

TOWN OF NEEDHAM



2019 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 9, 2019

Business meeting: Monday, May 6, 2019

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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

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March 15, 2019

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 108th Annual Report to Town Meeting and recommended operating budget for Fiscal Year 2020. The Finance Committee's recommended FY 2020 budget funds a long-planned expansion of services needed to meet increased demands and improve existing services. Needham has recently experienced some significant growth, particularly commercial development in Needham Crossing, that has increased the tax base and provided greater recurring revenue. This commercial growth, along with some residential growth, has also fueled a need for expanded facilities and services. The progress on the Facilities Master Plan continues with the opening of the Rosemary Pool and Recreation Complex late last summer, and the completion of the new Sunita Williams Elementary School on track for the fall of 2019. Construction on the new Public Safety headquarters and Fire Station #2, as well as the new DPW storage facility and the reconstructed Memorial Park fieldhouse, are in progress. The work of the Needham 2025 Committee, which will elucidate the Town's longer term infrastructure needs, is underway.

Town and School Administrators and the Select Board and the School Committee have been working with the Finance Committee and a number of other boards and committees to prepare for the implementation of the School Department's new full-day kindergarten program as well as the expansion of staffing in the Fire and Police Departments. Thanks to creative planning and a disciplined approach to spending throughout Town administration and government, the Finance Committee is able to recommend an operating budget for FY 2020 that not only covers the growing borrowing costs associated with the above-mentioned debt-funded capital projects, but also expands services to meet growing demands, while staying within our means. The Finance Committee continues to urge very careful consideration of all proposed spending, and to keep a close eye on the tax burden placed on residents. Notably, Town voters have approved two significant debt exclusions in the last 3 years for the Sunita Williams School and the Public Safety facilities projects that will raise taxes above the allowed tax increases under Proposition 2 ½.

This letter contains an overview of the budget followed by more detailed explanations. The Budgetary Overview section takes a high-level look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the operating budget. This section of the letter closes with an expression of the Committee's concerns looking forward. The second "Components" section of the letter looks at the changes in the individual segments of the Operating Budget.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

The FY 2020 proposed budget and overall spending plan is based on a projection of \$192.2M of General Fund revenue, an amount that is \$9.9M or 5.4% greater than FY 2019. With adjustments to account for other sources, such as funds for CPA-related debt and reimbursements from the Enterprise Funds, the amount available for appropriation increases to \$194.6M. General Fund revenue comes primarily from property taxes, combined with state aid, and local receipts. Additional funds available for appropriation also come from Town reserves, free cash, and other sources such as unexpended appropriations. Property taxes are the primary source of General Fund Revenue, and making up almost 80% of the expected

May 2019 Annual Town Meeting Warrant

General Fund revenue in FY 2020. Property tax revenue is increasing by \$10.6 million or 7.5% in FY 2020. This includes \$3.4M for the allowed 2.5% increase under Proposition 2 ½, \$2.7M attributable to new growth, \$3.1M additional revenue to be collected for excluded debt and a \$1.3M increase in the underlying tax base.

State aid is projected to increase by \$314K or 2.5% to \$12.8 million. This number is conservative, as it depends on the state budget which is still working its way through the legislature. One component of state aid is Chapter 70 school aid, which will increase significantly in FY 2021, since the formula is based on school enrollment. Kindergarten enrollment will effectively double for the purpose of calculating Chapter 70 reimbursement following the change from a half-day to a full-day kindergarten program.

Local receipts, which are projected to total \$12.7 million in FY 2020, include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. These local receipts are expected to increase by \$1.4M or 12.4%. A large portion of this increase, \$965,000, comes from solid waste fees which will be taken into the General Fund following the dissolution of the RTS Enterprise Fund that was approved at the 2018 Annual Town Meeting.

The amount of Free Cash certified by the Department of Revenue this year is \$10.4 million. Free Cash results from revenue collections that exceed estimated revenue and from expenditures that are lower than appropriations at the end of the prior fiscal year (in this case, unused funds from FY 2018.) The amount of Free Cash proposed for appropriation this year is down \$2.9 million from the amount of Free Cash appropriated last year, but still a significant amount. Free Cash fluctuates, but remains high due to conservative budgeting practices. Because the level of Free Cash is volatile and not entirely reliable, most of it is used for one-time expenditures. Only a portion which is dependable should be deemed recurring and applied to the operating budget. In FY 2020, just over \$2 million of free cash is recommended to be allocated to the operating budget.

Other funds proposed for appropriation this year include \$1.2M of CPA funds to be applied to the FY 2020 operating budget for CPA related debt service, as well as \$1.2M of funds from the Enterprise Funds to reimburse the Town for costs and services such as information technology and insurance. In addition, funds subject to appropriation include certain earmarked funds, offsets, and remaining funds from warrant articles from prior years that were not needed for the designated purposes.

B. Allocations for General Fund Appropriation for FY 2020

Operating Budget	\$178.3M
Cash Capital (including individual articles)	\$10.0M
Financial warrant articles	\$1.5M
Transfer to Sewer Enterprise Fund (drains)	\$0.5M
<u>Reserve/stabilization funds</u>	<u>\$0.2M</u>
Total	\$190.5M

Please note that, although the Finance Committee's recommended FY 2020 operating budget was voted prior to the issuance of this report, the other appropriations and their funding sources were still under consideration and final recommendations may vary. Additional disbursements of over \$3.9M will not

require Town Meeting appropriation including certain state and county assessments, tax title fees, and approximately \$2.5 million to the Overlay account to cover possible abatements and exemptions. Surplus from the Overlay account that is not needed can be released and appropriated later in the year.

C. Operating Budget

The amount allocated to the Operating Budget, \$178.3M, which is \$13.1M, or 7.9%, greater than the Operating Budget for FY2019. The primary drivers of this increase are:

Townwide Expenses	Up \$6.0M, or 11.6%
Education	Up \$5.1M, or 7.0%

For the third year, the largest portion of the annual increase in Townwide expenses is attributable to Debt Service, which is increasing \$4.1M, or 27.7%, a result of the borrowing for the Sunita Williams School. The largest increase in the department budgets is in the area of Education. The increase in the Education budget is significant, driven to a large extent by the long-planned initiation of a new full-day kindergarten program. We should note that in FY 2021, the Town expects to receive over \$700,000 of additional school aid from the state as the result of this expanded program.

D. Finance Committee Perspective

Needham continues to be in strong financial shape as the overall economy continues to grow and the local economy is robust. Revenue growth has remained strong. Property values continue to increase, both from economic forces and because of “new growth” from property improvements and development. Although the Town has some exposure to downturns in federal and state aid as well as grant funding, the Town relies most heavily on property taxes and local receipts. Looking forward, we are in the midst of significant capital growth as we proceed with the implementation of the Facilities Master Plan. The Town has carefully considered how the rising debt costs have impacted the overall operating budget and the average household tax expense. These costs have increased significantly over the last few years. The expanding capital base can be expected to drive up other operating costs as well, including maintenance costs to care for the additional buildings, and staffing costs for new or enhanced services and programming provided in the new spaces. The Finance Committee remains true to its tenet that all new positions must be thoroughly vetted before being absorbed into the annual operating budget. Some positions that have been proposed but where the need or benefits are less clearly articulated have been removed from the operating budget to be funded through financial warrant articles. This approach will allow the positions to be reviewed without being embedded in the operating budget unless they are deemed absolutely necessary. Staffing increases drive up not only salary costs, but also employee benefits, post-employee benefits and retirement costs. Furthermore, the Finance Committee has seen that once a position is funded in the operating budget, it tends to remain indefinitely. While the need for services is increasing, particularly in the areas of public safety and education, the Town must be careful not to take on more than is truly needed, or more than we can sustain if revenue growth moderates.

II. Examination of Components of Proposed FY 2020 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY 2020. The total recommended operating budget for FY 2020 is \$178,260,006 an increase of \$13.1M, or 7.9%, over the current FY 2019 operating budget. While that increase is substantially more than the rate of revenue growth, the Town has taken steps to be ready to provide this level of increase. In both FY 2018 and FY 2019, the Town diverted some of its revenue stream, a portion of the incremental recurring funds that would have gone into the operating budget, and applied it instead to "one time" uses. This year, those incremental amounts of recurring fund have been re-channeled into the operating budget to address this planned expansion of services. As noted above, the FY 2020 budget includes two significant program expansions. The School Department plans to institute a full-day kindergarten program that will not only provide for full school days for kindergarteners, but will also include a new curriculum requiring 33.8 new FTEs in addition to new staff needed for enrollment and other programming needs. The Town is also increasing staffing in both the Police and Fire Departments to improve service and keep up with the additional pressure placed on these departments due to expanded development. We are recommending one additional Police Officer in the FY 2020 budget, following the addition of one additional officer in the current FY 2019 budget. In FY 2021, two additional officers are planned, in accordance with the recent staffing study. The FY 2020 budget includes eight new firefighters whose salaries are being funded 25% in the operating budget, and 75% through a federal grant. This grant covers three years of partial funding, after which these salaries must be covered 100% within the operating budget to retain the positions. Once the new Public Safety building is open, the additional staffing and space will allow the Fire Department plans to put another ambulance into service. The Finance Committee is very cautious about adding staff to the operating budget, maintaining the principle that each request for a new position should be carefully deliberated and well justified before being incorporated into the annual operating budget.

A. Townwide Expenses

Townwide expenses are costs that are incurred by the Town or that apply across many or all departments. Townwide expenses are increasing 11.6% in the FY 2020 recommended budget. The primary driver of the increase is a significant increase in debt service payments. Other notable increases include Retirement Assessments, Needham Electric, Light and Gas Program, and Classification, Performance and Settlements.

The Casual, Liability, Property and Self-Insurance line item accounts for the insurance coverage that the Town receives through the Massachusetts Inter-local Insurance Agency (MIIA) for buildings, vehicles, property damage, and liability, as well as a small contingency for non-covered claims. This line item is level-funded in FY 2020.

The Debt Service budget line covers payments for outstanding debt obligations for excluded debt (as a result of Prop. 2 ½ overrides), Community Preservation Act debt, and debt within the levy. The FY 2020 Debt Service line is increasing by 27.7%, or over \$4.1 million. The increases are primarily attributable to increased debt payments for the construction of the Sunita Williams elementary school and for the Rosemary Recreation Complex project construction, as well as some preliminary debt for the new Public Safety building project. Notably, this budget line recently decreased for three years, from FY 2015-FY 2017, as the debts from earlier capital projects closed and came off the books. These types of fluctuations will continue due to the borrowing schedules for the Town's significant capital projects. The Finance Committee is also recommending a modest increase of \$45,472 to the Debt Service line beyond the amount required by the debt schedules. This would use funds that were requested for certain Library

expenses to pay down some of the Town's overall debt. Since the Library has state aid money to fund the requested costs, there will be no reduction of services.

The Employee Benefits line (known as Group Insurance, Employee Benefits and Administrative Costs) is increasing by only 1.8%, or \$277,289. This line includes an assumed 7% increase in health insurance premiums, provisions for additional subscribers, and provisions for an increase in the number of eligible employees. The budgeted amount is decreasing overall due to the transition of all employees to the new benchmark and high deductible plans with lower premiums. This decrease in health insurance costs represents a one-time "re-set." These costs can be expected to increase going forward as medical costs continue to rise and as the number of eligible staff increases.

The Needham Electric Light and Gas Program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of street lights, and the costs of producing solar electricity that is sold to the grid. This line has an increase of 4.5%, or \$160,328, in FY 2020. This year's increase includes additional energy costs for running the new Sunita Williams elementary school, the Memorial Park field house and the additional Mitchell School modular classrooms, compounded by a notable increase in the supply rate for natural gas. While the cost of producing solar power is included in the energy operating budget, the cost is mitigated by revenue from the solar electricity project which is generated both by lease payments for property used for the solar arrays and by the sale of electricity that is generated.

The Retiree Insurance and Insurance Liability Fund line is level-funded for FY 2020. The program, also known as "OPEB" (other post-employment benefits), funds benefits other than pensions, that are provided to eligible retirees, such as health insurance. The assumed rate of return for OPEB funds was reduced from 7.50% to 7.25% in the FY 2020 budget, with plans to reduce the rate to 7.0% in the near future. While these reductions have increased contributions according to the funding schedules, the Town's outstanding obligations have been reduced as a result of the change in the Town's health plan offerings. An actuarial analysis is underway to determine a new OPEB funding schedule.

In the FY 2020 budget, the Retirement Assessments line, which funds pensions for retirees as well as unfunded pension liability, is increasing by 9.5%, or \$753,776. The Retirement Board reduced the assumed rate of return for pension assets for a second year in a row, going from 7.50% down to 7.25% for FY 2020, after being reduced from 7.75% to 7.50% for FY 2019. These reductions in the assumed rates of return led to increases in the Town's annual contributions in the funding schedule in the most recent actuarial analysis. These changes will help achieve the Town's goal of funding outstanding unfunded pension liability in 2030.

The Classification, Performance, and Settlements line item is budgeted at \$835,500 for FY 2020, an increase of over 50% more the amount budgeted for FY 2019. These funds serve as a reserve for additional personnel-related costs during the fiscal year, including performance-based salary increases for managers or increases resulting from new collective bargaining agreements. As of the date of this report, the collective bargaining agreements for the Needham Police Union, the Needham Police Superior Officers Association, and the Needham Fire Union had not yet settled for FY 2020. Therefore, the FY 2020 budgets for the Police and Fire Departments do not include funding for salary increases for positions covered by those the unions.

The Reserve Fund holds funds that may be used for extraordinary or unforeseen budget needs that arise during the fiscal year. In the past, the Reserve Fund has been used to fund expenses such as unexpected legal costs or costs associated with extraordinary snow and ice removal. For FY 2020, the recommended Reserve Fund appropriation is \$1,881,500, an increase of 1.2% over the FY 2019 budget. The Finance Committee expects that this funding level will be sufficient to protect the Town from budgetary overages, without tying up funds unnecessarily.

B. Municipal Departments (excluding Education)

The Municipal Departments category includes 18 different budgets for operational departments, boards, and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that, as mentioned above, the recommended budget lines do not include salary or wage increases for employees whose positions are covered by the unions which have not yet reached agreements with the Town, specifically: the Needham Police Union, the Needham Police Superior Officers, and the Needham Fire Union. If any departments need additional funding for related salary increases during the fiscal year, the funds may be transferred from the Classification, Performance and Settlements line in Townwide Expenses.

General Government

The FY 2020 proposed budget for all General Government departments is 3.1% higher than the FY 2019 budget. The Board of Selectmen/Town Manager budget line item is essentially level-funded. The modest 1.0% salary increase is offset by a 5.8% decrease in expenses that is roughly the same dollar amount as the increase in the salary line. The decrease in expenses is primarily due to the transfer of copier maintenance costs from the Town Manager's budget to the Information Technology budget in the Finance Department, along with a decreased need for assessment centers in Human Resources. The Finance Committee is not recommending funding the requested new position of Public Information Officer in the FY 2020 operating budget. As noted previously, the Finance Committee adheres to the principle that careful consideration is required before adding new positions to the operating budget. The Committee was not convinced that a new position is warranted for the designated functions of Public Information Officer on a full-time basis for the long term. The Finance Committee also recommended to exclude funding of a request for temporary staffing in the operating budget for Human Resources. The Committee recognized the need for temporary staffing in some departments, and suggested funding that expense through a financial warrant article. This will allow the Town to reconsider the need after the allocation of funds are exhausted. This approach will also allow the expenses to stretch beyond just one fiscal year.

The Town Clerk and Board of Registrar's budget is decreasing by 5.4% due to typical fluctuations attributable to election-related wages and expenses. In FY 2020, the Town will conduct two scheduled elections, including an annual Town election and the presidential primary, compared to three elections in FY 2019. The Town Counsel's budget remains flat for FY 2020.

The Finance Department budget includes a 5.8% increase. Much of the base budget increase is due to rising software licensing costs in the Technology Division as well as revaluation certification work in Assessing, and a small increase for department salaries. The recommended budget also includes funding to extend the role of an Administrative Specialist in the Accounting Division to full time, which will help keep pace with state and federal reporting requirements. Also included is funding for technology needs associated with the Health Department's implementation of electronic inspections of food establishments. The Planning and Community Development budget is increasing by 3.0%. The Community Housing Specialist position continues to be funded half within the Planning and Community Development operating budget and half with CPA funds. The current CPA allocation for this position was expected to run out after FY 2019, but has not been fully expended due to staffing turnover.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 4.6% in the FY 2020 budget. The Police Department budget is increasing 3.3%. The Police Department salary line includes increases for administrative staff and dispatchers. Since the collective bargaining agreements are not yet settled for either the Police Union or the Police Superior Officers Association, no salary increases are included for covered positions. As noted above, the Classification,

Performance, and Settlements line includes funding that can be used for any personnel-related increases needed after the budget is approved. The Police Department FY 2020 budget salary line includes funding for an additional Police Officer. The position will help address increased demand for services, as evidenced by an rising number of calls and the growing complexity of services needed, and will alleviate reliance on overtime to meet minimum staffing levels. This completes the second step in the plan to add four officer positions in accordance with a recent staffing study. Under this plan, two additional officers are anticipated in the FY 2021 operating budget.

The Fire Department budget is increasing by 6.0% in FY 2020, reflecting increases in salaries for staff not included in the Fire Union, whose contract was unsettled at the time of this report. (As noted previously, provision for such increases are reflected in the Classification, Performance and Settlements line under Townwide Expenses.) The FY 2020 Fire Department budget includes the Emergency Management Coordinator position which is being transferred from the Health and Human Services budget. This position is also being increased from 0.7 to 1.0 full-time equivalent (FTE) to provide more opportunity to continue to develop and expand the emergency preparedness program. The FY 2020 budget includes funding for eight new firefighter positions that are being hired pursuant to a federal grant that is covering 75% of the associated salaries for a second year. In the third and final year, the grant will fund 35% of these salaries. It is important to note that the increases in staffing in both the Police and Fire Departments will affect not only the operating budgets of those departments, but will also increase costs of employee benefits that are associated with these positions and funded through the Employee Benefits line of Townwide Expense portion of the budget.

The FY 2020 budget for the Building Department is increasing by less than 1.0%. The small increase in the salaries line is counterbalanced by the decrease in the budget's operating capital.

Public Facilities and Public Works

Last year, the Public Facilities maintenance work was shifted from the Public Facilities Department (now Building Design and Construction Department (BDCD)) to the Department of Public Works (DPW). The total combined budget for the BDCD and the DPW is increasing by 4.9%. The BDCD budget is increasing by only 1.7% due to increases in salary for existing staff combined with a flat expense budget. The DPW budget is increasing by 5.0% which includes additional contract expenses related to maintenance needs for the new Sunita Williams School scheduled to open in September 2019. This recommendation also includes funding for the salary of an additional custodian (1.0 FTE) in the Maintenance Division which will provide an additional half position (0.5 FTE) at the Center at the Heights (CATH) to address expanded hours and programming and a half position (0.5 FTE) to provide maintenance services at the new Memorial Park building and who will also serve as a "floater" to cover for absences in other buildings. Funding for additional hours of a Building Monitor for the Center at the Heights is also included. The budget also funds an Organics Recycling Program at the Recycling and Transfer Station (RTS), as well as the cost of equipping DPW fleet vehicles with GPS devices which will provide data for preventative vehicle maintenance planning and more efficient dispatching of vehicles, particularly for Snow and Ice operations. The Finance Committee did not recommend funding an additional manager for service and parts in the Fleet Division.

Community Services

The seven departments in the Community Services section of the budget constitute only 2.7% of the overall FY 2020 operating budget, but provide highly valuable services to residents and businesses throughout the community. These departments secure substantial funding from fees, grants, and donations, as well as support from volunteer services. This group of budgets is increasing by 8.1% overall, due mostly to salary increases for existing staff, and some increases in important programs and services.

The Health Department, Aging Services, Youth and Family Services, and Veteran Services divisions all comprise the Health and Human Services (HHS) Department budget. In addition, HHS shares Emergency Management functions with the Fire Department. The HHS budget is increasing 8.5% in FY 2020. The increase has been tempered by the transfer of the salary part-time Emergency Management Program Coordinator (-0.7 FTE) out of the HHS budget and into the Fire Department's FY 2020 budget. The renewed request for a Director of Public Health was not funded in the FY 2020 budget recommendation as there was not sufficient need to warrant the additional position at this time. The FY 2020 HHS budget includes partial funding (0.4 FTE) for a new administrative staff position to be shared with the Park and Recreation Department, as described below. The budget also includes funding for an additional therapist hours (0.25 FTE) for Youth and Family Services to reduce the waitlist for critical services. The budget also provides funding to expand Aging Services programming and the hours of operation at the CATH.

The Needham Public Library budget is increasing 2.3% in FY 2020. The Finance Committee recommends that the requests for additional expenses totaling \$45,472 for a wireless internet service, media downloading subscriptions, and an online reference database, as well as the salary of a part-time position for packing and unpacking deliveries continue to be funded through the State Aid account or through Library trust funds in FY 2020 rather than in the operating budget at this time. The Library's additional request to add a new position of Reference Librarian/Digital Communications Specialist was deferred.

The Park and Recreation Department line is increasing by 21.5% in the FY 2020 budget, due in large part to costs associated with the operation of the Rosemary Pool complex. The state minimum wage increase in 2019 from \$11 to \$12 per hour has also affected wages for summer staff. The pool expense budget is increasing since the use of chemicals in the past season was higher than indicated by the contractor's estimate. The FY 2020 budget includes partial funding (0.6 FTE) a new full-time Department Assistant II position to be shared with the HHS Department, as both Departments are located in the new Rosemary Recreation Complex. Due to the expected workload allocation, 60% of the salary for the new position is recommended to be funded in the Park and Recreation Department budget and 40% in the HHS budget. The Finance Committee recommends that the requests for a Pool Specialist, additional pool staff and the lifeguard retention program be funded through a financial warrant article, and not included in the FY 2020 operating budget, in order to provide more time to assess the operations and more accurately determine the needs of the new pool facility.

The Municipal Parking budget is up 9.5% due to an increase in the leasing costs and a small increase in overtime wages. The budgets for the Commission on Disabilities, the Historical Commission, and Memorial Park Trustees continue to be level-funded for FY 2020.

C. Education

The recommended FY 2020 budget for public education, including the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$77,090,548, an increase of 7.0%. The Minuteman Regional High School's estimated assessment for FY 2020 is \$1,084,783. The assessment is up 18.7% in FY 2020 due to the increased debt payments for the Minuteman District's capital building project. These capital costs, along with the District operating costs, are apportioned among member towns in accordance with the District Agreement.

The FY 2020 budget for the Needham School Department totals \$76,005,765, representing 42.6% of the total operating budget. (Note: This figure does not include the costs of benefits, including health insurance, for School Department employees, which are carried under Townwide Expenses.) The Finance

Committee's recommended budget for the School Department in FY 2020 includes an increase of \$4.9 million, or 6.9%, and fully funds the Superintendent's request and School Committee's voted budget.

The School Department tempered its budget requests in FY 2019 and FY 2018 and asked the Town to channel an amount of recurring funds to reserves to allow for a larger incremental increase in FY 2020 to fund the opening of the Sunita Williams School and the start of the full-day kindergarten program. These funds that might have gone into the School Department operating budget were set aside into the Debt Service Stabilization Fund to help fund a temporary bubble in debt service payments that the Town expects to see during the height of the scheduled debt payments for the capital projects in the Facilities Master Plan. That portion of the recurring revenue stream is now being channeled back to the operating budget to fund the new kindergarten program.

The cost of implementing the new kindergarten program is \$1,950,540, providing for an additional 33.8 FTEs. An additional \$459,350 of associated costs has been added to the Employee Benefits line in the Townwide Expense portion of the FY 2020 operating budget. The Finance Committee is pleased that, after careful planning, the FY 2020 budget is able to accommodate the new full-day kindergarten program without sacrificing other programs. The School Department has put significant efforts into restraining rising costs in transportation and special education, and continues to make progress. The School Department is hopeful that the new curriculum for full-day kindergarten will help mitigate the need for some of the special education referrals as there will more continuity for students and more time for staff to provide support to students.

If the costs for full-day kindergarten and the Sunita Williams School are excluded, then the School Department's FY 2020 budget request amounts to an increase of 4.7% over the FY 2019 budget. The School Department base budget includes contractual increases needed to achieve level services for FY 2020, including additional staffing needed to address growth in enrollment and higher special education costs caused by both increasing needs and possible decreased outside funding. 11.1 new FTEs are added to address the Schools' additional enrollment, growing demands for special education and other services, as well as declines in grant funding. The FY 2020 budget also includes some modest improvements including additional curricular needs, equity initiatives, and more funding for the High School Athletic program.

Closing Comments

The Finance Committee's recommended budget for FY 2020 provides the resources needed to fund ongoing capital projects, and to sustain or improve the high level of services that local residents and businesses currently enjoy. The budget shows that fiscal restraint and careful planning have enabled us to address the growing capital and service needs, but also to prepare for upcoming demands. The Town must continue to consider not only the benefits of each project it undertakes, and the associated capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers. The Needham 2025 study will help inform us all of the implications of future growth in the town and the potential impact on our longer term infrastructure needs.

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

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



Barry J. Coffman, Chair

Committee Members:

Thomas M. Jacob, Vice Chair
John Connelly
Joshua W. Levy
Richard Lunetta
Louise L.E. Miller
Richard Reilly
Carol Smith-Fachetti
Louise Mizgerd, Analyst

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32	Appropriate for Town Common Renovation Design	Community Preservation Committee	45
33	Appropriate for Rosemary Lake Trail Project	Community Preservation Committee	46
34	Appropriate for Cricket Field Renovations	Community Preservation Committee	46
35	Appropriate for Playground Improvements	Community Preservation Committee	46
36	Appropriate to Community Preservation Fund	Community Preservation Committee	47
CAPITAL ARTICLES			
37	Appropriate for General Fund Cash Capital	Select Board	47
38	Appropriate for Athletic Facility Improvements	Select Board	56
39	Appropriate for Sewer Enterprise Fund Cash Capital	Select Board	56
40	Appropriate for Wastewater System Rehabilitation	Select Board	57
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43	Appropriate to Capital Improvement Fund	Select Board	59
44	Appropriate to Capital Facility Fund	Select Board	60
45	Appropriate for Workers Compensation Reserve	Select Board	60
GENERAL ARTICLES & CITIZENS PETITIONS			
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50	Home Rule Petition / Town Meeting	Joshua Levy, et. al.	63
51	Home Rule Petition / Resolution to Call for the United States to “Pull Back from the Brink” and Prevent Nuclear War – An Existential Threat to the Future of Humanity and the Planet	Joseph McCabe, et. al.	64
52	Omnibus	Select Board	65

**Summary of Revenues
FY2018 - FY2020
General Fund Only**

	FY2018	FY2019	FY2020
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$8,042,729	\$6,535,000	\$6,635,000
Departmental Activities	\$5,987,227	\$4,426,256	\$5,676,256
Fines & Forfeits & Assessments	\$187,560	\$120,000	\$120,000
Investment Income	\$434,319	\$250,000	\$300,000
Medicaid	\$207,679	\$0	\$0
Miscellaneous Revenue	\$4,169	\$4,000	\$4,000
Miscellaneous Non-recurring	<u>\$305,739</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$15,169,422	\$11,335,256	\$12,735,256
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$132,578,018	\$141,893,986	\$152,534,866
Cherry Sheet Revenue (State Aid)	<u>\$11,788,322</u>	<u>\$12,509,090</u>	<u>\$13,094,223</u>
SUB-TOTAL	\$144,366,340	\$154,403,076	\$165,629,089
Other Available Funds & Free Cash			
Free Cash	\$11,387,990	\$13,298,378	\$9,707,871
Overlay Surplus	\$3,000,000	\$1,000,000	\$1,000,000
State Infrastructure Fund	\$0	\$0	\$12,478
Transfer from other Articles	\$246,000	\$289,000	\$119,500
Transfer from Stabilization Funds	\$1,817,000	\$1,855,000	\$2,500,000
Reserved for Debt Exclusion Offset	<u>\$80,807</u>	<u>\$115,147</u>	<u>\$105,159</u>
SUB-TOTAL	\$16,531,797	\$16,557,525	\$13,445,008
Total General Fund Revenue	\$176,067,559	\$182,295,857	\$191,809,353
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	<u>\$1,954,577</u>	<u>\$2,049,558</u>	<u>\$2,420,317</u>
SUB-TOTAL	\$1,954,577	\$2,049,558	\$2,420,317
Total Revenue Available for General Fund Uses	\$178,022,136	\$184,345,415	\$194,229,670

Account Balances

Athletic Facility Improvement Fund	As of March 29, 2019	\$2,668,884
Capital Facility Fund	As of March 29, 2019	\$1,874,435
Capital Improvement Fund	As of March 29, 2019	\$904,737
Debt Service Stabilization Fund	As of March 29, 2019	\$2,100,946
Free Cash	As of March 29, 2019	\$9,757,871
Sewer Enterprise Fund Retained Earnings	As of March 29, 2019	\$3,286,421
Solid Waste Enterprise Fund Retained Earnings	As of March 29, 2019	\$71,727
Stabilization Fund	As of March 29, 2019	\$4,174,145
Water Enterprise Fund Retained Earnings	As of March 29, 2019	\$3,080,815

**Summary of Expenditures
FY2018 - FY2020
General Fund Only**

	FY2018	FY2019	FY2020
Town Wide Group	\$43,673,649	\$51,924,460	\$57,963,970
Department Budgets			
Select Board/Town Manager	\$933,449	\$1,044,668	\$1,045,004
Town Clerk/Board of Registrars	\$371,632	\$437,003	\$413,597
Town Counsel	\$368,112	\$329,442	\$329,140
Finance Department	\$2,584,458	\$2,967,689	\$3,138,865
Finance Committee	\$37,480	\$39,705	\$39,892
Planning and Community Development	\$541,800	\$570,833	\$587,795
Police Department	\$6,345,417	\$6,828,159	\$7,050,521
Fire Department	\$7,810,529	\$8,175,097	\$8,665,619
Building Department	\$668,870	\$773,652	\$779,086
Minuteman Regional High School	\$801,331	\$914,236	\$1,084,783
Needham Public Schools	\$67,846,508	\$71,105,943	\$76,005,765
Building Design & Construction Department *	\$309,004	\$518,220	\$526,812
Department of Public Works *	\$14,843,929	\$15,049,298	\$15,808,247
Municipal Parking Program	\$92,338	\$106,382	\$116,464
Health and Human Services Department	\$1,586,958	\$1,887,600	\$2,048,582
Commission on Disabilities	\$1,769	\$2,050	\$2,050
Historical Commission	\$0	\$1,050	\$1,050
Library	\$1,653,829	\$1,780,074	\$1,821,544
Park & Recreation	\$497,538	\$683,333	\$830,470
Memorial Park	\$723	\$750	\$750
Department Budget Total	\$107,295,674	\$113,215,184	\$120,296,036
Total Budget	\$150,969,323	\$165,139,644	\$178,260,006
Other Appropriations			
General Fund Cash Capital	\$9,326,467	\$11,155,289	\$9,407,752
Other Financial Warrant Articles	\$1,185,000	\$1,399,300	\$1,338,314
Transfers to Other Funds *	\$5,251,164	\$3,223,496	\$1,055,785
Total Other Appropriations	\$15,762,631	\$15,778,085	\$11,801,851
Other Uses			
Other Amounts Required to be Provided	\$49,865	\$50,606	\$71,028
State & County Assessments	\$1,333,038	\$1,408,970	\$1,443,574
Provisions for Abatements & Exemptions	\$2,811,893	\$1,968,110	\$2,653,211
Total Other Uses	\$4,194,795	\$3,427,686	\$4,167,813
Total General Fund Expenses	\$170,926,749	\$184,345,415	\$194,229,670

* FY18 and FY19 budget information has been restated to reflect the transfer of the building maintenance and RTS operations into the DPW budget for comparison purposes only.

May 2019 Annual Town Meeting Warrant

Line #	Description	FY2018 Expended	FTE*	FY2019 Budget	FTE*	FY2020 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	521,244		626,790		626,790		
2	Debt Service	12,558,451		14,904,503		19,038,470		
3	Group Health Insurance, Employee Benefits & Administrative Costs	13,394,491		15,256,471		15,533,760		
4	Needham Electric, Light & Gas Program	3,224,666		3,586,259		3,746,587		
5	Retiree Insurance & Insurance Liability Fund	6,115,455		6,906,705		6,906,705		
6	Retirement Assessments	7,203,059		7,934,482		8,688,258		
7	Workers Compensation	656,283		679,253		706,400		
8	Classification Performance & Settlements	Transfers Only		170,106		835,500		
9	Reserve Fund	Transfers Only		1,859,891		1,881,500		
Townwide Expense Total		43,673,649		51,924,460		57,963,970	0.0	11.6%
Select Board and the Office of the Town Manager								
10A	Salary & Wages	803,370	9.0	892,969	9.0	902,135	9.0	
10B	Expenses	130,079		151,699		142,869		
Total		933,449	9.0	1,044,668	9.0	1,045,004	9.0	
Town Clerk and Board of Registrars								
11A	Salary & Wages	325,960	4.0	376,968	4.0	359,747	4.0	
11B	Expenses	45,672		60,035		53,850		
Total		371,632	4.0	437,003	4.0	413,597	4.0	
Town Counsel								
12A	Salary & Wages	75,140		75,442		75,140		
12B	Expenses	292,972		254,000		254,000		
Total		368,112		329,442		329,140	0.0	
Finance Department								
13A	Salary & Wages	1,734,011	22.6	1,943,197	23.6	2,015,110	24.0	
13B	Expenses	781,972		949,492		1,043,755		
13C	Capital	68,475		75,000		80,000		
Total		2,584,458	22.6	2,967,689	23.6	3,138,865	24.0	
Finance Committee								
14A	Salary & Wages	36,349	0.5	38,385	0.5	38,532	0.5	
14B	Expenses	1,131		1,320		1,360		
Total		37,480	0.5	39,705	0.5	39,892	0.5	
Planning and Community Development								
15A	Salary & Wages	515,287	6.2	538,933	6.3	554,745	6.3	
15B	Expenses	26,513		31,900		33,050		
Total		541,800	6.2	570,833	6.3	587,795	6.3	
General Government		4,836,931	42.3	5,389,340	43.4	5,554,293	43.8	3.1%

May 2019 Annual Town Meeting Warrant

Police Department

16A	Salary & Wages	5,915,760	59.0	6,363,295	60.0	6,536,805	61.0
16B	Expenses	257,154		311,290		380,733	
16C	Capital	172,503		153,574		132,983	
	Total	6,345,417	59.0	6,828,159	60.0	7,050,521	61.0

Fire Department

17A	Salary & Wages	7,436,136	71.0	7,774,497	73.0	8,275,489	74.0
17B	Expenses	344,394		376,822		390,130	
17C	Capital	29,999		23,778		0	
	Total	7,810,529	71.0	8,175,097	73.0	8,665,619	74.0

Building Department

18A	Salary & Wages	633,236	9.8	718,612	9.8	728,046	9.8
18B	Expenses	35,634		55,040		51,040	
	Total	668,870	9.8	773,652	9.8	779,086	9.8

Public Safety	14,824,816	139.8	15,776,908	142.8	16,495,226	144.8	4.6%
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Minuteman Regional High School Assessment

19	Assessment	801,331		914,236		1,084,783	
	Total	801,331	0.0	914,236	0.0	1,084,783	0.0

Needham Public Schools

20	Needham Public School Budget	67,846,508	739.4	71,105,943	749.3	76,005,765	794.2
	Total	67,846,508	739.4	71,105,943	749.3	76,005,765	794.2

Education	68,647,839	739.4	72,020,179	749.3	77,090,548	794.2	7.0%
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Building Design & Construction Department#

21A	Salary & Wages	290,250	5.0	498,725	5.0	507,317	5.0
21B	Expenses	18,754		19,495		19,495	
	Total	309,004	5.0	518,220	5.0	526,812	5.0

Department of Public Works#

22A	Salary & Wages	7,847,905	112.0	8,476,654	116.0	8,809,530	117.0
22B	Expenses	5,567,745		6,034,919		6,441,822	
22C	Capital	131,296		121,493		136,500	
22D	Snow and Ice	1,296,983		416,232		420,395	
	Total	14,843,929	112.0	15,049,298	116.0	15,808,247	117.0

Public Facilities and Public Works	15,152,933	117.0	15,567,518	121.0	16,335,059	122.0	4.9%
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Municipal Parking Program

23	Program	92,338		106,382		116,464	
	Total	92,338	0.0	106,382	0.0	116,464	0.0

Health and Human Services Department

24A	Salary & Wages	1,304,912	15.7	1,545,614	17.6	1,659,308	17.3
24B	Expenses	282,046		341,986		389,274	
	Total	1,586,958	15.7	1,887,600	17.6	2,048,582	17.3

Commission on Disabilities

25A	Salary & Wages	1,500		1,500		1,500	
25B	Expenses	269		550		550	
	Total	1,769	0.0	2,050	0.0	2,050	0.0

May 2019 Annual Town Meeting Warrant

Historical Commission

26A	Salary & Wages						
26B	Expenses	0		1,050		1,050	
	Total	0	0.0	1,050	0.0	1,050	0.0

Needham Public Library

27A	Salary & Wages	1,307,869	14.0	1,421,397	15.0	1,459,859	15.0
27B	Expenses	345,960		358,677		361,685	
	Total	1,653,829	14.0	1,780,074	15.0	1,821,544	15.0

Park and Recreation Department

28A	Salary & Wages	420,216	4.0	582,618	4.0	694,205	4.6
28B	Expenses	77,322		100,715		136,265	
	Total	497,538	4.0	683,333	4.0	830,470	4.6

Memorial Park

29A	Salary & Wages						
29B	Expenses	723		750		750	
	Total	723	0.0	750	0.0	750	0.0

Community Services	3,833,155	33.7	4,461,239	36.6	4,820,910	36.9	8.1%
Department Budget Total	107,295,674	1,072.2	113,215,184	1,093.1	120,296,036	1,141.7	6.3%
Total Operating Budget	150,969,323		165,139,644		178,260,006		7.9%

FY18 and FY19 budget information has been restated to reflect the transfer of the building maintenance and RTS operations into the DPW budget.

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 9, 2019
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	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, NINTH DAY OF APRIL, 2019

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for Three Years;

One Member of the Select Board for Three Years;

One Town Clerk for Three Years;

One Assessor for Three Years;

Three Members of School Committee for Three Years;

One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;

One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;

Two Trustees of Needham Public Library for Three Years;

One Trustee of Needham Public Library for Two Years;

One Member of Board of Health for Three Years;

Two Members of Board of Health;

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 Commissioner of Trust Funds for One Year;

Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;

One Town Meeting Member from Precinct A for One Year;

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

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 6, 2019 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 6, 2019 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2019, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$86,304
Town Clerk with 6 years of service in that position	\$106,800 (1)
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$8,544, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$66,374. The annual salary of \$106,800 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 \$11,091. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of

accrued, unused vacation time in an amount not to exceed \$15,527; 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 Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

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

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

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

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

FINANCE ARTICLES

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$37,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the “Voluntary Tax Relief Program” authorized by statute. The ultimate goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$10,026 in fiscal year 2018.

ARTICLE 8: 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, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Senior Corps is a program in which qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, individuals are paid up to \$1,200 per year (calendar year 2019), which is applied to their property tax bills.

ARTICLE 9: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 10: APPROPRIATE FOR TEMPORARY STAFFING PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$76,000 for the purpose of funding a temporary staffing program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this appropriation is to establish a source of funding for temporary staffing needs across General Government departments. With the current unemployment rate at 3.8%, the Town is in a tight job market. Current employees have many options, and qualified potential applicants are in short supply. This program will allow the Town to work directly with temporary staffing agencies to address staffing needs as they occur – due to unexpected or difficult to fill vacancies. This program will allow departments to continue to operate efficiently as they work to find a permanent replacement. Temporary staffing requests will be evaluated based on the operational needs of the department and duration of the assignment.

ARTICLE 11: APPROPRIATE FOR PARK & RECREATION POOL STAFFING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$69,419 for the purpose of funding Rosemary Pool staffing, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The opportunity to increase the season at the new Pools at Rosemary Recreation Complex is a high priority for both the Park & Recreation Commission and the Select Board. The requested funding will allow the Department to hire a part-time pool specialist and additional seasonal pool staff, and create a lifeguard retention program to expand the season in some capacity from Memorial Day to Labor Day. The expanded pool season initiative will be evaluated and, if successful, the Department will recommend that funding be included in the annual operating budget to support the program in the future.

ARTICLE 12: APPROPRIATE FOR PUBLIC COMMUNICATIONS STAFFING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$128,417 for the purpose of funding a Public Information Officer, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article Not be Adopted

Article Information: This appropriation would allow the Town to hire a Public Information Officer to direct the implementation of an integrated communications strategy for the Town. The PIO would work with individual boards and committees to gain understanding of their communications needs, provide ideas and recommendations, and implement those that are determined to be appropriate. The PIO would promote citizen participation in public events and solicit input on decision making through online marketing efforts; develop and implement on-line and mobile-based methods for receiving feedback from residents; promote the use of video through the Town's public access and other media; gather feedback on the functionality of the Town's website, make any changes that are deemed necessary, and expand information provided on the official website; coordinate the Town's social media and outreach accounts, ensuring compliance with established guidelines and consistency in messaging; and monitor both internal and external social media accounts and provide accurate information as required, directing the public to official Town sources. This article would fund a two year program for a part-time PIO.

ARTICLE 13: APPROPRIATE FOR RIDGE HILL/NIKE SITE CONSULTING & FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the development of re-use plans for Ridge Hill and the NIKE site, and for a feasibility study for the demolition of structures at Ridge Hill, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will support the further development of re-use plans for the Ridge Hill and the NIKE Site, including identification of the size and type of potential uses and roadway infrastructure. The work will build on the environmental assessment conducted in FY2018 that identified specific locations on the property that can be developed. The funding will also support the assessment, engineering and planning for the demolition of structures on the site.

ARTICLE 14: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

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

INSERTED BY: Select Board

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

Article Information: Over the past 300 years, the Town has acquired land that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. This is a multi-year program in the amount of \$100,000 per year. Unless circumstances dictate otherwise, FY2020 funding is proposed for survey work at Claxton Field, Pollard School, the Boat Launch, Cooks Bridge, and Mills Field.

ARTICLE 15: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$640,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$413,000 be transferred from Overlay Surplus and \$227,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This warrant article funds the annual maintenance of public buildings throughout the Town, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2020 program will fund duct cleaning in the High School, wood floor refinishing at the High School, Mitchell, Hillside, Newman, and High Rock Schools, and the Town Hall, and carpet replacement at the Pollard, Mitchell, and Eliot Schools. At Mitchell, improvements include upgrades to the electrical system, the fire alarm system, and the cafeteria/auditorium, as well as additional insulation in the attic and replacement of walls in two classrooms. Funding will support the design of an acoustical treatment in the gym at the Newman School and splitting of the chimney at the High Rock School.

ARTICLE 16: APPROPRIATE FOR DOWNTOWN SNOW REMOVAL PILOT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for the purpose of funding the Downtown Snow Removal Pilot Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will support a pilot program for removal of snow and ice in the Downtown Business District. Currently, the Town deploys a hand crew with shovels and snow blowers to remove snow from handicapped ramps, pinch points (areas that are too narrow to use sidewalk tractors), and designated alleyways. The piece of equipment to be purchased is smaller in width and more maneuverable than a traditional sidewalk tractor. It is a ride-on piece of equipment that enables the operator to push through and relocate snow as it goes through difficult snow banks, faster than a push-behind snow blower.

ARTICLE 17: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

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

INSERTED BY: Select Board

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

Article Information: The Small Repair Grant Program is being proposed to provide assistance to moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding would be available per residence, and applications will be evaluated and prioritized based on the extent of health and safety problems and the financial need of applicants. The Small Repair Grant Program responds to the findings and recommendations in the Council on Aging and Needham Public Health Division's Assessment of Housing and Transit Options for Needham Seniors which indicated that one of the major barriers to aging in place involves the costliness of modifying existing homes to increase accessibility.

ARTICLE 18: APPROPRIATE THE FY2020 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$2,068,301, from Overlay Surplus in the amount of \$500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$105,159, and \$1,185,317 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages: 15-17

ARTICLE 19: APPROPRIATE THE FY2020 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 2020, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise

FY2020

Line #	Description	FY2018		FY2019		FY2020		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$916,696	11.0	\$978,169	11.0	\$1,028,667	11.0	
201B	Expenses	\$415,773		\$439,727		\$451,947		
201C	Capital Outlay	\$43,646		\$50,000		\$50,000		
201D	MWRA Assessment	\$5,889,796		\$6,173,219		\$6,460,637		
201E	Debt Service	\$980,086		\$1,500,000		\$900,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,245,997	11.0	\$9,176,115	11.0	\$8,926,251	11.0	
FY2020 Budget Percentage Change from FY2019 Budget								-2.7%

and to meet this appropriation that \$8,395,784 be raised from Sewer Enterprise Fund receipts, and that \$530,467 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine 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.

The Division also oversees the collection and transportation of stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the Federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 90 miles of various size drainage pipes, 4,225 catch basins, 1,392 drainage manholes, and 295 drainage discharges.

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

Budget Line	FY2020 Sewer Operations	FY2020 Drains Program	FY2020 Recommended Budget	FY2019 Sewer Operations	FY2019 Drains Program	Current FY2019 Sewer Budget
Salary & Wages	\$662,279	\$366,388	\$1,028,667	\$634,833	\$343,336	\$978,169
Expenses	\$287,868	\$164,079	\$451,947	\$278,313	\$161,414	\$439,727
Capital Outlay	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
MWRA Assessment	\$6,460,637	\$0	\$6,460,637	\$6,173,219	\$0	\$6,173,219
Debt Service	\$900,000	\$0	\$900,000	\$1,500,000	\$0	\$1,500,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,395,784	\$530,467	\$8,926,251	\$8,671,365	\$504,750	\$9,176,115
	FY2020 Sewer Operations \$ Change	FY2020 Drains Operations \$ Change	FY2020 Sewer Enterprise \$ Change	FY2020 Sewer Operations % Change	FY2020 Drains Operations % Change	FY2020 Sewer Enterprise % Change
Salary & Wages	\$27,446	\$23,052	\$50,498	4.3%	6.7%	5.2%
Expenses	\$9,555	\$2,665	\$12,220	3.4%	1.7%	2.8%
Capital Outlay	\$0	\$0	\$0	0.0%		0.0%
MWRA Assessment	\$287,418	\$0	\$287,418	4.7%		4.7%
Debt Service	-\$600,000	\$0	-\$600,000	-40.0%		-40.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	-\$275,581	\$25,717	-\$249,864	-3.2%	5.1%	-2.7%

The total operating budget of \$8,926,251 for FY2020 is \$249,864 less than the current FY2019 budget, a decrease of 2.7%. The decrease is due to a \$600,000 reduction in the sewer debt service line. This is a temporary decrease. The Town has several large scale utility infrastructure projects pending which will impact the enterprise debt budgets in the out years, in keeping with the overall capital infrastructure-funding plan for long term investments. The reduction in the debt service budget was partially offset by increases in the sewer operational expenses. The FY2020 drains operations portion of the budget is \$25,717 (5.1%) more than the current year.

The FY2020 sewer operations portion of the budget is \$275,581 lower, a decrease of 3.2% over the current year. As noted above, the decrease is due to the debt service budget. The \$6,460,637 MWRA preliminary assessment for FY2020 is \$287,418 more than the current appropriation, a 4.7% increase. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The total salary and wages line is \$1,028,667 for FY2020, an increase of \$50,498 (5.2%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. The budget includes step and longevity increases for all the employees who are members of the union, based on the collective bargaining agreement with this group for FY2020, which was approved by Town Meeting.

The total expense line for FY2020 is \$451,947 which is \$12,220 or 2.8% more than the current year. The largest of the expense increase (\$9,319) is for the energy - electric and natural gas - used to operate the various sewer pump stations. The estimated cost for street sweeping, and the collection and disposal of catch basin and street sweeping debris is \$3,312 higher than the current year. There is an increase in vehicle-related expenses (fuel) of \$1,862. The annual sewer flow meter maintenance expense is

anticipated to increase by \$875. These increases were offset in part by budget decreases for repair and maintenance contracts (\$2,743) and various supplies (\$405).

The operating capital line is level funded at \$50,000 for FY2020. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The plan for FY2020 is the replacement of one pump at the Great Plain Pump Station and replacement of a grinder at the Reservoir B Pump Station.

The reserve fund is level dollar for FY2020. The budget plan for FY2020 includes a \$530,467 transfer from the tax levy to pay for drains-related programs; this is an increase of \$25,717 from FY2019.

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

ARTICLE 20: APPROPRIATE THE FY2020 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 2020, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2020**

Line #	Description	FY2018		FY2019		FY2020		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,249,859	17.0	\$1,272,879	17.0	\$1,331,359	17.0	
301B	Expenses	\$1,013,144		\$1,137,563		\$1,209,762		
301C	Capital Outlay	\$23,092		\$20,000		\$15,000		
301D	MWRA Assessment	\$1,109,794		\$856,049		\$1,413,150		
301E	Debt Service	\$1,404,398		\$1,550,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,800,287	17.0	\$4,911,491	17.0	\$5,294,271	17.0	
FY2020 Budget Percentage Change from FY2019 Budget							7.8%	

and to meet this appropriation that said sum be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

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

Article Information: This article funds the Town’s water system. The Town’s water distribution system is a single service pressure zone system supplied by two sources. The Town’s primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 2.63 million gallons of water per day). 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. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 14,545 installed meters.

The overall operating budget for FY2020 is \$5,294,271 or \$382,780 (7.8%) more than the FY2019 budget. The increase is the result of a much higher MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2020 water assessment is based on CY2018 water use. The Town's use of MWRA water was up approximately 59% from the prior year. The preliminary water assessment for FY2020 is \$557,101 (65.1%) more than the appropriation for this year. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2016	CY2017	CY2018
Water Production*	1,217.3	1,166.4	1,308.3
Water Production from MWRA	327.1	225.9	358.5
Water Production from Town Wells	890.2	940.5	949.8
Percentage from MWRA	26.9%	19.4%	27.4%
*millions of gallons			
Water meters replaced	1,348	1,315	1,454
Percentage of the total number of water meters in place for that year	9.3%	9.0%	10.0%

The FY2020 salary and wage line is \$1,331,359, an increase of \$58,480 (4.6%) over the current budget. The Water Enterprise has 17 full-time employees of whom 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The budget includes step and longevity increases for employees who are members of the two unions based on the collective bargaining agreements with the two groups for FY2020. The budget also includes funding for non-union personnel.

The water expense line of \$1,209,762 is \$72,199 higher than the FY2019 budget, approximately 6.4% more. Approximately 58% of that increase (\$41,780) is for electricity and natural gas services to operate the water treatment plant, water pump stations, and the two water tanks. The cost for supplies and materials is \$16,819 more than the current, a 3.2% increase. This includes the purchase of supplies for the water building facilities, water department vehicles and equipment, employee uniforms, drinking water treatment chemicals, and various water parts for water mains, meters, and connections. Professional and technical services increased by \$8,100 (9.3%) due to higher costs for water quality sampling, water cross connection survey and testing at larger facilities which requires the use of outside contractors due to time, access, size, and complexity constraints, and software upgrades. The cost was offset in part by the one-time expense for the Dunster and Bird Hill water tank inspections and testing that was budgeted for FY2019. Tree and brush clearing expenses are \$5,500 more for FY2020 than FY2019. This cost includes the clearing of fire roads for emergency response at the water treatment plant.

The operating capital expense is \$5,000 less than the current year. The planned expenses are the replacement of two filter influent valves at the water treatment plant which are original and are recommended to be replaced every 15 years.

Similar to the Sewer Enterprise, the water debt service line has been reduced for FY2020. The \$300,000 decrease represents a 19.4% reduction. The water infrastructure demands will impact the debt budget in the out years. The water reserve fund is level dollar for FY2020.

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 21: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2020 beginning on July 1, 2019 for the revolving funds established in the Town’s General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2020 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 22: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the sum of \$12,477.50 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for Transportation Improvements in FY2020 will be allocated to bicycle safety initiatives, unless circumstances require otherwise.

ARTICLE 23: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required 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. The preliminary FY2020 Chapter 90 allocation for the Town is \$920,152. Unless circumstances require otherwise, the FY2020 Chapter 90 allocation will be directed to the design of the second phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE 24: **AMEND ZONING BY-LAW – ACCESSORY DWELLING UNIT**

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

1. Amend Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical order:

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

2. Amend 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, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

<u>USE</u>	<u>RRC</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u>	<u>I</u>	<u>IND</u>	<u>IND-1</u>
	<u>SRA</u>			<u>& 3</u>			
Accessory Dwelling Unit (See 3.15)	SP	SP	SP	SP	SP	SP	SP”

3. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

<u>USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Accessory Dwelling Unit (See 3.15)	SP	N	N	SP	SP”

4. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (c) that reads “Accessory Dwelling Unit under Section See 3.15” and by renumbering former paragraphs (c) thru (o) as (d) thru (p) respectively.

5. Amend Section 3, Use Regulations, by adding a new Section 3.15, Accessory Dwelling Units (ADUs), to read as follows:

“3.15 Accessory Dwelling Units (ADUs)

3.15.1 Intent

The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family homes for occupancy by family and caregivers related to the owners of the property subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family character of the neighborhood will be maintained and that the accessory unit remains subordinate to the principal use of the living quarters.

3.15.2 Definition

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

3.15.3. Use Regulations

Such accessory dwelling unit (ADU) shall be permitted upon the issuance of a Special Permit by the Board of Appeals under the following use regulations:

- (a) There shall be no more than one accessory dwelling unit on a lot to be located in the primary dwelling only, not in accessory buildings.
- (b) At least one of the units, the primary or accessory dwelling unit, shall be owner-occupied except for temporary absences of the owner as provided herein. For the purposes of this section, the "owner" shall be one or more individuals who constitute a family, who hold title directly or indirectly to the dwelling, and for whom the dwelling is the primary residence. Temporary absence of an owner of a property containing an accessory dwelling unit shall include an absence for a period of nine months or less during which time the owner may rent the owner's unit as well as the second unit during the temporary absence provided:
 - (1) Written notice thereof shall be made to the Building Commissioner on a form prescribed by him.
 - (2) The owner shall be resident on the property for at least two years prior to and between such temporary absences.
- (c) Occupancy of the unit that is not owner-occupied shall be limited to a member of the owner's family related by first degree of kinship, marriage or adoption or to a caregiver for a member of the owner's family. For purposes of this section "caregiver" shall be defined as an adult who regularly looks after an elderly, chronically sick or disabled person who requires such assistance.
- (d) The size of the accessory dwelling unit shall be limited to 850 square feet of living space and shall have no more than one bedroom.
- (e) Off-street parking shall be provided for residents of both units with a minimum of one parking space per dwelling unit.
- (f) Adequate provisions for the proper disposal of sewage, waste, and drainage generated by the accessory dwelling unit shall be in accordance with Board of Health requirements.
- (g) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to accessory dwelling units, shall be required. To the extent possible, exterior

entrances and access ways shall not detract from the single-family appearance of the dwelling. Any new entrance shall be located on the side or in the rear of the building. Where there are two or more existing entrances on the front façade of a dwelling, if modifications are made to any entrance, the result shall be that one appears to be the principal entrance and the other appears to be secondary. An interior door way shall be provided between each living unit as a means of access for purposes of supervision and emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure.

- (h) The owner of record shall be responsible for submitting an accessory dwelling unit application to the Building Commissioner. Floor plans of the accessory unit and principal residence, along with a certified site plan, shall also be submitted with the application to the Building Commissioner. Appropriate fees as established and recorded shall be assessed for the initial application and each renewal of the occupancy permit as determined by the Building Commissioner.
- (i) The installation of the accessory dwelling unit shall require the issuance of a building permit by the Building Commissioner.
- (j) Occupancy of the accessory dwelling unit shall not take place without proof of the recorded Special Permit and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force for a period of three (3) years from the date of issue provided that ownership of the premises is not changed. Thereafter, permits may be issued by the Building Commissioner for succeeding three-year periods provided that the structure and use continue to comply with the relevant provisions of the State Building Code and Needham By-laws. Occupancy permits shall not be transferable upon a change in ownership or occupancy unless an owner's affidavit is presented to the Building Commissioner attesting to the fact that the circumstances under which the occupancy permit was granted shall continue to exist in the future.
- (k) In the case that the accessory dwelling unit has violated the terms of the Special Permit or the lawful use of such unit has expired or been terminated, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the provisions that create a separate dwelling unit, such as living, sleeping, cooking and eating. Upon the close and approval of permits required to remove such components will return the property back to a lawful single-family dwelling.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Article 24 establishes a special permit process to enable the Board of Appeals to permit accessory dwelling units (ADUs) in single-family homes for occupancy by family member(s) related to the owners of the property and caregivers of family members, subject to specified standards and procedures. It is also the intent of this zoning to assure that the single-family character of a neighborhood will be maintained and that the necessary accessory unit remains subordinate to the principal use of the living quarters. ADUs will be allowed in all zoning districts with the exception of the Chestnut Street Business District, Center Business District, Mixed-Use 128 District, Highland Commercial 128 District, and New England Business Center District. In these zoning districts single-family homes are not currently permitted.

Under Article 24, the accessory dwelling unit (ADU) is defined as an apartment that is a second, self-contained dwelling unit as part of a single-family detached dwelling serving as a complete, separate

housekeeping unit containing provisions for living, sleeping, cooking and eating. The ADU must be subordinate in size to the principal dwelling unit on a lot, and constructed to maintain the appearance and essential character of the single-family dwelling.

To accomplish this, the by-law restricts size, occupancy, and exterior conditions. In regards to size, the ADU is limited to one-bedroom and 850 square feet with no more than one ADU per lot. Additionally, the ADU must be located in the primary structure, not in an accessory building. In regard to occupancy, at least one of the units must be owner-occupied; and occupancy of the unit that is not owner-occupied is limited to a member of the owner's family related by first degree of kinship, marriage or adoption or by a caregiver for a member of the owner's family. Temporary absence of an owner of a property containing an accessory dwelling unit is permitted for a period of nine months or less during which time the owner may rent the owner's unit as well as the second unit during the temporary absence provided: 1) written notice is made to the Building Commissioner on a form prescribed by him. 2) the owner shall be resident on the property for at least two years prior to and between such temporary absences. With respect to exterior appearance, the by-law requires separate ingress and egress to the outside of each unit that do not detract from the single-family appearance of the dwelling. Any new entrance shall be located on the side or in the rear of the building. Where there are two or more existing entrances on the front façade of a dwelling, if modifications are made to any entrance, the result shall be that one appears to be the principal entrance and the other appears to be secondary. Moreover, all stairways must be enclosed within the exterior walls of the structure. An interior doorway is also required for access between each unit for purposes of supervision and emergencies. There must also be sufficient off-street parking, defined as a minimum of one space per unit.

Applications to create an ADU must be submitted to the Building Commissioner with floor plans and a certified site plan. Beyond the special permit from the Board of Appeals, building and occupancy permit approvals are required from the Building Commissioner. All units must be in compliance with Board of Health and State Building Code regulations.

The occupancy permit will be provided for a three-year period after which succeeding three-year periods will be allowed assuming continued compliance with zoning requirements. The occupancy permits will not be transferable upon a change of ownership or occupancy unless an affidavit affirming continuing compliance with the conditions of the occupancy permit is received and approved by the Building Commissioner. In the case of violations of the terms of the special permit or the expiration of the lawful use of the ADU, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the components that create a separate dwelling unit such as living, sleeping, cooking and eating, returning the unit to a lawful single-family dwelling.

**ARTICLE 25: AMEND ZONING BY-LAW – DIMENSIONAL AND USE REGULATIONS
FOR THE TRANSIT ORIENTED DEVELOPMENT SUB-DISTRICT OF THE
LOWER CHESTNUT STREET OVERLAY DISTRICT**

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

1. Amend Section 3.9.3.2, Special Permit Uses, by adding the following language: “(e) Within the Transit Oriented Development Sub-District (“TODD”), Multi-Family Dwelling development with dwelling units on the ground floor provided:
 - (1) No development shall contain more than 150 units.
 - (2) No unit shall have more than 2 bedrooms.
 - (3) At least 50% of the units within any development shall be one-bedroom units.”

2. By adding to the end of Section 3.9.4.1, Lot Area, Frontage and Setback Requirements, the following language:

“The following lot area, frontage, and setback requirements shall apply only to development in the TODD of the Lower Chestnut Street Overlay District:

- (a) Minimum Lot Area: 15,000 square feet.
- (b) Minimum Lot Frontage: 50 feet.
- (c) Minimum Front Setback: The lesser of 5 feet from the front property line or the average setback of abutting buildings within 100 feet on the same side of the street as the proposed development.
- (d) Maximum Front Setback. 150 feet from the front property line.
- (e) Minimum Side and Rear Setback for Non-Multi-Family Dwelling-Only Developments:

- (1) For lots abutting a residential district, fifty (50) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply. Where side and rear yard setbacks of fifty (50) feet are required, the twenty-five (25) feet closest to the district boundary and all other requirements of Sections 4.4.8.2 and 4.4.8.5 shall apply. The remaining twenty-five (25) feet may be used for an accessory use, not including a building or structure. By special permit from the Planning Board, however, an underground parking structure may be permitted within the fifty (50) foot side and rear yard setbacks provided that the garage structure shall be located entirely below the grade of the existing lot and set back at least ten (10) feet from the district boundary or ten (10) feet from the lot line, whichever is greater, and the twenty-five (25) feet closest to the district boundary shall be suitably landscaped over the surface of the garage structure in accordance with Section 4.4.8.5.
- (2) For lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of twenty-five (25) feet from the lot line abutting the MBTA right-of-way, and the first ten (10) feet of the setback shall be suitably landscaped and not used for any other purpose, including an accessory use, except that within said ten (10) feet the Planning Board may grant a special permit for surface parking, provided that the parking area is suitably landscaped. The remaining fifteen (15) feet may be used for an accessory use, not including a building or structure, except that within said fifteen (15) feet an underground parking structure is permitted if located entirely below the grade of the existing lot.

- (f) Multi-Family Dwelling-Only Development – Minimum Side and Rear Setback:

- (1) For Multi-Family Dwelling-only development on lots abutting a residential district, five (5) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply.
- (2) For Multi-Family Dwelling-only development on lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of five (5) feet from the lot line abutting the MBTA right-of-way, which area shall be suitably landscaped and not used for any other purpose.”

3. By adding to the end of Section 3.9.4.2, Building Height Requirements, the following language:

“The maximum building height in the TODD of 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

five (5) stories and sixty (60) feet, provided that the fifth story is located under a pitched roof or recessed from the face of the building, as shown in the Design Guidelines under Section 3.9.8 below.

Buildings in the TODD of the Lower Chestnut Street Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Section 4.4.3.”

4. Amend Section 3.9.4.3, Building Bulk and Other Requirements, by adding at the end of the section the following language: “The provisions of subsection (b) (2) shall not apply to development within the TODD of the Lower Chestnut Street Overlay District”.
5. Amend Section 3.9.5, Off-Street Parking, by:
Adding a new subsection (a) (3), which shall read as follows:
“(a)(3) For dwelling units in a Multi-Family Dwelling-only development within the TODD, the minimum number of off-street parking spaces shall be 1.25 spaces per dwelling unit.”; and
Adding a new subsection Section 3.9.5(c), which shall read as follows:
“Within the TODD, in addition to the requirement for bicycle racks under Section 5.1.3(n) for a mixed use building, mixed-use development, or a Multi-Family Dwelling-only development, bicycle racks facilitating locking shall be provided to accommodate one bicycle for every two (2) dwelling units.”
6. By adding a new Section 3.9.6.1, Affordable Housing in the TODD, which shall read as follows:
“Within the TODD, mixed-use buildings, mixed-use developments, and Multi-Family Dwelling-only developments with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of the By-Law. The following requirements shall apply to a development that includes affordable units:
 - (a) The floor area of the affordable units shall not be counted for purposes of determining the maximum floor area permitted under Section 3.9.4.3.
 - (b) At least twelve and one-half percent (12.5%) shall be affordable units. In the instance of a fraction, the fraction shall be rounded to the nearest whole number.
 - (c) All other requirements of Section 3.8.6 subparagraphs (c) thru (h) shall apply.”
7. By adding a new Section 3.9.9, Drive Aisle Requirements in the TODD, which shall read as follows:
“Notwithstanding the provisions of Section 5.1.3(i), within the TODD of the Lower Chestnut Street Overlay District, the minimum width of aisles within parking areas providing access to parking spaces for one-way traffic for a Multi-Family-only Dwelling shall be 20 feet, with a 25-foot turning radius throughout in order to accommodate fire truck movements.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Articles 25 - 27 represent a package of proposed zoning by-law amendments that stem from more than two years of work by the Planning Board. The articles seek to secure implementation of the Needham Center Development Plan dated March 30, 2009, by enabling the development of housing at a location proximate to transit at the Needham Junction MBTA Commuter Rail Station and within walking distance to Needham Center and the Chestnut Street businesses. Article 25 proposes the creation of a new Transit Oriented Development Sub-District (TODD) within the Lower Chestnut Street Overlay District and lays out the regulatory framework for the new sub-district. Article

27 describes the geographical boundaries of the TODD. The affected area comprises 433 Chestnut Street and the land located directly to the south and the west of 433 Chestnut Street, owned by the MBTA and shown as Parcel 2 on a plan entitled "Re-zoning Plan of Land", prepared by Beals and Thomas, dated April 3, 2018. The land located at 433 Chestnut Street is currently located in the Chestnut Street Business District and the Lower Chestnut Street Overlay District. The land located directly to the south and the west of 433 Chestnut Street and owned by the MBTA, is currently located within the Single Residence B zoning district. This latter parcel is proposed to be rezoned to the Chestnut Street Business District and the Lower Chestnut Street Overlay District under Article 26 so that the TODD provisions may be extended to that location. The planning goals for the sub-district and its key provisions are summarized below.

The rezoning seeks to allow a multi-family housing development of up to 150 units to be developed at 433 Chestnut Street and on the adjacent MBTA property. This gateway location at the southern end of Chestnut Street is challenged by the train tracks that surround the site, limited frontage and a difficult site configuration. These challenges have limited the desirability of the property to be utilized for retail development (due to a lack of visibility), condominium development (due to the adjacencies of the rail tracks and the Eversource electric transmission facility to the south), or an active commercial user other than the existing landscape business, which is a benefit to the Town, but which does not provide any benefit to the streetscape or activation for adjacent businesses. The Town's current zoning contributes to these problems further by posing use and dimensional barriers to redevelopment. Specifically, the existing zoning allows for multi-family development in the Chestnut Street Overlay District, but requires an increased frontage, limits height to 4 stories, and requires ground floor retail uses, which are all challenges for development at this location. Additionally, the existing zoning establishes minimum side and rear yard setback standards from residential district boundaries and the MBTA right-of-way which are inappropriate at a site where the proposed use is exclusively residential and does not include a commercial component.

The proposed TODD is designed to address these development constraints by placing supplemental provisions on top of those which already exist in the Lower Chestnut Street Overlay District thereby creating additional opportunities for development at the subject location. The TODD's key provisions are summarized below.

Permitted Uses

Uses allowed as-of-right and by special permit in the Lower Chestnut Street Overlay District are also allowed as-of-right or by special permit in the TODD of the Lower Chestnut Street Overlay District. In addition, development of multi-family units at grade is permitted in the TODD by special permit provided: no development shall contain more than 150 units; no unit shall have more than 2 bedrooms; and at least 50% of the units within any development shall be one-bedroom units. Current zoning in the Lower Chestnut Street Overlay District allows multi-family development by special permit but requires commercial use at the ground floor level.

Lot Area and Frontage

The Lower Chestnut Street Overlay District still requires a minimum lot area of 15,000 sq. ft. and lot frontage of 100 feet. The TODD of the Lower Chestnut Street Overlay District requires a minimum lot area of 15,000 sq. ft. but reduces lot frontage to 50 feet. The frontage requirement in the TODD has been reduced to 50 feet as the subject development site (due to the railroad tracks that surround the site) has less than 100 feet of frontage on Chestnut Street.

Minimum Front Setback

The minimum front yard setback in both the TODD of the Lower Chestnut Street Overlay District and the Lower Chestnut Street Overlay District is the lesser of 5 feet from the property line or the average setback of abutting buildings within 100 feet on the same side of the street as the development.

Maximum Front Setback

The Lower Chestnut Street Overlay District requires a maximum front yard setback of 15 feet from the front property line. This was imposed in an effort to establish a strong building line along the street edge of Chestnut Street. The TODD of the Lower Chestnut Street Overlay District establishes a maximum front yard setback of 150 feet from the front property line due to the shape of the affected parcel and its limited frontage at Chestnut Street.

Minimum Side and Rear Setbacks

In the TODD of the Lower Chestnut Street Overlay District a reduction in the minimum side and rear yard setback from the lot line abutting the MBTA (25 feet reduced to 5 feet) is afforded for multi-family development only, with the 5 foot area to be suitably landscaped and not used for any other purpose. For all other development in the TODD the rules of the Lower Chestnut Street Overlay District apply as follows. For lots adjacent to the MBTA right-of-way, the minimum yard setback is 25 feet from the lot line abutting the MBTA right-of-way. The 10 feet of the setback closest to the MBTA right-of-way must be suitably landscaped and not used for any other purpose except surface parking, if approved by special permit from the Planning Board. The remaining 15 feet may be used for an accessory use, not including a building or structure, but an underground parking structure would be allowed if located entirely below the grade of the existing lot.

In the TODD of the Lower Chestnut Street Overlay District a reduction in the minimum side and rear yard setback from the lot line abutting a residential district (50 feet reduced to 5 feet) is afforded for multi-family development only with the 5 foot area to be suitably landscaped and not used for any other purpose. For all other development in the TODD the rules of the Lower Chestnut Street Overlay District apply as follows. For lots abutting a residential district, the minimum yard setback is 50 feet from the district boundary. The 25 feet closest to the district boundary must be suitably landscaped and not used for any other purpose. By special permit from the Planning Board, however, an underground parking structure may be permitted within the 50 foot setback provided the garage structure is located entirely below the grade of the existing lot and is set back at least ten 10 feet from the district boundary or 10 feet from the lot line, whichever is greater. The 25 feet closest to the district boundary must be suitably landscaped over the surface of the garage structure.

Building Height Requirements

In the TODD of the Lower Chestnut Street Overlay District the maximum by right building height remains unchanged from that of the Lower Chestnut Street Overlay District at two and one-half stories and thirty-five feet. For lots in the TODD having the required minimum frontage of 50 feet on Chestnut Street, the Planning Board may grant a Special Permit for a maximum building height of 5 stories and 60 feet, provided that the fifth story is located under a pitched roof or is recessed from the face of the building. Current zoning for the Lower Chestnut Street Overlay District authorizes by special permit a maximum building height of 4 stories and 48 feet for lots having 100 feet of frontage on Chestnut Street.

Building Bulk and Other Requirements

The maximum as-of-right Floor Area Ratio (FAR) in both the TODD of the Lower Chestnut Street Overlay District and the Lower Chestnut Street Overlay District is 0.7. For lots with conforming frontage (50 ft. in the case of the TODD and 100 ft. in the case of the Overlay) on Chestnut Street, the Planning Board has the authority to grant special permits for an increase in the maximum FAR to 1.5 or 2.0. In the case of the Lower Chestnut Street Overlay District the increase in the maximum FAR is subject to the same two-tier standards that apply in the Needham Center Overlay District. In the case of the TODD of

the Lower Chestnut Street Overlay District an exception to the two-tier standard is afforded so to permit waivers of minimum parking requirements and payment of the in lieu off-street parking fee.

Off-Street Parking

For dwelling units in a multi-family dwelling-only development within the TODD of the Lower Chestnut Street Overlay District, the minimum number of off-street parking spaces is 1.25 spaces per dwelling unit. For dwelling units in a mixed-use building in the Lower Chestnut Street Overlay District, the minimum number of off-street parking spaces is 1.5 spaces per dwelling unit.

Affordable Housing

The TODD of the Lower Chestnut Street Overlay District requires affordable housing in larger mixed-use development and multi-family dwelling-only development, i.e., those with six or more dwelling units. At least one affordable unit is required for a development with six to eight units. For a development with nine or more units, at least 12.5 percent must be affordable. In the instance of a fraction, the fraction shall be rounded up to the nearest whole number. Floor area devoted to affordable housing is exempt from the total floor area used to calculate maximum FAR. This represents an increase from the affordable housing requirement presently in place for the Lower Chestnut Street Overlay District where for developments with six or more dwelling units 10 percent of total units are required to be affordable.

ARTICLE 26: AMEND ZONING BY-LAW – MAP CHANGE TO CHESTNUT STREET BUSINESS DISTRICT AND LOWER CHESTNUT STREET OVERLAY DISTRICT

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

- (a) Place in the Chestnut Street Business District a portion of land now zoned Single Residence B and located in the Massachusetts Bay Transit Authority (MBTA) right-of-way directly to the south and the west of land shown on Registry Plan No. 30 of 1955, Book 3333 Page 350, said description being as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled “RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)...” dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve having a radius of 2900.93 feet and a distance of 500.56 feet to a point at the northwesterly corner of land now or formerly of Castanea Dentata, LLC, thence turning and running; S 65° 51' 32" E 110.10 feet to a point, thence turning and running; S 28° 33' 01" E 136.06 feet to a point, said last two courses being by land now or formerly of Castanea Dentata, LLC, thence turning and running; SOUTHWESTERLY by a curve having a radius of 2900.13 feet and a distance of 491.57 feet to the point of beginning. Containing 53,681 square feet more or less.

- (b) Place in the Lower Chestnut Street Overlay District a portion of land now zoned Single Residence B and located in the Massachusetts Bay Transit Authority (MBTA) right-of-way directly to the south and the west of land shown on Registry Plan No. 30 of 1955, Book 3333 Page 350, superimposing said district over the Chestnut Street Business District as noted above, said description being as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve having a radius of 2900.93 feet and a distance of 500.56 feet to a point at the northwesterly corner of land now or formerly of Castanea Dentata, LLC, thence turning and running; S 65° 51' 32" E 110.10 feet to a point, thence turning and running; S 28° 33' 01" E 136.06 feet to a point, said last two courses being by land now or formerly of Castanea Dentata, LLC, thence turning and running; SOUTHWESTERLY by a curve having a radius of 2900.13 feet and a distance of 491.57 feet to the point of beginning. Containing 53,681 square feet more or less.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Article 26 describes the geographical area located directly to the south and the west of 433 Chestnut Street proposed to be placed in the Chestnut Street Business District and the Lower Chestnut Street Overlay District. The affected area comprises land located directly to the south and the west of 433 Chestnut Street, owned by the MBTA and shown as Parcel 2 on a plan entitled "Re-zoning Plan of Land", prepared by Beals and Thomas, dated April 3, 2018. The land is currently located within the Single Residence B zoning district.

ARTICLE 27: AMEND ZONING BY-LAW – MAP CHANGE TO TRANSIT ORIENTED DEVELOPMENT SUB-DISTRICT OF LOWER CHESTNUT STREET OVERLAY DISTRICT

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

- a) Place in the Lower Chestnut Street Overlay District as the Transit Oriented Development Sub-District all land now zoned Chestnut Street Business District and Lower Chestnut Street Overlay District and depicted on Registry Plan No. 30 of 1955, Book 3333 Page 350, superimposing said sub-district over the Chestnut Street Overlay District, said description being as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being of property now or formally owned by Joseph and Giselda Cucci more particularly bounded and described as follows: Beginning at a point on the most southwesterly corner opposite station 476+75.57 of the monumented railroad base line as shown on said plan; thence running NORTHEASTERLY by a curve having a radius of 2900.93 feet and a distance of 374.84 feet to a point on the northwesterly corner of land now or formerly of MBTA Right of Way; thence turning and running SOUTHEASTERLY by a curve having a radius of 478.68 feet and a distance of 487.77 feet to a point on the westerly side of the Chestnut Street Right of Way; thence turning and running in the SOUTHERLY direction along the Chestnut Street Right of Way a distance of 44.5 feet to a point on the MBTA Right of Way; thence turning and running in the WESTERLY direction along said MBTA Right of Way a distance of 228.81 feet to a point; thence turning and continuing in the

WESTERLY direction along said Right of Way a distance of 108.53 feet to a point; thence turning and running in the NORTHERLY direction along said Right of Way a distance of 136.06 feet to a point; thence turning and running in the WESTERLY direction a distance of 110.10 feet to the point of beginning. Containing 100,470 square feet more or less.

- (b) Place in the Lower Chestnut Street Overlay District as the Transit Oriented Development Sub-District all land now zoned Chestnut Street Business District and Lower Chestnut Street Overlay District and located in the Massachusetts Bay Transit Authority (MBTA) right-of-way directly to the south and the west of land shown on Registry Plan No. 30 of 1955, Book 3333 Page 350, superimposing said sub-district over the Chestnut Street Overlay District, said description being as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve having a radius of 2900.93 feet and a distance of 500.56 feet to a point at the northwesterly corner of land now or formerly of Castanea Dentata, LLC, thence turning and running; S 65° 51' 32" E 110.10 feet to a point, thence turning and running; S 28° 33' 01" E 136.06 feet to a point, said last two courses being by land now or formerly of Castanea Dentata, LLC, thence turning and running; SOUTHWESTERLY by a curve having a radius of 2900.13 feet and a distance of 491.57 feet to the point of beginning. Containing 53,681 square feet more or less.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Article 27 describes the geographical area proposed to be placed in the Transit Oriented Development Sub-District of the Lower Chestnut Street Overlay District. The affected area comprises 433 Chestnut Street and the land located directly to the south and the west of 433 Chestnut Street, owned by the MBTA and shown as Parcel 2 on a plan entitled "Re-zoning Plan of Land", prepared by Beals and Thomas, dated April 3, 2018. The subject land located at 433 Chestnut Street is currently located in the Chestnut Street Business District and the Lower Chestnut Street Overlay District. The subject land located directly to the south and the west of 433 Chestnut and owned by the MBTA is currently located within the Single Residence B zoning district. This later parcel is proposed to be rezoned to the Chestnut Street Business District and the Lower Chestnut Street Overlay District under Article 26 above.

ARTICLE 28: AMEND ZONING BY-LAW – SELF STORAGE FACILITIES IN MIXED USE-128 DISTRICT

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of "Retaining Wall" and before the existing definition of "Setback":

“Self-Storage Facility – a climate-controlled facility constructed and configured to allow access to individuals or businesses who will lease individually self-contained units of the facility for the storage of personal or business possessions, excluding the storage of flammable liquids, gas or explosives.”

2. Section 3.2.6 Uses in the Mixed-Use-128 District, by adding a new subsection (m) to subsection 3.2.6.2 Uses Permitted By Special Permit, to read as follows:

“(m) Self-Storage Facility.”

3. Section 5.1.2 Required Parking, by adding a new subsection (21), to read as follows:

“(21) Self-Storage Facility	One space per 10,000 square feet of floor area, plus one space per full-time employee”
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INSERTED BY: Michael Suprenant, et. al.

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

Article Information: This article submitted by citizens’ petition would amend the Zoning By-Law to allow self-service storage facilities in the Mixed Use 128 District.

A commercial redevelopment which would include self-storage spaces is currently proposed for 77 Charles Street, but the self-storage use is not allowed under the current By-Law as applied.

The petition would add a definition of “self-storage facility” to the Zoning By-Law, and to allow the Planning Board to authorize that use in the MU-128 district by special permit.

The language would provide for businesses and individuals to store property, other than flammable and explosive materials, in individual storage units within a climate-controlled facility. There would be a parking requirement for the facility of one space per 10,000 square feet of floor area, plus one space per full-time employee.

The Planning Board has scheduled a public hearing on this proposed amendment for April 2, 2019, and will thereafter report its recommendation to Town Meeting.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 29: APPROPRIATE FOR FIRST BAPTIST CHURCH PORCH PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$799,040 for the First Baptist Church Porch Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The First Baptist Church has requested funding for the first of a multi-phase project to restore and preserve the 1856 building. The funding would support the restoration of the front porch – a prominent and identifying feature of the First Baptist Church. The restoration would include

doors, columns, and decorative and architectural elements and detailing. The project also includes the restoration of the Church's historic clock and bell system.

ARTICLE 30: **APPROPRIATE FOR MODERNIZATION AND REDEVELOPMENT OF AFFORDABLE HOUSING**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 to hire a consultant for a modernization and redevelopment of affordable housing, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Needham Housing Authority has requested funding for a consultant to develop the architectural, engineering, survey, financial modeling, legal and related documents necessary for the Authority to obtain State and Federal funding for major modernization projects.

ARTICLE 31: **APPROPRIATE FOR FISHER STREET TRAILHEAD DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the Fisher Street Trailhead design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2019 CPA General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The requested funding will support the design of a trailhead for the 1.3 mile Needham Rail Trail that runs from the Charles River to the Town Forest at High Rock Street. The proposed trailhead includes a driveway, parking area, wood rail fence/guardrail, landscaping, benches, signage, and interpretive elements. The addition of parking and associated amenities will increase and improve public access to this recreational asset.

ARTICLE 32: **APPROPRIATE FOR TOWN COMMON RENOVATION DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$117,000 for the Town Common renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2019 CPA General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Town Common Renovation Project includes the green space and hardscape area of the Common, and is proposed to maximize the current use of space, complement Town Hall, enhance the "blue tree," and integrate with the new streetscape improvements. The project includes sod,

trees, plantings, low maintenance hardscape materials, and improved accessibility. Pathways and landscaping will be adjusted for improved functionality, and electrical and sound capacity will be installed to accommodate community events. This article would fund the final design of the project.

ARTICLE 33: **APPROPRIATE FOR ROSEMARY LAKE TRAIL PROJECT**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$200,000 for the Rosemary Lake Trail project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2019 General Fund Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Rosemary Lake Trail Project includes improvements to lake access and trails. The funding would allow the Town to replace the more than 30 year old dock at Rosemary Lake with one that can be used for canoes, kayaks, and paddle boats. In addition, on the camp property side of the Lake, a picnic pavilion will be installed after the existing buildings are demolished to make the trail more attractive and useful to the public.

ARTICLE 34: **APPROPRIATE FOR CRICKET FIELD RENOVATIONS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$480,000 for Cricket Field renovations, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The purpose of this project is to improve the functionality of Cricket Field. The field does not have a fully-functioning irrigation system, and the grading on the site is inconsistent and leads to localized draining issues. As part of the project, all turf will be stripped and top soil will be removed. The field will be regraded and the soil will be amended to allow for improved drainage. A new irrigation system will be installed and the field will be sodded.

ARTICLE 35: **APPROPRIATE FOR PLAYGROUND IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$350,000 for playground improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2019 CPA General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: This article is part of the Park & Recreation Commission's overall plan to improve playgrounds through the Town. This funding would add handicap accessible features at

Greene's Field and Cricket Field, and begin the addition of poured-in-place pathways at other playgrounds.

ARTICLE 36: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2020 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 \$945,546
C. Community Housing Reserve \$312,071
D. Historic Resources Reserve \$0
E. Open Space Reserve \$312,071

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% 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.

CAPITAL ARTICLES

ARTICLE 37: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,907,752 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$6,788,252 be transferred from Free Cash; that \$9,500 be transferred from Article 42 of the 2013 Annual Town Meeting for the DPW Boiler Replacement Design, that \$10,000 be transferred from Article 39 of the 2015 Annual Town Meeting for the High School Locker Reconfiguration & Addition, and that \$100,000 be transferred from Article 4 of the 2017 May Special Town Meeting for the DPW Boiler

May 2019 Annual Town Meeting Warrant

Replacement Design, Energy Efficiency Upgrade Improvements, and the High School Locker Reconfiguration & Addition, or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Center at the Heights Computer Lab	\$50,000	
Community Services	Library Furniture Replacement	\$112,960	
DPW	DPW Boiler Replacement 470 Dedham Avenue	\$50,000	
DPW	Public Works Infrastructure Program	\$2,169,550	
DPW	Specialty Equipment - Tractor	\$68,000	
DPW	Traffic Improvements	\$50,000	
DPW	Transfer Station Property Improvements	\$295,000	
General Government	Town Multi-Function Printer Devices	\$35,600	
General Government	Town Offices Replacement Furniture	\$25,000	
Multiple	Building Management System Upgrade	\$392,000	
Multiple	Fleet Replacement Program	\$1,270,648	
Public Safety	Personal Protective Equipment	\$43,424	
Public Safety	Police and Fire Mobile and Portable Radios	\$617,550	
Public Safety	Public Safety Desktops, Printers and Peripherals	\$200,000	
Public Safety	Public Safety Mobile Devices	\$35,000	
Public Schools	Energy Efficiency Upgrade Improvements	\$57,000	
Public Schools	High School Locker Reconfiguration & Addition	\$50,000	
Public Schools	Mitchell School Restroom Upgrades	\$67,000	
Public Schools	Newman Preschool Playground Custom Shade Shelter	\$69,200	
Public Schools	Newman School Gym Floor	\$275,000	
Public Schools	Pollard School Blue & Green Gym Score Boards	\$30,000	
Public Schools	School Furniture & Equipment	\$35,000	

Group	Description	Recommended	Amendment
Public Schools	School Master Plan Supplement	\$125,000	
Public Schools	School Photocopier Replacement	\$52,470	
Public Schools	School Technology Replacement	\$632,350	
Public Schools	Facility Assessment for Sustainable Building Management (Broadmeadow & Eliot)	\$100,000	
		\$6,907,752	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Center at The Heights Computer Lab

The purpose of this request is to replace the hardware and upgrade software associated with the Center at The Heights (CATH) Computer Lab. This will include desktops, laptops, servers, switches, firewall, and software upgrades. New models will take advantage of upgraded operating systems and faster processors to better serve the users of the Computer Lab.

Library Furniture

This request is for the second year of a four-year plan to replace library furniture. The Library has been open to the public for more than twelve years, and, due to heavy use, the furniture is beginning to show wear and tear. This request is to replace the community room audience stackable chairs.

DPW Boiler Replacement Design/470 Dedham Avenue

This funding will support design of the replacement of the DPW/470 Dedham Avenue boiler with two high efficiency condensing boilers. The increase to two boilers is based on both the need for redundancy in the heating season and the desire to improve energy efficiency. The boiler at the DPW was installed in 1961 and is past its useful life. This project may be eligible for energy efficiency rebates to offset the cost of buying a more efficient model. The project includes the upgrade of heat piping throughout the building with the assumption that the building will need to remain in use for the foreseeable future.

Public Works Infrastructure Program

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. This program consists of multiple categories, each with their own sub-projects. This year's request includes funding for street resurfacing, the sidewalk program, bridge repairs, storm drain capacity improvements and storm drain system repairs.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period of time to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI of less

than 70 for resurfacing and specialized treatment, and less than 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work, including asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Target funding for street resurfacing in FY2020 is \$924,550.

Roadway Reconstruction

The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2020.

Guardrail

Many of the Town's guardrails are noncompliant and the DPW is preparing a plan to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2020.

Sidewalk Program

This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2020 is \$512,500.

Traffic Signal & Intersection Improvements

This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none currently exist. In FY2020, the DPW will evaluate intersection prioritization for future projects.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. Target funding for bridge repair in FY2020 is \$100,000 (Newell's Bridge on Central Avenue into Dover – Design).

Storm Drain Capacity Improvements

This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan, numerous multi-unit developments have been built in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstances dictate otherwise, FY2020 target funding of \$362,500 is planned for Ardmore Road and Hunnewell Street storm drain construction.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the

replacement of existing culverts that have deteriorated over time and are restricting flow. This work will help eliminate flooding and capacity issues in the immediate vicinity. Unless circumstances dictate otherwise, FY2020 funding in the amount of \$270,000 is targeted for construction activities at 470 South Street.

Brooks and Culverts – Repair and Maintenance

Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. No funding is proposed for this category in FY2020.

DPW Specialty Equipment

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Replacement</i>	<i>Amount</i>
351	Parks & Forestry/DPW	2002	Tractor to be replaced in kind	\$68,000

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings.

Transfer Station Property Improvements

This request is to fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. Presently the RTS is accessible to the public after hours. The installation of fencing will minimize public access and increase security. The Town is under obligation to separate the composting operations from the wetlands. Finally, the installation of an extended scale will accurately determine the weights of materials being shipped out of or dropped off at the RTS.

Town Multi-Function Printer Devices

This funding will allow for the replacement of multi-function copier/printers in the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) as part of a planned replacement schedule. There are nine of these devices, only three of which were not purchased as part of the original construction project. Several of these devices are currently over six years old, and one is over eight years old. The cycle for replacement of these multi-function printers is seven years.

Town Office Furniture Replacement

Furniture in heavy use is in need of replacement at the Public Services Administration Building and Town Hall, which opened in 2010 and 2011 respectively. The \$25,000 requested in Fiscal Year 2020 will allow for the purchase of replacement furniture including tattered audience chairs in Powers Hall and the conference tables in the Public Services Administration Building.

Building Management System Upgrade

The Town maintains a Building Management System (BMS) to manage the heating, ventilation, and air conditioning (HVAC) for all major facilities throughout Town. This system consists of internal sensors in

the HVAC components and a back-end software product that allows Building Maintenance staff to review and diagnose HVAC issues both remotely and on-site. This system is critical to the maintenance of healthy air temperature within the buildings. Currently, the Town has three separate systems. This request is to upgrade and standardize all of the existing systems so that the Town is only maintaining one system. The system will work with all of the controls in all buildings, with the exception of the Newman School, which will require a conversion of the controls in order for this new system to communicate. The new system will simplify the hardware and software in each building, be more user friendly, and allow integration with the afterhours permitting system.

General Fund Fleet Replacement Program

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2020 fleet replacement schedule is as follows.

General Fund Fleet Program – General Purpose Vehicles

<i>UNIT</i>	<i>DIVISION</i>	<i>YEAR</i>	<i>REPLACEMENT</i>	<i>AMOUNT</i>
<i>457</i>	<i>Building</i>	<i>2006</i>	<i>Ford Taurus to be replaced by Toyota FAV4 or similar</i>	<i>\$33,085</i>
<i>C-42</i>	<i>Fire</i>	<i>2013</i>	<i>Explorer to be replaced by an SUV</i>	<i>\$35,249</i>
<i>2</i>	<i>Fleet/DPW</i>	<i>2010</i>	<i>Ford F150 to be replaced in kind</i>	<i>\$37,060</i>
<i>92</i>	<i>Engineering/DPW</i>	<i>2012</i>	<i>Ford Explorer to be replaced by Ford Van</i>	<i>\$41,550</i>
<i>57</i>	<i>Highway/DPW</i>	<i>2012</i>	<i>Ford F350 to be replaced in kind</i>	<i>\$63,804</i>
<i>705</i>	<i>Building Maintenance/DPW</i>	<i>2006</i>	<i>Ford E250 to be replaced by Ford F150</i>	<i>\$37,060</i>
<i>715</i>	<i>Building Maintenance/DPW</i>	<i>Addition to Fleet</i>	<i>Ford Van</i>	<i>\$43,709</i>
<i>56</i>	<i>RSD/DPW</i>	<i>2010</i>	<i>Ford F150 to be replaced by Ford F250</i>	<i>\$50,332</i>
<i>Bus 14</i>	<i>Needham Public Schools</i>	<i>2012</i>	<i>School Bus to be replaced in kind</i>	<i>\$81,942</i>
<i>Van 1</i>	<i>Needham Public Schools</i>	<i>2011</i>	<i>Ford E150 Van to be replaced by similar passenger van</i>	<i>\$38,388</i>
<i>Van 2</i>	<i>Needham Public Schools</i>	<i>2011</i>	<i>Ford E150 Van to be replaced by similar passenger van</i>	<i>\$38,388</i>

General Fund Fleet Replacement – Specialized Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
256	Parks & Forestry/DPW	2008	Brush Bandit Chipper	\$64,936
38	Parks & Forestry/DPW	2007	Aerial Lift	\$274,434

General Fund Fleet Replacement – Snow & Ice Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
102	Highway/DPW	2008	Large Tractor to be replaced in kind	\$252,140
107	Highway/DPW	2008	Sidewalk Tractor Plow to be replaced in kind	\$178,571

<p>Truck Classification</p> <p>Class 1 = Smallest Pick-up Trucks 6,000 lbs.</p> <p>Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)</p> <p>Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)</p> <p>Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)</p> <p>Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)</p> <p>Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)</p> <p>Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial</p> <p>Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (ex 18-wheeler)</p>
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Personal Protective Equipment – Bunker Gear

This request is to replace Personal Protective Equipment (“PPE” or “bunker gear”) for 20% of all firefighting personnel on an annual basis. The PPE requested includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Further, the toxicity of these carcinogens appears to be greater and more concentrated, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed and dried in equipment designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls.

Police and Fire Mobile And Portable Radios

Radios are the primary communication tool between Fire and Police staff in the field and the dispatch center. Current radios have been discontinued by the manufacturer, or are at the end of their useful life. This funding will support the replacement of Police cruiser radios, Police portable radios, Fire portable and mobile radios, and Emergency Management portable radios.

Public Safety Desktops, Printers And Peripherals

This request is to provide hardware for locations within the new public safety buildings. An estimated ninety (90) desktops and laptops are required. The majority of this hardware is located in the Fire Department, where there are few if any devices available currently. Often staff members in both Police

and Fire are sharing equipment, requiring them to wait for others to finish their work. There are no available desktops or laptops for officers to use for online training or meetings.

Public Safety Mobile Devices

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for use in more intensive environments than normal off the shelf hardware.

Energy Efficiency Upgrade Improvements

An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an investment in recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2020 improvements will include the installation of bi-lighting throughout the building hallways to improve lighting at the Pollard Middle School, and the retro-commissioning of the HVAC at the High Rock School.

High School Locker Reconfiguration

This funding would support the reconfiguration of student physical education lockers at Needham High School to accommodate the increased student population. Currently, there are 508 lockers at the High School. The project will add 111 lockers in the boys' locker room and 104 lockers in the girls' locker room. Currently, each locker room has small, medium and large lockers. The reconfiguration would remove the doors and frames from the medium and large lockers, and would create three new, small lockers from every two medium lockers, and three new small lockers from every one large locker. (The existing small lockers would remain unchanged.) Additionally, a new bank of 30 lockers would be added in the boys' locker room, and 24 new lockers will be added in the girls' locker room.

Mitchell School Restroom Upgrades

There are currently six restrooms at the Mitchell that are not ADA/MAAB accessible. Many of the existing plumbing fixtures are 40 to 60 years old. The current stalls are not the proper size and do not have grab bars, the urinals and dispensers are not set at the proper height, the sinks do not have insulated pipes, and the restrooms do not have the minimum clearance or appropriate turning radius. The restrooms will be upgraded to meet ADA/MAAB requirements.

Newman Preschool Playground Custom Shade Shelter

The Newman Preschool playground is situated in a part of the school that has constant sunlight. Access to the playground is limited to cloudy days or to mild weather, given that there is no available shade. About half of the children who attend the preschool are identified as having special needs, and many struggle with their social-emotional skills. A custom shade shelter would increase the students' comfort and access to the playground, which in turn would create more meaningful social opportunities for them during the day.

Newman School Gym Floor

The floors at the Newman School gym are original to the building. Over the years, they have been subject to buckling. This buckling has accelerated in the past few years, making the conditions in the gym potentially unsafe. Due to the presence of asbestos-containing materials in the subfloor, temporary repairs are not possible. The existing flooring will be removed, the asbestos containing materials will be abated, and new wood sports flooring will be installed.

Pollard School Blue And Green Gym Score Boards

The Department is in the process of designing upgrades for both the Blue and Green gyms at the Pollard Middle School. These upgrades include replacement of the rubber flooring, replacement of siding, painting, and installation of padding, backboards, and winch mechanisms on the basketball hoops. In the Green gym, two sections of pull-out seating will be installed to accommodate classes. After those upgrades are made, the existing scoreboards will need to be replaced – they are beyond their useful life and the technology is outdated. They also contain incandescent bulbs, which are not energy efficient. The scoreboards in both gyms will be replaced with updated, electronic LED scoreboards. Shot clocks will be installed that have wireless controls and technology.

School Furniture & Equipment

In FY2005, Town Meeting approved funding to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY2015, all furniture in poor condition was replaced in the schools. The FY2020 funding request will continue the replacement of furniture in fair condition at the Pollard School, provide funding for new classroom furniture as needed, and will address targeted furniture needs at Eliot and Mitchell Schools.

School Master Plan Supplement

Capital planning for the School Department has grown increasingly complex, given the pressing needs of accommodating Full-Day Kindergarten, providing capacity for a growing enrollment, and repairing and renovating aging facilities. These needs have made it difficult for the School Committee to prioritize the capital needs on the planning horizon. Meeting the identified needs within available resources and reasonable timeframes will require the School Department to carefully consider all of the possibilities and options for prioritizing and scheduling building projects going forward. The proposed study would develop recommendations for long-range school capital plans under different enrollment scenarios/trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting.

School Photocopier Replacement

In May of 2003, Town Meeting authorized first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all 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 45 copy machines. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. This analysis assumes that copiers can be re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Technology Replacement

The FY2020 request would fund the purchase of School Department technology, including desktop computers, printers, interactive white boards (IWBs), specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2020 request consists of \$519,350 for hardware (computers, printers, interactive white boards, door access controllers, projection screens and TV studio) and \$113,000 for infrastructure replacement (servers, network hardware, wireless data cabling and access points).

Facility Assessment For Sustainable Building Management

A facility assessment helps to guide major repairs and upgrades that may be required to ensure that older buildings remain sustainable. The Broadmeadow and Eliot Elementary Schools are approaching 20 years old, and may require upgrades beyond general maintenance. Many of the systems within the buildings, including heating, ventilation, and air conditioning (HVAC), boilers, and plumbing, are reaching the end of their useful life. A facility assessment will be conducted to determine the condition of the facility and to identify any major repairs and replacement needs.

ARTICLE 38: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,500,000 for athletic facility improvements for turf field replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would fund synthetic turf field replacement and related work at DeFazio and Memorial Parks. Each year, an impact test is performed on all artificial turf fields in Town. The most recent test shows that these fields are approaching the end of their useful life. The existing turf carpet will be removed, the fields will be regraded and new and more modern artificial field turf will be installed. The Town has been planning for the replacement of the turf fields through appropriations to the Athletic Facility Improvement Fund since 2012.

ARTICLE 39: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$831,487 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$201,487	
Sewer	Sewer Pump Station (Lake Drive)	\$630,000	
		\$831,487	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Sewer Pump Station Improvements

The Town maintains nine sewer pump stations at elevations below the gravity system. Without these stations, sewage would not enter the Town's sewerage system at these locations. This project will fund the design and engineering of the replacement of the Lake Drive pump station. The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more

frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running. The plan is to replace the existing canister pump station with a new canister pump station.

Sewer Fleet Replacement – Specialized Equipment

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Replacement</i>	<i>Amount</i>
35	Sewer/DPW	1999	Catch Basin Cleaner to be replaced in kind.	\$201,487

ARTICLE 40: APPROPRIATE FOR WASTEWATER SYSTEM REHABILITATION

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$1,600,000 for sewer system rehabilitation, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation that \$800,000 be transferred from Sewer Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$800,000 under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system by methods including replacing sewer manholes, lining sewer mains, replacing sewer mains and services, and testing and sealing joints.

ARTICLE 41: **APPROPRIATE FOR WATER DISTRIBUTION SYSTEM IMPROVEMENTS**

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$4,791,500 for Water Distribution System Improvements, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation that \$291,500 be transferred from Water Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$4,500,000 under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Water System Rehabilitation

Through the Water System Rehabilitation Program, the Town's water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, the FY2020 funding will support the replacement of water mains on Bennington Street from High Street to Concord Street, Country Way, and Alder Book Lane, and the design of water main replacement under Rosemary Lake.

Failing Lined Water Main Replacement

The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The lining of these pipes breaks down over time, causing discoloration in the water and concern for the water quality in the areas serviced by this line. The Town began addressing this issue in 2008, when there was approximately 19,000 linear feet of piping in need of replacement. This funding will complete the project and replace the remainder of existing pipe – 5,500 linear feet of 14" water main – with a new 16" water main on Central Avenue from the intersection of Pine Street, and Marked Tree Road to High Rock Street. This project will include replacing the pipe and reconstruction of the road.

TOWN RESERVE ARTICLES

ARTICLE 42: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$75,000 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of March 29, 2019 was \$2,668,884.

ARTICLE 43: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$166,612 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation is equal to the amount that the Town received from the sale of surplus equipment during FY2018. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March 29, 2019 was \$904,737.

ARTICLE 44: APPROPRIATE TO CAPITAL FACILITY FUND

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

INSERTED BY: Select Board

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

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of March 29, 2019 was \$1,874,435.

ARTICLE 45: APPROPRIATE FOR WORKERS COMPENSATION RESERVE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$283,706 to the Workers Compensation Reserve Fund, said sum to be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this 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 balance in the workers compensation line item contained in the employee benefits and assessments budget. 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. The balance in the Reserve as of December 31, 2018 was \$525,014.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 46: AMEND GENERAL BY-LAW/SELECT BOARD

To see if the Town will vote to amend its General By-laws by deleting where ever they appear the word "Selectmen" and the term "Board of Selectmen" and replacing them with the term "Select Board" except

in Section 1.9 where the word “Selectmen” be replaced by the term “Select Board Members”; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2018 Annual Town Meeting approved a home rule petition to change the title of the Board of Selectmen to “Select Board.” Chapter 341 of the Acts of 2018 changed the title in the entire Town Charter. Town Meeting action is needed to change the terms “Selectmen” and “Board of Selectmen” where they appear in the General By-Laws of the Town.

ARTICLE 47: AMEND GENERAL BY-LAW/ELECTION OF OFFICERS

To see if the Town will vote to amend the General By-Laws by deleting Section 1.9 (k) and inserting in place thereof the following: “(k) Five members of the Board of Health for a term of three years.”; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2018 Annual Town Meeting approved a home rule petition to change the number of members of the Board of Health from three to five. Chapter 341 of the Acts of 2018 changed the composition of the Board of Health in the Town Charter. Town Meeting action is required to make the same change to the General By-Laws of the Town.

ARTICLE 48: EXTINGUISH SEWER EASEMENT

To see if the town will vote to authorize the Select Board to extinguish a sewer and drain easement from Greendale Avenue to the Route 128 Right-of-Way; more fully described in an order of taking number 1959-4, dated July 14, 1959 and recorded at the Norfolk County Registry of Deeds in Book 3743, Page 551; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The developer of Modera Needham received a Comprehensive Permit issued by the Zoning Board of Appeals to allow the development of its project on Greendale Avenue. After the developer relocated the Town’s sewer line at its expense, the Select Board authorized the developer to encroach on the existing sewer easement to construct the facility. This action by Town Meeting is required to authorize the Select Board to extinguish the existing sewer easement as it is no longer needed.

ARTICLE 49: AMEND GENERAL BY-LAW/STRETCH ENERGY CODE

To see if the Town will vote to amend its General By-Laws by adding thereto Section 3.10 entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the “Stretch Energy Code”, including future editions, amendments, or modifications thereto, as set forth below; or take any action relative thereto.

Section 3.10 STRETCH ENERGY CODE

3.10.1 Definitions

International Energy Conservation Code (IECC) - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

Stretch Energy Code - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

3.10.2 Purpose The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the Base Energy Code applicable to the relevant sections of the building code for new buildings.

3.10.3 Applicability This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 115.AA, as indicated.

3.10.4 Stretch Energy Code The Stretch Energy Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is herein incorporated by reference into this section.

3.10.5 Enforcement The Stretch Energy Code is enforceable by the Building Commissioner effective January 1, 2020.

INSERTED BY: Select Board

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

Article Information: This Article would adopt the Massachusetts Stretch Energy Code as a Town by-law. The goal of the Stretch Code is to set standards beyond base State building code requirements in order to improve energy efficiency.

Adoption of the Stretch Code was previously considered by Town Meeting in 2011, and referred to the Select Board for further study. Concerns at that time included uncertainties about then-pending code changes and potential hardships for owners of smaller and older homes.

Those issues have largely been resolved. The current stretch energy code is performance-based – it requires new homes to meet a Home Energy Rating System target, rather than requiring the installation of specific levels of energy efficiency for each building element. The current differences between the base and stretch codes are relatively narrow and apply only to new residential construction and commercial construction over 100,000 square feet, not to smaller additions, renovations, and repairs.

The Select Board has met with advocates for adoption of the Stretch Code, and also with architects and builders working in the community. Professionals are familiar with the Stretch Code, and report that that most new construction in Needham already uses it, and that is true in most area communities as well.

Adoption of the stretch energy code will allow the Town to apply for designation as a Green Community and qualify for grants to pay for energy saving projects. The recommendation to adopt the stretch energy code, however, stands on its own merit and a determination as to whether the Town should apply for Green Community status will be made at a later date. Adoption of the stretch code will contribute to efforts to address climate change at the local level.

ARTICLE 50: HOME RULE PETITION – TOWN MEETING

To see if the Town will vote to authorize the Select Board to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that the legislation be adopted precisely as follows;

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 341 of the Acts of 2018 be amended as follows:

In Section 11. Time, Notice, Conduct and Adjournment of Town Meeting, by striking out the first paragraph and inserting in its place the following paragraph: “The annual town meeting for the election of town officers and such other matters as may be voted on the official ballot thereof shall be held in February, March, April or May of each year, on a date fixed by by-law. The annual town meeting for the transaction of business by the representative town meeting shall be divided into two business meetings. The first business meeting shall be held in May of each year and the second business meeting shall be held in November of each year, on dates fixed by by-law. Proposed amendments to the Needham Zoning By-Law shall be considered during the second business meeting.”

SECTION 2. This act shall take effect January 1, 2020.

Or take any other action relative thereto.

INSERTED BY: Joshua Levy, et. al.

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: This article, submitted by citizens’ petition, requests Town Meeting approval of a Home Rule petition to amend the Town Charter provisions regarding scheduling of the representative Annual Town Meeting (ATM).

At present, the Annual Town Meeting begins on the first Monday in May, as provided in the General By-Laws pursuant to the current Charter. If the business is not completed in the first session, the meeting continues on successive Wednesdays and Mondays, unless otherwise voted by Town Meeting, until all business is completed. Special Town Meetings may be called at any time of year on at least fourteen days’ notice.

The proposed amendment would divide the Annual Town Meeting into two meetings, the first to be held in May and the second in November, and provide that Zoning By-Law amendments be considered in the second meeting. The amendment would not change the scheduling of Special Town Meetings.

ARTICLE 51: HOME RULE PETITION – RESOLUTION TO CALL FOR THE UNITED STATES TO “PULL BACK FROM THE BRINK” AND PREVENT NUCLEAR WAR—AN EXISTENTIAL THREAT TO THE FUTURE OF HUMANITY AND THE PLANET

Moved, that Town Meeting adopt the following Resolution, or take any other action in relation thereto:

RESOLUTION TO CALL FOR THE UNITED STATES TO “PULL BACK FROM THE BRINK” AND PREVENT NUCLEAR WAR—AN EXISTENTIAL THREAT TO THE FUTURE OF HUMANITY AND THE PLANET

WHEREAS, since the height of the Cold War, the United States and Russia have dismantled more than 50,000 nuclear warheads, but approximately 15,000 of these weapons still exist and, thus, still pose an intolerable risk to human survival; and

WHEREAS, approximately 95 percent of these weapons are in the hands of the United States and Russia, while the remainder are held by 7 other countries, namely, China, France, Israel, India, North Korea, Pakistan, and the United Kingdom; and

WHEREAS, nuclear war would directly kill hundreds of millions of people and cause unimaginable environmental damage; and

WHEREAS, there is a high probability that such a nuclear war would lead to catastrophic climate disruption dropping temperatures across the planet to levels not seen since the last ice age, thus resulting in the starvation of the vast majority of the human race, quite possibly leading to our extinction and the extinction of multiple other species; and

WHEREAS, even the use of a tiny fraction of these weapons would cause worldwide climate disruption and global famine; e.g., as few as a 100 Hiroshima-sized bombs (small by modern standards) would put at least 5 million tons of soot into the upper atmosphere and cause climate disruption across the planet, cutting food production and putting 2 billion people at risk of starvation; and

WHEREAS, despite the popular notion that these arsenals exist solely to guarantee they will never be used, on multiple occasions nuclear armed states have proceeded to the brink of using these weapons, and their use was narrowly averted; and

WHEREAS, former Defense Secretary Robert McNamara—speaking about the Cuban Missile Crisis in The Fog of War—said, “It was luck that prevented nuclear war”; and

WHEREAS, our nuclear policy must NOT be subject to the whims of “luck;” and

WHEREAS, the growing climate crisis is stressing communities around the world and intensifying the likelihood of conflict, and, thus, the danger of war and the possibility of escalating to nuclear war; and WHEREAS, the planned expenditure of more than \$1 trillion dollars to enhance the U.S. nuclear arsenal will not only increase the risk of nuclear disaster but also fuel a global arms race and divert crucial resources needed to assure the well-being of the American people and people all over the world; and

WHEREAS, in July 2017, 122 nations called for the elimination of all nuclear weapons by adopting the Treaty on the Prohibition of Nuclear Weapons.

BE IT RESOLVED THAT the Town of Needham, Massachusetts, acting through its elected Representative Town Meeting, calls upon our federal leaders and our nation to make nuclear disarmament the centerpiece of U.S. national security policy and to work toward the goal of signing the Treaty on the Prohibition of Nuclear Weapons.

BE IT FURTHER RESOLVED that Town Meeting, calls upon our federal leaders and our nation to spearhead a global effort to prevent nuclear war by:

- renouncing the option of using nuclear weapons first;
- ending the president's sole, unchecked authority to launch a nuclear attack;
- taking U.S. nuclear weapons off "hair-trigger" alert;
- cancelling all plans to add weapons to the U.S. nuclear arsenal that would make it more likely that leaders will initiate nuclear war; and
- actively pursuing a verifiable agreement among nuclear armed states to eliminate their nuclear arsenals.

BE IT FURTHER RESOLVED that Town Meeting requests that the Town Clerk send a copy of the Resolution adopted by Town Meeting to our U.S. Congressional Representative Joseph P. Kennedy, III, U.S. Senator Elizabeth Warren, U.S. Senator Edward J. Markey, and President Donald J. Trump.

INSERTED BY: Joseph McCabe, et. al.

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: This article, submitted by citizens' petition, requests a non-binding resolution of Town Meeting in support of proposed actions by the Town's Representatives in Congress and the President of the United States to achieve nuclear disarmament and a reduction in the threat of nuclear war.

ARTICLE 52: 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: Select Board

May 2019 Annual Town Meeting Warrant

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 12th day of February, 2019.

DANIEL P. MATTHEWS, *Chair*
JOHN A. BULIAN, *Vice Chair*
MAURICE P. HANDEL, *Clerk*
MATTHEW D. BORRELLI
MARIANNE B. COOLEY

Select Board of Needham

A true copy,
ATTEST _____ 2019
Constable (month) (day)
ATTEST _____ 2019
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2018**

Budget	Date of Action	Amount
1 Park and Recreation - Rosemary Pool Staff	4-Apr-18	\$47,538
2 Department of Public Works - Snow & Ice	20-Jun-18	\$884,863
3 Town Counsel - Legal Services	20-Jun-18	\$45,260
4		
Total Approved from General Reserve Fund		\$977,661
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Total Approved from RTS Reserve Fund		\$0
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Total Approved from Sewer Reserve Fund		\$0
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Water - Damaged Vehicle Replacement	13-Sep-17	\$23,092
Total Approved from Water Reserve Fund		\$23,092
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**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of April 2, 2019
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>GENERAL GOVERNMENT</u>		
<u>Select Board/Town Manager</u>		
Town Manager	Contract	Contract
Support Services Manager	K-22	\$78,720 - \$97,608
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
Administrative Assistant	I-14	\$22.23 - \$27.87/hour
Assistant Town Manager/Dir. of Ops.	K-28	\$124,152- \$153,936
Administrative Coordinator - HR	G-15	\$24.27 - \$30.45/hour
Benefits Administrator	GE-18	\$53,391 - \$66,982.50
Director of Human Resources	K-25	\$101,448- \$125,808
Asst. Dir. Of Human Resources	GE-20	\$64,369.50 - \$80,691
<u>Town Clerk</u>		
Town Clerk	Elected	\$102,622
Assistant Town Clerk	GE-18	\$53,391 - \$66,982.50
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
Department Specialist	I-14	\$22.23 - \$27.87/hour
<u>Legal</u>		
Town Counsel	Sch C	\$75,140
<u>FINANCE</u>		
<u>Assessors</u>		
Director of Assessing	K-24	\$93,864 - \$116,400
Asst. Director of Assessing	GE-20	\$64,369.50 - \$80,691
Field Assessor	I-18	\$27.51 - \$34.52/hour
Department Specialist	I-14	\$22.23 - \$27.87/hour
Department Assistant 1	I-12	\$18.66 - \$23.42/hour
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	K-28	\$124,152- \$153,936
Finance & Procurement Coordinator	GE-21	\$68,971.50 - \$86,560.50
Parking Clerk	Sch C	\$25.50/hour

May 2019 Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Accounting</u>		
Town Accountant	K-24	\$93,864 - \$116,400
Assistant Town Accountant	GE-20	\$64,369.50 - \$80,691
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
Department Specialist	I-14	\$22.23 - \$27.87/hour
Payroll Coordinator	I-18	\$27.51 - \$34.52/hour
<u>Information Technology Center</u>		
Director, MIS	K-25	\$101,448- \$125,808
GIS/Database Administrator	IE-20	\$64,681.50 - \$81,081
Computer Operator	I-15	\$24.39 - \$30.60/hour
Network Manager	IE-23	\$79,482 - \$99,703.50
Applications Administrator	IE-20	\$64,681.50- \$81,081
Technology Support Technician	I-19	\$30.20 - \$37.89/hour
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$93,864 - \$116,400
Assistant Treasurer/Collector	GE-20	\$64,369.50 - \$80,691
Department Specialist	I-14	\$22.23 - \$27.87/hour
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
Department Assistant 1	I-12	\$18.66 - \$23.42/hour
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$58,597.50 - \$73,534.50
<u>PUBLIC SAFETY</u>		
<u>Police Department</u>		
Police Chief	Contract	Contract
Lieutenant	P-3	\$113,468 - 126,473
Sergeant	P-2	\$33.35 - \$39.59/hour
Police Officer	P-1	\$23.30 - \$32.20/hour
Animal Control Officer	GU-16	\$24.16 - \$30.32/hour
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
Police Maintenance Assistant	GU-15	\$22.75 - \$28.55/hour
Administrative Assistant	I-14	\$22.23 - \$27.87/hour
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
Public Safety Dispatcher	GU-15	\$22.75 - \$28.55/hour
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief Operations	F-5	\$49.81 - \$54.45/hour
Deputy Fire Chief	F-4	\$39.73 - \$47.18/hour
Fire Captain	F-3	\$37.75 - \$41.27/hour
Fire Lieutenant	F-2	\$32.02 - \$37.96/hour
Firefighter	F-1	\$24.12 - \$32.06/hour
Fire Inspector (40 hours)	F-1	\$25.33 - 33.64/hour
EMS Administrator (40 hours)	F-1	\$25.33 - 33.64/hour

May 2019 Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
Director of Administrative Services	IE-20	\$64,681.50- \$81,081
Administrative Assistant	I-14	\$22.23 - \$27.87/hour
Public Safety Dispatch Super.	GU-19	\$28.17 - \$35.35/hour
Public Safety Dispatcher	GU-15	\$22.75 - \$28.55/hour
<u>Building</u>		
Building Commissioner	K-24	\$93,864 - \$116,400
Assistant Building Commissioner	GE-21	\$68,971.50 - \$86,560.50
Inspector of Plumbing and Gas	G-19	\$30.05 - \$37.71/hour
Inspector of Wires	G-19	\$30.05 - \$37.71/hour
Local Building Inspector	G-20	\$33.01 - \$41.38/hour
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
<u>PUBLIC WORKS</u>		
<u>Administration</u>		
Director of Public Works	K-28	\$124,152 - \$153,936
Assistant Director of Public Works	K-26	\$109,032 - \$135,192
Director of Finance & Administration/Public Services	K-24	\$93,864 - \$116,400
Senior Admin. Coordinator	I-17	\$26.67 - \$33.45/hour
Department Specialist	I-14	\$22.23 - \$27.87/hour
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
Administrative Analyst	GE-18	\$53,391.00 - \$66,982.50
Compliance Coordinator	GE-20	\$64,369.50 - \$80,691
<u>Engineering Division</u>		
Town Engineer	K-26	\$109,032 - \$135,192
Assistant Town Engineer	GE-22	\$73,846.50 - \$92,664.00
Contract Administrator	GE-21	\$68,971.50 - \$86,560.50
Civil Engineer	GE-19	\$58,597.50 - \$73,534.50
Survey Party Chief	GU-18	\$25.67 - \$32.20/hour
Senior AutoCad Technicain	GU-19	\$58,597.50 - \$73,534.50
AutoCad Technician	GU-16	\$24.16 - \$30.32/hour
Engineering Aide	GU-15	\$22.75 - \$28.55/hour
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$78,720 - \$97,608
Master Mechanic	W-7	\$28.94 - \$34.36/hour
Equipment Mechanic	W-5	\$24.47 - \$29.28/hour
<u>Highway Division</u>		
Division Super. Highway	K-24	\$93,864 - \$116,400
Assistant Superintendent - Highway	GE-20	\$64,369.50 - \$80,691.00
Public Works Specialist 2	W-5	\$24.47 - \$29.28/hour

May 2019 Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
Public Works Technician	W-5	\$24.47 - \$29.28/hour
Working Foreman	W-6	\$26.41 - \$31.63/hour
Laborer 2	W-2	\$20.01 - \$24.10/hour
HMEO	W-4	\$22.80 - \$27.40/hour
Craftworker	W-4	\$22.80 - 27.40/hour
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$93,864 - \$116,400
Assistant Superintendent - Parks	GE-20	\$64,369.50 - \$80,691.00
Working Foreman	W-6	\$26.41 - \$31.63/hour
Tree Climber	W-4	\$22.80 - \$27.40/hour
Craftworker	BT-2	\$24.65 - \$29.66/hour
HMEO	W-4	\$22.80 - \$27.40/hour
Laborer 3	W-3	\$21.44 - \$25.69/hour
Laborer 2	W-2	\$20.01 - \$24.10/hour
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$93,864 - \$116,400
Assistant Superintendent - RTS	GE-20	\$64,369.50 - \$80,691.00
Working Foreman	W-6	\$26.41 - \$31.63/hour
Public Works Specialist 1	W-4	\$22.80 - \$27.40/hour
HMEO	W-4	\$22.80 - \$27.40/hour
Laborer 2	W-2	\$20.01 - \$24.10/hour
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$93,864 - \$116,400
Water Treatment Facility Manager	GE-21	\$68,971.50 - \$86,560.50
Pumping Station Operator	W-5	\$24.47 - \$29.28/hour
Public Works Inspector	W-6	\$26.41 - \$31.63/hour
Working Foreman	W-6	\$26.41 - \$31.63/hour
Public Works Technician	W-5	\$24.47 - \$29.28/hour
HMEO	W-4	\$22.80 - \$27.40/hour
Craftworker	BT-2	\$24.65 - \$29.66/hour
Laborer 3	W-3	\$21.44 - \$25.69/hour
Laborer 2	W-2	\$20.01 - \$24.10/hour
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$109,032 - \$135,192
Facility Operations Shift Supervisor	GE-20	\$64,369.50 - \$80,691.00
Department Specialist	I-14	\$22.23 - \$27.87/hour
Administrative Analyst	GE-18	\$53,391.00 - \$66,982.50
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
Senior Custodian 1	BC-2	\$22.93 - \$27.41/hour
Senior Custodian 2	BC-3	\$24.06 - \$28.77/hour
Custodian	BC-1	\$19.99 - \$23.89/hour
Warehouse Person	BT-1	\$22.44 - \$26.99/hour

May 2019 Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
HVAC Technician	BT-4	\$30.88 - \$37.17/hour
Carpenter	BT-3	\$27.08 - \$32.59/hour
Craftworker	BT-2	\$24.65 - \$29.66/hour
Plumber	BT-3	\$27.08 - \$32.59/hour
Electrician	BT-3	\$27.08 - \$32.59/hour
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$64,369.50 - \$80,691.00
HMEO	W-4	\$22.80 - \$27.40/hour
Pumping Station Operator	W-5	\$24.47 - \$29.28/hour
Chief Pumping Station Operator	W-7	\$28.94 - \$34.36/hour
Public Works Inspector	W-6	\$26.41 - \$31.63/hour
Working Foreman	W-6	\$26.41 - \$31.63/hour
Craftworker	BT-2	\$24.65 - \$29.66/hour
<u>PUBLIC FACILITIES</u>		
<u>Division of Public Facilities</u>		
Director of Design & Construction	K-26	\$109,032 - \$135,192
Senior Project Manager	K-24	\$93,864 - \$116,400
Project Manager	K-22	\$78,720 - \$97,608
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
<u>HEALTH AND HUMAN SERVICES</u>		
<u>Division of Public Health</u>		
Director of Health and Human Services	K-25	\$101,448 - \$125,808
Assistant Director of Public Health	GE-22	\$73,846.50 - \$92,664
Environmental Health Agent	I-20	\$33.17 - \$41.58/hour
Public Health Nurse	IE-20	\$64,681.50 - \$81,081
Program Coordinator	G-16	\$25.77 - \$32.34/hour
Sr. Substance Use and Prevention Program Coordinator	G-20	\$33.01 - \$41.38/hour
Administrative Coordinator	I-15	\$24.39 - \$30.60/hour
Department Assistant 2	I-13	\$20.45 - \$25.66/hour
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$93,864 - \$116,400
Assistant Director of Aging Services	GE-20	\$64369.50 - \$80,691
Administrative Assistant	I-14	\$22.23 - \$27.87/hour
Program Coordinator	G-16	\$25.77 - \$32.34/hour
Assistant Program Coordinator	G-15	\$24.27 - \$30.45/hour
Program Support Assistant III	I-18	\$27.51 - \$34.52/hour
Social Worker 2	IE-19	\$58,890 - \$73,885.50

May 2019 Annual Town Meeting Warrant

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Division of Youth Services</u>		
Director of Youth Services	K-23	\$86,304 - \$107,016
Social Worker 2	IE-19	\$58,890 - \$73,885.50
Administrative Assistant	I-14	\$22.23 - \$27.87/hour
<u>PLANNING & COMMUNITY DEVELOPMENT</u>		
<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$101,448 - \$125,808
Assistant Town Planner	GE-19	\$58,597.50 - \$73,534.50
Director of Economic Development	K-22	\$78,720 - \$97,608
Administrative Assistant	I-14	\$22.23 - \$27.87/hour
<u>Community Development</u>		
Director of Conservation	K-22	\$78,720 - \$97,608
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
Conservation Specialist	I-17	\$26.67 - \$33.45/hour
<u>CULTURE AND LEISURE SERVICES</u>		
<u>Library</u>		
Director of Public Library	K-24	\$93,864 - \$116,400
Assistant Director of Public Library	GE-21	\$68,971.50 - \$86,560.50
Library Reference Supervisor	GE-19	\$58,597.50 - \$73,534.50
Library Children's Supervisor	GE-19	\$58,597.50 - \$73,534.50
Library Technology Specialist/Archivist	GE-19	\$58,597.50 - \$73,534.50
Library Technical Services Supervisor	GE-19	\$58,597.50 - \$73,534.50
Reference Librarian/Audio Visual Specialist	GE-18	\$53,391 - \$66,982.50
Reference Librarian/Program Specialist	GE-18	\$53,391 - \$66,982.50
Library Circulation Supervisor	GE-17	\$51,753 - 64,915.5
Assistant Children's Librarian	G-15	\$24.27 - \$30.45/hour
Assistant Cataloger	G-14	\$22.12 - \$27.74/hour
Administrative Specialist	I-15	\$24.39 - \$30.60/hour
Library Assistant PT	G-13	\$20.35 - \$25.53/hour
Library Assistant FT	G-13	\$20.35 - \$25.53/hour
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$93,864 - \$116,400
Assistant Director, Park & Recreation	GE-20	\$64,369.50 - \$80,691
Recreation Supervisor	I-16	\$25.89 - \$32.50/hour
Administrative Specialist	I-15	\$24.39 - \$30.60/hour

May 2019 Annual Town Meeting Warrant

	Budgeted FY 2014		Budgeted FY 2014		Budgeted FY 2015		Budgeted FY 2015		Budgeted FY 2016		Budgeted FY 2016		Budgeted FY 2017		Budgeted FY 2017		
	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Maximum
NEEDHAM PUBLIC SCHOOLS																	
<i>OPERATING BUDGET CLASSIFICATION</i>																	
Superintendent	1.00	191,617		1.00	198,324		1.00	207,249		1.00	216,575		1.00	216,575			
Central Administrators	4.00	134,890	147,528	4.00	139,000	153,429	4.00	139,000	167,000	4.00	144,000	167,000	4.00	144,000	167,000		
High School Principal	1.00	142,865		1.00	148,437		1.00	153,000		1.00	168,000		1.00	168,000			
Middle School Principals	2.00	123,524	127,371	2.00	127,500	128,156	2.00	130,000	144,000	2.00	130,000	144,000	2.00	130,000	144,000		
Elementary Principals	5.00	114,080	136,496	5.00	120,664	141,956	5.00	126,000	137,000	5.00	124,500	132,000	5.00	124,500	132,000		
High School Assistant Principals	3.00	85,640	120,134	3.00	89,065	124,939	3.00	91,514	128,375	3.00	92,887	130,300	3.00	92,887	130,300		
Middle School Assistant Principals	2.00	79,857	113,718	2.40	84,266	119,998	2.40	86,584	123,298	2.40	87,883	125,147	2.40	87,883	125,147		
Elementary Assistant Principals	1.50	73,149	107,364	3.00	76,075	111,658	3.00	78,168	114,729	3.00	79,340	116,450	3.00	79,340	116,450		
K-12 Directors	7.00	72,552	115,308	7.00	77,439	122,646	7.00	79,569	126,019	7.00	80,762	130,520	7.00	80,762	130,520		
Directors of Special Education	3.00	81,804	122,573	3.50	77,931	124,037	3.50	80,074	127,448	2.50	81,275	130,520	2.50	81,275	130,520		
Special Education/ 6-8 Curriculum Coordinators	6.67	73,418	109,982	3.97	78,313	115,857	5.47	80,466	119,043	10.97	81,673	120,828	10.97	81,673	120,828		
Assistant Athletic Director **				0.50	52,000		0.50	54,080		0.50	56,243		0.50	56,243			
Department Chairs/ K-8 Curriculum Coordinators	7.00	73,418	108,616	5.90	78,313	118,753	8.30	80,466	122,019	5.00	83,715	123,849	5.00	83,715	123,849		
Teachers/ Guidance Counselors/ Psychologists/ Therap	438.06	44,621	93,520	466.97	46,294	97,027	468.38	47,058	99,307	475.69	47,764	100,797	475.69	47,764	100,797		
Nurses	8.45	44,621	93,520	8.56	46,294	97,027	8.56	47,058	99,307	10.06	47,764	100,797	10.06	47,764	100,797		
Instructional Assistants	103.08	\$15,719/76/hr	\$31,309/30/hr	99.15	\$15,798/36/hr	\$31,361/64/hr	104.59	\$15,877/35/hr	\$32,819/99/hr	104.75	\$16,036/13/hr	\$33,148/10/hr	104.75	\$16,036/13/hr	\$33,148/10/hr		
Permanent Substitutes	2.29	\$14,87/hr		2.29	\$15,17/hr		2.29	\$15,47/hr		2.29	\$15,77/hr		2.29	\$15,77/hr			
Network Administrator/ Engineer	1.00	98,180		1.50	67,000	102,107	1.50	69,680	110,439	1.50	69,680	110,439	2.00	69,680	110,439		
Information Technology/Database Administrators	2.00	75,312	86,878	2.50	53,000	90,353	3.00	53,000	119,600	3.00	53,000	119,600	4.00	53,000	119,600		
Instructional Technology Operations Manager				1.00	72,500		1.00	72,500		1.00	NA		1.00	NA			
Computer Technicians				8.00	\$24,170/4/hr	\$31,021/3/hr	7.00	\$24,847/2/hr	\$31,889/8/hr	7.00	\$24,847/2/hr	\$31,889/8/hr	6.50	\$25,542/9/hr	\$32,782/8/hr		
School Office Assistants	12.36	\$14,389/2/hr	\$18,938/4/hr	12.54	\$14,677/0/hr	\$19,510/4/hr	12.54	\$15,087/9/hr	\$20,056/7/hr	12.54	\$15,087/9/hr	\$20,056/7/hr	12.17	\$15,510/4/hr	\$20,618/2/hr		
Mail Carrier/Production Center Operator	1.00	\$17,687/6/hr	\$23,288/4/hr	1.00	\$18,041/4/hr	\$23,991/7/hr	1.00	\$18,546/5/hr	\$24,663/4/hr	1.00	\$19,065/8/hr	\$25,354/0/hr	1.00	\$19,065/8/hr	\$25,354/0/hr		
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll C	33.64	\$17,687/6/hr	\$28,247/1/hr	33.04	\$18,041/4/hr	\$29,100/1/hr	32.7	\$18,546/5/hr	\$29,914/9/hr	32.7	\$19,065/8/hr	\$30,752/5/hr	34.29	\$19,065/8/hr	\$30,752/5/hr		
Director of Planning & Community Education **	0.10	103,750		0.10	107,900		0.10	107,900	116,705	0.10	107,900	116,705	0.20	107,900	116,705		
Volunteer Coordinator **	0.09	56,598		0.09	58,862		0.09	56,598	61,215	0.09	56,598	61,215	0.09	56,598	61,215		
Executive/Administrative Secretaries **	5.00	\$32,109/9/hr	\$42,051/6/hr	5.00	57,710	82,580	5.00	57,710	89,319	5.00	57,710	89,319	3.97	57,710	89,319		
Bus/Van Drivers	5.86	\$15,11/hr	\$16,78/hr	5.86	\$15,49/hr	\$17,20/hr	6.57	\$15,49/hr	\$24,67/hr	6.57	\$16,27/hr	\$24,67/hr	6.57	\$16,27/hr	\$24,67/hr		
Bus/Van Monitors	0.71	\$13,11/hr	\$14,55/hr	1.14	\$13,44/hr	\$14,91/hr	1.29	\$13,44/hr	\$15,67/hr	1.29	\$14,12/hr	\$15,67/hr	1.29	\$14,12/hr	\$15,67/hr		
Human Resources Specialist **	1.00	51,356		1.00	\$29,23/hr		1.00	58,000	60,320	0.98	58,000	60,320	0.98	58,000	60,320		
Lead Payroll Supervisor **				1.00	61,360		1.00	61,360	66,367	1.00	61,360	66,367	0.97	61,360	66,367		
Lead Accountant **	0.20	62,213		0.20	65,634		0.20	65,634	73,052	0.20	65,634	73,052	0.98	65,634	73,052		
Business Coordinator	1.00	71,120		1.00	65,520		1.00	65,520	75,032	1.00	75,032		1.00	75,032			
Asst. Director Finance & Human Resources				1.00	75,032		1.00	83,512		1.00	94,000		1.00	94,000			
Total	665.91			695.20			705.97			718.16			718.16				

* All salaries expressed in full-time equivalent terms
 ** Partially Funded in Operating Budget

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DEBT APPENDIX A

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Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
Central Ave & Elliot Street Bridge Construction	May-15	43	\$500,000	Jan-27	4.00%	68,000	66,000	64,000	62,000	60,000	58,000	162,000	
Central Ave & Elliot Street Bridge Design	May-14	39	\$250,000	Nov-18	3.67%	63,750							
DPW Garage Bays	May-13	42	\$800,000	May-24	2.09%	90,000	88,400	86,800	85,200	83,600	82,000		
High School Cafeteria Construction	Nov-15	11	\$1,500,000	Jan-27	4.00%	204,000	198,000	192,000	186,000	180,000	174,000	486,000	
Kendrick Street Bridge Repair	May-10	35	\$750,000	Aug-21	2.21%	81,188	79,594	77,813	75,938				
MWPAT 98-92 (Stormwater)	May-98	7	\$364,979	Aug-19	(see note)	29,874	28,567						
Pollard School Boiler Replacement	May-13	40	\$565,000	Jul-21	3.22%	78,050	75,950	73,500	71,050				
Pollard School Roof Replacement	Nov-10	10	\$725,000	Jul-22	3.67%	82,600	79,800	77,000	74,200	71,400			
Property Acquisition - 37-39 Lincoln Street	May-12	31	\$605,000	Nov-32	3.39%	44,550	43,350	42,300	41,400	40,500	39,600	184,331	129,169
Property Acquisition - 51 Lincoln Street	Nov-12	17	\$950,000	Nov-32	3.39%	72,575	70,575	68,825	67,325	65,825	59,400	276,497	193,753
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	\$1,005,000	Nov-32	3.39%	74,250	72,250	70,500	69,000	67,500	66,000	307,219	215,281
Property Acquisition - 66 - 70 Chestnut Street	Nov-13	22	\$1,330,000	Nov-33	3.35%	108,150	105,350	102,550	99,750	96,950	94,150	430,675	376,250
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	\$52,500	Jul-32	2.93%	4,105	3,985	3,865	3,745	3,625	3,505	12,625	8,458
Public Services Administration Building	Oct-08	5	\$100,000	Jul-22	3.69%	11,800	11,400	11,000	10,600	10,200			
Public Services Administration Building (Series I)	Oct-08	5	\$4,000,000	Aug-26	3.16%	306,225	299,325	292,125	284,625	276,825	268,725	677,663	
Public Services Administration Building (Series II)	Oct-08	5	\$1,000,000	Dec-24	3.07%	80,488	78,538	86,438	84,094	81,563	78,938	76,313	
Public Works Infrastructure Program	May-12	33	\$190,000	Nov-18	3.67%	48,450							
Public Works Infrastructure Program	May-13	41	\$500,000	Nov-18	3.60%	127,500							
Public Works Infrastructure Program	May-14	38	\$580,000	Nov-18	3.67%	147,900							
Public Works Infrastructure Program	May-15	42	\$750,000	Jan-21	4.00%	222,000	214,000	156,000					

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
Senior Center (Series I)	Nov-11	14	\$1,000,000	Nov-32	3.38%	73,506	71,506	69,756	68,256	66,756	65,256	303,500	193,753
Senior Center (Series II)	Nov-11	14	\$5,050,000	Jul-33	3.54%	390,925	383,275	374,350	365,425	357,775	348,850	1,596,406	1,373,594
Senior Center (Series III)	Nov-11	14	\$1,050,500	May-34	2.83%	77,100	76,000	74,900	73,800	72,700	71,600	313,400	276,250
Title V Loans	May-97	64	\$85,894	Aug-19	(see note)	5,120	4,854						
Front-End Loader	May-16	46	\$205,000	Jan-20	4.00%	RTS	41,600						
Central Avenue/Elliott Street Bridge	May-15	43	\$240,000	Jul-21	5.00%		95,500	86,000	82,000				
Rosemary Recreational Complex	May-17	33	\$2,260,000	Jul-28	5.00%		608,417	533,875	360,000	198,750	191,250	843,750	
High School Expansion Construction	Oct-17	13	\$6,500,000	Jul-34	3.86%		1,367,708	871,000	838,500	489,125	472,875	2,120,625	2,125,500
Town Hall	May-09	35	\$385,000	Aug-26	2.63%	30,781	30,250	29,656	29,031	28,375	27,656	78,453	
TOTAL GENERAL FUND						2,522,886	4,194,193	3,444,253	3,031,939	2,251,469	2,101,805	7,869,456	4,892,008
Broadmeadow School	May-00	31	\$8,400,000	Nov-23	3.00%	801,325	771,225	741,425	708,700	678,000	642,600		
Eliot School	May-00	32	\$2,562,000	Nov-24	3.94%	314,400	304,400	294,400	284,400	269,500	259,700	249,900	
High Rock & Pollard School Projects	May-07	41	\$429,470	Aug-26	4.00%	78,285	75,660	68,360	66,160	63,960	56,860	155,150	
High Rock & Pollard School Projects (Series III)	May-07	41	\$2,253,010	Aug-27	4.00%	358,623	342,460	327,160	312,060	297,160	287,360	1,010,750	
High Rock & Pollard School Projects (Series IV)	May-07	41	\$10,500,000	Aug-28	3.35%	758,031	742,075	720,500	703,313	685,438	666,875	3,023,625	
High Rock School Design	Nov-06	9	\$187,770	Aug-26	4.00%	32,934	31,840	30,840	29,840	28,840	27,840	61,950	
High School (Series IIA)	May-03	31	\$2,991,900	Aug-24	4.00%	660,188	602,700	582,900	558,200	538,600	514,100	494,700	
High School (Series IIB)	Feb-05	1	\$782,850	Aug-26	4.00%	138,234	128,740	124,740	115,840	112,040	108,240	300,450	
High School (Series III)	Feb-05	1	\$3,850,000	Jun-28	3.42%	267,450	259,450	253,450	247,200	240,450	233,700	767,300	
High School Series 1	May-03	31	\$4,775,000	Nov-25	3.97%	653,700	589,000	560,400	542,000	523,600	500,300	941,100	

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
Library Project	May-03	30	\$6,510,000	Dec-19	3.00%	830,475	796,775						
Newman School Extraordinary Repairs (Series I)	Nov-09	14	\$1,000,000	Dec-19	2.62%	104,500	101,500						
Newman School Extraordinary Repairs (Series III)	Nov-09	14	\$5,000,000	Oct-28	3.35%	383,750	373,600	359,600	348,925	341,050	332,650	1,482,475	
Newman School Extraordinary Repairs (Series IV)	Nov-09	14	\$9,000,000	Jul-32	2.82%	646,420	628,340	610,260	592,180	574,100	556,020	2,604,300	1,883,580
Newman School Extraordinary Repairs (Series V)	Nov-09	14	\$2,200,000	Nov-32	3.39%	163,350	158,950	155,100	151,800	148,500	145,200	675,881	473,619
Owens Farm Land Purchase	Nov-15	13	\$7,000,000	Jan-42	3.70%	600,900	516,900	505,700	494,500	483,300	472,100	2,192,500	4,378,400
William School Construction Project	Oct-16	2	\$18,000,000	Jul-43	3.53%		1,728,375	1,369,800	1,333,800	1,297,800	1,261,800	5,769,000	13,466,700
Property Acquisition - 609 Central Street	May-16	7	\$730,000	Jan-39	3.68%	138,350	43,750	42,750	41,750	40,750	39,750	183,750	299,094
TOTAL GENERAL FUND EXCLUDED						6,930,914	8,195,740	6,747,385	6,530,668	6,323,088	6,105,095	19,912,831	20,501,393
Town Hall (Series II)	May-09	35	\$3,500,000	Oct-28	3.36%	267,969	260,900	251,150	243,716	238,231	232,381	1,053,509	
Town Hall (Series III)	May-09	35	\$1,225,000	Aug-26	2.63%	98,500	96,800	94,900	92,900	90,800	88,500	251,050	
Rosemary Recreational Complex	May-17	33	\$4,000,000	Jul-37	3.57%		429,792	346,000	336,000	326,000	316,000	1,430,000	2,308,750
Town Hall (Series IV)	May-09	35	\$970,000	Jul-30	2.80%	75,025	72,825	70,625	68,425	66,225	64,025	290,825	102,438
TOTAL COMMUNITY PRESERVATION FUND						441,494	860,317	762,675	741,041	721,256	700,906	3,025,384	2,411,188
Front-End Loader	May-16	46	\$205,000	Jan-20	4.00%	58,800							
TOTAL RTS ENTERPRISE						58,800							

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
MWPAT 97-13	Oct-96	8	\$67,700	Aug-18	(see note)	6,150							
MWPAT 97-33	Oct-96	7	\$180,300	Aug-18	(see note)	16,195							
MWPAT 97-63	May-97	46	\$1,019,778	Aug-18	(see note)	91,840							
MWPAT 98-10	May-97	42	\$130,200	Aug-18	(see note)	11,685							
Sewer - West Street Force Main	May-98	59	\$568,400	May-19	3.98%	67,600							
Sewer - West Street Pumping Station	May-98	58	\$1,252,300	May-19	3.98%	147,680							
Sewer Pump Station GPA	May-05	49	\$500,000	Jun-19	3.17%	52,000							
Sewer Pump Station GPA	May-08	45	\$550,000	Aug-28	3.36%	40,438	39,575	33,750	32,969	32,156	31,313	166,338	
Sewer Pump Station Reservoir B	Nov-11	15	\$6,034,290	Jan-33	2.15%	374,129	374,192	374,256	374,323	374,391	374,460	1,873,391	1,500,120
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$145,000	Dec-19	2.59%	15,525	10,150						
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$500,000	Nov-22	4.00%	109,100	105,300	77,000	74,200	71,400			
MWRA Sewer System Rehab - I/I Work	May-17	48	\$179,548	May-23	Zero	35,910	35,910	35,910	35,910	35,910			
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$320,000	Aug-28	3.39%	21,131	20,700	20,250	19,781	19,294	18,788	99,763	
TOTAL SEWER ENTERPRISE						989,382	585,826	541,166	537,182	533,150	424,560	2,139,491	1,500,120
MWPAT Water DWS-08-24	May-08	47	\$765,335	Jul-30	2.00%	49,230	49,169	49,106	49,044	48,979	48,913	243,528	96,901
St Mary's Pump Station	May-13	47	\$1,700,000	Nov-33	3.36%	138,750	135,150	131,550	127,950	124,350	120,750	552,225	472,550
St Mary's Pump Station	May-13	47	\$1,995,000	May-34	2.85%	142,775	140,775	138,775	136,775	134,775	132,775	625,925	546,625
Water Distribution System Improvements	May-09	56	\$400,000	Dec-24	3.02%	30,313	29,563	28,813	28,031	27,188	26,313	25,438	
Water Main Improvements	May-08	47	\$400,000	Nov-20	3.95%	50,400	48,800	47,200	45,600	44,000	42,400	40,800	
Water Service Connections	May-06	70	\$55,000	Aug-19	2.51%	5,219	5,075						

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
Water Storage Tank Rehabilitation	May-08	48	\$655,000	Jun-19	3.16%	67,600							
Water System Rehabilitation	May-15	47	\$260,000	Jan-20	4.00%	32,400	31,200						
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$212,000	Jun-19	3.16%	20,800							
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$638,000	Nov-22	4.00%	114,900	111,100	131,800	127,000	117,300			
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$100,000	Aug-28	3.41%	7,044	6,900	6,750	6,594	6,431	6,263	33,388	
Water Treatment Facility	May-96	47	\$1,710,000	May-19	3.98%	204,360							
Water Service Connection Replacement (MWRA)	May-17	50	\$1,000,000	May-28	Zero	100,000	100,000	100,000	100,000	100,000	100,000	400,000	
Water System Rehabilitation (MWRA)	May-17	51	\$1,131,265	May-28	Zero	113,127	113,127	113,127	113,127	113,127	113,127	452,506	
Water Treatment Facility	Nov-97	18	\$1,994,300	May-19	3.98%	240,760							
TOTAL WATER ENTERPRISE						1,317,676	770,858	747,120	734,120	716,149	590,540	2,373,809	1,116,076
TOTAL DEBT SERVICE						12,261,152	14,606,934	12,242,598	11,574,949	10,545,112	9,922,905	35,320,972	30,420,783

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are restructured from time to time by the Trust. The program provides grants and other financial assistance which in some instances results in a low or no interest rate loan.

* Rate reflects the average coupon rate over the life of the loan.

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DEBT APPENDIX B

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open General Fund Projects				
High School Expansion Design	May-17	43	\$950,000	\$50,000
High School Expansion Construction	Oct-17	13	\$11,125,000	\$4,175,000
Memorial Park Building Project	May-18	30	\$2,918,000	\$2,918,000
Public Works Infrastructure Program	May-18	34	\$250,000	\$250,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$3,503,000
TOTAL				\$10,896,000

Proposed General Fund Projects for the 2019 ATM

NONE				
TOTAL				\$0

Open CPA Fund Projects

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$4,000,000
TOTAL				\$4,000,000

Proposed CPA Fund Projects for the 2019 ATM

NONE				
TOTAL				\$0

Open RTS Enterprise Fund Projects

RTS Property Improvements	May-18	37	\$645,000	\$645,000
TOTAL				\$645,000

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed RTS Enterprise Fund Projects for the 2019 ATM

NONE				
TOTAL				\$0

Open Sewer Enterprise Fund Projects

Wastewater System Rehabilitation	May-17	48	\$600,000	\$273,550
TOTAL				\$273,550

Proposed Sewer Enterprise Fund Projects for the 2019 ATM

Sewer System Rehabilitation			Pending	\$800,000
TOTAL				\$800,000

Open Water Enterprise Fund Projects

Water System Rehabilitation Program	May-15	47	\$635,000	\$307,000
Water Distribution System Improvements	May-17	51	\$1,300,000	\$168,735
TOTAL				\$475,735

Proposed Water Enterprise Fund Projects for the 2019 ATM

Water Distribution System Improvements			Pending	\$4,500,000
TOTAL				\$4,500,000

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
<u>Open General Fund Projects Funded by Debt Exclusion</u>				
Williams Elementary School	Oct-16	2	\$57,542,500	\$22,808,740
Public Safety Building & Fire Station #2 Designs	Oct-17	11	\$3,750,000	\$3,750,000
Public Safety Building & Fire Station #2 Construction	Oct-18	10	\$66,245,000	\$66,245,000
SUB TOTAL				\$92,803,740
<u>Proposed General Fund Projects for the 2019 ATM to be Funded by Debt Exclusion</u>				
NONE				
TOTAL				\$0