefits



The recommendations aim to strengthen local resilience, support responsible development, and reflects current standards and community priorities.

Potential Changes	Impacts
Infiltration	Increase of infiltration from 1" to 1.5" may raise construction and/or planning costs.
Proposed Construction Plan	Proposed construction plans must provide calculations of water flow, provide design and soil suitability for drainage changes in grade and detailed infiltration infrastructure information as applicable.
Applicability	Activities not involving construction, such as grading or land clearing that meet or exceed stated thresholds will be subject to stormwater review, approval and mitigation through a Street Permit.

Potential Changes	Impacts
Recordkeeping	Property owners who are required to install infiltration will be responsible to file notice at the Registry of Deeds that infiltration units are present and provide the O&M plans specific to the unit(s) to inform subsequent owners.
Calculations	Projects must utilize the approved calculation methods and limits stated, unless otherwise approved by the Town of Needham.
Soil Testing	Soil testing, for suitability of infiltration, results will be provided by an applicant at the time of submission prior to permit review and approval.

Purpose	• Expanded scope to include stormwater quantity. • Increased focus on groundwater recharge and long-term environmental resilience.
Definitions	• Expanded terminology for consistency and compliance. • Improved language for terms that limited clarity, enforceability, and adaptability.
Administration	• Modernized framework supports more consistent enforcement, easier compliance for applicants, and smoother coordination among Town departments.
Applicability	• Closing gaps around non-building construction activities and clarifying triggers for review and permitting. • Alignment with MS4 and DEP guidance.
IDDE	• Strengthens the Town's ability to detect, prevent, and respond to illicit discharges, aligning with EPA MS4 permit standards and best practices.
Emergency Suspension	• Aligned with designated authority and emergency response roles. • Relocated to Authority section for logical positioning and flow.
Stormwater Management and Erosion Control	•Increases infiltration standards. •Improves transparency and consistency in plan review and enforcement.

ARTICLE 7

STORMWATER

SECTION 7.1 GENERAL

7.1.1 Purpose

The purpose of this by-law is to protect, maintain, and enhance the public health, safety, environment, and general welfare of the Town of Needham. It supports compliance with State and Federal statutes and regulations related to stormwater discharges, including the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. This is accomplished by establishing minimum requirements and procedures to address the adverse impacts of soil erosion, sedimentation, construction site runoff, post-development stormwater runoff, and nonpoint source pollution associated with new development and redevelopment projects.

Quality

The U.S. Environmental Protection Agency (EPA) has identified sedimentation from land disturbance activities and polluted runoff from land development and redevelopment as significant sources of water pollution, affecting drinking water supplies, natural habitats, and recreational resources. Regulating activities that disturb land and generate runoff is essential to protect water bodies and groundwater resources, safeguard public health, safety, and welfare, and preserve wetlands and other natural resources.

Quantity

The Town of Needham has identified stormwater management as a critical component to help mitigate flooding occurrences and severity by setting standards that minimize runoff from public and private properties. Properties that are altered by activities such as new construction, increased impervious surfaces or other alterations of surface grades may strain capacity within the townwide drain system and may result in increased/adverse runoff to neighboring properties. The Stormwater By-Law also seeks to avoid potential damage to public property, private property, and infrastructure.

7.1.2 Objective

The purpose of this by-law shall be achieved through the following objectives:

General

a) Establish the legal authority necessary to ensure compliance with the provisions of this by-law through permitting, inspection, monitoring, and enforcement.
b) Promote infiltration and recharge of groundwater.
c) Authorize the Town to monitor and enforce the efficacy of infiltration infrastructure.
d) To prevent pollution of Needham's wetlands and surface waters from uncontrolled stormwater runoff and illicit discharges.
e) Promote best practices and foster public participation through education and increased awareness of stormwater management.

Quality

a) Ensure compliance with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the EPA, the Massachusetts Stormwater Standards—regardless of a property's proximity to wetlands or other resource areas—and the 1996 Memorandum of Understanding (MOU) between the Town of Needham and the EPA.
b) Prevent and correct illicit connections and discharges.

c) Support the administration of the Stormwater Assessment Fee.

Quantity

a) Address stormwater capacity challenges affecting the Needham community.
b) Support the preservation of trees/tree canopy subsequent to land disturbance activity.
c) Review and approval of Stormwater Control Measures (SCMs) designed to mitigate or prevent runoff to abutting properties and resource areas, prevent soil erosion and sedimentation resulting from construction site stormwater runoff and manage soil grading activities.

SECTION 7.2 DEFINITIONS

For purposes of this by-law, the following terms shall have the following definitions, unless the context clearly states otherwise.

Alter Any activity that will measurably change the ability of a ground surface area to absorb water, will change existing surface drainage patterns, or will increase or decrease the rate or volume of flow from a site. (including tree and vegetation removal)

Applicant Any person or entity requesting a Permit.

Application Standard form for application as issued by the Permitting Authority and any other documentation, which shall include, but shall not be limited to, plans, charts, drawings, specifications, narratives, or any other documents or pieces of information required by applicable federal, state or local laws, rules and/or regulations, submitted in connection with a permit, as applicable, and as defined in the regulations promulgated by the Department of Public Works in support of this by-law.

Clean Water Act The Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.

Clearing Any activity that removes the vegetative surface cover.

Designated Agent Any person or entity designated by the DPW Director to assist in the administration, implementation or enforcement of this by-law and its regulations.

Development Any construction or activity that disturbs or alters a parcel of land.

Erosion The wearing away of the ground surface by natural or artificial forces and the subsequent detachment and transportation of soil.

Erosion/Sediment Control The prevention or reduction of the movement of soil particles or rock fragments due to stormwater runoff. Erosion/sediment control is typically achieved through the installation of straw bales, silt fence, silt socks, or by surface coverings such as jute mesh, erosion control blankets, or by the establishment of surface vegetation.

Existing Lawn Grass area which has been maintained or mowed in the previous two years.

Grading Changing the level or shape of the ground surface.

Grubbing The act of clearing ground surface by digging or grinding up roots and stumps.

Illicit Connection A surface or subsurface drain or conveyance that allows an illicit discharge into the MS4 that is not entirely composed of stormwater or groundwater, including but not limited to any connection from an indoor drain, sink, toilet, or laundry facility.

Illicit Discharge Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or groundwater, including, without limitation, any discharge of a pollutant,

sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

Impervious Surface/Cover An impervious surface is an area within a parcel which prevents or significantly impedes the infiltration of stormwater into the soil. Common impervious areas include, but are not limited to, buildings, driveways (including paving, concrete, stone, gravel and dirt), parking lots, paved walkways, pools, patios, sports courts, and other similar non-porous areas.

Infiltration The act of conveying surface water into the ground to permit groundwater recharge and the reduction of stormwater runoff from a project site.

Land-Disturbing Activity or Land Disturbance Any activity, including, without limitation, clearing, grubbing, grading, digging, cutting, removal of vegetation or trees, excavation, placement of fill, resurfacing and construction that causes a change in the position or location of soil or a change in the pattern of drainage and/or infiltration of water. This may include the demolition of existing structures and site features, along with any site preparation required for new construction.

Lot A single parcel of land held in identical ownership throughout and defined by metes, bounds, or boundary lines in a recorded deed or on a recorded plan.

Low Impact Development (LID) A comprehensive land planning and engineering design strategy that seeks to maintain a Site's pre-development ecological and hydrological function through the protection, enhancement, or mimicry of natural processes. LID systems and practices emphasize reduction of effective imperviousness and conservation, and use of existing natural Site features integrated with distributed small-scale Stormwater controls to result in the treatment, infiltration, evapotranspiration, and/or use of Stormwater close to its source.

Low Permeability Soil Low Permeability Soil refers to how easily water or other liquids can flow through a soil. It's a key factor in how well a soil drains and how easily it allows water to pass through. Examples include, but are not limited to clay, silt, ledge or hardpan.

Massachusetts Stormwater Management Standards The Standards issued by the Department of Environmental Protection, as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act M.G.L. c. 131 §40 and the Massachusetts Clean Waters Act M.G.L. c. 21, §§ 23-56, and any successor statutory provision.

Municipal Storm Drain System or Municipal Separate Storm Sewer System (MS4) The system of conveyances designed or used for collecting or conveying Stormwater, including, without limitation, any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit A permit issued by the EPA or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

New Construction Refer to the Needham Zoning By-Law or the Needham Wetlands Protection Regulations as applicable.

Normal Maintenance Activities that are regularly scheduled to maintain the health and condition of a landscaped area. Examples include removal of weeds or invasive species, pruning, mowing, raking, and other activities that are done at regular intervals within the course of a year.

Operation and Maintenance (O&M) Plan A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Owner A person or entity with a legal or equitable interest in property.

Permittee The person or entity who holds a permit.

Permitting Authority The municipal board, committee or department with authority for issuing permits for construction and/or land disturbing activities. These include the Planning Board, Conservation Commission, Department of Public Works, Building Department, and Zoning Board of Appeals.

Plot Plan A plot plan (also known as a site plan) is a scaled drawing that shows the layout of a property, including the location of existing and proposed structures, property lines, setbacks, easements, driveways, walkways, utilities, topography, and drainage features.

Point Source Any discernible, confined, and discrete means of conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

Pollutant A pollutant is any substance or material that, when introduced into the environment—particularly air, water, or soil—can cause harm to ecosystems, human health, or the natural balance of the environment. Pollutants may be chemical, biological, or physical in nature and can originate from both natural sources and human activities. Common examples of pollutants include sediment, nutrients such as nitrogen and phosphorus, heavy metals, oils and grease, pesticides and herbicides, bacteria and viruses, trash and debris, light and even excess heat, which is considered thermal pollution.

Pre-Construction All activity in preparation for construction.

Pre-Development The conditions that exist prior to the proposed disturbance activity. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

Post-Development The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity in accordance with approved plans on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of a project.

Qualified Soil Evaluator A professional who has demonstrated the necessary experience/credentials or a Massachusetts Registered Professional Engineer with expertise in soils to perform soil evaluations specifically for stormwater management purposes, including infiltration feasibility.

Recharge The process by which water from precipitation, surface water, or other sources infiltrates into the ground and replenishes underground aquifers or groundwater supplies.

Reconstruction The process of rebuilding or significantly restoring a structure, feature, or area that has been damaged, removed, or deteriorated. This typically involves replacing or reconfiguring existing elements to match or improve upon the original condition.

Redevelopment The process of altering, improving, or repurposing previously developed land or property. It typically involves the demolition, renovation, or replacement of existing structures and infrastructure to accommodate new uses or to bring the property into compliance with current standards and regulations.

Runoff The portion of water from precipitation, such as rain or melting snow, or from human activities like irrigation, that flows over the land surface instead of soaking into the ground. This occurs when the soil is

saturated, the surface is impervious (such as pavement or rooftops), or the water is applied faster than it can infiltrate.

Sediment Solid particles of soil, sand, silt, or clay that are eroded from the land and transported by wind, water, or ice.

Sedimentation The process by which sediment is transported by water, wind, or ice and eventually settles out of suspension, accumulating in a new location. Runoff carries eroded materials into waterways, detention basins, or storm drains, where the particles settle to the bottom.

Site Any lot or parcel of land or area of property where Land-Disturbing Activities are, were, or will be performed.

Soil A natural, unconsolidated mixture of mineral particles, organic matter, air, and water that forms the upper layer of the Earth's surface. The composition of soil can vary widely based on location, climate, and organic content, affecting its texture (sand, silt, clay), fertility, permeability, and drainage capacity.

Stormwater Water that originates from precipitation events, such as rain, snow, or hail, which flows over the ground surface and into natural or man-made drainage systems.

Stormwater Control Measure (SCM) Structural, non-structural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment. "Structural" SCMs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. "Non-structural" SCMs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

Stormwater Management The use of SCMs designed to control or reduce the quantity, rate, and quality of stormwater runoff; to promote groundwater recharge; to prevent erosion and sedimentation; to protect water quality; and to minimize impacts on adjacent properties, infrastructure, and natural resources. Stormwater Management includes planning, designing, implementing, and maintaining measures to manage runoff from precipitation events, including rain and snowmelt.

Stormwater Regulations Policies and rules that govern the design, implementation, and maintenance of systems and practices to control stormwater runoff and its impacts on water quality, flooding, and infrastructure.

Waters of the Commonwealth All waters within the jurisdiction of the Commonwealth of Massachusetts under the Wetlands Protection Act (M.G.L ch. 131 section 40 and regulations at 310 CMR 10.00) and regulations at 314 CMR 9.00, Water Quality Certification, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, wetlands, and vernal pools.

Waters of Needham All waters within the jurisdiction of the Town of Needham under the Wetlands Protection By-Law (Article 6) and implementing regulations, including rivers, streams, lakes, ponds, springs, impoundments, wetlands and vernal pools.

Wetlands Freshwater wetland, marsh, bog, wet meadow and swamp as defined in M.G.L. c. 131, §40, the Town of Needham Wetland Protection By-Law, or any successor statutory provision.

SECTION 7.3 AUTHORITY

The Stormwater By-Law is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and the regulations of the Federal Clean Water Act (found at 40 CFR 122.34 published in the Federal Register on December 8, 1999, as amended). No change to the aforementioned regulations should affect the validity of this by-law.

7.3.1 Permitting Authority

The municipal board, committee or department with authority for issuing permits for construction and/or land disturbing activities. These include the Planning Board, Conservation Commission, Department of Public Works, Building Department, and Zoning Board of Appeals.

7.3.2 Emergency Suspension of Storm Drain System Access

The DPW Director or authorized designee may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person or property fails to comply with an emergency suspension order issued pursuant to this section, the DPW Director or authorized designee may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 7.4 APPLICABILITY

7.4.1 Activities Subject to the Stormwater By-Law

Anyone proposing construction or land work that meets any of the following thresholds must comply with this by-law:

- New construction or project that increases impervious surface (like pavement or roofs) by more than 25% of the existing impervious footprint.
- Construction or alteration of drainage systems.
- Change in grading or existing water flow resulting in additional surface water being shed onto other properties, public infrastructure, or natural resources.
- New construction or additions that exceed 25% of the existing building footprint and also require approval under one or more of the following:
    - Needham Wetland Protection By-Law (Conservation Commission)
    - Zoning By-Law (Board of Appeals)
    - Subdivision Regulations (Planning Board)
    - Other permitting authorities identified in this by-law.

No construction or land disturbance activities that meet one or more of these thresholds may commence prior to obtaining approval pursuant to this by-law.

7.4.2 Stormwater Management and Erosion Control

Activities subject to the Stormwater By-Law shall not be segmented or phased to avoid compliance. All land disturbances—including those not requiring a permit—must incorporate Stormwater Management and Erosion Control measures to ensure that the activity does not increase stormwater runoff or introduce pollutants to roadways or adjacent properties.

The relevant permitting authority, with guidance from the Department of Public Works (DPW), shall review each project for compliance with this by-law. Any permits issued must include a statement confirming that the project meets the requirements of this by-law. This does not limit the authority of any permitting board to enforce more stringent standards under its own by-laws, rules, or regulations.

The DPW Director, or their designee, shall participate in the review process and may provide recommendations to the permitting authority as needed. Projects involving only façade treatments, interior renovations, or changes in use are exempt from the requirement to submit a Stormwater Management and Erosion Control Plan.

7.4.3 Modification of Stormwater Plan

The applicant, or an agent thereof, shall obtain the approval of the permitting authority prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the permit. Applicant shall request in writing a change or modification to the original submission. Once the permitting authority has acknowledged receipt of request in writing, approval or rejection of the requested change or modification will be noted on the plot plan within thirty (30) calendar days.

In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a permit, approval by the respective board or commission is required prior to any change or modification of an activity associated with an approved Stormwater Management and Erosion Control Plan. Additional stormwater runoff and erosion control measures may be required prior to approval of the change or modification.

7.4.4 No Approval Required

For activities listed below, provided erosion control measures are used, and the activity will not result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land and entering a traveled way or adjacent properties.

- Repair, replacement or reconstruction of an existing driveway, patio, pool, and other improvements so long as it does not increase impervious square footage and remains in the same location.
- Restoration of existing lawn areas without lot grading.
- Approved temporary structures.

SECTION 7.5 ADMINISTRATION

The Stormwater By-Law is administered and enforced by the DPW Director. When work is subject to this by-law and applicants are seeking a related permit or approval from the DPW, Building Department, Conservation Commission, Planning Board, or Zoning Board of Appeals, they must demonstrate compliance with the by-law and its regulations to the applicable permitting authority.

If a proposed activity is subject to the Stormwater By-Law but is not otherwise subject to review by the DPW, Building Department, Conservation Commission, Planning Board, or Zoning Board of Appeals, the applicant must submit the project for review through a Street Permit application prior to beginning any work. This process ensures that activities such as grading or other land disturbances—especially those that may not involve traditional construction—are reviewed for compliance with the Stormwater By-Law and its regulations.

The applicable permitting authority may accept the application as compliant, accept it with conditions, or reject it—based on input from the DPW Engineering Department or in accordance with applicable state or federal laws and regulations. If the application is rejected, the applicant may submit a revised plan demonstrating compliance.

The DPW Director may take action to enforce the provisions of this by-law, as may the Building Commissioner or Conservation Agent if requested by the DPW Director.

SECTION 7.6 REGULATIONS

The Select Board shall adopt, and may periodically amend, Stormwater Regulations to effectuate the purposes of this by-law, after conducting a public hearing to receive public comment.

7.6.1 Purpose

The purpose of accompanying regulations is to provide detailed guidance for the implementation and administration of this by-law. The regulations establish specific standards, procedures, definitions, and technical requirements necessary to achieve the objectives of the Stormwater By-Law, including but not limited to performance standards, design criteria, review processes, and compliance measures.

7.6.2 Massachusetts Stormwater Handbook

The DPW Director and/or their designee will utilize the policy, criteria and information including specifications and standards of the most recent edition of the Massachusetts Stormwater Handbook for execution of the provisions of this by-law. Unless otherwise specified in the Stormwater Regulations, stormwater management practices that are designed, constructed, and maintained in accordance with the design and sizing criteria will be presumed to be protective of Massachusetts water quality standards.

SECTION 7.7 STORMWATER ASSESSMENT

The Town of Needham is subject to a federal requirement to reduce the amount of pollution from stormwater runoff discharging to local waterways, including substantial phosphorous reduction requirements of runoff into the Charles River. As a result, to meet federal and state permit obligations, the Town must increase its investment in stormwater infrastructure management. In May 2023, the Needham Select Board approved a Stormwater Mitigation Assessment Fee Program, charged through water/sewer billing, which is designed to spread the cost of this public service through a formula based on impervious cover on each property resulting in a tiered fee structure that reflects the potential contribution to stormwater runoff.

7.7.1 Stormwater Mitigation Assessment

The Department of Public Works (DPW) has long been responsible for operating, maintaining, and improving the Town's drainage system, which includes miles of pipeline and thousands of catch basins, manholes, and water quality treatment practices. A well-functioning drainage system keeps roads passable and protects public health and private property. Stormwater management has expanded to include water quality considerations under the Clean Water Act. Stormwater management activities in Needham have historically been funded primarily through the General Fund (tax revenue).

A Stormwater Mitigation Assessment that generates revenue through fees is a more equitable way to support funding for this necessary work. Revenue is collected from all properties (including tax-exempt) and is dedicated to stormwater-specific costs.

7.7.2 Municipal Authority

Massachusetts municipalities are authorized under Massachusetts General Laws to establish a stormwater management authority, empowering them to charge fees to property owners, just as traditional utilities are allowed to charge fees for electricity, drinking water, and sewer services (MGL Chapter 40 Section 1A, Chapter 40A Section 5, Chapter 44 Section 53F-1/2, and Chapter 83 Section 16).

SECTION 7.8 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

The DPW Director and/or their designee shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges. No person or entity shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.8.1 Regulated Activities

In order to protect the Town of Needham's water resources and comply with the requirements of the NPDES program, the following activities are regulated to prevent and eliminate illicit discharges to the MS4 and ensure proper connection to municipal infrastructure.

7.8.1.1 Illicit Connections

No person or entity shall connect any pipe, swale, drain, or other appurtenance to the Town of Needham's Sanitary Sewer System or MS4, or perform any modification, repair, rehabilitation, or replacement work

on either system, without first obtaining an approved Sewer Connection Permit or Drainage Connection Permit from the Department of Public Works.

7.8.1.2 Illicit Discharges

No person or entity shall discharge, or allow to be discharged, any pollutant or non-stormwater substance to the MS4 or any part of the stormwater system, either directly or indirectly. No person or entity shall allow any pipe, swale, or other point source to discharge directly, prior to filtration, onto a public way unless prior authorization is obtained through the Department of Public Works.

7.8.1.3 Obstruction of Municipal Storm Drain System

No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the DPW Director.

7.8.2 Allowable Non-Stormwater Discharges

The following non-stormwater discharges are exempt from the prohibition, provided that the source is not a significant contributor of a pollutant to the MS4 drain system or the waters of the Commonwealth:

a) Water line flushing
b) Landscape irrigation
c) Foundation and footing drains
d) Air conditioning condensation
e) Water from crawl space pumps
f) Lawn watering
g) Individual residential car washing
h) Dechlorinated swimming pool discharges
i) Street and sidewalk wash water
j) Discharges from firefighting activities
k) Flows from wetland resource areas
l) Rising ground waters
m) Uncontaminated ground water (groundwater that is free of pollutants)
n) Discharges from potable water sources
o) Discharges necessary to protect public health, safety, welfare or the environment.

7.8.3 Detection and Elimination

Upon identification of an illicit discharge or illegal connection, the responsible party shall be notified and required to eliminate the discharge or connection in a timely manner as directed by the Permitting Authority.

If the responsible party fails to act, the Town may take necessary enforcement actions, including but not limited to fines, cease and desist orders, or performing corrective work at the property owner's expense.

SECTION 7.9 PERMITS

7.9.1 Applications

All activities subject to the Stormwater By-Law must include Stormwater Management and Erosion Control provisions.

The applicable permitting authority shall review and approve the Stormwater Management and Erosion Control Plan prior to issuing any permit. The DPW Director, or their designee, shall participate in the review process and may provide recommendations to the permitting authority as needed.

Projects that involve only façade treatments, interior renovations, or changes in use are exempt from the requirement to submit a Stormwater Management and Erosion Control Plan.

7.9.2 Fees

Fees may be established by the Select Board to pay for expenses if it is determined that an outsourced professional or expert consultation is necessary to adequately evaluate a proposed project. This may include retaining a registered professional engineer or other qualified consultant to advise the permitting authority on one or more aspects of the submitted plans.

If such consultation is required, the applicant may be required to pay the associated review fees in advance. The applicant may also be responsible for ongoing consultant costs, if necessary for the duration of the project, through an account established in accordance with M.G.L. c. 44, §53G, or any successor statutory provision.

7.9.3 Permit Amendments

If the permitting authority determines that material changes or alterations to an approved project plan are significant, the applicant may be required to submit a new application. Minor adjustments, such as those made to address field conditions or similar non-substantial changes, generally do not require a new application. The applicant may revise and resubmit an application as needed to meet the objectives and comply with the requirements of this by-law.

7.9.4 Non-Compliance

Any person who fails to comply with the conditions of an issued permit, including an approved Erosion and Sedimentation Control Plan, Operations and Maintenance Plan, or any order issued under the Stormwater By-Law, shall be considered in violation and subject to enforcement action.

SECTION 7.10 STORMWATER MANAGEMENT AND EROSION CONTROL PLAN REQUIREMENTS

7.10.1 Low Impact Development (LID)

The Town of Needham supports, encourages, and anticipates the use of Low Impact Development (LID) practices wherever possible or practicable, as a preferred approach to managing stormwater and preserving site-specific ecological and hydrological functions. Applicants are expected to incorporate LID principles into their site planning process.

7.10.2 Regulated Activities

Any construction or land disturbance activity regulated under this by-law shall require the preparation and submission of a Stormwater Management and Erosion Control Plan. The purpose of the Plan is to ensure that adequate measures are in place to manage stormwater runoff, minimize erosion, and prevent sedimentation both during and after construction. The Plan must demonstrate that the proposed activity will not result in adverse impacts to abutting properties, public infrastructure, or natural resources, and that it complies with the performance standards and design criteria outlined in the Stormwater Regulations. The permitting authority shall review all submitted plans for completeness and conformance with the requirements of the Stormwater By-Law prior to approval.

7.10.3 Exempt Activities

The following activities shall be exempt from the requirement to submit a Stormwater Management and Erosion Control Plan under this by-law:

a) Emergency activities necessary to protect public health or safety as determined by the authority having jurisdiction;

b) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this by-law.

7.10.4 General Requirements

If authorized by the Owner or other party in control of the property, the permitting authority, its designee, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and may make or cause to be made such examinations, surveys or sampling as deemed reasonably necessary to determine compliance with the permit.

7.10.4.1 Pre-Construction

A Stormwater Management and Erosion Control Plan along with soil testing results from a qualified soil evaluator shall be submitted as part of a Building Plot Plan or independently with an application for a Building Permit, Street Permit, Planning Board application, Zoning Board of Appeals application, Conservation Commission application, and/or prior to any activity subject to this by-law.

7.10.4.2 Construction

The Stormwater Management and Erosion Control plan shall include construction-period measures such as a dewatering plan during and after construction to prevent the discharge of silt or sediment to the MS4, roadway, wetland resources or abutting properties. The permitting authority or its designee shall perform inspections at various stages of the project to verify and document compliance with the issued permit.

7.10.4.3 Post-Construction

For all projects subject to this by-law, the Stormwater Management and Erosion Control Plan shall include post-construction measures designed to provide a minimum combined volumetric capacity to recharge at least one and a half inches (1.5") of rainfall over the total impervious area of the site, including all buildings and other impervious surfaces.

Projects subject to this by-law requiring approval from the Conservation Commission, Planning Board, or Zoning Board of Appeals, the plan shall also include stormwater runoff quality controls. These controls must incorporate structural and/or non-structural Stormwater Control Measures (SCMs) that are designed to remove pollutants from stormwater prior to infiltration into the ground, in accordance with the Massachusetts Stormwater Handbook.

The purpose of these post-construction measures is to minimize or prevent increases in stormwater volume and peak flow to the MS4, and to reduce the pollutant load entering the MS4 and receiving waters.

7.10.4.4 Low-Permeability Soils

In cases where low-permeability soils are present, the DPW Director may, in consultation with the Engineering Division and Permitting Authority, authorize modifications that are consistent with the intent of this by-law. The applicant must conduct and submit soil testing results that describe soil types and groundwater elevations.

7.10.4.5 Operation and Maintenance Plan

An Operation and Maintenance (O&M) Plan shall be submitted with any application for a Building Permit, Street Permit, or application to the Planning Board, Board of Appeals, or Conservation Commission pursuant to this by-law. The O&M Plan must be designed to ensure year-round compliance with this by-law and remain effective throughout the life of the system. The Plan must be recorded with the Registry of Deeds, and proof of recording must be submitted to the permitting authority. Annual inspection and maintenance records for all stormwater control measures (SCMs) shall be made available to the DPW and Permitting Authority upon request.

7.10.4.6 As-Built Drawing

At the completion of any project subject to the Stormwater By-Law, as-built drawings must be submitted and shall include all stormwater management systems as constructed. These drawings must be prepared, signed, and stamped by a Massachusetts Registered Professional Engineer. The as-built drawings shall accurately reflect the final configuration, elevations, dimensions, and materials of all stormwater infrastructure, including but not limited to infiltration systems, drainage pipes, manholes, catch basins, and outfalls.

The as-built drawings must accompany the certified as-built Plot Plan, which is required to be stamped by a Massachusetts Registered Land Surveyor. Together, these documents provide verification that the stormwater management systems have been constructed in accordance with the approved plans and comply with the requirements of this by-law and associated regulations.

7.10.4.7 Design Criteria

Infiltration and other stormwater management systems shall be designed in accordance with SCMs as outlined in the Massachusetts Stormwater Handbook and the Stormwater Regulations. For building additions that increase the existing impervious footprint by 25% to 50%, infiltration is required for the newly constructed area. For additions that increase the impervious footprint by more than 50%, infiltration is required for the entire impervious area, including both the addition and the existing structure.

For properties containing 4,000 square feet or less of impervious surface post-construction, infiltration systems must be designed to collect and infiltrate a minimum of one and a half inches (1.5") of rainfall. Impervious surfaces beyond the roof—such as driveways, decks, and patios—may be directed to the same infiltration system or managed separately using other acceptable methods such as rain gardens, drainage trenches or swales, detention basins, or other SCMs.

For projects resulting in more than 4,000 square feet of impervious surface post-construction, infiltration systems must be designed to collect and infiltrate a minimum of one and a half inches (1.5") of rainfall over the total impervious area, including roofs, driveways, patios, decks, and other hardscapes. In addition, the applicant must demonstrate compliance with the Massachusetts Stormwater Standards, specifically Standard 2 (Peak Rate Attenuation) and Standard 3 (Recharge).

In the absence of any other law, by-law or regulation, the Applicant shall plant on the project property three 2.5" caliper or larger, non-invasive trees for each required infiltration chamber system or designed drywell shown in the proposed plan.

Projects subject to this by-law requiring approval by the Conservation Commission, Zoning Board of Appeals, or Planning Board must also comply with the applicable requirements and approvals of the relevant Permitting Authority. Applicant must demonstrate compliance with the Massachusetts Stormwater Standards for Stormwater Management and Erosion Control measures.

Erosion and sediment controls must be designed to prevent adverse impacts caused by the discharge of silt or sediment to municipal and/or abutting properties during and after land disturbance and construction activities.

There shall be no change to the existing conditions of abutting properties or public ways from any increase in volume or peak rate of stormwater runoff or from erosion, silting, flooding, displacement, sedimentation or impacts to wetlands and other resource areas as defined in the Massachusetts Wetlands Protection Act and/or Needham Wetlands Protection By-Law.

When any proposed discharge may have an impact upon streams, wetlands and/or the MS4 or its conveyance system (storm sewers), the DPW Director and/or their designee may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

SECTION 7.11 ENFORCEMENT

The DPW Director and/or their designee retains the right to oversee and review all matters relating to stormwater management within the Town of Needham. The DPW Director and/or their designee shall administer and enforce the Stormwater By-Law, Stormwater Regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such enforcement. The remedies set forth in this section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.

7.11.1 Written Order

The DPW Director and/or their designee may issue a written order to enforce the provisions of this by-law or the regulations thereunder, which may include, but are not limited to, the following:

a. A requirement to cease and desist until there is compliance with the Stormwater By-Law;
b. Elimination of illicit connections or discharges to the MS4;
c. Maintenance, installation or performance of additional Erosion and Sedimentation control measures;
d. Monitoring, analyses, and reporting; and/or
e. Remediation of contamination, erosion and/or sedimentation resulting directly or indirectly from the permitted activity.

7.11.2 Appeal of Determination

Any person or entity aggrieved by a decision of the DPW Director and/or their designee under a provision of this Stormwater By-Law may submit a letter of appeal to the Select Board who may affirm, amend, or overrule that decision after a public meeting held not more than 45 days after the submission of a letter of appeal.

7.11.3 Injunctive Relief

If a person violates the provisions of this by-law, or any regulation, permit, notice, or order issued thereunder, the DPW Director or their designee, with the approval of the Select Board, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Set Recycling and Transfer Station User Charges and Fees
Presenter(s)	Katie King, Town Manager David Davison, Deputy Town Manager/Director of Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Board held a Public Hearing regarding RTS charges and fees at its June 24, 2025 meeting. The Solid Waste Disposal & Recycling Advisory Committee voted to recommend the changes that were presented to the Board that evening. The residential box spring or mattress disposal would be $25, and the commercial haulers fee would be $50. The fee for disposal of truck tires would be $21. The changes in the three fees reflect the increased cost to the Town for the acceptance of those items. There are no changes to any of the major solid waste disposal fees (pay-to-throw bags and over the scale).

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: Move that the Board approve the proposed changes to Recycling and Transfer Station Charges and Fees Schedule itemized below and that they be effective October 1, 2025:

Description	Current	New
Box Spring or Mattress (Residential Drop Off)	$20.00	$25.00
Box Spring or Mattress (Commercial Drop Off)	$40.00	$50.00
Tires - Vehicle Truck	$15.00	$21.00

3. BACK UP INFORMATION ATTACHED

a. None

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Update Select Board Regular Meeting Calendar
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will propose two changes to the Select Board's 2025-2026 regular meeting calendar.

2.	**VOTE REQUIRED BY SELECT BOARD**

Recommended Motion: That the Board make the following amendments to its 2025-2026 regular meeting calendar:

1. Move the start time of the September 24, 2025 meeting to 7 PM.
2. Move the October 28, 2025 meeting to October 29, 2025.

3.	**BACK UP INFORMATION ATTACHED**

a. Board Reorganization and Calendar Sheet

NEEDHAM SELECT BOARD
RE-ORGANIZATION MEETING FOR APRIL 15, 2025

1. Town Clerk swears in new member(s).

*****NOTE*** New/Reelected member must be sworn in prior to the deliberation of any item and any special meeting between the election and swearing in ceremony**

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

   Chair: Heidi Frail

   Vice Chair: Catherine Dowd

   Secretary/Clerk: Joshua Levy

3. Members now change to new seating arrangement.

4. Members will reaffirm and sign the Select Board Code of Conduct

5. The Select Board regular meeting schedule for the year.

April 22, 2025	August 12, 2025	November 25, 2025	February 24, 2026
May 13, 2025	September 9, 2025	December 2, 2025	March 10, 2026
May 27, 2025	September 24, 2025* (7 PM Start)	December 16, 2025	March 24, 2026
June 10, 2025	October 14, 2025	January 13, 2026	April 14, 2026
June 24, 2025	~~October 28, 2025~~ October 29, 2025*	January 27, 2026	
July 22, 2025	November 12, 2025*	February 10, 2026	

*Wednesday

6. Committee Secretary for Select Board: ☐ Myles Tucker

6. Recording Secretary for Select Board: ☐ Susan Metropole

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Needham Information Technology Strategic Plan FY2026-2028
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will present the Select Board the Needham Information Technology Strategic Plan for FY 2026-2028 as adopted by the Needham School Committee on July 14, 2025 for their consideration to adopt.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board vote to adopt the Needham Information Technology Strategic Plan for FY 2026-2028.

3.	**BACK UP INFORMATION ATTACHED**

a. Needham Information Technology Strategic Plan FY2026-2028 (clean)
b. Needham Information Technology Strategic Plan FY2026-2028 (redline)

Needham Information Technology Strategic Plan: FY2026 - FY2028

1. Introduction

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

2. Mission

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

3. Vision

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

4. Core Values

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

5. Strategic Themes and Goals

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

5.1. Unified and Effective IT Organization

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

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

5.2. Enhanced IT Governance and Decision-Making

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

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

5.3. Improved End-User Experience and Support

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

- Objective 3.1: Optimize the technology support process to ensure timely and effective resolution of user issues.
    - Develop standardized ‘technology profile’ for all school employee groups (FY26)
    - Assess technology support process to conform to documented procedures and standards (FY27)

- Objective 3.2: Develop and implement formal training programs for staff, including new hires and mandatory cybersecurity training.
    - Develop cybersecurity training program for all end users (FY26)
    - Develop enterprise application training program for end users (FY26)
    - Create formal professional development program for IT staff (FY26)
    - Install, configure and support a Learning Management System (LMS) training platform for school staff. (FY26) (Intermediate Effort)
    - Develop LMS learning module to support Open Architect teacher rollout (FY26)
- Objective 3.3: Establish a communications plan to update staff on technology activities, projects, policies, and procedures.
    - Develop technology communications procedures for employee groups (FY26)
    - Disseminate policies and procedures to staff (FY27)

5.4. Modern and Reliable Technology Infrastructure

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

- Objective 4.1: Develop and maintain comprehensive documentation, including inventories and system maps
    - Complete Town-wide inventory of software and applications (FY26)
- Objective 4.2: Develop a multi-year plan for the replacement and/or upgrade of legacy technologies.
- Objective 4.3: Explore opportunities to standardize technologies across the organization for improved efficiency and support.
    - Complete implementation of Zoom Phone and Zoom Rooms, Town-wide (FY26)
    - Implement contract printer management services for general government and school departments (FY25)
- Objective 4.4: Digitize key financial, demographic, operational and student data.
    - Archive legacy financial information and records (FY27-28)
    - Digitize financial, demographic, operational and student data, Town-wide (FY26-28) (Major Effort)
- Objective 4.5: Engage in discussion and planning around future-state technology (FY26-28)
    - Engage in research-based activities to support planning, including evaluation of current trends in technologies (FY26-28)

5.5. Strategic Data Management and Utilization

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

- Objective 5.1: Review current administrative systems and software tools to identify opportunities for greater integration and efficiency.
    - Implement Plante Moran recommendation for reconfiguring student registration/ enrollment process, including software upgrade. (FY26) (Intermediate Effort)
    - Implement Plante Moran recommendation for reconfiguring school staff on/offboarding processes, including software upgrade. (FY26) (Intermediate Effort)
    - Investigate opportunities for cost savings and productivity optimization by unifying school and general government platforms (MS365/Google) (FY27)
- Objective 5.2: Identify a platform for data sharing and collaboration across the Town and within departments.
    - Assess platform needs and software options (FY27)
    - Implement platform upgrade (FY28)
- Objective 5.3: Identify and implement platform(s) for digitizing and storing records, Town-wide.
    - Assess platform needs and software options (FY27)
    - Provide adequate data storage capacity and high availability (FY28)
    - Implement a streamlined platform and process for student records (FY27)
- Objective 5.4: Implement a Town-wide ERP system for improved financial system accuracy and performance.
    - Complete procurement of new ERP financial system (FY26)
    - Complete installation of tax/utility/COA/GL conversion (Real Estate May 2026; Excise January 2027) (Major Effort)
    - Complete installation of HR/Payroll Conversion (January 2028) (Major Effort)
    - Complete installation of remaining ERP Functions (June 2029) (Major Effort)
- Objective 5.5: Implement data dashboards to provide key metrics for both the school and general government administration.
    - Complete installation of Open Architects data dashboard for School Department
        - For financial and accounts payable information (FY25)
        - For staffing and human resource information (FY26)
    - Procure and implement data dashboard for general government departments (FY27) (Funding)

5.6. Secure Technology Environment and Data Privacy

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

- Objective 6.1: Conduct regular and recurring cybersecurity risk assessments, including penetration testing, to detect vulnerabilities.
    - Conduct risk assessments every two to three years (FY26-28)
- Objective 6.2: Develop and maintain a formal response plan that outlines procedures for detecting, responding, and recovering from an identified vulnerability, security threat or attack.
    - Develop and implement cybersecurity response plan (FY26)
    - Plan and conduct cybersecurity tabletop exercises (FY26 – FY27)
- Objective 6.3: Mitigate cybersecurity risks through prevention activities.
    - Strengthen existing security measures through authentication, access controls and patch management. (FY25- FY26)
    - Embed cybersecurity responsibilities into job descriptions (FY26)
- Objective 6.4: Define comprehensive plans and policies for data handling, acceptable use, asset management, access control and incident response.
    - Procure consultant for policy, procedure and standards development (FY26)
    - Policies voted by Boards (FY26)
- Objective 6.5: Hire a dedicated cybersecurity specialist to design security measures, monitor systems, coordinate remediation and implement prevention measures.
    - Approve Cybersecurity Specialist position, based on Cybersecurity Assessment (FY27) (Funding)
- Objective 6.6: Evaluate the current landscape of software applications to ensure compliance with data privacy requirements
    - Evaluate software applications currently in use for compliance with data privacy requirements (FY26)
    - Educate and support staff/stakeholders on the importance of data privacy (FY26)
    - Procure inventory management tool (as necessary) to facilitate the task of tracking compliance (FY27)

Needham Information Technology Strategic Plan: FY2026 - FY2028

1. Introduction

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

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- **Excellence:** Committing to high standards of service delivery, technical expertise, and continuous improvement in all IT operations.
- **Security and Reliability:** Ensuring the integrity, confidentiality, and availability of technology infrastructure and data through proactive security measures and robust systems.
- **Innovation:** Embracing new technologies and best practices to enhance services, streamline processes, and support the evolving needs of the community.

5. Strategic Themes and Goals

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

5.1. Unified and Effective IT Organization

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

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

5.2. Enhanced IT Governance and Decision-Making

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

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

5.3. Improved End-User Experience and Support

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

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

5.4. Modern and Reliable Technology Infrastructure

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

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

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

5.5. Strategic Data Management and Utilization

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

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

    - Complete installation of tax/utility/COA/GL conversion (Real Estate May 2026; Excise January 2027) **(Major Effort)**
    - Complete installation of HR/Payroll Conversion (January 2028) **(Major Effort)**
    - Complete installation of remaining ERP Functions (June 2029) **(Major Effort)**
- Objective 5.3: Implement data dashboards to provide key metrics for both the school and general government administration.
    - Complete installation of Open Architects data dashboard for School Department
        - ~~For student demographic and assessment data (FY25)~~
        - For financial and accounts payable information (FY25)
        - For staffing and human resource information (FY26)
    - Procure and implement data dashboard for general government departments (FY27) **(Funding)**

5.6. Secure Technology Environment and Data Privacy

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

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

- Objective 6.7: Hire a dedicated cybersecurity specialist to design security measures, monitor systems, coordinate remediation and implement prevention measures.
    - Approve Cybersecurity Specialist position, based on Cybersecurity Assessment (FY27) **(Funding)**
- Objective 6.8: Evaluate the current landscape of software applications to ensure compliance with data privacy requirements
    - Evaluate software applications currently in use for compliance with data privacy requirements (FY26)
    - Educate and support staff/stakeholders on the importance of data privacy (FY26)
    - Procure inventory management tool (as necessary) to facilitate the task of tracking compliance (FY27)

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Conservation Restriction Grantee Assignment
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will present to the Board for their endorsement and signature assignment instruments that will assign conservation restrictions for the Carol Brewster and Walker Pond Conservation Areas – undeveloped properties protected since their purchase in 2009 and 2012 – to the Wellesley Conservation Land Trust.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board vote to sign the Conservation Restriction Grantee Assignment instruments for the Carol Brewster and Walker Pond Conservation Areas.

3.	**BACK UP INFORMATION ATTACHED**

a. Assignment Instruments
b. Background Memorandum, dated 7/15/2025

ASSIGNMENT OF CONSERVATION RESTRICTION

Needham Land Trust, Inc., a Massachusetts nonprofit corporation having an address of 99 Bridle Trail Road, Needham, MA 02492, hereby assigns its entire interest as the Grantee of the Conservation Restriction recorded with the Norfolk County Registry of Deeds in Book 33079, Page 36, to Wellesley Conservation Land Trust, Inc., a Massachusetts nonprofit corporation having an address of P.O. Box 81129, Wellesley, MA 02481.

This Conservation Restriction affects the land located at 174 Charles River Street, Needham Massachusetts, containing approximately 1.76 acres of land (the "Premises") all as more particularly shown on a plan entitled "Town of Needham, 174 Charles River Street, Needham, Massachusetts Conservation Exhibit," dated November 10, 2014, prepared by Kelly Engineering Group, Inc., 0 Campanelli Drive, Braintree, MA 02184, and recorded with the Norfolk Registry of Deeds in Plan Book 638, Page 54.

The Town of Needham, acting by and through its Select Board, with an address of 1471 Highland Avenue, Needham, MA 02492, is the Grantor of said Conservation Restriction and is the current owner of the Premises (the "Grantor"). For Grantor's title to the Premises see deed dated December 1, 2010, and recorded with the Norfolk Registry of Deeds in Book 28341, Page 211. Pursuant to Section VI (Assignability) of the Conservation Restriction, the Grantor hereby assents to this assignment of the Conservation Restriction to Wellesley Conservation Land Trust, Inc.

Pursuant to Section VI (Assignability) of the Conservation Restriction, Wellesley Conservation Land Trust, Inc., hereby agrees that it shall accept all benefits and undertake all responsibilities of the Grantee, and that the purpose of the Conservation Restriction shall be carried out. Wellesley Conservation Land Trust, Inc., further acknowledges that it qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and is a donee eligible to receive this assignment of the Conservation Restriction under Section 32 of Chapter 184.

Except for the assignment of the Grantee's interest from Needham Land Trust, Inc., to Wellesley Conservation Land Trust, Inc., provided for herein, all terms and conditions of the Conservation Restriction shall remain unamended and in full force and effect.

Needham Land Trust, Inc.

_____
By:
Its:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ___ day of _____ 2025 before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to that he/she/they signed it voluntarily for its stated purpose as the _____ of Needham Land Trust, Inc.

_____
My Commission expires:

Wellesley Conservation Land Trust, Inc.

_____

By:
Its:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ___ day of _____ 2025 before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to that he/she/they signed it voluntarily for its stated purpose as the _____ of Wellesley Conservation Land Trust, Inc.

_____

My Commission expires:

Assented to by:

Town of Needham Select Board

_____
Heidi Frail, Chair

_____
Catherine Reid Dowd, Vice-Chair

_____
Joshua Levy

_____
Marianne Cooley

_____
Kevin Keane

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ___ day of _____ 2025 before me, the undersigned notary public, personally appeared _____
_____
Members of the Select Board of the Town of Needham, and proved to me through satisfactory evidence of identification, which was _____
to be the person whose name is signed on the preceding or attached document, and acknowledged to that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Needham.

_____
My Commission expires:

ASSIGNMENT OF CONSERVATION RESTRICTION

Needham Land Trust, Inc., a Massachusetts nonprofit corporation having an address of 99 Bridle Trail Road, Needham, MA 02492, hereby assigns its entire interest as the Grantee of the Conservation Restriction recorded with the Norfolk County Registry of Deeds in Book 32884, Page 296, to Wellesley Conservation Land Trust, Inc., a Massachusetts nonprofit corporation having an address of P.O. Box 81129, Wellesley, MA, 02481.

This Conservation Restriction affects two contiguous parcels of land off Brewster Drive and Carol Road containing approximately 207,132 square feet of land in total, being the premises known as (1) Lot 1B, Carol Road, Needham, MA, as shown on a plan entitled "Amended Lotting Plan, Subdivision Plan of Land, Needham, Mass", dated August 31, 2009, prepared by Field Resources, Inc., and recorded with the Norfolk County Registry of Deeds in Plan Book 596, Plan 58 of 2009, containing 154,507 square feet of land more or less, and (2) Lot 2, Brewster Drive, Needham, MA as shown on a plan entitled "Amended Lotting Plan, Subdivision Plan of Land, Needham, Mass", dated August 20, 2005, prepared by Needham Survey Associates Inc., 281 Chestnut Street, Needham MA 02492, and recorded with the Norfolk County Registry of Deeds in Plan Book 578, Plan 88 of 2008, containing 52,625 square feet of land, more or less (collectively, the "Premises").

The Town of Needham, acting by and through its Select Board, with an address of 1471 Highland Avenue, Needham MA 02492, is the Grantor of said Conservation Restriction and is the current owner of the Premises (the "Grantor"). For Grantor's title to the Premises see deeds recorded with the Norfolk Registry of Deeds in Book 27306, Page 461, and in Book 27306, Page 405. Pursuant to Section VI (Assignability) of the Conservation Restriction, the Grantor hereby assents to this assignment of the Conservation Restriction to Wellesley Conservation Land Trust, Inc.

Pursuant to Section VI (Assignability) of the Conservation Restriction, Wellesley Conservation Land Trust, Inc., hereby agrees that it shall accept all benefits and undertake all responsibilities of the Grantee, and that the purpose of the Conservation Restriction shall be carried out. Wellesley Conservation Land Trust, Inc., further acknowledges that it qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and is a donee eligible to receive this assignment of the Conservation Restriction under Section 32 of Chapter 184.

Except for the assignment of the Grantee's interest from Needham Land Trust, Inc., to Wellesley Conservation Land Trust, Inc., provided for herein, all terms and conditions of the Conservation Restriction shall remain unamended and in full force and effect.

Needham Land Trust, Inc.

_____
By:
Its:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ___ day of _____ 2025 before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to that he/she/they signed it voluntarily for its stated purpose as the _____ of Needham Land Trust, Inc.

_____
My Commission expires:

Wellesley Conservation Land Trust, Inc.

_____

By:
Its:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ___ day of _____ 2025 before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to that he/she/they signed it voluntarily for its stated purpose as the _____ of Wellesley Conservation Land Trust, Inc.

_____

My Commission expires:

Assented to by:

Town of Needham Select Board

_____
Heidi Frail, Chair

_____
Catherine Reid Dowd, Vice-Chair

_____
Joshua Levy

_____
Marianne Cooley

_____
Kevin Keane

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ___ day of _____ 2025 before me, the undersigned notary public, personally appeared _____
_____
Members of the Select Board of the Town of Needham, and proved to me through satisfactory evidence of identification, which was _____
to be the person whose name is signed on the preceding or attached document, and acknowledged to that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Needham.

_____
My Commission expires:

MEMORANDUM

TO:	Select Board
FROM:	Myles Tucker, Support Services Manager
CC:	Katie King, Town Manager Dave Davison, Deputy Town Manager/Director of Finance Chris Heep, Town Counsel Cecilia Simchak, Assistant Finance Director
SUBJECT:	Carol Brewster and Walker Pond Conservation Areas –Conservation Restriction Grantee Assignment
DATE:	July 15, 2025

Background:

The Carol Brewster and Walker Pond Conservation Areas are two undeveloped properties purchased by the Town of Needham in 2009 and 2012, respectively. These two areas fall under the jurisdiction of the Select Board and have been subject to conservation restrictions (CRs) since the time of their purchase.

CRs provide "permanent protection of specific conservation values while permitting limited land uses consistent with the protection of said conservation values."[1]As required by the restriction, the Town – as landowner – must grant the conservation restriction to another qualified organization (grantee) to ensure compliance.

Although the Needham Conservation Commission is the grantee to several conservation restrictions on privately owned land in Needham, a separate arm of a local government cannot be the grantee of a conservation restriction for land held by another arm of the same government.

Since inception, the Needham Land Trust (a Needham-based non-profit) has been the grantee for both conservation restrictions. As grantee, the organization has conducted annual assessments of the Town's compliance with the conservation restrictions and made recommendations for the upkeep of the property.

Discussion:

In late 2024, the Needham Land Trust notified the Town that it intended to dissolve. Following this notice, the Town reached out to multiple similar organizations to gauge interest relative to taking on new conservation restrictions as grantee. The Wellesley Conservation Land Trust was the only respondent.

The Wellesley Conservation Land Trust is a local non-profit that is currently the grantee of several conservation restrictions from both public and private landowners in the greater Wellesley area, including some in Needham. After numerous meetings between staff and Wellesley Conservation Land Trust board

[1] https://www.mass.gov/info-details/conservation-restriction-review-program

members – to include site visits to both properties – the Wellesley Conservation Land Trust confirmed interest in becoming the grantee for both conservation restrictions. The terms of the conservation restriction will not change and the process used for grantee reassignment is designated in the text of the conservation restrictions.

The Wellesley Conservation Land Trust does not charge annual fees, but requests grantors provide an upfront endowment fee to cover the cost of compliance monitoring in perpetuity. The Wellesley Conservation Land Trust provided the Town with an estimated payment of $9,999 per conservation restriction. If approved, funds will be paid out of Community Preservation Act Administrative Funds, as recommended by the Chair of the Community Preservation Committee.

Recommendation:

That the Select Board endorse assignment of the two conservation restrictions to the Wellesley Conservation Land Trust. Counsel has prepared a document to this end for each property for the Board to sign.

Should the Board vote to approve the assignment, Counsel will file necessary paperwork with the Norfolk County Registry of Deeds.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Select Board Goals Update & Planning
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will discuss progress toward the Board's FY2025-FY2026 goals and discuss planning for FY2026-FY2027.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. Select Board FY2025-FY2026 Goals Status Update July 22, 2025	

Select Board Goal Statement
Adopted August 13, 2024
July 2025 Update

VISION: Needham is a safe and welcoming town that people are proud to call home, where neighbors care, respect differences, and contribute to the global community.

PURPOSE: The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Healthy and Socially Thriving – Needham residents enjoy plentiful recreational, cultural, and educational opportunities in an environment that upholds human rights, celebrates diversity, and fosters a sense of connection among neighbors, thus strengthening their bond to the community they proudly call home. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups;
- Supports the physical and mental well-being of its community members;
- Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community; and
- Values public art.

FY2025-2026 Initiatives	Description	Priority	Status July 2025
1	Develop and plan community celebration to take place on the Town Common.	**Priority**	Park & Recreation planned an event for all ages for May 3, 2025, which was cancelled due to rain. Staff will schedule for 2026.

2	Outreach to various identity network groups and ask to meet with them and attend events to understand the work they do and the community they serve.	Complete	Staff has identified and reached out to four community interest groups in March 2025.
3	Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.	Regular	Staff planned to have an action plan with recommendations by Fall 2025 to inform the FY27 budget process. The Town Manager recommends revisiting this timeline during the Board's July goal setting retreat.
4	Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.	Regular	Staff have inventoried existing Town policies and reviewed alternative models. Staff initially planned to draft policy options and a stakeholder engagement strategy with the goal of making recommendations to the Select Board by the end of CY2025. The Town Manager recommends revisiting this timeline during the Board's July goal setting retreat.
5	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees, measure progress.	Complete	Demographic survey for Board members and applicants was rolled out in CY24. CY25 data for committee members has been gathered and data collection for applicants is current as of June 2025. OTM will continue to survey annually to understand which communities are relatively underrepresented to inform targeted recruitment efforts.
6	Complete the Equity Audit, clarify objectives, and determine next steps.	Operationalized	Racial Equity LLC has been actively engaging with each department to understand current practices and challenges in building an equity and inclusion roadmap. An employment disparity analysis based on the Town's staff demographics was completed in the Spring of 2025.

7 & 8	Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement and NUARI principles.	Complete	A two-session Board and Committee orientation was held in October 2024 with positive feedback from attendees. Staff plan to run this again in FY2026.
9	Develop a plan for a community observance of Juneteenth.	Complete	Staff will organize an event similar to last year, including the Poet Laureate in the program.
10	Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.	Operationalized	The Valor Act and Senior Tax Work-off Programs were adopted at the May 12, 2025, Special Town Meeting. Staff will recommend final program parameters to the Select Board in August 2025.
11	Convene NUARI to discuss progress on strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.	Complete	Action on NUARI recommendations is reflected in Select Board goals 2, 5, 6, 7, 8 and 9.

GOAL #2: Economically Vital – Needham welcomes investment in local businesses and has a thriving local economy that contributes to a growing local tax base to support desirable community amenities and programs. Needham:

- Has a growth mindset and encourages business development and redevelopment;
- Supports an environment for creativity, innovation, and entrepreneurship;
- Promotes a well-educated, skilled, and diverse work force that meets employers' needs;
- Fosters a collaborative and resource-rich regional business climate;
- Attracts, sustains, and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members; and
- Supports financial security and economic opportunity.

FY2024-2025 Initiatives	Description	Priority	Status July 2025
13	Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).	Operationalized	Procurement is complete. The Town can access data through December 2025. Staff in DPW, HHS, Planning, and Park & Recreation have been trained on the platform and are collecting data relative to departmental goals.

GOAL #3: Livable– Needham values diversity and a broad spectrum of housing options. The community is supported by well-maintained public infrastructure and desirable amenities that accommodate a variety of community needs. Needham:

- Promotes and sustains a secure, clean, and attractive place to live, work and play;
- Supports an increase of housing, including a variety of types and price points;
- Provides high-performing, reliable, affordable public infrastructure and Town services;
- Encourages and appropriately regulates sustainable development; and
- Supports and enhances neighborhood livability and accessibility for all members of the community.

FY2024-2025 Initiatives	Description	Priority	Status July 2025
14	Work with the Planning Board on next steps related to the MBTA Communities Act.	Complete	The 2025 Annual Town Meeting voted to adopt the Base Compliance Plan, which the Town has submitted to EOHLC requesting final compliance determination.
15	Evaluate next steps for use of the Stephen Palmer Building.	**Top Priority**	The Town engaged HousingToHome to create the tenant relocation plan. Procurement for the consultant to help with the visioning and land use effort will be complete in August. The Select Board has appointed all members to the Stephen Palmer Development Review Committee, which will launch in September.

16	Evaluate the role of the Affordable Housing Trust.	**Priority**	The Town Manager provided the Board with a list of recommendations on April 11, 2025, and the Trust held an initial discussion on May 6, 2025. The Select Board will discuss the future of the AHT during its goal setting process, including opportunities for restructuring the Trust and considering the use of loans. The Trust will seek technical assistance from Mass Housing Partnership.
17	Evaluate expansion of off-leash dog areas.	**Priority**	Public Works confirmed the feasibility of 3 options – Rosemary Trail, Mills Field and Hillside School - based on the Active Recreation Working Group recommendations. A joint meeting of the Select Board and Park & Recreation Commission was held on June 23, 2025, to hear from the public regarding a pilot at Rosemary Trail. The Select Board will discuss at its July 22 meeting.
18	Encourage and participate in the Planning Board's large house review.	**Priority**	The Large House Review Committee was launched and has begun its work. A listening session was held on June 9, 2025. A consultant has been engaged to assist the Committee in preparing 3D eye-level models of select single family houses under varying floor area ratio parameters. Selection of a consultant to review the fiscal impact of the modeled floor area ratio standards is planned for mid summer.
19	Explore renaming Hemlock Gorge to Nehoiden's Grant.	FY2026	This project is scheduled for FY2026.
20	Identify funding for School Master Plan projects and participate in the planning process.	Regular	Staff prepared a detailed facility financing plan that was presented to the Finance Committee and Select Board in April 2025. This will be updated as the feasibility study advances.
21	Evaluate RTS Service Delivery Model to guide long-term	Regular	The Town has contracted with TetraTech and conducted a survey. They are now investigating four different service

	investment and review operational efficiencies in the short-term.		delivery model options and the associated trade-offs that will be presented by the end of 2025.
22	Upgrade Town Seal to improve graphic quality and historical accuracy.	Regular	The Branding and Town Seal Committee has made recommended changes to the Town Seal which an illustrator is in the process of incorporating into a proposed redesign for review by the Select Board.
23	Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball.	Operationalized	Park & Recreation completed a feasibility study for a potential action sports park and pickleball courts. Claxton (including the quarry) were selected as the preferred site for both facilities. The 2025 Annual Town Meeting approved design funds for these projects.
24	Improve trailhead access to ensure clear and accessible access.	Operationalized	Funding for this project was approved at the 2025 Annual Town Meeting.

GOAL #4: Accessible and Connected – In Needham, people can easily and affordably travel to their desired destinations without relying solely on cars. Needham:

- Supports a balanced transportation system that reflects effective land use, manages congestion, and facilitates strong regional multimodal connections;
- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient, and clean mobility options;
- Applies Complete Street principles to evaluate and prioritize bicycle and pedestrian safety;
- Coordinates with state and federal leaders to ensure access to safe, reliable, and efficient public transit;
- Provides effective infrastructure and services that enables people to connect with the natural and built environment; and
- Promotes transportation options to remain an age-friendly community.

FY2024-2025 Initiatives	Description	Priority	Status July 2025
25	Complete Quiet Zone feasibility and design and seek funding for	**Top Priority**	The Town has contracted with Tighe and Bond and Benesch to conduct the design phase of this project. A diagnostic

	noise reduction/Quiet Zone construction.		review meeting was held, and the consultant is working with the MBTA on the next steps in design. Cost estimates have been delayed until further information is provided by the MBTA.
26	Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.	**Priority**	The Town Manager recommends revisiting this timeline during the Board's July goal setting retreat before reaching out to the City of Newton regarding next steps.
27	Evaluate expansion of snow and ice removal efforts, including sidewalk plowing strategies.	Regular	The Director of Public Works presented to the Select Board ending the center snow removal pilot based on an inability to meet the demand from a staffing perspective. DPW will work with Economic Development to discuss with the business in the center to see if the Town can assist them in procuring their own services.
28	Update parking payment technologies to allow for credit card and/or app-based payments.	Regular	HotSpot has been secured as the Town's vendor and the Board updated the traffic regulations to allow for payment by app. Implementation has been delayed from Spring to Fall 2025 until integration between this app and the Town's parking enforcement software is completed.
29	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.	Regular	This project is on-going with a deeper analysis and community engagement anticipated over the next several months.

GOAL #5: Safe – Needham is a welcoming and inclusive community that fosters personal and community safety. Needham:

- Provides public safety in a manner consistent with community values;
- Provides comprehensive advanced life support level care;
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters;
- Fosters a climate of safety in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places; and
- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive.

GOAL #6: Responsibly Governed – Needham has an open and accessible Town government that fosters community engagement and trust while providing excellent municipal services. Needham:

- Models stewardship and sustainability of the Town's financial, human, information, and physical assets;
- Invests in making Town-owned buildings safe and functional;
- Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis;
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality service in all municipal business;
- Supports, develops, and enhances relationships between the Town and community and regional partners;
- Proactively reviews and updates Town policies and regulations and ensures compliance;
- Promotes collaboration between boards and committees;
- Values the local government workforce;
- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; and
- Prioritizes acquisition of strategic parcels.

FY2024-2025 Initiatives	Description	Priority	Status July 2025
30	Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt.	Complete	At its meeting on December 17, 2024, the Select Board reviewed policy updates for the CIP (now CEF), the CIF, and the DSSF. The Deputy Town Manager/Director of Finance previously reviewed the policy proposals with the Select Board and Finance Committee. Policy updates were included in the FY2026-2030 CIP. The May 12, 2025 Special Town Meeting (article 14) approved the amendment to the AFIF by dedicating 40% of the Rosemary Pool receipts to the Fund starting July 1, 2025 (FY2026).
31	Evaluate the possibility of developing a Community Master Plan. Develop an inventory of Town long-range plans and identify overlaps and conflicts, including other Boards of jurisdictions.	Regular	Staff has started the process of identification and inventorying of long-range plans.

32	Capital Facilities: CATH upgrades (including additional parking).	Regular	The 2025 Annual Town Meeting voted to fund the design of the upgrades requested by the Council on Aging. The Town entered into a license agreement for 12 additional parking spaces in the MBTA lot along Hillside Avenue.
33	Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.	Regular	The Finance Department is reviewing potential strategies for increasing minority and women-owned business participation in the procurement process with the Town's Equity Audit consultant and are investigating a procurement platform. Recommendations will be made by the end of calendar year 2025.
34	Evaluate enhanced benefits to assist in the Town's recruitment and retention efforts.	Operationalized	The Human Resources department explores attractive benefits for both new recruits and current employees on an ongoing basis. Recent examples include the upfront payment of the Town's contribution to an employee Health's savings account to incentivize enrollment, and implementation of emotional wellness programs, changes to family and parental leave, expansion of the summer work hours schedule, and allowing employees to obtain stickers for the RTS on the same basis as residents.
35	Review and update the Sign Bylaw.	FY2026	This project is scheduled for FY2026.
36	Review and update Select Board policies as appropriate.	Regular	Updated Alcohol Regulations will be presented to the Select Board in August 2025. Additional licensing policies are under review by staff for modernization.
37	Evaluate options for enhanced data collection by Town Departments to assist the Board in reviewing and evaluating progress toward goals.	Operationalized	Staff piloted a new question added to the building permit application to gather data on public trees within 10 feet of proposed construction. This is intended to catch potential conflicts earlier in the development process.
38	Explore options for evaluating Town Counsel.	Complete	Town Counsel provided the Board with a review of the prior year on November 26, 2024.

39	DPW phased renovation/construction.	Regular	The 2025 Annual Town Meeting voted to approve funding for the addition to the Jack Cogswell Building to house the Fleet Division. Future phases remain pending.
40	Capital Facilities: Library phased renovations.	Regular	Funding for the renovation of the Young Adult area at the library was approved at the 2025 Annual Town Meeting. Construction will begin in September.
41	Implement successor agreements for expiring contracts.	Operationalized	Staff met with the Police Union to begin negotiations but did not reach agreement in time for the 2025 Annual Town Meeting. The Select Board approved the employment agreement for the next Town Manager at its meeting on May 13, 2025, and a successor contract for the Fire Chief at its meeting on May 27, 2025.

GOAL #7: Environmentally Sustainable – Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. Needham:

- Combats the climate crisis;
- Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy;
- Encourages the efficient use of natural resources; and
- Protects and enhances the biodiversity and vitality of ecological systems.

FY2024-2025 Initiatives	Description	Priority	Status July 2025
42	Identify and implement strategies to protect the Town's tree canopy.	**Priority**	The Tree Preservation Planning Committee has begun its work and held a listening session on June 4, 2025.
43	Develop Town Zero Emission First policy.	Complete	The Select Board approved the Zero Emission Vehicle First Policy at its meeting on November 12, 2024.
44	Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment	Regular	Town staff are preparing draft PACE adoption language and an accompanying memo for Select Board review by early Fall 2025. The program was presented to the Board of

	Program and develop supporting programs to drive participation.		Assessors and did not have any concerns regarding implementation.
45	Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity.	Regular	The Select Board created a Stormwater By-law Working Group to make recommendations to the Board. The Working Group will present to the Board in July.
46	Establish a comprehensive Climate Communications Strategy to engage community members and organizations in the implementation of climate actions and continuous evolution of the Climate Action Roadmap.	FY2026	This project is scheduled for FY26. The Town submitted application materials for the state Climate Leader Communities certification in June 2025 and if approved, will be required to implement at least one climate community engagement best practice each year. Best practices for this certification will inform Climate Communications Strategy development.
47	Establish regulations to prohibit non-electric vehicles parking in EV charging spots.	Complete	The Select Board approved the update to the Traffic Rules and Regulations at its meeting on November 26, 2024.
48	Recommend community energy aggregation	Complete	Needham Power Choice launched on March 1, 2025. To date, enrollments in the program have been slightly above average as compared to typical communities, with 94% of eligible accounts enrolled in the program.

The Select Board also identified these initiatives to begin in 2026 or later:

Initiatives to Begin in 18-36 months:

- <u>Healthy and Socially Thriving</u>
  - Launch a Civics Academy to introduce Needham residents to all facets of local government

- <u>Accessible and Connected</u>
  - Pilot converting some on-street parking spaces for more active curb use (e.g., short customer visits, active loading areas).

    - Update the Town's parking regulations and permit program (including permit rules, time/day regulations, and pricing).
    - Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.

- Environmentally Sustainable
    - Consider further opportunities for reducing plastic use in Needham.

Initiatives to Begin in 36+ months

- Economically Vital
    - Evaluate Chestnut Street redevelopment.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Preliminary Discussion of October 20, 2025 Special Town Meeting Articles
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will update the Board on the preliminary articles under consideration for the October 20, 2025 Special Town Meeting.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. Preliminary List of Warrant Articles, 10/20/2025 Special Town Meeting	

October 20, 2025 Special Town Meeting
Preliminary List of Warrant Articles
Current as of 07/18/2025

Human Resources Articles

Financial Articles

- Line-Item Transfers:
    - FY2026 Water Enterprise Fund Budget
    - FY2026 Sewer Enterprise Fund Budget
    - FY2026 General Fund Operating Budget
- Appropriate for Unpaid Bills of a Prior Year
- Appropriate for Public, Educational, and Government (PEG) Programming
- Appropriate for Quiet Zone Construction
- Appropriate for Infiltration & Inflow
- Matching Funds for SRF Drainage GIS Updates

Zoning Articles

- Amend Zoning Bylaw – Accessory Dwelling Units

General Articles

- Amend General Bylaw – Stormwater

Reserve Articles

- Capital Facility Fund
- Debt Service Stabilization Fund

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Town Manager's Report
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will update the Board on issues not covered on the agenda.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Open Meeting Law Complaint: Filed by Gary Ajamian on July 9, 2025 against the Select Board (copy available from Town Clerk)
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Gary Ajamian filed an Open Meeting Law Complaint Form with the Select Board on July 9, 2025. In this complaint, Mr. Ajamian alleges violations of the Open Meeting Law relating to the Select Board's vote at its May 5, 2025 meeting to delay the Envision Needham Center pilot program.

In accordance with M.G.L. c. 30A, §23, the Select Board is required to provide the complainant and the Attorney General with its response to the complaint within 14 business days after filing.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board authorize Town Counsel to prepare and submit a response to the Open Meeting Law complaint.

3.	**BACK UP INFORMATION ATTACHED**

a. Open Meeting Law Complaint filed by Gary Ajamian

Open Meeting Law Complaint
Filed Pursuant to M.G.L. c. 30A, § 23(b)

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
2025 JUL -9 P 4: 32

To:
Needham Town Clerk
Town Hall
1471 Highland Avenue
Needham, MA 02492

Cc:
Office of the Attorney General
Division of Open Government
One Ashburton Place, 20th Floor
Boston, MA 02108
openmeeting@mass.gov

Date of Complaint: July 9, 2025

Public Body: Needham Select Board
Date of Alleged Violation: May 5, 2025 [as per meeting minutes released on June 10, 2025]
Location of Alleged Violation: Select Board Chambers, Needham Town Hall

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Description of Alleged Violation:

On May 5, 2025, the Needham Select Board (4/5 members) voted to delay the Envision Needham Center pilot program by at least six months. This action occurred during a special board meeting held just prior to the start of Annual Town Meeting—at which a related amendment under Article 17 was scheduled for discussion. However, the agenda for the May 5th meeting **did not include any notice that the Board would be discussing or voting on the Envision pilot delay**. The agenda broadly referenced "Annual Town Meeting preparation," but did not indicate that substantive action would be taken on the Envision project.

This lack of advance notice deprived the public of its right to be informed and to attend and participate in a decision of significant community interest. Many residents had expected a public discussion at a **properly noticed May 13th hearing**, and were not informed that a pivotal decision would occur instead on May 5th. The Board's sudden action directly impacted the Town Meeting process, as the vote to delay was used to pressure/ incentivize/ justify the **withdrawal of a citizen amendment under Article 17**, which might otherwise have received fuller debate and support.

Select Board Member Joshua Levy openly objected to the vote, stating that it **was not properly noticed** and might violate the Open Meeting Law. He warned that the vote could be perceived as a decision made "out of the public view"—echoing concerns previously raised about the Envision process itself. Despite this objection, four (not unanimous) Board members proceeded to vote in favor of the delay.

Town Counsel later (when asked if this was a violation) stated that the vote could be framed as related to Article 17; however, this rationale was applied **retroactively** and does not change the fact that the public was not given fair notice of the action under Open Meeting Law standards.

Belief that the Violation Was Intentional:

The circumstances suggest that the violation **may have been intentional**:

- The Board had already scheduled a public hearing on the Envision pilot for May 13, but instead moved forward with a key decision that was NOT adequately **noticed** in advance of the May 5 Select Board meeting.
- Members acknowledged the lack of proper agenda notice and the potential for public backlash but proceeded with the vote anyway.
- The timing—just hours before Town Meeting—suggests the vote was strategically coordinated to influence the withdrawal of the Article 17 amendment before residents could weigh in.
- Mr. Levy explicitly warned of the legal and ethical implications, but his concerns were dismissed in favor of taking a hasty vote.

Taken together, these actions appear to reflect a **conscious decision to bypass public engagement** on a contentious issue. At minimum, this demonstrates a disregard for transparency and the requirements of the Open Meeting Law.

Remedies Requested

1. **Public Acknowledgment and Correction:**
    - The Select Board should publicly acknowledge that it failed to properly notice the May 5 vote.
    - A corrective statement should be read into the record at the next Select Board meeting and posted to the town website.
2. **Reconsideration or Rescission of Vote:**
    - The Select Board should rescind the May 5 vote to delay the Envision pilot and conduct a properly noticed public discussion and vote.
3. **Future Compliance Measures:**
    - Require the Select Board to receive refresher training on Open Meeting Law requirements.
    - The Board should commit to listing all anticipated votes on agendas with clear, specific language—especially on matters of public controversy.

4. **Attorney General Review and Finding:**

- Request that the Attorney General's Office conduct a formal review and issue a public finding on whether the May 5 vote violated the Open Meeting Law.

Submitted By:
Gary R. Ajamian
47 Meetinghouse Circle, Needham

Signature:

Date: July 9, 2025 (within 30 days of the release of the July 5th meeting minutes)

The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

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SELECT BOARD
2025 JUL -9 P 4: 32

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- To file the complaint:
  - For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- The chair must disseminate the complaint to the members of the public body.
- The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- After review, but within 14 business days, the public body must respond to the complaint in writing and must send the Attorney General a copy of the complaint and a description of any action the public body has taken to address it. At the same time, the body must send the complainant a copy of its response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.

OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Gary Last Name: Ajamian

Address: 47 Meetinghouse Circle

City: Needham State: MA Zip Code: 02492

Phone Number: 6179087146 Ext.

Email: garyajamian@gmail.com

Organization or Media Affiliation (if any): Town Meeting Member Precinct F

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/ town, county or region, if applicable): Needham Select Board, Needham, MA

Specific person(s), if any, you allege committed the violation: Heidi Frail, Kevin Keane, Kathy Dowd, Marianne Cooley (excludes Joshua Levy as he questioned the vote and did not participate)

Date of alleged violation: May 5, 2025

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On May 5, 2025, the Needham Select Board (4/5 members) voted to delay the Envision Needham Center pilot program by at least six months. This action occurred during a special board meeting held just prior to the start of Annual Town Meeting—at which a related amendment under Article 17 was scheduled for discussion. However, the agenda for the May 5th meeting did not include any notice that the Board would be discussing or voting on the Envision pilot delay. The agenda broadly referenced "Annual Town Meeting preparation," but did not indicate that substantive action would be taken on the Envision project.

This lack of advance notice deprived the public of its right to be informed and to attend and participate in a decision of significant community interest. Many residents had expected a public discussion at a properly noticed May 13th hearing, and were not informed that a pivotal decision would occur instead on May 5th. The Board's sudden action directly impacted the Town Meeting process, as the vote to delay was used to pressure/ incentivize/ justify the withdrawal of a citizen amendment under Article 17, which might otherwise have received fuller debate and support.

Select Board Member Joshua Levy openly objected to the vote, stating that it was not properly noticed and might violate the Open Meeting Law. He warned that the vote could be perceived as a decision made "out of the public view"—echoing concerns previously raised about the Envision process itself. Despite this

SEE ATTACHED OPA

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Mr. Levy explicitly warned of the legal and ethical implications, but his concerns were dismissed in favor of taking a hasty vote. The meeting minutes were then not released to the public until June 10th. (This form is within the 30 days of that meeting minute release). Taken together, these actions appear to reflect a conscious decision to bypass public engagement on a contentious issue. At minimum, this demonstrates a disregard for transparency and the requirements of the Open Meeting Law.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____ **Date:** 7-9-2025

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

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

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TOWN OF NEEDHAM
SELECT BOARD
2025 JUL -9 P 4:32

6:48 p.m. Call to Order:
A special meeting of the Select Board was convened by Chair Heidi Frail. Present were Cathy Dowd, Marianne Cooley, Joshua Levy, Kevin Keane, Support Services Manager Myles Tucker, Deputy Town Manager Katie King, and Town Manager Kate Fitzpatrick. Town Counsel Chris Heep joined the meeting at 7:15 p.m.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Off-Leash Dog Pilot Proposal
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Select Board will discuss the proposed pilot of an off-leash dog area at Rosemary Trail, as follow-up to their joint meeting with the Park and Recreation Commission on June 23, 2025.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None.	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 7/22/2025

Agenda Item	Executive Session
Presenter(s)	

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Exception 3: To discuss strategy with respect to collective bargaining with the Needham Police Union, the Police Superior Officers Association, and the Needham Independent Public Employees Association; and

Exception 6: To discuss the purchase, exchange, lease or value of real property – Stephen Palmer Building, 83 Pickering Street, Needham, MA.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That Select Board enter executive session pursuant to:

a. Exception 3, to discuss strategy with respect to collective bargaining with the Needham Police Union, the Police Superior Officers Association, and the Needham Independent Public Employees Association where the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body

[the chair so declares]; and

b. Exception 6, to discuss the purchase, lease and value of real property, in particular the residential dwelling units located at the Stephen Palmer Building, 83 Pickering Street, Needham, MA, where the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body

[the chair so declares]; and

c. To adjourn at the conclusion of the executive session without returning to open session.

3.	**BACK UP INFORMATION ATTACHED**

None.

TOWN OF NEEDHAM
OFFICE OF THE TOWN CLERK

1471 Highland Avenue, Needham, MA 02492

Louise L. Miller, J.D.
Town Clerk
Registrar of Voters
Burial Agent
Notary Public
Primary Records Access Officer

Tel: 781-455-7500 ext. 216
Email: LMiller@NeedhamMa.gov

July 18, 2025

Dear Select Board Members:

Pursuant to Massachusetts General Laws Chapter 54, Section 12, between July 15 and August 15 of every year, the Select Board must appoint elections officers for each voting place or precinct. While Massachusetts General Laws provides for the appointment of the following: one warden, one deputy warden, one clerk, one deputy clerk, two inspectors and two deputy inspectors, Needham appoints two wardens, two clerks, and at least 8 inspectors to each voting location, so that each precinct within each voting location has a warden, a clerk, and the required four inspectors. Massachusetts General Laws further provides that the Select Board appoints tellers to count ballots which is necessary for each election at the close of polls. Tellers also serve during early voting, vote by mail, and at the Town's central tabulation facility (Town Hall). In the attached spreadsheet, I have indicated the office to which each election worker would be appointed and the preliminary precinct assignment. Should the Select Board fail to appoint election officers, then the Board of Registrars becomes the appointing authority. The Board of Registrars is also the appointing authority for election workers appointed after August 15, 2025, should that become necessary.

Election officers must be registered voters in the Commonwealth, except that up to two election officers may be appointed who are 16 or 17 years of age subject to certain requirements. All but one election officers submitted for appointment are registered voters. One election officer is a 17 year old high school student who has expressed a strong interest in being appointed. If you appoint him, I will follow up on the statutory requirements for him to serve.

Under Massachusetts General Laws Chapter 54, Section 13, election officers should be appointed as equally to represent the two leading political parties, and not more than 1/3 of the election officers not representing either of them may be appointed. However, the party representation requirements apply only if the chairman of the city or town committee of each political party or the chairman of the state committee of such party files with the registrars lists of enrolled members of the party who desire appointment as election officers. No such list has been filed. You will note that the there are 52 unenrolled election workers, 5 republican, and 48 democrat. In addition to overall representation, there are certain requirements on election day

TOWN OF NEEDHAM
OFFICE OF THE TOWN CLERK

1471 Highland Avenue, Needham, MA 02492

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Primary Records Access Officer

Tel: 781-455-7500 ext. 216
Email: LMiller@NeedhamMa.gov

with respect to party representation. The Town Clerk, as the statutory supervising authority for election workers, will assign workers to different precincts when necessary to comply with Massachusetts law and will assign additional workers to early voting, vote by mail, and the central tabulation facility as needed. In addition, the Town Clerk's office intends to start recruitment efforts for election workers, as we did have some shortfalls during this past year.

Massachusetts General Laws Chapter 54, Section 14 provides that the term of office for every election officer is one year, beginning with September first succeeding the appointment, and until a successor is qualified.

There is one Annual Town Election scheduled during the appointment period and the early voting and vote by mail for the State Primary Election. I would like to address two items with the Select Board prior to January 1, 2026 that affect the elections taking place during the appointment period. First, I would like to explore other options to the Newman Elementary School as a polling location. The location is difficult from an operational perspective and I have received numerous letters from parents regarding their concerns for safety. Second, I would like to discuss the appropriate compensation for election workers and for salaried staff in the Town Clerk's office for election work. I will prepare recommendations for changes to Schedule C under which the election workers and salaried workers are paid. I will coordinate with the Town Manager's office on an appropriate meeting date to discuss these two items with you.

Please let me know if you have any questions.

Louise L. Miller, Town Clerk

Proposed Election Workers for Appointment September 1, 2025 through August 31, 2026
prepared by the Town Clerk and Assistant Town Clerk 07.18.2025

Precinct	Title	First Name	Last Name	St #	Street Name	Town	State	Zip Code	Party
A	Inspector	Ruth M.	Aaron	31	Glover Road	Needham	MA	02494	D
I	Inspector	Joanne	Aliber	28	Denmark Lane	Needham	MA	02492	D
I	Clerk/Teller	Elizabeth G.	Amsbary	19	Cimino Road	Needham	MA	02494	D
I	Warden/Teller	Myra	Anderson	58	Whittier Road	Needham	MA	02492	U
J	Inspector/Teller	John C.S.	Anderson	58	Whittier Road	Needham	MA	02492	D
J	Inspector	Judi L.	Appelstein	52	Maple Street	Needham	MA	02492	D
E	Inspector	Isabel	Avedikian	148	Valley Road	Needham	MA	02492	U
TH	Warden/Teller	Julie E.	Bailit	33	Perry Drive	Needham	MA	02492	D
E	Inspector	Kenneth S.	Baltin	69	Norwich Road	Needham	MA	02492	D
J	Inspector/Teller	Deborah J.	Barnet	226	Webster Street	Needham	MA	02494	U
TH	Inspector/Teller	Elaine J.	Belkin	41	Highland Court	Needham	MA	02492	U
D	Warden	Kimberly C.	Benner	22	Fuler Brook Avenue	Needham	MA	02492	D
H	Inspector/Teller	Philip S.	Bergen	255	Madison Street	Dedham	MA	02026	D
C	Warden/Teller	Stephen E.	Blomberg	310	Harris Avenue	Needham	MA	02492	U
J	Clerk/Teller	Barbara N.	Brailey	229	High Rock Street	Needham	MA	02492	U
D	Clerk/Teller	Anne	Brain	4305	Pennington Drive	Walpole	MA	02081	D
B	Inspector	Susan C.	Brickman	757	Highland Avenue #203S	Needham	MA	02494	U
E	Inspector	Dorothy G.	Brooks	217	Broad Meadow Road	Needham	MA	02492	U
TH	Inspector/Teller	Janet L.	Bulian	86	Peacedale Road	Needham	MA	02492	D
H	Inspector	Moy T.	Burns	563	Chestnut Street	Needham	MA	02492	D
TH	Inspector/Teller	Patricia	Carey	1202	Greendale Avenue #103	Needham	MA	02492	U
I	Inspector	Julia	Castiglia	111	Concord Street	Needham	MA	02494	U
J	Inspector	Peter R.	Castiglia	111	Concord Street	Needham	MA	02494	U
B	Inspector	Susan	Charton	13	Morgan Drive, #304	Natick	MA	01760	D
C	Inspector	Kenneth J.	Ciesielski	5	Eastern Avenue, Apt #15	Dedham	MA	02026	U
D	Inspector	Timothy P.	Collins	60	Colby Street	Needham	MA	02492	D
G	Inspector	Jean M.	Connolly	88	Gayland Road	Needham	MA	02492	U
H	Inspector	Rachel R.	Crimlisk	22	Seabeds Way # 7	Needham	MA	02494	U
G	Inspector/Teller	John D.	Crimmings	32	Plymouth Road	Needham	MA	02492	U
D	Inspector	Alexander F.	Cullen	133	Grant Street	Needham	MA	02492	R
G	Inspector	Laura V.	Cullen	133	Grant Street	Needham	MA	02492	U
A	Warden/Teller	Robert S.	Dangel	28	Hewitt Circle	Needham	MA	02494	U
H	Inspector	Maryanne	Dinell	36	Eaton Road	Needham	MA	02492	U
I	Inspector	Paul J.	Durda	149	Laurel Drive	Needham	MA	02492	D
C	Clerk	Theodora K.	Eaton	51	Bonwood Road	Needham	MA	02492	U
C	Inspector	Claire Dee	Ecsedy	20	Holland Terrace	Needham	MA	02492	D
B	Inspector	David	Ecsedy	20	Holland Terrace	Needham	MA	02492	D
H	Inspector	Richard W.	Epstein	75	Highland Terrace	Needham	MA	02494	R
F	Inspector	Marsha	Fearing	805	Highland Avenue #5	Needham	MA	02494	D
E	Inspector	Harriet R.	Felts	16	Wildale Circle	Needham	MA	02494	D
TH	Inspector/Teller	Amy B.	Goldstein	12	Cogswell Court	Needham	MA	02492	U
F	Inspector	Timothy J.	Grady	186	Elmwood Road	Needham	MA	02492	U
B	Inspector	Janyce	Greene	190	Pine Grove Street	Needham	MA	02494	U
A	Clerk/Teller	Payson L.	Greene	190	Pine Grove Street	Needham	MA	02494	U
F	Clerk/Teller	Cynthia A.	Hadley	933	Greendale Avenue	Needham	MA	02492	D
B	Inspector/Teller	Elizabeth	Hart	154	Hillside Avenue #1	Needham	MA	02494	D
G	Warden/Teller	Samuel	Hart	154	Hillside Avenue #1	Needham	MA	02494	U
G	Clerk/Teller	Walter D.	Herrick	131	Pine Grove Street	Needham	MA	02494	U
D	Inspector/Teller	Paula S.	Higgins	159	Hillcrest Road	Needham	MA	02492	D
B	Inspector	Susan	Himmelsbach	632	Webster Street	Needham	MA	02492	U

Proposed Election Workers for Appointment September 1, 2025 through August 31, 2026
prepared by the Town Clerk and Assistant Town Clerk 07.18.2025

Precinct	Title	First Name	Last Name	St #	Street Name	Town	State	Zip Code	Party
E	Inspector	Mary Jane	Houlihan	27	Ingleside Road	Needham	MA	02492	D
F	Warden/Teller	Steven N.	Jacques	41	Hancock Road	Needham	MA	02492	D
A	Inspector	Anne C.	Johnson	87	Taylor Street	Needham	MA	02492	U
J	Inspector	Janet	Kahane	119	Bird Street	Needham	MA	02492	U
J	Inspector	Susan C.	Kalish	900	Greendale Avenue, #20	Needham	MA	02492	D
D	Inspector	Sharon	Katz	12	McCulloch Street	Needham	MA	02494	U
G	Inspector	Mary (Lee).	Kelly	401	Hunnewell Street	Needham	MA	02494	U
H	Inspector	Suzanne	Kelly	18	Holland Street	Needham	MA	02492	D
F	Inspector	Shirley J.	Klepadlo	23	Blake Street	Needham	MA	02492	U
D	Inspector/Teller	Mary R.	Kordas	34	Mackintosh Avenue	Needham	MA	02492	U
F	Inspector	Shawn Z.	Larsen	145	Broadmeadow Road	Needham	MA	02492	D
C	Inspector/Teller	Richard T.	Lawless	159	Hillcrest Road	Needham	MA	02492	D
D	Inspector	Marie E.	Lawrence	16	Margaret Road	Newton	MA	02461	U
I	Clerk/Teller	Constance E.	Leacock	778	Greendale Avenue	Needham	MA	02492	D
G	Inspector	Constance B.	Leonard	463	Great Plain Avenue	Needham	MA	02492	U
G	Inspector	Marla	Levinson	7	Brewster Drive	Needham	MA	02492	U
H	Inspector	Richard J.	Lunetta	15	Oak Street, Apt #302	Needham	MA	02492	D
E	Inspector	Catherine S.	Lunetta	15	Oak Street	Needham	MA	02492	D
TH	Inspector/Teller	Ann	MacFate	421	Greendale Avenue	Needham	MA	02494	U
D	Inspector/Teller	Fabienne A.	Madsen	45	Walnut Street	Needham	MA	02492	R
J	Warden/Teller	Marcia	Mather	85	Grove Street, #110	Wellesley	MA	02482	U
C	Inspector	Joseph	McCabe	93	Garden Street	Needham	MA	02492	D
J	Inspector/Teller	Leonora	McNally	778	Greendale Avenue	Needham	MA	02492	D
E	Inspector	Marsha B.	Moller	160	Dawson Drive	Needham	MA	02492	D
C	Inspector	Leslie H.	Nelken	100	Gay Street	Needham	MA	02492	D
A	Inspector/Teller	Judith S.	Ogilvie	47	Powers Street	Needham	MA	02492	D
A	Inspector	Kathleen J.	O'Keeffe	51	Alden Road	Needham	MA	02492	U
A	Inspector	Elaine	Parks	17	Blacksmith Drive	Needham	MA	02492	D
F	Inspector/Teller	Deborah T.	Rempis	865	Central Avenue #E304	Needham	MA	02492	U
H	Warden/Teller	James E.	Reulbach	96	Bradford Street	Needham	MA	02492	U
A	Inspector/Teller	Madeleine	Rex	320	Cedar Street	Needham	MA	02494	D
F	Inspector	Mary	Risio	45	Richdale Road	Needham	MA	02494	D
H	Inspector/Teller	Gerald C.	Rovner	48	Cynthia Road	Needham	MA	02494	D
E	Warden	Colleen F.	Schaller	24	Avon Circle	Needham	MA	02494	U
B	Clerk	Theodore A.	Schvimer	865	Central Avenue #A317	Needham	MA	02492	D
TH	Inspector/Teller	Kalpana M.	Shah	168	Linden Street, Apt B	Needham	MA	02492	U
G	Inspector/Teller	Stacie	Shapiro	12	Pine Grove Street	Needham	MA	02494	D
B	Inspector/Teller	Ann	Sherman	53	Oxbow Road	Needham	MA	02492	D
I	Inspector/Teller	Mary Clare	Siegel	27	Grant Street	Needham	MA	02492	U
TH	Warden/Teller	Leah	Sims	10	Hewett Circle	Needham	MA	02494	D
C	Inspector	Barry	Singer	144	Evelyn Road	Needham	MA	02494	U
I	Inspector	Mary B.	Sullivan	75	Audrey Avenue	Needham	MA	02492	D
E	Inspector	Ina	Tamir	22	Aletha Road	Needham	MA	02492	D
B	Warden/Teller	M. Kathleen	Tedoldi	13	Maple Street	Needham	MA	02492	U
E	Clerk	Joan M.	Tirrell	389	Manning Street	Needham	MA	02492	U
E	Inspector	Edie A.	Toolan	10	Beaufort Avenue	Needham	MA	02492	D
J	Inspector	Timothy B.	Tormey	160	Stratford Road	Needham	MA	02492	R
A	Inspector	Julie	Traub	17	Hasenfus Circle	Needham	MA	02494	R
J	Inspector/Teller	Judith	Venditti	6	Lindbergh Avenue	Needham	MA	02492	U
E	Inspector/Teller	Ann M.	Walsh	900	Greendale Avenue #12	Needham	MA	02492	U
G	Inspector	Jane	Weinstein	26	Tillotson Road	Needham	MA	02494	U

Proposed Election Workers for Appointment September 1, 2025 through August 31, 2026
prepared by the Town Clerk and Assistant Town Clerk 07.18.2025

Precinct	Title	First Name	Last Name	St #	Street Name	Town	State	Zip Code	Party
H	Clerk/Teller	Cynthia	Wolfe	191	Fox Hill Road	Needham	MA	02492	U
C	Inspector	Natalie S.	Woodward	213	Rock Street, #K5	Norwood	MA	02062	D
I	Inspector	Arno M.	Zander	178	Thornton Road	Needham	MA	02492	U
G	Inspector	Parthena	Zimplas	805	Highland Avenue #6	Needham	MA	02494	U
TH	Inspector/Teller	Jonah	Zacepitzky	High School Student					

Town of Needham
Select Board
Minutes for Tuesday, May 27, 2025
Select Board Chambers and
Via ZOOM
https://us02web.zoom.us/j/89068374046

6:02 p.m. Call to Order

A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Joshua Levy, Marianne Cooley, Kevin Keane, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance and Katie King, Deputy Town Manager were also in attendance.

6:02 p.m. Public Comment Period

No public comments were heard.

6:03 p.m. 2025 Pride Month Proclamation

Ms. Dowd read the Pride Month Proclamation, highlighting the Town of Needham as a welcoming community that values and embraces the LGBTQIA+ community.

Motion by Mr. Keane that the Board vote to approve and sign the 2025 Pride Month Proclamation.
Second: Ms. Dowd. Unanimously approved 5-0.

6:06 p.m. Public Hearing: Application for an Alteration of Premises Amendment to an All-Alcohol License – North Hill Needham, Inc. d/b/a North Hill

Presenters: Briana Tucker – Manager of Record, North Hill Needham, Inc. d/b/a North Hill, Bethany Mercer, Director of Operations – North Hill Needham, Inc. d/b/a North Hill, Thomas Miller, Esq., McDermott, Quilty, Miller & Hanley LLP – Applicant Counsel

North Hill Needham, Inc. d/b/a North Hill has applied for an Alteration of Premises to their existing Section 12 Continuing Care Retirement Community All-Alcoholic Beverages License at 865 Central Avenue, Needham, MA. The amendment proposes to add already existing and constructed portions of the structure to the Licensed Premises, specifically adding two other dining areas and their associated outdoor spaces. Board members asked if food will be served in these areas and about positive control of alcohol across the expanded licensed premises.

Motion by Ms. Dowd that the Board vote to approve the application for Alteration of Premises to a Section 12 Continuing Care Retirement Community All-Alcohol License submitted by North Hill Needham, Inc. d/b/a North Hill, and if so approved, forward the application to the ABCC for review and final approval.

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

6:12 p.m. Appointment Calendar and Consent Agenda
Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Ms. Dowd. Unanimously approved 5-0.

APPOINTMENT CALENDAR

1.	Wenlie Zhou	Needham Council for Arts and Culture Term Exp: 5/27/2028
2.	Christopher Teachout	Council of Economic Advisors: Term Exp: 6/30/2026
3.	Karen Price	Norfolk County Advisory Board Term Exp: 6/30/2028
4.	Ann Cosgrove	Registrar of Voters Term Exp: 3/31/2028
5.	Natasha Espada	Stephen Palmer Reuse Development Committee Term Exp: 6/30/2027
6.	Margaret Murphy	Stephen Palmer Reuse Development Committee Term Exp: 6/30/2027
7.	Michela DeSantis	Stephen Palmer Reuse Development Committee Term Exp: 6/30/2027

CONSENT AGENDA

1.	Approve Open Session Minutes of May 7 and May 12, 2025 (amended)
2.	Approve Personnel Administration Policy #432: Anti-Nepotism Policy
3.	Approve a request from Stefanie Forman for an Entertainment license for a one-time event, Newman PTC Springfest, on June 7, 2025. This event has been approved by the following departments: Police, Fire, Park & Recreation and Public Works
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund: ● $100 from the Rotary Club of Needham
5.	Accept the following donation made to the Needham Public Health Division: ● $300 from Christ Episcopal Church for Needham's Gift of Warmth program
6.	Accept the following donations made to the Needham Free Public Library: ● $500 from Barbara Kochaniak ● $15 from Beverly Singer ● $300 from anonymous donor ● *Stormstruck!, Into the Trap,* and *The Sea Singer*, estimated value $50, from the author, Craig Moodie
7.	Authorize the placement of Pride Month lawn signs at the Town Hall and Public Services Administration Building from June 1, 2025 through June 30, 2025
8.	Approve and authorize the Select Board Chair to sign a letter allowing the Town to request a health insurance rate quote from MIIA (Massachusetts Interlocal Insurance Association),

	solely for cost analysis as part of the Town's ongoing review of its health insurance offerings with no immediate changes to current plans
9.	Approve and authorize the chair to sign the employment agreement between the Town and the Fire Chief for FY2026-2028

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Matt Corkin	14 Pinewood Road	Pinewood Rd between Harris Ave & Great Plain Ave	6/14/25	11am-7pm	6/15/25
Lauren Soper	32 Mark Lee Road	Between Mark Lee Road & Alfreton Road	6/16/25	12pm-6pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham Pool and Racquet Club	NPRC New Member Social	1545 Central Avenue	6/06/2025

6:13 p.m. 40B Housing Proposal – Charles River Heights
Presenters: Anne-Marie Bajwa, Charles River Center President & CEO, Phil Crean, Planning Office of Urban Affairs Project Manager

Ms. Bajwa and Mr. Crean provided the Board with an update on the Charles River Heights project and asked for the Board's support for a "Friendly 40B" project. The mission of Charles River Heights is to provide inclusive housing and a full spectrum of supportive services that empower individuals with disabilities to live independently, achieve their personal goals, and actively participate in their communities. A considerable percentage of adults with autism spectrum disorders (ASDs) face challenges in achieving independent living. Ms. Bajwa emphasized that by offering inclusive housing and flexible, integrated support services, Charles River Heights aims to empower adults with ASDs to access their communities, gain employment, and live more independently.

Mr. Crean outlined the project team. The developer for the project is the Planning Office for Urban Affairs, which was formed in 1969 by the Archdiocese of Boston with the mission to develop high-quality housing where people can live with dignity and respect in homes they can afford, in order to create inclusive and vibrant communities. The organization has completed over 3,000 units to date and has provided a wide range of affordable rental and homeownership opportunities throughout a variety of income levels.

Ms. Bajwa presented that Charles River Heights will include:

- 86 new affordable housing units to attract and retain households earning at or below 30% to 80% of the Area Median Income, including elderly residents,

individuals with disabilities, young professionals, and public/private employees essential to the Town's services.
- 43 handicapped-accessible units with integrated supportive services
- Five affordable apartments for Charles River Center's staff to provide emergency support after hours.
- Community Center: 4,440 square feet – to bring the community together

The hope is to establish a creative, inclusive model that other municipalities across the state and beyond can replicate. Feedback has been collected via focus groups and self-advocacy groups. The project will include four buildings, which were illustrated in a site plan and other renderings as part of the accompanying PowerPoint presentation. The goal is to complete construction and receive the Certificate of Occupancy by October 2028.

Board members commended the project, noting its innovative spirit and unique mission. Discussion included topics such as the timing and the type of this zoning application and support for the project at the Town and State level. Ms. Bajwa and Mr. Crean emphasized that the funders, as well as the Executive Office of Housing and Livable Communities, are very excited about this project given the current lack of opportunities for the target population. Chair Heidi Frail praised the project team for their commitment to providing housing for low-income residents and the security this project provides for the Town's subsidized housing inventory. She noted that the wide support at Town Meeting is a positive indication of community support.

Motion by Mr. Keane that the Board vote to support the Charles River Center's Charles River Heights project as a "Friendly 40B."

Mr. Levy expressed his preference that zoning relief be sought from the Planning Board. He further noted that there are no established review criteria for the Select Board to use in evaluating requests such as this one, and he suggested that the Select Board establish such criteria. He stated that he would be voting against due to these reasons although he supported the project itself.

Second: Ms. Dowd. Approved 4-1, with Mr. Levy against.

6:43 p.m. Municipal Decarbonization Roadmap
Presenters: Gabby Queenan, Sustainability Manager, Carys Lustig, Director of Public Works

Ms. Queenan provided an overview of Green Communities, a designation which provides municipalities with the opportunity to obtain grant funding for energy efficiency and renewable energy projects. Green Communities was established in 2008, with Needham receiving this designation in 2020. Needham has received a designation grant and a competitive grant and currently has a second competitive grant under review.

The Commonwealth recently created a Climate Leader Communities program, to encourage municipalities to focus on reducing greenhouse gas emissions and increasing electrification. Climate Leader Communities are eligible for additional grant funding, including grants for technical assistance and accelerated grants. In order to become a Climate Leader Community, municipalities must meet six criteria, five of which Needham has achieved. The Decarbonization Roadmap is the final criteria that Needham must meet in order to be eligible for the Climate Leader Communities program. Municipalities with Climate Leader Community Certification are required to develop a Department of Energy Resources approved roadmap for decarbonizing municipal buildings and vehicles. Municipal decarbonization roadmaps focus on eliminating the use of onsite fossil fuels in buildings and vehicles. The proposed draft Municipal Decarbonization Roadmap for Select Board review is an aspirational planning document. To the greatest extent possible, the proposed draft seeks to align electrification opportunities with replacement planning for equipment and end-of-life timeframes. The intent of the roadmap is to evaluate and implement upgrades where technically and fiscally feasible.

Ms. Queenan is consulting with the Superintendent of Schools as well, since the Climate Leader Communities program requires both general government and school district adoption of the Municipal Decarbonization Roadmap. A vote of the Select Board will be needed in order for the Town to apply for Climate Leader Communities certification before June 30, 2025.

Discussion ensued regarding the technicalities of the document as a planning tool for the Town in terms of capital and administration. Ms. Queenan noted that there are no requirements tied to the roadmap, though it must be updated every three years. There are currently nineteen Climate Leader Communities.

Motion by Ms. Cooley that the Board vote to adopt the Needham Municipal Decarbonization Roadmap as part of Needham's application for Climate Leader Communities Certification.
Second: Mr. Keane. Unanimously approved 5-0.

6:59 p.m. DeFazio Parking Lot Stormwater Bioretention Basin
Presenters: Gabby Queenan, Sustainability Manager, Justin Savignano, Assistant Town Engineer, Christopher Brainard, BETA, Phil Paradis, BETA, Arrianna Proia, Charles River Watershed Association

In August 2024, the Town of Needham was awarded a $125,425 grant by the Executive Office of Energy and Environmental Affairs' Office of Coastal Zone Management Coastal Habitat and Water Quality Grant program for its project proposal for the design of a bioretention basin to improve stormwater management along Alder Brook at the DeFazio Parking Lot. The project team provided an update on the 50% engineering design.

Ms. Proia provided an overview of the Charles River Climate Compact, of which Needham is a member. The regional partnership of 28 cities and towns focuses on climate resilience and was founded in 2019. In 2020, the team developed the Charles River Flood model to address stormwater flooding at a regional scale. The project identified site specific solutions to address local and regional flooding. The mission is to work collaboratively to increase climate resilience for people, and the natural ecosystems in the Charles River Watershed by taking a regional approach to implementing climate adaptation and mitigation solutions. Ms. Proia outlined the following process to identify and prioritize sites:

- Develop prioritization method: develop criteria with public input
- Collect project ideas: collect site selections from town partners and residents
- Apply methodology: identify priority projects

The Alder Brook and DeFazio Parking Lot area was identified as a priority project in spring 2024. The goal of the project specifically is to develop designs for DeFazio parking lot green stormwater infrastructure best management practices that will improve the Adler Brook watershed by reducing phosphorus load, improving water quality, reducing localized flooding. This will therefore reduce the phosphorus load in Alder Brook and ultimately in the Charles River. Ms. Queenan also outlined the outreach and engagement regarding the project thus far. The project will include grating the lot as well as the addition of a bioretention basin.

Discussion ensued regarding the primary purpose of the project to reduce phosphorus load transferred into the Charles River. The Board also asked questions about flood management in this area, resident education, and in particular the potential for flooding on Dedham Avenue to affect responses in emergencies.

7:27 p.m. Notice of Traffic Regulation: Mayo Avenue, Pinewood Road, Harris Avenue
Presenters: Carys Lustig, Director of Public Works, Justin McCullen, Transportation Safety Committee Chair

The Transportation Safety Committee requested turn prohibition be instituted on Mayo Avenue, Pinewood Road, and Harris Avenue during Pollard Middle School student drop-off and pick-up times. Chair Justin McCullen said that this will reduce the number of vehicles that make a U-turn or left turns off Pinewood Road and Mayo Avenue between 7-8 AM and 2-3 PM. School buses will be exempt from this.

Ms. Cooley asked if there was a public hearing on this topic; Mr. McCullen responded that a resident brough this concern and it was subsequently brought to Principal Downey of Pollard after being discussed at a Transportation Safety Committee meeting. Mr. Levy asked about traffic implications, and the Board discussed signage and timing of this change.

Motion by Mr. Levy that the Board vote to approve and sign the Notice of Traffic Regulation Permit #R25-05-27 requiring that left turns be prohibited on Mayo Avenue southbound at Harris Avenue westbound between 7-8 AM and 2-3 PM; left turns be prohibited on Pinewood Road southbound at Harris Avenue westbound between 7-8 AM and 2-3 PM; left turns and U-turns be prohibited on Harris Avenue eastbound at Pinewood Road between 7-8 AM and 2-3 PM, except buses; U-turns be prohibited on Harris Avenue westbound at Pinewood Road between 7-8 AM and 2-3 PM, left turns be prohibited on Harris Avenue eastbound at Mayo Avenue northbound between 7-8 AM and 2-3 PM.
Second: Ms. Cooley.

Ms. Frail recommended that the school population receive a specific update regarding this change. Ms. Cooley added it might be helpful to add a video or interactive illustration to assist this. Given that the school year is coming to an end in the next month, the projected timeline for this change is September.

Unanimously approved 5-0.

7:40 p.m. Approve Sale of Bond Anticipation Note
Presenters: David Davison, Deputy Town Manager/Director of Finance, Ellyse Glushkov, Town Treasurer/Collector, Cecilia Simchak, Assistant Director of Finance

David Davison and Ellyse Glushkov provided the Board with the results of the bond anticipation note and discussed future borrowings. The Town received five competitive bids on its bond anticipation note. The bids ranged from 3.5% to 4%. The bidder chosen has a net interest cost of 3.01%. The note is a short-term note that will mature in October, at which time there will be a partial paydown and then the balance will roll into a new debt instrument. Mr. Davison noted that Needham has maintained its AAA rating on outstanding debt and S&P Global Ratings assigned "SP-1+" short-term rating to Needham. The outlook on the long-term rating is stable.

Motion by Ms. Cooley that the Board vote to approve the motions as follows and presented in the materials.

Motion A: Move to approve the sale of $11,126,235 3.50 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 2, 2025, and payable October 30, 2025, to Jefferies LLC at par and accrued interest, if any, plus a premium of $22,586.25.

Motion B: Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 14, 2025, and a final Official Statement dated May 21,

2025, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion C: Move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Motion D: Move that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Motion E: Move that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Motion F: Move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

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

7:57 p.m. Town Manager

<u>Town Manager Report</u>

- Non-Essential Outdoor Water Use Restriction: State affirmed Level 1 status for Needham; will next meet on June 9 to re-evaluate. Ms. Fitzpatrick asked the Board if they would like to address the water use restrictions given that Needham has two water sources. Ms. Fitzpatrick will add this item to the Goals list.
- The Town has sent a letter on behalf of the Housing Association to apply for housing funding for Seabeds Way.

8:09 p.m. Board Discussion

Envision Needham Center Working Group

The Select Board established the Needham Center Project Working Group on August 13, 2024 to provide input and feedback to the Department of Public Works and its consulting engineers on the design and layout of the Needham Center/Great Plain Avenue project. The Board updated the group's title to Envision Needham Center Working Group on January 21, 2025.

Ms. Dowd summarized feedback on the Envision Needham Center project thus far, including public comments heard at the public hearing and communicated outside of the hearing. She highlighted concerns such as traffic congestion, parking, bike safety, pedestrian safety, traffic diversion onto side streets, and cost. Other resident concerns included turn lanes, deliveries, beautification, and snow removal. Ms. Dowd commented that the current plan does not have broad public support and that any plan that is considered should be fully evaluated on the basis of traffic congestion, parking, bike safety, pedestrian safety, impact on side streets, cost, and economic vitality.

Motion by Ms. Dowd that the Board move to:

1. **Give up the grant that requires bike lanes in Needham Center, including a 12-month pilot.**
2. **Direct the staff, consultant, and the Envision Committee to consider at least three possible plans, to include optimal versions of our current four-lane configuration, a three-lane plan, and a two-lane plan.**
3. **Direct staff, consultant, and committee to evaluate each plan for its impact on traffic congestion, parking, bike safety, pedestrian safety, economic vitality, and cost.**
4. **Direct the consultant and committee to gather extensive public feedback on each of the plans.**

Second: Mr. Levy.

Board members offered their thoughts on these potential changes, especially given the work that must be completed by DPW in this area of Town. Mr. Keane commented that he would prefer to vote on this at a subsequent meeting. Board members agreed that the goal is to integrate systems that all must work together to optimize safety for all. The Board also agreed that the purpose of the Committee is to advise DPW and discussed that the Committee is large at 15 members and therefore not optimal for decision-making. Ms. Dowd expressed that decisions should be made by elected individuals and would like clarity on this specific issue with regard to the charge of the Committee. Mr. Levy also asked about what a feasible timeline would be for a pilot with these upcoming changes. Discussion concluded with the Board agreeing that they would ensure this process was thorough and deliberate with a well-rounded plan.

Motion by Mr. Keane that the Board vote to discuss this topic at its next meeting on Tuesday, June 10, 2025.
Second: Ms. Cooley. Unanimously approved 5-0.

Committee Reports

Ms. Cooley reported that the Large House Committee met. She noted that there is a public hearing on June 9 at 7 p.m. in Powers Hall with the goal of understanding the public's concerns regarding large houses.

Mr. Keane reported that the Stormwater Bylaw Working Group met and hopes to present to the Select Board in the summer and hold a public hearing in the upcoming months.

Mr. Keane also reported that Community Conversations on Race was held last week.

Ms. Dowd reported that T-CHOC met and approved expenses thus far. Town Meeting has voted additional funds for the Needham Housing Authority and the Charles River Center, and T-CHOC will ensure the expenditures align with what Town Meeting has authorized.

Ms. Frail reported that the Tree Committee discussed tree policies from both Newton and Wellesley. Representatives from these municipalities will join a future meeting to discuss further. The Committee also discussed plans for the public meeting on June 4 at 7 p.m. in Powers Hall.

8:52 p.m. Adjourn

Motion by Ms. Dowd that the Board vote to adjourn the Select Board Meeting of Tuesday, May 27, 2025.
Second: Ms. Cooley. Unanimously approved 5-0.

A list of all documents used at this Select Board meeting is available at:
http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID

The next Select Board meeting is scheduled for Tuesday, June 10, 2025, at 6:00 p.m.

A video recording of the May 27, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=tQzX2SySTXc or at https://www.needhamchannel.org/2025/05/needham-select-board-5-27-25/.

Town of Needham
Select Board
Minutes for Tuesday, June 10, 2025
Select Board Chambers and
Via ZOOM
https://us02web.zoom.us/j/89068374046

6:01 p.m. Call to Order

A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Marianne Cooley, Joshua Levy, Kevin Keane, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance was also in attendance. Vice Chair Cathy Dowd joined via Zoom.

6:03 p.m. Public Comment Period

Gary Ajamian, 47 Meetinghouse Circle, expressed his support for Barbara McDonald or Ross Donald for appointment to the Needham Housing Authority Board of Commissioners. He commented that both are new volunteers from outside the usual pool of appointees, which he expressed is needed more in Needham. He noted that Ms. McDonald earned nearly 3,000 votes on April 8, 2025, just a few hundred shy of winning. He believes they bring real-world experience, civic involvement, and they are not already serving on other committees.

Ross Donald, 25H Chambers Street, commented that the Town needs to be working to resolve issues related to potholes. He noted that he thinks 164 Linden Street is currently operating under a zoning use violation. Finally, he commented on the status and condition of the Needham Housing Authority Residents' Association and the need for funds, a bank account, and an office.

6:07 p.m. Joint Meeting: Select Board and School Committee – Executive Session

School Committee Chair Michael O'Brien opened a meeting of the Needham School Committee. Those present were Andrea Longo-Carter, Liz Lee, Michael Greis, and Sri Baqri. Superintendent Dan Gutekanst, Assistant Superintendent for Financial Operations Anne Gulati, and Interim Chief Technology Officer Mark Messias were also in attendance.

Motion by Mr. Greis that the School Committee vote to enter into Executive Session pursuant to <u>Exception 4:</u> To discuss the deployment of security personnel or devices, and strategies with respect thereto; with said executive session to include the School Committee and the Chair and Vice Chair of the Finance Committee, and with the Board to return to open session at the conclusion of the executive session.
Second: Ms. Longo Carter.
Unanimously approved 5-0 by roll call vote.

Motion by Mr. Keane that the Select Board vote to enter into Executive Session pursuant to <u>Exception 4:</u> To discuss the deployment of security personnel or devices, and strategies with respect thereto; with said executive session to include the School Committee and the Chair and Vice Chair of the Finance Committee, and with the Board to return to open session at the conclusion of the executive session.
Second: Ms. Cooley.
Unanimously approved 5-0 by roll call vote.

The Committees entered into Executive Session.

6:52 p.m. The Committees returned from Executive Session.

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

Mark Messias, Interim Chief Technology Officer, thanked team members for their support and collaboration in this departmental restructuring. Mr. Messias outlined the progress the Town has made in its School/Town information technology consolidation project over the first year. He outlined the team, department service areas, and highlights thus far, including the following priorities:

- End User Support: Provide the Town and School Departments with a consistent level of quality end user support
- IT Infrastructure: Maintain updated consistent standard of modern network and end user hardware
- Efficiencies: Look for efficiencies across all Town departments to increase collaboration and spend budget effectively

Mr. Messias emphasized that the focus of this collaboration is on integration and efficiencies through consensus building, collaboration, planning/budgeting, and implementation. He highlighted the achievements and current tasks of the Service Desk/Device Management Team, Enterprise Applications Team, Network and Systems Team, and Cybersecurity Team.

Anne Gulati, Assistant Superintendent for Financial Operations, then presented the strategic plan and mission of the IT User Advisory Group: to empower the Town of Needham and its stakeholders with reliable, secure, and innovative technology services and solutions that enhance operational efficiency, support educational excellence, and foster a connected community. This mission reflects the need for effective technology to support both general government and school functions. Both the mission and the vision emphasize the need to be a trusted and strategic partner that drives Needham's success through seamless, accessible, and future-ready technology, which enables informed decision-making, exceptional public service, and a dynamic learning environment. The core values of the IT User

Advisory Group are end user focus, collaboration, excellence, security and reliability, and innovation.

Ms. Gulati also outlined the goals of the team, focusing on establishing an effective and strategically aligned technology department and governance process. This involves training, communication, and improvement of support services in order to elevate the end-user experience, accessibility, integration, and security. Ms. Gulati outlined the following recommendations:

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

Discussion ensued regarding enterprise risk, consistencies between technology needs and operations across Town and School facilities, and data integration. The Select Board will be asked to vote on the Needham Information Technology Strategic Plan FY2026-2028 at a future meeting. Ms. Fitzpatrick thanked the School Committee and the team present for their dedication and commitment to this mission for the Town and Schools.

Motion by Michael Greis that the School Committee vote to adjourn the Joint Meeting with the Select Board.
Second: Alisa Skatrud. Unanimously approved 5-0 by roll call.

7:31 p.m. Appointment Calendar and Consent Agenda

Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda with the exception of Item 8.

Mr. Levy asked to remove Item 8 from the Consent Agenda given that there is an additional request that the individual would like to make at the same time. David Davison explained that the individual who filed for an abatement also requested further discussions regarding an unintentional use of water.

Second: Mr. Keane.

Ms. Cooley noted that she hopes the work of the NUARI Working Group continues despite following its dissolution. Mr. Levy noted the presence of Sheila Selby in the audience who is being appointed to Needham Council for Arts and Culture.

Unanimously approved 5-0 by roll call vote.

APPOINTMENT CALENDAR

1.	Shawn Larsen	Needham Council for Arts and Culture Term Exp: 6/10/2028

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

CONSENT AGENDA

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

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date

Janine Helwig	158 Meadowbrook Rd	Newell Ave. & Prospect St.	9/6/25	3pm-9pm	9/7/25

7:35 p.m. 2025 Juneteenth Proclamation

Ms. Dowd read the 2025 Juneteenth Proclamation.

Motion by Ms. Cooley that the Board vote to approve and sign the 2025 Juneteenth Proclamation.
Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

7:39 p.m. Public Hearing: Eversource Grant of Location – 77 Oxbow Road
Presenters: Joanne Callender, Eversource Energy, David Tocci, Tocci Management

Eversource Energy requested permission to install approximately 9 feet of conduit in Oxbow Road. The reason for this work is to provide service to a pool house at 77 Oxbow Road. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Work has already been completed in the right of way. Board members discussed Mr. Tocci's noncompliance with the Town's policy, reiterating the need for permission for this type of work to be completed.

Gary Ajamian, 47 Meetinghouse Circle, commented that as a retired master electrician, he has seen situations like this before that require a judgment to be made in urgent situations.

Motion by Mr. Keane that the Board vote to approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Oxbow Road.
Second: Ms. Cooley.
Unanimously approved 5-0 by roll call vote.

7:55 p.m. Introduce Julie Castor-Deas, Director of Assessing
Presenter: Cecilia Simchak, Assistant Director of Finance

Ms. Simchak introduced Julie Castor-Deas, newly appointed Director of Assessing who began work with the Town on April 28, 2025. She has previously worked in Boston and Brockton, and recently was the Director of Assessing in Stoughton. She was also previously the 3rd Vice President of the Plymouth County Assessors Association. Board members welcomed Ms. Castor-Deas to her new role. Ms. Castor-Deas expressed her excitement to be in this role and her commitment to ensuring the public understands the process and is educated about assessments in Town.

8:04 p.m. Joint Meeting: Select Board and Needham Housing Authority Board of Commissioners
Presenters: Cathy Dowd, Select Board Vice Chair, Jim Flanagan, Needham Housing Authority Board of Commissioners

Reginald Foster, Chair of the Needham Housing Authority Board of Commissioners, called to order the Joint Meeting of the Needham Housing Authority and the Select Board. He noted that Jim Flanagan was present in-person and Janice Bennett was present via Zoom.

Cathy Dowd and Jim Flanagan, Vice Chair of the Needham Housing Authority Board of Commissioners interviewed seven applicants for a current vacancy on the Needham Housing Authority Board of Commissioners. Ms. Dowd and Mr. Flanagan recommended that Amanda Berman and Felix Zemel be considered to serve until the next Town Election in 10 months. Ms. Dowd emphasized that the next 10 months are critical for competing for state and federal funding for Linden Chambers and Seabeds. She stated that she and Mr. Flanagan focused on objective factors when determining their recommendations for the vacancy on the Needham Housing Authority, specifically knowledge and professional experience in affordable housing. Mr. Flanagan outlined the two proposed appointees and their relevant professional experience in housing, finance, and public policy services in various municipalities. Board members commented on the strengths of each applicant and the focus of the interviews. Mr. Levy raised concerns and questions related to the interview process and prior Board practice. Ms. Frail noted that Town Counsel had advised that the process was appropriate and aligned with past Board practice.

Motion by Mr. Keane that the Select Board and Needham Housing Authority Board of Commissioners vote to appoint Amanda Berman to the Needham Housing Authority Board of Commissioners until the next Town Election. Second: Ms. Bennett.

Discussion continued regarding Ms. Berman's specific skills that are advantageous in this role. Board members also weighed the advantages and drawbacks of appointing individuals who are already serving on Town committees compared with new individuals. Mr. Flanagan expressed his support for Ms. Berman given the most urgent work ahead of the NHA Board of Commissioners at the moment.

Approved 7-1 by roll call vote of both Boards:

Ms. Dowd – Yes
Ms. Cooley – Yes
Mr. Levy – No
Mr. Keane – Yes
Ms. Frail – Yes
Mr. Foster – Yes
Mr. Flanagan – Yes

Ms. Bennett – Yes

Motion by Mr. Flanagan to adjourn the meeting of the Needham Housing Authority.
Second: Ms. Bennett. Unanimously approved 3-0 by roll call vote.

8:30 p.m. Public Hearing: Water and Sewer Rates
Presenters: Water and Sewer Rate Structure Committee, David Davison, Deputy Town Manager/Director of Finance, Carys Lustig, Director of Public Works, Cecilia Simchak, Assistant Director of Finance, Michael Retzky, Superintendent of Water and Sewer

The Water and Sewer Rate Structure Committee met on several occasions to prepare for its recommendations to the Board for the FY2026 water and sewer rates. The Committee forwarded to the Board three rate scenarios. It is anticipated that the Select Board will vote on the water and sewer rates at its meeting on June 24, 2025. The rates would take effect for usage from July 1 forward.

Mr. Davison presented three rate scenarios for this fiscal year, with the intent to offer the Board different avenues of raising the required amount of funds to support the water and sewer operations. With Coca-Cola discontinuing their bottling services in Needham, revenue towards water and sewer has decreased and needs to be compensated through other means. Harold Berger, Chair of the Water and Sewer Rate Structure Committee, noted that more than 80 scenarios were analyzed, with the Committee distilling these down to three potential scenarios.

Board members asked questions about the relationship between revenue targets and budgeted amounts, the effect of water bans on revenue and water consumption, and revenue stability in the future. Mr. Davison and Mr. Berger emphasized in their responses and explanations that the rate scenarios do not only consider the upcoming fiscal year but how this establishes a stable foundation for the more long-term future.

9:00 p.m. Update on Highland Avenue Roadway Improvements Project
Presenters: Tyler Gabrielski, Director of Streets and Transportation, Carys Lustig, Director of Public Works, Jared Duval, P.E., Project Manager, TEC, Inc., Rebecca Clark, P.E., Design Lead/Assistant Project Manager, TEC Inc.

The Department of Public Works and TEC Inc. provided a progress update on the Town's design process for submission to the Transportation Improvement Program (TIP) through the regional Boston Metropolitan Planning Organization (MPO) for Highland Ave South (Webster Street to Great Plain Avenue). This requires the Town to go through a prescribed process with the MPO and the Massachusetts Department of Transportation (MassDOT) to get access to the resources and funding from the program. This program will address three signalized intersections in need of upgrades, resolve drainage issues, and improve multimodal transit

through the corridor. This is an extension of a pre-existing program that goes from Highland Ave at Webster Street all the way to Newton Center.

Ms. Lustig outlined the benefits and drawbacks of funding this project through the TIP. Mr. Duval outlined the project team, project limits, history and timeline, goals, MassDOT TIP process, scope and design considerations, public feedback, potential design revisions, and next steps.

Jared Duval, Project Manager, then provided an update on TEC's work on the project thus far, focusing on the project limits and project timeline. The project timeline included field data collection, traffic data collection, and topographic surveys. Mr. Duval and Mr. Gabrielski outlined the various processes for TIP projects and the goals of the Highland Avenue project. This includes operational and safety improvements at intersections, traffic calming features to enhance safety for pedestrians, and stormwater drainage system improvements. Further information can be found in the PowerPoint presented during the meeting.

Throughout the presentation, Board members asked about the process for public feedback, how to address the top priorities, the potential for turning lanes at intersections, and the specifics of potential designs that were presented. Public feedback so far has focused on safety, parking, trees, congestion, cost, and design. Mr. Duval noted that there is a need for more targeted supplemental parking studies in this area. The Board discussed the advantages and disadvantages of moving forward with this project.

10:10 p.m. Town Manager

Update to List of Special Municipal Employees

The State Guidance on special municipal employees states that the Town should file with the Ethics Commission a list of all local special municipal employees. Since 2021, the Select Board has included in the committee charge and composition the Special Municipal Employee status of positions under its jurisdiction. Ms. Fitzpatrick recommended that the Board vote to remove positions on committees that have been dissolved. Ms. Frail asked about the continuation of the Subcommittee to Study the Minuteman School and the Single Parcel Historic District Study Committee. Ms. Fitzpatrick noted that these committees are still functioning.

Motion by Ms. Cooley that the Board vote:

1. **To rescind special municipal employee designation for the following municipal employees, and for all those holding positions on the following Town entities:**
    a. **Housing Needham (HONE) Advisory Group**
    b. **Needham United Against Racism Initiative (NUARI) Working Group**
    c. **Representative to the Regional Transportation Advisory Committee**

d. Town Manager Screening Committee

2. To place a list of special municipal employees, updated in accordance with its prior votes taken during this meeting, on file with the Town Clerk and to deliver a copy to the State Ethics Commission.

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

Town Manager Report

- Drought Management Task Force voted to rescind the emergency non-essential outdoor water use restriction that was in place since April 9.
- Congressman Auchincloss' office notified the Town that the Needham Stormwater Management for Healthy Rivers project that was previously cancelled has been reinstated.

10:14 p.m. Board Discussion

Envision Needham Center Working Group

The Select Board established the Needham Center Project Working Group on August 14, 2024 to provide input and feedback to the Department of Public Works and its consulting engineers on the design and layout of the Needham Center/Great Plain Avenue project. The current composition includes three designated representatives from Needham Center businesses. There is a proposal to expand the number of said representatives from three to four.

Board members discussed the advantages and disadvantages of accepting or giving up grant money as outlined in the suggested motion. The Board agreed that further study is required to understand various possible plans, including the current four-lane configuration, a three-lane plan, and a two-lane plan, as well as the effects of each of these scenarios on traffic congestion, parking, bike safety, pedestrian safety, economic vitality, and cost. They also agreed that public feedback on each of these plans is essential in order to be able to move forward.

Mr. Keane expressed that the decision to give up the grant should be delayed until further analysis is completed. Ms. Cooley asked about when work will begin on stormwater improvements in Needham Center and how this can be aligned with potential pilot improvements. Ms. Dowd emphasized that if the Board decides not to give up the grant, the focus inevitably remains on the two-lane plan, to which the public expressed concern and resistance. The Board agreed that it is necessary to collect public feedback on the relevant impact of each of the three potential plans on traffic, parking, safety, economic vitality, and cost.

Motion by Ms. Cooley that the Board vote to adopt Items 2, 3, and 4 as specified in the Agenda Packet.
Second: Mr. Keane.

Ms. Dowd expressed her support for Item 1 but recognized the importance of consensus and emphasized her commitment to keeping an open mind despite the possibility of receiving grant funding.

Unanimously approved 5-0 by roll call vote.

The Board continued their discussion regarding the working group composition. After discussing the benefits and challenges of expanding the committee by one individual or reducing it significantly, the following motion was made.

Motion by Mr. Levy that the Board vote to adopt the revised Envision Needham Center Working Group Charge and Composition as presented in the Agenda Packet.
Second: Ms. Dowd. Approved 3-2.

Ms. Dowd – Yes
Ms. Cooley – No
Mr. Levy – Yes
Mr. Keane – No
Ms. Frail - Yes

Committee Reports

Ms. Frail reported that the Tree Preservation Planning Committee public listening session took place in a new format and the Needham High School graduation took place. She also reported that she attended the VFW Installation Banquet. Race Amity Day also took place organized by the Needham Diversity Initiative. Finally, the public forum for the Large House Review Study Committee took place with positive turnout both in-person and online.

Mr. Levy reported that there were two Stormwater By-Law Working Group meetings.

Mr. Keane reported that North Hill hosted a presentation on environmental issues for the community at which Gabby Queenan represented the Town.

11:03 p.m. Adjourn

Motion by Ms. Cooley that the Board vote to adjourn the Select Board Meeting of Tuesday, June 10, 2025.
Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

A list of all documents used at this Select Board meeting is available at:
http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID

The next Select Board meeting is scheduled for Tuesday, June 24, 2025, at 6:00 p.m.

A video recording of the June 10, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=aROsDs5SW64 and https://www.youtube.com/watch?v=XQcpFqRXiBU or at https://www.needhamchannel.org/2025/06/needham-select-board-6-10-25/.

Town of Needham
Select Board Meeting Minutes
July 3, 2025
Needham Town Hall
Select Board Chambers

8:30 a.m. Call to Order:
A special meeting of the Select Board was convened by Chair Heidi Frail. Present were Marianne Cooley and Kevin Keane. Also present were Town Manager Kate Fitzpatrick, Deputy Town Manager Katie King, Deputy Town Manager/Director of Finance David Davison, Support Services Manager Myles Tucker, and Assistant Town Clerk Helen Atkinson.

Ms. Atkinson delivered the Town Manager oath of office to Ms. King, effective July 5th, 2025.

8:32 p.m. **Motion: Ms. Cooley moved that the Board adjourn. Second: Ms. Frail. Unanimously approved 3-0.**

Note: This meeting was noticed to be held in the Town Clerk's Office, but shifted to the Select Board Chambers to accommodate a larger public attendance. Those attending were directed by staff before and during the meeting to the Select Board Chambers, across the hallway from the Town Clerk's Office.

Town of Needham
Extra Committee Liaison Policy
Personnel Administration #427

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1. PURPOSE AND SCOPE

The purpose of this policy is to establish the roles, responsibilities, and expectations for individual employees who assume additional Board, Commission, or Committee (Committee) liaison duties and responsibilities that are beyond what would be reasonably expected as part of the duties of the employee's position, as well as to establish a mechanism of compensation for this labor. This policy shall recognize extra effort and commitment of individual employees who assume the added task of coordinating the involvement of the community, external agencies and agents and/or Town Departments or Divisions to achieve common goals and who function as the Town's official representative with the committee, commission or board; as designated by the Town Manager.

2. APPLICABILITY

This policy applies to exempt employees in the management, professional, and technical classifications of the Town of Needham Classification & Compensation Plan.

3. DEFNITION OF A COMMITTEE LIAISON

A staff liaison is staff member who works closely with the assigned Committee to provide administrative, logistical, and informational support. The liaison helps facilitate communication between the Committee and Town staff, coordinates meeting logistics, and assists in carrying out the work of the Committee .

The staff liaison maintains a professional, collaborative, and supportive relationship with the Committee. Liaisons maintain open and proactive communication with Committee members and Town staff. While the liaison may provide staff expertise and support, it is important to note that the liaison does not have voting rights on the Committee and does not participate in decision-making processes, except where explicitly invited.

3.1 Responsibilities:

- Ensures that meeting agendas and minutes are created and posted.
- Ensures that meeting logistics are appropriate.
- Serves as the primary point of contact between the Committee and Town staff.
- Provides relevant and background information and updates to the Committee as necessary.
- Ensures Committee members have access to necessary documents and materials.
- Ensures that appropriate Town staff are informed about Committee decisions or outcomes.
- Ensures that meetings and decisions align with the Town's bylaws, policies and procedures, including best practices.
- Assists in the review and updating of the Committee website and any other governance documents as necessary.

- Remains neutral in decision-making.

3. POLICY

It is the policy of the Town of Needham to compensate employees who, in the sole discretion of the Town Manager, serve as liaison to a Committee which is not explicitly stated as a responsibility in their job description or involve a significant amount of meeting and/or preparation time beyond the normal business day. This compensation shall be in the form of a lump sum stipend of $3,000 per fiscal year, for every fiscal year while still acting in this capacity. The Human Resources Department will process the yearly stipend payment for the first payroll in June. Liaisons who start outside of July 1st due to need, will have that year's rate prorated to the number of months served until the following June.

4. PROCEDURES

1. The Town Manager determines that a Committee requires a liaison from the Town of Needham with the necessary professional, managerial and/or technical expertise to function to:

    a. ensure Committee compliance with the Open Meeting Law, Ethics Law and any and all requirements under Massachusetts General Laws and applicable Town of Needham by-laws, policies and/or directives,

    b. maintain the necessary communication and coordination with town management to keep both town management Committee membership knowledgeable and up to date, and

    c. provide guidance and assurance for the Committee to progress to successful objective achievement.

2. The Committee may be temporary or permanent in tenure and have a formal charge from the Select Board, Town Manager, or other Town of Needham Official to achieve stipulated goal(s) and/or objective(s) in no less than a three-month period of time.

3. The Town Manager, at their sole discretion, determines that there is no existing position that can reasonably be expected to perform liaison functions as part of their position functions, duties or responsibilities and assigns this liaison function to a competent, qualified employee.

4. This policy does not relieve employees with Committee assignments as part of their position responsibilities of this function, nor does it qualify such employees for additional compensation.

5. The Town Manager may reassign liaison duties to another employee or eliminate the position of staff liaison from a Committee as needed. Annual liaison stipend will be prorated for that year, as described in Section 3.

6. Exceptions: The Town Manager has the discretion to interpret and make exceptions to this policy in the best interest of the Town.

Town of Needham
Water Sewer Billing System
Abatement Form

FROM: DEPARTMENT OF PUBLIC WORKS
TO: TOWN TREASURER AND COLLECTOR
CC: TOWN ACCOUNTANT

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

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

Water Sales:	-$304.24
Water Irrigation:	$0.00
Water Admin Fees:	$0.00
Sewer Sales:	-$312.61
Stormwater Fees:	$0.00
Transfer Station Charges:	$0.00
Total Abatement:	-$616.85

Order #: 1346

Read and Approved: Date

07/17/25

Superintendent of Water, Sewer, and Drains

7/17/2025

Director of Public Works

Date

Select Board

Town of Needham
Water Sewer Billing
Abatement Form

Customer Name	Customer ID #	Location ID #	Street #	Street Name	Domestic Water	Sewer	Irrigation Water	Stormwater	Total	Reason Code	Prepared By:
Ashraf Saleemuddin	40695	17828	122	Richardson Dr	-$74.98	-$79.28	$0.00	$0.00	-$154.26	ACC	KW
Massi Sedeghi & Kamal Marashi	48127	19804	258	Linden St	-$22.53	-$21.55	$0.00	$0.00	-$44.08	ACC	KW
Marc Molinsky	30625	7510	84	Lindbergh Ave	-$153.88	-$155.73	$0.00	$0.00	-$309.61	ACC	KW
Jeffrey Gerson Esq	24793	2744	16	Helen Rd	-$52.85	-$56.05	$0.00	$0.00	-$108.90	ACC	KW
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					-$304.24	**-$312.61**	**$0.00**	**$0.00**	**-$616.85**		

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

Verified By:

Mangement Analyst, DPW