

TOWN OF NEEDHAM



ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 11, 2023

Business Meeting: Monday, May 1, 2023

7:30 p.m.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL
1471 HIGHLAND AVENUE

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

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Town of Needham
Finance Committee
112th Annual Report
Fiscal Year 2024 Proposed Budget

March 15, 2023

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 112th Annual Report to Town Meeting along with its recommended operating budget for Fiscal Year 2024 (FY 2024). The budget being presented for FY 2024 fully funds the same level of services for next year and provides for a limited amount of new staff and expanded services.

The Town has retained its solid financial condition despite the COVID-19 pandemic that deeply affected the Town and its residents throughout the past three years. This is attributable to careful planning and spending on the part of Town leadership, as well as to considerable federal funding that helped cover expenses for certain new and immediate needs, and also provided some longer term funding for eligible programs. Most of the Town's activities are back to "normal", but there are some additional needs, particularly in the areas of education and mental health, that have emerged from our recent experiences.

The Finance Committee sought to set forth a budget that is reasonable, prudent, and fiscally sound, and that will continue to fund the high level of service to residents. We are fortunate to be anticipating another year of strong revenue growth, but we are aware that some of the revenue is not expected to increase at the same rate in upcoming years.

Because we are entering a period of intense capital planning and building needed to address certain aging school and municipal buildings, it is as important as ever to continue to be fiscally conservative and measured. The Finance Committee looks forward to working with many stakeholders throughout the Town, such as the Select Board, School Committee, Permanent Public Building Committee, Town Manager and Superintendent of Schools, to develop a financing plan to pay for the significant capital projects without compromising the Town's financial well-being or over-burdening taxpayers.

This report describes the Finance Committee's proposed FY 2024 operating budget in increasing detail, beginning with a Budgetary Overview in Section I which describes at a high-level the amounts available for General Fund appropriation and how those amounts are changing. Section I also provides the proposed allocations of the General Fund Revenue in FY 2024 (the bulk of which is used for the operating budget), and outlines the principal drivers of the proposed increase in the operating budget. The Budgetary Overview closes with additional considerations and concerns that may continue to impact upon Town finances in the future. Section II breaks down the proposed FY 2024 operating budget and compares each component of the operating budget to the prior year. Section III includes closing comments and acknowledgements.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

The FY 2024 proposed budget and Town spending plan is based on a conservative total revenue projection of \$253,350,739, which is \$4,574,963 or 1.8% greater than FY 2023. The total revenue includes \$17,355,631 of compensation from the Water and Sewer Enterprise Funds, \$6,619,095 from the Community Preservation Act (CPA) surcharge and \$229,376,013 of General Fund revenue. General Fund revenue consists primarily of property taxes, state aid, and local receipts. Free cash provides another

significant source of funding that is available for General Fund expenditures. Additional funds available for appropriation include Town reserves and stabilization funds, overlay surplus, and other smaller sources.

In total, \$231,669,644 is available for FY 2024 General Fund expenditures and is allocated as follows: \$1,078,631 to cover the CPA's share of debt service, \$1,215,000 for reimbursements to the Water and Sewer Enterprise Funds and \$229,376,013 for General Fund appropriations. The General Fund appropriations include \$214,275,097 to fund the FY 2024 General Fund operating budget as described in this report, \$2,138,288 for the financial articles that are part of this Annual Town Meeting warrant, \$11,667,107 for capital projects, and \$844,000 to be transferred to the Sewer Enterprise Fund to fund the Town's drains program. An additional \$298,537 of funds available for appropriation was still under discussion by the Finance Committee as of the date of this report.

Property taxes are the primary source of General Fund revenue, making up over 79% of the expected FY 2024 General Fund revenue. In total, projected property tax revenue is increasing by \$4,835,176 or 2.7% over FY 2023, based on the annual increase in the tax base plus new growth. New growth includes increases in property values due to property improvements or a change in use. New growth for FY 2024 was not as high as last year, since new growth in FY 2023 accounted for significant public utilities equipment improvements that will not persist at the same rate. In addition, a significant tax break under a TIF (tax increment financing) agreement had expired in FY 2023.

State aid accounts for 6.8% of the estimated FY 2024 General Fund revenue, and is projected to increase by 3.8% or \$581,038 over FY 2023. FY 2024 state aid includes \$695,150 of reimbursements from the Massachusetts School Building Authority (MSBA) for school building projects, as well as Cherry Sheet Aid. (The Cherry Sheet is the official notification from the Department of Revenue of the upcoming fiscal year's state aid and assessments to cities, towns, and regional school districts, which was historically printed on bright red paper). Cherry Sheet aid is comprised primarily of aid for schools, known as Chapter 70 Aid, and Unrestricted General Government Aid (UGGA). We are expecting that Chapter 70 Aid will make up 85.2% and UGGA will account for almost 13.9% of the Town's Cherry Sheet Aid in FY 2024. All of the Cherry Sheet Aid is projected to increase 4.0% in FY 2024. There is more uncertainty in state aid projections than usual this year since they were developed before the new Governor submitted her proposed budget, as newly elected governors are allowed a later deadline.

Local receipts are estimated to account for of \$12,908,128 or 5.6% of General Fund revenue in FY 2024. Local receipts include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. We are anticipating that FY 2024 local receipts will increase by \$496,166 or 4.0% compared to FY 2023's expected total local receipts. Total actual local receipts dropped steeply after FY 2019, the last fiscal year before the pandemic hit. Actual receipts dipped by \$1,936,959 during FY 2020 and FY 2021, before rebounding by \$1,627,219 in FY 2022. (FY 2023's local receipts are still projections at this point since most local receipts are collected in the later part of the fiscal year.) Over 2/3 of local receipts come from motor vehicle excise taxes, license and permit fees, and charges for services.

Motor vehicle excise taxes make up the largest component of local receipts at 39.2% and are assumed to increase 7.7% or \$360,000 in FY 2024. While this is a significant increase, motor vehicle excise taxes had dropped from \$6,138,951 in FY 2019 to \$5,129,306 two years later in FY 2021, and now are projected to amount to \$5,060,000 in FY 2024 -- not quite back to the FY 2021 level. Actual motor vehicle excise tax revenue jumped to \$5,837,070 in FY 2022, so there is reason for optimism. However, we are careful not to overestimate revenue which would negatively impact free cash and can have other negative consequences. The Town's "Charges for Services" category makes up 15.3% of local receipts, and is comprised of fees collected for services such as ambulance, parking permits, and DPW programs. This

amount is projected to increase by \$73,128 or 3.8% in FY 2024. The category of local revenue called “Licenses and Permits” includes fees for building permits, inspections, alcohol licenses, and parking permits, and makes up 15.5% of the projected local receipts in FY 2024, an increase of 4.0%. Although the economy has slowed since the initial rebound from the effects of the pandemic, and there is potential for recession, we are expecting to see continued growth in local receipts compared to the amount assumed in last year’s budget. We will continue to project conservatively nonetheless to avoid unnecessary risk.

This budget plan assumes that \$15,000,000 of Free Cash will be certified and available for appropriation in FY 2024, an increase of \$355,545 more than the amount of Free Cash appropriated in FY 2023. Free Cash consists of unspent funds that remain at the close of the prior year, including the amount that actual revenue collected exceeded estimated revenue, and the amount that appropriations exceeded expenditures. This substantial amount of Free Cash is due to a number of factors, including the recovery of annual revenue at a rate that was quicker than expected after the pandemic-induced downturn, staffing vacancies that left unspent salary funds, a significant budgetary turn-back from the School Department at the end of FY 2022, and some Free Cash that was held back and not appropriated in FY 2023 in order to allow it to roll over into FY 2024. While the Town’s careful and conservative budgeting practices are intended to produce a dependable amount of Free Cash from year to year, the level of Free Cash is volatile and should primarily be used for one-time expenditures. Because there is a portion of Free Cash that can be considered recurring, that portion can be allocated operating costs. The proposed FY 2024 spending plan allocates \$3,597,105 of Free Cash to fund the FY 2024 operating budget. This amount is consistent with the Town’s policy on the use of Free Cash for operating expenses. The remaining Free Cash will be considered for non-recurring uses, such as capital expenditures, or for appropriations to reserves or stabilization funds. If the amount of Free Cash certified after the close of FY 2023 is higher than assumed, we may make recommendations for further appropriations in the fall.

As noted above, in addition to General Fund revenue, other sources of funds that are available to cover General Fund expenditures in FY 2024 include \$1,078,631 of CPA reserves to pay for CPA-related debt service, and \$1,215,000 to be transferred from the Water and Sewer Enterprise Funds to reimburse the Town for costs and services attributable to Water and Sewer operations such as information technology and insurance. Other funds subject to appropriation may include monies from stabilization funds with defined purposes, offsets, or funds from warrant articles from prior years that were not needed.

B. Allocations for General Fund Appropriation for FY 2024

Operating Budget	\$214.3 million
Cash Capital (including individual articles)	\$11.7 million
Financial Warrant Articles	\$2.1 million
Reserve/Stabilization Funds	\$0.8 million
<u>Other Disbursements</u>	<u>\$2.4 million</u>
Total	\$231.4 million

Please note that although the Finance Committee voted the FY 2024 operating budget recommendation prior to the preparation of this report, other appropriations proposed in the various separate warrant articles and the funding sources were still under consideration. The Finance Committee’s voted budget was \$298,537 less than the originally planned allocation for the FY 2024 operating budget. As noted above, when this report was submitted, the Committee was still discussing whether to appropriate those funds. Thus, final recommendations at Town Meeting may vary from the above allocations.

C. Operating Budget

The FY 2024 budget is based on expected ongoing operations for which there are no external funding sources. Some departments have access to other sources of funds such as grants or donations. Before becoming part of the operating budget, any added staff or program, whether it is new or is already in place but funded outside of the operating budget, must be requested as a program improvement and is subject to careful scrutiny by the Finance Committee. The recommended FY 2024 operating budget totals \$214,275,097, an increase of \$8,086,937 or 3.9% over the FY 2023 operating budget. The primary drivers of this moderate increase are:

Education	+ \$5.2 million, or 5.8%
Public Facilities/Public Works	+ \$1.1 million or 5.8%

The most significant factors in the budget increases across the board are contractual wage increases and rising energy and fuel costs combined with general inflation. Energy and fuel cost increases are reflected in the expense lines of the various department budgets, as well as in the Townwide Expense budget. Townwide Expenses comprise over 30% of the operating budget and are increasing only 0.5% in FY 2024. However, this bottom line masks some significant fluctuations. The Electric, Gas and Light Program is increasing \$1,534,034 or 37.2%. At the same time, the Debt Service line is dropping by \$2,823,067 or 13.9% due to the decrease in excluded debt. The Retiree Insurance & Insurance Liability Fund line is also decreasing by \$645,194, an apparent decrease of 7.3%. However, that line was boosted by an additional \$1,000,000 in FY 2023 above the actuarially calculated need in order to make more progress in funding the unfunded OPEB liability.

Funding for education, which includes the Needham Public School and the Minuteman School Assessment, makes up 43.8% of the FY 2024 proposed operating budget. The FY 2024 budget for the Needham Public Schools (School Department) includes an increase of \$4,878,175, or 5.6%, over FY 2023, primarily due to increased staffing. These staffing increases also affect the Group Health Insurance, OPEB, and Workers' Compensation lines in Townwide Expenses which cover both School and Town employees.

The Public Facilities/Public Works portion of the budget represents 9.7% of the operating budget, and is increasing by 5.8% due to an increase in the budget for the Department of Public Works of \$1,143,605 or 6.0%. This increase is primarily in the expense line, and is attributable to high inflation that is leading to increases in costs of construction materials as well as costs of contracted services.

D. Additional Considerations and Concerns

The FY 2024 operating budget is designed to provide a foundation for the post-pandemic period which will hopefully see fewer uncertainties and have Town operations returning to "normal" or routine functioning though that may look somewhat different than before the pandemic. COVID-19 still remains a serious public health concern, but it is far less prevalent. Nonetheless, there are enduring economic effects such as supply chain issues and labor shortages that are driving cost increases and creating inflationary pressure. There are substantial increases in fuel and energy costs. The Town's conservative budgeting and spending practices have kept the Town financially secure through these recent years, but the Town is planning to enter a time of significant capital spending. Both the Mitchell and Pollard Schools are in need of renovation or rebuilding, as these facilities are antiquated and difficult to maintain and the space is not optimal to meet current needs. The DPW's administration building is also past its useful life and in need of replacement. These will be large projects and will require creative planning and thinking to make sure that we are building the right project at the right price. We will need to consider

many aspects of the proposed projects including programming and space needs, construction costs, borrowing costs, and the potential burden on taxpayers.

To be ready to meet the enormous costs, the Town will need to continue to exercise great care and caution in financial matters. The Town has two debt policies that are intended to guide debt levels and that have served us well thorough the years. The first policy states: “The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.” The 3% represents the amount of revenue that will be set aside every year to fund “debt within the levy”, the debt which is paid for with recurring revenue from property taxes. This policy ensures a minimal amount of debt capacity to fund certain expenses with debt. This debt often pays for infrastructure upgrades or larger maintenance or facility upgrading projects, such as the replacement of the school building rooftop units that are being funded in this warrant.

The second debt policy states: “The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.” This policy puts a limit on the total amount of debt that the Town will allow itself to borrow. It accounts for all debt, not only debt within the levy, but also enterprise fund debt, CPA debt, and excluded debt. Excluded debt is approved by voters and increases taxes only for the duration of the borrowing period for the debt. Theoretically, the voters could approve of any amount of excluded debt to pay for huge projects. However, Needham’s policy that limits total debt to 10% of gross revenues is intended to ensure that there is a limit to what the Town considers affordable. We will surely discuss these policies a great deal as we analyze the upcoming capital projects.

II. Components of Proposed FY 2024 General Fund Operating Budget

This section addresses the details of the Finance Committee’s recommended FY 2024 General Fund operating budget. The total recommended operating budget for FY 2024 is \$214,275,087, an increase of \$8,086,937, or 3.9%, over the FY 2023 operating budget.

Townwide Expenses	\$66.2 million
Municipal Departments (excluding Education)	\$54.3 million
<u>Education</u>	<u>\$93.8 million</u>
Total Operating Budget	\$214.3 million

A. Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments. Examples include liability insurance, energy costs, and employee and retiree benefits. The various lines in the Townwide Expense portion of the FY 2024 budget are changing compared to the FY 2023 budget, sometimes significantly, but the net change is an increase of 0.5%.

Casualty, Liability, Property and Self-Insurance: This line item pays for the insurance through the Massachusetts Interlocal Insurance Association (MIIA) that covers buildings, vehicles, property damage, auto liability, and general liability for the Town and Schools, and also provides a small contingency for non-covered claims. This line item is increasing \$88,228 or 10.6% in FY 2024. This change covers premium increases as well as additional insurance coverage for new facilities and equipment. It accounts for the full year of coverage for the new Police headquarters, and is offset by the removal of the Ridge

Hill building which has been demolished and the Emery Grover building which is under construction and covered by the General Contractor. The premiums for coverage for the Water and Sewer programs are carried in this line but are reimbursed by the Enterprise Funds and accounted for in General Fund revenue.

Debt Service: The Debt Service line covers payments for outstanding debt obligations for debt funded by the tax levy, as well as excluded debt (as a result of Prop. 2 ½ debt exclusion votes), and CPA debt. Debt service costs fluctuate in accordance with the borrowing schedules for the Town's various capital projects. FY 2024 Debt Service is dropping by 13.9% or \$2,823,067 compared to the Debt Service line in FY 2023, after two prior years of more modest declines. The large decline is due to a decrease in excluded debt of 22.2%, which is tempered by increases of 2.7% for debt within the levy and 11.2% for CPA funded debt. Debt Service has been declining since FY 2021 due to decreases in excluded debt. Excluded debt costs will continue to decrease as the existing debt is paid off and will not increase unless voters approve a new debt exclusion under Proposition 2 1/2. Debt exclusions will be necessary for the Town to pursue the major capital facility projects planned for the Mitchell and Pollard Schools and the DPW administration building. The Town must take a disciplined approach to be able to afford the planned projects and adhere to the Town's own debt policies. The FY 2024 Debt Service line does not include the costs of any debt that may be authorized at the Annual or Special Town Meetings in May 2023, such as the proposed replacement of roof-top units at Broadmeadow and Eliot Schools.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by \$343,626 or 2.0% in FY 2024. This assumes an 8.2% increase in health insurance premiums, as well as provisions for additional subscribers, and an increase in the number of eligible employees due to increasing headcount. Despite the premium increase, the health insurance portion in this line is level-funded because the growth in enrollment in the program has been lower than previously projected, and because of an increase in participation in the opt-out program under which eligible employees can receive a payment if they choose to opt out of the program. Costs for Medicare and Social Security Tax are increasing slightly at 0.3% in FY 2024. This line includes a moderate increase of 2.8% in unemployment expenses for FY 2024 since the uncertainties due to the pandemic have subsided..

Needham Electric Light and Gas Program: This line is increasing 37.2% or \$1,534,034 in FY 2024. This program covers the costs for electricity and natural gas usage for school and municipal buildings and other Town infrastructure, as well as the costs of maintenance and repair of streetlights, and the costs of producing the solar electricity that is sold to the grid. The large increase in energy costs is attributable to both increased consumption and increased rates. The cost of electricity is increasing only modestly thanks to a favorable contract, but electricity consumption (which is based on adjusted historical consumption) is increasing significantly due to the increased number and size of municipal buildings and the increased use of power, particularly in school buildings. While the newer buildings are more energy efficient, the systems are more advanced and have more power draws including air conditioning, elevators, and more technology infrastructure. Furthermore, the Schools have been running the air handling and filtration systems more for public health reasons. The natural gas supply costs in the FY 2024 budget are increasing by over 120%. Although natural gas consumption is projected to be increasing based on historical consumption, the primary driver of the increase is the fact that the rate per term is more than doubling due to market forces. Notably, this line was increased by almost 7% in the FY 2023 budget, and it appears likely that that amount will be insufficient to cover FY 2023 costs. If that is true, the Finance Committee would then need to transfer funds from the Reserve Fund to meet any expected deficit.

Retiree Insurance and Insurance Liability Fund: The program, also known as "OPEB" (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees such as health insurance. It includes funding for such post-retirement benefits for current employees, as well as an incremental amount to fund outstanding accrued liabilities that are not yet funded. This line is 7.3% or

\$645,194 lower than the appropriation in the FY 2023 budget due to the fact that last year's budget included an additional \$1,000,000 to boost the funding level of the unfunded OPEB liability. Not accounting for that \$1 million, the increase in this line for FY 2024 is 4.5%. The most recent actuarial valuation, completed on June 30, 2022, found that the funding level of the OPEB liability was \$65,795,307, with a funding ratio of 49.9%. The unfunded liability is projected to be fully funded in FY 2039. The Retirement Board has been reducing the assumed rate of return for OPEB funds in recent years and has reduced it to 6.25% for FY 2024.

Retirement Assessments: This budget line funds the anticipated costs of pensions for current employees, as well as incremental funding for the unfunded accrued pension liability, similar to OPEB. The Retirement Assessment line is increasing 8.0% or \$912,569 in the FY 2024 budget in accordance with the actuarial schedule. This increase is needed to account for the decreasing rate of return, as well as the wage growth and mortality assumptions. It also accounts for the small increase in the base amount that is used for calculating the cost of living adjustments that were approved at the Annual Town Meeting in 2022. The Retirement Board reduced the assumed rate of return for pension assets to 6.25% in FY 2024, matching the OPEB assumed rate of return. The Town's unfunded pension liability is \$75,896,179 with an expectation of funding the outstanding unfunded pension liability in full in FY 2033.

Workers' Compensation: The FY 2024 allocation to workers' compensation is going up \$47,185 or 6.4% over the amount budgeted for FY 2023. This line provides funding for workers' compensation claims for School Department and General Government employees, and for pre-employment physicals where needed. The Town is self-insured for workers compensation. Any unused funds in this line are rolled into the Workers' Compensation Fund which reserves funds for potential larger future claims.

Injury on Duty & 111F: The Injured on Duty and 111F costs were separated out from the Workers' Compensation line in the FY 2023 budget. The FY 2024 budget for this line is increasing \$8,310 or 5.5%. It provides funding for payment of injury leave compensation or medical bills for public safety personnel, since they are not covered by other workers' compensation programs. The Injured on Duty and Workers' Compensation programs serve similar purposes but are available to entirely different employees by statute. Similar to Workers' Compensation, unspent appropriations to this line are reserved in the Public Safety Injury on Duty Fund. At the 2022 Annual Town Meeting, \$300,000 was appropriated to the Public Safety Injury on Duty Fund.

Classification, Performance and Settlements: This line item provides a source of funds for additional personnel-related costs during the fiscal year that were not determinable when the budget was developed, such as performance-based salary increases for managers or increases resulting from new collective bargaining agreements. Funds may be transferred from this line to the department budget lines as needed during the fiscal year. The proposed funding for this line in the FY 2024 budget is \$998,000. As of the date of this report, the Fire Union does not have a settled agreement for FY 2024. The FY 2024 Fire Department budget does not include funding for cost-of-living increases or other potential negotiated personnel costs for positions covered by this union. The FY 2023 appropriation for this line was \$1,332,466, due to the fact that there were five unsettled collective bargaining agreements at the time the budget was developed.

Reserve Fund: The Reserve Fund line is a contingency reserve for extraordinary or unforeseen budget needs that may arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. The Reserve Fund has been used most often to fund expenses for extraordinary costs associated with snow and ice removal or for unanticipated legal costs. As noted above, there may be a need to supplement the Needham Electric Light and Gas Program this year (FY 2023) due to unexpectedly high cost increases. The initial budget request for this line is determined through a formula, but the amount is often adjusted during the budget process. In recent years, the

Reserve Fund has been funded below the amount produced by the formula. The formula is based on projected budget growth and does not account for past experience. Since there have been very few requests for Reserve Fund transfers in recent years, the Finance Committee concluded that current budgeting practices appear to be sufficient to fund the various departments under most circumstances. For FY 2024, the Finance Committee is recommending a Reserve Fund appropriation of \$2,000,000, a decrease of 2.5% compared to FY 2023. The Finance Committee's recommended Reserve Fund amount for FY 2024 is \$346,825 lower than the amount produced by the formula, and is expected to provide for extraordinary and unforeseen operating needs in FY 2024. The Finance Committee made this recommendation with the knowledge that Town maintains a general Stabilization Fund and other specialty stabilization funds as further safety nets. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to free cash for use in a future fiscal year.

B. Municipal Departments (excluding Education)

The Municipal Departments category includes nineteen different budgets for operational departments, boards, and committees, and the municipal parking program. The two budget lines that comprise Education are discussed separately. This report groups the Municipal Departments by function.

General Government

The FY 2024 proposed budget for the General Government departments is 4.8% higher than the FY 2023 budget.

Select Board and Office of the Town Manager: This budget is increasing 11.8%, primarily due to the addition of the salary and expenses relating to the Public Information Office (PIO) position. The base budget for this department not accounting for the new position is increasing 3.9%, driven by salary increases for existing staff and for expenses related to communications and professional and technical services. The PIO position was first funded through a warrant article for two years on a part-time basis covering FY 2020 – FY 2021 which coincided with the closures and emergency response measures needed due to the pandemic. The position was funded on a full time bases during FY 2022 - FY 2023 through another warrant article to provide an opportunity discern the need for a PIO outside of the context of an emergency. The Select Board has maintained that this position is a priority need for the Town and should be funded in the annual operating budget. The position has proven to provide better dissemination of more information through an overhaul of the Town's web page, a weekly community newsletter, and increased social media presence, as well as better coordination of information among community, business and municipal groups. Outside of the operating budget, there are two articles in this Annual Town Meeting warrant seeking one-time funding for projects (Outside Recruiting Services and Temporary Staffing) that will be managed by the Human Resources Division within in this department.

Office of Town Clerk and Board of Registrars: This budget is increasing by 1.8%, which consists of increases in salaries for staff which are offset by the decrease in temporary wages and election-related expenses since there will be two scheduled elections in FY 2024 compared to three scheduled elections in FY 2023. Because of varying election cycles, this budget fluctuates each year, having decreased by 7.8% in FY 2022 and increased by 13.2% in FY 2023.

Town Counsel: This budget is level-funded for FY 2024. It provides funding for legal services provided by the law firm appointed as Town Counsel by the Select Board for issues such a land use and conflict training, and also for legal services from other firms for more specialized issues as needed.

Finance Department: This budget includes a 2.3% increase. The Finance Department provides numerous services through its divisions: Accounting, Assessing, Collector, Information Technology

Center (ITC), Parking Clerk, Purchasing, and Treasurer. The budget is increasing modestly due to salary increases for existing staff as well as increases in software licensing costs in the expense portion of the budget. Recent departures of management personnel in the ITC have necessitated additional outside sources being engaged to help maintain and operate the Town's IT networks. While stressful in this regard, it has also presented the Town and School Department with an opportunity to rethink how they structure and provide IT services, and whether changes could or should be made to create more efficiencies and eliminate any redundancies. We look forward to hearing more on this in the year ahead from the numerous departments involved in these discussions.

Finance Committee: This budget includes an increase of 3.7% due to a salary increase for existing staff and an increase in expenses to cover professional conferences.

Planning and Community Development: This budget is increasing 9.6% in FY 2024. The base budget is increasing 4.6%. In addition, the FY 2024 Planning and Community Development budget is increasing in order to fully fund the salary of the Community Housing Specialist. A portion of this position's salary had been funded with Community Preservation Act funds, but the appropriated funding has been exhausted and CPA funds are no longer available to support this position.

Public Safety

The Public Safety category of the FY 2024 budget, comprised of the Police, Fire, and Building Departments, is proposed to increase 4.5% over the FY 2023 budget.

Police Department: This budget line is increasing 5.1%, which includes salary increases for current personnel, plus an additional allocation to expenses to expand the clinical support program. Last year, the Police expense budget was increased to provide funding for a Clinician from Riverside Community Care to support the Police Department on a half-time basis, shared with Dedham, in order to help initiate the appropriate clinical care and follow-through for individuals in need of mental health support who are in contact with the Police. The program has proven to be extremely valuable to the Police Department. The Finance Committee has recommended additional funding to provide for 40 hours rather than 20 hours of clinician services per week.

Fire Department: This budget is increasing by 4.0% in FY 2024. As of the date that the Finance Committee voted this budget, there was no settled collective bargaining agreement for the Fire Union for FY 2024, so this budget does not include cost-of-living increases for the positions covered by the Fire Union, though step increases and longevity payments are included at the current rates. Funds for any personnel-related increases needed after the budget is approved are provided in the Classification, Performance and Settlements line in Townwide Expenses. Expenses in the Fire Department budget are increasing due primarily to rising costs of equipment and vehicle maintenance and fuel prices.

Building Department: The FY 2024 budget for this department is increasing 4.7% due to contractual increases in the salary line. The expense portion of the budget remains level-funded.

Public Facilities and Public Works

The total combined budget for the Building Design and Construction Department and the Department of Public Works is increasing by 5.8% in FY 2024.

Building Design and Construction Department (BDCD) : The FY 2024 BDCD budget is 1.7% lower than the FY 2023 budget due to staffing changes. The staffing level in this department decreased by two positions over the past few years as part of a planned staffing reduction following the completion of several substantial construction projects. A request to fund an additional project manager in the FY 2024

budget was deferred. Although there may be a need to reconsider the staffing level in this department when the large building projects identified in the capital plan get underway, the timing is not sufficiently certain to justify budgeting for a new position at this time.

Department of Public Works (DPW): The DPW maintains the Town's infrastructure within the following divisions: Fleet, Highway, Recycling and Solid Waste, Parks and Forestry, Engineering, Building Maintenance, Administration, Water and Sewer. The expenditures and fee revenue for the Water and Sewer Divisions are accounted for separately in enterprise funds which are separate from the General Fund, and will be addressed in separate warrant articles. The DPW's FY 2024 budget, which funds the remaining divisions, is increasing by 6.0%. The base budget is increasing 5.5%, due to increases in salaries for personnel, as well as increased expenses for maintenance and repairs. Building maintenance costs have been increasing due to both the larger inventory of Town buildings and the greater sophistication of systems being maintained in the Town's upgraded facilities. The cost of maintenance and repairs is also expected to increase in FY 2024 as the cost of materials increases due to inflation and supply issues. Beyond the base budget, the proposed FY 2024 budget provides funding to install and lease a new employee trailer at the Recycling and Transfer Station (RTS). The trailer needs to be replaced at this time, and it has been determined that leasing is the best option not only from a cost perspective and but also because there is an ongoing study of services at the RTS facility that may lead to some proposed changes at the property, so the long term need is unclear.

The DPW budget represents a significant portion of the operating budget, larger than all but the School Department. Unlike the other large budgets which have comparatively little in way of expenses, almost 40% of the DPW budget consists of expenses, including a significant amount spent on outsourced services. The service delivery model varies within the department, with the divisions providing services either in-house by Town staff or through outside contractors or in some combination, with an overall rate of about 50% of each. It would be worthwhile to analyze service delivery throughout the department to determine the most advantageous balance between insourcing services which carry benefits and legacy costs, and outsourcing which can have other drawbacks. The Finance Committee's recommended budget does not fund requests for a float custodian, a heavy motor equipment operator or an assistant fleet supervisor. The Town Manager did not recommend funding these positions in FY 2024, and the Finance Committee did not disagree.

Community Services

The eight departments in the Community Services section of the budget represent only 3% of the overall FY 2024 operating budget though they provide invaluable services to residents and businesses throughout the community. These services are funded primarily through the operating budget, but several departments also secure substantial funding from fees, grants and donations, and they often receive support through volunteer services as well. The Community Services budgets together are increasing 5.1% in FY 2024, driven by an increase in minimum wage that affects summer staff in the Park and Recreation Department, as well as increasing costs of supplies.

Municipal Parking Program: This budget funds the leases and the maintenance costs for municipal parking lots. The FY 2024 budget is up 5.2% due to wage increases of employees who do maintenance work on the lots on an overtime basis, new property leases, and higher costs of contracted services.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also collaborates on Emergency Management functions with the Fire Department. The HHS budget is increasing 3.7% in FY 2024, which includes salary increases for existing staff in the base budget, plus additional funding to support the traveling meals program. The traveling meals program has a long history of providing fresh,

healthy meals to people who have certain limitations and are in need of such support. The hospital has provided meal preparation services, but that is expected to end. The additional funding was requested in order to allow the department to address the expected increase in meal costs without compromising the program. After securing grant funding, HHS withdrew requests to add three positions to the FY 2024 operating budget: a part-time clinician for Aging Services, an additional environmental health inspector, and an administrative assistant for the Center at the Heights. The department did note that in the future, they expect to request that several other positions that were created during the COVID-19 pandemic be included in the annual operating budget due to expanded public health needs. These positions, epidemiologist, public health nurse, and full-time clinician, are currently funded for a limited time through the American Rescue Plan Act (ARPA), but serve continuing needs in the community.

Commission on Disabilities: There is no change in this small budget which funds the stipend for the Town's staff liaison and expenses such as handicap parking signs.

Historical Commission: This small budget is not changing in FY 2024. It covers the costs of maintaining the Historic Inventory and purchasing house plaques.

Needham Public Library: This budget is increasing 3.6% in FY 2024, primarily due to salary increases for staff. In addition to the operating budget, the Library has access to other sources of funds including trust funds and state aid. The Finance Committee encourages regular planning and use of these funds for one-time needs and pilot programs. The Library is currently developing a strategic plan for the future of its programming and services as well as conducting the space planning study that was funded at last year's Annual Town Meeting which together will inform the Library's future direction.

Park and Recreation: The Park and Recreation budget is increasing by 10.2%. This increase is driven by increases in both wages and expenses. The state minimum wage increased in January 2023, which affects the much of the summer program staff. The Town is also increasing bonus pay needed for summer staff recruitment and retention. In addition, the cost of chemicals needs to maintain the pool has increased significantly due to both inflation and supply issues. The department is exploring substitute products. The funding for playground repair and upgrades has been increased further in FY 2024.

Memorial Park: This small budget, which covers the costs of American and POW flags, remains flat in FY 2024.

Needham Council on Arts and Culture (NCAC) : This line provides Town funding for the NCAC and is intended to match the NCAC's annual state funding. The NCAC operates autonomously and provides grants to projects and programs that support arts and culture in Needham through programs and events such as the Needham Diversity Initiative, Needham Open Studios and Arts in the Parks. The FY 2024 amount is level-funded from FY 2023.

Education

The recommended FY 2024 budget for public education, which encompasses both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$93,796,434, an increase of 5.8% over the FY 2023 budget.

Minuteman Regional High School Assessment: The budget for the FY 2024 assessment is \$1,640,461, an increase of \$272,272 or 19.9%. The assessment represents Needham's share of the operating costs of the Minuteman Regional Vocational Technical School District, as well as the district's capital costs. Needham's share is based on the enrollment of students from Needham using a 4-year rolling average. This allocation reflects the preliminary assessment provided by the Minuteman district and is subject to change when the Minuteman school committee votes its final FY 2024 budget.

Needham Public Schools: The School Department budget for FY 2024 is \$92,155,973, representing an increase of \$4,878,175 or 5.6%. This budget represents 43.8% of the Town's FY 2024 total operating budget. The proposed budget fully funds the School Committee's recommendation. Because state law allows Town Meeting to vote only the total bottom-line appropriation for the School Department without restrictions or specific allocations, the Finance Committee's recommended budget provides a single bottom line recommendation for the School budget. However, the Finance Committee carefully reviews the Superintendent's requested budget and the School Committee's recommendation in considerable detail.

School enrollment is projected to grow in FY 2024 by 68 students or 1.2%, and remains low, particularly in comparison to enrollment levels before the COVID-19 pandemic. Enrollment in the Needham Public School dropped by 221 students in school year 2020-2021 compared to the prior school year, and has added only 47 students in the two years since that drop. Though some modest increases in enrollment overall are projected in the coming years, Needham's school enrollment is not expected to reach pre-pandemic levels until 2030. Nonetheless, there are additional student needs that have grown out of the pandemic, particularly to address issues relating to disrupted learning, and to provide additional counselling and socio-emotional support. The percentage of students receiving special education services has been growing steadily for more than a decade and continues to do so.

Salaries and wages make up 85.2% of the School Department budget, and, as usual, are the primarily driver of the increase in the School budget for FY 2024. The increase is attributable to contractual annual salary increases for existing staff, as well as the addition of the 14.3 new FTE (full-time equivalent) positions. Over half of this increase consists of 7.4 FTE new student services teachers which include nursing staff, special education teachers, and teachers in the English language learner program. Notably, over 11% of Needham public school students have a first language other than English. Other positions being added include 2.8 FTE special education paraprofessionals, 2.0 FTE teaching assistants needed to meet kindergarten enrollment growth, 1.0 FTE Director of Counseling in the middle school, and 1.1 FTE special area teachers in subjects such as social studies and world languages. The School Department budget does not include the costs for health insurance and certain other benefits for School Department employees. The increases related to these benefits are reflected in the Townwide Expense portion of the budget. Teacher pensions are not in the budget since they are provided by the Massachusetts Teachers' Retirement System and not through the Town.

The expense portion of the School Department's FY 2024 budget includes a significant increase in special education tuition costs. Annual rate increases for special education tuitions are subject to the approval of the state Operational Services Division (OSD). The OSD has approved a 14% tuition increase for FY 2024, compared to an average increase of 2.3% over the last five years, and no increase greater than 2.8% the past decade. This increase is being implemented in one jump, not smoothed out over several years. The state will be increasing circuit breaker funding to help cover this increased cost, but the School Department needs an additional \$194,962 to meet the expected FY 2024 tuition expenses. Transportation costs for students who attend these out-of-district programs are also increasing by \$370,000 due to higher contractual rates, longer distances and more singleton riders.

III. Closing Comments and Acknowledgements

The Finance Committee is recommending a balanced budget for FY 2024 that will continue to provide high quality services to the residents, to maintain and improve the Town's infrastructure, and to meet the Town's capital needs. Despite the unprecedented challenges of the recent global pandemic, the Town has continued to operate at a high level and even to increase reserves. With this FY 2024 budget, as in recent years, the Town will be able to maintain its solid financial condition by exercising restraint and making efforts to contain costs where possible. The Town must engage in very careful planning moving forward

as many large capital projects are currently on the horizon. It will be a difficult task to balance our operating and capital needs while not spending above our means and not violating our long-standing debt policies that have served the Town well for many years. In all instances, we must be sure not to overburden the taxpayers or to forget our seniors or residents on fixed incomes.

The Finance Committee would like to recognize the hard and excellent work of the Town Manager, the Assistant Town Manager/Director of Finance, the Assistant Town Manager/ Director of Operations, the Superintendent of Schools, the Director of Financial Operations for the Schools, and each of the department heads and managers. All of these people worked closely with the Finance Committee throughout the budgeting process, and they were unfailingly professional and responsive to our requests. The Finance Committee greatly values their candid and constructive approach to addressing competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time, effort, and talent to serving our community through elected and appointed positions. We could not accomplish our mission as effectively without their generous assistance and support.

Finally, the Chair would also like to thank each member of the Finance Committee for their dedication and meticulous work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's capital plans and investments. It has been a privilege and an honor for me to serve with such dedicated and talented persons as we strive to balance both the short and long term interests of the Town and its residents. In particular, I would like to recognize and thank Dick Reilly, who will be stepping down from the Finance Committee as of June 30 after 15 years of incredible service and dedication to our Town. During that time, Dick served as Chair of the Finance Committee on two separate fiscal years. His careful study and analysis, his probing questions and insights, and his relentless hard work are unparalleled. For me personally, I could not think of a better neighbor and role model to have. Thank you, Dick.

Respectfully submitted on behalf of the Finance Committee,



John P. Connelly, Chair

Committee Members:

Louise L.E. Miller, Vice Chair

Karen Calton

Barry J. Coffman

Carol Smith Fachetti

Carli Hairston

James W. Healy

Joshua W. Levy

Richard M. Reilly

Louise M. Mizgerd, Analyst

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Summary of Revenues
FY2022 - FY2024
General Fund Only

	FY2022	FY2023	FY2024
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$7,916,134	\$5,980,000	\$6,685,000
Solid Waste Disposal Fees	\$1,189,410	\$1,000,000	\$1,000,000
Departmental Activities	\$6,482,351	\$4,830,000	\$5,028,128
Fines & Forfeits & Assessments	\$110,191	\$0	\$0
Investment Income	\$194,651	\$250,000	\$195,000
Medicaid	\$1,642	\$0	\$0
Miscellaneous Revenue	\$3,296	\$0	\$0
Miscellaneous Non-recurring	<u>\$319,369</u>	<u>\$351,662</u>	<u>\$0</u>
SUB-TOTAL	\$16,217,044	\$12,411,662	\$12,908,128
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$170,417,731	\$178,892,914	\$183,728,090
Cherry Sheet Revenue (State Aid)	<u>\$13,852,710</u>	<u>\$15,221,089</u>	<u>\$16,220,223</u>
SUB-TOTAL	\$184,270,441	\$194,114,003	\$199,948,313
Use of Other Available Funds & Free Cash			
Free Cash	\$11,526,630	\$14,644,455	\$14,522,850
Overlay Surplus	\$150,000	\$3,090,000	\$1,910,000
Other Available Funds	\$7,604	\$449,992	\$0
Transfer from other Articles	\$1,096,016	\$340,000	\$0
Reserved for Debt Exclusion Offset	<u>\$71,176</u>	<u>\$32,328</u>	<u>\$27,668</u>
SUB-TOTAL	\$12,851,426	\$18,556,775	\$16,460,518
Total General Fund Revenue	\$213,338,912	\$225,082,440	\$229,316,959
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	\$2,428,812	\$2,186,147	\$2,293,631
Total Revenue Available for General Fund Uses	\$215,767,724	\$227,268,587	\$231,610,590

Account Balances

Athletic Facility Improvement Fund	\$1,075,722
Capital Facility Fund	\$1,927,855
Capital Improvement Fund	\$1,465,136
Debt Service Stabilization Fund	\$2,186,295
Free Cash (estimate)	\$15,000,000
Overlay Surplus	\$1,910,000
Stabilization Fund	\$4,581,414

Summary of Expenditures
FY2022 - FY2024
General Fund Only

	FY2022	FY2023	FY2024
Town Wide Group	\$58,760,463	\$65,875,094	\$66,175,434
Department Budgets			
Select Board/Town Manager	\$1,158,245	\$1,340,458	\$1,498,648
Town Clerk/Board of Registrars	\$427,058	\$492,737	\$501,754
Town Counsel	\$272,689	\$329,140	\$329,140
Finance Department	\$3,189,935	\$3,765,461	\$3,853,919
Finance Committee	\$40,508	\$43,364	\$44,971
Planning and Community Development	\$508,937	\$559,738	\$613,707
Police Department	\$7,111,658	\$8,325,495	\$8,749,162
Fire Department	\$9,997,611	\$10,285,902	\$10,695,558
Building Department	\$758,842	\$854,143	\$894,312
Minuteman Regional High School	\$1,230,287	\$1,367,739	\$1,640,461
Needham Public Schools	\$81,607,641	\$87,277,798	\$92,155,973
Building Design & Construction	\$294,924	\$357,564	\$351,476
Department of Public Works	\$17,456,023	\$19,196,734	\$20,340,339
Municipal Parking Program	\$131,103	\$151,818	\$159,654
Health and Human Services	\$2,239,793	\$2,458,078	\$2,548,252
Commission on Disabilities	\$2,043	\$2,050	\$2,050
Historical Commission	\$60	\$1,050	\$1,050
Library	\$2,005,550	\$2,157,057	\$2,235,734
Park & Recreation	\$949,116	\$1,337,690	\$1,474,453
Memorial Park	\$0	\$750	\$750
Needham Council for Arts and Culture	\$0	\$8,300	\$8,300
Department Budget Total	\$129,382,023	\$140,313,066	\$148,099,663
Total Budget	\$188,142,486	\$206,188,160	\$214,275,097
Other Appropriations			
General Fund Cash Capital	\$6,849,744	\$13,262,940	\$10,518,107
Other Financial Warrant Articles	\$2,034,337	\$1,611,507	\$1,700,000
Transfers to Other Funds	\$863,368	\$1,935,167	\$922,671
Total Other Appropriations	\$9,747,449	\$16,809,614	\$13,140,778
Non-Appropriated Expenses	\$4,196,987	\$4,270,813	\$4,194,715
Total General Fund Expenses	\$202,086,922	\$227,268,587	\$231,610,590

2023 Annual Town Meeting

Line #	Description	FY2022 Expended	FTE*	FY2023 Budget	FTE*	FY2024 Finance Committee Rec.	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-insurance Program	742,594		834,262		922,490		
2	Debt Service	20,754,997		20,366,317		17,543,250		
3	Group Health Insurance, Employee Benefits & Administrative Costs	14,777,854		17,255,396		17,599,022		
4	Needham Electric, Light & Gas Program	3,953,246		4,121,023		5,655,057		
5	Retiree Insurance & Insurance Liability Fund	7,426,237		8,844,474		8,199,280		
6	Retirement Assessments	10,276,804		11,407,096		12,319,665		
7	Workers Compensation	828,731		732,070		779,255		
8	Injury on Duty & 111F			151,105		159,415		
9	Classification Performance & Settlements	Transfers only		111,260		998,000		
10	Reserve Fund	Transfers only		2,052,091		2,000,000		
Townwide Expense Total		58,760,463		65,875,094	0.0	66,175,434	0.0	0.5%
Select Board and the Office of the Town Manager								
11A	Salary & Wages	1,004,173	10.0	1,085,382	10.0	1,225,793	11.0	
11B	Expenses	154,072		255,076		272,855		
Total		1,158,245	10.0	1,340,458	10.0	1,498,648	11.0	
Office of the Town Clerk								
12A	Salary & Wages	371,630	4.0	411,017	4.0	415,274	4.0	
12B	Expenses	55,428		81,720		86,480		
Total		427,058	4.0	492,737	4.0	501,754	4.0	
Legal Services								
13A	Salary & Wages				0.0		0.0	
13B	Expenses	272,689		329,140		329,140		
Total		272,689		329,140	0	329,140	0	
Finance Department								
14A	Salary & Wages	1,904,969	24.0	2,339,188	25.0	2,398,879	25.0	
14B	Expenses	1,190,243		1,331,273		1,355,040		
14C	Capital	94,723		95,000		100,000		
Total		3,189,935	24.0	3,765,461	25.0	3,853,919	25.0	
Finance Committee								
15A	Salary & Wages	40,138	0.5	41,904	0.5	43,381	0.5	
15B	Expenses	370		1,460		1,590		
Total		40,508	0.5	43,364	0.5	44,971	0.5	
Planning and Community Development								
16A	Salary & Wages	493,084	5.4	522,888	5.5	575,257	5.5	
16B	Expenses	15,853		36,850		38,450		
Total		508,937	5.4	559,738	5.5	613,707	5.5	
General Government		5,597,372	43.9	6,530,898	45.0	6,842,139	46.0	4.8%
Police Department								
17A	Salary & Wages	6,636,200	63.0	7,559,784	63.0	8,003,770	63.0	
17B	Expenses	373,601		507,827		610,498		

2023 Annual Town Meeting

17C	Capital	101,857		257,884		134,894	
	Total	7,111,658	63.0	8,325,495	63.0	8,749,162	63.0

Fire Department

18A	Salary & Wages	9,614,855	78.0	9,805,101	80.0	10,145,850	80.0
18B	Expenses	357,248		445,467		509,681	
18C	Capital	25,508		35,334		40,027	
	Total	9,997,611	78.0	10,285,902	80.0	10,695,558	80.0

Building Department

19A	Salary & Wages	733,766	9.8	803,103	9.8	843,272	9.8
19B	Expenses	25,076		51,040		51,040	
	Total	758,842	9.8	854,143	9.8	894,312	9.8

Public Safety	17,868,111	150.8	19,465,540	152.8	20,339,032	152.8	4.5%
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Minuteman Regional High School Assessment

20	Assessment	1,230,287		1,367,739		1,640,461	
	Total	1,230,287	0.0	1,367,739	0.0	1,640,461	0.0

Needham Public Schools

21	Needham Public School Budget	81,607,641	816.3	87,277,798	842.1	92,155,973	856.4
	Total	81,607,641	816.3	87,277,798	842.1	92,155,973	856.4

Education	82,837,928	816.3	88,645,537	842.1	93,796,434	856.4	5.8%
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Building Design & Construction Department

22A	Salary & Wages	289,201	3.3	342,389	3.0	336,301	3.0
22B	Expenses	5,723		15,175		15,175	
	Total	294,924	3.3	357,564	3.0	351,476	3.0

Department of Public Works

23A	Salary & Wages	9,419,199	121.0	10,480,457	125.0	10,915,518	125.0
23B	Expenses	7,139,070		8,167,639		8,793,620	
23C	Capital	170,726		115,499		193,731	
23D	Snow and Ice	727,028		433,139		437,470	
	Total	17,456,023	121.0	19,196,734	125.0	20,340,339	125.0

Public Facilities and Public Works	17,750,947	124.3	19,554,298	128.0	20,691,815	128.0	5.8%
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Municipal Parking Program

24	Program	131,103		151,818		159,654	
	Total	131,103	0.0	151,818	0.0	159,654	0.0

Health and Human Services Department

25A	Salary & Wages	1,864,780	18.7	2,023,343	18.7	2,070,327	18.7
25B	Expenses	375,013		434,735		477,925	
	Total	2,239,793	18.7	2,458,078	18.7	2,548,252	18.7

Commission on Disabilities

26A	Salary & Wages	1,500		1,500		1,500	
26B	Expenses	543		550		550	
	Total	2,043	0.0	2,050	0.0	2,050	0.0

Historical Commission

27	Historical Commission	60		1,050		1,050	
	Total	60	0.0	1,050	0.0	1,050	0.0

Public Library

28A	Salary & Wages	1,632,992	15.0	1,766,194	16.0	1,818,634	16.0
28B	Expenses	372,558		390,863		417,100	
	Total	2,005,550	15.0	2,157,057	16.0	2,235,734	16.0

Park and Recreation Department

29A	Salary & Wages	742,718	4.6	1,074,354	4.6	1,149,013	4.6
29B	Expenses	206,398		263,336		325,440	

2023 Annual Town Meeting

Total	949,116	4.6	1,337,690	4.6	1,474,453	4.6
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Memorial Park Trustees

30	Memorial Park Trustees	0		750		750	
	Total	0	0.0	750	0.0	750	0.0

Needham Council for Arts and Culture

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

Community Services	5,327,665	38.3	6,116,793	39.3	6,430,243	39.3	5.1%
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Department Budget Total	129,382,023	1,173.6	140,313,066	1,207.2	148,099,663	1,222.5	5.5%
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Total Operating Budget	188,142,486		206,188,160		214,275,097		3.9%
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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 11, 2023
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

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

on TUESDAY, THE ELEVENTH DAY OF APRIL 2023

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

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

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

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

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on MONDAY, THE FIRST DAY OF MAY 2023 at seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz:

Warrant for the Annual Town Meeting
Monday, May 1, 2023, at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2023, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$77,610
Town Clerk with 6 years of service in that position	\$116,802 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$10,513, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$80,326. The annual salary of \$116,801.85 includes compensation for seven (7) weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$17,139. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$17,139; or take any other action relative thereto.

INSERTED BY: Personnel Board

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

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

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

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

FINANCE ARTICLES

ARTICLE 4: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,345 in FY2022.

ARTICLE 5: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$300,000 be transferred from Free Cash and that \$700,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct

cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, carpentry work, and other repairs and upgrades.

ARTICLE 6: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

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

INSERTED BY: Affordable Housing Trust

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 7: APPROPRIATE FOR COMPENSATED ABSENCES FUND

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains. The balance in the fund as of July 1, 2022 was \$714,270.

ARTICLE 8: APPROPRIATE FOR OUTSIDE RECRUITMENT SERVICES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding outside recruitment services, to be spent under the direction of the Town Manager, and to meet this appropriation that \$28,500 be transferred from Overlay Surplus and \$31,500 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: These funds would support targeted recruitment for high-level vacancies within Town government. Given the structural changes in the labor market since the pandemic and the decision of numerous retirement-eligible managers to leave the workforce, outside assistance has been vital to hiring managers for recent vacancies. The funding is expected to support recruitment efforts for two years.

ARTICLE 9: APPROPRIATE FOR TEMPORARY STAFFING SERVICES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 for the purpose of funding temporary staffing services, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: These funds would be used for short-term, temporary assistance to fill unexpected vacancies in critical staff positions while the formal hiring process takes place. Such funds approved by the 2020 Town Meeting were instrumental in supporting Town departments impacted by vacancies caused by worker illness, internal promotions, military activation, and other unexpected situations. The funding is expected to support staffing services for two years.

ARTICLE 10: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding surveys of Town-owned land, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Over the past 300 years, the Town has acquired land that has never been surveyed or has incomplete surveys. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added costs to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. Areas scheduled to be surveyed in FY2024 include, but are not limited to, the Dedham Avenue parking lot, Vesta Park, and Hatfield Park.

ARTICLE 11: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$300,000 for Fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that \$150,000 be transferred from Free Cash and \$150,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 12: APPROPRIATE THE FY2024 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,597,105, from Overlay Surplus in the amount of \$500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$27,668, and \$1,078,631 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 18-20

ARTICLE: 13: APPROPRIATE THE FY2024 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2024, under the provisions of M.G.L. Chapter 44, Section 53F ½: and to meet this appropriation that \$8,564,773 be raised from Sewer Enterprise Fund receipts, and that \$500,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$810,358 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains, and

wetlands throughout town. Stormwater and associated discharges are now considered by the Federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 90 miles of various size drainage pipes, 4,225 catch basins, 1,392 drainage manholes, and 295 drainage discharges.

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

The total operating budget of \$9,875,131 for FY2024 is \$567,336 more than the current FY2023 budget, an increase of 6.1%. The increase is primarily due to a \$436,363 increase in the preliminary MWRA assessment for the Town's sewerage and wastewater disposal. The \$7,197,220 preliminary assessment represents a 6.5% increase over FY2023. The increase in the MWRA sewer assessment accounts for approximately 77% of the total increase. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2024 sewer operations portion of the budget is \$539,906 higher, an increase of 6.3% over the current year. As noted above, the MWRA assessment increase is the primary driver of the change for FY2024. The FY2024 drains operations portion of the budget is \$27,430 more than the FY2023, an increase of 3.5%.

The total salary and wages line is \$1,144,544 for FY2024, an increase of \$64,297 (6.0%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. The increase is due to a combination of changes in personnel and that the Town and the Union settled a new contract which runs through June 30, 2024. This contract was previously approved by Town Meeting, but the current budget was not amended to reflect the increase wages for FY2023 so the FY2024 recommended budget is accounting for two years of increases. The approved contract provides a two percent wage increase for FY2023 and FY2024.

The total expense line for FY2024 is \$823,367 which is \$52,676 or 6.8% more than the FY2023 budget. Energy expenses (electric and natural gas) to operate the sewer pump stations are \$5,117 more than the current year, and fuel cost for sewer vehicles and equipment is \$6,558 higher. Contracted services for repairs and maintenance are \$21,471 more than the current year, an increase of 18.7%. Many service contracts have risen due to higher labor and material costs which the contractors are incurring and passing on to customers. The expense for public works supplies has increased by \$7,294 and is reflective of the higher costs for many items that the public works uses regularly, such as, manhole frames and covers, precast concrete, asphalt, pump replacement parts, and small tools. Contracted services for maintenance, repairs, sweeping, collection, and disposal of catch basin debris are \$4,766 more than FY2023. The allowance for details is \$6,270 more than the current year. The cost of parts and shop supplies for sewer enterprise vehicles and equipment is \$1,000 more than FY2023. The balance of the increase for next year (\$200) is related to testing services for chemicals such as sulfide, which testing is mandated by the MWRA.

The operating capital line is \$14,000 more than FY2023, an increase of 27.5%. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The increase is indicative of the higher cost for most all equipment in general. The reserve fund is level dollar for FY2024. The sewer debt service budget line is also level dollar for FY2024 at \$610,000.

The budget plan relies on \$500,000 in sewer retained earnings for FY2024 operating budget. The \$810,358 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of \$27,430 from FY2023.

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

ARTICLE 14: APPROPRIATE THE FY2024 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2024, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise

FY2024

Line #	Description	FY2022		FY2023		FY2024	
		Expended	FTE	Current Budget	FTE	Recommended	FTE
301A	Salary & Wages	\$1,229,013	17.0	\$1,503,306	17.0	\$1,598,687	17.0
301B	Expenses	\$1,126,065		\$1,361,349		\$1,564,469	
301C	Capital Outlay	\$28,715		\$0		\$53,605	
301D	MWRA Assessment	\$1,670,433		\$1,464,186		\$1,886,141	
301E	Debt Service	\$849,218		\$1,250,000		\$1,250,000	
302	Reserve Fund	Transfers Only		\$75,000		\$75,000	
TOTAL		\$4,903,443	17.0	\$5,653,841	17.0	\$6,427,902	17.0
FY2024 Budget Percentage Change from FY2023 Budget							13.7%

and to meet this appropriation that \$5,927,902 be raised from Water Enterprise Fund receipts, and that \$500,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken*

off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports 15,494 installed meters as of June 30, 2022.

The overall operating budget for FY2024 is \$6,427,902 or \$774,061 (13.7%) more than the FY2023 budget. The higher budget is largely due to the \$421,955 increase in the MWRA assessment for the Town's use of water and the \$53,605 recommended for operating capital. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2024 water assessment is based on CY2022 water use. The Town's use of MWRA water was up 33.2% from the prior year, 427 million gallons compared to 321 million gallons of water. During CY2020, approximately 29.7% of the total water production came from the MWRA; during CY2021, 27.1% of production came from the MWRA; during CY2022, approximately 32.5% of production came from the MWRA (see table). The preliminary water assessment for FY2024 is \$1,886,141 which is an approximately 28.8% increase in the assessment. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2020	CY2021	CY2022
Water Production*	1,305.6	1,185.0	1,313.7
Water Production from MWRA	387.8	320.7	427.0
Water Production from Town Wells	917.8	864.3	886.7
Percentage from MWRA	29.7%	27.1%	32.5%
*millions of gallons			
Water meters replaced**	385	564	500
Percentage of the total number of water meters in place for that year	2.5%	3.6%	3.2%

The FY2024 salary and wage expense line is \$1,598,687, an increase of \$95,381 (6.3%) over the current budget. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreements with the ITWA and NIPEA unions expire on June 30, 2024. Similarly, to the Sewer Enterprise Fund Budget, the salary and wage increase is due to a combination of changes in personnel and that the Town and the NIPEA Union settled a new contract. The FY2023 budget was not amended to reflect the increase to wages for NIPEA employees for FY2023, so the FY2024 recommended budget is accounting for two years of increases. The budget includes step and longevity increases for employees who are members of the unions, based on the collective bargaining agreements, and for non-represented personnel in accordance with the Town's personnel policies.

The water expense line of \$1,564,469 is \$203,120 higher than the FY2023 budget, approximately 14.9% more. The largest increase in terms of dollars (\$118,981) is for public works supplies and drinking water treatments. Many of the treatment chemicals increased in price by 10%, 20%, or more than 40%. The cost for water system parts, such as gate valves, hydrants, water main sleeves, and brass and copper fittings has also increased by 10% to 20%. Overall the increase for public works supplies was 22.6% over the current budget. Contracted and other services have increased by \$32,693, primarily for electrical and mechanical related services. The cost of electricity and natural gas are higher with a combined increase of \$29,967. The cost of fuel for vehicles and equipment is also higher by \$11,156, an increase of more than 28.7% from the current year. Professional and technical expenses increased by \$6,000 driven primarily by additional water quality testing requirements. The balance of the increase (\$4,323) is for required traffic details when water-related repair work is performed in the public way.

The operating capital line for FY2024 is recommended at \$53,605. There was no appropriation for FY2023. The department needs to replace actuator valves (\$40,000). Actuator valves control whether the effluent pipes are opened or closed, allowing air to be pushed through the filter to break down and clean possible impurities without contaminating the distribution system. The existing actuator valves are past their useful life. The other planned expense (\$13,605) is for a replacement trailer to transport excavation equipment. This would replace an existing trailer which should no longer be used. The debt service line is level-funded at \$1,250,000. The Town has several large-scale water infrastructure projects that will impact the enterprise debt budget in the out years. The water reserve fund at \$75,000 is level dollar for FY2024.

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

ARTICLE 15: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for FY2024 is \$ 909,058. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards additional infrastructure projects, such as intersection improvements, roadway reconstruction of Marked Tree Road, sidewalk improvements, and the design and construction of the downtown infrastructure improvement project.

ARTICLE 16: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2024 beginning on July 1, 2023 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2023 Spending Limit	FY2024 Spending Limit
Public Facility Use	Public Works Department	\$250,000	\$250,000
Tree Replacement	Public Works Department	\$25,000	\$25,000
School Transportation	School Committee	\$819,000	\$819,000
Home Composting	Public Works Department	\$3,000	\$3,000
Water Conservation	Public Works Department	\$10,000	\$10,000
Immunization Program	Health and Human Services Department	\$25,000	\$125,000
Traveling Meals	Health and Human Services Department	\$75,000	\$100,000
Needham Transportation Program	Health and Human Services Department	\$60,000	\$10,000
Aging Services Programs	Health and Human Services Department	\$90,000	\$75,000
Youth Services Programs	Health and Human Services Department	\$25,000	\$5,000
Memorial Park Activities	Memorial Park Trustees	\$4,100	\$4,100

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ZONING/LAND USE ARTICLES

**ARTICLE 17: AMEND ZONING BY-LAW – ACCESSORY 3-CAR GARAGE USE IN
SINGLE RESIDENCE B, GENERAL RESIDENCE, BUSINESS AND
INDUSTRIAL DISTRICTS**

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

1. In Section 6.1, Accessory Uses, Subsection 6.1.2, by deleting from the first sentence of the first paragraph the words “and in the Single Residence B, General Residence, Business and Industrial districts garage space for not more than two (2) cars” so that the sentence shall now read as follows:

“There shall be permitted as an accessory use on residential property in the Single Residence A, Rural Residence – Conservation, and Institutional districts garage space for not more than three (3) cars.”

2. In Section 6.1, Accessory Uses, Subsection 6.1.2, by adding a new second and third paragraph to read as follows:

“There shall be permitted as an accessory use on two-family residential property in the General Residence and Business districts garage space for not more than two (2) cars per dwelling unit.

There shall be permitted as an accessory use on single-family residential property in the Single Residence B, General Residence, Business and Industrial districts garage space for not more than three (3) cars, provided that the third garage shall be designed and located as follows:

- (a) the garage-space door shall be on the façade of a dwelling, which façade faces a side lot line, or the rear lot line, or if the dwelling is on a corner lot, does not face the street or way toward which the front entry door of the dwelling is oriented, for purposes of this Section 6.1.2 referred to as the front façade; or
 - (b) the garage-space door shall be on the front façade of a dwelling, provided (i) that the garage is set back at least five (5) feet from the portion of the front façade of the dwelling that has the longest length, and (ii) the length of all garage spaces on the front façade of the dwelling does not exceed 50% of the total length of the front façade of the dwelling, or (iii) the garage is located in the basement of the dwelling and accessed by means of a ramp; or
 - (c) the additional garage space shall be located in an accessory building where the accessory building is separate from and set back at least five (5) feet from the portion of the front façade of the principal structure that has the longest length.”
3. In Section 6.1, Accessory Uses, Subsection 6.1.2, by ordering the second paragraph as paragraph four and revising the first sentence of said paragraph to read as follows (new language underlined):

“Upon application the Board of Appeals may issue a Special Permit for (i) one additional garage space per lot in the Single Residence A, Rural Residence – Conservation, and Institutional districts for a total of four (4) garage spaces, or (ii) one additional garage space per lot in the Single Residence B, General Residence, Business and Industrial districts for a total of three (3) garage spaces, notwithstanding that the garage-space door is not permitted under the paragraph above,

provided that the premises in question are reasonably adaptable to such use and will allow proper layout thereof (including adequate separation of buildings or structures and open areas from adjacent premises), and provided further that the proposed use;

- (a) will not alter the character of the premises in which it is located,
- (b) will not have a material adverse effect on the value of the land and buildings or structures in the neighborhood, or on the amenities thereof, and
- (c) will not produce noise, odors or glare observable at the lot lines in amounts clearly detrimental to the normal use of adjacent property.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS: No Position Taken

Article Information: Presently in the Single Residence B, General Residence, Business and Industrial districts, single family residential property is permitted to contain, as an accessory use, garage space for up to two (2) cars by-right with one (1) additional garage space (total three (3) garage spaces) permitted by Special Permit. Under the terms of the amendment, garage space for up to three (3) cars would now be permitted by-right in the above-named districts on single-family residential property as an accessory use provided such third car garage space is designed and located as follows: (1) the garage-space door is located on the façade of the dwelling which faces a side lot line, or the rear lot line, or if the dwelling is on a corner lot, does not face the street or way toward which the front entry door of the dwelling is oriented; or (2) the garage-space door is located on the front façade of a dwelling, under the following conditions (i) the garage is set back at least five feet from the portion of the front façade of the dwelling that has the longest length, and (ii) the length of all garage spaces on the front façade of the dwelling does not exceed 50% of the total length of the front façade of the dwelling, or (iii) the garage is located in the basement of the dwelling and accessed by means of a ramp; or (3) the additional third garage space is located in an accessory building where the accessory building is separate from and set back at least five feet from the portion of the front façade of the principal structure that has the longest length. A third car garage space not meeting the above described design terms would be required to seek a Special Permit from the Zoning Board of Appeals.

ARTICLE 18: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNITS (ADUs)

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

1. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.1 Intent, by revising the Subsection to read as follows (new language underlined):

“The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family dwellings or in buildings accessory to single-family dwellings for occupancy by (a) an Owner (as defined in this section 3.15.2) or (b) Family (as so defined) of an Owner of the property or (c) Caregiver (as so defined) to an Owner of the property or a Family member of an Owner or (d) a Lessee (as so defined) of an Owner who resides in the ADU or the principal dwelling unit, all subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family character of the neighborhood will be maintained and that the ADU remains subordinate to the principal use of the property as a single-family detached dwelling.”

2. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.2 Definitions, by revising subparagraphs (a), (b), (c), and (d) to read as follows (new language underlined):

“(a) Accessory dwelling unit (ADU) is an apartment in a single-family detached dwelling or in a building that is accessory to a single-family detached dwelling, which apartment is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of a single-family dwelling or a single-family dwelling with an accessory building.

(b) “Caregiver” shall mean an adult who regularly looks after an elderly, chronically ill or disabled Owner who needs assistance with activities of daily living or an Owner’s Family member who needs such assistance and for whom the property is such elderly, chronically ill or disabled person’s primary residence, or an adult employed by an Owner to provide childcare to one or more of an Owner’s Family members.

(c) “Family” as a capitalized word, for the purpose of specifying, pursuant to Section 3.15.3.1 who may occupy the dwelling unit that is not Owner occupied, shall mean persons who are related to an Owner, Caregiver or Lessee, by blood, adoption or marriage, and who are related to such Owner, Caregiver or Lessee as follows: spouse, parent, sibling, child, grandchild, grandparent, aunt, uncle or a spouse or child of any such resident person.”

(d) “Owner” shall mean a person who holds record title to the property directly or indirectly and for whom the property is such Owner’s primary residence. Indirect ownership includes but is not limited to a beneficiary of a trust holding record title to the property and a majority owner of the voting stock of a corporation or the membership units of a limited liability company holding record title to the property.”

3. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.2 Definitions, by adding a new subparagraph (e) to read as follows:

“(e) “Lessee” shall mean a person or persons who has entered into a written lease with the Owner as lessor permitting occupancy of the ADU or the principal dwelling unit for a period of time of at least six months by the Lessee and Family of the Lessee, which lease shall prohibit the Lessee from (i) subleasing, (ii) assigning the lease, or (iii) offering housing accommodations on a short-term basis using an on-line venue such as Airbnb or by any other means to persons who are not Family of the Lessee, provided further that the Owner shall have filed a copy of such lease with the Building Commissioner as a pre-condition of the issuance of an occupancy permit for the ADU, whether to be occupied by the Owner or the Lessee.”

4. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3 Use Regulations, by revising the section heading to read as follows (new language underlined):

“3.15.3.1 Use Regulations for ADU within a Single-family Dwelling”

5. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3.1 Use Regulations for ADU within a Single-family Dwelling, by revising the first sentence to read as follows:

“An ADU within a single-family detached dwelling shall be permitted under the following use regulations:”

6. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3.1 Use Regulations for ADU within a Single-family Dwelling, by revising subparagraphs (c), (d) (f), (g) and (h) to read as follows (new language underlined):

“(c) Occupancy of the unit that is not Owner-occupied shall be limited to a member or members of the Owner’s Family or a Caregiver and such Caregiver’s Family or a Lessee and such Lessee’s Family; provided that occupancy of the principal dwelling unit and the ADU combined shall be limited to five persons who are not Family of the Owner and occupancy of the ADU shall be limited to three persons.

(d) The size of the ADU shall be limited to 900 square feet of living space and shall have no more than one bedroom.

(f) Adequate provisions for the proper disposal of sewage and waste generated by the ADU shall be in accordance with Board of Health requirements, and the proper disposal of stormwater shall be in accordance with the Needham Stormwater By-Law as administered by the Director of Public Works, if applicable based on the size of any addition to the principal dwelling or an accessory building to accommodate the ADU.

(g) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required. To the extent possible, exterior entrances and access ways to an ADU shall not detract from the single-family appearance of the dwelling. Where there are two or more existing entrances on the front façade of a dwelling and modifications are made to any entrance to provide access to an ADU, or a new entrance is constructed on the front façade of a dwelling to provide such access, the result shall be that the entrance to the principal dwelling unit appears to be the principal entrance to the dwelling and the entrance to the ADU appears to be secondary, so that the ADU entrance shall not detract from the single-family appearance of the property. An interior doorway shall be provided between the principle dwelling unit and the ADU as a means of access for purposes of emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure.

(h) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the ADU and principal dwelling unit, along with a certified site plan, shall also be submitted with the application to the Building Commissioner.”

7. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3.1 Use Regulations within a Single-family Dwelling, by deleting subparagraphs (j) and (k).

8. In Section 3.15 Accessory Dwelling Units (ADUs), by adding a new Section 3.15.3.2 Use Regulations for ADU within an Accessory Building, a new Section 3.15.3.3 Maintenance of Appearance of Single-family Property, and a new Section 3.15.3.4 Occupancy and Enforcement, to read as follows:

“3.15.3.2 Use Regulations for ADU within an Accessory Building

An ADU within an accessory building on the same lot as a single-family detached dwelling may be permitted upon the issuance of a Special Permit by the Board of Appeals under the use regulations of Section 3.15.3.1 (b), (c), (d), (e), (f) and (i) and under the following additional use regulations:

- (a) There shall be no more than one ADU on a lot and no more than one additional accessory building larger than 200 sq. ft.
- (b) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required for an ADU within an accessory building.
- (c) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the ADU and the accessory building that it is to be within or added to, along with a certified plot plan showing the location and dimensions of the primary building and all accessory buildings on the premises, both existing and proposed, shall be submitted with the application to the Building Commissioner.
- (d) Any accessory building used as an ADU must comply with all current requirements of the Zoning By-Law applicable to accessory structures in the district in which the property is located, or be a lawfully preexisting nonconforming structure as of the effective date of this By-Law; provided that lawfully preexisting nonconforming structures may not be structurally altered in a manner that increases any existing nonconformity.
- (e) A residential lot that is lawfully nonconforming with respect to minimum lot area and/or minimum frontage may contain an accessory building used as an ADU, provided that such accessory building complies with section (d) above.
- (f) Notwithstanding any exception contained in the definition of Floor Area Ratio in Section 4.2, for purposes of this Section any finished habitable basement in an accessory building with an ADU shall count towards the maximum allowable 900 square feet of living space.

3.15.3.3 Maintenance of Appearance of Single-family Property

It is the intent of Section 3.15 as specified in Section 3.15.1 to assure that the single-family character of the neighborhood will be maintained and that the ADU remains subordinate to the principal use of the property as a single-family detached dwelling. Pursuant to the definition of Accessory Dwelling Unit (ADU) in Section 3.15.2, an ADU shall be constructed to maintain the appearance and essential character of a single-family dwelling or a single-family dwelling with an accessory building. Pursuant to the regulation at 3.15.3.1 (g), to the extent possible, exterior entrances and access ways to an ADU shall not detract from the single-family appearance of the principal dwelling and where there are two or more existing entrances on the front façade of the principal dwelling and modifications are made to any such entrance to provide access to an ADU, or a new entrance is constructed on the front façade of a dwelling to provide such access, the result shall be that the entrance to the principal dwelling unit appears to be the principal entrance to the dwelling and the entrance to the ADU appears to be secondary.

The Building Commissioner shall not deny a building permit or occupancy permit for an Accessory Dwelling Unit within a Single-family Building under Section 3.15.3.1 solely due to concern that the above-referenced standards are not met, unless the Building Commissioner requests and obtains an advisory report as to the issue of compliance with these standards from the Design Review Board established under Section 7.7.2 of this By-Law.

3.15.3.4 Occupancy and Enforcement

- (a) Occupancy of the ADU shall not take place without proof of a recorded Special Permit, if required by Section 3.15.3.2, and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force provided that (i) there is no violation of any provision of this Zoning By-Law or the Massachusetts State Building Code or the conditions of any Special Permit, variance or other zoning relief applicable to the premises, and (ii) that ownership of the premises is not changed unless, in anticipation of a change in ownership, the prospective owner files an acknowledgement that the unit to be occupied by said prospective owner shall be said owner's primary residence and evidence that the other unit is to be occupied by a Family member, Caretaker or Lessee of the prospective owner, and such acknowledgement and evidence is satisfactory to the Building Commissioner, and (iii) the Owner files with the Building Commissioner in the month of January of each year after the anniversary of the issuance of the occupancy permit, a certification that the unit occupied by the Owner continues to be said Owner's primary residence, together with evidence that the other unit is occupied by a Family member, Caretaker or Lessee of the Owner, and such certification and evidence is satisfactory to the Building Commissioner. Furthermore, at any time upon written request from the Building Commissioner, the Owner will provide evidence that the ADU and the principal dwelling unit are being occupied in accordance with the By-Law. In the event the Owner fails to comply with the requirements in (i) above or fails to provide the acknowledgement required by (ii) above or the certification required by (iii) above or fails to provide such evidence to the Building Commissioner within thirty (30) days of a written request, the Building Commissioner may revoke the occupancy permit for the ADU, and if the ADU is within an accessory building pursuant to Section 3.15.3.2 the Building Commissioner may also revoke the Special Permit for the ADU.
 - (b) In the case that the ADU is in violation of the terms of this By-Law or the lawful use of such unit has expired or been terminated, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the provisions that create a separate dwelling unit, such as living, sleeping, cooking and eating."
9. In Section 7.7.2 Design Review Board, Subsection 7.7.2.2 Authority and Specific Powers, by adding after the first sentence of the second paragraph a new sentence to read as follows:

"The Design Review Board shall review requests from the Building Commissioner, as required under Section 3.15.3.3 of the By-Law."
10. In Section 7.7.2 Design Review Board, Subsection 7.7.2.2 Authority and Specific Powers, by revising the second sentence of the third paragraph to read as follows (new language underlined):

"Such advisory reports of the Design Review Board shall be transmitted to the Building Commissioner and applicant in all other instances as described in the two paragraphs above for "Minor Projects" under Site Plan Review, building permits in all non-residential districts, requests from the Building Commissioner under Section 3.15.3.3 and sign permits."

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article Not be Adopted

Article Information: Article 18 seeks to amend Needham's current Accessory Dwelling Units (ADUs)

Zoning By-Law provisions by expanding the circumstances under which ADUs would be permitted in Town with the goal of further diversifying the Town's housing stock through the production of additional smaller, more affordable housing units.

Background

The October 2019 Special Town Meeting approved a Zoning By-Law amendment to permit the creation of ADUs in single-family homes by Special Permit of the Board of Appeals subject to specified standards and procedures. The By-Law limited the units to single-family homes where the units are occupied "by the Owner; Family members related to the Owner by blood, adoption or marriage (spouse, parent, sibling, child, or a spouse of such persons); and Caregivers of Family members who look after an older, chronically ill or disabled Owner who needs assistance with activities of daily living or a Family member who needs such assistance." The By-Law also defined the ADU as "an apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. The ADU must be subordinate in size to the principal dwelling unit on a lot and constructed to maintain the appearance and essential character of the single-family dwelling." Over the course of approximately three years, twelve ADUs have been permitted as of March 2023.

Major provisions of the current By-Law include the following: (1) ADUs are available by Special Permit from the Board of Appeals, good for 3 years, renewable by Special Permit. If there is a new owner of the home, they have to go through the Special Permitting process to keep the ADU. (2) At least one of the units (the primary residence or the ADU) must be owner-occupied and occupancy of the second residence must be limited to a member of the owner's family or a caregiver and such caregiver's family. (3) No more than five persons who are not family members of the owner can live in the primary residence and the ADU combined. (4) There can be no more than one ADU on a lot, and it must be located within the single-family detached dwelling and not in a separate building. (5) To the extent possible, exterior entrances and access ways shall not detract from the single-family appearance of the dwelling. No stairs for access to upper floors of the ADU shall be on the outside. There must be an interior doorway between each living unit for safety purposes in an emergency. (6) The size of the ADU is limited to 850 square feet, and it can have no more than one bedroom. (7) Occupancy of the ADU and principal dwelling unit combined is limited to five persons who are not family of the owner. (8) Off-street parking must be provided with at least one parking space per dwelling unit

Amendment Description

Article 18 proposes the following changes to the current use and permitting framework of the By-Law: (1) Allows ADUs in a single-family dwellings by-right rather than by Special Permit, while still requiring that the building and design guidelines contained in the current By-Law be met. ADUs located in a single-family dwelling will continue to be required to meet all zoning dimensional requirements for a single-family home as specified in the underlying zoning district. Needham homeowners who want to add an ADU to their home under the current By-Law must obtain a Special Permit, which involves considerable and unnecessary time for both the applicant and the Zoning Board of Appeals. Review of proposed building plans for attached or interior ADUs by the Building Commissioner should suffice to ensure compliance with the By-Law both dimensionally and in terms of maintaining the general appearance of a single-family dwelling. In circumstances where the Building Commissioner is in doubt as to compliance with the above-noted design guidelines, the By-Law further provides for the issuance of an advisory report as to the issue of compliance from the Design Review Board upon the Building Commissioner's request. (2) Expands the residency requirements of an ADU as contained in the definition of "Caregiver" to include "an adult employed by an Owner to provide childcare to one or more of an Owner's Family members" for use by example of a Nanny or Au-Pair, etc. (3) Expands the residency requirements of an ADU as contained in the definition of "Family" to include "a grandparent, aunt or uncle". (4) Allows a homeowner to rent the ADU with a minimum 6-month written lease, subject to owner occupancy of the property. The minimum 6-

month lease term is designed to prevent short-term high frequency leases. (5) Increases the size limit for an ADU from a maximum of 850 square feet of living space to a maximum of 900 square feet of living space.

Additionally, Article 18 would allow ADUs in detached accessory buildings on the same lot as a single-family detached dwelling upon the issuance of a Special Permit by the Board of Appeals subject to the following conditions. (1) There shall be no more than one ADU on a lot and no more than one additional accessory building larger than 200 square feet. (2) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required for an ADU within an accessory building. (3) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the ADU and the accessory building that it is to be within or added to, along with a certified plot plan showing the location and dimensions of the primary building and all accessory buildings on the premises, both existing and proposed, shall be submitted with the application to the Building Commissioner. (4) Any accessory building used as an ADU must comply with all current requirements of the Zoning By-Law applicable to accessory structures in the district in which the property is located or be a lawfully preexisting nonconforming structure as of the effective date of this By-Law; provided that lawfully preexisting nonconforming structures may not be structurally altered in a manner that increases any existing nonconformity. In the residential districts, such stand-alone accessory detached ADU units are required to be setback a minimum of five (5) feet from the side and rear lot lines of the lot unless the structure exceeds fifteen (15) feet in height in which case the setback must comply with the underlying district's increased rear or side setback requirements. A minimum distance of ten (10) feet is required between the ADU detached dwelling and any other structure or building on the lot. (5) A residential lot that is lawfully nonconforming with respect to minimum lot area and/or minimum frontage may contain an accessory building used as an ADU, provided that such accessory building complies with item (4) above. (6) Any finished basement in an accessory building with an ADU shall count towards the maximum allowable 900 square feet of living space. The purpose of the Special Permit requirement for a detached ADU is a) to provide notice to abutters, and, b) to provide an opportunity for the Board of Appeals to evaluate impacts within the scope of the Special Permit criteria set out in Section 7.5.2.1 of the By-Law as a result of the construction and use of the ADU.

Finally, the article establishes occupancy and enforcement standards. Occupancy of the detached ADU shall not take place without proof of a recorded Special Permit and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force provided that (1) there is no violation of any provision of this Zoning By-Law or the Massachusetts State Building Code or the conditions of any Special Permit, variance or other zoning relief applicable to the premises, and (2) that ownership of the premises is not changed unless, in anticipation of a change in ownership, the prospective owner files an acknowledgement that the unit to be occupied by said prospective owner shall be said owner's primary residence and evidence that the other unit is to be occupied by a Family member, Caretaker or Lessee of the prospective owner, and such acknowledgement and evidence is satisfactory to the Building Commissioner, and (3) the Owner files with the Building Commissioner in the month of January of each year after the anniversary of the issuance of the occupancy permit, a certification that the unit occupied by the Owner continues to be said Owner's primary residence, together with evidence that the other unit is occupied by a Family member, Caretaker or Lessee of the Owner and a copy of any current lease, and such certification and evidence is satisfactory to the Building Commissioner. Furthermore, at any time upon written request from the Building Commissioner, the Owner will provide evidence that the ADU and the principal dwelling unit are being occupied in accordance with the By-Law. In the event the Owner fails to comply with the above requirements the Building Commissioner within thirty (30) days of a written request may revoke the occupancy permit for the ADU, and if the ADU is within an accessory building may also revoke the Special Permit for the ADU.

Public Policy Objective

ADUs provide a number of important benefits to the community while diversifying the housing stock and allowing Needham to be part of a regional effort to contribute to the urgent need for additional smaller, more affordable housing unit production. As documented in the December 2022 Needham Housing Plan, Needham's housing is increasingly less affordable without a sufficient range of housing choices that offer smaller unit sizes with more affordable rental costs for employees, new residents or families, or for existing, mostly senior, residents. While the current By-Law which limited occupancy to family members or caregivers promoted greater housing diversity in the community by allowing small apartments in existing dwellings, enabling extended family members to live together, and also providing opportunities for live-in support for people with disabilities, much more can be accomplished. The goal of this amendment is to now expand this opportunity to a larger population base so that more local housing needs can be met.

It is anticipated that the proposed amendment could address the following local housing needs: (1) ADUs could provide additional, affordable studio and one-bedroom rentals, by expanding the housing opportunities for older adults and other residents to remain in their homes, young adults who want to stay in or return to Needham, employees of Needham businesses, and potential newcomers to the Needham community. (2) ADUs could allow homeowners to stay in their homes by providing needed rental income to assist with housing costs including taxes, utilities and other housing expenses. (3) Homeowners of small homes that cannot easily be enlarged could benefit from ADU income by converting a smaller building on their lot, such as a detached garage, into an ADU. (4) ADUs could provide additional housing while maintaining existing single-family neighborhoods. (5) Owners will be responsible landlords because they must reside in the property and always provide emergency egress freely through the main unit from the ADU. (6) ADU occupants can provide important services for the owner such as snow removal or errands for older adults or babysitting for families for example. Furthermore, ADUs are encouraged by the Massachusetts Executive Office of Energy and Environmental Affairs and advocated for by the Needham Council on Aging, Board of Health and Department of Public Health and Human Services.

ADUs are allowed in many Massachusetts communities. For example, of the 100 cities and towns in the Metropolitan Area Planning Council (MAPC) region outside the City of Boston, 37 allow a homeowner to create an accessory apartment and rent it to persons other than family members or caregivers. Moreover, in the last decade, almost half of the 100 Boston-area municipalities have adopted either a master plan or a housing production plan that recommends allowing ADUs with fewer restrictions. For example, Belmont and Hudson voted to allow ADUs unrestricted to relatives. Arlington, Carlisle, Dedham, Lexington, Lincoln, Newton, Wayland, Wellesley and Weston, and other municipalities voted to allow ADUs in detached structures. Burlington, Bedford, and Acton, among other towns, allow ADUs by-right. Most recently, Wellesley's Town Meeting voted to adopt an ADU By-Law without any residency restrictions, allowing both attached and detached ADUs by right with a maximum unit size of 900 square feet.

ARTICLE 19: AMEND ZONING BY-LAW – CORRECTIVE ZONING AMENDMENTS

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

1. Amend the Needham Zoning By-Law by replacing all references to "Building Inspector" with "Building Commissioner" where it appears in the By-Law.
2. Amendment Section 3.15 Accessory Dwelling Units (ADUs) by renumbering the section as Section 3.16 Accessory Dwelling Units (ADUs) and by further renumbering the subsections numerically.

3. Amend Section 5.1.2 Required Parking, by deleting in the first sentence of the second paragraph the words “, 2nd Edition,” and inserting the words “the most recent edition of” after the words “recommendations based on” so that sentence now reads as follows (new language underlined):

“In the event that the Building Inspector is unable to determine if a particular use relates to any use within the table of ‘Required Parking’ (Section 5.1.2), the Planning Board shall recommend to the Building Inspector a reasonable number of spaces to be provided based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said recommendations based on the most recent edition of the ITE Parking Generation Manual or an alternative technical source determined by the Planning Board to be equally or more applicable.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Explanation: Over the years Town Meeting has approved numerous inserts and other changes to the Zoning By-Law. Unfortunately, when those changes occurred, not all references were changed as required. This article would update the reference made to Section 3.15 Accessory Dwelling Units to Section 3.16 Accessory Dwelling Units. Additionally, the article would update the title of “Building Inspector” to “Building Commissioner” as currently used and as it appears throughout the Zoning By-Law. Lastly, the reference to the ITE Parking Generation Manual would be updated from “2nd Edition” to “the most recent edition”.

ARTICLE 20: AMEND ZONING BY-LAW – SINGLE RESIDENCE B AND GENERAL RESIDENCE SIDE SETBACK

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

1. Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.1 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures on Lots Created by Deed or Plan Endorsed or Recorded Prior to January 9, 1986 and Not Including New Construction, footnote (e) by revising footnote (e) to now read as follows:

“(e) The minimum side yard setback is 14 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 14 feet, provided that any additional length of structure in the side yard in excess of 32 linear feet must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 12 feet, provided that any additional length of structure in excess of 32 linear feet must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2-foot offset, regardless of an increased side setback.”
2. Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures, on Lots Created by Deed or Plan, Endorsed or

Recorded on or After January 9, 1986 and Not Including New Construction, footnote (a) by revising footnote (a) to now read as follows:

“(a) The minimum side yard setback is 14 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 14 feet, provided that any additional length of structure in the side yard in excess of 32 linear feet must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 12 feet, provided that any additional length of structure in excess of 32 linear feet must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2-foot offset, regardless of an increased side setback.”

3. Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures Created Through New Construction on any Lot, footnote (a) by revising footnote (a) to now read as follows:

“(a) The minimum side yard setback is 14 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 14 feet, provided that any additional length of structure in the side yard in excess of 32 linear feet must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 12 feet, provided that any additional length of structure in excess of 32 linear feet must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2-foot offset, regardless of an increased side setback.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS: No Position Taken

Article Explanation: This article clarifies the side yard setback requirement in the Single Residence B and General Residence districts for both conforming lots and lots that have less than 80 feet of frontage as adopted by Town Meeting in May of 2017. The goal of the amendment is to ensure that a 2-foot offset is provided after 32 linear feet of sidewall at the side yard irrespective of whether a building's placement is at the district's minimum side yard setback requirement or a distance in excess of said requirement. Such was the intent when the article was presented in May of 2017 with the policy goal of reducing some of the negative effects of building massing along the side line.

The present side yard setback provisions for the Single Residence B and General Residence districts are as follows. The present situation for the conforming lot is a side yard setback of 14 feet in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 14-foot setback line. Any additional length must be set back an additional two feet. So, 32 feet of the house could be located 14 feet from the side lot line, the remainder would have to be at least 16 feet back from that line. As relates to the nonconforming lot (for frontage only), a side yard setback of 12 feet is currently required in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended

for a distance of only 32 feet at the 12-foot setback line. Any additional length must be set back an additional two feet. So, 32 feet of the house could be located 12 feet from the side lot line, the remainder would have to be at least 14 feet back from that line.

The proposed amendment makes clear that the above-noted 2-foot off-set provision, designed to break-up building massing along the side line, is to be applied universally irrespective of a building's placement at a distance in excess of a districts minimum side yard setback requirement.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 21: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY 2024 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

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

B. Community Preservation Fund Annual Reserve	\$ 1,749,706
C. Community Housing Reserve	\$955,633
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$477,817

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% of the estimated fiscal year receipts to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has voted to increase the amount set aside in the Community Housing Reserve to 22% of the estimated revenue for the year to ensure that at a minimum of 20% of the actual CPA receipts are appropriated or reserved for future appropriation for Community Housing. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Fund.

ARTICLE 22: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to raise and/or transfer and appropriate an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$33,732 for future appropriation to the Historic Resources Reserve, \$33,732 to the Open Space Reserve, and \$67,464 to the Community Housing Reserve, and that to meet this appropriation that \$134,928 be transferred from the FY2023 CPA General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: During FY2022 and FY2023, the Town received additional state matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the reserves are funded at the legally required amount. With respect to the Community Housing Reserve, the CPC has voted to increase the amount set aside in the Community Housing Reserve to a minimum of 20% of the actual CPA receipts for each of these fiscal years.

ARTICLE 23: APPROPRIATE FOR NEEDHAM HOUSING AUTHORITY SEABEDS COOK PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$241,052 for the Needham Housing Authority Seabeds Cook Preservation Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Needham Housing Authority is requesting funding for pre-development costs for work needed to preserve the properties located at Seabeds Way and Captain Robert Cook Drive. These properties provide deeply affordable housing to seniors, families, and the disabled.

ARTICLE 24: APPROPRIATE FOR DEFAZIO PLAYGROUND DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for the Needham DeFazio Playground Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The requested funding would support the design of a new “tot lot” at DeFazio. The design considerations will include the location, playground equipment, playground age groups, fencing, pathways, and amenities.

CAPITAL ARTICLES

ARTICLE 25: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,936,607 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community	Action Sports Park Feasibility Study	\$35,000	
Community	Center at the Heights Generator	\$250,000	
Community	Mcleod Field Renovation	\$1,310,000	
Community	Video Projection Equipment Rosemary Recreation Complex	\$55,000	
General	Public Facility Replacement Furniture (Town Offices)	\$40,000	
General	Telephone System Replacement	\$50,000	
General	Town Building Switches	\$130,000	
Public Safety	LIFEPAK 15 Defibrillator/Monitor	\$30,185	
Public Safety	Personal Protective Equipment	\$51,030	
Public Works	Recycling and Transfer Station Property Improvements	\$135,000	
Schools	School Copiers	\$69,379	
Schools	School Furniture	\$25,000	
Schools	School Technology	\$460,750	
Stormwater	NPDES Support Projects	\$260,000	
Transportation Network	Traffic Improvements	\$50,000	
Utilities	Energy Efficiency Upgrades	\$250,000	
Multiple	Fleet Program	\$2,735,263	
		\$5,936,607	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Action Sports Park Feasibility Study

This funding request is for a feasibility study relative to a potential Action Sports Park. Over the past two years, the Park & Recreation Commission and Park & Recreation Department have received numerous requests from residents for various amenities to be added to the Town. The Park & Recreation Commission along with the Needham Select Board have created a Working Group to take a wholistic look at all locations, current amenities, and ongoing requests from the residents. The Active Recreation Assets Working Group will serve in an advisory capacity to guide the Town in space planning for the future of active recreational opportunities in Needham. The feasibility study will look at both action sports complex and pickleball court options.

Center at the Heights Generator

This funding would support the construction of a new permanent generator to be installed at the Center at the Heights (CATH). The CATH has been designated as an appropriate location for a shelter and warming space (including a restaurant-grade kitchen) to support residents in need during an emergency. The CATH was not designed or built with an emergency generator. A portable generator has been in place at the building, which is insufficient as it does not support the full electrical load of the building and must be manually activated. The design was funded in FY2023. The new generator, when installed, will have the capacity to supply the entire building with emergency power and will be installed in a more appropriate location. It will also include an automatic transfer switch, eliminating the need for staff to manually operate the generator in case of the loss of power.

McLeod Field Renovation

The Departments of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. Since McLeod Field was renovated in 2009, there have been several drainage issues related to the 4-foot drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used and has caused the field to fail prematurely. The design for this full renovation was funded in FY2022. Over the course of several public meetings between residents and Town officials, the decision was made to convert the field from a baseball field to a softball field to better serve community needs.

Video Projection Equipment Rosemary Recreation Complex

This funding request is for the replacement of video projection equipment in the Rosemary Recreation Complex (RRC). RRC Smart TVs and display monitors were included in the base construction of the building. Normally, the Information Technology Center works on a five-year replacement cycle for this hardware – FY2024 will represent year six for this equipment. The ITC will coordinate with the Health and Human Services and Park and Recreation Departments to find replacement equipment that represents the needs of both departments. This request includes purchase and estimated costs for installation and training.

Public Facility Replacement Furniture

This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2024, the furniture will be well over 10 years old, and many items require replacement due to heavy wear and tear. Inventory and requests for input on the status of furniture is conducted periodically, most recently in August 2022. In FY2023, furniture and equipment most in need of repair will be replaced using funding appropriated for this purpose at the 2022 Annual Town Meeting. The

August 2022 review also yielded a large amount of furniture and equipment in need of replacement as soon as possible, for which remaining funding was not available in FY2023.

Telephone System Replacement

The Town's existing telephone system is outdated and no longer supported. This funding would support the investigation of alternative means of telephone communication, including voice over internet protocol (VOIP) and cloud-based solutions. An investigation could include an analysis and a trial case of a new technology.

Town Building Switches

This funding request is to replace communication switches in Town Facilities. Switching is an important aspect of the communications between the multiple buildings supported by the Information Technology Center (ITC). This request is to upgrade and replace switches in Town Hall, the Center at The Heights, and the Rosemary Recreation Complex – a total of seven switches. The most significant of these is the core switch managed in Town Hall. Because of the increased data transfer speeds between the buildings, it is important to maintain a current level of switching. Many of the current switches within the buildings today are five to six years old and will require replacement in the near future. This project will replace switches at one time to ensure that they are all at the same level of make and model and going forward having a regular routine for replacement for these buildings.

Lifepak 15 Defibrillator Monitor

This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that the Department uses on frontline rescues. The Department has two frontline rescues with two backup units. The average lifespan for this piece of lifesaving equipment is estimated to be about five years. At the time of this request, the Town currently has only one operating LP15. The Town was notified that the manufacturer no longer has parts or services for older generation models. As a result, the Town is currently using a "loaner" LP15. Having an additional LP15 would enable the Town to act swiftly if one of the main LP15 devices were to have a service issue.

Personal Protective Equipment

This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure that the lifespan of the equipment does not exceed the 10-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel.

Recycling and Transfer Station Property Improvements

This funding will support ventilation repairs to the recycling and transfer station building. The project would include repairing and/or replacing the existing eight air vents in both the tipping floor and loading pit area. The vents are responsible for pulling dust and particulate matter up and out through the roofs but are currently not operating correctly.

School Copiers

This funding request is to replace eight copiers in the following locations: Eliot School (2), High School (1), Mitchell School (1), Newman School (2), and Sunita Williams School (2). School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the

difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Furniture

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

School Technology

This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2024 School Technology request includes \$347,750 for hardware and \$113,000 for infrastructure replacement.

NPDES Support Projects

The Town's Permit authorizes the discharge only of clean stormwater and/or stormwater that does not cause or contribute to an exceedance of water quality standards. The Permit also requires that pollutants in MS4 stormwater discharges be reduced to the maximum extent practicable. Needham is also subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 55% and pathogens must be eliminated and/or reduced to the maximum extent practicable using enhanced structural and non-structural practices. Needham has five Water Quality Limited Waters impaired by turbidity, nutrients, organic enrichment, flow dissolved oxygen, priority organics, noxious aquatic plants, exotic species, oil and grease, taste, odor, color, suspended solids, and causes unknown. The five waterbodies impaired are: Alder Brook, Charles River (South Natick Dam to Chestnut Street), Charles River (Chestnut Street to Water Dam), Fuller Brook, and Rosemary Brook. All five waterbodies are classified as Category 5 Waters.

This funding would allow the Town to evaluate watershed area number four. This evaluation will include known flooding areas, identifying potential illicit discharge detection and elimination locations, recommendations for potential improvements, advise on the phosphorous control plan, and education and public outreach areas. It will address designing improvements previously identified in watershed area number two, including the reduction of impervious areas, proposing drainage, and retrofitting infiltration practices. Funding may be used for additional or alternative watershed areas, as necessary.

Traffic Improvements

This funding request supports projects recommended by the Traffic Management Advisory Committee (TMAC). The annual request will support one or two TMAC construction-related projects per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations, sign and/or pavement markings, or pedestrian improvements. The goal of the TMAC is to ensure the safety of pedestrians, motorists, and bicyclists.

Energy Efficiency Upgrades

In 2011, the Town conducted an engineering study for energy upgrades on the ten oldest buildings. The results of this study guided the Town's investment in energy efficiency over the past decade. This funding would allow the Town to replace boiler #3 at Needham High School. The existing boiler is out of service due to poor condition. This new boiler would be better suited for summertime reheat functions, utilizing less energy. This new boiler would allow the Town to increase the heating capacity of the larger boilers more efficiently. It would also be better suited during the shoulder season.

Fleet Program**General Fund Core Fleet Replacement**

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
82	Ford F-150	Community Development	2011	Pick-Up	53,706
453	Ford Focus	Building Inspector	2016	SUV Hybrid	49,432
454	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
455	Ford Focus	Building Inspector	2016	SUV Hybrid	49,432
456	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
458	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
701	Ford E-250 Pick-Up	DPW Building Maintenance	2014	Work Truck Class 3	92,216
CO1	Chevrolet Tahoe	Fire	2020	Public Safety Response Vehicle	70,114
Van 09	Toyota Sienna	School	2014	Passenger Van	71,698
Van 10	Toyota Sienna	School	2015	Passenger Van	71,698

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
9	International 7400 Series	DPW Highway	2012	Heavy Duty Truck Class 8 Large Dump	347,431
41	Ford F-250	DPW Parks	2016	Work Truck Class 3	92,216
53	International S600 Roll Off	DPW RTS	2013	Work Truck Class 6	337,155
66	Ford F-550	DPW Highway	2015	Work Truck Class 5	142,050
68	Addition to Fleet	DPW Engineering	N/A	Pick-Up	99,410
73	Ford F-550	DPW Parks	2016	Work Truck Class 5	142,050
75	Ford F-550 Dump Truck	DPW Parks	2016	Work Truck Class 5	142,050
90	Specter Refuse Trailer	DPW RTS	2016	Specialty Trailer	120,797
R03	Ford E450 Ambulance	Fire	2016	Ambulance (Renumber as R01)	498,951
112	Prinoth	DPW Highway	2011	Sidewalk Plow	206,561

ARTICLE 26: APPROPRIATE FOR FIRE LADDER TRUCK

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,000,000 for the acquisition of a Fire Department ladder truck, to be spent under the direction of the Town Manager, and to meet this appropriation that \$700,000 be transferred from Overlay Surplus and \$1,300,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding request supports the procurement of a new ladder truck for the Needham Fire Department. The new truck would be able to support complex recoveries that current inventory is unable to perform. Additionally, the ladder truck would incorporate a platform bucket to permit horizontal and vertical transportation of firefighters and equipment. These improvements along with improved reliability would allow for increased operational capabilities and improved safety for firefighters. The current ladder truck is a 2004 model.

ARTICLE 27: APPROPRIATE FOR ROOFTOP UNIT REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$9,000,000 for the replacement of rooftop units at the Broadmeadow and Eliot Schools, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding request will support the construction phase of a project to replace the current roof top units (RTUs) at the Broadmeadow and Eliot Schools. The current units (five units at the Broadmeadow and four units at the Eliot) are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. They do not feature industry standard energy recovery mechanisms that reduce energy costs. Additionally, some of the existing RTUs at these locations have compressors that run on an obsolete refrigerant called "R22", which is no longer produced in the U.S. and cannot be imported due to its environmental impact, resulting in costly supply challenges. The RTUs also have furnaces that are starting to fail and need to be replaced. The HVAC systems' connection to the existing boilers compromises efficiency, particularly during the summer. The boilers help reheat overcooled dehumidified air coming in from the RTUs, but the current boilers are not designed for this purpose due to their larger size. In the summer, the systems use large amounts of energy to sustain the reheating than would be required by smaller, dedicated boilers. The feasibility and design funding for this project was awarded in FY2023. This funding would allow for the replacement of RTUs at both schools with more appropriate RTUs.

ARTICLE 28: APPROPRIATE FOR QUIET ZONE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,340,000 for the Quiet Zone design and construction project, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: This funding request will fund the design phase of the work necessary to apply for a Quiet Zone designation from the MBTA. A Quiet Zone designation waives the requirement for trains to

signal their horn at crossings because of their enhanced train safety infrastructure. The work will include upgrades to the crossings at West Street, Rosemary Street, May Street, and Oak Street. Additional upgrades may be included at the Great Plain Avenue crossing, which could utilize supplemental funding through Chapter 90 allocations. If upgrades are required at the crossing at the golf course, this work would be included under this allocation. The upgrades will include quad-gates, two gates that lower on each side of the railroad crossing, and vehicle and pedestrian detection systems. Preliminary construction work may be included prior to the full construction funding request.

ARTICLE 29: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,581,500 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$581,500 be transferred from Overlay Surplus and \$2,000,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

Street Resurfacing

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY2023 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard. Target funding for street resurfacing in FY2024 is \$1,285,000.

Sidewalk Program

FY2023 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in FY2024 is \$855,000.

Guardrail

Many of the Town's guardrails are noncompliant and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. In FY2024, the Town will address the guardrail on Dedham Avenue. The existing guardrail has failed and will be replaced with new, code compliant guardrail. Target funding for guardrail improvements for FY2024 is \$220,000.

Brooks & Culverts

Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. Unless circumstances require otherwise, FY2024 funding is proposed for improvements to Rosemary Brook. The section of the brook to be addressed has sediment,

vegetation, and eroded banks that cause flow capacity and water quality issues. Target funding for brooks and culverts in FY2024 is \$221,500

ARTICLE 30: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$584,641 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Cooks Bridge Sewer Pump Station	\$54,000	
Sewer	Fleet Replacement Program	\$400,641	
Sewer	Sewer System Infiltration and Inflow	\$130,000	
		\$584,641	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Cooks Bridge Sewer Pump Station

This funding request would allow the Town to conduct a feasibility study to evaluate potential locations for the replacement pump station, as well as the possibility of switching to a gravity system. The current canister-style pump station at Cooks Bridge is beyond its designated life cycle and requires constant maintenance.

Fleet Replacement Program

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
11	Ford Explorer	Sewer	2013	SUV Hybrid	52,059
17	Ford F-550	Sewer	2012	Work Truck Class 5	148,477
103	Deere Backhoe	Sewer	2012	Backhoe	200,105

Sewer System Infiltration and Inflow

Since 2016, the Town has been undertaking projects identified in a study that are targeted at inflow and infiltration removal from the sewer systems. This funding would allow the Town to replace the existing sewer flow monitoring system throughout Town. The current system is past its useful life and would be replaced with a more modern system requiring less maintenance.

ARTICLE 31: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$771,633 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this

appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Charles River Water Treatment Plant HVAC Upgrades	\$34,000	
Water	Water Supply Development	\$595,500	
Water	Fleet Replacement Program	\$142,133	
		\$771,633	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Charles River Water Treatment Plant HVAC Upgrades

This funding would allow the Town to design an upgrade to the existing heating, ventilation, and air conditioning (HVAC) system at the Charles River Water Treatment Plant. The design would look to update the existing equipment and boilers, address the inefficient layout of the boiler room, include a dehumidification system, and upgrade equipment to be more energy efficient.

Water Supply Development

The Charles River Well Field currently has three wells operating when at full capacity. The Town uses MWRA water to compensate when there is an increased need or reduction in production. This funding request would allow for the design of a fourth, redundant well. A fourth well would allow the Town to maximize the water taken out from the well field during periods of routine or unforeseen maintenance.

Fleet Replacement Program

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
21	Ford F-250	Water	2016	Work Truck Class 2 Pick-Up	90,074
846/78	Ford Escape Hybrid	Water	2011	Pick-Up	52,059

ARTICLE 32: APPROPRIATE FOR WATER SYSTEM DISTRIBUTION IMPROVEMENTS – SOUTH STREET

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$6,500,000 for Water Distribution System Improvements, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation that \$2,500,000 be transferred from Water Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$4,000,000 under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial

assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. This funding would allow for the construction phase of the 16" water main replacement located at South Street from Charles River Street to Chestnut Street. The design phase was funded in FY2022.

ARTICLE 33: RESCIND DEBT AUTHORIZATION

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

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Mitchell School Restroom Upgrades	2020 ATM (June)	23	\$676,700	\$200,000
Total				\$200,000

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

TOWN RESERVE ARTICLES

ARTICLE 34: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of March 1, 2023 was \$1,075,722.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 35: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5B which allows the dedication, without further appropriation, of 100% of the Community Stormwater Mitigation Assessments collected into the fund for stormwater maintenance, repair, and improvement program, effective for FY2024 beginning on July 1, 2023; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Explanation: The Select Board is proposing to establish a 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 is considering implementation of a Community Stormwater Mitigation Assessment that would apply to all parcels that have impervious cover, including residential, commercial, non-for-profit and tax-exempt properties. Monies collected as part of the mitigation assessment would be deposited directly into the Stormwater Stabilization Fund to be used for NPDES compliance only. The Select Board will hold a hearing prior to making a decision on whether to implement a Community Stormwater Mitigation Assessment and, if it does, what the proposed assessment would be.

ARTICLE 36: TOWN HALL SATURDAY HOURS

To see if the Town will vote, pursuant to Massachusetts General Law Chapter 41, Section 110A, that Town Hall remain closed on Saturdays, for the purpose of allowing the last day of voter registration, which under Chapter 92 of the Acts of 2022 is ten days prior to any such election, to occur on a Friday; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: Chapter 92 of the Acts of 2022, “The VOTES Act,” requires registrars to hold a continuous session to register voters from 9:00 a.m. to 5:00 p.m. on the last day for registration. For town elections, the last day for registration is 10 days prior to the election. In Needham, which holds its elections on Tuesday, this last day for registration falls on a Saturday when Town Hall is closed and professional staff are not in attendance. The Elections Division has provided guidance that a vote by Town Meeting to close Town Hall on Saturdays in accordance with M.G.L. c.41, §110A will cause the final day for voter registration to move back from Saturday to the preceding Friday. This will allow for the newly required all-day registration sessions to be held on a Friday, 11 days before the election, a day on which Town Hall is open for business.

ARTICLE 37: AMEND GENERAL BY-LAWS – NON-CRIMINAL DISPOSITIONS

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

1. Deleting the following language from Section 2.2.5.1.1:

Whoever violates the provisions of this subsection 2.2.5.2.1 shall be subject to a fine of not exceeding twenty dollars (\$20.00) for each offense under the non-criminal process authorized by MGL Chapter 40, Section 21D. Each day on which the violation continues shall be considered a separate offense.

2. Deleting the following language from Section 2.2.5.1.4:

Whoever violates the provisions of Sub-section 2.2.5.1.4 shall be subject to a fine not exceeding one hundred dollars (\$100.00) each day being a separate offense.

3. Deleting the following language from Section 2.5.2:

Any person who violates any provision of Sub-section 2.5.2 shall be punished by a fine not exceeding two hundred dollars (\$200.00) for each offense.

4. Deleting the following language from Section 2.5.3:

Any person who violates sub-section 2.5.3 Sale of Cigarettes by Machine shall be punished by a fine not exceeding two hundred (\$200.00) dollars for each offense. Each sale in violation of sub-section 2.5.3 shall be considered a separate offense.

5. Deleting Section 2.11.5.9 in its entirety, and inserting in its place the following:

In the event of a demolition of an historically significant building in violation of this by-law, the person or persons responsible for the demolition including, but not limited to, the owners, tenants, developers, or contractors, shall each be subject to a fine as provided for in Section 8. Each day that the building is not restored to its condition immediately prior to the said demolition, and the demolition permit is not issued, shall be a separate offense, up to a maximum of 183 days.

6. Deleting Section 3.1.8.1 in its entirety and inserting in its place the following:

3.1.8.1 No person shall place any snow or ice on a sidewalk or street.

7. Deleting Section 3.1.8.2 in its entirety and inserting in its place the following:

3.1.8.2 No owner, owner, tenant, occupant, proprietor, manager, agent, board, trust, or other entity having charge of property used wholly or in part for (a) a commercial purpose (including without limitation as a store, restaurant, bank, gym, theater, childcare facility or office); (b) a hospital or medical establishment; (c) a place of worship; (d) multi-family housing containing three (3) or more dwelling units on a lot; or (e) any other use open to the public, or to a particular membership or clientele, shall allow snow or ice to remain on a sidewalk abutting, on, or within its property for more than five hours between sunrise and sunset. If, by reason of weather conditions the snow and ice is evenly spread over a sidewalk and frozen and therefore difficult to remove, it may remain until it can more easily be removed; provided that while the snow and ice remain, the entity in charge shall keep the sidewalk in safe condition by sanding or otherwise.

8. Deleting Section 3.1.15 in its entirety.
9. Deleting Section 3.2.4 in its entirety, and renumbering the remaining subsection in Section 3.2 in appropriate numerical order to account for said deletion.
10. Deleting Section 3.4.4 in its entirety.
11. Deleting Section 3.5.7 in its entirety.
12. Deleting the following language from Section 3.6.1.1:

Any person who refuses to post such signs or mark the pavement as ordered by the Fire Chief or violates any of the provisions of sub-section 3.6.1 shall be punishable by a fine of not less than ten dollars (\$10.00), nor more than fifty dollars (\$50.00) for each and every noncompliance or violation.

13. Deleting Section 3.7.3 in its entirety and inserting in its place the following:

3.7.3 Complaints. The animal control officer is hereby authorized to seek a complaint against the owner or keeper of a dog who is found to have violated the provisions of sub-sections 3.7.1, 3.7.2, 3.7.4, 3.7.5, 3.7.6, 3.7.7 or 3.7.8, and impose fines as provided in Section 8.

14. Deleting Subsection 3.7.9.3 in its entirety.
15. Deleting the following language from Section 3.8.1;

The penalty for a violation of this regulation shall be a \$50 fine.

16. Deleting the following language from Section 3.9.5;

If within a reasonable period of time after this thirty (30) days have elapsed, the violation has yet to be remedied, the enforcement officer may issue a second written violation notice with a fine of fifty (\$50.00) dollars. If within a reasonable period of time after sixty (60) days have elapsed since the issuance of the first notice of violation, the violation has still not been remedied, the enforcement officer may issue a third written violation with a fine of one hundred (\$100.00) dollar, plus an additional ten (\$10.00 dollars per day beginning on the 76th day following issuance of the first notice of violation and continuing thereafter until the violation is fully remedied/cured.

17. Deleting Section 4.1.4 in its entirety and inserting in its place the following;

In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to fines as stated in Section 8.

18. Deleting the following language from Section 4.2.2:

Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

19. Deleting the following language from Section 4.2.4;

Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

20. Deleting Section 8.2.2 in its entirety, and inserting in its place the following:

8.2.2 Non-criminal Disposition. Any person violating any provision of these General By-Laws may be penalized by a non-criminal disposition as provided in M.G.L. Chapter 40, Section 21D. The non-criminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following specific penalties are to be included within the scope of this sub-section, that the specific penalties as listed herein shall apply in such cases, and that in addition to the municipal personnel listed for each section, if any, police officers shall in all cases be considered enforcing persons for the purpose of this provision; and each day on which any violation exists shall be deemed to be a separate offense. Notwithstanding the schedule of fines set forth below, the appropriate enforcing entity may issue a verbal or written warning in lieu of an initial penalty.

Reference	Disposition	Penalty	Frequency	Enforcement Entity
2.2.5.1.1	<u>Failure to Display Street Number or Obstructing a Street Number</u>	\$20	Per Day	Fire Chief or designee / Building Commissioner or Designee
2.2.5.1.4	<u>Occupying a Street Without Permit or Unsafely Occupying a Street</u>	\$300	Per Day	DPW Director or Designee
2.2.5.1.6	<u>Failure to Maintain a Clearance at an Intersection</u>	\$50	Per Day	Town Engineer or Building Inspector for initial penalty, Town Engineer for Appeals
2.2.5.4	<u>Violating Trench Safety By-Law</u>	\$100	Per Offence	DPW Director or Designee
2.2.5.5.	<u>Violating Water Disposal By-Law</u>	\$10, \$50, \$200, \$300 (Subsequent)	Per Offence	DPW Director or Designee
2.2.5.6	<u>Violating Private Way By-Law</u>	\$50	Per Offence	Fire Chief or Designee

2.5.1	<u>Improper Transport of Refuse</u>	\$50	Per Offence	Director of Health of Health and Human Services or Designee
2.5.2	<u>Disposal of Refuse or Garbage on Public Land without a Permit</u>	\$200	Per Offence	Director of Health of Health and Human Services or Designee
2.5.3	<u>Sale of Cigarettes by Machine</u>	\$200	Per Offence	Director of Health of Health and Human Services or Designee
2.11.5.9	<u>Demolition of a Historic Building without a Permit</u>	\$300	Per Day	Building Commissioner or Designee
3.1.1	<u>Allowing Livestock to Graze or Roam on Public Lands or Sidewalks</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.10	<u>Use of Marijuana on Public Land, to include Roads</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.11	<u>Hawking and Peddling without a License</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.12	<u>Discharge of Water from Private Land in a Manner Endangering a Sidewalk or Public Way</u>	\$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.13	<u>Discharge of a Bow and Arrow on Public Lands without Select Board Consent</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.2	<u>Obstructing a Sidewalk without Permit</u>	\$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.3	<u>Coasting (Use of a Motorized Scooter) in Public Streets</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.4	<u>Using a Motor Vehicle, Wagon, or Sled on a Public Footpath or Sidewalk</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.5	<u>Use of a Bicycle on a Sidewalk in Needham Square or Needham Heights Business District</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.6	<u>Discharge of Firearms or Explosives on Public Property without a License</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.7	<u>Dealing in Secondhand Merchandise without a License</u>	\$50	Per Offence	Any Sworn Police Officer
3.1.8.1	<u>Failure to Remove Snow from Sidewalk Abutting Commercial Property within Five Hours of Sunrise</u>	\$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.8.2	<u>Placement Snow or Ice into a Sidewalk or Public Way</u>	\$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee

3.1.9	<u>Consumption of Alcoholic Beverages on Public Property without Permission of Governing Body</u>	\$50	Per Offence	Any Sworn Police Officer
3.2.4	<u>Sale of Food (to include Alcoholic Beverages) Between Midnight and 6 AM without a Special Permit</u>	\$200	Per Day and Per Sale	Any Sworn Police Officer
3.3.4	<u>False Actuation of a Burglar Alarm</u>	\$25, \$50, \$100 (Subsequent)	Per Offence	Any Sworn Police Officer
3.4.4	<u>Parking in Handicapped Space</u>	\$100	Per Offence	Any Sworn Police Officer
3.5.7	<u>Abandonment of Motor Vehicle</u>	\$50	Upon misdemeanor conviction	Any Sworn Police Officer
3.6.1.1	<u>Parking in Fire Lane</u>	\$50	Per Offence	Any Sworn Police Officer
3.6.2.4	<u>False Actuation of a Fire Alarm</u>	\$100	Per Offence (in excess of 3 per year)	Any Sworn Police Officer
3.7.1	<u>Allowing a Dog to be Off-Leash on an Unauthorized Public Space</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.2	<u>Allowing a Dog to Barking Excessively or Engage in Other Behavior which Disturbs the Peace and Quiet of a Neighborhood</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.4	<u>Failure to Restrain and Muzzle a Dog after Ordered by the Animal Control Officer</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.5	<u>Allowing a Dog to be Found Uncontrollable by Select Board</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.6.	<u>Bringing a Dog (Leashed or Unleashed) to Memorial Park or DeFazio Fields</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.7	<u>Failure to Remove Pet Waste, Failure to Carry Pet Waste Bags while Accompanying a Pet on Public Areas, or Disposing of Pet Waste in any Receptacle Other Than a Trash Barrel</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.8	<u>Use of an Off-Leash Area without Proper Permits or in Violation of Rules of Off-Leash Area</u>	\$25, \$50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.9.3	<u>Failure to Vaccinate a Dog, Cat, or Ferret Over Six-Months Old</u>	\$100	Per Offence	Any Sworn Police Officer
3.8.1	<u>Violation of the Noise Regulation By-Law</u>	\$50	Per Offence	Building Commissioner or Designee

3.9.5	<u>Violation of the Nuisance By-Law</u>	\$0, \$50, \$100 (Subsequent)	Every 30 days up to 60 days, then every 15 days	Director of Health of Health and Human Services or Designee
4.1.4	<u>Failure to License a Dog</u>	\$50	Per Offence	Any Sworn Police Officer
4.1.4	<u>Allow an Unspayed and Unleashed Female Dog to Roam while in "Heat"</u>	\$50	Per Offence	Any Sworn Police Officer
4.2.2	<u>Operating a Taxi without a Permit</u>	\$50	Per Offence	Any Sworn Police Officer
4.2.4	<u>Parking in Taxi Stand</u>	\$20	Per Offence	Any Sworn Police Officer
4.3.2	<u>Removing Underground Fuel Tanks without a Permit</u>	\$200	Per Offence	Fire Chief or Designee
4.3.3	<u>Failure to Obtain a Required Fire Department License</u>	\$200	Per Offence	Fire Chief or Designee
5.6.1	<u>Violation of the Sign By-Law</u>	\$50	Per Offence	Building Commissioner or Designee
6.11	<u>Violations of the Wetlands By-Laws</u>	Up to \$300	Per Offence	Conservation Agent
7	<u>Violations of the Stormwater Regulation By-Law</u>	\$50, \$100 (Subsequent)	Per Day, after 15 days	DPW Director or Designee
8.2.2.7	<u>Violations of the Board of Health By-Laws</u>	\$50, \$100, \$200, \$300 (Subsequent)	Per Offence	Director of Health of Health and Human Services or Designee
NOTE: Enforcement entity may choose to issue a verbal or written warning to a violator before assessing a penalty.				

Or take any other action related thereto.

INSERTED BY: Select Board

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

Article Information: This article seeks to address administrative issues resulting from the serial nature of Town General By-Law (GBL) updates, specifically related to non-criminal dispositions, their penalties, and intended enforcement entities. As currently adopted, the GBL contains several errors, primarily: mismatches between individual by-law text and the penalty summary section of the GBL; by-laws with no clearly defined penalties; by-laws with conflicting enforcement entities; by-laws with no stated enforcement entities; and combinations of the above errors. To address these errors and prevent the likelihood of similar errors occurring following any future amendment, this article seeks to amend the GBL by removing references to penalties and enforcement entities from the text of individual by-laws. All penalties and enforcement entities are proposed to be placed in a revised summary section, that will take the form of a table. To deconflict and rectify existing errors, omissions, and conflicts in the GBL, relevant Town entities reviewed and discussed the penalties to ensure that the penalty and enforcement entity listed in the proposed amended penalty summary was correct, practical, and matched the intent of each by-law as originally passed.

As a second step in the review of non-criminal disposition review process, the Select Board plans to review the content and substance of non-criminal disposition by-laws and associated penalties.

ARTICLE 38: AMEND GENERAL BY-LAWS – TRANSPORTATION COMMITTEE

To see if the Town will vote to amend the General By-laws by deleting Section 2.7.1 in its entirety, and renumbering the remaining sections within Section 2.7 in numerical order to account for said deletion; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: The Select Board created a Transportation Planning Review Committee to advise the Board in developing and maintaining plans and recommending policies for the future of mobility-related infrastructure in the Town. The Committee consisted of two Select Board Members, one member of the Transportation Committee, one member of the Rail Trail Advisory Committee, one member of the Traffic Management Advisory Committee, one representative appointed by the Planning Board, the Town's Designated Representative to the MBTA Advisory Board, the Town's Designated Representative to the Regional Transportation Advisory Council, the Town Moderator or Designated Representative, and two Members at Large. The committee met on seven occasions in 2022 and made the following recommendations: renaming the Traffic Management Advisory Committee to be the Transportation Safety Committee, and updating the purpose and charge; updating the charge of the Rail Trail Advisory Committee; and creating the charge and composition of the Mobility Planning & Coordination Committee. The Committee will advise the Select Board in developing and maintaining transportation plans, will recommend policies for the future of mobility-related infrastructure, and will oversee a semi-annual Joint meeting of all committees involved in transportation. Town Meeting action is required to eliminate the existing Transportation Committee. The Transportation Committee unanimously supported these recommendations.

ARTICLE 39: CITIZENS PETITION

To see if the Town will vote to amend the General By-laws by adding a new Section 3.12 to read as follows:

SECTION 3.12: PLASTIC BAGS

3.12.1 Definitions.

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

- (a) "Department" means the Town of Needham Public Health Department.
- (b) "Health Agent" shall mean the Director of Health and Human Services or his/her designee.
- (c) "Checkout bag" means a carryout bag provided by a retail establishment to a customer at the point of sale for the purpose of transporting groceries, prepared food, or retail goods. "Checkout bag" shall not include:
 - (i) a paper bag provided by a pharmacy to a customer purchasing a prescription medication;
 - (ii) a bag without handles in which loose produce or products are placed by a consumer to deliver such items to the point of sale or checkout area of a retail establishment;

- (iii) a bag without handles that is used to protect items from damaging or contaminating other items, (e.g. raw meats, wine bottles);
 - (iv) laundry or dry-cleaner bags;
 - (v) plastic newspaper sleeves;
 - (vi) a bag used solely to contain live animals, such as fish or insects sold in a pet store or bait shop;
 - (vi) a bag used to contain unwrapped food, (e.g. deli meats).
- (d) "Recyclable Paper Bag" means a paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag (1) the word "recyclable" or a symbol identifying the bag as recyclable and (2) a label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.
- (e) "Reusable Checkout Bag" means (1) a sewn bag with handles that are stitched and not heat fused that is (2) specifically designed and manufactured for at least 175 uses and that (3) can carry 25 pounds over a distance of 300 feet; (4) is made of either (a) natural fibers (such as cotton, hemp, linen) or other machine washable fabric; or (b) made of plastic other than high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), polypropylene, etc. that is durable, non-toxic, and generally considered a food grade material.
- (f) "Retail Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, restaurants, pharmacies, food or ice cream truck, convenience, grocery stores, supermarket, liquor stores, seasonal and temporary businesses.
- (g) "Single-Use Plastic Checkout Bags" shall mean those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric) that is not a Reusable Checkout Bag.

3.12.2 Regulated Conduct.

- (a) No Retail Establishment in the Town of Needham shall provide or sell a Single-Use Plastic Checkout Bag to a customer.
 - (b) If any Retail Establishment provides or sells a Checkout Bag to customers, the bags must be one of the following:
 - 1. Recyclable Paper Bag; or
 - 2. Reusable Checkout Bag.
 - (c) Each Retail Establishment as defined herein shall comply with this section.

3.12.3 Effective Date.

This by-law shall take effect on January 1, 2024 for Retail Establishments with retail space of 3,500 square feet or larger, or with at least two locations under the same name within the Town of Needham with retail space that totals 3,500 square feet or larger. This by-law shall take effect on July 1, 2024 for all Retail Establishments less than 3,500 square feet.

3.12.4 Penalties and Enforcement.

(a) Needham Public Health Department and its Health Agent shall have the authority to administer and enforce this by-law.

(b) Fines. Any Retail Establishment which violates any provision of this section will be liable for a fine as follows: First offense, warning; second offense, \$100.00; third offense, \$200.00; fourth and subsequent offenses, \$300.00. Each day a violation occurs shall constitute a separate offense. Multiple violations on the same day shall constitute a single offense.

3.12.5 Regulations.

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

3.12.6 Severability.

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

Or take any other action relative thereto.

INSERTED BY: Robert Fernandez, et.al.

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

Article Information: *This citizens' petition proposes a new addition to the General By-Laws that would prohibit retail establishments from providing customers with single-use plastic checkout bags. The petitioners have provided the Select Board with the following statement in explanation of their proposed By-Law:*

"Every year, the United States produces between 40 - 50 million tons of plastic waste. Much of this waste comes from single-use plastic items. Single-use plastic items are used once, for a short period of time and disposed of quickly; but they leave a legacy of pollution for generations to come. Most single-use plastic shopping bags are either not recycled or not recyclable. Instead, they will either be buried in a landfill, burned in an incinerator, or scattered throughout the environment. Plastic checkout bags have a significant impact on the marine and terrestrial environment, including but not limited to: 1) harming animals through ingestion and entanglement; 2) polluting and degrading parks and ecosystems ; 3) clogging storm drainage infrastructure; 4) creating a burden for solid waste disposal and recycling facilities; 5) requiring the use of non-renewable fossil-fuel in their composition 5) breaking down into microplastics which pollute drinking water and have negative effects on human health.

Many single-use items are unnecessary because we have reusable alternatives. The best way to solve the plastic pollution crisis is to reduce the amount of plastic we produce. One way we can do that is by phasing

out needless single-use plastic items like bags. By banning these items, we can lower demand for plastic, limit plastic pollution, and help create a culture of reuse. The purpose of this Bylaw is to protect the Town's unique natural beauty and reduce the Town's plastic waste. The Bylaw will end the use of single-use plastic checkout bags that are being distributed, used, discarded and littered, and promote the use of reusable checkout bags in the Town of Needham".

ARTICLE 40: OMNIBUS

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

INSERTED BY: Select Board

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

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

Given under our hands at Needham aforesaid this 14th day of February 2023.

Marianne B. Cooley, Chair
Marcus A. Nelson, Vice Chair
Kevin J. Keane, Clerk
Matthew D. Borrelli, Member
Heidi Frail, Member

Select Board of Needham

A true copy,
ATTEST _____ 2023
Constable (month) (day)

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**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2022**

Budget	Date of Action	Amount
School Department Feasibility Study Supplement	18-Aug-21	\$50,000
Town Clerk Special Election	16-Feb-22	\$17,720
Fire Department Salaries and Wages	27-Jun-22	\$370,000
Department of Public Works - Snow & Ice	27-Jun-22	\$335,117
Total Approved from General Reserve Fund		\$772,837
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

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2023 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 30, 2023
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	COMPENSATION RANGE
<u>SELECT BOARD/TOWN MANAGER</u>		
Town Manager	Contract	Contract
Assistant Town Manager/Director of Operations	15	\$116,283.00 to \$162,796.00
Director of Human Resources	14	\$105,712.00 to \$147,996.00
Support Services Manager	10	\$72,130.50 to \$100,971.00
Director of Communications and Community Engagement	10	\$72,130.50 to \$100,971.00
Economic Development Manager	9	\$68,698.50 to \$96,174.00
Assistant Director of Human Resources	10	\$72,130.50 to \$100,971.00
Benefits Administrator	6	\$59,904.00 to \$80,905.50
Human Resources Assistant	5	\$57,057.00 to \$77,044.50
Administrative Assistant	I-03	\$25.07 to \$33.85
Office Assistant	I-02	\$22.79 to \$30.77
<u>Town Clerk</u>		
Town Clerk	Elected	Elected
Assistant Town Clerk	6	\$59,904.00 to \$80,905.50
Office Assistant	I-02	\$22.79 to \$30.77
Finance Assistant	I-04	\$27.57 to \$37.23
<u>FINANCE</u>		
<u>Assessing</u>		
Director of Assessing	12	\$87,365.00 to \$122,311.00
Asst. Director of Assessing	9	\$68,698.50 to \$96,174.00
Field Assessor	I-06	\$30.72 to \$41.49
Finance Assistant	I-04	\$27.57 to \$37.23
Office Assistant	I-02	\$22.79 to \$30.77
<u>Finance Department</u>		
Assistant Town Manager/Director of Finance	15	\$116,283.00 to \$162,796.00
Assistant Director of Finance/Procurement Officer	9	\$68,698.50 to \$96,174.00
<u>Accounting</u>		
Town Accountant	12	\$87,365.00 to \$122,311.00
Assistant Town Accountant	9	\$68,698.50 to \$96,174.00
Payroll Coordinator	I-06	\$30.72 to \$41.49
Administrative Specialist	I-05	\$29.26 to \$39.51
Finance Assistant	I-04	\$27.57 to \$37.23
<u>Information Technology Center</u>		
Director of Management Information Systems	14	\$105,712.00 to \$147,996.00
Network Manager	I-11	\$75,718.50 to \$106,021.50
Applications Administrator	I-07	\$62,907.00 to \$84,942.00
GIS/Database Administrator	I-07	\$62,907.00 to \$84,942.00
Technology Support Technician	I-06	\$30.72 to \$41.49
<u>Treasurer/Collector</u>		
Town Treasurer and Tax Collector	12	\$87,365.00 to \$122,311.00
Assistant Treasurer/Collector	9	\$68,698.50 to \$96,174.00
Finance Assistant	I-04	\$27.57 to \$37.23
Office Assistant	I-02	\$22.79 to \$30.77
<u>Finance Committee</u>		
Finance Committee Exec. Secretary	Schedule C	\$45,192.00
<u>PUBLIC SAFETY</u>		
<u>Police Department</u>		
Police Chief	Contract	
Deputy Police Chief	14	\$105,712.00 to \$147,996.00
Lieutenant	P-3	\$129,341.00 to \$144,517.00
Sergeant	P-2	\$40.25 to \$44.81
Police Officer	P-1	\$28.68 to \$36.45

2023 Annual Town Meeting

TITLE	GRADE	COMPENSATION RANGE		
Animal Control Officer	GF07	\$30.24	to	\$40.84
Police Administrative Specialist	I-06	\$30.72	to	\$41.49
Administrative Analyst	6	\$59,904.00	to	\$80,905.50
Police Maintenance Assistant	GF03	\$23.50	to	\$31.73
Administrative Assistant	I-03	\$25.07	to	\$33.85
Public Safety Dispatcher	GF07	\$30.24	to	\$40.84
<u>Fire Department</u>				
Fire Chief	Contract	Contract		
Deputy Fire Chief, Operations	F-5	\$53.90	to	\$58.92
Deputy Fire Chief	F-4	\$42.99	to	\$51.05
Fire Captain	F-3	\$40.85	to	\$44.66
Fire Lieutenant	F-2	\$34.66	to	\$41.07
Firefighter	F-1	\$26.11	to	\$34.69
Fire Inspector	F-1 (40hrs)	\$27.41	to	\$36.40
EMS Administrator	F-1 (40hrs)	\$27.41	to	\$36.40
Emergency Management Administrator	11	\$75,718.50	to	\$106,021.50
Fire Business Manager	9	\$68,698.50	to	\$96,174.00
Administrative Assistant	I-03	\$25.07	to	\$33.85
Public Safety Dispatch Supervisor	GF10	\$34.68	to	\$48.54
Public Safety Dispatcher	GF07	\$30.24	to	\$40.84
<u>Building</u>				
Building Commissioner	12	\$87,365.00	to	\$122,311.00
Assistant Building Commissioner	10	\$72,130.50	to	\$100,971.00
Inspector of Plumbing & Gas	GT07	\$32.26	to	\$43.56
Inspector of Wires	GT07	\$32.26	to	\$43.56
Local Building Inspector	GT06	\$30.72	to	\$41.49
Administrative Specialist	I-05	\$29.26	to	\$39.51
Office Assistant	I-02	\$22.79	to	\$30.77
PUBLIC WORKS				
<u>Administration</u>				
Director of Public Works	15	\$116,283.00	to	\$162,796.00
Assistant Director of Public Works/Operations	13	\$96,102.00	to	\$134,542.00
Business Manager	11	\$75,718.50	to	\$106,021.50
Compliance Coordinator	6	\$59,904.00	to	\$80,905.50
Administrative Analyst	6	\$59,904.00	to	\$80,905.50
Management Analyst	8	\$66,066.00	to	\$89,193.00
Finance Assistant	I-04	\$27.57	to	\$37.23
Administrative Specialist	I-05	\$29.26	to	\$39.51
Administrative Assistant	I-03	\$25.07	to	\$33.85
Project Manager	10	\$72,130.50	to	\$100,971.00
<u>Engineering Division</u>				
Town Engineer	13	\$96,102.00	to	\$134,542.00
Assistant Town Engineer	11	\$75,718.50	to	\$106,021.50
Civil Engineer	7	\$62,907.00	to	\$84,942.00
Senior AutoCAD Technician	GF06	\$28.80	to	\$38.90
Survey Party Chief	GF06	\$28.80	to	\$38.90
AutoCAD Technician	GF04	\$25.85	to	\$34.90
Engineering Aide	GF02	\$21.37	to	\$28.85
Project Manager	10	\$72,130.50	to	\$100,971.00
<u>Garage Division</u>				
Fleet Supervisor	10	\$72,130.50	to	\$100,971.00
Master Mechanic	N-7	\$30.55	to	\$41.24
Equipment Mechanic	N-5	\$27.70	to	\$37.41
<u>Highway Division</u>				
Division Superintendent, Highway	12	\$87,365.00	to	\$122,311.00
Assistant Superintendent	9	\$68,698.50	to	\$96,174.00
Working Foreman	N-7	\$30.55	to	\$41.24
Public Works Technician	N-5	\$27.70	to	\$37.41
Heavy Motor Equipment Operator (HMEO)	N-4	\$26.11	to	\$35.25
Craftsworker (DPW)	N-4	\$26.11	to	\$35.25

2023 Annual Town Meeting

TITLE	GRADE	COMPENSATION RANGE		
Laborer 2	N-2	\$21.57	to	\$29.13
<u>Park & Forestry Division</u>				
Division Superintendent, Parks and Forestry	12	\$87,365.00	to	\$122,311.00
Assistant Superintendent	9	\$68,698.50	to	\$96,174.00
Working Foreman	N-7	\$30.55	to	\$41.24
Craftsworker	N-4	\$26.11	to	\$35.25
Arborist	N-5	\$27.70	to	\$37.41
Heavy Motor Equipment Operator (HMEO)	N-4	\$26.11	to	\$35.25
Laborer 3	N-3	\$23.74	to	\$32.05
Laborer 2	N-2	\$21.57	to	\$29.13
Park Ranger	B3	\$23.50	to	\$31.73
<u>Recycling & Transfer Station</u>				
Division Superintendent, Solid Waste/Recycling	12	\$87,365.00	to	\$122,311.00
Assistant Superintendent	9	\$68,698.50	to	\$96,174.00
Working Foreman	N-7	\$30.55	to	\$41.24
Scalehouse Attendant	N-4	\$26.11	to	\$35.25
Heavy Motor Equipment Operator (HMEO)	N-4	\$26.11	to	\$35.25
Laborer 2	N-2	\$21.57	to	\$29.13
<u>Water Division</u>				
Division Superintendent, Water/Sewer	12	\$87,365.00	to	\$122,311.00
Water Treatment Facility Manager	10	\$72,130.50	to	\$100,971.00
Public Works Inspector	N-6	\$29.09	to	\$39.28
Working Foreman	N-7	\$30.55	to	\$41.24
Craftsworker (DPW)	N-4	\$26.11	to	\$35.25
Water Treatment Operator	N-5	\$27.70	to	\$37.41
Wastewater Operator	N-5	\$27.70	to	\$37.41
Public Works Technician	N-5	\$27.70	to	\$37.41
Heavy Motor Equipment Operator (HMEO)	N-4	\$26.11	to	\$35.25
Laborer 3	N-3	\$23.74	to	\$32.05
Laborer 2	N-2	\$21.57	to	\$29.13
<u>Building Maintenance Division</u>				
Assistant Director of Public Works/Building Maintenance	13	\$96,102.00	to	\$134,542.00
Building Maintenance Manager	11	\$75,718.50	to	\$106,021.50
Building Maintenance Supervisor	9	\$68,698.50	to	\$96,174.00
HVAC Supervisor	9	\$68,698.50	to	\$96,174.00
Administrative Analyst	6	\$59,904.00	to	\$80,905.50
Finance Assistant	I-04	\$27.57	to	\$37.23
Office Assistant	I-02	\$22.79	to	\$30.77
Senior Custodian	B3	\$23.50	to	\$31.73
Custodian	B2	\$21.36	to	\$28.85
HVAC Technician	B7	\$30.25	to	\$40.83
Carpenter	B7	\$30.25	to	\$40.83
Plumber	B7	\$30.25	to	\$40.83
Electrician	B7	\$30.25	to	\$40.83
Craftsworker (Building Maintenance)	B4	\$25.86	to	\$34.91
<u>Sewer Division</u>				
Assistant Superintendent	9	\$68,698.50	to	\$96,174.00
Chief Wastewater Operator	N-7	\$30.55	to	\$41.24
Public Works Inspector	N-6	\$29.09	to	\$39.28
Working Foreman	N-7	\$30.55	to	\$41.24
Wastewater Operator	N-4	\$26.11	to	\$35.25
Heavy Motor Equipment Operator (HMEO)	N-4	\$26.11	to	\$35.25
Craftsworker (DPW)	N-4	\$26.11	to	\$35.25
BUILDING DESIGN & CONSTRUCTION				
<u>Building Design & Construction Department</u>				
Director of Design and Construction	13	\$96,102.00	to	\$134,542.00
Senior Project Manager	12	\$87,365.00	to	\$122,311.00
Administrative Specialist	I-05	\$29.26	to	\$39.51

2023 Annual Town Meeting

TITLE	GRADE	COMPENSATION RANGE	
HEALTH AND HUMAN SERVICES			
<u>Division of Public Health</u>			
Director of Health and Human Services	14	\$105,712.00	to \$147,996.00
Assistant Director of Public Health for Community & Environmental Health	11	\$75,718.50	to \$106,021.50
Assistant Director of Public Health for Nursing & Behavioral Health	11	\$75,718.50	to \$106,021.50
Environmental Health Agent	I-07	\$32.26	to \$43.56
Public Health Nurse	I-09	\$68,698.50	to \$96,174.00
Traveling Meals Coordinator	GT05	\$29.26	to \$39.51
Substance Use Prevention Program Coordinator	8	\$66,066.00	to \$89,193.00
Administrative Analyst	6	\$59,904.00	to \$80,905.50
Office Assistant	I-02	\$22.79	to \$30.77
<u>Division of Aging Services</u>			
Director of Aging Services	13	\$96,102.00	to \$134,542.00
Assistant Director of Aging Services/Counseling and Volunteers	11	\$75,718.50	to \$106,021.50
Assistant Director of Aging Services/Programs and Transportation	10	\$72,130.50	to \$100,971.00
Administrative Assistant	I-03	\$25.07	to \$33.85
Transportation Coordinator	GT06	\$30.72	to \$41.49
SHINE Program Coordinator	GT08	\$33.88	to \$45.74
SHINE Assistant Program Coordinator	GT07	\$32.26	to \$43.56
Clinician	I-07	\$62,907.00	to \$84,942.00
<u>Division of Youth & Family Services</u>			
Director of Youth and Family Services	12	\$87,365.00	to \$122,311.00
Clinician	I-07	\$62,907.00	to \$84,942.00
Administrative Assistant	I-03	\$25.07	to \$33.85
PLANNING & COMMUNITY DEVELOPMENT			
<u>Planning</u>			
Director of Planning and Community Development	13	\$96,102.00	to \$134,542.00
Assistant Town Planner	7	\$62,907.00	to \$84,942.00
Administrative Specialist	I-05	\$29.26	to \$39.51
<u>Community Development</u>			
Conservation Manager	9	\$68,698.50	to \$96,174.00
Conservation Specialist	I-06	\$30.72	to \$41.49
Zoning Specialist	GT06	\$30.72	to \$41.49
CULTURE AND LEISURE SERVICES			
<u>Library</u>			
Director of Public Library	14	\$105,712.00	to \$147,996.00
Assistant Director of Public Library	12	\$87,365.00	to \$122,311.00
Children's Librarian	7	\$62,907.00	to \$84,942.00
Library Reference Supervisor	10	\$72,130.50	to \$100,971.00
Library Children's Supervisor	10	\$72,130.50	to \$100,971.00
Library Technology Specialist/Archivist	11	\$75,718.50	to \$106,021.50
Library Technical Services Supervisor	10	\$72,130.50	to \$100,971.00
Reference Librarian/Digital Media Specialist	7	\$62,907.00	to \$84,942.00
Reference Librarian/Program Specialist	7	\$62,907.00	to \$84,942.00
Reference Librarian/Young Adult	7	\$62,907.00	to \$84,942.00
Library Circulation Supervisor	9	\$68,698.50	to \$96,174.00
Children's Services Assistant	GT05	\$29.26	to \$39.51
Technical Services Assistant	GT03	\$25.07	to \$33.85
Library Assistant	GT03	\$25.07	to \$33.85
<u>Park & Recreation</u>			
Director of Park and Recreation	12	\$87,365.00	to \$122,311.00
Assistant Director of Park & Recreation	11	\$75,718.50	to \$106,021.50
Recreation Supervisor	I-08	\$33.88	to \$45.74
Administrative Specialist	I-05	\$29.26	to \$39.51
Administrative Assistant	I-03	\$25.07	to \$33.85

2023 Annual Town Meeting

NEEDHAM PUBLIC SCHOOLS	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum	Budgeted FY 2022 Funded FTE	Budgeted FY 2022 Salary * Minimum	Budgeted FY 2022 Salary * Maximum	Budgeted FY 2023 Funded FTE	Budgeted FY 2023 Salary * Minimum	Budgeted FY 2023 Salary * Maximum
OPERATING BUDGET CLASSIFICATION															
Superintendent	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155	1.00	245,500	245,500	1.00	251,638	251,638
Assistant Superintendents/ Executive Director of Special Education	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194	5.00	156,482	190,938	5.00	150,000	199,400
High School Principal	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084	1.00	174,762	174,762	1.00	172,000	190,561
Middle School Principals	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340	2.00	158,447	163,244	2.00	160,000	178,000
Elementary Principals	5.00	132,340	147,940	5.00	138,012	152,013	5.00	140,772	155,053	5.00	135,000	158,154	5.00	138,000	162,000
High School Assistant Principals	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780	3.00	105,600	149,600	3.00	108,082	153,116
Middle School Assistant Principals	2.60	93,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992	3.00	99,840	141,440	3.00	102,186	144,764
Elementary Assistant Principals	3.10	88,200	127,473	3.50	89,523	129,385	4.10	95,940	135,915	4.50	97,580	138,375	4.60	99,874	141,626
K-12 Directors	7.00	87,664	141,128	7.00	89,512	135,724	7.80	99,750	141,330	7.00	95,200	143,850	7.00	98,870	147,231
Directors of Special Education	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060	2.50	105,600	150,700	2.50	108,082	154,242
Special Education/ 6-8 Curriculum Coordinators	8.17	86,436	127,874	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Elementary & Middle School Department Chairs/ SpEd Coordinators **				9.37	87,732	129,792	8.87	94,400	129,800	10.67	96,000	136,000	10.67	98,256	139,196
Assistant Athletic Director **	0.50	60,833	60,833	0.50	63,266	63,266	0.50	68,318	78,113	0.50	69,342	79,285	0.50	70,729	80,871
High School Department Chairs/ Director of Math, Literacy & Science K-8/ Athletic Director				6.00	89,925	143,245	5.70	98,400	151,875	7.50	98,400	151,875	8.00	98,400	151,875
Department Chairs/ K-8 Curriculum Coordinators	5.30	88,597	131,071	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Teachers/ Guidance Counselors/ Psychologists/ Therapists **	495.25	50,089	105,704	510.13	50,841	107,289	522.62	51,858	109,435	522.97	53,024	111,898	539.41	54,270	114,527
Nurses **	9.01	50,089	105,704	11.05	50,841	119,462	12.05	51,240	135,000	12.05	53,024	111,898	13.05	54,270	114,527
Instructional Assistants **	114.19	\$17.04/hr	\$33.56/hr	133.37	\$17.22/hr	\$33.90/hr	135.20	\$17.30/hr	\$34.22/hr	139.77	\$17.43/hr	\$34.48/hr	145.46	\$15.53/hr	\$34.73/hr
Cafeteria Monitors/ Permanent Substitutes	4.29	\$17.09/hr	\$18.94/hr	5.29	\$17.41/hr	\$35.96/hr	2.86	\$10.35/hr	\$24.29/hr	2.93	\$10.59/hr	\$24.29/hr	1.93	\$10.83/hr	\$24.70/hr
Network Administrator/ Engineer	2.00	78,380	119,451	2.00	81,516	124,229	2.00	73,100	130,418	2.00	74,197	132,375	2.00	75,680.74	135,022.14
Information Technology/Database Administrators	4.00	91,629	129,359	4.00	85,000	134,434	5.00	85,235	146,539	4.00	86,513	148,737	5.00	88,243.41	151,711.41
Instructional Technology Operations Manager	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Computer Technicians	6.96	\$26.44/hr	\$33.94/hr	5.96	\$27.10/hr	\$34.79/hr	5.96	\$27.37/hr	\$35.14/hr	6.96	\$27.78/hr	\$35.67/hr	6.96	\$28.27/hr	\$36.29/hr
School Office Assistants	12.32	\$16.05/hr	\$21.35/hr	11.83	\$17.64/hr	\$23.32/hr	11.82	\$17.82/hr	\$23.55/hr	12.39	\$18.09/hr	\$23.90/hr	13.64	\$18.41/hr	\$24.32/hr
Mail Carrier/Production Center Operator	1.00	\$21.15/hr	\$27.98/hr	1.00	\$21.68/hr	\$28.68/hr	1.00	\$21.90/hr	\$28.97/hr	1.00	\$22.23/hr	\$29.40/hr	1.00	\$22.62/hr	\$29.91/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll Clerks **	36.07	\$20.73/hr	\$31.83/hr	40.92	\$21.68/hr	\$32.63/hr	40.14	\$21.90/hr	\$32.96/hr	39.40	\$22.23/hr	\$33.45/hr	40.25	\$22.62/hr	\$34.04/hr
Director of Planning & Community Education **	0.20	127,442	127,442	0.44	132,540	132,540	0.44	138,191	138,191	0.44	140,264	140,264	0.44	138,191	143,070
Volunteer Coordinator **	0.09	45,760	45,760	-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA
Executive/Administrative Secretaries **	3.97	67,512	96,607	3.97	70,213	56,950	3.97	64,450	109,502	3.97	65,417	111,145	3.97	66,725.57	113,367.69
Bus/Van Drivers	6.57	\$17.10/hr	\$25.67/hr	8.18	\$17.52/hr	\$25.80/hr	8.46	\$17.78/hr	\$26.43/hr	8.18	\$18.05/hr	\$26.83/hr	8.17	\$21.00/hr	\$32.01/hr
Bus/Van Monitors **	1.29	\$14.83/hr	\$16.46/hr	1.29	\$16.06/hr	\$16.06/hr	1.29	\$16.30/hr	\$16.30/hr	1.29	\$16.54/hr	\$16.54/hr	1.29	\$16.87/hr	\$16.87/hr
Community Ed Marketing & Registration Mgr/ Volunteer Coordinator **				0.36	47,590	47,590	0.36	60,803	78,113	0.36	61,715	70,564	0.36	62,949	80,871
Human Resources Specialist **	0.97	65,242	65,242	0.97	65,816	65,816	0.97	73,100	83,582	0.97	74,197	84,836	0.97	75,680.74	86,532.66
Lead Payroll Supervisor **	0.97	71,783	71,783	0.97	70,720	70,720	0.97	85,235	97,456	0.97	86,513	98,918	0.97	88,243.41	100,896.45
Lead Accountant **	0.98	79,013	79,013	0.98	82,173	82,173	0.98	85,235	97,456	0.98	86,513	98,918	0.98	88,243.41	100,896.45
Business & Operations Coordinator	1.00	90,327	90,327	1.00	93,940	93,940	1.00	85,235	97,456	1.00	86,513	98,918	1.00	88,243.41	100,896.45
Asst. Director Finance & Human Resources	2.00	88,400	101,670	2.00	91,936	105,737	2.00	95,769	123,036	2.00	97,206	124,882	2.00	99,149.97	127,379.45
Total	749.31	-	-	794.18	-	-	808.36	-	-	816.30	-	-	842.12	-	-

* All salaries expressed in full-time equivalent terms

** Partially Funded in Operating Budget

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DEBT APPENDIX A

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2023 Annual Town Meeting

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
					2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Town Hall (Series III)	18-May-09	35	\$385,000	01-Aug-26	28,375.01	27,656.26	26,906.26	26,156.26	25,390.63			
Public Services Administration Bldg.	27-Oct-08	5	\$100,000	15-Jul-22	10,200.00							
59 Lincoln Street & 89 School Street	14-May-12	8	\$52,500	15-Jul-32	3,625.00	3,505.00	3,415.00	2,365.00	2,325.00	2,282.50	10,695.00	
Senior Center (Series I)	07-Nov-11	14	\$1,000,000	01-Nov-32	66,756.26	65,256.26	63,756.26	62,256.26	60,756.26	59,193.76	251,290.65	
59 Lincoln Street & 89 School Street	14-May-12	8	\$1,005,000	01-Nov-32	67,500.00	66,000.00	64,500.00	63,000.00	61,500.00	59,937.50	273,562.50	
37-39 Lincoln Street	16-May-12	31	\$605,000	01-Nov-32	40,500.00	39,600.00	38,700.00	37,800.00	36,900.00	35,962.50	164,137.50	
51 Lincoln Street	13-Nov-12	17	\$950,000	01-Nov-32	65,825.00	59,400.00	58,050.00	56,700.00	55,350.00	53,943.75	246,206.27	
Senior Center (Series II)	07-Nov-11	14	\$5,050,000	15-Jul-33	357,775.00	348,850.00	335,000.00	327,500.00	319,687.50	311,406.25	1,421,406.25	255,000.00
DPW Complex - Garage Bays	13-May-13	42	\$800,000	15-May-24	83,600.00	82,000.00						
Senior Center (Series III)	07-Nov-11	14	\$1,050,500	15-May-34	72,700.00	71,600.00	65,225.00	63,975.00	62,725.00	61,400.00	284,575.00	51,750.00
66 - 70 Chestnut Street	04-Nov-13	22	\$1,330,000	15-Nov-33	96,950.00	94,150.00	91,350.00	88,550.00	85,750.00	83,475.00	386,750.00	71,050.00
Central Avenue/Elliot Street Bridge	11-May-15	43	\$500,000	15-Jan-27	60,000.00	58,000.00	56,000.00	54,000.00	52,000.00			
Rosemary Recreational Complex	08-May-17	33	\$2,260,000	15-Jul-28	198,750.00	191,250.00	183,750.00	176,250.00	168,750.00	161,250.00	153,750.00	
Memorial Park Building	07-May-18	30	\$970,000	01-Aug-29	113,625.00	109,375.00	95,375.00	91,625.00	87,875.00	84,125.00	152,125.00	
Public works Storage Facility	07-May-18	35	\$1,025,000	01-Feb-25	235,750.00	225,500.00	215,250.00					
Memorial Park Building	07-May-18	30	\$440,000	01-Feb-24	121,000.00	115,500.00						
Public Services Administration Building (Refunding Bond)	27-Oct-08	5	\$1,201,500	01-Feb-27	255,950.00	250,450.00	214,700.00	210,200.00	192,400.00			
Public Works Infrastructure Program	07-May-18	34	\$140,000	15-Jul-23	48,375.00	46,125.00						
Public Works Storage Facility	07-May-18	35	\$75,000	15-Jul-23	26,875.00	25,625.00						
Public Services Administration Building (Refunding Bond)	27-Oct-08	5	\$280,000	15-Jul-24	78,750.00	75,250.00	71,750.00					
Pollard School Roof Replacement	10-Nov-10	10	\$725,000	15-Jul-22	71,400.00							
High School Cafeteria Construction	02-Nov-15	11	\$1,500,000	15-Jan-27	180,000.00	174,000.00	168,000.00	162,000.00	156,000.00			
High School Expansion Construction	02-Oct-17	11	\$6,500,000	15-Jul-34	489,125.00	472,875.00	456,625.00	440,375.00	424,125.00	407,875.00	1,847,625.00	669,500.00
High School Expansion Construction	02-Oct-17	11	\$4,004,000	01-Aug-34	393,950.00	381,200.00	368,450.00	355,700.00	342,950.00	330,200.00	1,461,625.00	513,125.00

2023 Annual Town Meeting

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Town of Needham Schedule of Outstanding Long Term Debt Service						DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Art	Amount Issued	Final Maturity		2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Total General Fund Debt Service Within the Levy Limit						3,167,356.27	2,983,167.52	2,576,802.52	2,218,452.52	2,134,484.39	1,651,051.26	6,653,748.17	1,560,425.00
Broadmeadow School (Refunding Bond)	01-May-00	31	\$8,400,000	01-Nov-23		678,000.00	642,600.00						
Newman School Extraordinary Repairs (Series IV)	02-Nov-09	14	\$9,000,000	15-Jul-32		574,100.00	556,020.00	542,460.00	529,460.00	520,500.00	510,980.00	2,384,480.00	
Newman School Extraordinary Repairs (Series V)	02-Nov-09	14	\$2,200,000	01-Nov-32		148,500.00	145,200.00	141,900.00	138,600.00	135,300.00	131,862.50	601,837.50	
Eliot School (Refunding Bond)	01-May-00	32	\$2,562,000	15-Nov-24		269,500.00	259,700.00	249,900.00					
High School Series 1 (Refunding Bond)	12-May-03	31	\$4,775,000	15-Nov-25		523,600.00	500,300.00	482,100.00	459,000.00				
High Rock School Design (Refunding Bond)	01-Nov-06	9	\$187,770	01-Aug-26		28,840.00	27,840.00	21,940.00	21,140.00	18,870.00			
High Rock & Pollard School Projects (Refunding Bond)	16-May-07	41	\$429,470	01-Aug-26		63,960.00	56,860.00	54,860.00	52,860.00	47,430.00			
High School (Series IIA) (Refunding Bond)	12-May-03	31	\$2,991,900	01-Aug-24		538,600.00	514,100.00	494,700.00					
High School (Series IIB) (Refunding Bond)	07-Feb-05	1	\$782,850	01-Aug-26		112,040.00	108,240.00	104,440.00	100,640.00	95,370.00			
High Rock & Pollard School Projects (Series III) (Refunding Bond)	16-May-07	41	\$2,253,010	01-Aug-27		297,160.00	287,360.00	272,660.00	258,160.00	245,330.00	234,600.00		
Owens Farm Land Purchase	02-Nov-15	13	\$7,000,000	15-Jan-42		483,300.00	472,100.00	460,900.00	449,700.00	438,500.00	427,300.00	1,976,550.00	2,817,950.00
609 Central Land Purchase	09-May-16	7	\$730,000	15-Jan-39		40,750.00	39,750.00	38,750.00	37,750.00	36,750.00	35,750.00	164,468.76	169,375.02
William School Construction Project	05-Oct-16	2	\$18,000,000	15-Jul-43		1,297,800.00	1,261,800.00	1,225,800.00	1,189,800.00	1,153,800.00	1,117,800.00	5,164,200.00	9,384,300.00
William School Construction Project	05-Oct-16	2	\$7,400,000	01-Aug-41		515,731.26	500,981.26	486,231.26	471,481.26	456,731.26	441,981.26	2,001,931.30	2,994,428.17
Public Safety Buildings Construction	10-Oct-18	10	\$11,565,000	01-Aug-44		857,075.00	828,700.00	805,450.00	782,200.00	758,950.00	730,825.00	3,329,825.00	6,493,762.50
High Rock & Pollard School Projects (Refunding Bond)	16-May-07	41	\$3,788,500	01-Feb-29		617,200.00	598,700.00	574,950.00	556,200.00	537,000.00	512,800.00	488,800.00	
Public Safety Buildings Construction	10-Oct-18	10	\$18,540,000	01-Feb-40		1,431,900.00	1,387,150.00	1,342,400.00	1,297,650.00	1,261,850.00	1,226,050.00	5,593,250.00	6,760,500.00
Public Safety Buildings Construction	10-Oct-18	10	\$19,160,000	15-Jul-40		1,340,250.00	1,298,750.00	1,257,250.00	1,215,750.00	1,174,250.00	1,132,750.00	5,120,100.00	7,159,800.00
Public Safety Buildings Construction	10-Oct-18	10	\$9,970,000	15-Aug-36		3,500,597.78	768,075.00	743,825.00	724,425.00	705,025.00	680,775.00	3,040,125.00	2,037,600.00
High School (Refunding Bond)	07-Feb-05	1	\$1,149,000	15-Jul-27		214,000.00	210,375.00	201,625.00	197,750.00	188,750.00	87,125.00		
Newman School Extraordinary Repairs (Refunding Bond)	02-Nov-09	14	\$1,894,000	15-Jul-28		311,375.00	299,625.00	292,750.00	280,750.00	273,625.00	261,375.00	210,125.00	
Total General Fund Debt Service Excluded from the Levy Limit						13,844,279.04	10,764,226.26	9,794,891.26	8,763,316.26	8,048,031.26	7,531,973.76	30,075,692.56	37,817,715.69

2023 Annual Town Meeting

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
					2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Town Hall (Series III)	18-May-09	35	\$1,225,000	01-Aug-26	90,800.00	88,500.00	86,100.00	83,700.00	81,250.00			
Town Hall (Series IV)	18-May-09	35	\$970,000	15-Jul-30	66,225.00	64,025.00	62,375.00	61,275.00	60,175.00	54,062.50	155,375.00	
Rosemary Recreational Complex	08-May-17	33	\$4,000,000	15-Jul-37	326,000.00	316,000.00	306,000.00	296,000.00	286,000.00	276,000.00	1,262,000.00	1,312,750.00
Rosemary Recreational Complex	08-May-17	33	\$3,221,000	01-Aug-37	266,981.26	258,731.26	250,481.26	242,231.26	233,981.26	220,856.26	991,481.30	849,853.17
Town Hall (Refunding Bond)	18-May-09	35	\$1,345,000	15-Jul-28	219,625.00	211,375.00	203,125.00	199,750.00	191,250.00	187,625.00	169,125.00	
Total CPA Debt Service					969,631.26	938,631.26	908,081.26	882,956.26	852,656.26	738,543.76	2,577,981.30	2,162,603.17
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	15	\$6,034,290	15-Jan-33	374,390.96	374,459.50	374,530.66	374,602.39	374,676.63	374,752.24	1,874,948.68	
Sewer Rehabilitation - Rte. 128 Area (Refunding Bond)	07-Nov-05	9	\$500,000	15-Nov-22	71,400.00							
MWRA Sewer System Rehab - I/I Work	11-Jun-18	48	\$179,548	15-May-23	35,909.50							
MWRA Sewer System Rehab - I/I Work			\$440,000	15-Nov-24	88,000.00	88,000.00	88,000.00					
Sewer Rehabilitation - Rte. 128 Area (Refunding Bond)	07-Nov-05	9	\$36,000	01-Feb-28	6,350.00	6,100.00	5,850.00	5,600.00	5,400.00	5,200.00		
Sewer Main Replacement	01-May-21	39	\$145,000	15-Aug-27	30,018.75	29,875.00	28,625.00	27,625.00	26,625.00	20,500.00		
Total Sewer Fund Debt Service					606,069.21	498,434.50	497,005.66	407,827.39	406,701.63	400,452.24	1,874,948.68	
MWPAT Water DWS-08-24	19-May-08	47	\$765,335	15-Jul-30	48,978.67	48,913.08	48,845.41	48,777.26	48,707.26	48,635.00	145,463.61	
St Mary's Pump Station	13-May-13	47	\$1,995,000	15-May-34	134,775.00	132,775.00	130,275.00	127,775.00	125,275.00	122,625.00	568,275.00	98,325.00
Water Main Improvements	19-May-08	47	\$400,000	15-Nov-20	44,000.00	42,400.00	40,800.00					
St Mary's Pump Station	13-May-13	47	\$1,700,000	15-Nov-33	124,350.00	120,750.00	117,150.00	113,550.00	109,950.00	107,025.00	490,825.00	86,275.00
Water System Rehabilitation - Rte. 128 Area (Refunding Bond)	15-May-06	71	\$638,000	15-Nov-22	117,300.00							
Water Service Connection Replacement (MWRA)	11-Jun-18	50	\$1,000,000	15-May-28	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00		
Water System Rehabilitation (MWRA)	11-Jun-18	51	\$1,131,265	15-May-28	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50		
Total Water Fund Debt Service					682,530.17	557,964.58	550,196.91	503,228.76	497,058.76	491,411.50	1,204,563.61	184,600.00

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
					2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Project	TM Vote	Art	Amount Issued	Final Maturity								
Total Debt Service					19,269,865.95	15,742,424.12	14,326,977.61	12,775,781.19	11,938,932.30	10,813,432.52	42,386,934.32	41,725,343.86

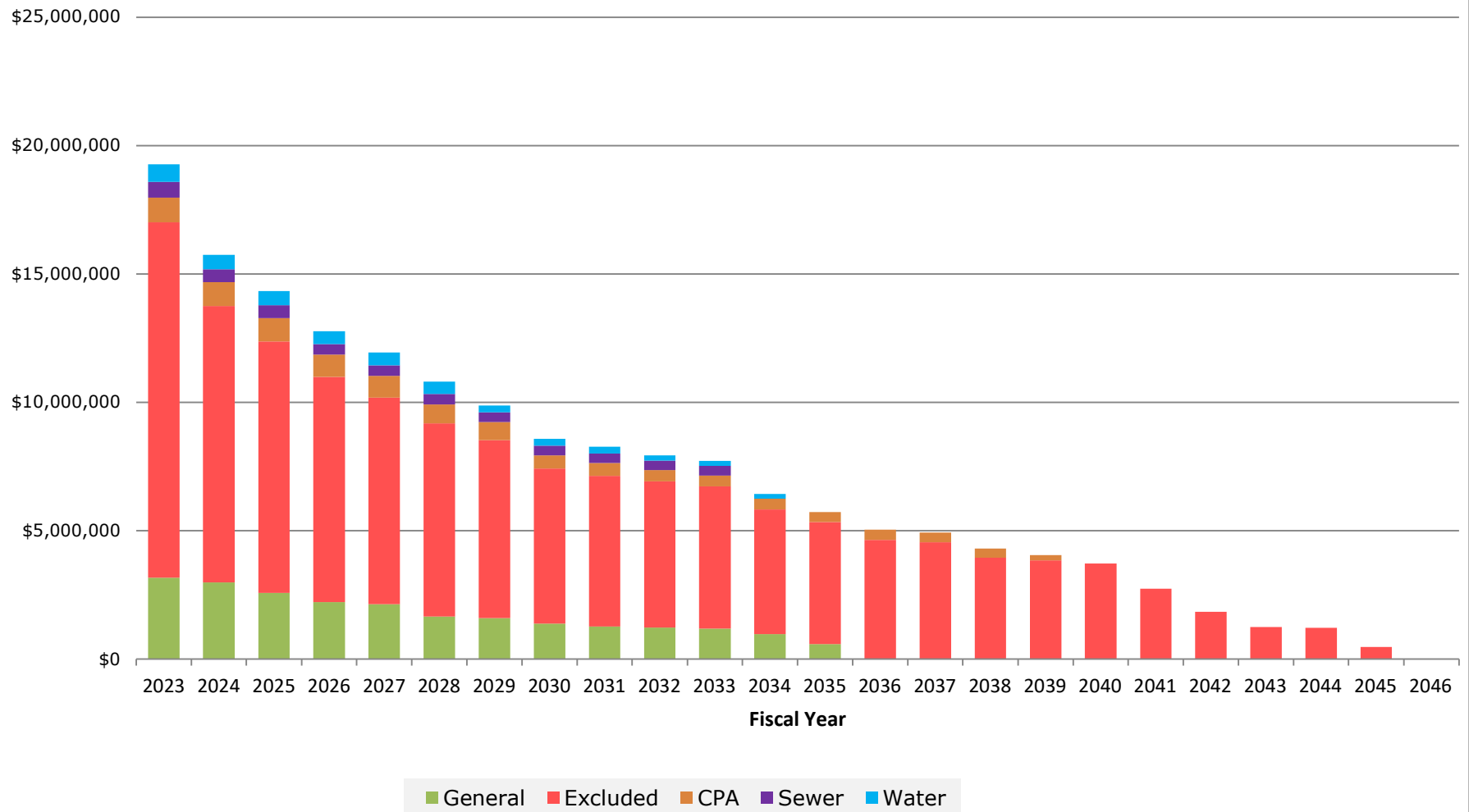
Town of Needham - Debt Service Appendix A**Issued long Term Debt Service**

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2023	\$3,167,356.27	\$13,844,279.04	\$969,631.26	\$606,069.21	\$682,530.17	\$19,269,866
2024	\$2,983,167.52	\$10,764,226.26	\$938,631.26	\$498,434.50	\$557,964.58	\$15,742,424
2025	\$2,576,802.52	\$9,794,891.26	\$908,081.26	\$497,005.66	\$550,196.91	\$14,326,978
2026	\$2,218,452.52	\$8,763,316.26	\$882,956.26	\$407,827.39	\$503,228.76	\$12,775,781
2027	\$2,134,484.39	\$8,048,031.26	\$852,656.26	\$406,701.63	\$497,058.76	\$11,938,932
2028	\$1,651,051.26	\$7,531,973.76	\$738,543.76	\$400,452.24	\$491,411.50	\$10,813,433
2029	\$1,593,115.64	\$6,933,775.01	\$700,918.76	\$374,829.00	\$273,088.06	\$9,875,726
2030	\$1,381,686.27	\$6,040,688.76	\$514,668.76	\$374,907.65	\$267,663.04	\$8,579,614
2031	\$1,269,538.76	\$5,865,105.01	\$500,281.26	\$374,987.84	\$261,387.51	\$8,271,300
2032	\$1,224,827.50	\$5,697,903.76	\$437,256.26	\$375,070.14	\$206,775.00	\$7,941,833
2033	\$1,184,580.00	\$5,538,220.02	\$424,856.26	\$375,154.05	\$195,650.00	\$7,718,460
2034	\$977,268.75	\$4,849,678.14	\$413,556.26		\$184,600.00	\$6,425,103
2035	\$583,156.25	\$4,747,046.89	\$403,356.26			\$5,733,559
2036		\$4,645,962.51	\$393,056.26			\$5,039,019
2037		\$4,543,575.01	\$382,531.26			\$4,926,106
2038		\$3,945,940.63	\$366,853.13			\$4,312,794

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

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2039		\$3,845,384.38	\$203,250.00			\$4,048,634
2040		\$3,720,753.13				\$3,720,753
2041		\$2,741,225.00				\$2,741,225
2042		\$1,845,650.00				\$1,845,650
2043		\$1,252,300.00				\$1,252,300
2044		\$1,213,300.00				\$1,213,300
2045		\$466,900.00				\$466,900
2046						

Current Total Annual Long Term Debt Service By Category FY2023 - FY2046



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DEBT APPENDIX B

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects - as of March 30, 2023

Recycling and Transfer Station Property Improvements	May-18	37	\$645,000	\$185,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$70,000
Mitchell School Restroom Upgrades	Jun-20	23	\$676,700	\$200,000
Public Safety Buildings Construction	Jun-20	23	\$1,400,000	\$1,400,000
Emery Grover Renovation Design	Oct-21	7	\$1,475,000	\$1,005,000
Emery Grover Renovation Construction	May-22	21	\$10,150,000	\$10,150,000
Emery Grover Renovation Supplement	Oct-22	10	\$1,295,000	\$1,295,000
Land Purchase (Foster Property)	Oct-22	11	\$2,500,000	\$2,500,000

TOTAL				\$16,805,000
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Proposed General Fund Projects for the 2023 ATM

Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	Pending			\$9,000,000
Quiet Zone Safety Upgrades	Pending			\$1,340,000

TOTAL				\$10,340,000
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Open CPA Fund Projects - as of March 30, 2023

Emery Grover Renovation Construction	May-22	21	\$4,000,000	\$4,000,000
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TOTAL				\$4,000,000
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Town of Needham - Open Authorizations Appendix B**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed CPA Fund Projects for the 2023 ATM

NONE				
TOTAL				\$0

Open Sewer Enterprise Fund Projects - as of March 30, 2023

Sewer Main Replacement	May-21	39	\$363,000	\$204,500
TOTAL				\$204,500

Proposed Sewer Enterprise Fund Projects for the 2023 ATM

NONE				
TOTAL				\$0

Open Water Enterprise Fund Projects - as of March 30, 2023

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

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed Water Enterprise Fund Projects for the 2023 ATM

Water Distribution System Improvements	Pending			\$4,500,000
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TOTAL				\$4,500,000
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Open General Fund Projects Funded by Debt Exclusion - as of March 30, 2023

Williams Elementary School	Oct-16	2	\$57,542,500	\$226,633
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SUB TOTAL				\$226,633
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Proposed General Fund Projects for the 2023 ATM to be Funded by Debt Exclusion

NONE				
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TOTAL				\$0
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