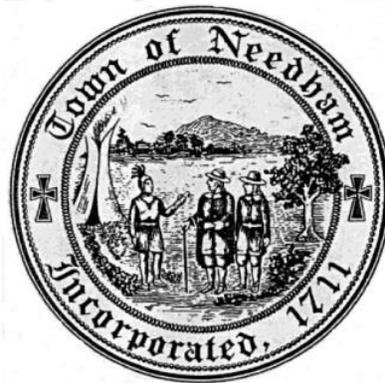


TOWN OF NEEDHAM

TIME AND LOCATION CHANGE



2020 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, May 26, 2020

Business Meeting: June 8, 2020

5:00 P.M.

MEMORIAL PARK

92 ROSEMARY STREET

Information about the outdoor venue, logistics, and warrant articles will be mailed to Town Meeting Members and posted at: www.needhamma.gov/townmeeting.

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.

**2020 Annual Town Meeting Warrant
Table of Contents**

	PAGE
Finance Committee Fiscal Year 2021 Budget Recommendations	1
<hr/>	
FY2021 Annual Town Meeting Warrant Article Index.....	13
<hr/>	
Summary of Revenue FY2019 – FY2021 General Fund Only.....	15
<hr/>	
Summary of Expenditures FY2019 – FY2021 General Fund Only	16
<hr/>	
FY2021 General Fund Budget Recommendations – Submitted by Finance Committee	17
<hr/>	
Reserve Fund Transfers	49
<hr/>	
General Government Salary & Staffing Schedule	50
<hr/>	
School Department Salary & Staffing Schedule.....	57
<hr/>	
Debt Service – Schedule of Authorized & Issued	Appendix A
<hr/>	
Open and Authorized Projects and Proposed Projects Financed by Debt	Appendix B

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NOTE: The FY2021 budget was finalized and voted as the COVID-19 crisis was in the very early stages. The Finance Committee has not changed its recommendation. This budget is expected to meet the Town's anticipated needs over the coming months as we seek to more fully understand the effects of the pandemic on the Town's operations and expenses, as well as on the projected revenue. To the extent revisions are deemed necessary, the Finance Committee would seek to amend the FY2021 budget at the Special Town Meeting planned for October 5, 2020.

March 15, 2020

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 109th Annual Report to Town Meeting along with its recommended operating budget for Fiscal Year 2021. Our recommended FY2021 budget fully funds the continuation of services of FY2020, along with some carefully considered additional staffing and expanded programs and services. Revenue growth has moderated after some years of significant new growth, particularly in the commercial sector. The Town is enjoying new facilities such as the Rosemary Complex, the Sunita Williams School, and the Memorial Park Building. The Public Safety headquarters and Fire Station #2 projects are well underway. Other projects such as a new DPW Complex and reconstructed Mitchell School are on the horizon. These improvements come at a cost, not only in debt service to finance the construction costs, but also in the form of increased maintenance and other operating costs.

The Finance Committee carefully considers all proposed spending and keeps a close eye on the tax burden placed on residents. The Town voters have approved two significant debt exclusions in recent years for the Sunita Williams School and the Public Safety facilities projects that have allowed the Town to raise taxes higher than the tax increases otherwise allowed under Proposition 2½. These increases will remain on our tax bills for years to come. The Town also expanded the operating budget significantly in FY2020 to fund the new full-day kindergarten program and to provide for a significant increase in the number of firefighters. For FY2021, there are some additional staffing increases, including a very substantial increase in special education teachers, the last phase of a Police staffing increase, and funds to maintain services in Public Health that have been provided by positions that were funded via an outside grant for 10 years. The Finance Committee has expressed concern about the number of new positions and has cautioned administrators that the current rate of growth in headcount is not sustainable. It is worthwhile to note that staffing increases are not only difficult to reverse but tend to be accompanied by significant employee benefit and legacy costs, which amount to approximately 30% in additional expense. At the writing of this letter, it is not possible to anticipate the possible impact of COVID-19 on the Town's revenue or expenses.

This letter contains an overview of the FY2021 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 FY2021 proposed budget and overall spending plan is based on a revenue projection of \$203.5M, which is \$8.8M or 4.5% greater than FY2020. The amount includes \$200.7M of revenue in the General Fund, plus funds from other sources, such as funds for CPA-related debt and reimbursements from the Enterprise Funds. General Fund revenue comes primarily from property taxes, plus monies from 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, making up almost 80% of the expected General Fund revenue in FY2021. In total, property tax revenue is increasing by \$10.5M or 6.9% in FY2021.

State aid, which accounts for 7% of the estimated General Fund revenue, is projected to increase by \$1.1M or 8.3% to \$14.2M. This number is conservative, as it is based on preliminary state aide estimates. The actual state aid will ultimately depend on the state budget which is still working its way through the legislature. The major component of state aid is Chapter 70 school aid, accounting for 81% of all state aid to the town. It is projected to increase by almost \$1.1M or 10.1% in FY2021. The formula for determining the amount allocated to a given town is based on the prior year's school enrollment. Kindergarten enrollment has effectively doubled for the purpose of calculating Chapter 70 reimbursement following the change this year from a half-day to a full-day kindergarten program. The second largest component of state aid and accounting for approximately 13% of the town's state aid total is Unrestricted General Government Aid which is expected to increase by \$52K or 2.8%.

Local receipts are estimated to bring in a total of \$14.4M or approximately 7.1% of General Fund revenue in FY2021. Local receipts 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 \$1.2M or 8.7% over FY2020. This estimate includes a significant increase in solid waste fees of \$195K or 24.5%. Solid waste fees are new to the General Fund following the dissolution last year of the RTS Enterprise Fund. The category "Other Excise", which is mostly meals and hotel taxes, is estimated to increase by \$250K or more than 17%. The Local Receipts estimate also includes a large increase in investment income of \$275K as recent investment returns have been quite favorable, in the wake of some very low returns in the early to mid-2010s.

The amount of Free Cash to be certified this year is estimated to be \$9M as of this writing, \$1.4M less than the amount certified last year. The actual amount that will be available has not yet been certified by the Department of Revenue. Free Cash is the result of 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 FY2019, which will be certified in FY2020 and can be applied to FY2021 needs.) Due to the Town's tendency to budget and spend conservatively, the level of Free Cash tends to be significant year to year. However, because the amount of Free Cash is volatile, most of it should be used for one-time expenditures. Only that portion which is likely to be repeated year over year should be deemed recurring and applied to the operating budget. For FY2021, just under \$1.5M of free cash is recommended to be allocated to the operating budget. Free Cash that is not appropriated in the year it is certified will flow into the Free Cash for the following year.

Other funds proposed for appropriation by Town Meeting include \$1.4M of CPA funds to be applied to the FY2021 operating budget for CPA-related debt service, as well as \$1.3M 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 FY2021

Operating Budget	\$190.2M
Cash Capital (including individual articles)	\$6.6M
Financial warrant articles	\$3.0M
Reserve/stabilization funds	\$0.1M
<u>Other disbursements</u>	<u>\$3.5M</u>
Total	\$203.5M

Please note that, although the Finance Committee’s recommended FY2021 operating budget was voted prior to the issuance of this report, other appropriations proposed in the various other warrant articles and their funding sources were still under consideration and final recommendations may vary. The Other Disbursements line above includes \$3.5M. These funds, which do not require Town Meeting appropriation, include certain state and county assessments, tax title fees, and almost \$2.0M to be set aside in the Overlay Reserve account which is established annually to cover possible abatements and exemptions. Surplus from the Overlay Reserve account that is not needed can be released and appropriated later in the year.

C. Operating Budget

The amount allocated to the Operating Budget, \$190.2M, is increasing \$12.0M, or 6.7%, over the Operating Budget for FY2020. The primary drivers of this increase are:

Townwide Expenses	Up \$4.9M, or 8.5%
Education	Up \$4.7M, or 6.2%

For the fourth year running, the largest portion of the annual increase in Townwide Expenses is attributable to Debt Service, which is increasing \$2.1M, or 10.9%. While this increase is sizable, it is just over half of the amount of the increase seen last year.

Funding for education makes up 63% of all departmental budgets, and is increasing 6.2%, primarily due to contractual salary increases and additional special education staffing needs. Additional staff positions in the School budget (14.2 full time equivalents (FTEs)), as well as those in other budgets (7.9 FTEs), require a corresponding increase in employee benefits within Townwide Expenses. The total increase for the Education portion of the budget is tempered by an estimated \$1.1M increase in Chapter 70 school aid reimbursement from the state, as discussed above.

D. Finance Committee Perspective

While Needham continues to enjoy a strong economy and revenue base, the Finance Committee remains concerned about maintaining sustainable spending practices. Needham’s revenue is primarily attributable to property taxes, however, the Town has limited (though still meaningful) exposure to cuts in federal aid and grant funding. The Finance Committee seeks to cover all core government services in the operating budget to reduce some of that exposure. However, it is critical that the Town limits spending to the growth in revenue, particularly because state law requires a balanced budget each year. The Town has

completed a number of significant major facilities projects recently, including the Rosemary Recreation Complex, the Sunita Williams School, the Memorial Field House and the Jack Cogswell Storage Facility, and is in the midst of the multi-part Public Safety construction project which will provide a new headquarters for the Police and Fire departments and a rebuild of Fire Station #2. Future anticipated major construction projects include the Mitchell School, DPW administration, and the Emery Grover buildings, to name a few. The costs of these projects extend far beyond the costs of construction and associated debt and have consequences in the operating budget such as higher maintenance costs, not only for cleaning and repairing more space, but also for the technical expertise needed for increasingly complex systems. Also, the newly constructed and updated facilities often generate opportunities for expanding services and programming, which have attendant operating costs. The Finance Committee is vigilant about vetting requests for new services, especially those that require increased staffing levels. As we have noted before, staff increases drive up not only salary costs, but also costs for employee benefits, post-employment benefits, and retirement. In the FY2021 budget, benefits costs, including legacy costs, are 32% of the annual salary costs. We have experienced that once a position is funded in the operating budget, it tends to remain indefinitely. The Finance Committee supports well-justified staffing increases. The FY2021 budget includes a notable increase in Special Education staffing, which not only provides important services, but can make it possible to avoid the need to seek such services outside of the district at a higher cost. The budget also includes the final phase of a planned increase in Police department staffing to meet growing and more complex service needs. The Finance Committee continually considers the tax burden that is placed on the residents by the various spending choices, and asks hard questions and makes difficult decisions to balance the increasing needs of the community with the need for fiscal restraint, and the need to be prepared in an uncertain world.

II. Examination of Components of Proposed FY2021 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY2021. The total recommended operating budget for FY2021 is \$190,247,810, an increase of \$12.0M, or 6.7%, over the current FY2020 operating budget. A primary driver of the budget increase is higher debt service costs. The debt service costs have been increasing due the construction costs relating to several recent significant capital projects. Another significant driver of the increase is due to rising salary costs associated with the Schools. Because the primary function of Town government is providing services, whether these services cover the area of education, public safety, public health, or public works, most costs are related to employees, particularly salaries and benefits such as health insurance. The Finance Committee urges the Town to continue its efforts to carefully manage headcount and to scrutinize requests for additional staffing.

A. Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments, and include things such as property insurance, energy costs, and employee benefits. The Townwide Expense portion of the FY2021 budget increase is 8.5%. As noted above, the largest component is the increase in debt service payments. Other notable increases include Retirement Assessments, and Classification, Performance and Settlements.

Casual, Liability, Property and Self-Insurance: This line item accounts for the insurance coverage that the Town obtains through the Massachusetts Inter-local Insurance Agency (MIIA) for buildings, vehicles, property damage, auto liability and general liability, as well as a small contingency for non-covered claims. This line item is up 6.2% in FY2021, due to additional coverage for new facilities including the Memorial Park Building, modular classrooms at the Mitchell School, and the Sunita Williams School.

The increase has been tempered by loss prevention and risk mitigation efforts that have created premium savings.

Debt Service: This 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 funded within the levy. The FY2021 Debt Service line is increasing by 10.9%, or just under \$2.1M. Debt costs for debt within the levy are increasing 5.7% while the costs for excluded debt (which account for approximately 69% of this budget line) are increasing by 12%. Most of the increase is driven by new borrowing for the construction of the Public Safety buildings (the Police and Fire headquarters, and Fire Station #2) as well as costs related to the Sunita Williams School, the Rosemary Recreation Complex and the High School expansion. Debt service costs for the Public Safety project are expected to continue increasing for 2-3 more years, while the debt service for the Williams School is expected to decrease next year, both are funded with excluded debt. Debt service costs typically fluctuate through the years in accordance with the borrowing schedules for the Town's significant capital projects.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by only 3.8%, or \$595K. This line includes an assumed 8% increase in health insurance premiums, as well as provisions for additional subscribers and an increase in the number of eligible employees. However, the health insurance portion of the costs in this line is actually decreasing slightly in the wake of the transition of all employees to the new benchmark plans which have lower premiums. The Workers Compensation costs in this line are increasing due to increased claims and declining reserves. The Town is self-funded for workers compensation, and unused funds may roll over into the reserve. Costs for Medicare, Social Security Tax, and for Unemployment are increasing 3.7%, 4.3% and 4.0% respectively.

Needham Electric Light and Gas Program: This program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of streetlights, and the costs of producing solar electricity that is sold to the grid. This line has an increase of 4.1%, or \$155K, in FY2021. The increase includes additional energy costs for the full year for the new Sunita Williams elementary school, the Memorial Park field house and the additional Mitchell School modular classrooms, as well as opening of the new Fire Stations and the Jack Cogswell Storage Building. The projected cost of electricity is increasing, while cost of natural gas is decreasing. It is important to note that the cost of producing solar power is included in the energy operating budget, but is offset by revenue projected to be in the range of \$1 million which comes into the General Fund from lease payments for property used for the solar arrays and by the sale of electricity generated by the arrays.

Retiree Insurance and Insurance Liability Fund: This line is going up 4.2% or \$291K in FY2021. The program, also known as "OPEB" (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees, such as health insurance. The assumed rate of return for OPEB funds was reduced from 7.50% to 7.25% in the FY2020 budget, and down to 6.75% in the FY2021 budget. The funding schedule for FY2021 is based on updated mortality tables and changes in assumptions such the expected number of retirees and spouses and the costs of Medicare supplement plans, which has decreased due to the change in the Town's health plan offerings. An actuarial analysis was completed on June 30, 2019 and found that the OPEB funded ratio was 35.26% of its projected liability. While this funding level compares favorably to our peer communities, it remains a significant gap.

Retirement Assessments: This line, which funds pensions for retirees as well as unfunded pension liability, is increasing by 9.5%, or \$825K in the FY2021 budget. The Retirement Board had reduced the assumed rate of return for pension assets to 7.25% for FY2020, which resulted in an increase to the annual contributions on the funding schedule. A new actuarial analysis will be completed to inform changes moving forward. The Town's funding status was 68.8% as of January 1, 2018 and maintains a goal of funding outstanding unfunded pension liability in full by June 2030.

Classification, Performance, and Settlements: This line item is budgeted at \$1.3M for FY2021, an increase of 50% more the amount budgeted for FY2020. 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. The funds may be moved to the budget for the various departments as needed during the fiscal year. 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 FY2021. Therefore, the FY2021 budgets for the Police and Fire Departments do not include funding for salary increases for positions covered by those unions.

Reserve Fund: Funds held here may be accessed for extraordinary or unforeseen budget needs that arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. The initial budget request for this line is determined through a formula, but that amount is tweaked during the budget process to balance the budget. In the past, the Reserve Fund has been used to fund expenses such as unexpected legal costs or extraordinary costs associated with snow and ice removal. For FY2021, the recommended Reserve Fund appropriation is \$2,077,091, an increase of 10.4% over the FY2020 budget. This increase is higher than usual, due to the deferral of several positions that were proposed as part of the operating budget, but about which the Finance Committee had reservations at the time it voted on the budget. The funds for those positions were moved to the Reserve Fund. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to free cash for use in a future year.

B. Municipal Departments (excluding Education)

The Municipal Departments category includes 20 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 does not include salary or wage increases for positions 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 these 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 FY2021 proposed budget for all General Government departments is 7.3% higher than the FY2020 budget, primarily due to increasing technology-related costs.

Select Board/Office of the Town Manager: This budget is increasing 3.6%. This includes a request for expenses related to community events organized by the Office of the Town Manager including the Blue Tree Lighting, Needham Lights, and the Winter Arts Festival, and also provides additional funding for Human Resources consulting and advertising.

Office of Town Clerk and Board of Registrars: This budget is increasing by 8.9% due to typical fluctuations attributable to election-related wages and expenses. In FY2021, the Town will conduct three scheduled elections, including a presidential election with early voting, compared to two elections in FY 2020.

Town Counsel: This budget remains flat for FY2021.

Finance Department: This budget includes a 9.9% increase. This significant increase is driven by a 22.9% increase in the expense line to cover increasing software licensing costs in Information Technology Center (ITC). The Town is using more cloud services to address backup and security needs

and has used more outside consultants. The FY2021 budget for this department also includes some new ITC expenses to support specific other departments, including applicant tracking software for Human Resources and electronic medical records and billing programs for Health and Human Services. ITC will also be undertaking a new network security enhancement that will upgrade network security, and provide better communications and resiliency, particularly for Public Safety. There will be new software to control electronic traffic through the Town's firewalls and filters. Because of the significant costs of the security enhancements, the costs for the network security upgrades are being phased over two years, during the last half of FY2021 and into the first half of FY2022. The FY2021 budget does not fund ITC's request for additional funds for a high school student intern. It is anticipated that such cost can be absorbed by the part-time and temporary salary line within the requested base budget. The operating capital line is up 18.8% for the Finance department due to an increase in the number of technology users, and an increase in the number of replacements for computers, printers and smaller network components.

Finance Committee: This budget is essentially level funded.

Planning and Community Development: This budget is increasing by 7.3%. This includes additional funding for 5.8 hours per week for a staff member to serve as Recording Secretary for the Design Review Board. A request for design funds for a trail mapping project is being pursued through a warrant article to be funded via Community Preservation Act receipts.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 3.1% in the FY2021 budget. This increase is small because several public safety collective bargaining agreements were not yet settled when the Finance Committee voted its FY2021 budget recommendation. As noted above, funds have been provided for in the Classification, Performance, and Settlements line in Townwide Expenses for any personnel-related increases needed after the budget is approved.

Police Department: This budget is increasing 5.3%. The Police Department salary line includes increases for administrative staff and dispatchers, but no increases for the salaries of the personnel in collective bargaining units as mentioned above. The Police Department's FY2021 budget salary line includes new funding for two additional Police Officer positions. These new positions will help address increased demand for specialized services, as there has been a growing need for the Police to address more complex situations. This staffing increase completes a three-year plan to add four officer positions in accordance with a recent Police Department strategic staffing study. These are all benefit-eligible positions that increase the benefits line and the Town's retirement liabilities under Townwide expenses. The Police operating capital line is up significantly (about \$150,000 higher) in FY2021 for two reasons: the department is piloting a hybrid cruiser which costs more upfront, though the savings and fuel costs are expected to be higher than the incremental purchase cost; also, Ford changed the body style of the vehicle model that the Department purchases, therefore certain equipment that is typically transferred from an older cruiser to the newer one will, instead, need to be replaced. One cruiser replacement is being deferred to FY2022 as the Department is stretching out its replacement schedule, which should produce cost savings compared to the previous schedule.

Fire Department: This budget is increasing by 1.6% in FY2021. As in the Police Department's budget, this does not include salary increases for positions covered by the Fire Union. The Fire Department staffing level increased significantly last year with the addition of 8 new fire fighters. These positions have been supported by grant funding, which will decrease from 75% coverage (for the first 9 months of FY2021) to 35% (for the last 3 months of FY2021), as the town enters the third and final year of the grant. The FY2022 budget will use the remainder of the grant funding, and the FY2023 budget will then

need to absorb the full costs for these salaries. The Fire Department operating capital line includes funding for protective gear for newly hired or promoted firefighters.

Building Department: This budget is essentially level funded with no change in the expense line, and a 0.3% increase in the salary line.

Public Facilities and Public Works

The total combined budget for the Building Design and Construction Department (BDCD) and the Department of Public Works (DPW) is increasing by 6.0%.

Building Design and Construction Department (BDCD): This budget is increasing by a modest 1.3% due to increases in salary for existing staff combined with a flat expense budget.

Department of Public Works (DPW): This budget is increasing by 6.2%. This department maintains the infrastructure such as roads, parks, and trash disposal, but also covers building maintenance and small construction projects. Since the Town has added several new buildings and upgraded existing buildings in recent years, there are more spaces to maintain and more sophisticated systems to manage. The FY2021 budget includes funding for two new positions to address expanding needs: Assistant Director of Building Maintenance, and a Custodian. The Finance Committee did not fund a request for a Project Manager to oversee DPW construction projects. It appears that this work can be handled by the new Assistant Director of Building Maintenance, or by BDCD project management. The FY2021 budget funds requests for additional overtime hours to provide Sunday trash pick-up from Town trash receptacles at fields and other places that are busy on Saturdays. Additional funding in the budget is also provided for a vehicle wash service that will help comply with pollution control requirements, a roof maintenance contract to extend the useful life of roofs and avoid costly replacements, and additional roadway marking work to improve safety. Requests for contracted garden bed maintenance at the schools and additional overtime hours for refurbishing trash containers were deferred. The Finance Committee also deferred funding for an additional manager for service and parts in the Fleet Division or for an HVAC Technician.

Community Services

The seven departments in the Community Services section of the budget represent less than 3% of the overall FY2021 operating budget but provide valuable services to residents and businesses throughout the community. The services provided by these departments are funded primarily through the operating budget, but they also secure substantial funding from fees, grants, and donations, and also receive support through volunteer services. The Community Services budgets have an overall increase of 9% due to increased services in the Health and Human Services (HHS) division, as well as new summer staffing in the Park and Recreation Department which was funded through a warrant article for FY2020 and is being added to the operating budget this year.

Municipal Parking Program: This budget is up 12.1% due to an increase in contracted maintenance and repair costs. A request for additional pest control activities was funded but was added to the HHS budget to consolidate these pest management services. The budget also includes increased leasing costs for the three leased lots.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also shares certain Emergency Management functions with the Fire Department. The HHS budget is increasing 10.4% in FY2021. This increase funds a request for a Senior Substance Use Prevention Program Coordinator and a Project Coordinator to continue the activities of the Substance Abuse Prevention Alliance of Needham (SPAN) following the expiration of a 10-year federal grant. The first quarter of the fiscal year will still be covered by the grant, so the FY2021 budget will cover 75% of these salaries. The FY2021 budget also funds a

request for expanded programming for the Center at the Heights (CATH), which includes two additional part-time staff. First, a Program Support Assistant will provide additional programming, as the Friends of the Center at the Heights are phasing out programming support. Second, an additional Van Driver will provide more transportation to and from the CATH. The renewed request for a Director of Public Health was not funded in the FY2021 budget recommendation. The Finance Committee recognizes that the Board of Health may need additional support, but it is not clear that the additional management position was warranted. The FY2021 budget also funds a request for additional Environmental Health Inspection hours to provide more inspections and enforce safety codes. The HHS budget includes funding for a pest management program for the municipal parking lots. This position was originally requested through the Municipal Parking Program budget but was moved to HHS in order to consolidate this expense with other pest control activities.

Commission on Disabilities: No change in this small budget department.

Historical Commission: No change in this small budget department.

Needham Public Library: This budget is increasing 6.1% in FY2021. It includes an increase in pay for part-time and temporary staff to be more competitive with neighboring communities and help retain trained staff. There was also an increase in costs for the Library's database subscriptions. The Finance Committee recommends deferring several requests for funding Library expenses such as costs for certain electronic media subscriptions and expenses relating to handling interlibrary loan materials. These items have been funded through the Library's state aid account, which has sufficient funds to continue to support these programs at the current time. The Finance Committee has had many discussions over the years on whether costs should be included in the operating budget when there is ample money in the Library's state aid account. The Finance Committee understands that certain core services should be funded in the annual operating budget. However, the Library's state aid provides a unique opportunity for external funding. The Finance Committee was informed that the Library Trustees are planning to implement a policy for the Library's use of state aid funding, which should provide guidance during the budgeting process in the coming years. The Library requested funds for a consultant to study Library space issues and to provide guidance on how to carve out additional space for small meeting or study rooms, and the possibility for installation of a yet-unfunded book-sorting machine.

Park and Recreation: The Department budget is increasing by 11.3%, primarily due to a need for additional seasonal staff to operate Rosemary Pool facility, and an increase in the part-time and temporary wage scale due to increases in the state minimum wage. This budget includes funding for an Aquatics Specialist to help the Assistant Director of the department to oversee the pool operations and for four additional lifeguards for the summer season, as well as funding to continue the incentive bonuses for staff to work later in the summer. These positions and expenses were funded through a warrant article in FY2020 and are being moved into the operating budget, as they are necessary for operations and will further ensure the safety of the large number of swimmers. The Finance Committee budget also supports funding additional booth staffing for processing payments, selling ice cream, and maintaining records. Notably, the Rosemary Pool revenue was substantially higher than the costs for running the facility in calendar 2019.

Memorial Park: No change in this small budget department.

C. Education

The recommended FY2021 budget for public education, which includes both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$81,835,024, an increase of 6.2%.

Minuteman Regional High School Assessment: The assessment for FY2021 is \$1,099,935 which is up a modest 1.4% after a significant increase last year. The assessment is based on expected enrollment as well as the town's apportionment of the Minuteman district's capital costs.

Needham Public Schools: The budget for FY2021 is \$80,735,089, which represents 63.2% of Needham's departmental budget. It is important to note that this figure does not include the expenditures associated with School building costs such as maintenance, energy, or debt costs. Nor does this line include the costs for benefits for the School Department employees which are included in Townwide Expenses with the benefits for all Town employees. (Teacher pensions are not in the Town operating budget but are carried by the state.) The Finance Committee's recommended budget for the School Department in FY2021 includes an increase of \$4.7M, or 6.2%, and fully funds the School Committee's voted budget. Because state law allows Town Meeting to vote only a total appropriation for the School Department, without restrictions or allocations, the Finance Committee's recommended budget provides a single bottom line recommendation for the School budget. The Finance Committee does, however, carefully review the Superintendent's requested budget and the School Committee's voted budget.

The School budget increase for FY2021 is a result of contractual salary increases, increases in school enrollment, and an increasing need for student support services. Salaries are the most significant part of the School budget, accounting for approximately 85% of the total budget. Contractual salary increases account for just over 60% of the increase for FY2021. The contractual step and cost of living increases have remained within sustainability benchmarks, but other factors have caused the salaries to increase more than expected. The rate of staff turnover decreased this past year resulting in more senior and therefore more highly paid staff not being replaced by new, lower paid staff at usual rates. There have also been more lane changes, where teachers earn salary increases with completion of additional educational programs. Another reason behind the increase in the School budget is the projected increased enrollment, particularly at the elementary level. While enrollment decreased slightly in FY2020, it is expected to increase in FY2021. Needham's enrollment growth precipitated a need for additional teachers at all levels, as well as more hours for assistant principal and instructional assistants.

The most significant driver of the increase, however, is in the areas of student support services and special education. Approximately 10 additional FTEs will be needed to meet increased student needs, and to set appropriate caseloads for special education teachers. The additional staff will also help to build capacity for certain services at the schools, which can help to avoid costly special education out-of-district placements. The Finance Committee is concerned about the rate of growth of staffing in the School department. The School budget has been increasing at an unsustainable rate, with staffing levels increasing much faster than enrollment growth. The FY2020 budget included a strategic program expansion with a planned funding source, but the goal moving forward will be to keep increases within the Town's rate of revenue growth.

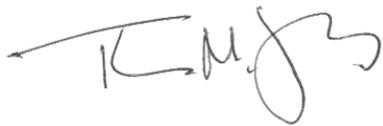
III. Closing Comments

The Finance Committee's recommended budget for FY2021 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.

On behalf of the Finance Committee, I would like to recognize the outstanding 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, and in preparation for Town Meeting. The Finance Committee greatly values the candid discussions and honest efforts by the various managers who provide useful information and help to the Finance Committee as it seeks to evaluate and balance competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and expertise to serving our community through elected and appointed positions. We could not accomplish our mission as effectively without their hard work and cooperative spirit.

I would also like to thank each member of the Finance Committee for their dedication and meticulous work in reviewing, examining and prioritizing financial issues, balancing the budget, and assessing the Town's capital plans and investments. I am lucky to serve alongside such dedicated and talented people as we seek to make recommendations that will serve the best interests of the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,

A handwritten signature in black ink, appearing to read 'T. M. Jacob', with a long horizontal line extending to the left.

Thomas M. Jacob, Chair

Committee Members:

Carol Smith-Fachetti, Vice Chair

Barry J. Coffman

John Connelly

Joshua W. Levy

Richard Lunetta

Louise L.E. Miller

Garret Parker

Richard Reilly

Louise Mizgerd, Analyst

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Article	Description	Inserted By	Page
1	Annual Town Election		21
2	Committee and Officer Reports		22
HUMAN RESOURCE ARTICLES			
3	Establish Elected Officials' Salaries	Personnel Board	22
4	Fund Collective Bargaining Agreement – Needham Police Union	Select Board	23
5	Fund Collective Bargaining Agreement – Needham Police Superior Officers Association	Select Board	23
6	Fund Collective Bargaining Agreement – Needham Fire Union	Select Board	24
FINANCE ARTICLES			
7	Appropriate for Needham Property Tax Assistance Program	Select Board	24
8	Appropriate for Compensated Absences Fund	Select Board	25
9	Appropriate for Public Facilities Maintenance Program	Select Board	25
10	Appropriate for Planning Consulting Assistance	Select Board	25
11	Appropriate for Parking Study	Select Board	26
12	Appropriate for Public Health Consulting Assistance	Select Board	26
13	Appropriate for National Pollutant Discharge Elimination System (NPDES) Permit Compliance	Select Board	26
14	Appropriate the FY2021 Operating Budget	Finance Committee	27
15	Appropriate the FY2021 Sewer Enterprise Fund Budget	Select Board & Finance Committee	27
16	Appropriate the FY2021 Water Enterprise Fund Budget	Select Board & Finance Committee	29
17	Set the Annual Department Revolving Fund Spending Limits	Select Board	31
18	Authorization to Expend State Funds or Public Ways	Select Board	32
ZONING / LAND USE ARTICLES			
19	Citizen's Petition/Amend Zoning By-Law – Pediatric Medical Facility in New England Business Center District	Robert T. Smart, Jr. et al	33
20	Citizen's Petition/Amend Zoning By-Law – Map Change to General Residence B Zoning District	Bruno DiFazio, et al	35
CAPITAL ARTICLES			
21	Appropriate for General Fund Cash Capital	Select Board	36
22	Appropriate for Public Works Infrastructure	Select Board	40
23	Appropriate for Mitchell School Restroom Upgrades	Select Board	42
24	Appropriate for Sewer Enterprise Fund Cash Capital	Select Board	43
25	Appropriate for Water Enterprise Fund Cash Capital	Select Board	43
GENERAL ARTICLES & CITIZENS PETITIONS			
26	Stormwater Stabilization Fund	Select Board	44
27	Acceptance of Provisions of M.G.L. Chapter 41 Section 111F – Special Injury Leave Indemnity Fund	Select Board	44

Article	Description	Inserted By	Page
28	Foster Care Transportation Reimbursement	School Committee	45
29	Special Education Stabilization Fund	School Committee	45
30	Amend General By-Law – Authorize Town Clerk to Ensure Consistency in Numbering	Select Board	46
31	Citizens’ Petition – Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties by Commercial Vendors	Joseph L. Leghorn, et. al.	47
32	Citizens’ Petition Sewer Line Extension	Rachel Achituv, et. al.	47
33	Omnibus	Select Board	48

Summary of Revenues
FY2019 - FY2021
General Fund Only (Revised May 8, 2020)

	FY2019	FY2020	FY2021
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$8,547,734	\$6,910,000	\$5,945,000
Departmental Activities	\$6,329,488	\$5,746,400	\$5,720,000
Fines & Forfeits & Assessments	\$205,399	\$152,000	\$150,000
Investment Income	\$979,649	\$400,000	\$100,000
Medicaid	\$180,672	\$0	\$0
Miscellaneous Revenue	\$885	\$600	\$600
Miscellaneous Non-recurring	<u>\$282,956</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$16,526,783	\$13,209,000	\$11,915,600
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$141,476,623	\$151,549,737	\$162,047,692
Cherry Sheet Revenue (State Aid)	<u>\$12,516,580</u>	<u>\$13,135,749</u>	<u>\$13,465,978</u>
SUB-TOTAL	\$153,993,203	\$164,685,486	\$175,513,670
Use of Other Available Funds & Free Cash			
Free Cash	\$13,298,378	\$10,337,871	\$10,030,354
Overlay Surplus	\$1,000,000	\$1,000,000	\$1,000,000
State Infrastructure Fund	\$0	\$29,537	\$0
Transfer from other Articles	\$289,000	\$244,500	\$0
Transfer from Stabilization Funds	\$1,855,000	\$2,500,000	\$0
Reserved for Debt Exclusion Offset	<u>\$115,147</u>	<u>\$105,159</u>	<u>\$96,057</u>
SUB-TOTAL	\$16,557,525	\$14,217,067	\$11,126,411
Total General Fund Revenue	\$187,077,511	\$192,111,553	\$198,555,681
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	<u>\$2,049,558</u>	<u>\$2,510,817</u>	<u>\$2,757,500</u>
SUB-TOTAL	\$2,049,558	\$2,510,817	\$2,757,500
Total Revenue Available for General Fund Use	\$189,127,069	\$194,622,370	\$201,313,181

Stabilization Balances

Athletic Facility Improvement Fund	As of March 30, 2020	\$269,260
Capital Facility Fund	As of March 30, 2020	\$1,914,968
Capital Improvement Fund	As of March 30, 2020	\$1,093,235
Debt Service Stabilization Fund	As of March 30, 2020	\$2,146,554
Stabilization Fund	As of March 30, 2020	\$4,340,751

Summary of Expenditures
FY2019 - FY2021
General Fund Only (Revised May 8, 2020)

	FY2019	FY2020	FY2021
Town Wide Group	\$48,116,478	\$57,706,396	\$62,597,155
Department Budgets			
Select Board/Town Manager	\$993,332	\$1,058,067	\$1,096,503
Town Clerk/Board of Registrars	\$414,766	\$420,214	\$457,429
Town Counsel	\$329,014	\$329,140	\$329,140
Finance Department	\$2,838,232	\$3,164,946	\$3,477,743
Finance Committee	\$38,222	\$40,028	\$39,922
Planning and Community Development	\$513,742	\$594,031	\$616,651
Police Department	\$6,688,539	\$7,063,740	\$7,440,850
Fire Department	\$8,110,320	\$8,675,545	\$8,810,841
Building Department	\$647,145	\$793,620	\$795,800
Minuteman Regional High School	\$914,236	\$1,084,783	\$1,099,935
Needham Public Schools	\$71,086,989	\$76,005,765	\$80,735,089
Building Design & Construction Department	\$289,562	\$537,539	\$544,659
Department of Public Works	\$12,554,157	\$15,862,505	\$16,840,578
Municipal Parking Program	\$106,316	\$116,464	\$130,522
Health and Human Services Department	\$1,750,796	\$2,079,972	\$2,297,153
Commission on Disabilities	\$1,555	\$2,050	\$2,050
Historical Commission	\$0	\$1,050	\$1,050
Library	\$1,733,379	\$1,871,558	\$1,986,020
Park & Recreation	\$714,456	\$851,843	\$947,970
Memorial Park	\$750	\$750	\$750
Department Budget Total	\$109,725,508	\$120,553,610	\$127,650,655
Total Budget	\$157,841,986	\$178,260,006	\$190,247,810
Other Appropriations			
General Fund Cash Capital	\$12,635,289	\$10,162,752	\$6,498,601
Other Financial Warrant Articles	\$1,349,300	\$1,355,373	\$1,280,000
Transfers to Other Funds	\$4,121,436	\$1,055,785	\$544,698
Total Other Appropriations	\$18,106,025	\$12,573,910	\$8,323,299
Non-Appropriated Expenses	\$3,407,876	\$3,788,454	\$2,742,072
Total General Fund Expenses	\$179,355,887	\$194,622,369	\$201,313,181

NEEDHAM FINANCE COMMITTEE FY2021 OPERATING BUDGET RECOMMENDATION

Line #	Description	FY2019 Expended	FTE*	FY2020 Budget	FTE*	FY2021 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	625,373		626,790		665,795		
2	Debt Service	14,891,903		19,038,470		21,111,388		
3	Group Health Insurance, Employee Benefits & Administrative Costs	13,791,879		15,533,760		16,128,308		
4	Needham Electric, Light & Gas Program	3,411,454		3,746,587		3,901,384		
5	Retiree Insurance & Insurance Liability Fund	6,906,705		6,906,705		7,197,713		
6	Retirement Assessments	7,809,911		8,688,258		9,513,643		
7	Workers Compensation	679,253		706,400		746,833		
8	Classification Performance & Settlements	Transfers only		577,926		1,255,000		
9	Reserve Fund	Transfers only		1,881,500		2,077,091		
Townwide Expense Total		48,116,478		57,706,396		62,597,155	0.0	8.5%
Select Board and the Office of the Town Manager								
10A	Salary & Wages	856,956	9.0	915,198	9.0	942,708	9.0	
10B	Expenses	136,376		142,869		153,795		
Total		993,332	9.0	1,058,067	9.0	1,096,503	9.0	
Office of the Town Clerk and Board of Registrars								
11A	Salary & Wages	367,508	4.0	366,364	4.0	391,124	4.0	
11B	Expenses	47,258		53,850		66,305		
Total		414,766	4.0	420,214	4.0	457,429	4.0	
Town Counsel								
12A	Salary & Wages	75,140		75,140		75,140		
12B	Expenses	253,874		254,000		254,000		
Total		329,014		329,140		329,140	0.0	
Finance Department								
13A	Salary & Wages	1,844,330	23.6	2,041,191	24.0	2,100,223	24.0	
13B	Expenses	903,906		1,043,755		1,282,520		
13C	Capital	89,996		80,000		95,000		
Total		2,838,232	23.6	3,164,946	24.0	3,477,743	24.0	
Finance Committee								
14A	Salary & Wages	37,257	0.5	38,688	0.5	38,522	0.5	
14B	Expenses	965		1,360		1,400		
Total		38,222	0.5	40,048	0.5	39,922	0.5	
Planning and Community Development								
15A	Salary & Wages	488,584	6.3	560,981	6.3	582,251	6.4	
15B	Expenses	25,158		33,050		34,400		
Total		513,742	6.3	594,031	6.3	616,651	6.4	
General Government		5,127,308	43.4	5,606,446	43.8	6,017,388	43.9	7.3%

2020 Annual Town Meeting Warrant

Line #	Description	FY2019 Expended	FTE*	FY2020 Budget	FTE*	FY2021 Finance Committee Recommendation	FTE*	%
Police Department								
16A	Salary & Wages	6,276,830	60.0	6,550,024	61.0	6,752,022	63.0	
16B	Expenses	274,193		380,733		404,312		
16C	Capital	137,516		132,983		284,516		
	Total	6,688,539	60.0	7,063,740	61.0	7,440,850	63.0	
Fire Department								
17A	Salary & Wages	7,715,423	73.0	8,285,415	74.0	8,378,394	76.0	
17B	Expenses	371,119		390,130		407,464		
17C	Capital	23,778		0		24,983		
	Total	8,110,320	73.0	8,675,545	74.0	8,810,841	76.0	
Building Department								
18A	Salary & Wages	611,518	9.8	742,580	9.8	744,760	9.8	
18B	Expenses	35,627		51,040		51,040		
	Total	647,145	9.8	793,620	9.8	795,800	9.8	
	Public Safety	15,446,004	142.8	16,532,905	144.8	17,047,491	148.8	3.1%
Minuteman Regional High School Assessment								
19	Assessment	914,236		1,084,783		1,099,935		
	Total	914,236	0.0	1,084,783	0.0	1,099,935	0.0	
Needham Public Schools								
20	Needham Public School Budget	71,086,989	749.3	76,005,765	794.2	80,735,089	808.4	
	Total	71,086,989	749.3	76,005,765	794.2	80,735,089	808.4	
	Education	72,001,225	749.3	77,090,548	794.2	81,835,024	808.4	6.2%
Building Design & Construction Department#								
21A	Salary & Wages	272,232	5.0	518,044	5.0	525,164	5.0	
21B	Expenses	17,330		19,495		19,495		
	Total	289,562	5.0	537,539	5.0	544,659	5.0	
Department of Public Works#								
22A	Salary & Wages	7,413,105	116.0	8,863,788	117.0	9,228,146	119.0	
22B	Expenses	4,401,416		6,441,822		7,037,810		
22C	Capital	15,612		136,500		150,018		
22D	Snow and Ice	724,024		420,395		424,604		
	Total	12,554,157	116.0	15,862,505	117.0	16,840,578	119.0	
	Public Facilities and Public Works	12,843,719	121.0	16,400,044	122.0	17,385,237	124.0	6.0%
Municipal Parking Program								
23	Program	106,316		116,464		130,522		
	Total	106,316	0.0	116,464	0.0	130,522	0.0	
Health and Human Services Department								
24A	Salary & Wages	1,424,643	17.6	1,690,698	17.3	1,842,113	19.2	
24B	Expenses	326,153		389,274		455,040		
	Total	1,750,796	17.6	2,079,972	17.3	2,297,153	19.2	
Commission on Disabilities								
25A	Salary & Wages	1,500		1,500		1,500		
25B	Expenses	55		550		550		
	Total	1,555	0.0	2,050	0.0	2,050	0.0	

2020 Annual Town Meeting Warrant

Line #	Description	FY2019 Expended	FTE*	FY2020 Budget	FTE*	FY2021 Finance Committee Recommendation	FTE*	%
Historical Commission								
26A	Salary & Wages							
26B	Expenses			1,050		1,050		
	Total		0.0	1,050	0.0	1,050	0.0	
Needham Public Library								
27A	Salary & Wages	1,376,146	15.0	1,509,873	15.0	1,613,880	15.0	
27B	Expenses	357,233		361,685		372,140		
	Total	1,733,379	15.0	1,871,558	15.0	1,986,020	15.0	
Park and Recreation Department								
28A	Salary & Wages	614,059	4.0	715,578	4.6	805,365	4.6	
28B	Expenses	100,397		136,265		142,605		
	Total	714,456	4.0	851,843	4.6	947,970	4.6	
Memorial Park								
29A	Salary & Wages							
29B	Expenses	750		750		750		
	Total	750	0.0	750	0.0	750	0.0	
	Community Services	4,307,252	36.6	4,923,687	36.9	5,365,515	38.8	9.0%
	Department Budget Total	109,725,508	1,093.1	120,553,630	1,141.7	127,650,655	1,163.8	5.9%
	Total Operating Budget	157,841,986		178,260,026		190,247,810		6.7%

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, MAY 26, 2020
(Postponed from April 14, 2020)
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

PRECINCT A:
Center at the Heights, 300 Hillside Avenue

PRECINCT F:
Rosemary Recreation Complex, 178 Rosemary Street

PRECINCT B:
Center at the Heights, 300 Hillside Avenue

PRECINCT G:
Rosemary Recreation Complex, 178 Rosemary Street

PRECINCT C:
Newman School, 1155 Central Avenue, Gym

PRECINCT H:
Public Services Admin. Bldg., 500 Dedham Avenue

PRECINCT D:
Newman School, 1155 Central Avenue, Gym

PRECINCT I:
Town Hall, 1471 Highland Avenue, Powers Hall

PRECINCT E:
Public Services Admin. Bldg., 500 Dedham Avenue

PRECINCT J:
Town Hall, 1471 Highland Avenue, Powers Hall

on TUESDAY, THE TWENTY-SIXTH DAY OF MAY 2020

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

- Two Members of the Select Board for Three Years;
- One Assessor for Three Years;
- Two Members of School Committee for Three Years;
- One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
- Three Trustees of Needham Public Library for Three Years;
- One Trustee of Needham Public Library for One Year;
- One Member of Board of Health for Three Years;
- One Member of Planning Board for Five Years;
- One Member of Planning Board for Three Years;
- One Member of Needham Housing Authority for Five Years;
- One Member of Needham Housing Authority for Four Years;
- One Commissioner of Trust Funds for Three Years;

One Member of Park and Recreation Commission for Three Years;
 Two Constables for Three Years.
 Eight Town Meeting Members from Precinct A for Three Years;
 One Town Meeting 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 One Year;
 Eight Town Meeting Members from Precinct C for Three Years;
 Eight Town Meeting Members from Precinct D for Three Years;
 Eight Town Meeting Members from Precinct E for Three Years;
 One Town Meeting Member from Precinct E for One Year;
 Eight Town Meeting Members from Precinct F for Three Years;
 One Town Meeting Member from Precinct F for Two Years;
 Eight Town Meeting Members from Precinct G for Three Years;
 Eight Town Meeting Members from Precinct H for Three Years;
 One Town Meeting Member from Precinct H for One Year;
 Eight Town Meeting Members from Precinct I for Three Years;
 One Town Meeting Member from Precinct I for One Year;
 Eight Town Meeting Members from Precinct J for Three Years;

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday June 8, 2020 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, June 8, 2020 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, 2020, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$89,402
Town Clerk with 6 years of service in that position	\$110,634 (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 \$8,851, 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 \$69,899. The annual salary of \$110,634 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 \$11,488. 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 \$16,083; or take any other action relative thereto.

INSERTED BY: Personnel Board

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

PERSONNEL BOARD RECOMMENDS THAT: 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: The Town and the Union have agreed on a one-year contract extension with a wage adjustment of 2% July 1, 2019 and 1% January 1, 2020 an increase in the paid detail rate, and minor language changes.

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: The Town and the Union have agreed on a one-year contract extension with a wage adjustment of 2% July 1, 2019 and 1% January 1, 2020 an increase in the paid detail rate, and minor language changes.

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 \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from 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 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 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 \$11,006 in fiscal year 2019.

ARTICLE 8: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$220,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

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

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 9: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$655,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; 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 FY2021 program will fund duct cleaning at the Broadmeadow and Pollard Schools, wood floor refinishing at the High School, Mitchell School, Broadmeadow School, Newman School and Town Hall, floor replacement at the Newman School, carpet replacement in the media center at the Broadmeadow School, and office reconfiguration at the High School.

ARTICLE 10: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, 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 Planning and Community Development Department is requesting funding for professional and technical assistance in support of planning and zoning initiatives, development applications, land use regulations, and related activities. Planning consulting assistance funds would be used to conduct build-out, traffic, and fiscal impact analyses of zoning initiatives that the Planning Board is studying. In addition, funds would be used to help the Department research and advise appropriate Town boards when presented with complex development projects requiring advanced technical input.

ARTICLE 11: **APPROPRIATE FOR PARKING 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 a parking study, 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: This appropriation will fund an outside analysis of the current mix of permit parking, metered parking, and two-hour/retail parking to determine the appropriate allocation based on current conditions in the Needham Heights and Needham Center business districts.

ARTICLE 12: **APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding public health scientific experts and consultants, 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: There have recently been several large-scale utility projects which have raised community concern due to possible environmental health impacts, such as the Eversource underground utility project and Verizon Small Cell proposals. There is limited ability to anticipate such projects, and no ability to require utilities to pay for outside experts. Having the resources necessary to understand and respond to new and emerging environmental health challenges in Needham is a high priority of the Select Board and Board of Health.

**ARTICLE 13: **APPROPRIATE FOR NATIONAL POLLUTANT DISCHARGE
ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE****

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, 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: This Article request is for funds to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 45% and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural Best Management Practices (BMPs). This funding will be sought on an

annual basis to inspect and evaluate all BMPs Town-wide, clean and inspect brooks and culverts, rehabilitate and/or replace catch basin and drainpipes, and respond to findings from CCTV inspections. This maintenance work will be performed in conjunction with the capital funding project request included in the General Fund Cash Capital Article.

ARTICLE 14: APPROPRIATE THE FY2021 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,201,753, from Overlay Surplus in the amount of \$500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$96,057, and \$1,425,000 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 17-19

ARTICLE: 15: APPROPRIATE THE FY2021 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 2021, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2021**

Line #	Description	FY2019		FY2020		FY2021		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$919,061	11.0	\$1,028,667	11.0	\$1,054,938	11.0	
201B	Expenses	\$434,143		\$451,947		\$462,447		
201C	Capital Outlay	\$49,520		\$50,000		\$45,000		
201D	MWRA Assessment	\$6,173,219		\$6,399,114		\$6,399,895		
201E	Debt Service	\$1,167,381		\$900,000		\$900,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,743,324	11.0	\$8,864,728	11.0	\$8,897,280	11.0	
FY2021 Budget Percentage Change from FY2020 Budget							0.4%	

and to meet this appropriation that \$7,752,582 be raised from Sewer Enterprise Fund receipts, and that \$600,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$544,698 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 (see note)

Article Information: The presented budget for Town Meeting’s consideration was changed from that which the Finance Committee was presented earlier in the year. Just prior to the publication of the warrant, the MWRA issued a revised FY2021 assessment for Needham. The sewer assessment was reduced by \$256,052. The amount shown under recommended budget column for the MWRA assessment is the revised amount. The Finance Committee will inform Town Meeting of any change to its recommendation.

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.

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	FY2021 Sewer Operations	FY2021 Drains Program	FY2021 Recommended Budget	FY2020 Sewer Operations	FY2020 Drains Program	Current FY2020 Sewer Budget
Salary & Wages	\$677,816	\$377,122	\$1,054,938	\$662,279	\$366,388	\$1,028,667
Expenses	\$294,871	\$167,576	\$462,447	\$287,868	\$164,079	\$451,947
Capital Outlay	\$45,000	\$0	\$45,000	\$50,000	\$0	\$50,000
MWRA Assessment	\$6,399,895	\$0	\$6,399,895	\$6,399,114	\$0	\$6,399,114
Debt Service	\$900,000	\$0	\$900,000	\$900,000	\$0	\$900,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,352,582	\$544,698	\$8,897,280	\$8,334,261	\$530,467	\$8,864,728
	FY2021 Sewer Operations \$ Change	FY2021 Drains Operations \$ Change	FY2021 Sewer Enterprise \$ Change	FY2021 Sewer Operations % Change	FY2021 Drains Operations % Change	FY2021 Sewer Enterprise % Change
Salary & Wages	\$15,537	\$10,734	\$26,271	2.3%	2.9%	2.6%
Expenses	\$7,003	\$3,497	\$10,500	2.4%	2.1%	2.3%
Capital Outlay	-\$5,000	\$0	-\$5,000	-10.0%		-10.0%
MWRA Assessment	\$781	\$0	\$781	0.0%		0.0%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$18,321	\$14,231	\$32,552	0.2%	2.7%	0.4%

As noted, the MWRA issued a revised assessment for the Town just prior to publication of the warrant. With the change by the MWRA, the overall sewer budget declined from an increase of \$288,604 to an

increase of \$35,552. The MWRA assessment is for the Town's sewerage and wastewater disposal costs. The total operating budget for FY2021 is \$8,897,280, an increase of 0.4%.

The FY2021 sewer operations portion of the budget is \$18,321 higher, an increase of 0.2% over the current year. The FY2021 drains operations portion of the budget is \$14,231 more than the FY2020 allocation, a 2.7% increase over the current year.

The total salary and wages line is \$1,054,938 for FY2021, an increase of \$26,271 (2.6%). 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 in place for FY2021.

The total expense line for FY2021 is \$462,447 which is \$10,500 or 2.3% more than the current year. The electric cost to operate the various sewer pump stations is higher by \$6,794, however a portion of that increase was offset by reductions (-\$1,337) to the budget for natural gas, gasoline, and diesel. The budget also increased due to expenses related to sweeping, collection, and disposal of catch basin debris which is \$3,956 more than FY2020. The balance of the increase (\$1,087) for next year is related to maintenance contracts for overhead doors, alarm and sprinkler systems, generators, and costs for required employee training.

The operating capital line was reduced by \$5,000 to \$45,000 for FY2021, a 10% reduction. 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 FY2021 is to purchase a backup pump for the West Street Pump Station. The department does not anticipate replacing a grinder this year; hence the reduction to the budget line.

The reserve fund is level dollar for FY2021. The sewer debt service budget line is also level dollar for FY2021. Last year the debt service budget was reduced by \$600,000 from \$1,500,000 to \$900,000. That reduction is temporary. The Town has several large-scale utility infrastructure projects pending, which will impact the enterprise debt budget in the out years – in keeping with the overall capital infrastructure-funding plan for long-term investments. The budget plan includes the use of \$600,000 from sewer retained earnings. The \$544,698 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of \$14,231 from FY2020.

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 16: APPROPRIATE THE FY2021 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 2021, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2021**

Line #	Description	FY2019		FY2020		FY2021		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,258,141	17.0	\$1,331,359	17.0	\$1,360,541	17.0	
301B	Expenses	\$1,132,632		\$1,209,762		\$1,269,070		
301C	Capital Outlay	\$20,000		\$15,000		\$15,000		
301D	MWRA Assessment	\$856,049		\$1,412,709		\$1,126,226		
301E	Debt Service	\$1,384,917		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,651,739	17.0	\$5,293,830	17.0	\$5,095,837	17.0	
FY2021 Budget Percentage Change from FY2020 Budget							-3.7%	

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. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 15,335 installed meters.

The overall operating budget for FY2021 is \$5,095,837 or \$197,993 (3.7%) less than the FY2020 budget. The decrease is the result of a lower 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 FY2021 water assessment is based on CY2019 water use. The Town's use of MWRA water was down approximately 26% from the prior year. During calendar year 2018, approximately 27.4% of the total water production came from the MWRA; during calendar year 2019, 22.7% of production came from the MWRA (see table). The preliminary water assessment for FY2021 is \$1,126,226 which is \$286,483 (20.3%) less 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	CY2017	CY2018	CY2019
Water Production*	1,166.4	1,308.3	1,174.2
Water Production from MWRA	225.9	358.5	266.2
Water Production from Town Wells	940.5	949.8	908.0
Percentage from MWRA	19.4%	27.4%	22.7%
*millions of gallons			
Water meters replaced	1,315	1,454	1,591
Percentage of the total number of water meters in place for that year	8.6%	9.5%	10.4%

The FY2021 salary and wage expense line is \$1,360,541, an increase of \$29,182 (2.2%) over the current budget. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The collective bargaining agreements with the NIPEA and ITWA unions expire on June 30, 2021. The budget includes step and longevity increases for the employees who are members of the unions, based on the collective bargaining agreements.

The water expense line of \$1,269,070 is \$59,308 higher than the FY2020 budget, approximately 4.9% more. Approximately 68% of that increase (\$40,182) is for public work supplies which include drinking water treatment chemicals, water meters, and water distribution system parts (gate valves and boxes, sleeves, couplings, and tubing). Professional and technical services (which includes software) increased by \$18,900 to pay for costs associated with the purchase of cross connection backflow testing software, increased water quality testing, and necessary annual employee training. As with the Sewer Enterprise, the cost of maintenance contracts for fire and security monitoring, generator repair, and electrical and mechanical systems has increased as well as the cost for tree and brush clearing, and the cost of safety gear such as vests, gloves, hardhats, and protective eyewear goggles, for a total of \$9,090. However, some of the increased costs have been offset by reductions totaling \$8,864 in energy and fuel expenses.

The operating capital line for FY2021 is level dollar at \$15,000. The planned expenses are the purchase of leaf boxes for the treatment plant, pump station, and the two water tanks and the purchase and relocation of a chemical storage tank. The debt service line is level funded at \$1,250,000. Like Sewer Enterprise, the debt service line for the Water Enterprise was also reduced last year; the budget line declined by \$300,000. The Town has several large-scale water infrastructure projects that will impact the enterprise debt budget in the out years. The water reserve fund is level dollar for FY2021.

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 17: 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 2021 beginning on July 1, 2020 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	FY2021 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 18: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation to be spent in FY2021 is \$911,936. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the second phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE 19: CITIZEN’S PETITION/AMEND ZONING BY-LAW – PEDIATRIC MEDICAL FACILITY IN NEW ENGLAND BUSINESS CENTER 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 “Hospital, Community” and before the existing definition of “Hotel or Motel”:

Hospital, Pediatric: A Hospital in which not less than three-quarters of its patients are Pediatric Patients as defined in 105 CMR 130.700 and which provides a broad range of ambulatory and inpatient services to children and young adults under the age of twenty-six (26).

2. In Section 1.3 Definitions, by adding the following after the existing definition of “Medical Clinic”, and before the existing definition of “Medical Laboratory”:

Medical Facility, Pediatric shall mean a facility with one or more of the following uses each primarily (not less than three-quarters) for children and young adults under the age of twenty-six (26), where, in each case, the uses are owned, operated or managed directly by a Pediatric Hospital or through a corporate affiliate controlled by a Pediatric Hospital (excluding any affiliate which is a hospital whose primary purpose is the provision of health care services to adults): (i) doctor’s offices, dentist’s offices, orthodontic services, psychiatric, psychological and other mental health services, imaging and laboratory services, sale, rental and repair of medical devices and equipment or other health care or health care services on an ambulatory or outpatient basis; (ii) professional, business or administrative office; (iii) a medical clinic or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals; (iv) facility for the provision of testing, analytical, diagnostic, pharmaceutical or other health care support services, equipment or procedures; (v) Determination of Need Required Equipment or Determination of Need Required Services as each is defined in 105 CMR 100; (vi) cell generation, gene therapy, and infusion treatment; (vii) medical offices; (viii) diagnosis or medical, surgical, restorative or other treatment that is rendered within said facility on an ambulatory or outpatient basis, including, without limitation, patient and retail pharmacy, physical, speech and occupational therapy, transitional care and rehabilitation respite, palliative care and behavioral medicine, specialty clinics, radiation oncology, alternative medicine treatment, mobile diagnostic services, meeting and conference facilities, stock rooms, laundries, staff and administrative office; (ix) accessory uses customarily conducted in coordination with any of the foregoing, including, without limitation, retail establishments, cafeteria, gift and coffee shops, indoor athletic exercise facility, and research laboratories.

3. In Section 3.2.4 Uses in the New England Business Center District, by adding a new subsection (j) to subsection 3.2.4.2 Uses Permitted by Special Permit, to read as follows:

(j) Medical Facility, Pediatric

4. In Section 5.1.2. Required Parking, by adding a new subsection (19), to read as follows:

(19) Medical Facility, Pediatric

One (1) parking space per 290 square feet of floor area

5. In Section 5.1.2. Required Parking, by renumbering existing subsection (19) “Mixed Uses” as subsection (20) and renumbering existing subsection (20) “Any use permitted by this Zoning By-Law” as a new subsection (21).

Or to take any other action relative thereto.

INSERTED BY: Robert T. Smart, Jr. et al

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

Article Information: This Article would add “Medical Facility, Pediatric” to the list of uses permitted by special permit in the New England Business Center District (District). The purpose of the Article is to expand the list of medical uses permissible by special permit in the District, to include a facility providing a broad range of ambulatory services, such as medical, surgical, restorative and other treatment, medical clinics, and medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices of three or more professionals, primarily for children and young adults. At least three quarters of the patients in such a Facility must be children and young adults under the age of 26. Medical uses currently allowed by right in the District include medical, surgical, psychiatric, dental, orthodontic or psychologist group practices by two or fewer professionals, medical laboratories engaged in scientific research and development, and experimental and testing activities in the fields of biology and genetics. Medical uses currently allowed by special permit in the District include group practices for three or more medical, surgical, psychiatric, dental, orthodontic, or psychologic professionals, and alternative medicine practices such as acupuncture, yoga, chiropractic and/or nutrition, and pharmacies.

The Article also specifies that a “Medical Facility, Pediatric” must be owned, operated, or managed directly by a “Pediatric Hospital”, which is a hospital in which at least three quarters of its patients are pediatric patients (as defined under Massachusetts Department of Public Health regulations) and which provides a broad range of services to children and young adults under the age of 26. Finally, the Article would amend the Required Parking table in the Zoning By-Law, to establish that a “Medical Facility, Pediatric” must have at least one parking space per 290 square feet of floor area.

If this zoning article is adopted by Town Meeting, Boston Children’s Hospital intends to file a special permit application with the Planning Board, seeking the authority to construct and maintain a Pediatric Medical Facility at 380 First Avenue, next to the TripAdvisor building, and to add such additional parking facilities as are required. The Planning Board will hold at least one public hearing on this special permit application. The Town and the Hospital are in discussions about the appropriate payment in lieu of taxes if the zoning and special permit are approved, given that the Hospital is a tax-exempt entity. The Planning Board’s recommendation on the article will be made at Town Meeting.

ARTICLE 20: CITIZEN'S PETITION/AMEND ZONING BY-LAW – MAP CHANGE TO GENERAL RESIDENCE B ZONING DISTRICT

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

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.

INSERTED BY: Bruno DiFazio, et al

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

Article Information: This article describes the geographical area proposed to be placed in the Single Residence B Zoning District. The affected area consists of 23 separate parcels of land, containing, in total, approximately 360,892 square feet of land, located between the Circumferential Highway (Route 128) and Hunting Road, starting at the property known and numbered 176 Hunting Road and continuing to Cheney Street. The affected area is currently located within the Single Residence A zoning district. The Planning Board's recommendation on the article will be made at Town Meeting.

CAPITAL ARTICLES

ARTICLE 21: **APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,083,601 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture	\$84,168	
Community Services	Library Space Planning	\$60,000	
Community Services	Library Technology	\$30,000	
DPW	DPW Boiler Replacement 470 Dedham Avenue	\$460,000	
DPW	NPDES Support Projects	\$770,500	
DPW	Specialty Equipment - Loader Mounted Snow Blower	\$192,000	
DPW	Traffic Improvements	\$50,000	
General Government	Multi-Function Printer Devices	\$35,600	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Multiple	Fleet Replacement Program	\$1,268,729	
Public Safety	Automated External Defibrillators Replacement	\$32,885	
Public Safety	Firearm Replacement	\$33,000	
Public Safety	Personal Protective Equipment	\$43,424	
Public Schools	Eliot School Technology Room Conversion	\$179,300	
Public Schools	Pollard School Locker Room Retrofit Design	\$60,000	
Public Schools	School Copier Replacement	\$62,420	
Public Schools	School Furniture/Musical Equipment	\$35,000	
Public Schools	School Technology	\$586,575	
		\$4,083,601	

INSERTED BY: Select Board

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

Article Information:

Library Furniture

This is a request to replace public lounge chairs. The new library has been open to the public for more than thirteen years, and, due to heavy use, the furniture is showing wear and tear, especially on the lounge chair arms.

Library Space Planning

The funding will enable the Library Trustees to engage a professional library space planner to determine if the library's interior space can be better arranged to accommodate the number of students and tutors who use the library's study rooms and study areas. In the afternoon during the school year, the library is crowded with students, tutors, and other people using the three study rooms, the row of carrels, and the many four-seat tables. The Trustees are also exploring the installation of an automatic materials handler that would check in and sort returned materials. This acquisition would require a new configuration of furniture and equipment.

Library Technology

This is the second year of a five-year request to fund the Library's Technology Plan. In FY2021, the plan is to replace 20 staff computers located in the circulation area, children's area, reference area, technical services area, and administration.

DPW Boiler Replacement

The boiler at the DPW garage was installed in 1961 and is past its useful life. It has required several significant repairs recently in order to keep it working. In the past, the Town has been forced to rent a temporary boiler to maintain heat in the facility while the boiler was out of service, as there is no redundancy in the heating system. The boiler's age and style do not meet efficiency standards, so the existing boiler will be removed and replaced with two high efficiency condensing boilers that use natural gas to gain redundancy. This will ensure that should anything happen to one boiler, the building will still have sufficient heat to keep the pipes from freezing. This will also make the building more energy efficient.

NPDES Support Projects

The Town's Permit authorizes the discharge only of clean stormwater and/or stormwater that does not cause or contribute to an exceedance of water quality standards. The Permit also requires that pollutants in MS4 stormwater discharges be reduced to the maximum extent practicable. Needham is also subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 45% and pathogens must be eliminated and/or reduced to the maximum extent practicable using enhanced structural and non-structural practices. Needham has five Water Quality Limited Waters impaired by turbidity, nutrients, organic enrichment, flow dissolved oxygen, priority organics, noxious aquatic plants, exotic species, oil & grease, taste, odor, color, suspended solids, and causes unknown. The five waterbodies impaired are: Alder Brook, Charles River (South Natick Dam to Chestnut Street), Charles River (Chestnut Street to Water Dam), Fuller Brook, and Rosemary Brook. All five waterbodies are classified as Category 5 Waters.

This funding would allow the Town to evaluate two sub-watershed areas to identify: potential testing locations, Town-owned properties for communal/neighborhood infiltration systems, Park & Recreation areas to reduce impervious surface and promote surface infiltration, areas to reduce impervious and promote surface infiltration, roadway pavements that can be narrowed or reduced, targeted audiences for education/outreach, participation/involvement measures to promote, operating and maintenance plans for the properties within the two selected sub-watersheds, and suitable snow dump locations. Funding will also support dry weather & wet weather testing, construction of best management practices, construction of a water quality system for the DPW yard parking lot drainage system, development of improvements to the Stormwater plan for DPW yard and RTS, and predictive catch basin cleaning for catch basins throughout the Town.

DPW Specialty Equipment

This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. This funding will support the acquisition of a loader-mounted snow blower to be used to clear gutter lines, parking lots, and loading trucks.

Traffic Improvements

This request will allow for the funding of projects that are recommended by the Traffic Management Advisory Committee (TMAC). This recommendation will support one or two TMAC construction related projects per year such as 500 feet of roadway granite curb installation, two school zone installations, two

average traffic calming installations, several radar sign installations, sign and/or pavement markings, and pedestrian improvements.

Multi-Function Printer Devices

This is the last phase of a four-phase project to replace multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at The Heights) due to obsolescence or scheduled replacement. There are nine of these devices between the buildings, with only three of the devices not purchased during a capital project. Though several of these devices are currently over six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage the expected life of these devices is between ten and twelve years however the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years.

Energy Efficiency Upgrade Improvements

In 2011, the Town conducted an engineering study for energy upgrades on the 10 oldest buildings. The results of this study guided the Town's investment in energy efficiency over the past decade. At this time, the existing recommendations have been exhausted. Because technologies have improved, and several buildings were not originally evaluated due to their age, the DPW is proposing to conduct a new efficiency study to help plan for energy saving programs over the next several years.

Automatic External Defibrillator Replacement

The current AED equipment used by the Police Department is at the end of its useful life cycle. Replacement will also allow the department to purchase the same model that is carried by the Needham Fire Department, so the equipment is interchangeable when fire personnel arrive at an emergency scene. Funding will support the purchase of 11 AEDs at a cost of \$1,995 per unit, as well as corresponding watertight carrying cases, 22 infant/child pads, and 22 batteries.

Firearm Replacement

The current service weapons in use by the Police Department are Smith and Wesson M&P 40 caliber and are 10 years old. The current weapons were placed in service in 2009, replacing weapons that were in service for eight years. Based on a study conducted by the FBI and research performed by firearms instructors, the Department intends to replace the Smith and Wesson 40 caliber with a Smith and Wesson 9MM firearm. The cost includes the purchase of 60 new firearms, holsters, and ammunition.

Personal Protective Equipment

Replacing one set of Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis helps to ensure that the life span of the equipment does not exceed the 10-year guideline. Ensembles issued prior to the recent purchase of a second set of PPE are approaching this time frame for many members. Due to the number of recent and forthcoming new hires, about a third of the Department has been issued PPE within the past five years. All fire personnel are in the process of being issued a second set of PPE, allowing them to properly maintain this equipment in an appropriate manner.

Eliot School Technology Room Conversion

The School Committee implemented Full-Day Kindergarten (FDK) in September 2019. Based on a feasibility study conducted by Dore & Whittier Architects in February 2018, several modifications to Needham buildings are proposed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. This project provides funding to convert the existing technology lab at Eliot Elementary School to a classroom.

Pollard School Locker Room Retrofit Design

The current locker room layout at the Pollard Middle School is no longer conducive to the needs of the Athletic Department. The school offers diverse sports programming, which requires storage for unique pieces of equipment (field hockey sticks, lacrosse sticks, bags, etc.). The existing lockers are all the same size and are not constructed to store a wide variety of equipment. This results in equipment being carried by athletes throughout the day or left outside lockers in an unsecured manner. The orientation of the locker room also creates blind spots that pose a safety concern. The flooring is starting to crack in places due to age, and the bathrooms and showers are outdated. This funding will support the retrofit design.

School Copier Replacement

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, and teaching packets. Currently the School Department owns 42 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. The average life cycle is calculated at 7 years, although planned replacement ages range from 5 - 9 years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts.

School Furniture

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 FY2021 funding request will continue the replacement of furniture in fair condition at the Pollard School and provide funding for new classroom furniture as needed.

School Technology

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. This request reflects the School Department's classroom technology standard and the decision in FY2017 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. The FY2021 request includes \$473,575 for hardware and \$113,000 for infrastructure replacement.

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 FY2021 fleet replacement schedule is as follows.

General Fund Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
C-03	Ford Explorer	Fire	2013	Ford Explorer or similar	\$55,502
43	Ford F-350	DPW/Highway	2012	Ford F-350 or similar	\$69,455
707	Ford Econ Van	DPW/Building Maintenance	2008	Ford Transit Van or similar	\$48,713
820	Ford Escape Hybrid	DPW/Building Maintenance	2009	Ford F-150 or similar	\$43,002
Van 7	Ford Econ Van	Schools	2012	Ford Transit Van with Wheelchair Lift or similar	\$52,374
Van 8	Ford Econ Van	Schools	2013	Ford Transit Van with Wheelchair Lift or similar	\$52,374

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
R-04	Ford E450 Ambulance	Fire	2008	Ford E450 Ambulance or similar	\$337,479
181	Elgin Pelican Sweeper	DPW/Highway	2012	Global Environmental Sweeper or similar	\$263,412
34	Mack 10 Wheel Tractor Truck	DPW/RTS	2001	Mack 10 Wheel Tractor Truck or similar	\$168,255

Replacement Snow and Ice Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
113	Comoplast Sidewalk Plow	DPW/Highway	2008	Prinoth Sidewalk Plow Tractor or similar	\$178,163

ARTICLE 22: **APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,415,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$500,000 be transferred from Overlay Surplus and \$1,915,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. This program consists of multiple categories, each with their own sub-projects.

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 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 under 70 for resurfacing and specialized treatment, and a PCI under 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. Target funding for street resurfacing in FY2021 is \$957,000.

Roadway Reconstruction

Road resurfacing may be the appropriate treatment to extend the useful life of a road, but conditions may require a total reconstruction of the road to address structural issues within the road including drainage, grading, and subsurface material construction. In deciding which roads are candidates for reconstruction, the department evaluates the sight distance, drainage, presence of handicap ramps, condition of sidewalks, subsurface utilities, public utility poles, and overhead utilities, as well as the physical condition of the road such as shape, foundation, and traffic volume. The roads proposed for reconstruction are deficient in one or more of the areas listed. No funding is allocated to the Roadway Reconstruction category in FY2021.

Sidewalk Program

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvement 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 FY2021 is \$525,000.

Intersection Improvements

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The intersection of Highland Avenue and West Street has aging traffic control infrastructure and can be unreliable. The signals have only one timer, which only allows for one traffic pattern regardless of the time of day. This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection and will include some streetscape amenities. The Town received \$60,000 in funding from the FY2020 State budget for the installation of pedestrian-scale lighting in the Needham Heights area to complement the proposed work. Target funding for intersection improvements is \$650,000.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains several bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended future repairs. No funding is allocated to the bridge repair category in FY2021.

Storm Drain Capacity Improvements

The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. 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 circumstance require otherwise, FY2021 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the recently extended Greendale Avenue drain project to provide additional stormwater capacity. The \$83,000 allocation is for the design phase of the project.

Brooks and Culverts

Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. Unless circumstances require otherwise, FY2021 funding is proposed for improvements to Rosemary Brook. The section of the brook to be addressed has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues. Target funding for brooks and culverts is \$200,000.

Guardrail

Many of the Town's guardrails are noncompliant and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2021.

ARTICLE 23: **APPROPRIATE FOR MITCHELL SCHOOL RESTROOM UPGRADES**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$676,700 for Mitchell School restroom upgrades, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; 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 Massachusetts General Law Chapter 44, Section 20, 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: 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. The restrooms do not have the minimum clearance necessary at the entrance nor do they have the appropriate turning radius. This project would upgrade the restrooms to meet ADA/MAAB requirements. The design phase of this project was funded in FY2020.

ARTICLE 24: **APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$318,088 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	\$318,088	
		\$318,088	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Sewer Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
23	Ford F-350	Sewer	2011	Ford F-350 Utility Truck or Similar	\$79,805

Sewer Fleet Replacement - Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
101	Case Loader	Sewer	2010	John Deere Wheel Loader or similar	\$238,283

ARTICLE 25: **APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$43,002 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	\$43,002	
		\$43,002	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Water Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
31	Ford F-150	Water	2011	Ford F-150 or Similar	\$43,002

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 26: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the Community Stormwater Mitigation Assessments collected into the fund for stormwater maintenance, repair, and improvement program, effective for fiscal year 2021 beginning on July 1, 2020; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Explanation: The Select Board is considering a proposal to establish a stormwater stabilization fund as a repository for funds raised to address the capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. The Board will consider implementation of a Community Stormwater Mitigation Assessment that would apply to all parcels that have impervious cover, including residential, commercial, non-for-profit and tax-exempt properties. Monies collected as part of the mitigation assessment would be deposited directly into the Stormwater Stabilization Fund to be used for NPDES compliance only. The Select Board will hold a hearing prior to making a decision on whether to implement a Community Stormwater Mitigation Assessment and, if, so, what the proposed assessment would be.

ARTICLE 27: ACCEPTANCE OF PROVISIONS OF M.G.L. CHAPTER 41 SECTION 111F – SPECIAL INJURY LEAVE INDEMNITY FUND

To see if the Town will vote to accept the fourth paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund, or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Explanation: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The

monies in the special fund may be expended, with the approval of the chief executive officer and without further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

ARTICLE 28: FOSTER CARE TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70; or take any other action relative thereto.

INSERTED BY: School Committee

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

Article Explanation: Under the Every Student Succeeds Act (ESSA), children in foster care are required to remain in their School of Origin as long as it is deemed to be in the best interest of the child. The School of Origin is responsible for funding the cost of transporting the foster care child to and from school. The Executive Office of Health and Human Services (EOHHS), in a partnership with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE), has developed a methodology that could reimburse a share of these transportation costs through Title IV-E, a section of the Social Security Act administered by DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services. This voluntary program allows Local Education Authorities (LEAs) such as the Needham Public Schools to report their eligible transportation expenditures for children in foster care to the state to be claimed for federal reimbursement. It is estimated that LEAs will receive about 20% of reported costs in reimbursement. Reimbursement for transportation expenditures covered by any other federal funding source is not allowable (e.g., special education, homeless, Title I, etc.), even if that transportation is for a child in foster care, in order to avoid potential duplication of claiming.

The aforementioned agencies (DCF, EOHHS and DESE) have developed a voluntary, supplemental foster care transportation reimbursement program under the authority of M.G.L. Ch. 44 s. 70. Under this statute, a city or town, by vote of its town meeting, town council or city council, and with the approval of the selectmen, town manager or mayor, can authorize the LEA to enter into contracts to seek federal reimbursement for activities being carried out by the municipality, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues. If authorized, Needham could begin submitting claims in FY2021 for the foster care transportation expenses it has incurred in FY2020. The anticipated claim amount for FY2020 is \$14,000, which could yield a reimbursement of \$2,800) in the first year of implementation. At present, the payments received under this program would be received by the General Fund, similar to Medicaid program receipts.

ARTICLE 29: SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E; or take any other action relative thereto.

INSERTED BY: School Committee

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

Article Explanation: M.G.L. Chapter 40, s. 13 E, as authorized by Section 24 of Chapter 218 of the Acts of 2016, provides for the establishment of a Special Education Stabilization fund. Although special education expenses are normally paid from the school operating budget, these expenses can increase unexpectedly by hundreds of thousands of dollars to meet Individualized Educational Plan requirements or changing student needs. A special education reserve fund would provide a transparent and manageable way to address extraordinary and unanticipated increases in special education, tuition and transportation, that otherwise could not be met by existing operational resources. Under the law, a school district, by a majority vote of both the school committee and the legislative body, may establish and appropriate (or transfer) money to a reserve fund to be utilized in upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund is limited to two per cent of the annual net school spending of the school district. Additionally, funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board. Once the fund is established, the Department of Elementary and Secondary Education allows the School Committee to include a separate line item within its annual budget request to appropriate monies into the stabilization fund. Alternatively, Town Meeting could take separate action to appropriate funds to the SPED Reserve Fund, by majority vote. The School Department desires to create such a fund to provide a source of funding for extraordinary, unbudgeted increases in special education costs, including out of district tuitions and transportation. The balance in the fund would be built up gradually over time, via annual appropriations to the fund. The proposed first year contribution to the fund would be made in FY2022, as part of the Town's regular budgeting process.

ARTICLE 30: AMEND GENERAL BY-LAW – AUTHORIZE TOWN CLERK TO ENSURE CONSISTENCY IN NUMBERING

To see if the Town will vote to insert a new paragraph at the end of Section 1.14 of the General By-Laws as follows: “The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity;” or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Explanation: Amendments to the General By-laws of the Town of Needham often include the insertion of new sections and the re-numbering of existing sections. On occasion, the number or lettering included in an approved amendment is inconsistent with the existing By-laws. If approved, this article will authorize the Town Clerk to make non-substantive corrections to ensure that the By-law number and lettering system is accurate.

ARTICLE 31: CITIZENS’ PETITION – STORAGE OF RECEPTACLES USED FOR HOUSEHOLD WASTE DISPOSAL PICKUP AT RESIDENTIAL PROPERTIES BY COMMERCIAL VENDORS

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

INSERTED BY: Joseph L. Leghorn, et. al.

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

Article Explanation: This petition, if enacted, would regulate the storage of curbside household waste receptacles other than the period 9:00 p.m. the day before and 9:00 p.m. the day of trash pick-up.

ARTICLE 32: CITIZENS’ PETITION SEWER LINE EXTENSION

To see if the Town will vote to request to extend the sewer line through Walker Lane, as recommended by a Town commissioned report [ESS Group, December 2017], either through a sewer betterment program, as described in part 4 section 28 of the town by-laws, or in any other way the town finds suitable. For this purpose, we request that the sewer betterment program be prioritized and funded as appropriate; or take any action related thereto.

Notes:

A sewer betterment program would require financial participation from the pond abutters benefitting from the sewer line, including but not limited to the homeowners on the road and the Town.

INSERTED BY: Rachel Achituv, et. al.

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

Article Explanation: The petitioners are requesting that the Town install a public sewer line in Walker Lane. They have filed the appropriate petition with the Department of Public Works, and a plan and cost estimate will be developed over the summer. The current plan is for the Town to present a funding article to the October 2020 Special Town Meeting. Residential properties that benefit from the installation of the sewer will be required to participate in the cost of the installation.

ARTICLE 33: OMNIBUS

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

INSERTED BY: Select Board

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make do 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 28th day of April 2020.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A true copy,
ATTEST _____ 2020
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2019**

Budget	Date of Action	Amount
Department of Public Works - Snow & Ice	19-Jun-19	\$307,792
Total Approved from General Reserve Fund		\$307,792
Total Approved from RTS Reserve Fund		\$0
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of April 30, 2020
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
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GENERAL GOVERNMENT

<u>Select Board/Town Manager</u>		
Town Manager	Contract	Contract
Asst. Town Mgr/Dir. of Ops.	K-28	\$127,877 - 158,554
Director of Human Resources	K-25	\$104,491-129,582
Support Services Manager	K-22	\$81,082 - 100,536
Pubic Information Officer	GE-21	\$71,058.00 - 89,173.50
Economic Development Mgr.	GE-21	\$71,058.00 - \$89,173.50
Asst. Dir. Of Human Resources	GE-20	\$66,300.00-83,109.00
Benefits Administrator	GE-18	\$54,990.00-68,991.00
Administrative Coordinator - HR	G-15	\$25.00-31.37/hour
Administrative Assistant	I-14	\$22.79 - 28.57/hour
Department Assistant 2	I-13	\$20.96 - 26.30/hour
<u>Town Clerk</u>		
Town Clerk	Elected	Elected
Assistant Town Clerk	GE-18	\$54,990.00 - 68,991.00
Department Assistant 2	I-13	\$20.96 - 26.30
Department Specialist	I-14	\$22.79-28.57
<u>Legal</u>		
Town Counsel	Sch C	\$75,140

FINANCE

<u>Assessors</u>		
Director of Assessing	K-24	\$96,680.00 - 119,892
Asst. Director of Assessing	GE-20	\$66,300.00 -83,109.00
Field Assessor	I-18	\$54,990.00 - 68,991.00
Department Specialist	I-14	\$44,440.50 - 55,711.50
Department Assistant 1	I-12	\$37,303.50 - 46,819.50
<u>Finance Department</u>		
Asst Town Mgr/Dir. of Finance	K-28	\$127,877.00 - 158,554.00
Finance & Procurement Coord.	GE-21	\$71,058.00 - 89,173.50
<u>Accounting</u>		
Town Accountant	K-24	\$96,680.00 - 119,892

TITLE	GRADE	ANNUALIZED SALARY RANGE
Assistant Town Accountant	GE-20	\$66,300.00 - 83,109.00
Payroll Coordinator	I-18	\$54,990.00 - 68,991.00
Administrative Specialist	I-15	\$25.00 - 31.37/hour
Department Specialist	I-14	\$44,440.50 - 55,711.50
<u>Information Technology Center</u>		
Director, MIS	K-25	\$104,491 - 129,582
Network Manager	IE-23	\$81,471.00 - 102,199.50
Applications Administrator	IE-20	\$66,300.00 - 83,109.00
GIS/Database Administrator	IE-20	\$66,300.00 - 83,109.00
Technology Support Technician	I-19	\$30.96 - 38.84/hour
Computer Operator	I-15	\$25.00 - 31.37/hour
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$96,680 - 119,892
Assistant Treasurer/Collector	GE-20	\$66,300.00 - 83,109.00
Department Specialist	I-14	\$44,440.50 - 55,711.50
Department Assistant 2	I-13	\$20.96 - 26.30/hour
Department Assistant 1	I-12	\$37,303.50 - 46,819.50
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$60,372.00 - 75,738.00

PUBLIC SAFETY

<u>Police Department</u>		
Police Chief	Contract	Contract
Deputy Police Chief	K-27	\$120,065 - \$148,889
Lieutenant	P-3	\$116,894 - \$130,292
Sergeant	P-2	\$34.69 - \$41.20
Police Officer	P-1	\$24.24 - \$33.51

ANNUALIZED SALARY

TITLE	GRADE	RANGE
Animal Control Officer	GU-16	\$24.88 - \$31.23
Administrative Specialist	I-15	\$25.00 - \$31.37
Police Maintenance Assistant	GU-15	\$23.44 - \$29.41
Administrative Assistant	I-14	\$22.79 - \$28.57
Department Assistant 2	I-13	\$20.96 - \$26.30
Public Safety Dispatcher	GU-15	\$23.44 - \$29.41
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief Operations	F-5	\$51.30 - \$56.08
Deputy Fire Chief	F-4	\$40.92 - \$48.59
Fire Captain	F-3	\$38.88 - \$42.51
Fire Lieutenant	F-2	\$32.99 - \$39.09
Firefighter	F-1	\$24.85 - \$33.02
Fire Inspector (40 hours)	F-1	\$26.09 - \$34.65
EMS Administrator (40 hours)	F-1	\$26.09 - \$34.65
Emergency Mgmt Administrator	GE-22	\$76,069.50 - \$95,433.00
Director of Administrative Services	IE-20	\$66,300 - \$83,109
Administrative Assistant	I-14	\$22.79 - \$28.57
Public Safety Dispatch Super.	GU-19	\$29.03 - \$36.41
Public Safety Dispatcher	GU-15	\$23.44 - \$29.41
<u>Building</u>		
Building Commissioner	K-24	\$96,680 - \$119,892
Assistant Building Commissioner	GE-21	\$71,058 - \$89,173.50
Inspector of Plumbing and Gas	G-19	\$30.96 - \$38.84
Inspector of Wires	G-19	\$30.96 - \$38.84
Local Building Inspector	G-20	\$34.00 - \$42.62
Administrative Specialist	I-15	\$25.00 - \$31.37
Department Assistant 2	I-13	\$20.96 - \$26.30

PUBLIC WORKS

<u>Administration</u>		
Director of Public Works	K-28	\$127,877 - \$158,554
Assistant Director of Public Works	K-26	\$112,303 - \$139,248

	ANNUALIZED SALARY	
TITLE	GRADE	RANGE
Dir. of Finance & Admin/Public Svcs	K-24	\$96,680 - \$119,892
Compliance Coordinator	GE-20	\$66,300.00 - \$83,109.00
Administrative Analyst	GE-18	\$54,990.00 - \$68,991.00
Senior Admin. Coordinator	I-17	\$27.34 - \$34.29/hour
Department Specialist	I-14	\$22.79 - \$28.57/hour
Administrative Specialist	I-15	\$25.00 - \$31.37/hour
Department Assistant 2	I-13	\$20.96 - \$26.30/hour
<u>Engineering Division</u>		
Town Engineer	K-26	\$112,303 - \$139,248
Assistant Town Engineer	GE-22	\$76,069.50 - \$95,433.00
Contract Administrator	GE-21	\$71,058.00 - \$89,173.50
Civil Engineer	GE-19	\$60,372.00 - \$75,738.00
Senior AutoCad Technicain	GU-19	\$29.03 - \$36.41/hour
Survey Party Chief	GU-18	\$26.44 - \$33.17/hour
AutoCad Technician	GU-16	\$24.88 - \$31.23/hour
Engineering Aide	GU-15	\$23.44 - \$29.41/hour
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$81,082 - \$100,536
Master Mechanic	W-7	\$29.52 - \$35.74/hour
Equipment Mechanic	W-5	\$24.96 - \$30.47/hour
<u>Highway Division</u>		
Division Super. Highway	K-24	\$96,680 - \$119,892
Assistant Superintendent - Highway	GE-20	\$66,300.00 - \$83,109.00
Working Foreman	W-6	\$26.94 - \$32.91/hour
Public Works Specialist 2	W-5	\$24.96 - \$30.47/hour
Public Works Technician	W-5	\$24.96 - \$30.47/hour
HMEO	W-4	\$23.26 - \$28.51/hour
Craftworker	W-4	\$23.26 - \$28.51/hour
Laborer 2	W-2	\$20.41 - \$25.07/hour
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$96,680 - \$119,892
Assistant Superintendent - Parks	GE-20	\$66,300.00 - \$83,109.00
Working Foreman	W-6	\$26.94 - \$32.91/hour
Craftworker	BT-2	\$25.27 - \$30.40/hour
Tree Climber	W-4	\$23.26 - \$28.51/hour
HMEO	W-4	\$23.26 - \$28.51/hour
Laborer 3	W-3	\$21.87 - \$26.72/hour
Laborer 2	W-2	\$20.41 - \$25.07/hour
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$96,680 - \$119,892
Assistant Superintendent - RTS	GE-20	\$66,300.00 - \$83,109.00

ANNUALIZED SALARY

TITLE	GRADE	RANGE
Working Foreman	W-6	\$26.94 - \$32.91/hour
Public Works Specialist 1	W-4	\$23.26 - \$28.51/hour
HMEO	W-4	\$23.26 - \$28.51/hour
Laborer 2	W-2	\$20.41 - \$25.07/hour
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$96,680 - \$119,892
Water Treatment Facility Manager	GE-21	\$71,058.00 - \$89,173.50
Public Works Inspector	W-6	\$26.94 - \$32.91/hour
Working Foreman	W-6	\$26.94 - \$32.91/hour
Craftsworker	BT-2	\$25.27 - \$30.40/hour
Pumping Station Operator	W-5	\$24.96 - \$30.47/hour
Public Works Technician	W-5	\$24.96 - \$30.47/hour
HMEO	W-4	\$23.26 - \$28.51/hour
Laborer 3	W-3	\$21.87 - \$26.72/hour
Laborer 2	W-2	\$20.41 - \$25.07/hour
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$112,303 - \$139,248
Facility Operations Shift Supervisor	GE-20	\$66,300.00 - \$83,109.00
Administrative Analyst	GE-18	\$54,990.00 - \$68,991.00
Department Specialist	I-14	\$22.79 - \$28.57/hour
Department Assistant 2	I-13	\$20.96 - \$26.30/hour
Senior Custodian 2	BC-3	\$24.66 - \$29.49/hour
Senior Custodian 1	BC-2	\$23.50 - \$28.10/hour
Custodian	BC-1	\$20.49 - \$24.49/hour
HVAC Technician	BT-4	\$31.65 - \$38.10/hour
Carpenter	BT-3	\$27.76 - \$33.40/hour
Plumber	BT-3	\$27.76 - \$33.40/hour
Electrician	BT-3	\$27.76 - \$33.40/hour
Craftsworker	BT-2	\$25.27 - \$30.40/hour
Warehouse Person	BT-1	\$23.00 - \$27.66/hour
<u>Sewer Division</u>		
Asst Supt - Sewer & Water	GE-20	\$66,300.00 - \$83,109.00
Chief Pumping Station Operator	W-7	\$29.52 - \$35.74/hour
Public Works Inspector	W-6	\$26.94 - \$32.91/hour
Working Foreman	W-6	\$26.94 - \$32.91/hour
Pumping Station Operator	W-5	\$24.96 - \$30.47/hour
HMEO	W-4	\$23.26 - \$28.51/hour
Craftsworker	BT-2	\$25.27 - \$30.40/hour

PUBLIC FACILITIES

<u>Division of Public Facilities</u>		
Director of Design and Construction	K-26	\$112,303 - \$139,248

TITLE	GRADE	ANNUALIZED SALARY RANGE
Senior Project Manager	K-24	\$96,680 - \$119,892
Project Manager	K-22	\$81,082 - \$100,536
Administrative Specialist	I-15	\$25.00 - \$31.37/hour

HEALTH AND HUMAN SERVICES

<u>Division of Public Health</u>		
Dir. of Health and Human Services	K-26	\$112,303 - \$139,248
Assistant Director of Public Health	GE-22	\$76,069.50 - \$95,433
Environmental Health Agent	I-20	\$34.00 - \$42.62/hour
Public Health Nurse	IE-20	\$66,300 - \$83,109
Program Coordinator	G-16	\$26.54 - \$33.31/hour
Sr. Substance Use and Prevention Program Coordinator	G-20	\$34.00 - \$42.62/hour
Administrative Coordinator	I-15	\$25.00 - \$31.37/hour
Department Assistant 2	I-13	\$20.96 - \$26.30/hour
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$96,680 - \$119,892
Asst Director of Aging Services/Counseling and Volunteers	GE-21	\$71,058 - \$89,173.50
Asst Director of Aging Services/Programs and Transportation	GE-20	\$66,300 - \$83,109
Administrative Assistant	I-14	\$22.79 - \$28.57/hour
Program Coordinator	G-16	\$26.54 - \$33.31/hour
Assistant Program Coordinator	G-15	\$25.00 - \$31.37/hour
Social Worker 2	IE-19	\$60,372 - \$75,738
<u>Division of Youth Services</u>		
Director of Youth Services	K-23	\$88,893 - \$110,226
Social Worker 2	IE-19	\$60,372 - \$75,738
Administrative Assistant	I-14	\$22.79 - \$28.57/hour

PLANNING & COMMUNITY DEVELOPMENT

<u>Planning</u>		
Dir of Planning & Comm. Develop	K-25	\$104,491 - \$129,582
Assistant Town Planner	GE-19	\$60,372 - \$75,738
Administrative Assistant	I-14	\$22.79 - \$28.57/hour
<u>Community Development</u>		
Director of Conservation	K-22	\$81,082 - \$100,536
Conservation Specialist	I-17	\$27.34 - \$34.29/hour
Administrative Specialist	I-15	\$25.00 - \$31.37/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
CULTURE AND LEISURE SERVICES		

<u>Library</u>		
Director of Public Library	K-24	\$96,680 - \$119,892
Assistant Director of Public Library	GE-21	\$71,058 - \$89,173.50
Library Reference Supervisor	GE-19	\$60,372 - \$75,738
Library Children's Supervisor	GE-19	\$60,372 - \$75,738
Library Tech Specialist/Archivist	GE-19	\$60,372 - \$75,738
Library Tech Services Supv	GE-19	\$60,372 - \$75,738
Reference Librarian/Audio Visual Specialist	GE-18	\$54,990 - \$68
Reference Librarian/Program Specialist	GE-18	\$54,990 - \$68
Library Circulation Supervisor	GE-17	\$53,313 - \$66,865.50
Assistant Children's Librarian	G-15	\$25.00 - \$31.37
Assistant Cataloger	G-14	\$22.79 - \$28.57
Library Assistant	G-13	\$20.96 - \$26.30
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$96,680 - \$119,892
Assistant Director, Park & Recreation	GE-20	\$66,300 - \$83,109
Recreation Supervisor	I-16	\$26.54 - \$33.31
Administrative Specialist	I-15	\$25.00 - \$31.37
Administrative Assistant	I-14	\$22.79 - \$28.57/hour

2020 Annual Town Meeting Warrant

	Budgeted FY 2014 Funded FTE	Budgeted FY 2014 Salary * Minimum	Budgeted FY 2014 Salary * Maximum	Budgeted FY 2015 Funded FTE	Budgeted FY 2015 Salary * Minimum	Budgeted FY 2015 Salary * Maximum	Budgeted FY 2016 Funded FTE	Budgeted FY 2016 Salary * Minimum	Budgeted FY 2016 Salary * Maximum	Budgeted FY 2017 Funded FTE	Budgeted FY 2017 Salary * Minimum	Budgeted FY 2017 Salary * Maximum
NEEDHAM PUBLIC SCHOOLS												
<i>OPERATING BUDGET CLASSIFICATION</i>												
Superintendent	1.00	191,617	147,528	1.00	198,324	153,429	1.00	207,249	167,000	1.00	216,575	167,000
Central Administrators	4.00	134,890	147,528	4.00	134,000	153,429	4.00	139,000	167,000	4.00	144,000	167,000
High School Principal	1.00	142,865	127,371	1.00	148,437	128,156	1.00	153,000	144,000	1.00	146,000	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
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
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
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
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
K-12 Directors	7.00	72,552	115,308	7.00	71,439	122,646	7.00	79,569	126,019	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
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
Middle School Department Chairs/ SpEd Coordinators **												
Assistant Athletic Director **				0.50	52,000		0.50	54,080		0.50	56,243	
High School Department Chairs/ Director of Literacy K-8/ Athletic Director												
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
Teachers/ Guidance Counselors/ Psychologists/ Therapists **	438.06	44,621	93,520	466.97	46,294	97,027	468.38	47,058	99,307	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
Instructional Assistants **	103.08	\$15,197/hr	\$31,30930/hr	99.15	\$15,79836/hr	\$31,36164/hr	104.59	\$15,87735/hr	\$32,8199/hr	104.75	\$16,03613/hr	\$33,14810/hr
Permanent Substitutes	2.29	\$14,87/hr		2.29	\$15,17/hr		2.29	\$15,47/hr		3.29	\$15,70/hr	
Network Administrator/ Engineer	1.00	98,180		1.50	67,000	102,107	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	4.00	53,000	119,600
Instructional Technology Operations Manager				1.00	72,500		1.00	NA	NA	-	NA	NA
Computer Technicians	7.00	\$23,6965/hr	\$29,9664/hr	8.00	\$24,1704/hr	\$31,0213/hr	7.00	\$24,8472/hr	\$31,8898/hr	6.50	\$25,5429/hr	\$32,7828/hr
School Office Assistants	12.36	\$14,3892/hr	\$18,9384/hr	12.54	\$14,6770/hr	\$19,5104/hr	12.54	\$15,0879/hr	\$20,0567/hr	12.17	\$15,5104/hr	\$20,6182/hr
Mail Carrier/Production Center Operator	1.00	\$17,6876/hr	\$23,2884/hr	1.00	\$18,0414/hr	\$23,9917/hr	1.00	\$18,5465/hr	\$24,6634/hr	1.00	\$19,0658/hr	\$25,3540/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll Clerks **	33.64	\$17,6876/hr	\$28,2471/hr	33.04	\$18,0414/hr	\$29,1001/hr	32.7	\$18,5465/hr	\$29,9149/hr	34.29	\$19,0658/hr	\$30,7525/hr
Director of Planning & Community Education **	0.10	103,750		0.10	107,900		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
Executive/Administrative Secretaries **	5.00	\$32,1099/hr	\$42,0516/hr	5.00	57,710	82,580	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
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
Community Ed Marketing & Registration Mgr/ Volunteer Coordinator **				1.00	\$29,23/hr		1.00	58,000	60,320	0.98	58,000	60,320
Human Resources Specialist **	1.00	51,356		1.00	61,360		1.00	61,360	66,367	0.97	61,360	66,367
Lead Payroll Supervisor **				0.20	62,213		0.20	65,634	73,052	0.98	65,634	73,052
Lead Accountant **	1.00	71,120		1.00	65,520		1.00	65,520	73,052	1.00	75,032	73,052
Business & Operations Coordinator				1.00	75,032		1.00	83,512		1.00	94,000	
Asst. Director Finance & Human Resources												
Total	665.91			695.20			705.97			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					
						2020	2021	2022	2023	2024	2025
Central Ave & Elliot Street Bridges Construction	May-15	43	\$500,000	Jan-27	4.00%	66,000	64,000	62,000	60,000	58,000	56,000
DPW Garage Bays	May-13	42	\$800,000	May-24	2.09%	88,400	86,800	85,200	83,600	82,000	
High School Cafeteria Construction	Nov-15	11	\$1,500,000	Jan-27	4.00%	198,000	192,000	186,000	180,000	174,000	168,000
Kendrick Street Bridge Repair	May-10	35	\$750,000	Aug-21	2.21%	79,594	77,813	75,938			
MWPAT 98-92 (Stormwater)	May-98	7	\$364,979	Aug-19	(see note)	28,567					
Pollard School Boiler Replacement	May-13	40	\$565,000	Jul-21	3.22%	75,950	73,500	71,050			
Pollard School Roof Replacement	Nov-10	10	\$725,000	Jul-22	3.67%	79,800	77,000	74,200	71,400		
Property Acquisition - 37-39 Lincoln Street	May-12	31	\$605,000	Nov-32	3.39%	43,350	42,300	41,400	40,500	39,600	38,700
Property Acquisition - 51 Lincoln Street	Nov-12	17	\$950,000	Nov-32	3.39%	70,575	68,825	67,325	65,825	59,400	58,050
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	\$1,005,000	Nov-32	3.39%	72,250	70,500	69,000	67,500	66,000	64,500
Property Acquisition - 66 - 70 Chestnut Street	Nov-13	22	\$1,330,000	Nov-33	3.35%	105,350	102,550	99,750	96,950	94,150	91,350
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	\$52,500	Jul-32	2.93%	3,985	3,865	3,745	3,625	3,505	3,415
Public Services Administration Building	Oct-08	5	\$100,000	Jul-22	3.69%	11,400	11,000	10,600	10,200		
Public Services Administration Building (Series I)	Oct-08	5	\$4,000,000	Aug-26	3.16%	299,325	292,125	284,625	276,825	268,725	235,763
Public Services Administration Building (Series II)	Oct-08	5	\$1,000,000	Dec-24	3.07%	78,538	86,438	84,094	81,563	78,938	76,313
Public Works Infrastructure Program	May-15	42	\$750,000	Jan-21	4.00%	214,000	156,000				
Senior Center (Series I)	Nov-11	14	\$1,000,000	Nov-32	3.38%	71,506	69,756	68,256	66,756	65,256	63,756
Senior Center (Series II)	Nov-11	14	\$5,050,000	Jul-33	3.54%	383,275	374,350	365,425	357,775	348,850	335,000
Senior Center (Series III)	Nov-11	14	\$1,050,500	May-34	2.83%	76,000	74,900	73,800	72,700	71,600	65,225
Title V Loans	May-97	64	\$85,894	Aug-19	(see note)	4,854					
Front-End Loader	May-16	46	\$205,000	Jan-20	4.00%	41,600					

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					DEBT SERVICE After 2030		
						2020	2021	2022	2023	2024		2025	
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	183,750	660,000	
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	456,625	2,042,625	1,746,875
Memorial Park Building	May-18	30	\$970,000	Aug-29	5.00%	327,917	117,875	117,875	113,625	109,375	95,375	415,750	
High School Expansion Construction	Oct-17	11	\$4,004,000	Aug-34	4.13%	683,683	406,700	393,950	381,200	368,450	1,352,600	1,651,000	
Town Hall	May-09	35	\$385,000	Aug-26	2.63%	30,250	29,656	29,031	28,375	27,656	26,906	51,547	
GENERAL FUND DEBT						4,194,193	4,455,853	3,556,514	2,759,044	2,592,380	2,387,178	9,018,090	5,239,371
Broadmeadow School	May-00	31	\$8,400,000	Nov-23	3.00%	771,225	741,425	708,700	678,000	642,600			
Eliot School	May-00	32	\$2,562,000	Nov-24	3.94%	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%	75,660	68,360	66,160	63,960	56,860	54,860	100,290	
High Rock & Pollard School Projects (Series III)	May-07	41	\$2,253,010	Aug-27	4.00%	342,460	327,160	312,060	297,160	287,360	272,660	738,090	
High Rock & Pollard School Projects (Series IV)	May-07	41	\$10,500,000	Aug-28	3.35%	742,075	720,500	703,313	685,438	666,875	647,625	2,376,000	
High Rock School Design	Nov-06	9	\$187,770	Aug-26	4.00%	31,840	30,840	29,840	28,840	27,840	21,940	40,010	
High School (Series IIA)	May-03	31	\$2,991,900	Aug-24	4.00%	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%	128,740	124,740	115,840	112,040	108,240	104,440	196,010	
High School (Series III)	Feb-05	1	\$3,850,000	Jun-28	3.42%	259,450	253,450	247,200	240,450	233,700	226,700	540,600	
High School Series 1	May-03	31	\$4,775,000	Nov-25	3.97%	589,000	560,400	542,000	523,600	500,300	482,100	459,000	
Library Project	May-03	30	\$6,510,000	Dec-19	3.00%	796,775							
Newman School Extraordinary Repairs (Series I)	Nov-09	14	\$1,000,000	Dec-19	2.62%	101,500							
Newman School Extraordinary Repairs (Series III)	Nov-09	14	\$5,000,000	Oct-28	3.35%	373,600	359,600	348,925	341,050	332,650	323,900	1,158,575	

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					DEBT SERVICE		
						2020	2021	2022	2023	2024	2025	2026 - 2030	After 2030
Newman School Extraordinary Repairs (Series IV)	Nov-09	14	\$9,000,000	Jul-32	2.82%	628,340	610,260	592,180	574,100	556,020	542,460	2,552,660	1,392,760
Newman School Extraordinary Repairs (Series V)	Nov-09	14	\$2,200,000	Nov-32	3.39%	158,950	155,100	151,800	148,500	145,200	141,900	658,419	349,181
Owens Farm Land Purchase	Nov-15	13	\$7,000,000	Jan-42	3.70%	516,900	505,700	494,500	483,300	472,100	460,900	2,136,500	3,973,500
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	1,225,800	5,596,200	12,413,700
William School Construction Project	Oct-16	2	\$7,400,000	Aug-41	3.48%	1,584,225	530,481	515,731	500,981	500,981	486,231	2,209,906	4,156,647
Public Safety Building & Station 2 Design	Oct-17	11	\$340,000	Aug-20	5.00%	354,167							
Public Safety Buildings Construction	Oct-18	10	\$11,565,000	Aug-44	3.36%	1,063,433	885,700	857,075	828,700	828,700	805,450	3,664,625	8,430,938
Property Acquisition - 609 Central Street	May-16	7	\$730,000	Jan-39	3.68%	43,750	42,750	41,750	40,750	39,750	38,750	178,750	265,344
EXCLUDED DEBT						8,195,740	9,749,210	7,946,849	7,695,894	7,434,776	6,580,316	22,605,635	30,982,069
Town Hall (Series II)	May-09	35	\$3,500,000	Oct-28	3.36%	260,900	251,150	243,716	238,231	232,381	226,288	827,222	
Town Hall (Series III)	May-09	35	\$1,225,000	Aug-26	2.63%	96,800	94,900	92,900	90,800	88,500	86,100	164,950	
Rosemary Recreational Complex	May-17	33	\$4,000,000	Jul-37	3.57%	429,792	346,000	336,000	326,000	316,000	306,000	1,382,000	2,050,750
Rosemary Recreational Complex	May-17	33	\$3,221,000	Aug-37	3.74%	643,433	280,356	266,981	258,731	258,731	250,481	1,114,781	1,423,622
Town Hall (Series IV)	May-09	35	\$970,000	Jul-30	2.80%	72,825	70,625	68,425	66,225	64,025	62,375	280,263	50,625
COMMUNITY PRESERVATION FUND DEBT						860,317	1,406,108	1,021,397	988,238	959,638	931,244	3,769,216	3,524,997
Sewer Pump Station GPA	May-08	45	\$550,000	Aug-28	3.36%	39,575	33,750	32,969	32,156	31,313	30,438	135,900	
Sewer Pump Station Reservoir B	Nov-11	15	\$6,034,290	Jan-33	2.15%	374,192	374,256	374,323	374,391	374,460	374,531	1,873,768	1,125,212
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$145,000	Dec-19	2.59%	10,150							
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$500,000	Nov-22	4.00%	105,300	77,000	74,200	71,400	71,400			
MMRA Sewer System Rehab - I/I Work	May-17	48	\$179,548	May-23		35,910	35,910	35,910	35,910	35,910	35,910		

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 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026 - 2030	DEBT SERVICE After 2030
MWRA Sewer System Rehab - 1/1 Work	May-19	40	\$440,000	Nov-24		88,000	88,000	88,000	88,000	88,000	88,000		
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$320,000	Aug-28	3.39%	20,700	20,250	19,781	19,294	18,788	18,263	81,500	
SEWER ENTERPRISE DEBT						585,826	629,166	625,182	621,150	512,560	511,231	2,091,168	1,125,212
MWPAT Water DWS-08-24	May-08	47	\$765,335	Jul-30	2.00%	49,169	49,106	49,044	48,979	48,913	48,845	243,171	48,413
St Mary's Pump Station	May-13	47	\$1,700,000	Nov-33	3.36%	135,150	131,550	127,950	124,350	120,750	117,150	536,925	370,700
St Mary's Pump Station	May-13	47	\$1,995,000	May-34	2.85%	140,775	138,775	136,775	134,775	132,775	130,275	612,975	429,300
Water Distribution System Improvements	May-09	56	\$400,000	Dec-24	3.02%	29,563	28,813	28,031	27,188	26,313	25,438		
Water Main Improvements	May-08	47	\$400,000	Nov-20	3.95%	48,800	47,200	45,600	44,000	42,400	40,800		
Water Service Connections	May-06	70	\$55,000	Aug-19	2.51%	5,075							
Water System Rehabilitation	May-15	47	\$260,000	Jan-20	4.00%	31,200							
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$638,000	Nov-22	4.00%	111,100	131,800	127,000	117,300				
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$100,000	Aug-28	3.41%	6,900	6,750	6,594	6,431	6,263	6,088	27,300	
Water Service Connection Replacement (MWRA)	May-17	50	\$1,000,000	May-28		100,000	100,000	100,000	100,000	100,000	100,000	300,000	
Water System Rehabilitation (MWRA)	May-17	51	\$1,131,265	May-28		113,127	113,127	113,127	113,127	113,127	113,127	339,380	
WATER ENTERPRISE DEBT						770,858	747,120	734,120	716,149	590,540	581,722	2,059,750	848,413
TOTAL DEBT SERVICE						14,606,934	16,987,457	13,884,062	12,780,474	12,089,893	10,991,690	39,543,859	41,720,062

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.

Town of Needham - Debt Service Appendix A
ISSUED LONG TERM DEBT SERVICE

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2020	\$4,194,193	\$8,195,740	\$860,317	\$585,826	\$770,858	\$14,606,934
2021	\$4,455,853	\$9,749,210	\$1,406,108	\$629,166	\$747,120	\$16,987,457
2022	\$3,556,514	\$7,946,849	\$1,021,397	\$625,182	\$734,120	\$13,884,062
2023	\$2,759,044	\$7,695,894	\$988,238	\$621,150	\$716,149	\$12,780,474
2024	\$2,592,380	\$7,434,776	\$959,638	\$512,560	\$590,540	\$12,089,893
2025	\$2,387,178	\$6,580,316	\$931,244	\$511,231	\$581,722	\$10,991,690
2026	\$2,235,953	\$5,651,691	\$902,913	\$421,802	\$509,129	\$9,721,487
2027	\$2,156,284	\$5,029,131	\$874,288	\$420,277	\$502,759	\$8,982,739
2028	\$1,651,051	\$4,617,974	\$756,853	\$443,252	\$496,912	\$7,966,042
2029	\$1,593,116	\$4,102,625	\$720,494	\$430,929	\$283,288	\$7,130,451
2030	\$1,381,686	\$3,204,214	\$514,669	\$374,908	\$267,663	\$5,743,139
2031	\$1,269,539	\$3,121,880	\$500,281	\$374,988	\$261,388	\$5,528,075
2032	\$1,224,828	\$3,039,629	\$437,256	\$375,070	\$206,775	\$5,283,558
2033	\$1,184,580	\$2,960,745	\$424,856	\$375,154	\$195,650	\$5,140,985
2034	\$977,269	\$2,342,378	\$413,556		\$184,600	\$3,917,803
2035	\$583,156	\$2,291,047	\$403,356			\$3,277,559
2036		\$2,238,863	\$393,056			\$2,631,919
2037		\$2,185,375	\$382,531			\$2,567,906
2038		\$2,109,441	\$366,853			\$2,476,294
2039		\$2,043,384	\$203,250			\$2,246,634

Town of Needham - Debt Service Appendix A
ISSUED LONG TERM DEBT SERVICE

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2040		\$1,963,203				\$1,963,203
2041		\$1,907,975				\$1,907,975
2042		\$1,845,650				\$1,845,650
2043		\$1,252,300				\$1,252,300
2044		\$1,213,300				\$1,213,300
2045		\$466,900				\$466,900

DEBT APPENDIX B

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects

High School Expansion Design	May-17	43	\$950,000	\$25,000
High School Expansion Construction	Oct-17	13	\$11,125,000	\$171,000
Memorial Park Building Project	May-18	30	\$2,918,000	\$568,000
Public Works Infrastructure Program	May-18	34	\$250,000	\$250,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$3,503,000
Recycling and Transfer Station Property Improvements	May-18	37	\$645,000	\$645,000
TOTAL				\$5,162,000

Proposed General Fund Projects for the 2020 ATM

Mitchell School Restroom Upgrades	Pending			\$676,700
TOTAL				\$676,700

Open CPA Fund Projects

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$115,000
TOTAL				\$115,000

Proposed CPA Fund Projects for the 2020 ATM

NONE				
TOTAL				\$0

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open Sewer Enterprise Fund Projects

Wastewater System Rehabilitation	May-17	48	\$600,000	\$53,550
TOTAL				\$53,550

Proposed Sewer Enterprise Fund Projects for the 2020 ATM

NONE				
TOTAL				\$0

Open Water Enterprise Fund Projects

Water System Rehabilitation Program	May-15	47	\$635,000	\$12,000
Water Distribution System Improvements	May-17	51	\$1,300,000	\$35,735
Water Distribution System Improvements	May-19	41	\$4,500,000	\$4,500,000
TOTAL				\$4,547,735

Proposed Water Enterprise Fund Projects for the 2020 ATM

NONE				
TOTAL				\$0

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects Funded by Debt Exclusion

Williams Elementary School	Oct-16	2	\$57,542,500	\$13,096,209
Public Safety Building & Fire Station #2 Designs	Oct-17	11	\$3,750,000	\$250,000
Public Safety Building & Fire Station #2 Project	Oct-18	10	\$66,245,000	\$54,245,000
SUB TOTAL				\$67,591,209

Proposed General Fund Projects for the 2020 ATM to be Funded by Debt Exclusion

NONE				
TOTAL				\$0

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