

**BOARD OF SELECTMEN**  
**April 13, 2011**  
**Needham Public Services Administration Building**  
**Revised Agenda**

	<b>6:45</b>	Informal Meeting with Citizens
<b>1.</b>	<b>7:00</b>	Board Reorganization
<b>2.</b>	<b>7:05</b>	Introduction and Welcome Pakistani Visitors
<b>3.</b>	<b>7:15</b>	Introduce Police Sergeant Richard Forbes <ul style="list-style-type: none"> <li>▪ Tom Leary, Chief of Police</li> </ul>
<b>4.</b>	<b>7:20</b>	Continue Public Hearing/Laying Out Booth Street
<b>5.</b>	<b>7:35</b>	Needham 300 Revolutionary War Reenactment <ul style="list-style-type: none"> <li>▪ Gloria Greis, Ken Siegel, Valerie Herman</li> </ul>
<b>6.</b>	<b>7:50</b>	Kronish Fund Stock Transfer <ul style="list-style-type: none"> <li>▪ David Tobin, Town Counsel</li> </ul>
<b>7.</b>	<b>8:00</b>	Town Manager <ul style="list-style-type: none"> <li>▪ Approve Memorandum of Agreement/DPW Union</li> <li>▪ Annual and Special Town Meeting Warrants</li> </ul>
<b>8.</b>	<b>8:30</b>	Board Discussion <ul style="list-style-type: none"> <li>▪ Committee Reports</li> </ul>

**APPOINTMENTS**

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**CONSENT AGENDA      \*=Backup attached**

1.*	Approve minutes from March 22, 2011 Open Session and April 5, 2011 Executive Session meetings.
2.*	Water & Sewer Abatement Order No. 1122

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**NEEDHAM BOARD OF SELECTMEN  
RE-ORGANIZATION MEETING FOR APRIL 13, 2011**

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1. Town Clerk swears in the Elected Officials.
2. Chairman calls for nominations for the re-organization of the Board of Selectmen.

Chairman: \_\_\_\_\_

Vice Chairman: \_\_\_\_\_

Secretary/Clerk: \_\_\_\_\_

3. Members now change to new seating arrangement.
4. The Board of Selectmen regular meeting schedule for the year.

May 10, 2011	August 16, 2011	November 22, 2011	February 28, 2012
May 24, 2011	September 13, 2011	December 6, 2011	March 13, 2012
June 14, 2011	September 27, 2011	December 20, 2011	March 27, 2012
June 28, 2011	October 11, 2011	January 10, 2012	April 3, 2012
July 19, 2011	October 25, 2011	January 24, 2012	April 11, 2012
	November 8, 2011	February 14, 2012	April 24, 2012

5. Committee Secretary for Board of Selectmen:  Sandy Cincotta  
\_\_\_\_\_
6. Recording Secretary for Board of Selectmen:  Mary Hunt



**Town of Needham Board of Selectmen  
(1950 - 2011)**

1950-51			Edward J. Stewart	George M. Pond	Emery S. Doane	Three Selectmen
1951-52			Edward J. Stewart	George M. Pond	Emery S. Doane	elected each for
1952-53			Edward J. Stewart	George M. Pond	Frank E. Godfrey	one year term
1953-54			Edward J. Stewart	George M. Pond	Frank E. Godfrey	.
1954-55			Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1955-56			Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1956-57		Marian F. Keith	Edward J. Stewart	Everett C. Cross	Philip F. Foss	By vote of
1957-58				Everett C. Cross	Philip F. Foss	STM 11.14.1955,
1958-59	Clarke H. Wertheim		Peter W. Carre	J. Roland Ackroyd	Philip F. Foss	changed number of
1959-60		Marian F. Keith		J. Roland Ackroyd	Philip F. Foss	BOS from 3 to 5,
1960-61				Paul F. Saint	Philip F. Foss	Effective 1956
1961-62	Clarke H. Wertheim		Peter W. Carre		Philip F. Foss	town election.
1962-63		Marian F. Keith				
1963-64						
1964-65	Clarke H. Wertheim		Peter W. Carre			
1965-66		Henry D. Hersey				
1966-67						
1967-68	Clarke H. Wertheim		Peter W. Carre			
1968-69		Henry D. Hersey				1968-69
1969-70						1969-70
1970-71	Richard M. Salamone					1970-71
1971-72		Henry D. Hersey	Benedict Horowitz			1971-72
1972-73						1972-73
1973-74	Richard M. Salamone					1973-74
1974-75		Henry D. Hersey	Benedict Horowitz			1974-75
1975-76						1975-76
1976-77	Richard M. Salamone					1976-77
1977-78		Henry D. Hersey	Benedict Horowitz			1977-78
1978-79	Richard M. Salamone					1978-79
1979-80	H. Phillip Garrity, Jr.					1979-80
1980-81		Henry D. Hersey	Norman P. Jacques			1980-81
1981-82						1981-82
1982-83	H. Phillip Garrity, Jr.					1982-83
1983-84		Henry D. Hersey	Norman P. Jacques			1983-84
1984-85						1984-85
1985-86	H. Phillip Garrity, Jr.					1985-86
1986-87		Sally B. Davis	Norman P. Jacques			1986-87
1987-88						1987-88
1988-89	H. Phillip Garrity, Jr.					1988-89
1989-90		Sally B. Davis	John D. Marr, Jr.			1989-90
1990-91						1990-91
1991-92	H. Phillip Garrity, Jr.					1991-92
1992-93		Sally B. Davis	John D. Marr, Jr.			1992-93

**Town of Needham Board of Selectmen  
(1950 - 2011)**

1993-94	H. Phillip Garrity, Jr.			Ted Owens	David F. Edridge, Jr.	1993-94
1994-95		Sally B. Davis	John D. Marr, Jr.		David F. Edridge, Jr.	1994-95
1995-96				Ted Owens	William M. Powers	1995-96
1996-97	Daniel P. Matthews	John H. Cogswell	John D. Marr, Jr.			1996-97
1997-98				Ted Owens	William M. Powers	1997-98
1998-99	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			1998-99
1999-00				Colleen Schaller	William M. Powers	1999-00
2000-01	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2000-01
2001-02				James G. Healy	John A. Bulian	2001-02
2002-03	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2002-03
2003-04				James G. Healy	John A. Bulian	2003-04
2004-05	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2004-05
2005-06				James G. Healy	John A. Bulian	2005-06
2006-07	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2006-07
2007-08				James G. Healy	John A. Bulian	2007-08
2008-09	Daniel P. Matthews	Denise C. Garlick	Gerald A. Wasserman			2008-09
2009-10				Maurice Handel	John A. Bulian	2009-10
2010-11	Daniel P. Matthews	James G. Healy	Gerald A. Wasserman			2010-11
2011-12						2011-12
2012-13	Daniel P. Matthews					2012-13
2013-14						2013-14

**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/11**

**Agenda Item:** Introduction of Police Sergeant

**Presenter(s):** Tom Leary, Police Chief

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

Chief Leary will introduce newly promoted Police Sergeant Richard Forbes.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES (NO) (circle one)**

**3. BACK UP INFORMATION ATTACHED:**

a. Resume for Richard Forbes

**4. SIGN OFF/APPROVAL REQUIRED:**

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

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**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_

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**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/2011**

**Agenda Item:** Introduce and Welcome Visitors from Pakistan

**Presenter(s):** Kate Fitzpatrick, Town Manager

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

The Towns of Needham and Wellesley are hosting two local government professionals from Pakistan as part of the U.S./Pakistan Professional Partnership Program for Public Administrators. Funded through the Bureau of Educational and Cultural Affairs at the U.S. Department of State, the program is coordinated locally by the Institute for Training and Development of Amherst and the Massachusetts Municipal Association. The goal of the program is to bring together public sector professionals from Pakistan and the U.S. in order to improve professional skills for all participants, improve mutual understanding, and build cross-cultural relationships. The grant will fund five groups of 15 Pakistani public administrators over two years. The first program began on April 3<sup>rd</sup> and runs through May 14<sup>th</sup>.

Participants had an orientation in Amherst, visited the State House, and will work in Needham and Wellesley through May 6<sup>th</sup>. They will visit New York City one weekend in April, and will conclude with a trip to Washington DC. The Town is very fortunate to participate in this program, and welcomes Siara Atta and Iffat Malik. Ms. Atta is the first director of the Balochistan Province's Women's Development Office. Ms. Malik is the Director for Finance and Administration for the Sindh Province Disaster Management Authority. The staffs of Needham and Wellesley have developed an ambitious schedule that includes touring departments and local sites, observing customer service agencies, meeting with local officials, and some cultural programming as well.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)**

**3. BACK UP INFORMATION ATTACHED:**

- a. Participant Biographies
- b. Program Description/MMA
- c. Summary of Activities in Needham

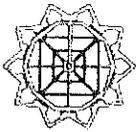
**4. SIGN OFF/APPROVAL REQUIRED:**

a.	<b>Town Manager</b>	yes	no	NA	_____
b.	<b>Town Counsel</b>	yes	no	NA	_____
c.	<b>Finance Director</b>	yes	no	NA	_____
d.	_____	yes	no	NA	_____

**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_



## **MMA Seeks Hosts for Visiting Public Administrators from Pakistan**

Seventy-five mid-level government officials from Pakistan will be visiting Massachusetts under a grant from the U.S. Department of State. The MMA is currently seeking communities to host these professionals.

The MMA, in partnership with the Institute for Training and Development (ITD) in Amherst, won a \$1.5 million grant from the U.S. Department of State. Over the course of two years, the grant will fund five groups of fifteen Pakistani public administrators will take part in short-term programs in Massachusetts, consisting of training sessions and “professional attachments” (shadow internships) in communities around the state.

The first program will take place from April 3 to May 14, 2011, and will include four weeks of professional attachment. Pakistani participants will be placed (in pairs, for the most part) in one 4-week placement or two 2-week placements, depending on the host community’s preference.

During the professional attachments, participants will reside in local hotels and spend each day with a town or city department or at a relevant event. Hosts will be asked to place the participants in a variety of municipal offices so they can gain an understanding of how professional services are coordinated and delivered. In addition to building their professional capacities, we hope the Pakistani government professionals will build professional and personal relationships with their American counterparts. In preparation for the professional attachments, the MMA and ITD will provide hosting communities with detailed suggestions. We will continue to offer support throughout the placements, and a hosting stipend to offset expenses of the community and of the local coordinator assigned to the Pakistani guests.

The first week of the program will feature an orientation to U.S. public administration. It will include lectures from practitioners and academics and site visits to local organizations and government offices. The last week will begin with individual and group reflection on the professional attachments, and travel to Washington, DC for more site visits and a debriefing at the U.S. Department of State.

The Pakistani participants were recruited by the Fulbright Commission in Pakistan, and interviewed by staff from the MMA and ITD this past December. The U.S. Embassy in Islamabad will vet the selected participants, including thorough background checks, and assist them in obtaining U.S. visas.

All expenses for Pakistani participants are covered by the grant, including travel, accommodations, meals, and materials.

ITD is a not-for-profit organization based in Amherst, Massachusetts ([www.itd-amherst.org](http://www.itd-amherst.org)). This project is funded by the Bureau for Educational and Cultural Affairs, of the U.S. Department of State, and is supported by the U.S. Embassy in Islamabad.

If you are interested in participating in this program, this spring or in the future, please contact Paul Bockelman at [pbockelman@mma.org](mailto:pbockelman@mma.org).

# US - Pakistan Partnership Program for Public Administrators

*MMA is seeking communities to host  
professional public administrators from  
Pakistan*

## **ABOUT THE PROGRAM:**

- Seeking cities, towns or other public entities to host
- Host one or two public administrators from Pakistan
- Two 2-week professional attachments (about 9 actual work days each); or one 4-week professional attachment
- All expenses covered
- Ongoing staff support from ITD and MMA
- First group arrives in April of 2011
- Five groups of fifteen administrators will be visiting over the next three years

## **WHO WILL BE COMING?**

- Young Pakistani public administrators
- Selected by a panel of Pakistani and U.S. interviewers; vetted by the U.S. Department of State

## **PARTNERS:**

- Institute for Training and Development of Amherst (ITD)
- Educational Foundation of Pakistan (Fulbright Commission)
- Massachusetts Municipal Association (MMA)

## **FUNDING:**

- United States, Department of State, Bureau of Educational and Cultural Affairs
- United States Embassy in Islamabad

**Contact:** Paul Bockelman at the MMA



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## U.S. / PAKISTAN PROFESSIONAL PARTNERSHIP PROGRAM FOR PUBLIC ADMINISTRATORS

### *SPRING 2011 PARTICIPANT BIOS*

#### Mr. Syed Faisal AHMED

Mr. Ahmed works for the Home and Tribal Affairs Department of Baluchistan Province. He works for the body governing the tribal police. His responsibilities include: budget, personnel recruitment, procurement, and jurisdiction issues. He considers poverty to be the most pressing problem in Baluchistan, because of its connection to violence.

"...my ambition is to follow the path which helps me in realizing my aim of becoming a career Civil Servant imbued with the zeal of serving the people according to their aspirations and bringing a paradigm shift in the mundane and outdated mode of public sector management in my country."

#### Mr. Najeeb ALAM

Mr. Alam is Deputy Secretary of Tourism for Gilgit-Baltistan Province, close to Pakistan's Chinese border. He has administrative and financial responsibilities and regularly stands in for the department's director. He inspects hospitality providers. Mr. Alam loves interacting with foreigners, but also actively promotes domestic tourism.

"To get a sizzling exposure in the public sector of a country [the U.S.] which is known for its worldwide traits, of good governance, transparency, effective and efficient disposal of the repository subject matter, maximum use of up-to-date technology and speedy disposal of work for the general benefit of the people, is a dream of every young public sector administrator and more appealing dream for a public sector administrator who hails and works in a country which needs reform, transformation and a level at which it could deliver effectively to its people."

#### Mr. Amanat ALI

Mr. Ali works for the Ministry of Information and Broadcasting, in Islamabad. He studied English Literature and the Arts at university, and now serves as English language speech-writer to Pakistan's Prime Minister. He has written more than 250 articles on political issues and international affairs in op-ed pages of the country's leading newspapers, and well as for several foreign press agencies.

"With the mushrooming growth of both electronic and print media in Pakistan, media landscape has undergone a revolutionary change warranting employment of creative response and proactive approach by the public relations arm of the government..."

#### Ms. Saira ATTA

Ms. Atta is the first director of Balochistan Province's Women's Development office as of July 2010. In addition to her Pakistani degrees in science and international relations, she earned a Law Degree in England. Her job responsibilities include implementing national and international projects, promoting and protecting the rights of women through policy-making and implementation; fostering women's empowerment and economic development through skill development; and combating domestic violence, torture, rape, murder, female mortality, and female circumcision. Ms. Atta's writings include a thesis on "Refugee women's rights in war and the role of CEDAW (the UN's *Committee on the Elimination of Discrimination against Women*), and a dissertation on "Post September 11 Implications on Pakistan".



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“...this project would help me to learn tools and techniques of public finance and financial analysis along with the practical experience of working with experts of the relevant field.”

#### Mr. Fazal HUSSAIN

Mr. Fazal Hussain recently accepted a position as Monitoring Officer in Reforms Management and Monitoring, in Khyber Pakhtunkhwa Province. His previous posting was a local government position for the city of Peshawar, where his responsibilities included: supervision of a center for orphans and for women with disabilities; rescue and relief of 2010 flood victims; survey of relief funds to flood victims; combating price hikes and hoarding among food providers; and compensation to 35 bomb victims and their families. In previous positions, Mr. Hussain updated and computerized land revenue records, and played a role in poppy eradication in his district. He is proud that, as a result of his work, “...some 32,000 families were recorded to be disaster affected... and now they are receiving [benefits] for reconstruction of their houses.”

Mr. Hussain writes that, in the U.S.: “I will gain up-to-date knowledge of administration and will share my experiences with my colleagues/course mates. My exposure in a developed country will help me to better understand the challenges and opportunities of the new era and knowledge and experience thus gained I will use for the betterment, development and uplift of my people.”

#### Mr. Sarfraz HUSSAIN

Mr. Sarfraz Hussain works for the Ministry of Information and Broadcasting, in Islamabad. He is the Deputy Director of the the Pakistani President’s Secretariat. He is responsible for news coverage of the President, press releases, interacting with the media, and the President’s interview schedule. “I find this program useful as I intend to share and further learn the use of all available information judiciously for the interests of the organization and for the greater public good.”

#### Mr. Sharif HUSSAIN

Mr. Sharif Hussain is Deputy Establishment Secretary in Khyber Pakhtunkhwa Province. He is in charge of appointing, promoting, and transferring government workers and processing disciplinary actions. He also makes in-service training assignments, works on anti-corruption practices, and performs tasks for the provincial tribunal and assembly. Mr. Hussain has attended trainings in Japan and Iran. He sees a lack of resources and education as the biggest challenges to Pakistani families. “My first and foremost desire is to contribute to the improvement and development of my province through dedicated and selfless efforts... The program will provide me the opportunity to learn public administration techniques and processes through association with public administration professionals in the US and interact with diverse and competitive peers. It will also enable me to observe and learn from the civic institutions of this developed country.”

#### Ms. Nabila IRFAN

Ms. Irfan holds degrees in Business and Law. She is Deputy District Revenue Officer for Punjab Province since January 2009. Responsibilities include revenue administration, price control, and coordination with the Police Department.

“I never hesitate to fulfill whatever tasks are assigned to me regarding my job. Public administration and project management for the welfare of the state and people is my passion.”



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Mr. Aziz Ahmad JAMALI

Mr. Jamali is a federal Planning and Development Expert for the State Earthquake Reconstruction & Rehabilitation Agency (SERRA). His work has included cost estimates for building reconstruction damaged by the 2005 earthquake in Pakistani Kashmir, planning multiple sector projects including schools, health facilities, government buildings, and water and sanitation plants; monitoring, evaluating, and reporting project progress; reconstruction dispute resolution; and supervision and support of staff.

"I've been involved in flood relief and recovery activities in my native region since August 20, my birth date and my village's destruction date. As a practitioner in disaster management, I've been determined to convert adversity into opportunity. I aim at leading people towards improved/safe reconstruction and sustainable development. For this, I need to know more about best practices the world over in order to replicate few in my community/country."

Mr. Manzoor Ali JOKHIO

Mr. Jokhio is a federal Deputy Commissioner for Revenue in Baluchistan Province. He monitors and ensures proposed tax deductions and collection for income taxes, sales taxes and federal excise taxes, known jointly as "Inland Revenue". He investigates and pursues corporate tax collection. Mr. Jokhio previously worked as a journalist, and has also published two short story collections and a number of guide books for the Civil Service Exam.

"There is better liaison between the higher authorities of both the countries, i.e. USA and Pakistan. But I think at lower level of management there is gap between the officials of both the countries. The good policies decided at the higher level are seldom implemented at lower level in their true spirit. I believe this type of [Department of State] project will create a bridge between the public administrators of both the countries."

Mr. Sami Ullah KHAN

Mr. Khan holds a degree (2007) in Public Sector Financial Management from a Scottish university. He also holds degrees in Finance, International Relations, and Engineering. He is Audit Director of the Earthquake Rehabilitation & Reconstruction Authority in the province of Khyber Pukhtunkhwa.

"I am highly enthusiastic about the program that offers an opening to appreciate American culture, provides prospects to make new friends, gives a forum to exchange views and ideas on the one hand and enrich skills and knowledge of the office environment on the other."

Ms. Iffat MALIK

Ms. Malik is the Director of Finance & Administration for the Sindh Province Disaster Management Authority. Her job responsibilities include: conducting HR needs assessments and recruitment; maintaining and updating financial reporting, budgeting, procurement, transport, and inventory. Recently she was tasked with liaising with relevant agencies and dispatching relief supplies to flood-affected areas in Sindh. Ms. Malik is proud of being a member of her work team. The daughter of a professor, Ms. Malik has lived and traveled abroad.

"I am a firm believer that the civil service in Pakistan can improve its performance and that there exist solutions to the malaise of inefficiency, corruption and politicization that it is currently infected with. As a first step, it must organize and equip itself with the knowledge, skills and training required to improve delivery. This can help it regain the trust it has lost."



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#### Mr. Khaqan MURTAZA

Mr. Murtaza serves in the Public Procurement Regulatory Authority in the Sindh Province. He designs and delivers capacity-building workshops related to procurement, develops tools and standards for assessing public procurement systems, including monitoring and evaluation, policy analysis, liaises with (smaller) district governments on special projects, oversees enforces of procurement rules, and handles bidder complaints. Mr. Murtaza believes that accountability and punishment are the keys to fighting corruption in Pakistan.

“Pakistan is perhaps passing through one of its toughest phases since its creation due to numerous issues such as lawlessness and terrorism, unemployment, consistent increases in poverty levels, increasing population, illiteracy, poor developmental planning, corruption, political instability and poor governance... This is where I believe this [ITD/MMA] training can come in handy...exposure to the procurement and regulatory systems in the US would go a long way in enhancing my personal capacity, as well at strengthening the local procurement systems. This would not only enable me to serve the country in a better manner but the experience would be passed on to the other government institutions as capacity development of the procuring agencies ...”

#### Mr. ZARIFUL MAANI

Mr. Zarifulmaani studied political science, English, and Statistics/Math/Economics. He is the Agency Support Manager of the Peoples Primary Health Care Initiative in Peshawar and the Federally Administrated Tribal Areas (FATA). He is responsible for supervising and monitoring health care units in this city and province.

“For the last 8 years I have been serving in different parts of Khyber Pakhtunkhwa in times of crisis. I concentrated, in all those tenures, on my professional duties and strive hard to deliver even at the cost of my personal security risks. I visited basic health facilities of FATA areas as well as Swat and ensured provision of primary health care in remote areas, as my postings demanded.”

#### Mr. Mohammad ZUBAIR

Mr. Zubair is a Revenue Officer in Punjab Province, tasked with updating Land Revenue records. This involves ascertaining property rights and collecting agricultural, water, and registration taxes and fees. Mr. Zubair is also responsible for water, sanitation, and road and drain infrastructure. A major problem in his area is the corruption of *patwalis* and others. *Patwalis* are government officials responsible for local land grievances.

“Having been exposed to a variety of administrative decision making and social policy making processes, I feel an urgent need to specialize in areas of public and social policy, governance and public administration. Since I have keen interest in functional areas of economics and want to apply it in the area of development, I want to explore these themes in the global context and undertake research in the domain of policy planning, governance and sustainable development. Besides my personal interest and aptitude, the development needs of my country would be best served in this way.”

## **U.S./Pakistan Professional Partnership Program for Public Administrators in the Town of Needham**

During their stay in Needham, our Pakistani guests will be engaged in the following activities:

- Observe the Annual Town Election
- Observe customer service functions such as Town Clerk, Treasurer Collector, Park and Recreation Offices
- Attend Needham Town Meeting
- Attend a tour and observation of activities at the Needham Public Library
- Attend a tour and observation of activities and equipment at the Department of Public Works
- Attend a meeting of the Board of Selectmen (4/13)
- Tour the High Rock, Hillside and Needham High Schools, including time in classrooms and lunch
- Attend a Finance Department meeting focused on internal controls, audit and procurement issues
- Attend a Retirement Board Meeting
- Attend the West Suburban Veterans' District Board meeting
- Participate in a driving tour of the infrastructure, conservation, and recreational amenities of the Town, including observation of youth sports activities at the premier DeFazio and Memorial complexes
- Have dinner and attend the theatre in Boston/Cambridge
- Have dinner and attend receptions at several department managers' homes
- Visit State Representative's Office and local Boston sights
- Attend an emergency management/decontamination drill and tour of Hospital Emergency Room
- Tour public safety facilities
- Attend a meeting and tour Olin College
- Attendance the 11<sup>th</sup> annual Senior Resources Fair and observe activities at the Senior Center
- Observe and engage in discussions with Youth Services staff
- Attend regional public health meetings, and observe restaurant inspections and traveling meals program

Board of Selectmen

AGENDA FACT SHEET for 4/13/11

Agenda Item: 1. Street Acceptance for a portion of Booth Street From Central Ave to the 1964 booth St. Acceptance Hearing Continuance

Presenter(s): Richard P. Merson, DPW Director

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Hearing on April 5, 2011 was continued to this meeting. The DPW met with the neighborhood Thursday evening, April 7, 2011, to provide background and explain the process further. This is the third step in the Street Acceptance process where the Selectmen conduct a public hearing for laying out the right-of-way. The portion of right-of-way on Booth Street to be taken is at the intersection of Central Avenue and to the 1964 acceptance location (50 Booth Street). This right-of-way acceptance will connect to the existing accepted Town right-of-way on Booth Street.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES NO (circle one) Suggested Motion:

“That the Board vote to approve and sign the plan to lay out Booth Street Right-of-Way as shown on the plan entitled, Acceptance Plan of Booth Street from 1964 Booth St. Acceptance to Central Ave.-a distance of 619 ft. +/- in Needham, Mass”.

3. BACK UP INFORMATION ATTACHED:

- 1. Original Plan for Selectmen signature entitled, “Acceptance Plan of Booth Street from 1964 Booth St. Acceptance to Central Ave.-a distance of 619 ft.+/- in Needham, Mass” Dated March 29, 2011 and showing the Right-of-Way and easements. (Plan to be provided at meeting.

4. SIGN OFF/APPROVAL REQUIRED: (circle one)

- a. Town Manager Yes No NA
b. Town Counsel Yes No NA
c. Finance Director Yes No NA
d. Town Accountant Yes No NA

Staff use: Disposition by BOS:
Action taken: Present on future Agenda:
Refer to/Inform: Report back to BOS by:

**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/2011**

**Agenda Item:** Needham 300/Revolutionary War Reenactment

**Presenter(s):** Kate Fitzpatrick, Town Manager

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

The Tercentennial Committee is planning to sponsor a Revolutionary War Battle Reenactment to be held during the weekend of May 21<sup>st</sup> and 22<sup>nd</sup> at Ridge Hill Reservation. Subject to agreement on a license for the use of the property, the Conservation Commission will support this request. The proponents are asking for permission to use the portion of Ridge Hill under the jurisdiction of the Board of Selectmen during the event, and are meeting with representatives of the Park and Recreation, Conservation, Public Works, Public Facilities, Police, and Fire Departments to work out the logistics for the event.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)**

*Suggested Motion:* That the Board vote to allow the Tercentennial Committee to use the portion of Ridge Hill Reservation under the jurisdiction of the Board of Selectmen for a Revolutionary War Battle Reenactment to be held on the weekend of May 21<sup>st</sup> and 22<sup>nd</sup>, subject to a license agreement to be approved by the Town Manager and Town Counsel.

**3. BACK UP INFORMATION ATTACHED:**

- a. Letter to the Conservation Commission from Gloria Greis dated March 17, 2011.
- b. Town of Needham Special Event Request Form: Needham 300 – Revolutionary War Reenactment “The Battle of Needham.”

**4. SIGN OFF/APPROVAL REQUIRED:**

a.	<b>Town Manager</b>	yes	no	NA	_____
b.	<b>Town Counsel</b>	yes	no	NA	_____
c.	<b>Finance Director</b>	yes	no	NA	_____
d.	_____	yes	no	NA	_____

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**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_

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Needham Tercentennial, Inc.  
P.O. Box 920300 / Needham, MA 02492 / [www.needham300.org](http://www.needham300.org)

17 March 2011

Needham Conservation Commission  
500 Dedham Avenue  
Needham, MA 02492

Ladies and Gentlemen,

On behalf of Needham Tercentennial, Inc., I am requesting the use of the Ridge Hill Reservation for a Revolutionary War reenactment, to be held on May 21-22, 2011. Attached please find the Application Form and supplementary documentation for the event. I am requesting time on your agenda for March 24th for an informal discussion of the plan.

Following a brief discussion with Lisa Standley last week, I had further conversations with Ken Siegel, who is the commander of the British Brigade, the organization staging the event with us. We have been working on ways to address some of the concerns that were raised:

- The site camps will be restricted to the BoS area around the houses (see attached map); this minimizes footprint on the lawn, as well as reducing the number of facilities needed (fewer porta-jons, no need for a water supply tank, etc); the horses can be kept in this area as well.
- There will be no holes, digging etc on the grass.
- All areas with sensitive vegetation will be marked off with police tape to keep people out; these areas are not within the use area, but we would barrier them anyway to be certain.
- The American "battle lines" (defined by hay bales) will be on the upper lawn near the house, and people will be visiting them in the course of the day. The remainder of the lawn (the lower west and most of the east) would be in use for the reenactment itself (1.5 hours each day) but not for other activities. Overall foot traffic in these areas during the battles would be 400 people (max) and four horses.
- During the battle, spectators will be restricted by rope line to the paved road to prevent interference with the reenactment.

We will have cleanup crews to walk the site the day after to clean up any remnants of material left behind by spectators or reenactors. Needham 300 will also reserve funds for any repairs (reseeding, etc) that the Commission thinks necessary.

Obviously, we have no desire to use the site to the detriment of its overall value and purpose. Most of the suitable sites in towns like Needham are conservation or historic preservation

districts. Ken has been planning and participating in these events for well over twenty years - all over the country and overseas - and is well versed in the need to treat gently the land they are using. They have used these sensitive sites successfully, and would be happy to provide references for your information.

Ridge Hill is indeed a town treasure, and we are as concerned as you are that it be appreciated and preserved. We are confident that nothing we are proposing is inappropriate to its purpose or preservation.

Sincerely,

A handwritten signature in black ink, appearing to read 'GPG', with a long horizontal flourish extending to the right.

Gloria Polizzotti Greis  
History Committee Chair, Needham Tercentennial

**cc:** Bill Tilburg, Val Herman, Co-Chairs, Needham 300  
Ken Siegel, Commander, British Brigade

## TOWN OF NEEDHAM, MASSACHUSETTS

### SPECIAL EVENT REQUEST

#### NEEDHAM 300 – Revolutionary War Re-Enactment “The Battle for Needham”

- Current Certificate of Insurance Provided (see attached requirement)

The purpose of these questions is for various Town Boards and Departments to determine how this event can be held to protect the safety of all participants/spectators, respect and protect the sites from damage, and respect the neighbors who have not experienced this type of event in their neighborhood. This information will be reviewed by the Conservation Commission, the Town Manager, the Superintendent of Schools, the Police Department, the Fire Department and the Health Department, and others as indicated after a review of the following information. Permits or fees may be required, as will the completion of the permit paperwork. *This document is in Word, so the spacing under each question can be changed if needed.*

#### ***General Description of Event***

As part of the description, please include why certain aspects are needed for the success of the event. *Example: guns are generally not allowed at Needham's public parks, so the description needs to include why this is important to the event, along with how concerns would be alleviated.*

NOTE 1 – Only **Ridge Hill** and **Claxton Field** are included in this request. After another review of the site, it was determined by the organizers that the **Nike Site**, which had also been under consideration, did not provide sufficient scope to support the battle scenario, or to allow for the necessary audience space.

NOTE 2 - In addition to this application, there are specific permissions and plans (police, fire/EMT, DPW, etc) that need to be discussed in detail with each department once a site has been designated.

NOTE 3 – Necessary details and services (incl. municipal) are undertaken at the expense of Needham 300.

“The Battle for Needham,” a Revolutionary War reenactment, is one of the flagship community events planned in honor of Needham’s tercentennial. Historic fact is being used to set the stage for what will happen in Needham. The time period chosen is the spring of 1778 and everything that will occur over the weekend is based on (1) what the actual situation was at that time, and (2) on something that very well could have occurred in Needham. See the Scenario for the historic background to this event and the Schedule for the specific events of the days (both attached).

We are endeavoring to offer an exciting and educational weekend, that not only teaches some of the history, mechanics, and logistics of the Revolutionary War, but engages the audience in a show that they can truly enjoy. The participating units are known for the accuracy and authenticity of their presentation. Additional side-events (see Schedule) are being offered so that the public can learn about life in 18th century New England, apart from the War – crafts, cooking, music, etc. Programs for the schools in tandem with this event are being scheduled.

This event is free of charge and open to the public, courtesy of the Brigade of the American Revolution and Needham 300.

**Firearms and artillery (both sites under consideration)**

Firearms and artillery are an integral part of the battle portion of the weekend. The firearms and artillery used in the reenactment are period-appropriate reproductions. They fire powder only; even the paper cartridges used to hold the charges are discarded rather than rammed down the barrel, to assure that nothing emerges from the muzzle. The powder-flash is, of course, unavoidable, but weapons are never fired in the direction of or in proximity to the audience (one reason that the audience is kept within a restricted area during the battle). By law, all artillery is inspected and must be approved/licensed by the Fire Chief immediately prior to the event.

There is no “random” gun or artillery fire – the battle itself, and any demonstrations, are part of the schedule of demonstrations to maintain safeguards.

This is not an open-invitation event. The units being invited/allowed to participate in this event are well-known to the battle organizer from previous events. Only units with extensive experience participating in similar events with large audiences have been allowed to participate.

**Camping**

Many of the participating reenactors will be coming from out of town (some from considerable distance – CA, OH, FL as well as other New England and mid-Atlantic states) and will be camping on site for the weekend (Friday and Saturday nights). At Ridge Hill, camping would occur both within the BoS area on the northern portion of the west lawn (see map) and tents will be secured with ropes and pegs. Any disruptive activity (eg, campfires) will be restricted to the Board of Selectmen area around the house (separate permission will be sought once this application has been resolved). If Claxton is used, camping would take place in the wooded area behind the restrooms, and in the area to the south of the kiddie park (see map); campfires would be restricted to the southern margin of this area.

**Trails (Ridge Hill only)**

Any passage through the woods (public or participants) will be restricted to

designated trails.

***Requested Locations, Date(s) and Time(s)***

List ALL locations required for this event, including off-site parking and a general description of how you hope to use each site. *List alternates in the event your preferred location is not available.*

The overall event plan and schedule will hold for both sites being considered, though there would be differences in layout, numbers, etc for each. See maps for layout details.

In order of preference:

**Ridge Hill Reservation** – Ridge Hill offers the best layout for the event, in terms of the possible battle scenario; capacity to accommodate the desired number of participants; best facility for size, disposition, and placement of audience (“in the round” - action on both sides); disruption to abutters; traffic considerations; and parking access (Nike). Use of the paved road as the battle viewing area limits the damage caused by concentrated foot traffic (since the audience comes to a single location during the battles) and provides flexibility to accommodate numbers (the road is very long). Use of the BoS land around the house limits need to impact conservation area.

**Claxton Field** – Can work within the restrictions imposed by the presence of baseball diamonds (which will be designated and corded off to prevent damage), but the configuration of the site (lights, fields, backstops, stands) limits the layout and activity of the battle, and also limits audience view and size. Camping as described above, and other activities would take place in the area just in front of the parking lot (see map). H/C parking would be available in the Claxton lot, but all other parking would be off site, and viewers bused in from satellite parking areas (eg. Newman School).

List DATES and TIMES that you are requesting each site. Indicate times for set-up, clean-up and actual event.

For both sites (see attached schedule for details)–

May 20 (Friday) – participants arrive, set up camps, battle lines and other logistics

May 21 (Saturday) – site open for visitors, 10:00 am to 4:00 pm; battle reenacted 1:30 – 3:00 pm

May 22 (Sunday) – site open from 10:00 am to 3:00 pm; battle 1:00 -2:30 pm (site closes at conclusion). Participants pack and leave. Some site clean-up in afternoon.

May 23 (Monday) – final site clean-up and verification; discussion of possible damages and correction

***Participants***

How many people are expected to attend? Provide information on participants and spectators.

Units participate by invitation only (this is not an open-invitation event). Approximately 400 soldiers will take part in the battles. A list of participating units and their websites (when available) are attached.

Estimated number of people at peak time:

The overall expected audience is around 1200 people, over the two days of the event (some will come for both days, most will attend for one or the other). The peak audience is expected during the battles themselves, approx. 750 each day.

***Parking***

Estimated number of vehicles:

For handicapped parking, no more than 20-25 (can be accommodated on site in regular lots for both sites under consideration)

Participant parking – c. 250 cars; visitor parking, c. 500 cars at any given time. For Ridge Hill use, parking would be on the Nike site, and participants and audience would walk designated trail from Nike to Ridge Hill. For Claxton, parking will be provided in satellite parking areas (Newman School, High Rock School, etc) and shuttle buses will bring viewers back and forth.

Describe proposed parking plan, and methods to avoid illegal or unsafe parking:

See above. To assist with orderly parking and avoid illegal parking, site monitors will be provided by the service clubs (Exchange, Rotary, etc) in the parking lots, along the trails, etc. Police details will be hired to enforce parking regulations along Charles River Street and the driveway (Ridge Hill or Nike), or along Central Avenue (Claxton). Parking restrictions will be part of the event publicity, and will be posted at strategic areas on event days. Have had preliminary discussion with Police Chief about parking and details, and will finalize logistics to his satisfaction once site has been designated.

***Use of Facilities***

Describe for each site your proposal for how the land would be used. *In some cases, the specific uses will violate standing policies of the board with jurisdiction over the property.*

See site maps and event schedule (attached). In all cases, potential violations of policies will be discussed with relevant boards to seek acceptable alternatives and compromises.

Describe for each site your proposal for keeping the sites clean, and restoring any damage. *Some of the property being requested is protected for wildlife and environmental reasons, so specific information on its protection is required.*

In any situation where there are ecologically-sensitive areas (Ridge Hill) or facilities to be maintained (Claxton), the areas will be marked off with police tape and not be available for use. We can also post some of our site monitors in proximity, to warn of anyone who attempts to enter.

If possible, a dumpster will be available to facilitate trash cleanup and removal (see site maps). Site maintenance (on event days) and final cleanup will be a combination of DPW details paid by Needham 300, and volunteers from the service clubs, scouts, etc. Trash and sanitary facilities will be cleaned up daily. Participants will be provided with trash bags for their daily refuse.

In addition, Needham 300 will put an agreed fund in escrow for any restoration required by the responsible boards.

Describe for each site your proposed plan for use of the sites in inclement weather:

No changes for light rain or cloudy weather. Driving rain cancels the event.

If signs are requested, please provide a complete description of each requested sign, including but not limited to, size, method for posting, time frame for posting, advertisement, sponsorship:

N/A

Describe electrical needs for event, and list specific requests:

N/A exc. possibly for sound amplification (below)

If sound amplification is requested, describe how it will be used, and the plan that describes consideration of park neighbors. This section should also include information regarding the noise generated during the battle re-enactment.

There will be a sound system in use during the battle itself, for a narrator who will describe the action. There is no avoiding the fact that this is a loud event, but the significant noise (muskets and artillery, narrator) will be concentrated into 90 minutes in the middle of the day. This is less of a consideration for Ridge Hill with few abutting neighbors than for Claxton. In either case, abutting neighbors

will be notified by letter of the scheduled event, any disruptions that may occur (noise, traffic, etc) and arrangements being made to mitigate disturbance.

If use of *on-site* bathroom facilities are requested, please note that they must be left in clean condition for next user(s); if *portable* bathroom facilities are requested, describe plan for delivery/pick-up, and area cleanliness:

Permission will be sought for the participants (only) to use the facilities at Claxton or Ridge Hill (in the equipment shed, if still viable). For the public (and for participants if necessary), portajons will be rented. Restroom cleaning will be a part of the overall site-cleaning plan.

If request includes food services, whether providing at no cost or at a fee, describe actual plan:

Plan not finalized. Local licensed vendors (food stands or trucks) may be invited, dep. on space and power needs, etc.

If additional items are requested to be brought onto site for the event, describe each item and the plan for protecting the safety of participants and the sites: *Examples include but not limited to: tents, ammunition, camp fires, animals, animal waste, food waste, trash*

There will be 4-6 horses taking part in the reenactment; these are battle-trained horses that appear regularly in Rev War and Civil War events that use muskets and artillery. Between the battles, the horses will be kept in trailers, away from the areas that are accessible to the public.

Cleanup of horse manure is part of the overall site-cleaning plan.

Dogs will not be allowed on site during the weekend, for everyone's safety, since they are likely to be alarmed by the noise and action.

List additional information related to the success of your event:

### **A Two-Day Event**

“The Battle for Needham” is planned as a two-day event for several important reasons:

- Many of the participants are coming from a considerable distance (as far as California, Florida, Ohio, as well as New England and mid-Atlantic states), and will not make the trip for a single afternoon. These are the people we want – they are the best at what they do. The units being invited have worked together before and the organizer is confident of their authenticity, their skill, and their reliability. There are not enough local reenactors who have the necessary experience and expertise. Safety of the audience is a consideration,

as well as safety of the participants and horses, and preservation of the site in use.

- to provide an experience that is memorable, enjoyable, exciting, and educational – in addition to considerations of safety, these are people who are committed to the accuracy of their work, and who know how to put on a show. They have numerous skills and interests derived from their interest in the Revolutionary War and are eager to share them with the public – life in the encampment, cooking, crafts, life & times, clothing. Between the battles, visitors are encouraged to walk around the camps and see what the participants are doing, ask questions, request information. There are also additional demonstrations and events on the daily schedules, the dance in the evening at the VFW Hall, the willingness to provide in-school visits and programs All are valuable enhancements to this event - the battle is only part of the show.
- Maximization of audience, minimization of traffic (foot and vehicular) – we estimate (based on similar events) that the audience is likely to be in the range of 1200 people. For a one-day event, all 1200 will be on site at once, crowding the event site, the parking facilities, sanitary facilities, etc. Although the “plot” is a two-day scenario, most visitors will attend for one day or the other (est. 750 per day), spreading out the need for parking and spectator space, reducing the need for sanitary facilities, and allowing more people overall to experience the event.

### **Experience Counts**

Ken Siegel, who is assembling the forces and planning the battle logistics for this event, has been planning and participating in events such as this one for more than 20 years. Many of the sites he has used have been conservation lands or historically-sensitive sites, and he is well-versed in the need to treat these sites with respect and consideration. The sites for battles that he has participated in/helped to plan have included National Parks Service landmarks such as the Yorktown National Historic Site and the Lexington Battle Road; Parks Canada national heritage sites such as Fort George (Niagara) and The Plains of Abraham (Quebec); and British National Trust heritage sites such as Audley End in East Anglia (a preserved 17th century estate and landscape), and Dover Castle.

### **And finally,**

as we have noted before, we are seeking to provide an event that people enjoy and remember, that they learn from, and that gives them a greater appreciation of history in general and their Town’s history in particular. We are also residents of Needham, and have a stake in the preservation of its resources. We have no desire to use either site to the detriment of its value and purpose, and are confident that nothing we are proposing is inappropriate to their value and purpose.

Town of Needham  
Special Event Request: Needham 300 Revolutionary War Re-Enactment  
Page 8 of 12

***Contact Information – must be legible!***

**Primary Contact Name:**

Gloria Greis, Needham 300  
384 Webster Street, Needham MA 02494  
g.greis@rcn.com  
781-455-8860 (w), 781-640-2176 (c)

**Secondary Contact Name:**

Ken Siegel  
27 Grant Street, Needham, MA 02492  
rangerken98@yahoo.com  
781-444-2589

## **BATTLE SCENARIO, May 21-22, 2011**

### The actual, historic situation in May, 1778

In May 1778 and the War for American Independence was in its fourth year. The main British Army, now commanded by General Sir Henry Clinton, was preparing to leave Philadelphia and march North to join the British garrison in that city. The main American army, commanded by General George Washington, passed an unpleasant winter at Valley Forge, but now benefited from the new, and most welcome French alliance. After the American victory at Saratoga, and the surrender of Burgoyne's army in the fall of 1777, France came into the war and immediately began sending badly needed supplies and equipment to the Americans. Washington's men were no longer a so-called "rabble in arms", but were experienced, battle-hardened soldiers who, though still not trained to the level of the British Regulars, were far from the woefully inept amateurs of two years earlier. And the British, though still confident of their superiority, knew this.

In the fall of 1776, while General Sir William Howe still commanded all British forces in North America, then Lieutenant General Henry Clinton was sent North from New York to capture Newport, Rhode Island. This provided the British with a seaport close to Boston and posed a constant threat to all of New England. By May of 1778 the British forces in Newport were commanded by Major General Lord Robert Pigot. His three thousand men were watched - but not particularly bothered - by the one thousand man American force commanded by Major General John Sullivan, headquartered near Tiverton. The closest other American force was in and around Boston, which was defended by strong artillery and a sizeable militia force. Although General Sullivan had some good Continental Line troops, and Light Infantry, the elite of the American forces in 1778, plus decent artillery, his main force was comprised of local militia units. Most Continentals were serving with Washington, so the New England colonies were largely on their own.

### The It-Never-Happened-But-It-Could-Have Situation, May 21, 1778

General Pigot has learned that a large amount of newly arrived supplies and equipment provided by French ships has reached Boston, and is currently being moved Southwest toward the Hudson Highlands in New York, where they will greatly aid the American forces guarding the Hudson River North of New York City. The Americans, according to Loyalist spies, are moving these supplies slowly and carefully, with guards provided by the various towns as the caravan moves, along with an assigned force of Continentals and some artillery. General Pigot sees an opportunity and believes that a fast moving raiding force might be able to find, capture, and destroy these supplies. Pigot has selected an experienced officer to lead the raid. His choice, Brigadier General in America Kenneth Siegel, is from a military family that came to England along with King George the First, when that Hanoverian ascended to the English throne in 1714. A veteran of the French and Indian War, Siegel has many years of experience in North America and in fact served with his opponent, the commanding officer of the Supply caravan's guards, Brigadier General Bradford Chetwynd, during several campaigns in 1759 through 1763. The two

were, in fact, friends but now they are enemies. Both men are seasoned soldiers who have fought well and hard since the very beginning of the war. Although each would regret it, they will not shrink from doing that which may be necessary even though it might result in the death of the other. Neither knows that the other is, in fact, the 'enemy commander'.

The same Loyalist spies that informed General Pigot of the supply movement have kept General Siegel informed of the location each day as the caravan moved. Siegel knows that the supplies arrived in the town of Needham on May 1st, and that they are still there because General Chetwynd has not yet gathered the necessary draft animals he needs to continue. Too many horses and oxen have died along the way, and the local farmers are reluctant to part with their animals because they need them for plowing and planting. Chetwynd has established an armed and well defended encampment just outside the town of Needham where he waits with growing impatience and concern for the needed draft animals to be collected. He also has received his own reports that a British force is moving somewhere to his South, but not exactly where. Although the Americans are prepared to move out of their camp and resume the march quickly, they have, as soldiers always will, turned what had been a temporary marching camp into more of a garrison fort. Many Continentals and Militia have their families with them in the camp. This constantly provides General Chetwynd with discipline problems which he could very well do without.

It is May 21st, 1778, and very soon the residents of the town of Needham will indeed know that the British are Coming!

## **BATTLE REENACTMENT EVENT SCHEDULE**

Saturday, May 21, 2011

10:00 am. Site opens to the public.

10:00 am to 12:30 pm - the following activities will take place in and around the American encampment:

- Sutlers
- Guided tours of the American encampment
- Presentation - People of The Brigade
- American artillery demonstrations
- American forces unit drill
- Musical concerts
- Meet the American commanders

12:30pm - "Nooning". The soldiers will go off duty, have their noon meal, and relax prior to the afternoon's events. The public is welcome to mingle and talk with the soldiers and civilians during this time.

1:30pm: ALARM!!! A scout rushes into the American camp and informs the commander that a British force has been sighted and is advancing toward the town of Needham. The public is directed to the Spectator Area, within which all MUST remain during the coming battle! A Narrator will begin explaining what is happening, and will continue to provide information throughout the coming battle. The British arrive and...well, what will happen, will happen!

3:00 pm - 4:00 pm (after the battle) - The public may again visit the American camp until the event sites closes.

4:00 pm - End of Saturday's event. Site closes to the public.

### **18th Century Ball, VFW Hall (20 Junction Street, Needham).**

7:30pm to 10:00pm - An 18th century ball, with live music, dancing and 18th century dance instruction and calling, will be held at the Veterans of Foreign Wars Post in Needham. Soldiers and civilians of both the American and British armies, observing a 'truce', will attend in their best, 18th century, formal finery. Members of the public may attend for a fee of \$10.00, paid at the door. BUT!!!! the required dress is EITHER an 18th century costume, or, black tie formal for those who prefer to wear modern attire. There will be a cash bar.

Tickets are \$10 at the door. Period costume or formal dress required.

Sunday, May 22, 2011

10:00 am - Site opens to the public.

10:15 am - Church Services in the American Camp: A thoroughly accurate, and genuine worship service will be held in the American encampment. This will be precisely the kind of service the soldiers and civilians of the American Forces in 1778 attended. The public is cordially invited to participate!

10:00 am to 12:00 pm - the following activities will take place in and around the American encampment and the British defensive positions:

- Sutlers
- Guided tours of the American encampment
- Guided tours of the British defensive positions
- Presentation - People of The Brigade
- British artillery demonstrations
- British forces unit drill
- Musical concerts
- Meet the British commanders

12:00 pm - "Nooning". The soldiers will go off duty, have their noon meal, and relax prior to the afternoon's events. The public is welcome to mingle and talk with the soldiers and civilians during this time.

1:00 pm - ALARM!!! A scout rushes to the British commander and informs him that an American force has been sighted and is advancing toward the British positions. The public is directed to the Spectator Area, within which all MUST remain during the coming battle! A Narrator will begin explaining what is happening, and will continue to provide information throughout the coming battle. The Americans arrive and...well, what will happen, will happen!

The end of the battle, and the conclusion of the ceremonies immediately after it, signal the end of the event.

**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/2011**

**Agenda Item:** Kronish Fund Stock Transfer

**Presenter(s):** David Tobin, Town Counsel

---

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

Town Counsel will ask the Board to authorize the Town Manger to take action to ensure that certain shares of stock that were donated to the Needham School Department are legally transferred into the name of the Town.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)**

*Suggested Motion:* That the Board vote to approve the following resolutions:

RESOLVED: That Kate Fitzpatrick, the duly appointed Town Manager of the Town of Needham, is hereby fully authorized and empowered to execute the Lost Securities Affidavit and Application issued and underwritten by SafeCo Insurance Company of America (Safeco Bond No. 5926165; Account No. C0000000850) for 700 shares of PAREXEL International Corp stock, Certificate Numbers: 00000491FBU and 00000374FBU, registered in the name MIRIAM E KRONISH FUND, and to make, execute and deliver all written instruments necessary or proper to effectuate this authority.

RESOLVED: That Kate Fitzpatrick, the duly appointed Town Manager of the Town of Needham, is hereby fully authorized and empowered to transfer the 700 shares of PAREXEL International Corp stock, previously registered in the name MIRIAM E KRONISH FUND, to a new account in the name of THE TOWN OF NEEDHAM, and to make, execute and deliver all written instruments necessary or proper to effectuate this authority.

**3. BACK UP INFORMATION ATTACHED:**

- a. Memorandum from David Tobin dated March 30, 2011
- b. Municipal Corporate Resolution

**4. SIGN OFF/APPROVAL REQUIRED:**

a.	<b>Town Manager</b>	yes	no	NA	_____
b.	<b>Town Counsel</b>	yes	no	NA	_____
c.	<b>Finance Director</b>	yes	no	NA	_____
d.	_____	yes	no	NA	_____

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**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_

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## MEMORANDUM

TO: Board of Selectmen  
FROM: Dave Tobin  
DATE: 3/30/11  
RE: Miriam E. Kronish Fund

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In November 1996, 350 shares of PAREXEL International stock were purchased through a broker under the name "Miriam E Kronish Fund" as a gift to the Eliot School. In February 1997, the stock split and there are currently 700 shares in this Fund's name. Neither the identity of the purchaser nor broker is known. After a very thorough search by Anne Gulati and the School Department, it was determined that these stock certificates are "lost." The current market value of these shares is \$14,700.

Therefore, the Town needs to declare these shares lost and transfer them from the Miriam E. Kronish Fund to the Town of Needham. In order to do this, through Computershare Investor Services, the Town needs to purchase a Surety Bond for the stock certificates for \$491. In order to purchase the bond, the Town needs to complete Computershare's "Affidavit and Application" which must be signed exactly as the account is registered, namely ""Miriam E Kronish Fund".

The attached Municipal Corporate Resolution form will permit Kate Fitzpatrick to sign the Affidavit and Application and also transfer the stock into the name of the Town.

**MUNICIPAL CORPORATE RESOLUTION**

I, Theodora K. Eaton, Town Clerk of the Town of Needham, Massachusetts, hereby certify that at a meeting of the Board of Selectmen of the Town of Needham, a municipal corporation organized under the laws of the Commonwealth of Massachusetts, held the 5<sup>th</sup> day of April 2011, the following resolutions were approved and are now in full force and effect.

RESOLVED: That Kate Fitzpatrick, the duly appointed Town Manager of the Town of Needham, is hereby fully authorized and empowered to execute the Lost Securities Affidavit and Application issued and underwritten by SafeCo Insurance Company of America (Safeco Bond No. 5926165; Account No. C0000000850) for 700 shares of PARAXEL International Corp. stock, Certificate Numbers: 00000491FBU and 00000374FBU, registered in the name of MIRIAM E KRONISH FUND, and to make, execute and deliver all written instruments necessary or proper to effectuate this authority.

RESOLVED: That Kate Fitzpatrick, the duly appointed Town Manager of the Town of Needham is hereby fully authorized and empowered to transfer the 700 shares of PAREXEL International Corp. stock, previously registered in the name MIRIAM E KRONISH FUND, to a new account in the name of THE TOWN OF NEEDHAM, and to make, execute and deliver all written instruments necessary or proper to effectuate this authority.

I further certify that the authority hereby conferred is not inconsistent with the Charter or Bylaws of the Town and that the Town has the power to take the action called for in the foregoing resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Needham to be affixed this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

\_\_\_\_\_  
Theodora K. Eaton  
Town Clerk, Town of Needham

**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/11**

**Agenda Item:** Memorandum of Agreement, Needham Independent Public Employees Association/DPW

**Presenter(s):** Kate Fitzpatrick, Town Manager

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

The Town and the Needham Independent Public Employees Association/DPW have reached agreement on a contract extension for fiscal year 2011, and a three year agreement for fiscal years 2012, 2013, and 2014. The Agreement provides for no cost of living increase in FY2011 and FY2012. Base wage increases for FY2013 and 2014 are 2% and 2.5% respectively.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)**

*Suggested motion:* That the Board approve the Memorandum of Agreement between the Town and the Needham Independent Public Employee Association/DPW dated April 13, 2011.

**3. BACK UP INFORMATION ATTACHED:**

a. Memorandum of Agreement

**4. SIGN OFF/APPROVAL REQUIRED:**

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

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**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_

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**Memorandum of Agreement  
Fiscal Years 2012, 2013, 2014**

Agreement is hereby made this \_\_\_\_ day of \_\_\_\_\_, 2011 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Association"). Except as expressly set forth herein, all provisions of the collective bargaining agreements between the Town and the Union, which by their terms are in effect through June 30, 2011, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2011 through June 30, 2014.
2. The base wages contained in Article 21, Wages, shall be increased by:

FY12: 0% effective July 1, 2011

FY13: 2% effective July 1, 2012

FY14: 2.5% effective July 1, 2013

3. Members of the bargaining unit on the payroll on July 1, 2011 will receive a one-time payment of \$500 to be paid in a lump sum in July, 2011.
4. Housekeeping Items
  - a. Combine Safe Workplace Committee (Article 4, Sections 4) and Training Committee (Article 4 Section 5 into one committee entitled "Safety and Training Committee:"

**Section 4. Safety and Training Committee** The Town and the Association shall establish a Safety and Training Committee to discuss and recommend safety rules and training programs to the Director of Public Works. The Committee shall consist of three members appointed by the Town Manager and three members appointed by the Association.
  - b. Amend Section 1(b)4 of Article 5 (Hours of Work, Holidays and Overtime by deleting the words "are specifically" and inserting the words "may be" so that the section reads as follows: "Employees assigned to daily reading of water meters may be excluded from the provisions of this section when performing that function."
  - c. Amend Article 13 (Vacations) by deleting Section 5(b) and inserting in place thereof the following:
    - b. Vacation leave allowance shall be granted to eligible employees after one year of continuous service as follows:

<u>Length of Continuous Service</u>	<u>Vacation Leave as of July 1</u>
1 Year but less than 5 Years	10 Days/80 Hours
5 Years but less than 10 Years	15 Days/120 Hours
10 Years but less than 20 Years	20 Days/160 Hours
20 or more Years	25 Days/200 Hours

5. Amend Article 5 (Hours of Work, Holidays and Overtime) by deleting in Section 3 (b) the number "24" and inserting the number "12" so that the section reads as follows: "With the exception of the snow program, it is understood that the four hour minimum does not apply to scheduled overtime when 12 hours advance notice is provided."
6. Amend Article 6 (Job Posting) by deleting in Sections 1 and 2 the number "seven (7)" and inserting in place thereof the number "five (5)" and eliminating Section 4.
7. Amend Article 20 (Union Dues/Agency Fee) by incorporating language from the Memorandum of Agreement.
8. The Town and the Association agree to establish a labor/management committee to discuss and make recommendations to the Director of Public Works on hours of work and related issues for employees at the Recycling/Transfer Station.
9. Amend Article 15 (Clothing) by eliminating Section 2(c) and (d) and re-numbering sections appropriately; and by deleting the second sentence of Section 4 and inserting in place thereof the following: "All employees shall comply with the dress code set forth below:"
10. Amend Article 15 (Clothing) by inserting a new Section 5 as follows:

**Section 5. Summer Dress Code Program** During the period of June 15<sup>th</sup> through the second Friday in September of each year (known as the "Summer Dress Code Period") members of the Association may wear shorts under the conditions set forth below. Failure of employees to adhere to these conditions may result in disciplinary action. The Director of Public Works may require that an employee adhere to the traditional dress code (as outlined in Section 4) if, in his or her sole discretion, he or she determine that an employee's safety may be compromised or his or her professional appearance is diminished.

- a. It is the responsibility of each employee to have appropriate attire available at any given time to execute all duties associated with his or her position.
- b. All shorts must fit loosely and shall not be of the athletic variety.
- c. Shorts must not be frayed, have holes, or manufactured rips.
- d. No cut-offs are permissible.
- e. Navy blue jean shorts or khaki shorts are permissible.
- f. Shorts may not be more than one inch above the knee.

g. Shorts may not be worn when an employee is engaged in any of the following activities: excavating, laying asphalt, working in a trench that is greater than three (3) feet deep, or when exposed to sewage, hazardous materials, or other circumstances as determined by the Director of Public Works.

11. Amend Article 11 (Non-Occupational Sick Leave) by deleting the chart in Section 10 (Sick Leave Incentive Program) and inserting in place thereof the following:

<b>Sick Leave Incentive Program</b>	
<b><u>January 1 through June 30 of each year</u></b>	
0 – 10 hours of sick leave used	\$200
10.1 – 24 hours of sick leave used	\$100
24.1 hours of sick leave used	\$0
<b><u>July 1 through December 31 of each year</u></b>	
0 – 10 hours of sick leave used	\$200
10.1 – 24 hours of sick leave used	\$100
24.1 hours of sick leave used	\$0

For the Town

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Town Manager/Date

For the Union

Francis Foley  
Joseph A. Doherty  
David M. Sullivan  
William Kerley  
Wayne Cusley

Date: 4-13-11

*This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.*

Memorandum of Agreement

Agreement is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 2011 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Association") to re-open the collective bargaining agreement dated July 1, 2011 through June 30, 2014 to negotiate over wages, only if the Town negotiates a general increase in base wages (cost of living adjustment) in an amount greater than zero (0%) percent in FY 2012 (excluding School Department unions and any base wage increase imposed by a JLMC arbitrator and funded by Town Meeting).

Except as expressly set forth herein, all provisions of the collective bargaining agreements between the Town and the Union, which by its terms is in effect through June 30, 2014 shall remain in full force and effect.

Town Manager

Needham Independent Public Employees Association

Francis Foley

Date: \_\_\_\_\_

Date: 4-13-11

*This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.*

**Memorandum of Agreement**

Agreement is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 2011 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Association") to re-open the collective bargaining agreement dated July 1, 2011 through June 30, 2014 to negotiate over the implementation of an employee sick leave bank program. The Town and the Association agree to establish a labor/management committee to evaluate and make a recommendation to the Town Manager about the establishment of an employee sick bank. The Committee shall consist of three (3) members appointed by the Town Manager and three (3) members appointed by the Association.

Except as expressly set forth herein, all provisions of the collective bargaining agreements between the Town and the Union, which by its terms is in effect through June 30, 2014 shall remain in full force and effect.

Town Manager

Needham Independent Public Employees  
Association

\_\_\_\_\_  
Date: \_\_\_\_\_

Francis Foley  
Date: 4-13-11

*This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.*

**Memorandum of Agreement**

Agreement is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 2011 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Association") to re-open the collective bargaining agreement dated July 1, 2011 through June 30, 2014 to negotiate over the implementation of a water distribution license incentive program. Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by its terms is in effect through June 30, 2014 shall remain in full force and effect.

Town Manager

Needham Independent Public Employees  
Association

\_\_\_\_\_

Francis Foley

Date: \_\_\_\_\_

Date: 4-13-11

*This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.*

Memorandum of Agreement  
Fiscal Year 2011

Agreement is hereby made this \_\_\_\_ day of \_\_\_\_\_, 2011 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Association") to extend the collective bargaining agreement between the Town and the Union, which by its terms is in effect through June 30, 2010, through June 30, 2011 with a 0% wage increase and no other changes.

For the Town

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Town Manager/Date

For the Union

Francis Farky  
Andy A. Doherty  
David M. Sullivan  
William Kallhof  
Wayne Cusley

Date: 4-13-11

*This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.*

**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/2011**

**Agenda Item:** Annual and Special Town Meeting Articles

**Presenter(s):** Kate Fitzpatrick, Town Manager

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

The Board will review articles contained in the Annual and Special Town Meeting Warrants.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)**

*Suggested Motion:* That the Board vote to support (not to support) articles \_\_\_\_\_ in the Annual Town Meeting Warrant.

*Suggested Motion:* That the Board vote to support (not to support) articles \_\_\_\_\_ in the Special Town Meeting Warrant.

**3. BACK UP INFORMATION ATTACHED:**

- a. 2011 Annual Town Meeting Warrant
- b. May 10, 2011 Special Town Meeting Warrant Draft 4.8.2011
- c. Status of Articles 4.6.2011

**4. SIGN OFF/APPROVAL REQUIRED:**

a.	<b>Town Manager</b>	yes	no	NA	_____
b.	<b>Town Counsel</b>	yes	no	NA	_____
c.	<b>Finance Director</b>	yes	no	NA	_____
d.	_____	yes	no	NA	_____

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**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

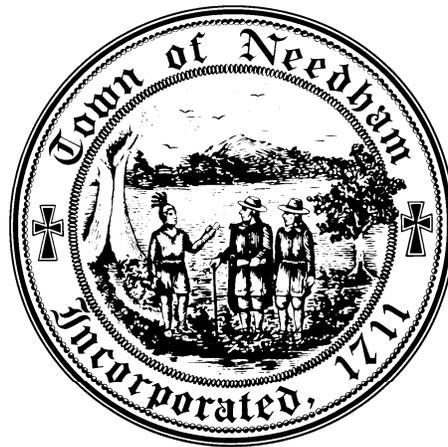
**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_

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# TOWN OF NEEDHAM

## MASSACHUSETTS

### 2011 Annual Town Meeting Warrant



**ELECTION: Tuesday, April 12, 2011**

**Business Meeting at 7:30 P.M. on Monday, May 2, 2011**

**at the Newman Elementary School**

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

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**2011 Annual Town Meeting Warrant  
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**Town of Needham  
Finance Committee  
100<sup>th</sup> Annual Report  
Fiscal Year 2012 Budget Recommendation  
March 15, 2011**

Fellow Citizens:

The Finance Committee is pleased to present our 100<sup>th</sup> Annual Report and Fiscal Year 2012 Budget.

As we are all aware, the economic environment remains fragile despite early signs of recovery on state and federal levels. As we look to the future, we must remain particularly cautious as unfolding world events could potentially endanger these early stages of economic recovery. Conflicts in the Middle East are bringing rise to higher energy prices and the cascading effects on all aspects of the economy. Managing through this economic environment will present a number of challenges for the Town going forward.

In preparation for this year's budget, the Finance Committee participated in the Town Manager's Departmental budget meetings in November and conducted its own budget hearings from December 8<sup>th</sup> through February 7<sup>th</sup>. Finance Committee liaisons met separately with the individual Town Departments as well as with the School Department to review their budget requests in detail. Using the information gathered, we took the departmental spending requests and built a budget from them. The budget we arrived at, and voted as our recommendation, was very close to the executive budget as submitted.

The Finance Committee's FY 2012 budget has strived to maintain the current high quality of services to the residents of Needham, while demonstrating fiscal restraint and sustainability for the long term. During this unprecedented period of low interest rates, the Committee continues to encourage the Town's investment in its infrastructure and other capital needs.

The Finance Committee would like to express its continuing appreciation to the Town Manager and the Town Administration, as well as to the School Superintendent and the School Department, for their efforts to prioritize their needs, and balance those needs against fiscal realities. We applaud their efforts to reduce the use of one time revenues to fund ongoing operations. We would also like to acknowledge the hard work that the schools have undertaken to focus their budget on priorities and to manage through a very difficult time of reduced state aid for school programs. We would ask that the Superintendent and School Committee continue to focus on their longer term plan to achieve a "sustainable" cost structure going forward.

**Revenue Summary**

The FY 2012 budget is once again based on a conservative estimate of revenue. Property taxes, which make up the bulk of the Town's revenue, are increasing modestly due to an increase in new growth. State officials have indicated that state aid to municipalities, based on the state budget which is still under consideration, may be increasing in certain areas, and decreasing in other areas for FY 2012.

## 2011 Annual Town Meeting Warrant

Overall, the Town estimates a small decrease in state aid. Local receipts are expected to drop, in part because of the loss of parking revenue following a decision by the MBTA to assume control of its parking lot properties throughout the Town. This is offset to some extent by revenue generated with the adoption of the meals excise tax.

The estimated total General Fund Revenue for FY 2012 is \$115,533,866, with \$115,148,213 available for appropriation. \$112,243,325 is being allocated to the operating budget, an increase of 1.9% over FY 2011.

The largest source of revenue for Needham is property tax receipts. The growth in revenue assumes an increase in property tax receipts of 2.8%, or approximately \$2.6 million. This increase is attributable to an increase in the Town's taxable value, or new growth, resulting from improvements to property, and increases in values, due to improved uses, reconstruction, and new construction. The rate of increase of new growth has been slowing in recent years, and is expected to slow further in FY 2012.

Local receipts have declined in prior years and in FY 2012 are estimated to decrease by \$153,664 or approximately 2.2% compared to the FY 2011 estimate. Local receipts include such items as motor vehicle excise, permits, charges for services, fees, fines, investment income, and income from departmental activities and services.

The Town is anticipating increased revenue of \$90,000 due to the recently increased room rental tax and the recently adopted meal tax. However, this increase is more than offset by the significant decrease of \$250,500 in revenue from the Town's previous management of the MBTA commuter parking lots. The Town is also anticipating no revenue from non-recurring funds in FY 2012, such as one-time grants or special financial assistance as it has enjoyed in the past. Given the uncertain nature of the present economy, the Finance Committee feels it is prudent to assume that local receipts will continue to decrease in FY 2012.

State aid, or Cherry Sheet aid, is a function of the state budget process, and is projected to continue decreasing next year, although at a slower pace. The FY 2012 state aid is expected to decrease by \$49,676 representing a 0.6% decrease from FY 2011. Chapter 70 aid, or general school aid, is currently expected to increase by 2.0%; however, the reductions in Unrestricted General Government Aid (formerly Lottery aid and Additional Assistance) have more than offset this increase in school aid.

The Free Cash amount available for the FY 2012 budget is \$3,380,269, representing a decrease from FY 2011 of 5.6%. While Free Cash can fluctuate and is suited for short-term needs, the Town's budget process provides sufficient Free Cash annually such that a portion is reliable and can be applied to operating expenses.

The difficult economic climate at all levels has caused decreased projections for state aid and local receipts. Despite these challenges, Needham expects to maintain the current level of services in all municipal departments, and to fund the School Committee's voted budget, plus an additional \$4,000 for software to improve efficiency. Because the Town's revenue comes primarily from property tax receipts, the proportion of which is steadily increasing, and because state receipts constitute a much smaller part of revenue, the Town expects to have sufficient revenue to maintain level services for FY 2012.

**FY 2012 Operating Budget Recommendation**

The total operating budget for FY 2012 is \$112,243,325, which is 1.9% higher than the FY 2011 operating budget amount. The Town's operating budget falls into three general categories: Town Wide Expenses, Municipal Departments, and Education.

**Town Wide Expenses**

Townwide expenses are expected to decrease in FY 2012. Debt service will be decreasing in FY 2012 due primarily to lower interest rates. Employee Benefits and Employer Assessment have increased by only 1%. Notably, health insurance costs have decreased almost 1% since a large number of employees have moved into lower premium rate-saver plans, and seven benefit-eligible positions have been eliminated. The budget line for workers' compensation was increased by \$50,000 in the FY 2012 balanced budget in order to begin replenishing the reserves which have been declining over the past decade due to increases in salaries, expenses, and several ongoing cases. The Town is seeking additional funds for the Workers' Compensation Reserve Fund under a separate warrant article at the Annual Town Meeting to bring the reserves to a more adequate level. The Classification, Performance and Settlements line has increased by \$172,000 to reflect the uncertainty due to the number of unsettled collective bargaining agreements.

**Municipal Departments**

The Finance Committee carefully reviewed and considered each department's spending requests in the Town Manager's executive budget. The Finance Committee's recommended budget varies only slightly from Town Manager's recommended budget, and provides for all municipal departments to maintain essentially the same level of services. The Finance Committee is also recommending a total appropriation to the School Department that meets the School Committee's voted budget request, plus a small amount of additional funding for specialized software.

**General Government**

The General Government budget is increasing 2.4% in FY 2012. The Town Counsel budget was increased by \$36,500 to bring the Town Counsel's budgeted costs in line with historical averages. The Town Clerk budget decreased, as one fewer election is anticipated in FY 2012. The Finance Department FY 2012 budget includes an increase to provide full year funding for an administrative position that was funded for only half of FY 2011.

**Land Use and Development**

The FY 2012 Land Use and Development budget increased by 7.6%. This increase results from the addition of a shared part-time administrative assistant, plus salary increases for personnel which have been historically underfunded.

**Public Safety**

The Public Safety budget has increased by 1.8%. Both the Police and Fire Departments submitted budget requests with decreased expenses. The Police Department personnel line is decreasing with the elimination of a parking enforcement attendant. The Fire Department budget was increased by 4.4% due to obligations under a settled union contract, and an additional \$100,000 allocation for overtime.

The Fire Department overtime appropriation has been chronically underfunded, and the additional allocation brings it closer to historical levels. Additionally, two full-time benefited firefighter positions, currently vacant, were eliminated.

### Public Works

The Public Works budget, including the Department of Public Works, and the Municipal Parking and Lighting Programs, is decreasing 6.9% in FY 2012. The Public Works base budget includes a reduction of 2% due to the transfer of the Drains program to the Sewer Enterprise Fund. In addition, two Parks and Forestry benefit-eligible positions were eliminated, as well as two seasonal positions. Expenses were increased to allow for outsourcing of certain functions and to establish a new turf fertilizer program. The Municipal Parking budget was decreased by \$227,900 in FY 2012 because the Town will no longer be managing the MBTA commuter parking lots.

### Public Facilities

The FY 2012 budget for Public Facilities increased by 4.6%. The budget includes union cost of living increases, as well as increased personnel costs due to additional custodial work needed when the Town Hall is reopened. The Town Manager refined the department's projected energy use and as a result decreased the requested energy budget by \$50,000. The Finance Committee commends the Public Facilities department for its continued efforts in energy conservation.

### Community Services

The FY 2012 Community Services budget is increasing by a modest 1.1%. Most budget lines are very close to FY 2011, with expenses level or decreasing. The Library budget includes an additional allocation of \$30,802 above the department's requested budget to bring it to the level necessary for certification by the Massachusetts Board of Library Commissioners. The funding will provide for the ongoing need for collections materials to be covered by the Library's operating budget. The Finance Committee recommended increasing the Library's budget by an additional \$13,579 to fund the cost of opening the library at 9:00 a.m. from the operating budget.

### Education

#### Needham Public Schools

The Finance Committee's recommended budget allocates \$48,436,371 to the School Department. This represents an increase of 4.1% or \$1,895,293 more than last year's approved budget. \$2,177,573 of the School budget, more than the overall budget increase, represents increased mandated or contractual obligations. Two primary factors contributing to the increases in the School Department's budget are special education costs and staffing needs due to increased enrollment at the middle and high school levels.

First, special education needs are rising substantially. Special education costs are expected to increase by \$1,199,632 in FY 2012, including sizable increases in out-of-district tuition costs and additional transportation costs. This upcoming fiscal year, Special Education expenses constitute over 25% of the total School Department budget. Since 2008, state Circuit Breaker aid has been reduced from 70% reimbursement to an anticipated 40% reimbursement for FY 2012. This reduction has had a significant impact on the School Department budget.

Second, enrollment is projected to grow at both the middle and high school levels. Although a small decline in enrollment is projected for the elementary schools, enrollment in the Middle School is expected to increase by 2.0% and in the High School by 5.2%. Therefore, the budget reflects the increased staffing needs due to increased enrollment.

The Finance Committee has fully funded the School Committee's voted FY 2012 budget, and is recommending an additional allocation of \$4,000. The additional funds will pay for AESOP attendance software which was designated by the School Department as its highest priority non-budgeted need. The software is expected to increase efficiency and ensure that there are adequate substitute teachers when needed, equipped with appropriate lesson plans. The recommended FY 2012 School Department budget includes the use of \$500,900 in one-time funds to meet ongoing needs. While this step is needed to maintain the current level of service at the schools for FY 2012, other sustainable funding sources are needed in the future. In an effort to promote sustainability and reduce the reliance on one-time money, \$300,000 has been allocated from the tax levy in FY 2012 to reduce the School Department's use of one-time revenues for operating expenses.

#### Minuteman Regional High School

The Minuteman Regional High School's preliminary assessment for FY 2012 is \$562,637, an increase of \$193,376 from FY 2011, primarily due to increased enrollment.

#### Cash Capital

At the time of this writing, the Finance Committee has not yet completed consideration of the capital-related warrant articles. The Finance Committee anticipates recommending an appropriation of approximately \$1.7 million for General Fund Cash Capital. This amount will allow the town to adhere to its capital maintenance plan. Almost 80% of the General Fund Cash Capital request funds ongoing programs and scheduled capital replacements. The remainder covers high priority new projects or enhancements.

#### Closing Thoughts

The Finance Committee is recommending a balanced budget that will continue to provide a high level of services to the citizens, maintain and improve the Town's infrastructure, and meet the Town's capital needs. Despite current economic challenges, the Town has exercised restraint and made great strides to contain costs where possible.

The Finance Committee would like to recognize the hard work and dedication of the Town Manager, the Director of Finance, the Superintendent of Schools, their respective department heads and managers, as well as all the citizens who dedicate their time and effort to serving our community through elected and appointed positions. We could not accomplish our mission without their generous assistance and support.

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.

Respectfully submitted on behalf of the Committee,

***Rick Zimbone***

Chairman

Committee Members:

Richard Zimbone, Chair  
Matthew Borrelli, Vice Chair  
Lisa Zappala, Immediate Past Chair  
John Connelly  
Richard Creem

Richard Lunetta  
Gary McNeill  
Richard Reilly  
Steven Rosenstock  
Louise Mizgerd, Executive Secretary

2011 Annual Town Meeting Warrant

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2011 Annual Town Meeting Warrant

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## 2011 Annual Town Meeting Warrant

### Summary of Revenue FY 2010 - FY 2012 General Fund Only

	Actual FY 2010	Current Budget FY 2011	Preliminary FY 2012
<b>Local Estimated Receipts</b>			
Local Excises and Other Tax Related Collections	\$4,661,955	\$3,970,000	\$4,060,000
Departmental Activities	\$3,171,397	\$2,540,000	\$2,349,500
Fines & Forfeits & Assessments	\$193,952	\$165,000	\$165,000
Investment Income	\$497,129	\$325,000	\$325,000
Miscellaneous Revenue	\$85,863	\$72,500	\$72,500
Miscellaneous Non-recurring	<u>\$335,606</u>	<u>\$53,164</u>	<u>\$0</u>
<b>SUB-TOTAL</b>	<b>\$8,945,903</b>	<b>\$7,125,664</b>	<b>\$6,972,000</b>
<b>Property Taxes &amp; State Aid</b>			
Real & Personal Property Tax Levy	\$87,311,147	\$93,071,746	\$95,663,097
Cherry Sheet Revenue (State Aid)	<u>\$8,374,544</u>	<u>\$8,972,394</u>	<u>\$9,282,358</u>
<b>SUB-TOTAL</b>	<b>\$95,685,691</b>	<b>\$102,044,140</b>	<b>\$104,945,455</b>
<b>Other Available Funds &amp; Free Cash</b>			
Undesignated Fund Balance (Free Cash)	\$3,145,416	\$3,568,037	\$3,380,269
Overlay Surplus	\$500,000	\$500,199	\$499,752
Reserved for Appropriation - Parking	\$67,000	\$25,000	\$40,000
Reserved for Appropriation - C & D	\$0	\$0	\$0
Transfer from other Articles	\$362,804	\$901,135	\$0
Other Available Funds	\$0	\$0	\$10,000
Reserved for Debt Exclusion Offset	<u>\$447,067</u>	<u>\$397,445</u>	<u>\$45,802</u>
<b>SUB-TOTAL</b>	<b>\$4,522,287</b>	<b>\$5,391,816</b>	<b>\$3,975,823</b>
<b>Total General Fund Revenue</b>	<b>\$109,153,881</b>	<b>\$114,561,620</b>	<b>\$115,893,278</b>
<b>Adjustments to General Fund Revenue</b>			
Less Other Amounts Required to be Provided	(\$80,602)	(\$68,559)	(\$124,265)
Less State & County Assessments	(\$1,068,405)	(\$1,080,311)	(\$1,130,809)
Less Provisions for Abatements & Exemptions	(\$960,626)	(\$1,584,557)	(\$1,248,686)
Enterprise & CPA Reimbursements	<u>\$1,760,595</u>	<u>\$1,659,715</u>	<u>\$1,765,000</u>
<b>SUB-TOTAL</b>	<b>(\$349,038)</b>	<b>(\$1,073,712)</b>	<b>(\$738,760)</b>
<b>General Fund Revenue Available for Appropriation</b>	<b>\$108,804,843</b>	<b>\$113,487,908</b>	<b>\$115,154,518</b>

#### Account Balances

Free Cash	As of February 28, 2011	\$3,380,269
RTS Retained Earnings	As of February 28, 2011	\$419,180
Sewer Retained Earnings	As of February 28, 2011	\$2,905,380
Water Retained Earnings	As of February 28, 2011	\$2,176,413
Parking Meter Fund	As of February 28, 2011	\$111,886
Capital Facility Fund	As of February 28, 2011	\$732,573
Capital Improvement Fund	As of February 28, 2011	\$560,507
Stabilization Fund	As of February 28, 2011	\$3,543,962

## 2011 Annual Town Meeting Warrant

### Summary of Expenditures FY 2010 - FY 2012 General Fund Only

	Expended - Appropriated FY 2010	Current Budget FY 2011	Recommended FY 2012
<b>Town Wide Group</b>	<b>\$27,242,487</b>	<b>\$31,823,713</b>	<b>\$31,483,288</b>
<b>Department Budgets</b>			
Board of Selectmen/Town Manager	\$789,769	\$801,189	\$803,113
Town Clerk/Board of Registrars	\$283,957	\$321,578	\$317,680
Town Counsel	\$347,832	\$262,164	\$298,664
Personnel Board	\$10,885	\$11,600	\$11,600
Finance Department	\$2,059,903	\$2,114,432	\$2,164,861
Finance Committee	\$21,196	\$28,618	\$29,457
Planning Department	\$196,556	\$232,007	\$248,936
Community Development	\$103,833	\$111,196	\$120,442
Police Department	\$4,884,379	\$5,279,417	\$5,225,460
Fire Department	\$5,990,925	\$6,071,646	\$6,336,574
Building Inspector	\$437,041	\$461,601	\$468,208
Minuteman Regional High School	\$435,733	\$369,261	\$562,637
Needham Public Schools	\$45,180,592	\$46,541,078	\$48,436,371
Department of Public Works	\$5,125,935	\$4,906,879	\$4,754,200
Municipal Parking Program	\$262,583	\$282,900	\$55,000
Municipal Street Lighting Program	\$221,962	\$253,300	\$256,000
Department of Public Facilities	\$6,956,742	\$7,387,362	\$7,725,555
Health Department	\$444,989	\$459,841	\$462,130
Diversified Community Social Services	\$536,574	\$564,400	\$564,243
Commission on Disabilities	\$123	\$550	\$550
Historical Commission	\$1,033	\$1,050	\$1,050
Library	\$1,321,006	\$1,333,687	\$1,365,286
Park & Recreation	\$536,680	\$554,060	\$551,270
Memorial Park	\$136	\$750	\$750
<b>Department Budget Total</b>	<b>\$76,150,364</b>	<b>\$78,350,566</b>	<b>\$80,760,037</b>
<b>Town Wide &amp; Department Budget Total</b>	<b>\$103,392,851</b>	<b>\$110,174,279</b>	<b>\$112,243,325</b>
<b>Other Appropriated Uses of General Funds</b>			
General Fund Cash Capital	\$1,495,220	\$2,271,749	\$1,713,859
Other Financial Warrant Articles	\$35,000	\$66,446	\$180,051
Transfers to Other Funds	\$590,681	\$975,434	\$1,017,283
<b>Total from General Funds</b>	<b>\$105,513,752</b>	<b>\$113,487,908</b>	<b>\$115,154,518</b>

**Town of Needham  
General Fund  
FY 2012 Budget Recommendation - Submitted by Finance Committee**

Line	Description	FY 2010 Expended	FTE	FY 2011 Current Budget (03/15/2011)	FTE	FY 2012 Finance Committee Recommendation	FTE	% Change from 11	FY 2012 Amendments
<b><u>Townwide Expenses</u></b>									
1	Non-Contributory Retirement Payments	49,737		59,400		32,700			
2	Contributory Retirement System	4,181,828		4,552,978		4,722,775			
3	Group Health Insurance & Benefits	8,670,441		9,549,125		9,601,203			
4	Retiree Insurance & Insurance Liability Fund	3,446,556		3,626,375		3,906,275			
5	Unemployment Compensation	91,726		140,000		140,000			
6	Debt Service	9,943,218		11,406,472		10,843,572			
7	Workers Compensation	385,000		400,000		450,000			
8	Casualty Liability & Self Insurance Program	473,981		525,000		525,000			
9	Classification Performance & Settlements	Transfers Only		30,000		202,000			
10	Reserve Fund	Transfers Only		1,534,363		1,059,763			
	<b>Total</b>	<b>27,242,487</b>		<b>31,823,713</b>		<b>31,483,288</b>			
<b>Townwide Expense Total</b>		<b>27,242,487</b>		<b>31,823,713</b>		<b>31,483,288</b>		<b>-1.1%</b>	
<b><u>Board of Selectmen &amp; Town Manager</u></b>									
11A	Salary & Wages	624,033	8.0	639,739	8.0	646,680	8.0		
11B	Expenses	165,736		161,450		156,433			
	<b>Total</b>	<b>789,769</b>		<b>801,189</b>		<b>803,113</b>			
<b><u>Town Clerk &amp; Board of Registrars</u></b>									
12A	Salary & Wages	251,541	4.6	282,308	4.6	279,390	4.6		
12B	Expenses	32,416		39,270		38,290			
	<b>Total</b>	<b>283,957</b>		<b>321,578</b>		<b>317,680</b>			
<b><u>Town Counsel</u></b>									
13A	Salary & Wages	68,645	0.2	68,664	0.2	68,664	0.2		
13B	Expenses	279,187		193,500		230,000			
	<b>Total</b>	<b>347,832</b>		<b>262,164</b>		<b>298,664</b>			
<b><u>Personnel Board</u></b>									
14A	Salary & Wages	385		600		600			
14B	Expenses	10,500		11,000		11,000			
	<b>Total</b>	<b>10,885</b>		<b>11,600</b>		<b>11,600</b>			

Town of Needham  
General Fund

FY 2012 Budget Recommendation - Submitted by Finance Committee

Line	Description	FY 2010 Expended	FTE	FY 2011 Current Budget (03/15/2011)	FTE	FY 2012 Finance Committee Recommendation	FTE	% Change from 11	FY 2012 Amendments
<b><u>Finance Department</u></b>									
15A	Salary & Wages	1,302,128	21.7	1,342,043	21.7	1,385,756	21.7		
15B	Expenses	720,510		734,889		741,605			
15C	Capital	37,265		37,500		37,500			
	<b>Total</b>	<b>2,059,903</b>		<b>2,114,432</b>		<b>2,164,861</b>			
<b><u>Finance Committee</u></b>									
16A	Salary & Wages	20,616	0.5	27,493	0.5	28,382	0.5		
16B	Expenses	580		1,125		1,075			
	<b>Total</b>	<b>21,196</b>		<b>28,618</b>		<b>29,457</b>			
<b>General Government Total</b>		<b>3,513,542</b>	<b>35.0</b>	<b>3,539,581</b>	<b>35.0</b>	<b>3,625,375</b>	<b>35.0</b>	<b>2.4%</b>	
<b><u>Planning</u></b>									
17A	Salary & Wages	178,778	3.0	215,547	3.3	232,476	3.3		
17B	Expenses	17,778		16,460		16,460			
	<b>Total</b>	<b>196,556</b>		<b>232,007</b>		<b>248,936</b>			
<b><u>Community Development</u></b>									
18A	Salary & Wages	92,575	1.9	99,338	2.3	108,584	2.3		
18B	Expenses	11,258		11,858		11,858			
	<b>Total</b>	<b>103,833</b>		<b>111,196</b>		<b>120,442</b>			
19	Reserved	-		-		-			
<b>Land Use and Development Total</b>		<b>300,389</b>	<b>4.9</b>	<b>343,203</b>	<b>5.6</b>	<b>369,378</b>	<b>5.6</b>	<b>7.6%</b>	
<b><u>Police Department</u></b>									
20A	Salary & Wages	4,554,987	58.0	4,884,190	58.0	4,859,711	57.0		
20B	Expenses	233,532		248,339		239,858			
20C	Capital	95,860		146,888		125,891			
	<b>Total</b>	<b>4,884,379</b>		<b>5,279,417</b>		<b>5,225,460</b>			

**Town of Needham  
General Fund  
FY 2012 Budget Recommendation - Submitted by Finance Committee**

Line	Description	FY 2010 Expended	FTE	FY 2011 Current Budget (03/15/2011)	FTE	FY 2012 Finance Committee Recommendation	FTE	% Change from 11	FY 2012 Amendments
<b><u>Fire Department</u></b>									
21A	Salary & Wages	5,768,539	74.0	5,812,408	74.0	6,095,891	72.0		
21B	Expenses	215,245		259,238		240,683			
21C	Capital	7,141		-					
	<b>Total</b>	<b>5,990,925</b>		<b>6,071,646</b>		<b>6,336,574</b>			
<b><u>Building Inspector</u></b>									
22A	Salary & Wages	425,690	7.3	445,919	7.3	452,113	7.3		
22B	Expenses	11,351		15,682		16,095			
	<b>Total</b>	<b>437,041</b>		<b>461,601</b>		<b>468,208</b>			
<b>Public Safety Total</b>		<b>11,312,345</b>	<b>139.3</b>	<b>11,812,664</b>	<b>139.3</b>	<b>12,030,242</b>	<b>136.3</b>	<b>1.8%</b>	
<b><u>Minuteman Assessment</u></b>									
23	Assessment	435,733		369,261		562,637			
	<b>TOTAL</b>	<b>435,733</b>		<b>369,261</b>		<b>562,637</b>			
<b><u>Needham Public Schools</u></b>									
24	Needham Public School Budget	45,180,592	621.4	46,541,078	618.5	48,436,371	624.4		
	<b>TOTAL</b>	<b>45,180,592</b>		<b>46,541,078</b>		<b>48,436,371</b>			
<b>Public Schools Total</b>		<b>45,616,325</b>	<b>621.4</b>	<b>46,910,339</b>	<b>618.5</b>	<b>48,999,008</b>	<b>624.4</b>	<b>4.5%</b>	
<b><u>Department of Public Works</u></b>									
25A	Salary & Wages	3,183,243	56.3	3,393,323	56.3	3,025,205	49.0*		
25B	Expenses	1,246,788		1,308,056		1,322,295			
25C	Capital	690,404		5,500		6,700			
25D	Snow and Ice	5,500		200,000		400,000			
	<b>Total</b>	<b>5,125,935</b>		<b>4,906,879</b>		<b>4,754,200</b>			
<b><u>Municipal Parking Program</u></b>									
26	Municipal Parking Program	262,583		282,900		55,000			
	<b>Total</b>	<b>262,583</b>		<b>282,900</b>		<b>55,000</b>			

**Town of Needham  
General Fund  
FY 2012 Budget Recommendation - Submitted by Finance Committee**

Line	Description	FY 2010 Expended	FTE	FY 2011 Current Budget (03/15/2011)	FTE	FY 2012 Finance Committee Recommendation	FTE	% Change from 11	FY 2012 Amendments
<b><u>Municipal Lighting Program</u></b>									
27	Municipal Lighting Program	221,962		253,300		256,000			
	<b>Total</b>	<b>221,962</b>		<b>253,300</b>		<b>256,000</b>			
<b><u>Public Works Total</u></b>									
		<b>5,610,480</b>	<b>56.3</b>	<b>5,443,079</b>	<b>56.3</b>	<b>5,065,200</b>	<b>49.0</b>	<b>-6.9%</b>	
<b><u>Department of Public Facilities</u></b>									
28A	Salary & Wages	2,796,956	56.7	2,870,212	53.8	3,058,620	54.8		
28B	Expenses	4,159,786		4,509,505		4,666,935			
28C	Capital	-		7,645					
	<b>Total</b>	<b>6,956,742</b>		<b>7,387,362</b>		<b>7,725,555</b>			
<b><u>Public Facilities Total</u></b>									
		<b>6,956,742</b>	<b>56.7</b>	<b>7,387,362</b>	<b>53.8</b>	<b>7,725,555</b>	<b>54.8</b>	<b>4.6%</b>	
<b><u>Health Department</u></b>									
29A	Salary & Wages	370,739	5.9	383,012	5.9	385,301	5.9		
29B	Expenses	74,250		76,829		76,829			
	<b>Total</b>	<b>444,989</b>		<b>459,841</b>		<b>462,130</b>			
<b><u>Human Services</u></b>									
30A	Salary & Wages	498,836	8.3	487,240	8.3	493,873	7.8		
30B	Expenses	37,738		77,160		70,370			
	<b>Total</b>	<b>536,574</b>		<b>564,400</b>		<b>564,243</b>			
<b><u>Commission on Disabilities</u></b>									
31A	Salary & Wages	-		-		550			
31B	Expenses	123		550		550			
	<b>Total</b>	<b>123</b>		<b>550</b>		<b>550</b>			
<b><u>Historical Commission</u></b>									
32A	Salary & Wages	-		-		1,050			
32B	Expenses	1,033		1,050		1,050			
	<b>Total</b>	<b>1,033</b>		<b>1,050</b>		<b>1,050</b>			

**Town of Needham  
General Fund  
FY 2012 Budget Recommendation - Submitted by Finance Committee**

Line	Description	FY 2010 Expended	FTE	FY 2011 Current Budget (03/15/2011)	FTE	FY 2012 Finance Committee Recommendation	FTE	% Change from 11	FY 2012 Amendments
<b><u>Needham Public Library</u></b>									
33A	Salary & Wages	1,058,491	22.6	1,072,844	22.6	1,073,225	22.7		
33B	Expenses	262,515		260,843		292,061			
	<b>Total</b>	<b>1,321,006</b>		<b>1,333,687</b>		<b>1,365,286</b>			
<b><u>Park &amp; Recreation Department</u></b>									
34A	Salary & Wages	429,489	4.0	443,185	4.0	440,395	4.0		
34B	Expenses	107,191		110,875		110,875			
	<b>Total</b>	<b>536,680</b>		<b>554,060</b>		<b>551,270</b>			
<b><u>Memorial Park</u></b>									
35A	Salary & Wages	-		-		750			
35B	Expenses	136		750		750			
	<b>Total</b>	<b>136</b>		<b>750</b>		<b>750</b>			
<b>Community Services Total</b>		<b>2,840,541</b>	<b>40.8</b>	<b>2,914,338</b>	<b>40.8</b>	<b>2,945,279</b>	<b>40.4</b>	<b>1.1%</b>	
<b>Department Budgets</b>		<b>76,150,364</b>	<b>954.4</b>	<b>78,350,566</b>	<b>949.3</b>	<b>80,760,037</b>	<b>945.5</b>	<b>3.1%</b>	
<b>Total Operating Budget</b>		<b>103,392,851</b>		<b>110,174,279</b>		<b>112,243,325</b>		<b>1.9%</b>	

\*The prior years DPW F.T.E. totals included an equivalent of 4.3 employees from the sewer and water departments who did the drainage program work. Effective for FY2012 the drainage program will now be budgeted in the enterprise fund and the enterprise funds will now reflect those FTE figures.

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**WARRANT FOR THE ANNUAL TOWN MEETING  
TUESDAY, APRIL 12, 2011  
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	-	Hillside School - Cafeteria
Precinct B	-	Hillside School - Cafeteria
Precinct C	-	Newman Elementary School - Gymnasium
Precinct D	-	Newman Elementary School - Gymnasium
Precinct E	-	Pollard Middle School – Inner Room
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE TWELFTH DAY OF APRIL, 2011

from forty-five minutes after six o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

**ARTICLE 1: ANNUAL TOWN ELECTION**

To choose by ballot the following Town Officers:

One Moderator for One Year;

Two Selectmen for Three Years;

One Assessor for Three 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;

Seven 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;

2011 Annual Town Meeting Warrant

One Town Meeting Member from Precinct D for One Year;  
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;  
One Town Meeting Member from Precinct G for Two Years  
Eight Town Meeting Members from Precinct H for Three Years;  
Nine Town Meeting Members from Precinct I for Three Years;  
Eight Town Meeting Members from Precinct J for Three Years.

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**Warrant for the Annual Town Meeting**

**MONDAY, MAY 2, 2011 AT 7:30 P.M. AT NEWMAN ELEMENTARY SCHOOL**

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**ARTICLE 2: COMMITTEE AND OFFICER REPORTS**

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

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**ZONING/LAND USE ARTICLES**

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**ARTICLE 3: NON-BETTERMENT STREET ACCEPTANCE – FARLEY POND LANE**

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: After the installation of a sewer main in the Farley Pond Lane area, each residence has been connected to the Town's sewer system. The roadway and sub-surface infrastructure are now in compliance with Town standards and the street is eligible to be accepted as a public way.*

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**ARTICLE 4: LAYOUT OF GREAT PLAIN AVENUE**

To see if the Town will vote to accept the following streets or portions thereof, previously constructed and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plan: A Portion of Great Plain Avenue; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: During the process of conveying the Upper Hersey commuter lot to the MBTA in the recent land swap for the Needham Heights commuter lot, it was determined that the layout of Great Plain*

*Avenue did not include all of the existing indented on-street parking and sidewalk. The re-layout of this portion of Great Plain Avenue will ensure that the Town retains control of the on-street parking and sidewalk areas once the commuter parking lot is under the ownership of the MBTA. The re-layout affects the portion of Great Plain Avenue on the west side from Harris Avenue to the MBTA right of way, approximately 955 feet.*

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**ARTICLE 5: AMEND ZONING BY-LAW - TECHNICAL AMENDMENTS FOR NEW ENGLAND BUSINESS CENTER, HIGHLAND COMMERCIAL-128 AND MIXED USE-128 DISTRICTS**

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

1. Amend Section 3.2.4, Uses in the New England Business Center, Subsection 3.2.4.1, Permitted Uses, as follows:
  - a. By adding to (f) at the beginning of the subsection: “Medical laboratory or”
  - b. By adding a new section: “(l) More than one building on a lot.”
  - c. By adding a new section: “(m) More than one use on a lot.”
2. Amend Section 3.2.5, Uses in the Highland Commercial-128 District, Subsection 3.2.5.1, Permitted Uses, as follows:
  - a. By adding to the beginning of the subsection (h): “Medical laboratory or”
  - b. By adding new section: “(j) More than one building on a lot.”
  - c. By adding new section: “(k) More than one use on a lot.”
3. Amend Section 3.2.6, Uses in the Mixed Use-128 District, Subsection 3.2.6.1, Permitted Uses, as follows:
  - a. By adding to the beginning of (j): “Medical laboratory or”
  - b. By adding new section: “(o) More than one building on a lot.”
  - c. By adding new section: “(p) More than one use on a lot.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information: Consistent with the vision and intent of the 2002 Zoning Amendments regarding the New England Business Center, Highland Commercial-128 and Mixed Use-128, mixed commercial uses and multiple buildings on one lot were permitted and encouraged. The Planning Board has recognized this in recent permitting. This amendment would codify the intent of the original zoning plan for the three business districts. In addition, although the medical laboratory use arguably falls within permitted laboratory uses, the amendment is recommended to clarify this intent.*

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**ARTICLE 6:      **AMEND ZONING BY-LAW - OUTDOOR SEATING****

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

1. In Section 3, Use Regulations, Subsection 3.1, Basic Requirements, by adding a new designation which shall read as follows:

“Y\* allows for the use upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9”

2. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by adding to Accessory Uses “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” Y\* in B, CSB, CB, and ASB.
3. In Section 6, Special Regulations, by inserting a new Subsection 6.9, Outdoor Seating, to read as follows:

“6.9. Outdoor Seating

6.9.1. Applicability

Section 6.9.2 shall apply in any business district in which restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted under Section 3.2.2 of this By-Law.

6.9.2 Basic Requirements Seasonal Outdoor Seating

Seasonal temporary (i.e. April through October) outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted during normal hours of operation, subject to minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board in the case of (a) below and the Board of Selectmen in the case of (b) below, provided that:

- (a) It is within the front yard, rear yard, or side yard of the restaurant’s owned, licensed, or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:
  - (i) Such use is clearly related to the restaurant conducted inside the principal building;
  - (ii) A minimum width of forty-eight inches (48”), or as otherwise provided by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Planning Board;
  - (iii) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
  - (iv) Such use does not obstruct or otherwise interfere with visibility at intersections;
  - (v) Except as otherwise provided in subsection (b), the outdoor seating must be on the same lot as the establishment; and;
  - (vi) At the close of business, the area of outdoor seating must be cleaned, including clearing of all tables and removal of all trash.

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- (b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property so long as there remains no less than forty-eight inches (48"), or as otherwise permitted by law, of unencumbered sidewalk width remaining, or, alternatively, on a public way or other public property abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:
  - (i) No temporary outdoor restaurant seating shall be permitted, unless the Board of Selectman authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;
  - (ii) Such use is clearly related to the restaurant conducted inside the principal building;
  - (iii) A minimum width of forty-eight inches (48"), or as otherwise permitted by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Board of Selectmen;
  - (iv) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
  - (v) Such use does not obstruct or otherwise interfere with visibility at intersections;
  - (vi) The outdoor seating must be adjacent to the restaurant establishment and in front, to the rear, or to the side of, as the case may be, the front face of the restaurant's owned or leased property; and;
  - (vii) At the close of business, the area of outdoor seating must be cleaned, including clearing of all tables and removal of all trash.

Items (a)(i), (a)(iii), (a)(v) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special town-wide festivals or events during the year as designated by the Board of Selectmen.

Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, so long as they remain seasonal and temporary and do not increase capacity by more than thirty percent (30%)."

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information: This article would allow the Planning Board to permit on private property, upon minor site plan review, seasonal temporary outdoor seating at restaurants and allow the Board of Selectmen to permit on a public way or other public property, again subject to minor site plan review, seasonal temporary outdoor seating at restaurants. The article imposes conditions upon such uses. Any approval from the Board of Selectmen would also require a separate license or lease of the public land and compliance, if applicable, with the Board's Alcohol Regulations. There will be a companion article amending the General By-Law to allow obstruction of public ways and sidewalks so as to accommodate the outdoor seating authorized by this amendment.*

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**ARTICLE 7:            AMEND ZONING BY-LAW - NEIGHBORHOOD BUSINESS DISTRICT**

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

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1. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.1 Permitted Uses, as follows:
  - a. Delete in (j) the words: “provided such structure was in existence prior to December 31, 1992 and was previously used as a single-family detached dwelling”.
  - b. Delete in (k) the words: “provided such structure was in existence prior to December 31, 1992 and was previously used as a two-family detached dwelling” and add the words “provided they comply with the reconstruction provisions of Section 1.4.7.4.”
  - c. Amend (p) to read: “Beauty salon, day spa, barber shop, tailor, dressmaker, shoe repair, photographic processing, photocopying and reduction services but not commercial printing, provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per establishment.”
  - d. Add “(v): Professional offices, not listed in (q), provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per company.”
  - e. Add “(w): Offices for consumer sales and/or services totaling no more one thousand five hundred (1,500) square feet per company.”
  - f. Add “(x) General office uses, provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per company.”
  - g. Add at the end of this section: “As to uses (l)-(x) above, all operations must be conducted entirely within an enclosed building. Storage of equipment and products outdoors during non-operating hours is prohibited. Commercial delivery and/or maintenance trucks must be parked during non-operating hours in a garage or in an outdoor area not within the required setback for the principal building and shall be screened from the view of the abutting lots and street(s). If operations of the aforementioned uses are in whole or in part conducted outdoors during operating hours, such uses shall be deemed to be uses permitted by special permit pursuant to Section 3.2.3.2.”
2. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permits as follows:
  - a. Amend (c) to read: “Bank, provided the gross floor area so used does not exceed three thousand (3,000) square feet gross floor area per company.”
  - b. Add (k): “Medical, dental or psychiatric office exceeding one thousand (1,000) square feet gross floor area per company.”
  - c. Add (l): “Professional offices, not listed in 3.2.3.1 (q), exceeding one thousand five hundred (1,500) square feet gross floor area per company.”
  - d. Add “(m): Offices for consumer sales and/or services exceeding one thousand five hundred (1,500) square feet gross floor area per company.”
  - e. Add (n): “General office uses exceeding one thousand five hundred (1,500) square feet gross floor area per company.”
  - f. Add “(o): Uses (l)-(x) of Section 3.2.3.1 conducting operations in whole or in part outdoors during operating hours.”
  - g. Add at end of this section: “Uses conducted in whole or in part outdoors during operating hours and/or storing equipment and product outdoors during non-operating hours shall be required to provide such screening and landscaping as deemed necessary by the SPGA to shield neighboring residential uses. Except for use (e), commercial delivery and/or maintenance trucks must be parked during non-operating hours in a garage or in an outdoor area not within the required setback for the principal building and shall be screened from the view of the abutting lots and street(s).”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information: Many owners and realtors are experiencing difficulties in selling and/or leasing properties in this zoning district. Currently, the zoning does not allow single and two-family uses unless they existed prior to 1992 and were continuously used as such. The amendment allows single and two-family uses as of right and expands allowable business uses. The proposed additional uses would permit uses of similar or lesser impact than those presently allowed to be permitted either by right or special permit, thereby affording greater flexibility in finding tenants and/or facilitating sales. The article would also mitigate the impact of any uses in the district by regulating any operations conducted outside, and by mandating screening or indoor storage during non-operating hours.*

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**ARTICLE 8: 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 Section 4.1.5 Minimum Required Lot Width by replacing “4.5.1” with “4.6.1”.

The former section does not contain the minimum frontage requirements referenced; the latter does. The provision would read as follows: “Building lots in all zoning districts recorded or endorsed after January 9, 1986 shall be required to have a minimum lot width for a distance that extends from the front lot line throughout the building or structure not less than the applicable minimum frontage for the district in which said lot is located, as specified in Sections 4.2.1, 4.3.1, 4.4.1 and **4.6.1**; except, however, in the Single Residence A District such minimum required lot width shall be at least 120 feet.”

2. Amend Section 4.2.4 Flexible Development Consistent with the Subdivision Control Law (a) General by inserting the words “Rural Residence Conservation,” after “General Residence,” in the last sentence.

The Rural Residence Conservation districts should have been included in the flexible development provision and was inadvertently omitted.

3. Amend second sentence of footnote \* in Section 4.3.1 Table of Regulations (applicable to Apartment Districts) by replacing “4.6.2” with “4.7.2”.

The former section relates to front and side setbacks in Industrial Districts; the latter to height limitation exceptions in, inter alia, Apartment Districts. The footnote would read: “See height limitation exceptions in Section **4.7.2**.” Section 4.7.2 is entitled “Height Limitation Exceptions in...Apartment...Districts”.

4. Amend Section 4.3.5 Setback for Other Uses in the Dimensional Regulations for Apartment Districts by replacing “4.6.4” with “4.7.1 and 4.7.3.”

Section 4.6.4 governs height limitations in Industrial Districts and is not applicable to the front, side and rear line setbacks referenced in 4.3.5 as relating to Apartment Districts. Section 4.7.1 provides Special Conditions relating to Specific Front Setbacks and Section 4.7.3 relates to minimum side line setbacks for a dwelling or institutional building within Apartment Districts. Section 4.3.5 would read: “Front, side, and rear line setbacks for any permitted building or structure, other than an apartment house (or a structure accessory thereto), shall be the same as required in Section 4.2.1 and **4.7.1 and 4.7.3**.”

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5. Amend Section 4.4.2 (b) Maximum Building Bulk with respect to Dimensional Requirements in Commercial Districts by adding clarifying language after “4.4.5”: “, third paragraph, second sentence.”

4.4.2(b) relates to maximum lot coverage and floor area ratio requirements in the Center Business District. It refers back to Table 1 in subsection (a) and then references Section 4.4.5, which, relating as it does to driveway openings, is not apparently applicable. However, buried in the second sentence of the third paragraph is language permitting the Planning Board by special permit to increase the maximum floor area ratio if a shared driveway eliminates the need for an individual driveway in the Center Business District. Clarity would be afforded by amending this provision. Section 4.4.2(b) would thus read in relevant part: “Buildings and structures which are located on property in the Center Business District are not limited to the maximum lot coverage requirements in this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 1.0 or the floor area ratio in existence on January 1, 1990, whichever is greater. “(See also Section 4.4.5, **third paragraph, second sentence**)”

6. Amend the By-Law by deleting all references in the By-Law to the “Industrial Park” from the captions, as well as from the text and the respective zone requirements.

The Industrial Park district no longer exists so all references to the zone and its specific requirements should be deleted, in particular:

- a. Table of Contents: delete “and Industrial Park” from reference to 4.6 (p. 2)
- b. Classes of Districts Section 2.1: delete “IND P – Industrial Park” (p.17)
- c. Uses in Rural Residence-Conservation...Industrial Park Districts Section 3.2.1
  - Delete “and Industrial Park” from caption of section and insert “and” between “Industrial” and “Industrial-1” (p. 23)
  - Delete “IND P” from first sentence in Section 3.2.1 and insert “and” between “IND” and “IND-1” (p. 23)
  - Delete “IND P” column in use table in Section 3.2.1 (pp. 23-34)
  - Delete footnotes (a) and (b) relating to uses in Industrial Park (pp 34-35)
- d. Dimensional Regulations for Industrial and Industrial Park Districts Section 4.6
  - Delete “and Industrial Park” from caption of section (p. 139)
  - Delete “Industrial Park” from row in use table in Section 4.6.1 (p. 139)
  - Delete “or Industrial Park” from the first sentence in Section 4.6.3 (p. 139)
  - Delete “or industrial park” from the first sentence in Section 4.6.5 and insert “or” between “manufacturing” and “industrial” (p. 139)
- e. Special Conditions Section 4.7
  - Delete “ and Industrial Park” from caption of Section 4.7.2 and insert “and” between “Industrial” and “Industrial-1” (p. 141)
  - Delete “and Industrial Park” from the first sentence in Section 4.7.2 and insert “and” between “Industrial” and “Industrial-1” (p. 141)
  - Delete “or Industrial Park” from the first sentence in Section 4.7.3 and insert “or” between “Business” and “Industrial” (p. 141)
  - Delete “or Industrial Park” from the second sentence in Section 4.7.3 and insert “or” between “Business” and “Industrial” (p. 141)
- f. Driveway Openings Section 5.1.3
  - Delete “Industrial Park” from the second sentence of subsection (d) (p. 155)
  - Delete “or Industrial Park” from first sentence of subsection (j) and insert “or” between “Business” and “Industrial” (p. 156)
  - Delete “except however, in the Industrial Park District, if more than one lot is held in common ownership and devoted to parking for the same principal use or building, the

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interior lot lines are excluded from the rear and side setbacks” from third sentence of subsection (j) (p. 156)

g. Accessory Uses Section 6.1.2

Delete “and Industrial Park” from the first sentence in Section 6.1.2 and insert “and” between “Rural Residence--Conservation” and “Institutional” (p. 161)

h. Limited Heliports Section 6.5.1

Delete “and Industrial Park” from the first sentence in Section 6.5.1 (p.164)

i. Building or Use Permit Section 7.2.5

Delete “Industrial Park District” from the first sentence of this section. (p. 183)

j. Authority and Specific Powers of Design Review Board Section 7.7.2.2

Delete “Industrial Park District” from second paragraph of this section (p. 195)

7. Further Amend Section 4.7.2 Height Limitation Exceptions in Business, Apartment, Industrial, Industrial-1 and Industrial Park Districts by replacing references to “Section 4.4.2 and 4.5.4” in the first paragraph with “Section 4.4.3 and 4.6.4” and replacing the reference to “Section 4.3.2” in the second paragraph with “Section 4.3.1”

This section, which relates to height limitation exceptions in various districts. Section 4.4.2 relates to maximum building bulk requirements, which is not applicable; Section 4.4.3 is the applicable height limitation provision. Section 4.5.4 does not exist; the appropriate reference is Section 4.6.4, the height limitation provision for industrial districts. Similarly, the height limitation provision applicable to Apartment districts is Section 4.3.1 not the referenced 4.3.2. The first sentence of the first paragraph should read in relevant part: “In Business... the limitation of height in feet in Section **4.4.3** and **4.6.4** shall not apply to towers, steeples...” The second paragraph should read in relevant part: In Apartment districts the limitation of height in feet in Section **4.3.1** shall not apply to the structures enumerated herein except...”

8. Amend Section 4.7.5 Reduction in Dimensional Regulations by Special Permit by correcting the reference in the second paragraph from “This Section 4.6.5” to “This Section 4.7.5”.

The reference in the second paragraph incorrectly refers to the section as 4.6.5 rather than 4.7.5. This paragraph should read: “This Section **4.7.5** shall apply only to buildings...”

9. Amend Section 4.10.4 Gould Street-Highland Avenue Buffer in the Dimensional Regulations for Industrial-1 District by replacing “4.6.1(e) and (f)” with “4.7.1 (b) and (c).”

This section refers back to special front building setback lines. Sections 4.6.1 (e) and (f) do not exist. The appropriate references are 4.7.1 (b) and (c). This sentence would read: “The special front building setback lines of 50 feet, as provided for in Subsections **4.7.1 (b) and (c)**, shall be landscaped vegetative buffer area in the Industrial-1 District.”

10. Amend Section 5.1.3 Driveway Openings by deleting Sections “4.5.6 and 4.7.3” and replace them with Sections “4.6.6 and 4.10.3”.

This section addresses driveway opening regulations in Business, Industrial and Industrial-1 Districts. While the first section referenced (4.4.5) does relate to driveway openings in Business Districts, the other two sections are mislabeled. Driveway openings in Industrial Districts are covered by Section 4.6.6 and driveway openings in Industrial-1 District are addressed in Section 4.10.3. The second sentence should read: “See Sections 4.4.5, **4.6.6**, and **4.10.3** for Driveway Openings Regulations in Business, Industrial and Industrial-1 Districts.”

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11. Amend Section 5.5 Signs by deleting “XIX” and inserting “5”.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence should read: “Signs within the Town are regulated and controlled by Article 5 of the Town’s General By-Laws.”

12. Amend Section 7.7.2.2 Authority and Specific Powers of the Design Review Board by inserting in the first sentence of the second paragraph between the words “Industrial District” and “Industrial-1 District” the words “Elder Services Zoning District”.

When this new zoning district was added, review by the Design Review Board through major site plan review for such projects was arguably included; this amendment would make this clear. The first sentence of the second paragraph should read in relevant part: “The Design Review Board shall review permit applications for all new structures and outdoor uses, exterior additions, exterior alterations and exterior changes in all areas zoned as a...Industrial District, **Elder Services Zoning District**, Industrial-1 District...”

13. Further amend Section 7.7.2.2 Authority and Specific Powers of the Design Review Board by deleting “XIX” and inserting “5” in the last sentence of the second paragraph.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence should read: “The Design Review Board shall also review requests for all sign permits, as required under Article 5 of the Needham General By-Laws.”

14. Amend Section 7.7.3 Procedure of the Design Review Board by deleting “XIX” and inserting “5” in the first sentence of the first paragraph.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence in relevant part should read: “An application for Design Review Board shall be submitted to the Design Review Board...(See ...Article 5 of the General By-Laws for application procedure for all sign permits.”

15. Amend Section 7.7.4 Design Criteria of the Design Review Board by deleting “XIX” and inserting “5” in the last sentence of this section.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence in relevant part should read: “In addition... the Design Review Board shall review requests for sign permits according to the design guidelines listed in Section 3.5 of Article 5 of the General By-Laws.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:* Over the years, Town Meeting has approved numerous inserts and other changes to the Zoning By-Law. Unfortunately, when these changes occurred, not all references were changed or deleted as required. This article would correct inaccurate references and delete sections no longer applicable.

**ARTICLE 9: AMEND ZONING BY-LAW - SCHEDULE OF USE REGULATIONS**

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

In Section 3, Use Regulations, Subsection 3.1, Basic Requirements, by adding the following paragraph to the end of the section as follows:

“Notwithstanding the uses set forth in the Schedule of Use Regulations (Section 3.2), in all Industrial, Business, and/or Commercial zoning districts, including Mixed Use-128 the Planning Board may allow by right a use that the Planning Board determines to be in the same general use category and is similar in kind to, and is similar in impact to, a use allowed by Section 3.2 as of right, or by special permit a use that the Planning Board determines to be in the same general use category and is similar in kind to, and is similar in impact to, a use allowed by Section 3.2 by special permit.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information: The ongoing evolution of the types and varieties of businesses outstrips the defined historical uses designated in the By-Law. As a result, many proposed innovative businesses are unable to locate in Needham even though they are similar in kind and impact to those allowed either by right or by special permit. The article would impart a measure of flexibility into the By-Law by allowing the Planning Board to determine if a use is similar in intent and impact to one already allowed in a particular district either by right or by special permit. If that use is allowed by right, the Planning Board is authorized, upon finding that it constitutes the same general use and is similar in intent and impact to one specifically authorized by the By-Law, to allow it by right; if it is a specially permitted use, the Planning Board, upon making the same finding, may allow it by special permit.*

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**CITIZENS' PETITIONS**

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**ARTICLE 10: AMEND ZONING BY-LAW – NEEDHAM CENTER OVERLAY DISTRICT**

To amend the zoning by-laws, section 3.8.4.2 Building height requirements in the Needham Center Overlay District section (a) to read as follows:

(a) In Sub-District A: The minimum building height shall be two stories and twenty-seven feet and the maximum building height shall be two and one-half stories and thirty-five feet as of right. By Special Permit from the Planning Board, the maximum height of a building may be increased up to the following limits: three stories and thirty-seven (37) feet as shown in the Design Guidelines under Subsection 3.8.8 below.

This would be striking out four stories and forty-eight (48) feet. Provided that the fourth story is contained under a pitched roof or recessed from the face of the building ....

To amend the zoning by-laws section 3.9.4.2 Building height requirements in the Lower Chestnut Street Overlay District section (a) to read as follows:

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The maximum building height in the Lower Chestnut Street Overlay District shall be two and one-half stories and thirty-five feet as of right. For lots having the required minimum frontage on Chestnut Street, the Planning Board may grant a Special Permit for a maximum building height of three stories and thirty-seven feet as shown in the Design Guidelines under Section 3.9.8 below.

This would strike out four stories and forty-eight (48) feet, provided that the fourth story is located under a pitched roof or recessed from the face of the building,

INSERTED BY: Citizens' Petition: Louis Wolfson, et al

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

*Article Information:* The article proposes to amend the Zoning By-Law as it relates to building height and number of stories in both the Needham Center Overlay District and the Chestnut Street Overlay District so as to reduce the allowable maximum building height and number of stories currently permitted by special permit from the Planning Board from four stories and 48 feet to three stories and 37 feet.

*The Needham Center Overlay District is currently divided into two sub-districts, A and B, in order to accommodate different height regulations. Current regulations allow increased heights in Sub-District B to 2+1 stories and in Sub-District A to 3+1 stories. The "+1" designation means that the top floor is allowed if contained under a pitched roof or stepped back from the façade. The proposed amendment would be limited to Sub-District A within the Needham Center Overlay District.*

*Presently, in Sub-District A, which lies along a portion of Great Plain Avenue, the minimum building height is set at two stories and twenty-seven (27) feet and the maximum building height allowed as-of-right is set at two and one-half stories and thirty-five (35) feet. The Planning Board currently has authority to grant a special permit to increase the maximum height and number of stories to three stories and thirty-seven (37) feet, or four stories and forty-eight (48) feet if the fourth story is contained under a pitched roof or recessed from the face of the building. Under the proposed amendment the Planning Board's authority to grant a special permit to increase maximum building height and number of stories in Sub-District A of the Needham Center Overlay District would be limited to three stories and thirty-seven (37) feet.*

*Much like Sub-District A of the Needham Center Overlay District, the Lower Chestnut Street Overlay District currently provides for a special permit to increase the maximum building height and number of stories from the as-of-right standard of two and one-half stories and thirty-five (35) feet to three stories and thirty-seven (37) feet or four stories and forty-eight (48) feet, i.e., a 3+1 story building. However, the special permit option applies only to properties with conforming frontage on Chestnut Street of 100 ft. As is the case for the Needham Center Overlay District, under the proposed amendment the Planning Board's authority to grant a special permit to increase maximum building height and number of stories in the Chestnut Street Overlay District would be limited to three stories and thirty-seven (37) feet.*

*As required by law, the Planning Board will present its recommendations on this article at the Annual Town Meeting.*

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### **ARTICLE 11: AMEND ZONING BY-LAW / FARMERS' MARKET**

INSERT NEW USE CATEGORY UNDER **AGRICULTURE** in Table 3.2.1 and Table 3.2.2:

Periodic outdoor sale, but not to exceed once a week, during the season from May 15 to November 30 by a non-profit corporation or organization operating a farmers market for the sale of edible farm products,

farmer raised flowers, farmer raised plants, firewood, homemade preserves, homemade baked goods, homemade soaps, farm wool products, and similar products, including the outdoor display of such merchandise. Outdoor display and outdoor sales are permitted on existing parking spaces, provided that adequate parking and loading are maintained.

INSERT **SP** in all zoning districts in Table 3.2.1 and Table 3.2.2 for the above use

INSERTED BY: Citizens' Petition: Jeffrey Friedman, et al

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

*Article Information:* The article proposes to amend the Zoning By-Law, Schedule of Use Regulations, so as to allow a non-profit corporation or organization to operate a farmers market where the periodic outdoor sale of edible farm products, farmer raised flowers, farmer raised plants, firewood, homemade preserves, homemade baked goods, homemade soaps, farm wool products, and similar farm products, including the outdoor display of such merchandise, would be permitted by special permit. Periodic outdoor sale is defined as not more than once a week during the season from May 15 to November 30. The use would be permitted by special permit from the Board of Appeals in all zoning districts except the New England Business Center, Highland Commercial-128, Mixed-Use 128, Neighborhood Business and Elder Services Districts.

As required by law, the Planning Board will present its recommendations on this article at the Annual Town Meeting.

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**ARTICLE 12: AMEND ZONING BY-LAW / RECONSTRUCTION OF TWO-FAMILY DWELLINGS**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.4.7.4 Reconstruction of Two-Family Dwellings Located in a Single Residence A, Single Residence B or Rural Residence-Conservation District Where the Use is Prohibited by adding the following language at the end thereof:

Notwithstanding the provisions of this section to the contrary, the Board of Appeals may allow reconstruction of a non-conforming two-family dwelling on a lot resulting in the construction of enclosed garage space servicing two cars per dwelling unit, provided the Board finds that the additional garage space:

- 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 be appropriate in scale and mass for the neighborhood, taking into consideration the size, number and location of proposed garage doors.

Or take any other action relative thereto.

INSERTED BY: Citizens' Petition: George Guinta, Jr., et al

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

*Article Information:* The article proposes to amend the Zoning By-Law as it relates to the reconstruction of a non-conforming two-family dwelling in a Single Residence A, Single Residence B or Rural Residence-

*Conservation district where a two-family use is otherwise prohibited. Presently, the Zoning By-Law allows, by special permit from the Board of Appeals, for an existing non-conforming two-family house to be reconstructed with a footprint greater in area than that of the original non-conforming building provided, among other restrictions, that the amount of enclosed garage space is limited to one car per dwelling unit. The proposed amendment would increase the permissible enclosed garage space from one to two cars per dwelling unit subject to further findings from the Board of Appeals regarding the dwelling's scale and mass for the neighborhood, taking into consideration the size, number, and location of the proposed garage doors.*

*As required by law, the Planning Board will present its recommendations on this article at the Annual Town Meeting.*

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**ARTICLE 13:     AMEND ZONING BY-LAW / ACCESSORY STRUCTURES**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3, Minimum Side and Rear Line Setbacks: Accessory Structures, by adding a new sentence at the end of the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“No accessory building or structure, excepting fences, shall be constructed, altered or relocated so that any part thereof shall be less than ten (10) feet from any other building or structure or less than five feet from the side or rear lines of the lot on which such building or structure is located. Notwithstanding the foregoing, an accessory pergola need not comply with the requirements of the preceding sentence but said pergola must comply with all dimensional setback requirements from abutting properties and from streets and ways. For purposes of this paragraph, “pergola” means an open frame structure consisting of colonnades or posts with a latticework roof designed to support climbing plants, either standing alone or attached to another building or structure.”

INSERTED BY: Citizens' Petition: Robert Lizza, et al

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

*Article Information:     Presently, in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, accessory buildings and structures (excepting fences) are required to be placed at least ten feet from any other building or structure on the lot. The article would permit an exception to the above-noted rule for an accessory pergola. In the subject case, an accessory pergola would be exempted from the minimum 10-foot setback requirement as relates another building or structure on the lot. All other dimensional setback requirements from abutting properties and from streets and ways would remain unchanged.*

*As required by law, the Planning Board will present its recommendations on this article at the Annual Town Meeting.*

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**HUMAN RESOURCES ARTICLES**

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**ARTICLE 14: 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, 2011, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$66,079
Town Clerk with 6 years of service in that position	\$81,687 (1)
Selectmen, Chairman	\$1,800
Selectmen, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$4,902, 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, in an amount not to exceed \$40,097. The annual salary of \$81,687 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$8,326. At 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 \$11,657; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

*Article Information: In accordance with MGL 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 as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation at the time of separation from Town service, is now 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 at the time of separation from Town service.*

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

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**ARTICLE 15: FUND COLLECTIVE BARGAINING AGREEMENT –INDEPENDENT TOWN WORKERS ASSOCIATION/MASSACHUSETTS LABORERS'DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers Association/Massachusetts Laborers' District Council, and to

appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**ARTICLE 16: FUND COLLECTIVE BARGAINING AGREEMENT – PUBLIC WORKS/  
MASSACHUSETTS LABORERS’DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Public Works/Massachusetts Laborers’ District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**ARTICLE 17: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM 911  
OPERATORS/ MASSACHUSETTS LABORERS’DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham 911 Operators/Massachusetts Laborers’ District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**ARTICLE 18: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE UNION**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**ARTICLE 19: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS’ ASSOCIATION**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers’ Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**GENERAL ARTICLES**

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**ARTICLE 20: AMEND GENERAL BY-LAW / BOARD OF HEALTH REGULATIONS**

To see if the Town will vote to amend Section 8.2 Enforcement by deleting subsection 8.2.2.7 Board of Health Regulations, sub-subsections A through F in their entirety and replacing them with a new sub-subsection as follows;

Board of Health Regulations

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse

Fine Schedule:

First Offense - \$50

Second Offense -\$100

Third Offense- \$200

Fourth and Subsequent Offenses -\$300

Or take any other action relative thereto.

INSERTED BY: Board of Health

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

*Article Information: The purpose of this proposed amendment is to standardize and simplify the non-criminal disposition schedule of fines relating to Board of Health regulations. The proposal consolidates*

*six different fine schedules into one schedule that will also be applicable to new regulations adopted by the Board of Health.*

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**FINANCE ARTICLES**

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**ARTICLE 21: TRANSFER OF BUDGETARY FUND BALANCE**

To see if the Town will vote to transfer \$3,380,269 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2010.*

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**ARTICLE 22: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986**

To see if the Town will vote to accept, for fiscal year 2012, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 90% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2010 the cumulative increase above the statutory limit was 85%.*

**ARTICLE 23: APPROPRIATE FOR SENIOR CORPS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid approximately \$800, which is applied to their property tax bills. Eligible individuals are entitled to one payment per fiscal year.

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**ARTICLE 24: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,051 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$15,051 in fiscal year 2010.

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**ARTICLE 25: APPROPRIATE THE FY 2012 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 the parking meter fund in the amount of \$40,000, from the Overlay Surplus in the amount of \$499,752, from amounts reserved for debt exclusion offsets of \$45,802; and \$300,000 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 4 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 11 - 15

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**ARTICLE 26: APPROPRIATE THE FY 2012 RTS 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 Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham RTS Enterprise FY 2012								
Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Personnel	\$ 624,377	9.0	\$ 635,125	9.0	\$ 639,479	9.0	
101B	Expenses	\$ 1,070,123		\$ 1,115,280		\$ 1,139,984		
101C	Operating Capital	\$ 39,209		\$ 58,000		\$ 43,000		
101D	Debt Service	\$ 149,051		\$ 150,000		\$ 150,000		
102	Reserve Fund	Transfers Only		\$ 45,000		\$ 25,000		
	<b>TOTAL</b>	<b>\$ 1,882,760</b>	<b>9.0</b>	<b>\$ 2,003,405</b>	<b>9.0</b>	<b>\$ 1,997,463</b>	<b>9.0</b>	
FY 2012 Budget Percentage Change from FY 2011 Budget							-0.3%	

and to meet this appropriation that \$547,673 be raised from the tax levy and transferred to the RTS Enterprise Fund, and \$200,000 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This article funds the Town’s Recycling Center and Transfer Station (RTS). Approximately 75% of Needham residents make use of the facility directly, and many other residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for Town Departments, and materials processing and snow dump services for the DPW. The RTS is recognized as having one of the most diverse recycling programs in the Commonwealth.

In FY2010, the RTS processed and disposed of 8,720 tons of solid waste (trash), as compared to 8,268 tons in FY2009. The trash is transported to and incinerated at the Wheelabrator waste to energy plant in Millbury, Massachusetts. In FY2010 the RTS diverted 315 tons of wood waste material, which was used to produce electricity at a wood burning power plant, 343 tons was diverted in FY2009, and 392 tons was diverted in FY2008. During FY2009, the RTS removed 8,392 tons of materials through the various recycling programs. In FY2010, 9,658 tons of recycled material was removed from the waste stream.

The RTS handled and processed 6,651 tons of yard waste during FY2010, compared to 7,277 tons in FY2009. The RTS also processed 9,658 tons of public works waste in the materials processing area during FY2010, compared to 8,392 tons in the previous year. This processing work is related to the General Fund contribution to the RTS budget. Had the Town not disposed of the materials through RTS operations, the cost to use private contractors to process this waste would have been higher.

The recycling market remains anemic, and demand for material declined for two years in a row, which has kept recycling revenue lower than in previous years. The lower demand for some recyclable materials has forced the Town to pay to for removal of some of those commodities, albeit at a lower cost than regular disposal cost. The FY2012 budget plan is designed to maintain existing services, and maintain a level

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sticker rate. The plan includes reductions in operating capital and the reserve fund, along with the use of \$200,000 in retained earnings. The use of retained earnings is in anticipation of a recovery in the recycling market in the next 12 months so that the use of one-time funds can be offset by higher fee revenue. Should market conditions not improve, it may be necessary to increase rates or change the level of service, or both.

The operating budget for FY2012 is \$5,942, or 0.3% less than the current FY 2011 budget. The change is attributable to a \$4,354 increase in personnel related costs (0.7%), a \$24,704 increase in non-personnel related costs (2.2%), a \$15,000 (-25.9%) decrease in operating capital, and a \$20,000 (-44.4%) decrease in the reserve fund. There is no change in debt service line for next year.

The change in personnel reflects changes in staffing. The Division eliminated a part-time position in FY2011. At the time of publication, the Town had not yet settled a collective bargaining agreement for fiscal year 2012. The increase in the expense line is attributable in large part to higher disposal costs (\$45,000) which were offset in part by reductions in professional and technical services, communication expenses, other services, and various supplies and materials expenses. The net change was an increase of \$24,704. As noted above, both the operating capital line and reserve fund were reduced by a total of \$35,000. The \$43,000 line for operating capital reflects the annual purchase of containers, transfer trailers and other operating related capital. The lower amount for capital is in anticipation of more favorable pricing for those items in FY2012. The reserve fund has been lowered based on past experience. Debt service is level funded at \$150,000 and supports the debt capacity requirements to continue the current RTS operations.

The RTS also reimburses the general fund for costs incurred and paid by the General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The budget is funded through a combination of property tax revenue and user fees.

**ARTICLE 27: APPROPRIATE THE FY 2012 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 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham  
Sewer Enterprise  
FY 2012

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Personnel	\$ 658,119	9.2	\$ 629,896	9.2	\$ 881,180	12.0*	
201B	Expenses	\$ 281,535		\$ 273,354		\$ 468,764		
201C	Capital Outlay	\$ 72,000		\$ 25,000		\$ 25,000		
201D	MWRA Assessment	\$ 5,028,493		\$ 5,043,945		\$ 5,337,491		
201E	Debt Service	\$ 1,192,470		\$ 1,250,000		\$ 1,350,000		
202	Reserve Fund	Transfers Only		\$ 35,000		\$ 35,000		
<b>TOTAL</b>		<b>\$ 7,232,617</b>	<b>9.2</b>	<b>\$ 7,257,195</b>	<b>9.2</b>	<b>\$ 8,097,435</b>	<b>12.0*</b>	
FY 2012 Budget Percentage Change from FY 2011 Budget							11.6%	

\*The prior year's F.T.E. totals were lower than the number of positions assigned to the department because the drainage program related work which was performed by the enterprise staff was being accounted for in the DPW General Fund budget so correspondingly the F.T.E. figure related to that work was also reflected in the DPW budget. Effective for FY2012, the drainage program will now be budgeted in the enterprise fund and the enterprise funds will now reflect the F.T.E. assigned to the department.

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and to meet this appropriation that 293,546 be transferred from Sewer Enterprise Fund retained earnings and that \$469,610 be raised from the tax levy and transferred to the Sewer Enterprise Fund, or take any other action relative thereto.

INSERTED BY: Board of Selectmen & 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, 6,500 sewer manholes, and 9 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 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

Effective in FY2012, the drains program will be accounted for in the Sewer Enterprise Fund budget, and the enterprise funds will reflect the actual number of positions assigned to the divisions. Because the daily drain-related work is performed by Enterprise Fund staff (and also for operational reasons), it has been determined that budgeting and monitoring of this work would be better handled in the Sewer Enterprise Fund budget. However, costs not associated with Sewer operations will continue to be funded by taxation and not by Sewer use fees. The table below includes a breakout of the drains program from the total recommended Sewer budget for FY2012 to compare the change in the Sewer operations portion of the budget to the current year’s Sewer Enterprise Fund budget.

Budget Line	FY2012 Recommended Budget	Minus FY2012 Drains Program	FY2012 Sewer Operations (minus drains)	FY2011 Sewer Budget	FY2012 Sewer Operations \$ Change	FY2012 Sewer Operations % Change
Personnel	\$ 881,180	\$ 302,556	\$ 578,624	\$ 629,896	\$ (51,272)	-8.1%
Expenses	\$ 468,764	\$ 167,054	\$ 301,710	\$ 273,354	\$ 28,356	10.4%
Capital Outlay	\$ 25,000		\$ 25,000	\$ 25,000		
MWRA Assessment	\$ 5,337,491		\$ 5,337,491	\$ 5,043,945	\$ 293,546	5.8%
Debt Service	\$ 1,350,000		\$ 1,350,000	\$ 1,250,000	\$ 100,000	8.0%
Reserve Fund	\$ 35,000		\$ 35,000	\$ 35,000		
<b>Total</b>	<b>\$ 8,097,435</b>	<b>\$ 469,610</b>	<b>\$ 7,627,825</b>	<b>\$ 7,257,195</b>	<b>\$ 370,630</b>	<b>5.1%</b>

The operating budget for FY2012 includes an increase of \$840,240 or 11.6% over the FY 2011 budget. However, \$469,610 of this increase (approximately 56%) is associated with the Town’s drains program, which was previously included in the DPW General Fund budget. These costs are not new, but rather relocated. The FY2012 Sewer operations portion of the budget is \$370,630 higher, an increase of 5.1% over the current year. Most of the increase in the FY2012 budget is attributable to the MWRA assessment. The preliminary assessment for FY2012 is \$293,546 more than the current appropriation. 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.

After accounting for the move of the drains program and the increase in the MWRA assessment, the net change to the Sewer budget is \$77,084. This change is a result of a decrease in the personnel line, and

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adjustments in expenses intended to minimize any budget increase. The personnel line has decreased by \$51,272, or 8.1% less than FY2011, which is due to operational and personnel changes. The Town and the DPW Union had not reached agreement on a contract for FY2012 at the time of the printing of the warrant. There is no actual increase in the number of staff assigned to the Sewer Division. As noted previously, the change from 9.2 to 12.00 FTEs is to account for the positions that were previously reflected in the DPW General Fund budget. The FY2012 DPW budget (all divisions) includes a reduction of three FTEs – two in the General Fund and one in the Water Enterprise Fund. The Sewer expense line has increased \$28,356, or 10.4%, most of which is related to increased costs for high voltage electrical and specialized mechanical services for the operation of the sewer pump stations. This increase was offset in part by reductions in the energy-related expense for the operation of the facilities and equipment used by the department. The department recently eliminated one sewer pump station.

The capital outlay line is level dollar for FY2012. This line is used to purchase equipment such as sewer pumps and smaller power equipment. The increase in debt service is based on approved projects, and is in keeping with the overall Sewer capital infrastructure-funding plan for long term investments. The annual debt service for Sewer is based on an average of \$1.35 million per year. The reserve fund is level dollar for FY2012.

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.

**ARTICLE 28: APPROPRIATE THE FY 2012 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 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham Water Enterprise FY 2012								
Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Personnel	\$ 909,094	14.5	\$ 1,047,487	14.5	\$ 1,016,863	16.0*	
301B	Expenses	\$ 1,046,301		\$ 985,218		\$ 974,603		
301C	Capital Outlay	\$ -		\$ 20,000		\$ 55,000		
301D	MWRA Assessment	\$ 427,332		\$ 265,017		\$ 605,448		
301E	Debt Service	\$ 1,490,309		\$ 1,500,000		\$ 1,550,000		
302	Reserve Fund	Transfers Only		\$ 75,000		\$ 75,000		
	<b>TOTAL</b>	<b>\$ 3,873,036</b>	<b>14.5</b>	<b>\$ 3,892,722</b>	<b>14.5</b>	<b>\$ 4,276,914</b>	<b>16.0*</b>	
FY 2012 Budget Percentage Change from FY 2011 Budget								9.9%

\*The prior year's F.T.E. totals were lower than the number of positions assigned to the department because the drainage program related work which was performed by the enterprise staff was being accounted for in the DPW General Fund budget so correspondingly the F.T.E. figure related to that work was also reflected in the DPW budget. Effective for FY2012, the drainage program will now be budgeted in the enterprise fund and the enterprise funds will now reflect the F.T.E. assigned to the department.

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or take any other action relative thereto.

INSERTED BY: Board of Selectmen & 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 which is able to produce up to 4.6 million gallons of water per day. The Town is registered for approximately 4.0 million gallons of water per day, but the DEP permit allows approximately 2.9 million gallons of water per day to be pumped. The Charles River 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 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2012 is \$384,192 or 9.9% more than the FY 2011 budget. This increase is primarily due to an increase in the MWRA assessment for the Town’s water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2012 water assessment is based on CY2010 water use. The preliminary water assessment for FY2012 is \$340,431, approximately 129% higher than the FY2011 budget. The assessment is \$178,116 higher than FY2010. The final assessment from the MWRA is not expected until the end of the State Budget process. The increase in billable consumption is attributable in part to the Town’s drinking wells’ being off-line at the end of the year, and a higher irrigation demand during the summer months. The Town also expects that because the Town’s primary well (Well #1) at Charles River Well Field will be off-line for repair in calendar year 2011, the assessment in FY2013 will be higher than FY2012.

Water Production *	2007	2008	2009	2010
Water Production	1,270.3	1,216.6	1,177.1	1,277.8
Water Production from MWRA	422.2	157.9	93.2	213.2
Water Production from Town Wells	848.1	1,058.7	1,083.9	1,064.6
Percentage from MWRA	33.2%	13.0%	7.9%	16.7%
*millions of gallons				
Meters Replaced	822	909	920	1,067
Percentage of the Total	5.8%	6.4%	6.5%	7.5%

The personnel line has decreased by \$30,624 (approximately 3%) from the FY2011 budget due to staffing and operational changes. The Town and the DPW Union had not reached agreement on a collective bargaining agreement for FY2012 as of the printing of this warrant. Staffing changes include the elimination of one full-time position in the Water Division, and the transfer of an administrative position that is dedicated principally to utility billing and customer service from general administration to utility administration. As with the Sewer Enterprise Fund, there is no actual increase in the number of staff assigned to the Water Division. As noted previously, the change from 14.5 to 16.0 FTEs for FY2012 is to

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account for the positions that were previously reflected in the DPW General Fund budget. The FY2012 DPW budget (all divisions) includes a reduction of three FTEs.

The Water Enterprise Fund expenses are also down. The expense line is \$10,615 lower than the FY2011 budget. The decrease is attributed to reductions in professional and technical services expected to be needed during FY2012, and expected favorable bid prices for public works supplies such as water treatment and drinking water chemicals. The combined reduction is \$63,500, but was offset in part by energy-related costs for the facilities and division equipment. The increase in the energy budget is less than requested by the Department, based on actual usage, but the costs are trending higher than the current budget allocation.

Debt service is funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. Operating capital has been increased to \$55,000 for FY2012; operating capital expenses include items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or time-sensitive improvements to meet a DEP requirement. The water reserve fund is level dollar for FY2012.

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 29: CONTINUE DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011:

<b>Revolving Fund</b>	<b>Spending Authority</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 2012 Budget</b>
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	<b>\$4,100</b>
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	<b>\$60,000</b>
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	<b>\$75,000</b>
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	<b>\$3,000</b>
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	<b>\$1,000</b>
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	<b>\$25,000</b>

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Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2012 Budget
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	\$819,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information and Summary of M.G.L., Chapter 44, Section 53E 1/2: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E 1/2 must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E 1/2. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.*

**ARTICLE 30: 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 Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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 in order 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. At the time of the printing of the warrant, the FY 2012 award amounts had not been released.*

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**COMMUNITY PRESERVATION ACT ARTICLES**

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**ARTICLE 31: APPROPRIATE FOR CPA PROJECT – HOME ENERGY IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$80,000 for window and door replacement for three group homes, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Charles River Center is seeking funds to replace windows and doors at their three original group homes. The Stott House, Salamone House and Mountain House are all located on East Militia Heights Road, adjacent to the Paul Merritt Center – the three homes combined include 25 affordable housing units. CPA funds may be spent on the support of affordable units, and capital improvements qualify as support. The Charles River Center does not receive state or federal funding for capital improvements, and group homes are not eligible for many of the energy grants available to homeowners. The Community Preservation Committee has recommended funding of \$80,000, which is estimated to sufficiently fund the replacements in two of the homes, or a portion of all three homes. The Charles River Center has applied for two additional grants that, if awarded, would provide the funding to complete the project. A similar project was completed with CPA funds at a group home on Webster Street, and the Charles River Center has seen an energy savings of about 18%. A similar reduction is anticipated for these group homes. Last year, CPA funds were appropriated to replace the heating systems in these three homes.

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**ARTICLE 32: APPROPRIATE FOR CPA PROJECT – REDEVELOPMENT AND EXPANSION OF LINDEN/CHAMBERS & /HIGH ROCK PROPERTIES – FEASIBILITY DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for feasibility and design for the redevelopment and expansion of Linden/Chambers/High Rock properties, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Needham Housing Authority is seeking funding for the creation of a conceptual plan and design for the phased redevelopment and expansion of the elderly and family housing located on Housing Authority property on Linden Street, Chambers Street, Murphy Road, Yurick Road, Fairview Road, and Sylvan Road. The requested \$50,000 would be matched with \$50,000 from an alternate funding source. The 152 units for senior citizens and veterans are primarily 400 square foot studio apartments, are not energy efficient, and do not meet current ADA and zoning codes. Twenty lots were previously converted to duplexes, with some assistance from CPA funds, providing 20 rental units and 20 affordable homes. Sixty lots remain with 50+ year old housing units.

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**ARTICLE 33: APPROPRIATE FOR CPA PROJECT – PRESERVATION OF HISTORIC DOCUMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$7,500 for preservation and conservation of historic documents, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Resources Reserve; or take any other action relative thereto.

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

*Article Information:* On November 6, 2010, the Needham Town Hall cornerstone time capsule from 1902 was opened in a ceremony held at Memorial Park. The goal of this project is to conserve the documents for future generations, and allow for the possibility for public display. The documents included hand printed documents, maps, ink printed lists, brochures, pamphlets and newspapers. The documents reflect the life and government of Needham in 1902, and most are in good condition. The paper documents will be relaxed, flattened, surface cleaned, de-acidified, and placed in Mylar envelopes. The small booklets will be treated, re-assembled and placed in envelopes in booklet form. Photographs will be restored and all items will be scanned, so that they can be viewed and stored electronically.

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**ARTICLE 34: 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 \$1,640,000 pursuant to M.G.L. Chapter 44B from the estimated FY 2012 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

**Appropriations:**

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

**Reserves:**

B. Community Preservation Fund Annual Reserve \$1,131,200  
C. Community Housing Reserve \$213,400  
D. Historic Resources Reserve \$0  
E. Open Space Reserve \$213,400

or take any other action relative thereto.

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

*Article Information:* The Town Meeting and the 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 CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally

*sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. 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 Annual Reserve. In addition to the three projects proposed to be funded through reserves under Articles 31, 32 and 33, the CPC recommends approval for 11% to be appropriated to the Community Housing Reserve and the Open Space Reserve. Allocation to the Historic Reserve is satisfied by the Town's first payment of the debt for the Town Hall project which is included in the motion to appropriate the Operating Budget under Article 25. The CPC also recommends an appropriation of 5% for administrative and operating expenses.*

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**CAPITAL ARTICLES**

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**ARTICLE 35:            RESCIND BOND 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>
RTS Collection Packer Equipment	2008 ATM	44	\$225,000	\$4,000
Total				\$4,000

or take any other action relative thereto.

INSERTED BY:            Board of Selectmen  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:    When a project is financed by borrowing, the project has been completed, and all the bills have been paid, the balance of the authorization that was not borrowed can be rescinded. A Town Meeting vote to rescind the balance of a borrowing prevents any further borrowing for the project, 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, or favorable bids.*

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**ARTICLE 36:            APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate \$1,703,859 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and raised from the tax levy; or take any other action relative thereto:

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GF	Description	Recommended	Amendment
General Government	Network Services & Switches	\$30,000	
General Government	Document Record Management System	\$90,000	
Public Safety	Base Radio Station	\$112,496	
Public Schools	Copier Replacement	\$66,950	
Public Schools	Technology Replacement	\$49,100	
Public Schools	Furniture & Musical Equipment	\$52,750	
Public Works	Core Fleet Replacement	\$304,000	
Public Works	Small Specialty Equipment	\$64,500	
Public Works	Snow & Ice Equipment	\$165,000	
Public Works	Salt Storage Shed Design	\$75,000	
Public Facilities	Core Fleet Replacement	\$25,000	
Public Facilities	Small Specialty Equipment	\$29,563	
Public Facilities	Facilities Maintenance Program	\$400,000	
Community Services	HP Transport Van	\$52,000	
Community Services	Playground Equipment	\$25,000	
Community Services	Library Technology Replacement	\$25,000	
Community Services	Athletic Facility Improvements	\$137,500	
	Total Appropriation	\$1,703,859	

INSERTED BY: Board of Selectmen  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

**Network Servers and Switches** This project will replace older application and data servers with newer, faster and more energy-efficient models. Hardware also includes the replacement of the spam and virus firewalls and internet filtering. Older network switches that are used to connect buildings, departments, and workstations throughout the Town are replaced with newer models for faster and more efficient communications. Not replacing or updating this equipment can affect email, financial applications, internet access, and data accessibility. If network attached devices and hardware are unavailable, departments are not able to communicate with the various application packages needed to run their operations.

**Document Record Management System** A document management system (DMS) is a computer system used to track and store electronic documents and/or images of paper documents. It is also used to manage work flow needed to collaboratively create, edit, review, index, search, publish and archive various kinds of digital media and electronic text. This type of application is especially important in work areas with limited storage space, and when staff members have the need to find documents, records, or images associated with a specific project or request. In the renovated Town Hall, a document management system will allow departments to access electronically historical documents that in the past were stored locally and which will now be stored off-site or in remote locations. Document record management systems store not only letter or legal size documents, but also plan-size drawings. This project would include the purchase of the software application and the hardware to be used for scanning.

**Public Safety Radio Base Station** *This project will fund the replacement of the Police Department's base radio station system based on changes in technology and aging of existing equipment. The upgrade of the Town's public safety dispatch radio communications equipment is required to conform to new technology specifications and FCC regulation changes relative to reallocation of the public safety communications bandwidth spectrum. The existing radio communications products were originally installed in 1990, and have reached the limits of expected use. Console furniture and racks to store additional new equipment were installed with E-911 grant funding in June, 2009.*

**School Copier Replacement** *School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 7 RISO duplicating machines. Since FY2004, 42 copy/RISO machines have been replaced throughout the district. The FY2012 request is to replace an additional seven machines for \$66,950. In FY2009, the School Department modified its methodology for predicting copier replacement, to reflect the lifecycle analysis based on actual usage and model capacity. Using the lifecycle analysis, the Department projects copier replacement needs based on actual usage and the manufacturer's total estimated capacity, which may be more than seven years if the copier is lightly used, or less than seven years for heavily used machines.*

### **School Technology**

#### Portable Device Pilot

*In 2007-2008, the Laptop Study Committee recommended that a 1:1 student laptop program be implemented in Needham to better prepare students for 21st century life and learning. The pilot was put on hold because the devices were not "ready". By FY2012, however, it is expected that the quality and variety of devices has improved enough to enable the pilot program. In addition to meeting the needs of students, the pilot program would serve as a way to evaluate the viability of moving towards a technology model where students would bring a portable device to school in Grades 8 – 12 for writing, research and collaboration. This project would fund 45 tablet devices to be used with Grade 8 students at Pollard, including a cart of 30 devices for classroom use and 15 teacher devices. The tablets would be used by the students only during the school day. The pilot will also require the purchase and installation of 25 additional wireless access points and the purchase of four laptop/portable device storage carts. There is no plan to purchase additional portable devices – the intent is that by FY2013 students would begin to bring their own devices to Grade 8 at Pollard. The following year, students would bring their own devices to the High School. The portable devices purchased during the pilot year would remain at Pollard, and would continue to be used as classroom devices.*

#### New Technology

*In an effort to provide 21st century learning tools in all classrooms, the School District has made a commitment to using interactive whiteboards to enrich the learning environment with multimedia resources and provide the student, as well as the teacher, the ability to interact with these resources and support emerging curricula. SMART Boards and Mimios are the two brands of interactive whiteboards in use in the School Department. To date, the Department has installed SMART Boards at Needham High School, High Rock, Eliot, and Hillside. Schools that have partial interactive board installation include Pollard, Mitchell, Broadmeadow and Newman. This request funds the purchase of new boards and the mounting of existing boards at Broadmeadow, Hillside, Mitchell, and Pollard.*

#### Technology Replacement

*The annual technology replacement program will fund the replacement of two network servers and the High School Foreign Language Lab server. The network servers are critical to the continuous use of the district's information systems. As critical servers are replaced, they are delegated to a less critical function and kept*

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in the inventory for approximately six years. The Foreign Language Lab server has also reached the end of its life cycle and needs to be replaced. Also included in this category are replacements of 11 UPS battery backup devices that support and protect the servers. This request also includes 123 administrative and teacher computers that have reached end-of-life cycle, or are not repairable, 50 laptop computers and 58 desktop computers for students at Broadmeadow, Eliot, and Hillside, one laptop cart for Eliot, one laptop cart for Broadmeadow, and 2 District servers.

**School Furniture and Musical Instruments** In FY2005, the Town implemented a funding program to replace furniture in school facilities not scheduled to undergo capital renovation/addition projects in the near future (Hillside, Mitchell, Newman and Pollard). In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. This request would provide ongoing funding for regular replacement. The FY12 request for \$37,750 will target replacement at Pollard, Mitchell and Hillside. At the end of FY15, the Department expects that all furniture in “poor” condition will have been replaced at these four schools, and future year requests will target furniture in “fair” condition.

Also in FY2005, the Town established a replacement cycle for school musical instruments. After eight years of funding, the School Department has experienced a marked improvement in the quality of musical instruments for students to use. The final year of this replacement cycle is FY2014, after which time the Department will have replaced its stock of old and/or un-repairable equipment. At that time, the Department requests funding for inventory expansion to accommodate the large classes beginning to enter the middle and high schools, where there will be a need for larger-sized instruments in the brass and string families. The preliminary replacement plan for FY2012 (\$15,000) is for two cellos or basses (determined by student need) and some large middle school percussion instruments and updating of elementary Orff percussion instruments. Actual purchases may differ to accommodate changes in instrument condition and program.

**Public Works Core Fleet** The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2012 include:

Unit	Division	Year	Description	Miles	Cost
92	Engineering	2003	Expedition	40,364	\$42,000
32	Highway	2005	4WD Pickup Truck	61,714	\$50,000
57	Highway	2006	4WD Pickup Truck	56,979	\$50,000
9	Drains	1996	6 Wheel Dump Truck	58,540	\$162,000

**Small Specialty Equipment** This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Drains, Highway, and Parks and Forestry Division’s maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2012 include:

Unit	Division	Year	Description	Cost
233	Highway	2004	Sidewalk Paver	\$29,500
334	Parks	1996	Turfcat Mower	\$35,000

**Snow and Ice Equipment** This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2012 are as follows:

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<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
112	Highway	1989	SidewalkTtractor (Wheel w/blower)	\$135,000
9A	Highway	1988	Material Spreader	\$30,000

**Salt Storage Shed Feasibility and Design**      *The existing 1,200 ton salt storage building located at the rear of 470 Dedham Ave was constructed during the 1970s with a grant from the Massachusetts Highway Department. Repairs have been made to the roof and walls within the last decade but the structure is showing signs of significant deterioration, especially the sliding access door system, making it difficult to open when required. The shed will be removed from service. The new salt storage shed, which will be designed to hold 5,000 tons of salt, is proposed to be sited at the RTS on Central Avenue. This project will fund a feasibility study to determine the most advantageous location and preliminary design. Building construction and related site work is projected at a cost of approximately \$1.5 million.*

**Public Facilities Core Fleet**      *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced include the following:*

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
700	PFD	1996	F250 Electrician Van	61,314	\$25,000

**Public Facilities Small Specialty Equipment**      *This program provides funding to purchase new and replace existing Public Facilities specialty equipment. This equipment is critical for the efficient operation of the Public Facilities Department’s operations. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2012 include:*

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
New	PFD	New	Closed Cab Mower/Blower	\$29,563

**Facilities Maintenance Program**      *This project allows for on-going building maintenance efforts, including, but not limited to flooring, painting, ductwork cleaning, and window replacement. With respect to flooring, the program allows for the replacement of worn, damaged, unsafe, and unsightly floor surfaces. In addition, it provides for the removal of asbestos containing floor tile and allows for its replacement with vinyl composition floor tile in classrooms and carpeting in offices. Unless circumstances require otherwise, FY2012 funding will provide for asbestos abatement in the classrooms, hallways, and office spaces at the Pollard school, Mitchell school crawl space, and the Media Center at the Hillside school. Duct Cleaning will be performed at the Eliot school and Library. In addition, funding from this article will support efforts to enhance energy efficiency and reduce energy consumption including, but not limited to replacing windows with dual pane glass where possible, installing infrared and motion sensors for lighting, insulating, and correcting envelope issues. Additionally this program will allow the Department to address building systems determined to be in need of rebuilding or replacement.*

**Senior Transport Van**      *The Senior Center’s wheel chair accessible van operates daily, predominantly for local trips that require frequent stops which create stress on the vehicle. The van has traveled approximately 10,000 miles per year since it was placed in service in 2004. Due to safety, reliability and maintenance concerns, the present vehicle is scheduled for replacement in fiscal year 2012. The proposal is for acquisition of a 14 passenger accessible vehicle as a replacement for the E350 van.*

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
402	Senior Center	2004	E350 to be replaced with 14 passenger bus	59,000	\$52,000

***Playground Structure Replacements*** Walker-Gordon has a small playground area that is in need of some additional playground features. The requested funds will allow for equipment for young children to be purchased and installed.

***Library Technology Replacement*** The Library has established a plan for replacing computer and other technology-related equipment, the bulk of which was purchased at the time that the Library was renovated in 2006. The FY2012 request will support the acquisition of 15 public computers and one server.

***Athletic Facility Improvements*** The Department of Public Works and Park and Recreation Department have developed a maintenance plan for all fields, which includes new or 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. The project proposed for FY2012 is the renovation of the Walker Gordon Facility, including field reconstruction, bleachers, player benches, irrigation, backstops and fencing. This project dovetails with the Town's acquisition of the adjacent parcel at 174 Charles River which will expand the 90 foot ball diamond, and a companion proposal to install modest playground structures at the Walker Gordon site.

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**ARTICLE 37: APPROPRIATE FOR FIRE ENGINE**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$400,000 for the purchase of a fire engine, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

***Article Information:*** This request, in conformance with the Fire Department's established vehicle/apparatus replacement plan, is to replace Engine 2, which is a 1989 Emergency One pumper. At the time of replacement, the truck will be 23 years old, three years beyond the scheduled replacement of a back-up Engine. This truck was moved to "ready reserve" status (primary back-up) in 2005. The newly purchased Engine will be placed in service as Engine 1, a front-line emergency response vehicle, and the current Engine 1 (a 1999 Emergency One pumper) will be moved into ready reserve as Engine 2. In FY2004, the existing 1989 Engine 2 was partially refurbished (at a cost of \$39,000) to extend its useful life.

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**ARTICLE 38: APPROPRIATE FOR ROOF REPAIRS/NEEDHAM HIGH SCHOOL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$320,000 for the repairs to the Needham High School roof, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

***Article Information:*** The High School C Building Roof was last replaced in the mid 1980s. This is an asphalt shingle roof, which has an expected lifespan of 30 years. The Department of Public Facilities –

*Operations has repaired this roof twice in the past two years and shingles continue to blow off. The NHS C Building Roof was not included in the High School renovation project as the roof was within its useful lifespan at the beginning of that MSBA-funded project.*

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**ARTICLE 39: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,100,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: The Public Works Infrastructure Program funds improvements to roads, bridges, intersections, drainage systems, brooks and culverts. This roadway program is essential to maintaining the structural and surface integrity of the Town's network of accepted streets. The primary strategy in this program is asphalt paving and incidental work directly associated with paving. Incidental work in support of the structural overlay paving may include corner reconstruction, handicap ramps, leveling, utility adjustments, minor drainage improvements, some drain extension work, street sign replacement, asphalt curbing with grass shoulders and pavement markings. Many streets have insufficient pavement thickness, are poorly shaped, lack curbing and require some drainage improvements. Applying this repair strategy in a timely manner will help defer costly and disruptive street reconstruction significantly on all but the most highly traveled roadways. Paving roadways in a timely manner will extend the useful life of the roadway system in the most cost effective manner.*

*Unless circumstances require otherwise, the FY2012 program will also include traffic signalization and reconstruction of the High Street at Greendale Avenue intersection, sidewalk repair and resurfacing on School Street from Chestnut Street to Warren Street (North side), Dedham Avenue opposite Grant Street to Bradford Street (North side), and Warren Street from School Street to Great Plain Avenue (West side). The DPW has been placing greater emphasis on sidewalk improvements in recent years to overcome deteriorating conditions. In the past, the sidewalk work has been primarily focused on the sidewalks used as school walking routes by the School Department. A portion of this program's funding has been targeted to increase this effort and to incorporate other sidewalks throughout town that are in as equally poor condition.*

*This Infrastructure program has been modified to include components of the storm drainage system including brooks and culvert work. The storm drain system is a functional component of a road system. Likewise, storm drains typically discharge into brooks and streams that pass beneath the roads in key locations through culverts. Structural work on these culverts and on brook walls has now been included in this program.*

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**ARTICLE 40: APPROPRIATE FOR FEASIBILITY STUDY OF THE CRICKET FIELD BUILDING**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$10,000 for a feasibility study of the Cricket Fieldhouse, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that \$10,000 be transferred from Article 37 of the 2004 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Cricket Field building is used throughout the year by Park and Recreation summer programs, Needham High Girls Soccer and Girls Lacrosse, and storage for Park and Recreation and DPW Parks & Forestry. The goals of the Park and Recreation Commission are to keep the building in use for years to come, improve health and safety of the building, develop handicap accessible access to the site and building, provide public restrooms to all park users, create a more effective storage system, and enable the department to get more use out of the building for revenue-generating programs. The wood frame structure is approximately 1,250 square feet. This request would fund a feasibility study to determine the best course of action to meet the stated goals.

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**ARTICLE 41: APPROPRIATE FOR BOOTH STREET RECONSTRUCTION**

To see if the Town will vote to raise and appropriate \$125,000 for the reconstruction of Booth Street from Central Avenue to 50 Booth Street, under the laws authorizing the assessment of betterments, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Town received a request for private street acceptance from neighbors on Booth Street from Central Avenue to #50 Booth Street. After investigation, the Town determined that the pavement thickness does not comply with Town standards, the profile and cross section do not meet the minimum slope criteria resulting in drainage problems, at least one sidewalk must be installed, granite curb is required at the intersection of Hill Street, and the remainder of the road requires a Cape Cod style berm. Abutters seeking street acceptance can either improve the street to Town specifications themselves, or petition that the Town complete the work. In this case, the Town will complete the work, and the abutters will pay for the improvement through a betterment process. The construction cost sought in this article will be apportioned to the 12 abutters on Hill Street, Booth Street, and Central Avenue.

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**ARTICLE 42: APPROPRIATE FOR RTS CONSTRUCTION EQUIPMENT**

To see if the Town will vote to raise and/or transfer and appropriate \$86,000 for RTS Construction Equipment, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This funding will support the acquisition of a forklift to replace the 1992 skid steer loader. The forklift will be used to load the containers that are used to store and transport a variety of recyclables into or onto transport vehicles. The forklift is better suited for this work in terms of lifting capability and height range.

**ARTICLE 43: APPROPRIATE FOR RTS LARGE SPECIALTY EQUIPMENT**

To see if the Town will vote to raise and/or transfer and appropriate \$152,000 for the purchase of a semi-tractor, said sum to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. This appropriation will fund the replacement of the 2001 semi-tractor with 292,351 miles. The primary function of the tractor is the movement of the transfer trailers into and out of the transfer station receiving bay for pick-up by the hauling contractor. The tractor is also used to move the trailers that contain recyclables to make them ready for transport to market by the recycling contractor.

**ARTICLE 44: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate \$825,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Core Fleet Replacement	\$65,000	_____
Sewer	Large Specialty Equipment	\$185,000	_____
Sewer	Sewer System Rehabilitation (I/I)	\$575,000	_____
	Total Appropriation	\$825,000	_____

INSERTED BY: Board of Selectmen  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:*  
**Sewer Core Fleet** The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2012 include:

2011 Annual Town Meeting Warrant

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
17	Sewer	1997	One Ton Dump	37,331	\$65,000

**Large Specialty Equipment** Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2012 includes:

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
16	Sewer	1997 (cab) 2008 (equipment)	CCTV Truck	20,329	\$185,000

**Sewer System Infiltration and Inflow Program** This program supports the identification and removal of Infiltration and Inflow (I/I) in existing sewer systems. The requested funding for FY2012 is for infiltration, which is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. Unless circumstances require otherwise, infiltration work in FY2012 is proposed to continue in Area 16 (the Webster Street, High Street, Tower Avenue, Brookline Street area) and Area 22 (bounded by Great Plain Avenue from Eaton Road to the Railroad and along the Railroad to Coulton Park).

**ARTICLE 45: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate \$864,000 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

<u>Group</u>	<u>Description</u>	<u>Recommended</u>	<u>Amendment</u>
Water	Core Fleet Replacement	\$69,500	_____
Water	Filter Media Replacement	\$70,000	_____
Water	SCADA System Upgrade	\$40,000	_____
Water	Water System Rehabilitation	\$684,500	_____
	Total Appropriation	\$864,000	_____

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

**Article Information:**

**Water Core Fleet** The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2012 include:

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
25	Water	1997	Utility Body	80,908	\$69,500

**Filter Media Replacement** The filter media (greensand) used at the Charles River Water Treatment Facility (CRWTF) for manganese removal was installed during construction. The original media installed in all four filters was replaced with natural greensand in 2008. Under the current operating conditions, based on an examination and testing of the media when removed, the filter media should be replaced every five years. This proposal is for the replacement of the media in one filter in order to establish a pattern for the media replacement of all filters on a five year cycle.

**SCAD System and Video Surveillance** A Supervisory Control and Data Acquisition (SCADA) is a computer system used for gathering and analyzing real time data to monitor and control the Charles River Water Treatment Plant. The system gathers information, transfers the information to a monitoring station, and alerts on-call personnel to allow for timely response. The CRWTF is linked with the Saint Mary's Pump Station, from which the Town draws from the MWRA system, and the Town's two water storage tanks with an outdated dedicated copper communication line for real time monitoring. The copper lines have had failures and are unreliable. In addition, new technology is not adaptable to the old copper communication lines. The intent of this project is to update the system and to add video monitoring equipment at these locations (interior and exterior) for facility security purposes. Adding video provides real time information at the CRWTF and will address homeland security concerns. Using SCADA the operation of the facility can be monitored by plant personnel remotely. Abnormal operating conditions or unauthorized access of the facilities are communicated electronically to the operators by means of alarms which can result in the operator taking corrective action well before arrival at the plant.

**Water System Rehabilitation Program** The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. This master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, projects for FY2012 include Lincoln Street and/or Highland Avenue.

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## TOWN RESERVE ARTICLES

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### **ARTICLE 46: APPROPRIATE FOR WORKERS COMPENSATION RESERVE FUND**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

**Article Information:** The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balances in the workers compensation line item contained in the employee benefits and assessments budget. The workers compensation line was level-funded from FY2000 to FY2011 when it was increased by \$15,000. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining and is close to being depleted. The target balance for the fund is \$800,000.

**ARTICLE 47: APPROPRIATE TO CAPITAL IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L. Chapter 40, Section 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

*Article Information:* Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. As of February 28, 2011, the balance in the fund is \$560,507.

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**ARTICLE 48: APPROPRIATE TO CAPITAL FACILITY FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

*Article Information:* Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. As of February 28, 2011, the balance in the fund is \$732,573.

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**ARTICLE 49: APPROPRIATE TO STABILIZATION FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Stabilization Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

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

*Article Information:* Municipalities are authorized under M.G.L. Chapter 40, Section 5B to establish stabilization funds. Monies appropriated to the Stabilization Fund remain in the fund and carry forward from one fiscal year to another. The interest earned on the stabilization fund remains with the fund. The

2011 Annual Town Meeting Warrant

*money from the Stabilization Fund can be appropriated for any lawful municipal purpose. Appropriations both into and from the fund require a two-thirds majority vote of Town Meeting.*

*Although the monies in the general Stabilization Fund may be appropriated for any lawful purpose, it is recommended that appropriations from the Stabilization Fund be limited to extraordinary unforeseen events or exceptionally negative fiscal conditions. Maintaining this fund serves an important function in that it represents the Town's commitment to prudent financial planning. State law restricts the amount that may be maintained in stabilizations funds to not more than ten percent of the Town's prior year tax levy, and not more than ten percent of the Town's equalized valuation, which is calculated bi-annually by the Department of Revenue. As of February 28, 2011, the balance in the fund is \$3,543,962.*

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**ARTICLE 50:    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 Selectmen, 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: Board of Selectmen

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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 7 days before said meeting.

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

Given under our hands at Needham aforesaid this 8th day of March 2011.

JOHN A. BULIAN, *Chairman*  
DENISE C. GARLICK, *Vice Chairman*  
GERALD A. WASSERMAN, *Clerk*  
MAURICE P. HANDEL  
DANIEL P. MATTHEWS  
*Selectmen of Needham*

**A true copy,  
ATTEST**

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**Reserve Fund Transfer Requests  
Approved by the Finance Committee  
Fiscal Year 2010**

<b>Budget</b>	<b>Date of Action</b>	<b>Amount</b>
Town Clerk - Special Town Election	March 10, 2010	\$5,133
Legal Services	April 14, 2010	\$77,000
Fire Department - Overtime Expenses	June 23, 2010	\$46,000
Legal Services	June 23, 2010	\$9,000
Department of Public Works - Snow & Ice	June 23, 2010	\$490,404
<b>Total Approved from General Reserve Fund</b>		<b>\$627,537</b>
<b>Total Approved from RTS Reserve Fund</b>		<b>\$0</b>
Emergency Overtime Expenses	June 23, 2010	\$35,000
<b>Total Approved from Sewer Reserve Fund</b>		<b>\$35,000</b>
<b>Total Approved from Water Reserve Fund</b>		<b>\$0</b>

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2011 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 22, 2011  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<b><u>GENERAL GOVERNMENT</u></b>		
<u>Board of Selectmen/Town Manager</u>		
Town Manager	Contract	Contract
Assistant to the Town Manager	NR-4	\$45,134 - \$58,969
Department Assistant 1	TS-1	\$28,165 - \$35,677
Department Specialist	TS-3	\$34,193 - \$43,314
Assistant Town Manager/Dir. of Ops.	M-5	\$93,497 - \$117,161
Administrative Assistant	SS-3	\$34,193 - \$43,314
Director of Human Resources	M-3	\$72,265 - \$90,557
Human Resources Administrator	NR-3	\$40,337 - \$53,787
<u>Town Clerk</u>		
Town Clerk	Elected	\$81,688
Assistant Town Clerk	NR-3	\$40,337 - \$53,787
Administrative Specialist	TS-4	\$38,283 - \$48,496
Department Assistant 2	TS-2	\$31,783 - \$40,261
<u>Legal</u>		
Town Counsel	Sch C	\$68,401
<b><u>FINANCE</u></b>		
<u>Assessors</u>		
Administrative Assessor	M-2	\$67,731 - \$84,872
Asst. Administrative Assessor	PT-4	\$45,134 - \$58,969
Administrative Coordinator	TS-4	\$38,283 - \$48,496
Data Collector	PT-1	\$33,624 - \$44,461
Department Specialist	TS-3	\$34,193 - \$43,314
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	M-5	\$93,497 - \$117,161
Parking Clerk	NR-1	\$33,624 - \$44,461
<u>Accounting</u>		
Town Accountant	M-2	\$67,731 - \$84,872
Assistant Town Accountant	NR-5	\$50,508 - \$64,968
Administrative Specialist	TS-4	\$38,283 - \$48,496
Department Specialist	TS-3	\$34,193 - \$43,314

2011 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 22, 2011  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Information Technology Center</u>		
Director, MIS	M-3	\$72,265 - \$90,557
Financial System Application Manager	PT-6	\$52,639 - \$68,774
GIS/Database Administrator	PT-5	\$50,508 - \$64,968
Computer Operator	PT-1	\$33,624 - \$44,461
Network Manager	PT-6	\$52,639 - \$68,774
<u>Treasurer/Collector</u>		
Treasurer/Collector	M-2	\$67,731 - \$84,872
Assistant Treasurer/Collector	NR-5	\$50,508 - \$64,968
Department Specialist	TS-3	\$34,193 - \$43,314
Department Assistant 2	TS-2	\$31,783 - \$40,261
Department Assistant 1	SS-1	\$28,165 - \$35,677
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	NR-4	\$45,134 - \$58,969
<b><u>PUBLIC SAFETY</u></b>		
<u>Police Department</u>		
Police Chief	M -5	Contract
Lieutenant	P-3	\$69,292 - \$81,182
Sergeant	P-2	\$55,543 - \$63,540
Police Officer	P-1	\$41,817 - \$51,424
Animal Control Officer	UR-2	\$38,712 - \$50,578
Administrative Specialist	TS-4	\$38,283 - \$48,496
Police Maintenance Assistant	NR-1	\$33,624 - \$44,461
Department Assistant 2	TS-2	\$31,783 - \$40,261
Public Safety Dispatcher	UR-1	\$33,625 - \$44,461
Parking Enforcement Attendant	SS-2	\$31,783- \$40,261
<u>Fire Department</u>		
Fire Chief	M-5	Contract
Deputy Fire Chief Operations	F-4	\$69,630 - \$75,765
Deputy Fire Chief	F-4	\$69,630 - \$75,765
Fire Captain	F-3	\$64,929 - \$66,227
Fire Lieutenant	F-2	\$56,126 - \$60,929
Firefighter	F-1	\$43,796 - \$51,425
Asst., Super., Fire Alarm	FA-2	\$51,420 - \$60,958
Director of Administrative Services	PT-7	\$56,350 - \$73,622
Administrative Assistant	TS-3	\$34,193 - \$43,314
Public Safety Dispatcher	UR-1	\$33,625 - \$44,461
Public Safety Dispatch Super.	UR-4	\$45,134 - \$58,969

2011 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 22, 2011  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Building</u>		
Inspector of Buildings	M-2	\$67,731 - \$84,872
Inspector of Plumbing and Gas	NR-4	\$45,134 - \$58,969
Inspector of Wires	NR-4	\$45,134 - \$58,969
Local Building Inspector	NR-5	\$50,508 - \$64,968
Sealer of Weights and Measures	NR-4	\$45,134 - \$58,969
Administrative Specialist	TS-4	\$38,283 - \$48,496
Department Assistant 2	TS-2	\$31,783 - \$40,261

**PUBLIC WORKS**

<u>Administration</u>		
Director of Public Works	M-5	\$93,497 - \$117,161
Assistant Director of Public Works	M-4	\$84,335 - \$105,678
Asst. Purchasing Agent/Office Mgr.	NR-4	\$45,134 - \$58,969
Administrative Services Manager	NR-5	\$50,508 - \$64,968
Senior Admin. Coordinator	TS-5	\$41,852 - \$53,017
Department Specialist	TS-3	\$34,193 - \$43,314
Department Assistant 2	TS-2	\$31,783 - \$40,261

<u>Engineering Division</u>		
Town Engineer	M-4	\$84,335 - \$105,678
Assistant Town Engineer	UR-6	\$52,639 - \$68,775
Contract Administrator	UR-6	\$52,639 - \$68,775
Civil Engineer	UR-4	\$45,134 - \$58,969
Survey Party Chief	UR-3	\$40,337 - \$53,787
AutoCad Technician	UR-2	\$38,712 - \$50,578
Engineering Aide	UR-1	\$33,625 - \$44,461
Student Draftsman/Rodman	Sch C	\$13.82-\$16.39/hour

<u>Garage Division</u>		
Garage & Equipment Supervisor	M-1	\$56,833 - \$71,233
Master Mechanic	W-7	\$23.30-\$27.73/hour
Equipment Mechanic	W-5	\$19.65-\$23.59/hour

<u>Highway Division</u>		
Division Super. Highway	M-2	\$67,731 - \$84,872
Assistant Superintendent - Highway	UR-5	\$50,506 - \$64,969
Public Works Specialist 2	W-5	\$19.65-\$23.59/hour
Public Works Technician	W-5	\$19.65-\$23.59/hour
Working Foreman	W-6	\$21.23-\$25.50/hour
Laborer 2	W-2	\$16.02-\$19.35/hour
HMEO	W-4	\$18.30-\$22.04/hour
Craftworker	W-4	\$18.30-\$22.04/hour

2011 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 22, 2011  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Park &amp; Forestry Division</u>		
Division Super. Parks	M-2	\$67,731 - \$84,872
Assistant Superintendent - Parks	UR-5	\$50,506 - \$64,969
Working Foreman	W-6	\$21.23-\$25.50/hour
Tree Climber	W-4	\$18.30-\$22.04/hour
Craftswoker	W-4	\$18.30-\$22.04/hour
HMEO	W-4	\$18.30-\$22.04/hour
Laborer 3	W-3	\$17.18-\$20.64/hour
Laborer 2	W-2	\$16.02-\$19.35/hour
<u>Recycling &amp; Transfer Station</u>		
Division Super. Solid Waste	M-2	\$67,731 - \$84,872
Working Foreman	W-6	\$21.23-\$25.50/hour
Public Works Specialist 1	W-4	\$18.30-\$22.04/hour
HMEO	W-4	\$18.30-\$22.04/hour
Laborer 2	W-2	\$16.02-\$19.35/hour
<u>Water Division #</u>		
Division Super. Water & Sewer	M-3	\$72,265 - \$90,557
Assistant Superintendent - Water	UR-5	\$50,506 - \$64,969
Water Treatment Facility Mgr	UR-6	\$52,639 - \$68,775
Pumping Station Operator	W-5	\$19.65-\$23.59/hour
Public Works Inspector	W-6	\$21.23-\$25.50/hour
Working Foreman	W-6	\$21.23-\$25.50/hour
Public Works Technician	W-5	\$19.65-\$23.59/hour
HMEO	W-4	\$18.30-\$22.04/hour
Craftswoker	W-4	\$18.30-\$22.04/hour
Laborer 3	W-3	\$17.18-\$20.64/hour
Laborer 2	W-2	\$16.02-\$19.35/hour
<u>Sewer Division #</u>		
Assistant Superintendent - Sewer	UR-5	\$50,508 - \$64,969
HMEO	W-4	\$18.30-\$22.04/hour
Pumping Station Operator	W-5	\$19.65-\$23.59/hour
Chief Pumping Station Operator	W-7	\$23.30-\$27.73/hour
Public Works Inspector	W-6	\$21.23-\$25.50/hour
Working Foreman	W-6	\$21.23-\$25.50/hour
Craftswoker	W-4	\$18.30-\$22.04/hour

2011 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 22, 2011  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<b>PUBLIC FACILITIES</b>		
<u>Department of Public Facilities</u>		
Director of Facilities Operations	M-4	\$84,335 - \$105,678
Dir. of Design and Construction	M-4	\$84,335 - \$105,678
Project Manager	M-1	\$56,833 - \$71,233
Resident Site Manager	NR-6	\$52,639 - \$68,775
Facility Operations Shift Supervisor	UR-5	\$50,506 - \$64,969
Supervisor of Custodial Services	NR-6	\$52,639 - \$68,775
Administrative Specialist	TS-4	\$38,283 - \$48,496
Administrative Analyst	NR-3	\$40,337 - \$53,787
Department Assistant 2	TS-2	\$31,783 - \$40,261
Senior Custodian 1	BC-2	\$36,286 - \$43,767
Senior Custodian 2	BC-3	\$38,103 - \$45,960
Custodian	BC-1	\$32,930 - \$39,720
Warehouse Person	BT-1	\$38,455 - \$46,381
HVAC Technician	BT-3	\$46,540 - \$56,135
Carpenter	BT-2	\$42,298 - \$51,019
Craftsworker	BT-2	\$42,298 - \$51,019
Plumber	BT-3	\$46,540 - \$56,135
Electrician	BT-3	\$46,540 - \$56,135
Committee Secretary	SS-3	\$34,193 - \$43,314
<u>Health Department</u>		
Director of Public Health	M-3	\$72,265 - \$90,557
Environmental Health Agent	PT-5	\$50,508 - \$64,968
Public Health Nurse	PT-5	\$50,508 - \$64,968
Program Coordinator	NR-2	\$38,712 - \$50,577
Sr. Program Coordinator	NR-5	\$50,508 - \$64,968
Public Health Nurse	PT-5	\$50,508 - \$64,968
Administrative Specialist	TS-4	\$38,283 - \$48,496
Department Assistant 2	TS-2	\$31,783 - \$40,261
<b>HUMAN SERVICES</b>		
<u>Council on Aging</u>		
Executive Director	M-2	\$67,731 - \$84,872
Associate Director	PT-4	\$45,134 - \$58,969
Outreach Worker	PT-2	\$38,712 - \$50,577
Social Worker	PT-3	\$40,337 - \$53,787
Program Coordinator	NR-2	\$38,712 - \$50,577
Building Monitor	Sch C	\$10.81/hour
<u>Youth Services</u>		
Director of Youth Services	M-2	\$67,731 - \$84,872
Social Worker	PT-3	\$40,337 - \$53,787
Administrative Assistant	TS-3	\$34,193 - \$43,314

2011 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 22, 2011  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>		
<u>Planning</u>		
Director of Planning & Comm. Develop	M-3	\$72,265 - \$90,557
Assistant to the Planning Director	NR-3	\$40,337 - \$53,787
Director of Economic Development	M-1	\$56,833 - \$71,233
Administrative Assistant	TS-3	\$34,193 - \$43,314
<u>Community Development</u>		
Director of Conservation	M-1	\$56,833 - \$71,233
Administrative Specialist	TS-4	\$38,283 - \$48,496
Administrative Assistant	TS-3	\$34,193 - \$43,314
Department Assistant 1	TS-1	\$28,165 - \$35,677
Committee Secretary	SS-3	\$34,193 - \$43,314
<b>CULTURE AND LEISURE SERVICES</b>		
<u>Library</u>		
Director of Public Library	M-3	\$72,265 - \$90,557
Assistant Director	NR-6	\$52,639 - \$68,775
Reference Supervisor	NR-4	\$45,134 - \$58,969
Children's Supervisor	NR-4	\$45,134 - \$58,969
Technology Specialist/Archivist	NR-4	\$45,134 - \$58,969
Tech. Services Supervisor	NR-4	\$45,134 - \$58,969
Reference Librarian/AV Specialist	NR-3	\$40,337 - \$53,787
Reference Librarian/Program Specialist	NR-3	\$40,337 - \$53,787
Circulation Supervisor	SS-5	\$41,853 - \$53,017
Assistant Children's Librarian	SS-4	\$38,283 - \$48,496
Assistant Cataloger	SS-3	\$34,193 - \$43,314
Administrative Assistant	TS-3	\$34,193 - \$43,314
Administrative Specialist	TS-4	\$38,283 - \$48,496
Library Assistant PT	SS-1	\$28,165 - \$35,677
Library Assistant FT	SS-2	\$31,783 - \$40,261
Reference Librarian PT	NR-2	\$38,712 - \$50,577
<u>Park &amp; Recreation</u>		
Director of Park and Recreation	M-2	\$67,731 - \$84,872
Assistant Director	PT-4	\$45,134 - \$58,969
Recreation Supervisor	PT-2	\$38,712 - \$50,577
Administrative Specialist	TS-4	\$38,283 - \$48,496
Department Assistant 2	TS-2	\$31,783 - \$40,261

2011 Annual Town Meeting Warrant

CLASSIFICATION	Budgeted FY 2009 Funded	Budgeted FY 2009 Salary Minimum	Budgeted FY 2009 Salary Maximum	Budgeted FY 2010 Request FTE	Budgeted FY 2010 Salary Minimum	Budgeted FY 2010 Salary Maximum	Budgeted FY 2011 Request FTE	Budgeted FY 2011 Salary Minimum	Budgeted FY 2011 Salary Maximum
	Superintendent	1.00	154,440	154,440	1.00	154,440	154,440	1.00	166,437
Central Administrators	4.00	112,566	124,484	3.79	112,566	124,484	3.79	117,631	128,094
High School Principal	1.00	128,553		1.00	128,553		1.00	130,500	
Middle School Principal	1.00	116,737		2.00	116,737		2.00	113,000	119,889
Elementary Principal	5.00	97,944	117,703	5.00	101,861	117,703	5.00	103,861	120,881
High School Assistant Principal	2.00	79,555	109,949	2.00	82,101	113,467	2.00	82,306	113,751
Middle School House Administrator	3.00	74,183	104,078	2.00	76,557	107,408	2.00	76,748	107,677
Elementary Assistant Principal	1.50	67,952	98,262	1.50	70,127	101,406	1.50	70,302	101,660
Director	6.60	67,397	111,693	7.60	69,554	115,267	6.60	69,728	115,556
Director of Special Education	2.50	75,992	114,232	3.00	78,424	117,888	3.50	78,620	118,182
Department Chairs & Curriculum Coordinator	3.30	68,202	99,408	5.30	70,384	102,589	5.10	70,560	102,845
Teacher	393.87	41,174	85,359	405.84	42,358	87,813	404.30	42,781	88,691
Nurse	8.50	41,174	80,362	7.58	42,358	82,673	7.61	42,781	83,499
Instructional Assistants	110.69	\$14,740/hr	\$28,8762/hr	110.38	\$15,1086/hr	\$29,8481/hr	108.36	\$15,4836/hr	\$30,8443/hr
Permanent Substitute	4.00	\$14,51/hr		4.00	\$14,51/hr		3.00	\$16,11/hr	
Network Administrator	1.00	84,737		1.00	88,973		1.00	89,863	
Database Administrators	2.00	65,000	74,982	2.00	68,250	78,731	2.00	68,933	79,518
Computer Technicians	5.00	\$21,8369/hr	\$27,6148/hr	5.00	\$21,2172/hr	\$26,8311/hr	8.50	\$22,8306/hr	\$28,8714/hr
School Office Assistants	10.29	\$10,3926/hr	\$14,5563/hr	9.75	\$13,5584/hr	\$17,8449/hr	9.12	\$13,86/hr	\$18,25/hr
Mail Carrier/Production Center	1.00	\$15,8209/hr	\$20,1366/hr	1.00	\$16,6663/hr	\$21,9437/hr	1.00	\$17,04/hr	\$22,44/hr
Secretary	32.12	\$15,8209/hr	\$25,8157/hr	32.51	\$16,6663/hr	\$26,6161/hr	31.97	\$17,04/hr	\$27,22/hr
Director of Community Education and External Funding	0.25	72,576	93,613	0.10	74,390	95,953	0.10	96,913	
Administrative Assistants	5.00	\$21,86/hr	\$38,58/hr	5.00	\$22,41/hr	\$39,54/hr	5.00	\$39,93/hr	
Bus/Van Drivers	1.00	\$20,35/hr		1.00	\$20,86/hr		1.00	\$21,07/hr	
Transportation Coordinator	-	59,004		-	60,184		-	60,786	
Accounting Supervisor	1.00	58,459		1.00	61,382		1.00	61,996	
Budget Analyst	1.00	56,940		1.00	59,823		1.00	57,510	
Total	607.61			621.36			618.45		

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# **DEBT APPENDIX A**

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**TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED**

Debt Service	2011	2012	2013	2014	2015	2016	After 2016
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**GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED**

Project	T. M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2011	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	After 2016
Title V - MWPAT 15-97-1027 - R	May-97	\$85,894	Dec-99	Aug-19	(see note)	\$7,305	\$7,056	\$6,794	\$6,530	\$6,265	\$5,923	\$21,028
Storm Water - MWPAT 98-92 (Restructured)	May-98	\$364,979	Sep-01	Aug-19	(see note)	\$34,831	\$34,506	\$33,750	\$32,889	\$35,650	\$34,152	\$122,292
Pollard School Modular Classrooms	Nov-01	\$1,712,000	May-03	Nov-10	2.33%	\$228,150	PAID					
Road Improvements	May-05	\$468,400	Dec-05	Feb-15	3.48%	\$32,510	\$11,460	\$11,110	\$10,750	\$10,380	PAID	
Mitchell School Roof	Nov-06	\$580,000	Jun-07	Nov-11	4.31%	\$122,331	\$117,444	PAID				
Roads, Bridges, Sidewalks & Intersections (Series II)	May-06	\$340,000	Jun-07	Nov-10	4.33%	\$86,806	PAID					
Ambulance & EMS Reporting System	May-08	\$160,000	Nov-08	Aug-10	3.40%	\$81,400	PAID					
Public Services Administrative Building Design	May-08	\$120,000	Nov-08	Aug-10	3.40%	\$61,050	PAID					
Hillside & Mitchell Schools Paving Work	May-08	\$90,000	Nov-08	Aug-11	3.46%	\$31,575	\$30,525	PAID				
Road, Bridges, Sidewalks and Intersection Improvement	May-08	\$820,000	Jun-09	Jun-13	2.40%	\$219,350	\$213,200	\$209,100	PAID			
Street & Traffic Light Improvements	May-08	\$80,000	Jun-09	Jun-11	3.33%	\$41,200	PAID					
Public Services Administration Building	Oct-08	\$4,000,000	Dec-09	Aug-26	3.16%	\$363,375	\$344,325	\$339,525	\$334,725	\$329,925	\$325,125	\$3,037,163
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$165,000	Dec-09	Aug-13	2.00%	\$48,272	\$42,000	\$41,200	\$40,400	PAID		
Public Safety Building Roof	May-08	\$350,000	Jun-10	Dec-14	2.20%	\$76,701	\$75,600	\$73,850	\$72,100	\$70,700	PAID	
Public Services Administration Building (Series II)	Oct-08	\$1,000,000	Jun-10	Dec-24	3.07%	\$86,251	\$86,138	\$84,638	\$83,138	\$81,938	\$85,606	\$732,788
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$530,000	Jun-10	Dec-13	2.31%	\$145,087	\$142,850	\$134,550	\$131,300	PAID		
Public Services Administration Building (Series III)	Oct-08	\$125,000	Oct-10	Apr-14	2.10%	\$75,899	\$21,200	\$20,800	\$10,200	PAID		
Public Safety Building Roof	May-08	\$20,000	Oct-10	Apr-11	1.00%	\$20,092	PAID					
Stormwater Master Plan Drainage	May-09	\$30,000	Oct-10	Apr-11	1.00%	\$30,138	PAID					
Kendrick Street Bridge Design	May-09	\$75,000	Oct-10	Apr-11	1.00%	\$75,346	PAID					
Town Hall Project (Series I)	May-09	\$2,500,000	Oct-10	Apr-17	2.24%	\$722,249	\$341,250	\$335,250	\$326,250	\$320,250	\$314,250	\$307,500

**TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED**

Project	T. M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2011	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	After 2016
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$180,000	Oct-10	Apr-13	2.11%	\$121,245	\$31,500	\$30,900 PAID				
Parking Lot Dedham Avenue	Nov-02	\$1,000	Oct-10	Apr-11	1.00%	\$1,005 PAID						
<b>GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT</b>						<b>\$2,712,169</b>	<b>\$1,499,053</b>	<b>\$1,321,467</b>	<b>\$1,048,281</b>	<b>\$855,107</b>	<b>\$765,056</b>	<b>\$4,220,770</b>
<b>GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED &amp; ISSUED</b>												
High School Renovations	May-00	\$5,350,000	Jun-01	Jun-11	4.00%	\$556,400 PAID						
Land Acquisition (Wiswall)	Nov-00	\$1,930,000	Jun-01	Jun-11	4.00%	\$197,600 PAID					PAID	
Broadmeadow School	May-00	\$14,000,000	Nov-03	Nov-23	4.09%	\$1,089,725	\$1,066,100	\$1,040,725	\$1,013,600	\$985,600	\$957,600	\$6,601,000
Library Project (Series I)	May-03	\$11,000,000	Dec-04	Dec-19	3.90%	\$1,118,181	\$1,084,563	\$1,056,038	\$1,026,494	\$994,913	\$962,313	\$3,513,144
Eliot School	May-00	\$5,500,000	Jun-05	Jun-25	3.82%	\$417,344	\$408,894	\$399,794	\$390,694	\$421,594	\$411,094	\$3,023,844
Library Project (Series II)	May-03	\$750,000	Dec-05	Feb-15	3.59%	\$100,930	\$102,955	\$99,805	\$91,565	\$93,420 PAID		
High School (Series I)	May-03	\$10,000,000	Nov-06	May-26	4.01%	\$907,250	\$865,875	\$845,250	\$823,250	\$801,250	\$779,250	\$6,273,875
High Rock School - Designs	Nov-06	\$45,000	Dec-07	Jun-12	3.28%	\$10,650	\$10,325 PAID					
High Rock & Pollard School Projects	May-07	\$600,000	Dec-07	Jun-12	3.28%	\$159,750	\$154,875 PAID					
High Rock School - Designs	Nov-06	\$480,000	Jun-08	Dec-26	3.91%	\$40,594	\$39,781	\$38,969	\$38,156	\$37,344	\$36,531	\$335,625
High Rock & Pollard School Projects	May-07	\$1,120,000	Jun-08	Dec-26	3.91%	\$96,625	\$94,675	\$92,725	\$90,775	\$88,825	\$86,875	\$778,300
High School (Series IIA)	May-03	\$9,000,000	Jun-08	Dec-24	3.89%	\$817,788	\$800,563	\$783,338	\$766,113	\$748,888	\$731,663	\$5,618,050
High School (Series IIB)	Feb-05	\$2,000,000	Jun-08	Dec-26	3.91%	\$170,494	\$167,081	\$163,669	\$160,256	\$156,844	\$153,431	\$1,409,625
High Rock & Pollard School Projects (Series III)	May-07	\$5,000,000	Nov-08	Aug-27	4.69%	\$468,625	\$459,350	\$450,075	\$440,800	\$430,863	\$420,263	\$4,071,869
High School (Series III)	Feb-05	\$3,850,000	Jun-09	Jun-28	3.42%	\$358,000	\$310,650	\$306,550	\$297,450	\$292,950	\$288,200	\$2,827,900
High Rock & Pollard School Projects (Series IV)	May-07	\$10,500,000	Dec-09	Aug-28	3.35%	\$896,566	\$846,138	\$835,038	\$823,938	\$812,838	\$801,738	\$8,860,319
Library Project (Series IVIII)	May-03	\$32,997	Oct-10	Apr-11	1.00%	\$33,149 PAID						
Newman School HVAC Design and Engineering (Series I)	May-09	\$225,000	Jun-10	Dec-14	2.20%	\$49,308	\$48,600	\$47,475	\$46,350	\$45,450 PAID		

**TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED**

Project	T. M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2011	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	After 2016
Newman School Extraordinary Repairs (Series I)	Nov-09	\$1,000,000	Jun-10	Dec-19	2.62%	\$122,547	\$121,500	\$119,000	\$116,500	\$114,500	\$112,375	\$423,375
High Rock & Pollard School Projects (Series V)	May-07	\$60,000	Oct-10	Apr-12	1.76%	\$30,415	\$30,600 PAID					
Newman School HVAC Design and Engineering (Series II)	May-09	\$225,000	Oct-10	Apr-11	1.00%	\$226,038 PAID						
Newman School Extraordinary Repairs (Series II)	Nov-09	\$675,000	Oct-10	Apr-14	2.07%	\$429,726	\$106,000	\$104,000	\$51,000 PAID			
<b>EXCLUDED DEBT</b>						<b>\$8,297,704</b>	<b>\$6,718,524</b>	<b>\$6,382,449</b>	<b>\$6,176,940</b>	<b>\$6,025,276</b>	<b>\$5,741,331</b>	<b>\$43,773,925</b>
<b>RTS FUND DEBT FEE SUPPORTED - AUTHORIZED &amp; ISSUED</b>												
RTS Construction Equipment	May-07	\$200,000	Dec-07	Jun-11	3.30%	\$51,625 PAID						
Collection Packer	May-08	\$125,000	Dec-09	Aug-12	2.00%	\$47,369	\$41,200	\$40,400				
Collection Packer	May-08	\$19,000	Oct-10	Apr-11	1.00%	\$19,088 PAID						
Construction Equipment (FE Loader)	May-09	\$165,000	Oct-10	Apr-14	2.29%	\$31,591	\$53,150	\$47,150	\$40,800 PAID			
<b>RTS DEBT SERVICE</b>						<b>\$149,673</b>	<b>\$94,350</b>	<b>\$87,550</b>	<b>\$40,800</b>			
<b>SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED &amp; ISSUED</b>												
West Street Force Sewer Main	May-98	\$881,800	Jun-99	Jun-19	4.83%	\$69,375	\$67,238	\$70,100	\$67,700	\$70,250	\$72,500	\$209,250
West Street Sewer Pump Station	May-98	\$1,939,000	Jun-99	Jun-19	4.83%	\$153,903	\$154,153	\$154,165	\$153,885	\$153,250	\$152,250	\$462,500
Sewer - MWPAT 95-01 (Restructured)	May-91	\$310,656	Aug-01	Feb-15 (see note)		\$32,130	\$32,110	\$32,080	\$32,061	\$32,021 PAID		
Sewer - MWPAT 97-13 (Restructured)	Oct-96	\$67,700	Nov-04	Aug-18 (see note)		\$6,815	\$6,406	\$6,558	\$6,509	\$6,537	\$6,452	\$18,545
Sewer - MWPAT 97-33 (Restructured)	Oct-96	\$180,300	Nov-04	Aug-18 (see note)		\$18,160	\$17,194	\$17,593	\$17,427	\$17,374	\$17,020	\$49,124
Sewer - MWPAT 97-63 (Restructured 2)	May-97	\$1,019,778	Nov-04	Aug-18 (see note)		\$102,444	\$97,017	\$99,729	\$98,417	\$98,250	\$96,382	\$278,440
Sewer - MWPAT 98-10 (Restructured)	May-97	\$130,200	Nov-04	Aug-18 (see note)		\$13,071	\$12,388	\$12,793	\$12,594	\$12,567	\$12,321	\$35,482
Sewer System Rehab - I/I Work (Series II)	May-03	\$425,000	Jun-05	Jun-14	3.14%	\$45,500	\$44,200	\$42,800	\$41,400			
Sewer Pump Station	May-05	\$484,550	Dec-05	Feb-15	3.59%	\$64,765	\$62,840	\$60,915	\$58,935	\$51,900		
Sewer Rehabilitation - Rte 128 Area (Series I)	Nov-05	\$2,000,000	Jun-07	Nov-22	4.35%	\$161,138	\$141,781	\$142,638	\$138,388	\$134,013	\$129,263	\$710,281
Sewer Pump Station - GPA	May-05	\$500,000	Jun-09	Jun-19	3.17%	\$63,000	\$61,500	\$60,500	\$59,500	\$58,375	\$57,188	\$162,000

**TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED**

Project	T. M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2011	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	After 2016
Sewer System Rehabilitation I/I	May-07	\$725,000	Jun-10	Jun-14	2.35%	\$158,413	\$154,063	\$151,163	\$148,263			
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$320,000	Dec-09	Aug-28	3.39%	\$30,359	\$28,763	\$28,363	\$27,963	\$22,613	\$22,313	\$263,169
Sewer Pump Station GPA	May-08	\$550,000	Dec-09	Aug-28	3.36%	\$47,857	\$45,200	\$44,600	\$44,000	\$43,400	\$42,800	\$459,813
MWRA Loan Sewer Pump Station Richardson Drive	Nov-02	\$215,710	Feb-10	Feb-15		\$43,142	\$43,142	\$43,142	\$43,142	\$43,142	PAID	
MWRA Loan Sewer System Rehabilitation I/I	May-07	\$283,305	May-10	May-15		\$56,661	\$56,661	\$56,661	\$56,661	\$56,661	PAID	
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$145,000	Jun-10	Dec-19	2.59%	\$18,238	\$18,075	\$17,700	\$17,325	\$17,025	\$16,706	\$57,981
Sewer System Rehab - I/I Work	May-03	\$10,000	Oct-10	Apr-11	1.00%	\$10,046	PAID					
Sewer Pump Station Richardson Drive	Nov-02	\$200,000	Oct-10	Apr-16	2.00%	\$126,355	\$16,688	\$16,388	\$15,938	\$15,638	\$15,338	
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$15,000	Oct-10	Apr-11	1.00%	\$15,069						
Sewer Pump Station Design (Reservoir B)	May-09	\$2,003	Oct-10	Apr-11	1.00%	\$2,012						
Sewer System Rehabilitation I/I (MWRA)	May-07	\$57,613	Nov-10	Nov-15		Issued	\$11,523	\$11,523	\$11,523	\$11,523	\$11,523	
<b>SEWER DEBT SERVICE</b>						<b>\$1,238,452</b>	<b>\$1,070,939</b>	<b>\$1,069,408</b>	<b>\$1,051,628</b>	<b>\$844,537</b>	<b>\$652,053</b>	<b>\$2,706,585</b>
<b>WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED &amp; ISSUED</b>												
Water Treatment Facility	Nov-97	\$3,090,000	Jun-99	Jun-19	4.83%	\$245,903	\$243,303	\$245,465	\$247,065	\$243,000	\$243,500	\$738,250
Water Treatment Facility	May-96	\$2,665,000	Jun-99	Jun-19	4.83%	\$208,595	\$212,183	\$210,295	\$208,095	\$210,500	\$212,250	\$628,000
Water Systems - Broadmeadow Area	Nov-00	\$257,304	Jul-01	Aug-11	ZERO	\$25,730	\$25,730	PAID				
Water System Designs - Warren Area	May-04	\$50,000	Dec-05	Feb-11	3.44%	\$10,350	PAID					
Water System Rehab - Warren Area (Series I)	May-05	\$413,500	Dec-05	Feb-15	3.60%	\$53,520	\$51,945	\$50,370	\$53,750	\$51,900		
Water Service Connections (Series I)	May-06	\$50,000	Jun-07	Nov-11	4.31%	\$10,638	\$10,213	PAID				
Water System Rehab - Rte 128 Area (Series I)	May-06	\$1,500,000	Jun-07	Nov-22	4.32%	\$138,050	\$178,694	\$148,913	\$144,663	\$140,288	\$135,538	\$894,819
Water Service Connections (Series II)	May-06	\$100,000	Dec-07	Jun-12	3.28%	\$26,625	\$25,813	PAID				
Water Storage Tank Rehabilitation	May-07	\$600,000	Dec-07	Jun-12	3.28%	\$191,700	\$185,850	PAID				

**TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED**

Project	T. M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2011	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	After 2016
Water System Design	May-01	\$25,000	Dec-07	Jun-12	3.28%	\$5,325	\$5,163	PAID				
Water System Rehab - Webster Area (Series II)	May-03	\$100,000	Dec-07	Jun-12	3.28%	\$26,625	\$25,813	PAID				
Water System Rehabilitation - Rte 128 Area	May-06	\$230,000	Nov-08	Aug-12	3.48%	\$64,900	\$57,888	\$55,963				
Water System Rehabilitation - Rte 128 Area	May-06	\$212,000	Jun-09	Jun-19	3.16%	\$29,358	\$28,638	\$23,158	\$22,778	\$23,350	\$22,875	\$64,800
Water Storage Tank Rehabilitation	May-08	\$655,000	Jun-09	Jun-19	3.16%	\$82,993	\$81,013	\$79,693	\$78,373	\$75,888	\$74,344	\$210,600
Water Service Connections	May-06	\$55,000	Dec-09	Aug-19	2.51%	\$11,324	\$6,013	\$5,913	\$5,813	\$5,713	\$5,613	\$21,131
Water System Rehabilitation - Rte 128 Area	May-06	\$100,000	Dec-09	Aug-28	3.41%	\$8,319	\$7,838	\$7,738	\$7,638	\$7,538	\$7,438	\$87,856
Water System Rehabilitation - Rte 128 Area	May-06	\$165,000	Jun-10	Dec-14	2.22%	\$38,158	\$37,600	\$36,725	\$30,900	\$30,300		
Water Main Improvements	May-08	\$185,000	Jun-10	Dec-14	2.20%	\$43,493	\$42,850	\$36,925	\$36,050	\$35,350		
Water Distribution System Rehab (Chapel & May)	May-09	\$400,000	Jun-10	Dec-24	3.02%	\$40,140	\$39,963	\$39,213	\$38,463	\$37,863	\$32,281	\$258,375
Water Distribution System Rehab (Pickering & GPA)	May-09	\$300,000	Oct-10	Apr-15	1.85%	\$221,844	\$21,800	\$21,400	\$20,800	\$20,400		
<b>WATER DEBT SERVICE</b>						<b>\$1,483,589</b>	<b>\$1,288,304</b>	<b>\$961,768</b>	<b>\$894,385</b>	<b>\$882,088</b>	<b>\$733,838</b>	<b>\$2,903,831</b>
<b>TOTAL</b>						<b>\$13,881,585</b>	<b>\$10,671,170</b>	<b>\$9,822,641</b>	<b>\$9,212,034</b>	<b>\$8,607,008</b>	<b>\$7,892,278</b>	<b>\$53,568,112</b>

Note: Massachusetts Water Pollution Abatement Trust (MW/PAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in a low or no interest rate loan. Under the program the Town usually pays less than it borrows from the Trust.

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# **DEBT APPENDIX B**

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**Town of Needham - Debt - Appendix B**

**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Open or Requested Authorization
<b>Open General Fund Projects</b>			
Pollard School Parking & Access Improvements	314/11	1	\$758,000
Senior Center Feasibility & Design	Nov-10	11	\$500,000
Pollard School Roof Repair	Nov-10	10	\$3,500,000
Pollard School Facility Improvements	Nov-10	9	\$325,000
Kendrick Street Bridge Repair	May-10	35	\$850,000
Road, Bridges, Sidewalks and Intersection Improvement	May-10	36	\$1,236,300
Newman School HVAC Project	Nov-09	14	\$26,962,128
Town Hall Project	May-09	35	\$4,100,000
Stormwater Master Plan Drainage	May-09	49	\$200,000
Kendrick Street Bridge Repair Design	May-09	47	\$125,000
Public Services Administration Bldg	Oct-08	5	\$5,725,000
Public Safety Building Roof	May-08	36	\$535,000
Street & Traffic Light Improvements	May-08	42	\$105,000
Municipal Parking Lot Improvements	May-08	41	\$105,000
High Rock and Pollard School Project	May-07	41	\$20,475,000
Mitchell School Roof Repair	Nov-06	12	\$700,000
Ridge Hill Rehabilitation	May-05	31	\$126,875
Parking Lot Dedham Avenue	Nov-02	14	\$180,000
Rosemary Pool Complex - Design	May-00	63	\$100,000
<b>TOTAL</b>			<b>\$35,313,428</b>

**Town of Needham - Debt - Appendix B**

**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Open or Requested Authorization
<b>Proposed General Fund Projects for the 2011 ATM</b>			
Fire Engine	Pending	37	\$400,000
Needham High School Building C Roof Repair	Pending	38	\$320,000
Public Works Infrastructure Program	Pending	39	\$1,100,000
Booth Street Reconstruction	Pending	41	\$125,000
<b>TOTAL</b>			<b>\$1,945,000</b>
<b>Open CPA Fund Projects</b>			
Town Hall Project	May-09	35	\$7,200,000
<b>TOTAL</b>			<b>\$7,200,000</b>
<b>Proposed CPA Fund Projects for the 2011 ATM</b>			
<b>TOTAL</b>			<b>\$0</b>
<b>Open RTS Enterprise Fund Projects</b>			
RTS Construction Equipment (FE Loader)	May-09	52	\$230,000
<b>TOTAL</b>			<b>\$45,000</b>
<b>Proposed RTS Enterprise Fund Projects for the 2011 ATM</b>			
RTS Forklift	Pending	42	\$86,000
RTS Semi-Tractor	Pending	43	\$152,000
<b>TOTAL</b>			<b>\$238,000</b>

**Town of Needham - Debt - Appendix B**

**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Open or Requested Authorization
<b>Open Sewer Enterprise Fund Projects</b>			
Sewer Pump Station Design - Reservoir B	May-09	55	\$577,500
Sewer Pump Station - Great Plain Ave.	May-08	45	\$770,000
Sewer System Rehabilitation I/I Work	May-07	45	\$1,806,800
Rte 128 Sewer System Improvements	Nov-05	9	\$3,500,000
Sewer System Rehab - I/I Work	May-03	55	\$1,000,000
Sewer Pump Station Richardson Drive	Nov-02	20	\$500,000
<b>TOTAL</b>			<b>\$1,565,870</b>

**Proposed Sewer Enterprise Fund Projects for the 2011 ATM**

<b>TOTAL</b>			<b>\$0</b>
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**Open Water Enterprise Fund Projects**

Water System Improvements	May-09	56	\$1,000,000
Water Main Improvements	May-08	47	\$1,900,000
Water Storage Tank Cleaning & Painting	May-08	48	\$730,000
Water System Improvements (Rte 128 Area)	May-06	71	\$3,000,000
Water System Improvements - Warren Street	May-05	54	\$913,500
Water Pumping Station Design - St. Mary's	Nov-02	26	\$300,000
<b>TOTAL</b>			<b>\$1,920,294</b>

**Proposed Water Enterprise Fund Projects for the 2011 ATM**

<b>TOTAL</b>			<b>\$0</b>
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DRAFT 4.8.2011

# SPECIAL TOWN MEETING

## WARRANT



# TOWN OF NEEDHAM

MONDAY, MAY 9, 2011

7:30 P. M.

NEWMAN ELEMENTARY SCHOOL

CENTRAL AVENUE

NEEDHAM

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**May 9, 2011 Special Town Meeting Warrant  
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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 at the Newman Elementary School:

MONDAY, THE NINTH DAY OF MAY, 2011

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

**ARTICLE 1: AMEND ZONING BY-LAW – PERSONAL FITNESS SERVICE IN AN INDUSTRIAL DISTRICT**

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

*2. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, A-2, Apartment A-3, Institutional, Industrial-1 and Industrial Park Districts, by inserting immediately above the row that "offices and banks" a new entry, which shall read as follows:*

"Use IND

Personal fitness service establishment;  
provided, all required off-street parking  
is provided on-site for all land uses located  
on the subject site and in adherence with the  
requirements of Section 5.1.2, Required Parking,  
absent any waivers from the provisions of  
Subsections 5.1.1.5 and 5.1.1.6..... Y

Personal fitness service establishment;  
where there is insufficient off-street parking  
on-site to serve all land uses located  
thereon in adherence with the requirements  
of Section 5.1.2 but where it can be  
demonstrated that the hours, or days, of peak  
parking for the uses are sufficiently different that  
a lower total will provide adequately for all uses  
or activities served by the parking lot..... SP"

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information:

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**ARTICLE 2: AMEND ZONING BY-LAW –NEW ENGLAND BUSINESS CENTER**

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

1. In Section 3.2.4 Uses in the New England Business Center District

Amend Section 3.2.4.1 (Permitted Uses)

By adding to (c) after the words “medical clinic”: “; Medical Services Building; Ambulatory Health Services (defined and used hereinafter as “Medical and dental uses not encompassed within the definitions for professional; Medical Clinic; medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”); and/or Medical Services Building uses, including but not limited to, services, treatments and/or procedures associated with oncology, radiology, infusion therapy, overnight sleep laboratory, endoscopy, physical therapy, alternative medicine, wellness treatments such as acupuncture, yoga, chiropractic and/or nutrition services, and other out-patient services, in all cases whether or not owned by or affiliated with a hospital or other health care facility.”); and/or Group Practices.”

By amending (j) to read: On the ground floor only of a multi-story building, consumer and commercial service establishments dealing directly with the general public; business service centers; retail establishments; pharmacies not affiliated with Medical Clinic, Medical Services Building use, Ambulatory Health Services or Group Practices; day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2 (b) hereof); indoor athletic and exercise facilities; and laundry and dry-cleaning pick up stations where processing is done elsewhere.

2. In Section 3.2.4.2 (Special Permit Uses)

By amending current section (f) to read: Eat in or take-out restaurants or other eating establishments, including coffee shops, provided they are located on the ground floor of a multi-story building. Further provided that drive-thru restaurants or other eating establishments are prohibited.

By adding a new section (i): Medical Clinic; Group Practices; Medical Services Building uses; and/or Ambulatory Health Services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies. If the principal use is located on the ground floor, then the affiliated pharmacy may be located there also.

3. In Section 3.2.5 Uses in the Highland Commercial-128 District Use

Amend Section 3.2.5.1 (Permitted Uses)

By deleting from Section 3.2.5.1(e) the word “professional”.

By adding to (f) after the words “medical clinic”: “; Medical Services Building; Ambulatory Health

Services; and/or Group Practices, all as defined in Section 3.2.4.1.”

#### 4. In Section 3.2.6 Uses in the Mixed Use-128 District

##### Amend Section 3.2.6.1 (Permitted Uses)

By deleting from Section 3.2.6.1(e) the word “professional”.

By adding to (g) after the words “medical clinic”: “; Medical Services Building; Ambulatory Health Services; and/or Group Practices, all as defined in Section 3.2.4.1.”

#### 5. In Section 4.8 Dimensional Regulations for NEBC

##### Amend 4.8 Table

By changing Maximum Lot Coverage from 50% to [range of 65% -80%] or remove requirement altogether.

By changing Floor Area Ratio from 0.40 to 0.50

##### Amend Footnote (2)

By changing first sentence to read: “Maximum lot cover shall be [range of 65% to 80%] for all projects or remove requirement altogether.”

By changing second sentence to read: “However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to [range of 75% to 90%] or remove requirement altogether.”

##### Amend Footnote (4)

By changing the sentence to read: “A 25-foot front yard setback must be maintained for structured parking.” (25-foot replaces 30-foot.)

##### Amend Footnote (6)

By changing first sentence to read: “A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board.” (1.75 replaces 1.1)

By changing third sentence to read: “Further, the Planning Board may allow a floor area ratio of up to 2.0, by special permit, where the applicant demonstrates, the Board’s satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area.” (2.0 replaces 1.5)

#### 6. In Section 4.8.1 Supplemental Dimensional Regulations for NEBC

##### Amend subsection (4)

By changing the first sentence to read: “A minimum of [range of 10%-20%] of the total lot area must be open space.” (range of 10%-20% replaces 25%)

7. In Section 4.8.2 Floor Area Ratio, Incentives

Amend Section 4.8.2

By changing the first sentence to read: In the New England Business Center District the maximum floor to area ration (FAR) permitted by right shall be 0.5.” (0.5 replaces 0.4.)

8. Add New Section 4.8.3

The Planning Board may, by special permit, waive any and/or all dimensional requirements set forth above in this Section 4.8 (including sections 4.8.1 and 4.8.2) up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law or the Goals of the District Plan, and that such waivers are consistent with the requirements of Section 6.8.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information:

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**ARTICLE 3: AMEND GENERAL BY-LAW/OBSTRUCTION OF SIDEWALKS**

To see if the Town will vote to amend Article 3 Section 3.1.2 of the General By-Laws by deleting the first sentence and inserting in place thereof the following:

**“3.1.2 Obstruction of Sidewalks** Except as permitted by the Board of Selectmen, or the Director of Public Works, no person shall place, or cause to be placed, upon any public way or sidewalk, and lumber, wood, box, crate, barrel, can, package or other thing, or allow the same to remain for more than one hour, or more than ten minutes after being notified to remove the same by a constable or police officer,” or take any other action relative thereto.

INSERTED BY: Planning Board/Board of Selectmen

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

Article Information:

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**ARTICLE 4 : ACCEPT M.G.L. CHAPTER 59, SECTION 5, CLAUSE 56**

To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5, Clause 56 which would allow members of the Massachusetts national guard or military reservists who are on active duty to obtain a reduction of all or part of their real and personal property taxes for any fiscal year they are serving in a foreign country to be effective beginning in fiscal year 2012 ; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

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**ARTICLE 5: APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate \$178,700 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$178,700 be transferred from line 10 of Article 21 of the 2010 Annual Town Meeting, as amended under Article 13 of the November, 2010 Special Town Meeting; or take any other action relative thereto:

Department	Description	Recommended	Amendment
Public Works	Construction Equipment	\$39,700	
Public Works	Large Speciality Equipment	\$139,000	
	Total Appropriation	\$178,700	

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

Article Information:

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**ARTICLE 6: APPROPRIATE FOR ENGINEERING STUDY FOR ENERGY UPGRADES**

To see if the Town will vote to raise and/or transfer and appropriate \$50,000 for an engineering study for energy upgrades, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$40,000 be transferred from Article 37 of the 2004 Annual Town Meeting and \$10,000 be transferred from line 10 of Article 21 of the 2010 Annual Town Meeting, as amended under Article 13 of the November, 2010 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

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**ARTICLE 7: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS**

To see if the Town will vote to raise and/or transfer and appropriate \$248.00 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows, and that \$248.00 be transferred from Overlay Surplus; or take any other action relative thereto.

<u>Department</u>	<u>Vendor</u>	<u>Description</u>	<u>Fiscal Year</u>	<u>Amount</u>
Human Resources	Health Resources	Testing	FY2009	\$ 53.00
Human Resources	Health Resources	Testing	FY2009	\$106.00
Human Resources	Health Resources	Testing	FY2009	<u>\$ 89.00</u>
			<b>Total</b>	<b>\$248.00</b>

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:*

**ARTICLE 8: RESTORATION OF CHARLES RIVER TREATMENT FACILITY WELL**

To see if the Town will vote to raise and/or transfer and appropriate \$600,000 for design, engineering, restoration and improvements at the Town's Charles River Water Treatment Facility Well, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:*

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

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

Given under our hands at Needham aforesaid this 5<sup>th</sup> day of April 2011.

John A. Bulian, Chairman  
Denise C. Garlick, Vice Chairman  
Gerald A. Wasserman, Clerk  
Maurice P. Handel  
Daniel P. Matthews

Selectmen of Needham

A TRUE COPY  
Attest:  
Constable:

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**Town Clerk's Office  
Needham, MA 02492**

**First Class Mail  
U.S. Postage Paid  
Needham, MA  
Permit No. 58224**

**ATTN: SPECIAL TOWN MEETING WARRANT**

**2011 Annual Town Meeting Status of Articles April 6, 2011**

Article	Title	Status	BOS Rec.	FC Rec.	BOS Member	FC Member
3	Non-Betterment Street Acceptance - Farley Pond Lane			Adopt		John
4	Layout of Great Plain Avenue			Adopt		John
5	Technical Amendments for NE Business Center			No position taken		Matt
6	Outdoor Seating			No position taken*		Lisa
7	Neighborhood Business District			No position taken*		Lisa
8	Corrective Zoning Amendments			No position taken		Matt
9	Schedule of Use Regulations			Adopt		Matt
10	Amend Zoning By-Law - Needham Center Overlay District			Rec at TM		Richard
11	Amend Zoning By-Law - Farmers' Market			No position taken*		Richard
12	Amend Zoning By-Law - Reconstruction of Two-Family Dwellings			No position taken		Matt
13	Amend Zoning By-Law - Accessory Structures			No position taken		Matt
14	Establish Elected Officials' Salaries			Adopt		Richard
15	Fund Collective Bargaining Agr - Indep Town Workers / MLDC	Withdraw		Rec at TM		Rick L.
16	Fund Collective Bargaining Agreement - DPW / MLDC			Rec at TM		Rick L.
17	Fund Collective Bargaining Agreement - 911 Operators / MLDC	Withdraw		Rec at TM		Rick L.
18	Fund Collective Bargaining Agreement - Police Union	Withdraw		Rec at TM		Rick L.
19	Fund Collective Barg Agrmt - Police Superior Officers Assoc.	Withdraw		Rec at TM		Rick L.
20	Amend General By-Law / Bd of Health Regulations			Rec at TM		Dick
21	Transfer of Budgetary Fund Balance			Adopt		Steve
22	Accept Chapter 73, Section 4 of the Acts of 1986			Adopt		Steve
23	Appropriate for Senior Corps			Adopt		Steve
24	Appropriate for Needham Property Tax Assistance Program			Adopt		Steve
25	Appropriate the FY2012 Operating Budget			Adopt		Rick Z
26	Appropriate the FY2012 RTS Enterprise Fund Budget			Adopt		John
27	Appropriate the FY2012 Sewer Enterprise Fund Budget			Adopt		John
28	Appropriate the FY2012 Water Enterprise Fund Budget			Adopt		John
29	Continue Departmental Revolving Funds			Adopt		Rick L
30	Authorization to Expend State Funds for Private Ways			Adopt		Dick
31	Appropriate for CPA Project - Home Energy Improvements			Adopt		Lisa
32	Approp for CPA Proj - Linden/Chambers/High Rock Feas Des			Adopt		Lisa
33	Appropriate for CPA Project - Preservation of Historic Docs			Adopt		Lisa
34	Appropriate to Community Preservation Fund			Adopt		Lisa
35	Rescind Debt Authorization			Adopt		Steve
36	Appropriate for General Fund Cash Capital			Adopt		Rick Z
37	Appropriate for Fire Engine			Adopt		Rick L
38	Appropriate for Roof Repairs/Needham High School			Adopt		Matt
39	Appropriate for Public Works Infrastructure Program			Adopt		Dick
40	Appropriate for Feasibility Study of the Cricket Field Building			Adopt		Dick

41	Appropriate for Booth Street Reconstruction			Adopt	Dick
42	Appropriate for RTS Construction Equipment			Adopt	Dick
43	Appropriate for RTS Large Specialty Equipment			Adopt	Dick
44	Appropriate for Sewer Enterprise Fund Cash Capital			Adopt	John
45	Appropriate for Water Enterprise Fund Cash Capital			Adopt	John
46	Appropriate for Workers Compensation Reserve Fund			Adopt	Steve
47	Appropriate for Capital Improvement Fund			Rec at TM	Richard
48	Appropriate to Capital Facility Fund			Rec at TM	Richard
49	Appropriate to Stabilization Fund			Rec at TM	Richard
50	Omnibus			Rec at TM	Assign if needed
	* There may be a financial impact, but it is not clearly quantifiable				
<b>Special Town Meeting</b>					
<u>Article</u>	<u>Title</u>	<u>Status</u>	<u>BOS Rec.</u>	<u>FC Rec.</u>	<u>FC Member</u>
1	Amend Zoning By-Law / Personal Fitness			Rec at TM	
2	Amend Zoning By-Law / NEBC			Rec at TM	
3	Amend General By-Law / Outdoor Seating			Rec at TM	
4	Accept M.G.L. c. 59 Section 5 Clause 56			Adopt	
5	Appropriate for GF Cash Capital			Rec at TM	
6	Appropriate for Engineering Study for Energy Upgrades			Adopt	
7	Appropriate for Payment of Unpaid Bills			Adopt	
8	Appropriate for Restoration of Charles River Well			Adopt	

**Board of Selectmen**

**AGENDA FACT SHEET for 4/13/2011**

**Agenda Item:** Committee Reports

**Presenter(s):** Board Discussion

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

Board members will report on the progress and / or activities of their Committee assignments.

**2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)**

**3. BACK UP INFORMATION ATTACHED:**

None

**4. SIGN OFF/APPROVAL REQUIRED:**

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

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**Disposition by BOS**

**Action taken:** \_\_\_\_\_ **Present on future Agenda:** \_\_\_\_\_

**Refer to/Inform:** \_\_\_\_\_ **Report back to BOS on:** \_\_\_\_\_

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**Town of Needham  
Board of Selectmen  
Minutes for March 22, 2011  
Needham Public Services Administration Building**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:

A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Daniel P. Matthews, Maurice P. Handel, Denise C. Garlick, Gerald A. Wasserman, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Chapter 40B Guidelines Discussion:

Lee Newman, Director of Planning & Community Development, Judi Barrett, Housing Consultant, and Scott Brightman, committee member appeared before the Board to discuss the development of Chapter 40B Review Guidelines. Ms. Barrett stated she has been asked to help the Town develop guidelines that would explain to prospective developers Needham's policies, preferences, and expectations for affordable and mixed-income housing. She stated a working group has been established to meet with the Board of Selectmen and other Town Boards and Committees for feedback.

Ms. Barrett gave a short summary of Chapter 40B, stating it is a State law encouraging communities to create affordable housing. She stated if 10% or more of a town's housing is deed-restricted affordable units, it is assumed a town has met its regional fair share. If a town is under the 10% threshold, developers can apply to the Board of Appeals for a comprehensive permit for development. Ms. Newman stated affordable housing units in Needham currently account for about 7% of the housing stock.

Ms. Newman said interviews will be conducted with members of Town boards and committees to find out preferences of location, scale, and feel of potential development. Mr. Bulian asked what the timeline would be to produce a working document for the Planning Board and the Board of Selectmen. Ms. Newman commented she hopes to have a working document completed within the next three or four months. Mr. Bulian asked if there will be public input. Ms. Newman stated there will be some public input in terms of the presentation of the ideas that are coming out of the conversations, and the direction the working group decides to present.

Mr. Matthews, Selectmen representative on the working group, said most of the Town boards support reaching the 10% statutory minimum. Some residents, he said, are generally supportive but not in an active way and others are indifferent or opposed. Mr. Matthews said one of the goals of the guidelines is to create a

framework to communicate the Town's intent. Mr. Matthews said it is important the Town have a common set of standards to help guide the process.

Mr. Handel commented that with the Town making a good faith effort in producing affordable housing, it gives credibility to the Board of Appeals in the decision making process when it does deny a permit. He said it is important that projects not negatively impact a neighborhood.

Ms. Garlick said she is interested in affordable housing for seniors and the disabled. She suggested the working group also interview the Board of Directors of the Charles River Arc.

Mr. Matthews clarified the Town wants projects that will fit in with the neighborhoods. He said, from the point of view of the Board of Selectmen, it is important that housing be permanently affordable, but in some places that may not be the case.

Mr. Bulian read through the list of discussion questions and asked for Selectmen comments.

Mr. Wasserman said he feels the guidelines must be viable with the State of Massachusetts and have adequate monitoring of the projects. He stated Needham needs senior affordable housing, housing for children of residents who grew up in Town, as well as housing for the disabled, and employees of the Town of Needham who cannot afford to live in Town. Mr. Bulian commented on "friendly" and "un-friendly" Chapter 40B developments, stating "friendly" 40B's are developers who have worked with a neighborhood to create a project the neighborhood is going to embrace. An "un-friendly" 40B, he said, is just the opposite. He stated it is incumbent upon developers to work with residents in a neighborhood.

Mr. Wasserman commented there is consensus in generalities; it is when you get down to the details where there is disagreement. He pointed out there was a ballot question to repeal Chapter 40B in Needham, as well as most of the State, which was firmly turned down. He commented people recognize there is a need for affordable housing; it is how it is delivered that will create debate.

Mr. Bulian asked for additional comments from Ms. Barrett. Ms. Barrett said some towns approach creating guidelines as a way of getting resident participation in articulating the Town's interests. The hope, she said, is that by having public participation, there is public buy-in, but she said that is not always the case. She commented towns use the guidelines differently, and asked if Needham is looking for public buy-in or to try to coordinate the review process internally. Mr. Handel said he hopes the guidelines reflect consensus that Town government has on this issue. He said there has to be public buy-in, and also consistency from the Town. Ms. Barrett said she would like some direction as to

how the Town will use the guidelines. Mr. Matthews said that getting input and buy-in from active community organizations is important. He also stated it is important not to build conclusions into the guidelines about what the whole community thinks because there will be part of the community that will not engage in the process, but yet will be concerned when a development affects them. He stated the guidelines should guide developers who want to seek Chapter 40B development in Needham to make sure that what they want to do fits with the Town's priorities. Mr. Wasserman said education is important in that people need to understand the law, their rights, the Town's rights, and what the expectations are of the State.

Mr. Handel said he feels it is important to avoid singling out a particular area of Town. He stated there needs to be a comprehensive view that Needham is a whole, and affordable housing is not concentrated in any particular neighborhood. Mr. Matthews agreed with Mr. Handel. Mr. Wasserman stated a particular site cannot be labeled affordable or not because it depends upon the project.

Mr. Bulian stated the LIP program worked tremendously well for the Charles River Landing project. Mr. Wasserman said collaboration always works better, so LIP is always going to be more desirable, but cautioned resources must be available. Mr. Matthews suggested the Town should be open to LIPs, but said each project is a case by case basis. Mr. Handel agreed with his colleagues, and said a LIP must involve active community participation so people feel included, even though in the end they may not like the outcome at least they have been heard and their needs have been factored into the result. Ms. Garlick commented on Questions 5, 6, and 7 and asked Ms. Barrett, based on her experience, what she feels is the best balance. Ms. Barrett said she feels when a town actively tries to engage in affordable housing development, the greater the town's ability to protect its interests. She said having guidelines is a way of communicating with a developer, but it's the working relationship that is most important.

Mr. Wasserman said all of the considerations are important, but emphasized senior and disabled housing, as well as housing for children of residents. He said if the Town does not emphasize this, it will not get it. Mr. Matthews commented on local preference, and said the question is really asking "what do you want to give up?" He said the density in most parts of Needham is probably the last thing the Town is willing to give up. Mr. Wasserman said it depends on the particular project. Mr. Brightman commented builders should want to know what are the "showstoppers" and "red flags". Mr. Matthews said he feels rental housing works well as an affordable housing model, and he would be willing to have some "give" on the upper limit for unit density. He said he does not know how other boards and committees feel. Ms. Garlick suggested a focus group discussion on the trade-offs and benefits to the community. She also mentioned there should be discussion on the costs of mitigating some of the issues that arise with affordable housing. Mr. Handel commented it is important the Town reach the 10% to get control of zoning, but producing quality affordable housing is very important. He

suggested developing some mechanisms to try and save some of the typical old Needham housing. Mr. Wasserman suggested the guidelines should have some sample scenarios.

7:40 p.m. Consent Agenda and Appointments:  
**Motion by Mr. Wasserman that the Board of Selectmen vote to approve the Consent Agenda and Appointments as presented.**

#### APPOINTMENTS

1. Human Rights Committee Amelia Klein (term expires 6/30/2012)
2. Commission on Disabilities Leon Foster (term expires 6/30/2013)
3. Council of Economic Advisors William Day (term expires 6/30/2012)

#### CONSENT AGENDA \*=Backup attached

- 1.\* Approve a request from the Exchange Club of Needham to sponsor 4<sup>th</sup> of July fireworks on Sunday, July 3, 2011 and activities on Monday, July 4, 2011. Coordination of all additional activities will be made with appropriate Town Departments.
2. Accept the following donation made to The Park and Recreation Commission for Arts in the Park: \$600 from Middlesex Savings Bank.
- 3.\* Approve a One Day Special All Alcoholic beverages license from Ed Davis of St. Sebastian's School to hold its Alumni Dinner event on Thursday, March 31, 2011 from 6:00 pm to 10:00 pm at Ward Hall, St. Sebastian's School, 1191 Greendale Avenue, Needham.
- 4.\* Approve a One Day Special Wines & Malt beverages license from Dorothy C. Mitchell, of Laser Skin Care Solutions to hold an open house event on Thursday, March 31, 2011 from 5:00 pm to 8:00 pm at The Needham Historical Society, 1147 Central Avenue, Needham.
5. Accept donation of a 250<sup>th</sup> Anniversary Town of Needham ashtray from David P. Nigro, 27 Hamilton Place, Needham.
- 6.\* Water and Sewer Abatement Order #1121
- 7.\* Approve minutes from February 22, 2011, March 8, 2011 and March 14, 2011 meetings.

7:40 p.m. Building Permit Fees:  
Daniel Walsh, Building Inspector and Christopher Coleman, Assistant Town Manger/Director of Operations appeared before the Board to recommend a new fee for sheet metal permits. Mr. Walsh told the Board about a new law requiring the licensure of sheet metal workers. Mr. Walsh said the law and regulations require that licensed sheet metal installers obtain a permit from the Building Inspector prior to any erection, installation, or dismantling of sheet metal. Mr. Walsh said in addition to working on changes to the law and determining the permit fee for the sheet metal work, he also did a comparative study of its building, electric, plumbing, and gas permit fees to permit fees in other communities. Mr. Walsh reviewed the study with the Board. Mr. Walsh recommends no change to the fee schedule. Mr. Walsh also reviewed the

“Certificate of Inspection Fee Schedule” and recommends continuing the program using the same fee schedule to remain consistent with what the Town has been doing.

Mr. Wasserman asked about the fee level and wondered if low fees could be costing people more money because the Town cannot act as quickly as other towns. Mr. Walsh said anytime there cannot be an instantaneous response there is a risk of costing people money, but it is a case by case basis.

Mr. Bulian noted that the fees are almost double in some communities for the same square footage. Mr. Walsh said the project and cost drive the answer regarding the permit fee.

Mr. Matthews asked Mr. Walsh if he feels he has the level of staff required to keep up with the work load. Mr. Walsh said at the moment he has enough staff, but said the new sheet metal permit may require more staff to handle demand.

Mr. Wasserman reiterated his feeling that the Town should compare response times to fees with other communities.

**Motion by Mr. Wasserman that the Board vote to set a sheet metal permit fee schedule per the attached document entitled “Sheet Metal Fee Schedule, March 18, 2011.”**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion by Mr. Wasserman that the Board vote to adopt certificate of inspection fees per the attached document entitled “Certificate of Inspection Fee Table, March 18, 2011.**

**Second: Mr. Handel. Unanimously approved 5-0.**

8:10 p.m.

Department of Public Works:

Mr. Richard Merson, DPW Director and Mr. Anthony Del Gaizo, Town Engineer appeared before the Board to discuss the layout of three streets for Town acceptance. Mr. Del Gaizo stated it is the second step in the street acceptance process. The first step, he said is the petition, the second step is the Selectmen making a public vote of their intention to lay out the way. Mr. Del Gaizo said the layout of the way is done at a public hearing. Ms. Fitzpatrick clarified the vote of the Board is that their intention is to lay out each street and to hold a public hearing on April 5, 2011.

1. West side of Great Plain Avenue from Harris Avenue to MBTA R.O.W.:

**Motion by Mr. Handel that the Board vote to approve and sign Form 2 and Form 2A indicating its intention to layout the west side of Great Plain Avenue between Harris Avenue and the MBTA R.O.W.**

**Second: Mr. Wasserman. Unanimously approved 5-0.**

2. Farley Pond Lane:  
**Motion by Mr. Handel that the Board vote to approve and sign Form 2 and Form 2A indicating its intention to layout Farley Pond Lane.**  
**Second: Mr. Wasserman. Unanimously approved 5-0.**
3. Booth Street:  
**Motion by Mr. Handel that the Board vote to approve and sign Form 2 and Form 2A indicating its intention to layout Booth Street.**  
**Second: Mr. Wasserman. Unanimously approved 5-0.**

8:20 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Inter-municipal Agreement/Kendrick Street Bridge:  
Ms. Fitzpatrick asked the Board to approve an inter-municipal agreement between the Town and the City of Newton for the reconstruction and repair work on the Kendrick Street Bridge. Ms. Fitzpatrick told the Board Town Meeting has appropriated funding and the City of Newton has agreed to be the lead community on the project. She stated the Inter-municipal Agreement is required to enable the financial transactions and to establish the framework for the management and oversight of the project.

**Motion by Mr. Wasserman that the Board vote to approve the Agreement between the Town of Needham and the City of Newton for Nahantan Street/Kendrick Street Bridge Improvements.**

**Second: Mr. Handel. Unanimously approved 5-0.**

2. Open Special Town Meeting Warrant:  
Ms. Fitzpatrick reviewed a preliminary list of articles proposed for inclusion in the May 9, 2011 Special Town Meeting warrant. Ms. Fitzpatrick asked Mr. Wasserman to discuss the article "Appropriate for Engineering Study for Energy Upgrades" as part of the Green Communities Study Committee. Mr. Wasserman told the Board the committee is exploring all aspects. He said, in particular, one aspect is to attain saving the required 20%, and that it was suggested by a member of the Finance Committee to hire a consultant for assistance. Mr. Wasserman said that is why the request is included.

**Motion by Mr. Wasserman that the Board vote to call for a Special Town Meeting and open the warrant for the meeting to be held on May 9, 2011 at the Newman School.**

**Second: Mr. Handel. Unanimously approved 5-0.**

3. 2011 Annual Town Meeting:  
Ms. Fitzpatrick updated the Board on the status of the Annual Town Meeting Warrant. She stated the Green Community Study Committee voted to request that

the article relative to adoption of the Stretch Energy Code be deferred until a future Town Meeting.

**Motion by Mr. Wasserman that the Board vote to withdraw the article relative to adoption of Stretch Energy Codes.**

**Second: Mr. Handel. Unanimously approved 5-0.**

Ms. Fitzpatrick reviewed other changes including modification of the General Fund Cash Capital article to reflect the actual proposal contained in the FY2012 Balanced Budget Proposal and the vote of the Finance Committee, and amounts and funding sources approved by the Community Preservation Committee.

8:30 p.m.

Adjourn:

**Motion by Mr. Wasserman that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of March 22, 2011.**

**Second: Mr. Handel. Unanimously approved 5-0.**

Town of Needham  
Water Sewer Billing System  
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR  
(cc: TOWN COMPTROLLER)

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$184.25
Water Irrigation:	-\$10,448.12
Water Service:	\$0.00
Sewer Sales:	-\$1,206.30
Transfer Station Charges:	\$0.00
Total Abatement:	-\$11,838.67

Order #: 1122

Read and Approved: 4/8/2011



DPW Office Manager

  
Director of Public Works

For the Board of Selectmen

Date: 4/13/2011

**Town of Needham  
Water Sewer Billing System  
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
PC	Defeo	James	34553	8478	59	Concord St	\$0.00	-\$26.00	-\$57.45	-\$83.45	Estimate	Y
PC	Hines	William	14750	14069	99	Border Rd	\$0.00	-\$105.75	-\$249.45	-\$355.20	COA	N
PC	Needham	Golf Club	2015	19276	49	Green St	-\$10,448.12	\$0.00	\$0.00	-\$10,448.12	Prog	Y
PC	O'Neil	Joseph	7913	6972	127	Pickering St	\$0.00	\$0.00	-\$652.50	-\$652.50	Leak	N
PC	Friedman	Robert	20453	13314	20	Glendale Rd	\$0.00	\$0.00	-\$129.30	-\$129.30	Leak	N
PC	Bello	Todd	26533	5478	124	Gayland Rd	\$0.00	-\$52.50	-\$117.60	-\$170.10	Estimate/Leak	N

**Total: -\$11,838.67**

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

**Legend:**

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- O.E. Error = Over estimation was issued
- Leak = Leak in house or at spicket that caused loss of water, with proof of repair
- O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
- TWN = Town Project caused damage to private property
- Equip = Equipment Malfunction
- Prog. = Meters programmed incorrectly causing reading to be transferred incorrectly to billing system
- UEW = Unexplained for water lost
- P.F. = Pool Fill
- Meter = Meters Crossed or entered into system incorrectly
- Billing = Steps were charged incorrectly
- COA = Council On Aging