



AGENDA

Board of Health Meeting

April 18, 2025

9:00 – 11:00 a.m.

Town Hall – Select Board Chambers

Webinar ID: 867 7098 6259

Passcode: 304273

<https://needham-k12-ma-us.zoom.us/j/86770986259?pwd=6wGsBNzVBSQOmHpcOnnabQfyF0GnuM.1>

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	9:00	Welcome & Public Comment Period Attendees are encouraged to inform the Needham Public Health Division of their intent to participate in the public comment period in advance via email (healthdepartment@needhamma.gov), telephone (781) 455-7940, or in person by the end of the business day prior to the meeting. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes.
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1.	9:03	Nicotine Pouches Karen Shannon, Grant Program Coordinator
2.	9:30	February & March Staff Reports - Environmental Health – Sai Palani & Tara Gurge - Accreditation – Lynn Schoeff & Alison Bodenheimer - Traveling Meals – Rebecca Hall - Substance Use Prevention: Regional – Carol Read & Lydia Cunningham - Substance Use Prevention: Needham – Karen Shannon, Karen Mullen, Monica DeWinter, Angi MacDonnell, Vanessa Wronski - Public Health Preparedness –Taleb Abdelrahim - Epidemiology – Julie McCarthy - Nursing – Ginnie Chacon-Lopez, Hanna Burnett & Tiffany Benoit - Shared Public Health Services – Kerry Dunnell & Samantha Menard
3.	10:15	Review of Minutes: February 21, 2025
4.	10:20	Designation of Agents Timothy McDonald, Director of Health & Human Services
5.	10:25	Public Health Division Charge Timothy McDonald, Director of Health & Human Services
6.	10:30	Positions on Annual & Special Town Meeting Timothy McDonald, Director of Health & Human Services
7	10:55	Other Items - Board Reorganization - Next Meeting Date, Location & Time

(Please note that all times are approximate)

Next Meeting – Friday May16, 2025 at 9:00 a.m. – **Public Services Administration Building (PSAB) – Charles River room, 500 Dedham Avenue**



Needham Public Health Division

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Board of Health Town of Needham AGENDA FACT SHEET

MEETING DATE:
April 18, 2025

Agenda Item	Nicotine pouches
Presenter(s)	Tara Gurge, Assistant Director of Public Health Sainath Palani, Environmental Health Agent Karen Shannon, Substance Use Prevention Coordinator Monica De Winter, Prevention Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Review of nicotine pouches including their health harms, evidence as cessation tool, youth impacts, and their regulation by other MA communities.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Yes, a vote is requested to impose restrictions on the sale of nicotine pouch products.	
3.	BACK UP INFORMATION:
a) Nicotine Pouch Summary	



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MEMO

To: Members of the Needham Board of Health
From: Karen Shannon, Tara Gurge, Sainath Palani, Monica De Winter
Date: April 10, 2025
Subject: Nicotine Pouch Summary

Overview

Nicotine pouches, smokeless products that contain no tobacco leaf yet deliver nicotine, were introduced to the United States market in 2016.¹ They have gained popularity due to their convenience, discreet use, and perceived lower health risks compared to traditional tobacco products. Retail sales from September 2022-2024 show an increase of 183.7% and according to Nielsen market data from Goldman Sachs' November 30, 2024 report, nicotine pouch sales generated \$3.4 billion in the previous 52 weeks.² In 2023 one popular brand of nicotine pouch, ZYN, sold 350 million canisters, a 62% increase from 2022.

Health risks and harms

Chemicals

Due to their smokeless and odorless nature, nicotine pouches may be viewed as a safer option compared to cigarettes. However, this belief is misleading. A 2022 study analyzing 44 nicotine pouch products revealed that 26 of the samples contained cancer-causing substances, or nitrosamines (TSNAs), as well as other harmful chemicals like ammonia, chromium, formaldehyde, nickel, pH adjusters, and nicotine salt. Of particular concern is the high nicotine content in pouches, which is highly addictive and poses significant risks to young people, regardless of the form.³

Nicotine is considered a gateway drug, a position supported by the New England Journal of Medicine, the NIH, and numerous other prominent research organizations and respected scientific bodies.⁴ Researchers have discovered that nicotine increases FosB expression in the brain, a factor linked to cocaine addiction, and also modifies DNA through histone acetylation, shedding light on how nicotine exposure heightens vulnerability to cocaine use.⁵ The findings imply that reducing

¹ *Nicotine Pouches*, (2025), Centers for Disease Control and Prevention, https://www.cdc.gov/tobacco/nicotine-pouches/index.html#cdc_generic_section_3-health-effects-of-using-nicotine-pouches

² *Monitoring Sales: Nicotine Pouch Trends*, (2024), CDC Foundation, https://tobaccomonitoring.org/wp-content/uploads/2025/01/Nicotine-Pouch-Brief_1.10.2025.pdf

³ *Levels of nicotine and tobacco-specific nitrosamines in oral nicotine pouch products*, (2022), Tobacco Control, <https://tobaccocontrol.bmj.com/content/tobaccocontrol/33/2/193.full.pdf>

⁴ *Why Nicotine is a Gateway Drug*, (2011), National Institutes of Health, <https://www.nih.gov/news-events/nih-research-matters/why-nicotine-gateway-drug>

⁵ Kandel, E., Kandel, D., *A Molecular Basis for Nicotine as a Gateway Drug*, (2014), The New England Journal of Medicine, <https://www.nejm.org/doi/full/10.1056/NEJMsa1405092>

nicotine exposure, especially among young people, could help prevent future illicit drug abuse and addiction.

Dental harms

With nicotine pouch use there is risk of gum irritation, gum recession, tooth damage and changes in cheek cells.⁶ In nicotine pouches the nicotine is extracted from tobacco and presented as a powder or salt form. They contain other ingredients such as fillers like microcrystalline cellulose (refined wood pulp), sweeteners like xylitol or maltitol, flavors and preservatives.⁷ Nicotine from the pouch is absorbed directly through the mouth lining, allowing for rapid absorption due to its close proximity to the gum tissue.

Oral nicotine pouches may pose health risks such as mouth lesions and nausea.⁸ More research is needed to understand their impact on oral health, particularly in the short and long term.^{9 10}

Cessation consideration

A cessation tool is a product, method or device that is designed to help those addicted to nicotine or tobacco to stop using, usually by reducing withdrawal symptoms or cravings. Examples include nicotine replacement therapies (NRT) like patches, lozenges or gum or prescription medicine like bupropion or varenicline plus behavioral support programs.¹¹ There is limited data on the effectiveness of nicotine pouches as cessation tools. While some studies suggest they might help reduce cigarette use, others argue that nicotine pouches could perpetuate nicotine addiction. Unlike structured cessation tools designed with a quit plan in mind, nicotine pouches do not qualify as a cessation tool under medical or regulatory definitions. They generally contain higher concentrations of nicotine compared to products like gum or lozenges, which provide lower doses (usually 2-4 mg per serving) for gradual nicotine replacement.

The U.S. Food and Drug Administration (FDA) has approved seven medications as cessation aids, but that list does not include any nicotine pouches. The FDA-approved medications are specifically regulated and marketed for quitting smoking. There are dosing schedules to taper nicotine which are important to follow to safely and effectively reduce nicotine dependence.¹²

⁶ M. Jackson, J., Weke, A. & Holliday, R. , (2023), *Nicotine pouches: a review for the dental team*, British Dental Journal, <https://doi.org/10.1038/s41415-023-6383-7>

⁷ *What are Nicotine Pouches?* (2025), U.S. Food & Drug Administration, <https://www.fda.gov/tobacco-products/products-ingredients-components/other-tobacco-products#Health%20Effects>

⁸ *Prevalence of Nicotine Pouch Use Among US Adults*, (2024), JAMA Network, <https://jamanetwork.com/journals/jama/fullarticle/2820917>

⁹ *Emerging Oral Nicotine Products and Periodontal Diseases*, (2023), international Journal of Dentistry, <https://pmc.ncbi.nlm.nih.gov/articles/PMC9937772/>

¹⁰ *What is the impact of nicotine pouches on oral health: a systematic review*, (2024), BMC Oral Health, <https://pmc.ncbi.nlm.nih.gov/articles/PMC11297755/>

¹¹ *Nicotine Replacement Therapy to Help You Quit Tobacco*, (2024), American Cancer Society, <https://www.cancer.org/cancer/risk-prevention/tobacco/guide-quitting-smoking/nicotine-replacement-therapy.html>

¹² Prochaska JJ, Benowitz NL. *The Past, Present, and Future of Nicotine Addiction Therapy*, (2015), Annu Rev Med. 2016;67:467-86. doi: 10.1146/annurev-med-111314-033712.

Nicotine pouches are designed for faster absorption and stronger nicotine delivery, offering effects more similar to smoking or smokeless tobacco, but without the tobacco. In contrast, smoking cessation tools are intended to help users reduce dependence over time with controlled, lower nicotine doses. While nicotine pouches might replace cigarettes entirely or swap one habit for another, there is no data showing them to be safe or effective.

Youth impact

Youth use

The 2024 National Youth Tobacco Survey (NYTS) data released by the FDA and Centers for Disease Control and Prevention (CDC) shows that for the first time nicotine pouches are the second most commonly used tobacco product, second to e-cigarettes, and nearly one million students reported ever using nicotine pouches. According to the 2024 NYTS data, 2.4% of high school students and 1% of middle school students report using nicotine pouches. Among these users, 22.4% indicated daily use, while 29.3% used nicotine pouches on at least 20 of the past 30 days.¹³

Youth health harms

Nicotine use poses a significant risk to adolescents, particularly due to its harmful effects on the developing brain. During adolescence, nicotine can disrupt the formation of brain circuits responsible for attention, learning, and susceptibility to addiction. Research has shown that early initiation of nicotine use is strongly correlated with daily use and long-term dependence. Additionally, nicotine use can worsen symptoms of anxiety and depression, leading to more severe mental health challenges in young people.¹⁴

White matter in the brain consists of nerve fibers that help transmit signals between different brain regions. Research shows that nicotine use in adolescents can damage white matter. A study by R.E. Thayer and colleagues found that tobacco use was associated with reduced white matter integrity, particularly in the inferior longitudinal fasciculus (connecting the occipital and temporal lobes) and the superior longitudinal fasciculus (connecting the frontal and parietal lobes). This damage was measured through changes in radial and mean diffusivity, which are indicators of brain health.¹⁵

Needham youth use

Locally, the 2023 Metro West Adolescent Health Survey (MWAHS) revealed that 3.3% of Needham students in grades 9 - 12 currently use nicotine pouches, marking the first time the survey collected

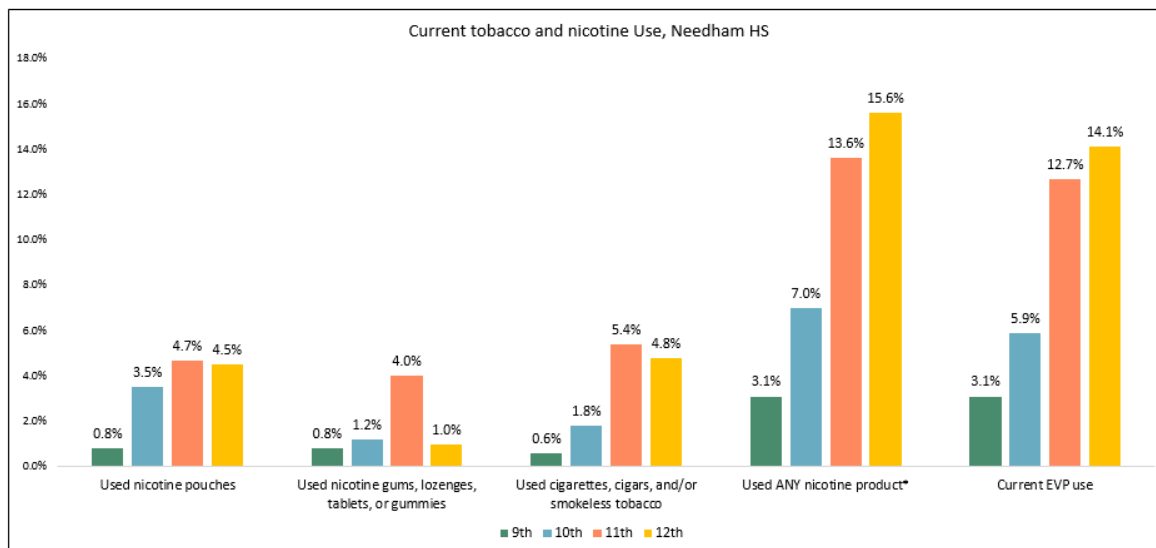
¹³ Jamal A, Park-Lee E, Birdsey J, et al. *Tobacco Product Use Among Middle and High School Students — National Youth Tobacco Survey, United States*, (2024). Morbidity and Mortality Weekly Report (MMWR), <http://dx.doi.org/10.15585/mmwr.mm7341a2>

¹⁴ *Nicotine and the young brain*, (2022), Truth Initiative. <https://truthinitiative.org/research-resources/harmful-effects-tobacco/nicotine-and-young-brain>

¹⁵ R.E. Thayer, et al., *Recent tobacco use has widespread associations with adolescent white matter microstructure*, (2020) Addictive Behaviors, https://s3.wp.wsu.edu/uploads/sites/2452/2020/02/Thayer2020_Recent_tobacco_use_adolescent_WM_DTI.pdf

this information. As is the case with most substances tracked in the MWAHS, current tobacco and nicotine use rates generally increase by grade.

Generally, tobacco and nicotine use rates increase with grade



Needham youth disparities in use

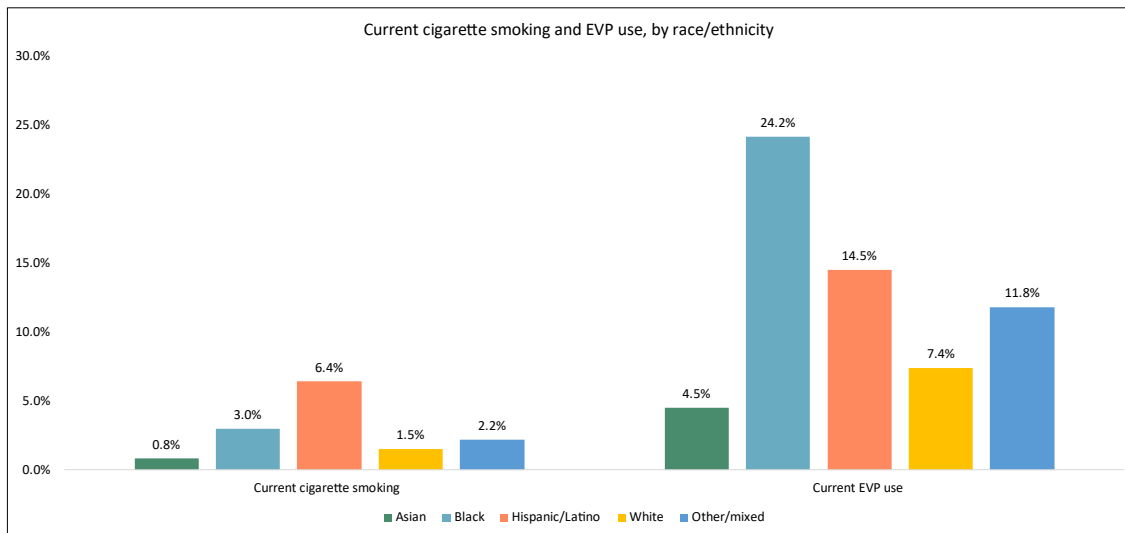
The October 2024 Needham Public Health Division memorandum to the Needham Board of Health, *Equity Analysis for Nicotine Free Generation*, references that tobacco companies have historically targeted racial and ethnic minority groups. Smoking among lesbian, gay, and bisexual adults in the United States is much higher than among heterosexual/straight adults.¹⁶

The tobacco industry has heavily marketed menthol cigarettes and other tobacco products like flavored cigars to Black Americans, particularly youth. The result is significant health disparities, with smoking-related illnesses being the leading cause of death in the African American community, surpassing other major health threats.

¹⁶ *Equity analysis for Nicotine-Free Generation*, (2024), Needham Public Health Division, Town of Needham.

Among Needham High School students, Black and Hispanic/Latino students report higher rates of current cigarette and EVP use compared to their peers.

Black and Hispanic/Latino students report highest rates of cigarette smoking and EVP use

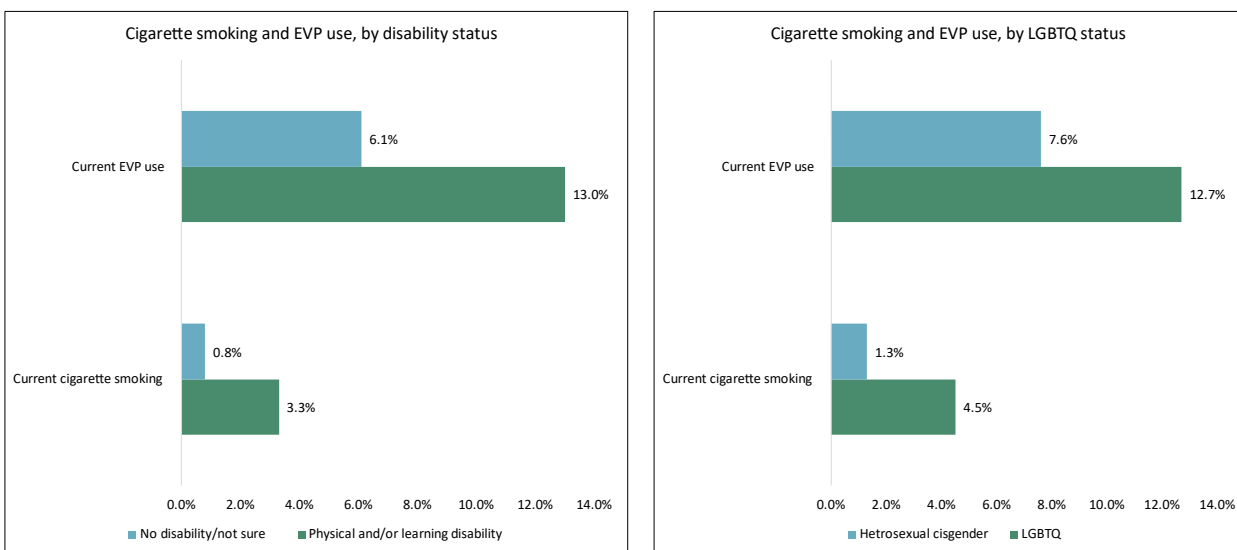


Needham Public Health Division

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Disparities exist in electronic vapor products and cigarette use in Needham High School students who identify as LGBTQ+. The MWAHS 2023 data show that Needham High School students who identify as LGBTQ+ report higher rates of current EVP and cigarette use compared to their heterosexual peers: EVPs: 12.7% vs. 7.6%, cigarettes: 4.5% vs. 1.3%. Needham students with disabilities also report higher rates: EVPs: 13% vs. 6.1%, cigarettes: 3.3% vs. 0.8%.

LGBTQ+ and students who have a disability report higher rates of current cigarette smoking and EVP use



Needham Public Health Division

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Promotion to youth

Marketing strategies currently used by tobacco companies reflect historical tactics aimed at fostering early nicotine addiction among youth, raising serious ethical and public health concerns. A key element of these strategies is the use of social media advertising. Tobacco companies leverage platforms like TikTok, Instagram, and others to promote nicotine pouches, often through influencers who are popular among younger audiences. By collaborating with influencers, the tobacco companies have rebranded their products as trendy lifestyle choices which minimize the health risks associated with nicotine. For example, “Zynfluencers” – influencers who promote ZYN nicotine pouches on social media – market pouches as an easy way to get a buzz while enhancing focus. As of early 2024, Philip Morris’s #ZYN campaign had amassed over 700 million views on TikTok, largely driven by the efforts of these social media personalities.¹⁷

Another strategy is the targeted use of youth-oriented content. Nicotine pouch advertisements are strategically placed in media channels favored by younger demographics, such as entertainment and sports, with messaging centered on themes of “freedom” and “brand identity” to connect with youth culture. These ads appeal to adolescents by aligning with their sense of independence and identity.¹⁸

Nicotine pouch manufacturers have implemented customer reward programs, such as ZYN’s U.S.-only program, where customers can earn points for every purchase that can be redeemed for rewards like tech gadgets, outdoor gear, ZYN-branded apparel, and gift cards. Incentives continue use and engagement with the product, further embedding nicotine consumption into young people’s routines.

Lessons learned from EVP epidemic

The tobacco industry’s marketing playbook for attracting young customers framed e-cigarettes as a “safer” alternative to traditional cigarettes, fueling an epidemic of youth initiation and widespread addiction. Needham, like many other communities, was not spared from the surge in youth electronic vapor product use.

In 2014, the MWAHS introduced questions about EVPs and Needham High students reported 17.1% current use while current use of cigarettes was 7.7%. Current use of EVPs peaked at 22.5% (356 students) in the 2018 survey. Subsequent surveys in 2021 and 2023 reveal a decline in EVP use: 12.5% and 8.6% respectively. The decline in EVP use may be attributable to an increase in Needham students’ perceived risk of harm, an increase in education and awareness about the health harms, and the 2019 Massachusetts ban on flavored tobacco products.

The Executive Director and Senior Staff Attorney of the Massachusetts Association of Health Boards, Cheryl Sbarra, says nicotine pouches are “the new Juul for our youth except they are even more insidious because they can be used discreetly in school, at athletic events and anywhere youth congregate without parents or teachers even knowing.”

¹⁷ Maloney, J., “Zyn Nicotine Pouches Take Off – and Land in the Culture Wars,” Wall Street Journal, (2024) <https://www.wsj.com/health/zyn-nicotine-pouches-take-off-and-land-in-the-culture-wars-e500a83d>

¹⁸ Duan Z, Henriksen L, Vallone D, Rath JM, Evans WD, Romm KF, Wysota C, Berg CJ. *Nicotine pouch marketing strategies in the USA: an analysis of Zyn, On! and Velo*. (2024), Tobacco Control. <https://pubmed.ncbi.nlm.nih.gov/35817549/>

In an April 2024 letter addressed to Dr. Brian King, Director of Center for Tobacco Products at the U.S. Food and Drug Administration, multiple medical associations and advocacy groups outlined their concerns for nicotine pouch products following the trajectory e-cigarettes harms to youth:¹⁹

“FDA must not allow Zyn and other nicotine pouch products to become the new JUUL. The warning signs are apparent: a significant and growing presence on social media; a dramatic increase in U.S. sales; survey and anecdotal evidence of growing use by young people – all with respect to a product with characteristics similar to those that made JUUL so appealing to youth, including flavors. The adverse public health consequences of youth uptake of yet another addictive nicotine product are beyond dispute. As FDA repeatedly has found in denying marketing orders for flavored e-cigarettes, “youth and young adult brains are more vulnerable to nicotine’s effects than the adult brain due to ongoing neural development.”²⁰ Nicotine exposure during adolescence “can induce short and long-term deficits in attention, learning, and memory.”²¹ As the Surgeon General has found, “[t]he use of products containing nicotine in any form among youth, including e-cigarettes, is unsafe.”²²

Despite their denial of marketing orders for flavored EVPs, in January 2025 the FDA authorized the marketing of 20 flavored ZYN nicotine pouch products. In their announcement, the FDA commits to restricting youth exposure to and access of these products, noting that “The agency may suspend or withdraw a marketing granted order for a variety of reasons... if the agency determines... a notable increase in youth initiation.”²³

Restrictions and limitations in Massachusetts

In Massachusetts at least nine communities have placed restrictions on the sale of nicotine pouches within their jurisdictions when they adopted new tobacco control regulations to restrict these products so they can only be sold in permitted adult only retail tobacco stores. These communities include East Longmeadow, Southwick, Montague, Belchertown, Greenfield, Groton, Northampton, Chelsea and Somerville. Amherst and Athol have restricted the maximum dosage of the oral nicotine pouches that can be sold in retail stores to a 6mg maximum. Ludlow is also considering a 6mg restriction. Other communities such as West Springfield had considered restrictions as well, but the movement fell through after multiple heated public hearings.

Several other communities are making determinations on whether some or potentially all nicotine pouches on the market present as flavored tobacco products. Determinations on which products are flavored are slowly being made at the town and city level that have the resources, staffing and will and it appears that most towns are choosing to not take strong action for the time being.

¹⁹ *Letter to FDA Regarding Regulation of Nicotine Pouches*, (2024), Campaign for Tobacco-Free Kids, https://assets.tobaccofreekids.org/content/what_we_do/federal_issues/fda/2024_04_23_nicotine-pouch-letter-to-FDA.pdf

²⁰ *Technical Project Lead (TPL) Review of PMTAs*, (2020), U.S. Food and Drug Administration, pg. 8. <https://www.fda.gov/media/152504/download?attachment>

²¹ *Ibid.*

²² *E-Cigarette Use Among Youth and Young Adults: A Report of the Surgeon General*, (2016) U.S. Department of Health and Human Services, pg. 5. <https://www.ncbi.nlm.nih.gov/books/NBK538680/>

²³ *FDA Authorizes Marketing of 20 ZYN Nicotine Pouch Products after Extensive Scientific Review*, (2025) U.S. Food & Drug Administration, <https://www.fda.gov/news-events/press-announcements/fda-authorizes-marketing-20-zyn-nicotine-pouch-products-after-extensive-scientific-review>

Results on which pouches are flavored are going to vary from community to community as flavor can be subjective. The nicotine pouch products are especially difficult to regulate since they are so new, manufacturers are constantly bringing new and stronger products to market, and they are difficult to test because they do not produce a strong odor. For example, the Concord Board of Health is looking to see if there is a way to specifically ban the sale of tobacco products with certain cooling/menthol mimicking agents. There are several towns and boards of health who are regulating this product in some manner and there appears to be a wide array of approaches.

Conclusion

Nicotine pouches are a rapidly emerging product that is being marketed as a less harmful alternative to traditional tobacco use. However, there are growing public health concerns that these products may be disproportionately targeting non-users, particularly adolescents, through aggressive marketing tactics, discreet flavoring, and increasingly potent nicotine concentrations. The widespread availability and appeal of nicotine pouches raise serious questions about their potential to drive nicotine addiction, especially among vulnerable populations.

Given the lack of comprehensive research on their long-term health effects, it is crucial that nicotine pouches undergo additional rigorous scientific evaluation and regulatory oversight. There are significant gaps in our understanding of both the harms and potential benefits of them, which makes it difficult to assess their true impact on public health.

Addressing research gaps is essential to minimizing unintended health risks and preventing a new wave of nicotine addiction. Reducing access to nicotine pouches, much like the decrease in access following the passage of Tobacco 21 in Needham, can have a significant impact on preventing youth initiation of these products.²⁴

²⁴ Winickoff, J., Gottlieb, M. Mello, M., [Tobacco 21 — An Idea Whose Time Has Come | New England Journal of Medicine](#), January 2014



Board of Health

AGENDA FACT SHEET

April 18, 2025

Agenda Item	February & March Staff Reports
Presenter(s)	Public Health Division staff members

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Each program area within the Public Health Division will give a brief update on current topics, projects, events, accomplishments, and more.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
a) Environmental Health – Sai Palani & Tara Gurge b) Accreditation – Lynn Schoeff & Alison Bodenheimer c) Traveling Meals – Rebecca Hall d) Substance Use Prevention: Regional – Carol Read & Lydia Cunningham e) Substance Use Prevention: Needham – Karen Shannon, Karen Mullen, Monica DeWinter, Angi MacDonnell, Vanessa Wronski f) Epidemiology – Julie McCarthy g) Public Health Preparedness –Taleb Abdelrahim h) Nursing – Ginnie Chacon-Lopez, Hanna Burnett & Tiffany Benoit i) Public Health Excellence – Kerry Dunnell & Samantha Menard	



Needham Public Health Division

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February 2025

Assist. Health Director - Tara Gurge

Full-time Health Agent – Sainath Palani

Part-time Health Agent/Food Inspector – Monica Pancare and Pamela Ross-Kung

Part-time Intern – Alexandra Diener

Unit: Environmental Health

Date: March 21, 2025

Staff members: Tara Gurge, Sainath Palani, Monica Pancare, Pamela Ross-Kung and Alexandra Diener

Activities and Accomplishments

Activity	Notes
Environmental Health Intern Started	Our part-time Environmental Health Student Intern, Alexandra Diener, started working with us on Monday, February 24th. She will be assisting us with some ongoing Env. Health projects for the next six months. Our team also applied for the MA Department of Public Health summer intern, so we will see if a match will be made for that student internship program as well.
Follow-up on Enforcement of Zyn Nicotine Pouches/Other Vape Products	At our last Board of Health (BOH) meeting, the Board agreed to enforce the following measures at all 6 permitted retail tobacco vendors, per enforcement guidance received from Cheryl Sbarra and her team: - Restrict the sale of Zyn Chill, since it has a characterizing flavor, which is not allowed per BOH Article 1: Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham. - Limit the sale of nicotine pouches to those products with a nicotine content of up to 6 mg max, which is the limit that FDA recently authorized. Those nicotine pouch products with a nicotine content of greater than 6 mg, will be restricted from sale. An enforcement letter was sent in February to the three tobacco retailers that sell these products to stop the sale of the Zyn-Chill 3mg and 6mg product. Site visits were performed to handle the letters and to educate the clerks about the letter. Lawyers of the manufacturer of Zyn (Swedish Match) sent response letter about the enforcement letter and staff reached out to Cheryl Sbarra to determine how to best respond before doing any more enforcement. Limiting the sale of the dose of the product to a maximum of 6 mg cannot yet be enforced until it is formally added to Article 1. The BOH agreed that additional research will be conducted by Public Health staff on the following: - QR codes on the base of the Zyn containers, since coupons and discounts are not allowed.

	- Other nicotine pouch products are being offered for sale. - Other vape products that our retailers have on their shelves with a “clear” flavor, etc., that other towns have found these similar products to have a distinct characterizing flavor after completing smell tests.
Additional Enforcement Actions for Food Establishments by Staff	An Administrative Meeting was held with The Farmhouse to discuss whether they have made sufficient progress over the past 4 months in order to release their food safety consultant mandate. An inspection was conducted, and sufficient improvements were observed. As a condition of the release of their food consultant, we had Farmhouse agree to the following conditions: - Submit an updated staff schedule which shows which food safety trained staff managers will be present on site during all hours of operation. - Submit a detailed Cooling Risk Control Plan for our file. - Submit a copy of a revised Menu. - Develop a daily Master Cleaning Schedule which will need to be sent to the Public Health Division office on a weekly basis, along with bi-monthly pest control reports. - Continue sending daily sanitizer logs to the Public Health Division on a weekly basis. - Continue sending daily cooling logs to the Public Health Division on a weekly basis. Per our Food Code Enforcement Policy, this food establishment has been bumped up to a Risk Level 4, which means routine inspections will occur 4x/year. Once we observe routine cleaning and food safety protocols being practiced on site on a continued consistent basis, we will then determine whether we can drop this establishment back down to a Risk Level 3. A joint follow-up inspection was conducted at French Press to verify that proper protocols were being followed to allow them to use a 6-hr. Time instead of Temperature for some of their time and temperature controlled for safety foods that they leave out on display, such as their ham & cheese croissants. The other item we verified were the new product labels, with sub ingredients added, for all customer self-service items held under refrigeration. We also discovered during this follow-up inspection that wholesaling of food items was also being conducted on site without a valid state permit, so we immediately referred to the owner to the MA Department of Public Health Wholesale license online application and asked that this license be applied for as soon as possible. We will be following up with the state on that recent discovery as well.
Frozen Dessert Manufacturer’s and Funeral Home Director Permit Application Creation	After a performance standard assessment was done with the help of the Shared Services Team, we determined that we should permit our frozen dessert manufacturers in town separately and our funeral home directors as required by state law. Staff have reached out to these facilities and have created an online application so that these entities can apply for a permit to come into compliance with state requirements that local Boards of Health permit these facilities. The frozen dessert manufacturer permit applications were sent out in February and the state requires that they all be licensed on an annual basis by the end of each February. Funeral home directors should be licensed on an annual basis at the end of April and this new application will go live in March and sent to the funeral homes in Town. It is recommended that fees are established for both these permits at the next Board of Health meeting when the new schedule of fees is discussed and set.

Other Activities:

<i>Activity</i>	<i>Notes</i>
Demo Reviews/ Approvals	7 - Demolition signoffs: -#735 Greendale Ave. (House that had a fire and was vacant for a 1+ year plus) -#11 Gordon Rd. -#53 Enslin Rd. -#71 School St. -#80 Gary Rd. -#78 Sargent St. -#277 Brookline St.
Disposal of Sharps Permits	1 – Disposal of Sharps Permits issued to: - Blue Lotus Healing Arts
Septage/Grease/ Medical Waste Hauler Permits Issued	2 – Septage/Grease & Medical Waste Hauler Permits Issued to: - Citiwaste, LLC. (Medical) - MedXwaste of Massachusetts (Medical)
Trash/Recycling Waste Hauler Permit issued	4 - Trash and Recycling Waste Hauler Permit issued. - Northeast Recycling - El Harvey & Sons, Inc. - The Junk Removers - Millenium Maintenance and Power Washing
Food - Plan reviews/Follow- ups/Pre-operation inspections	1 – Plan Review Meetings/Initial Pre-operation inspections conducted. - Conrad's (Previous Bertucci's site) – Final pre-opening inspection done in early February, establishment permitted to open conditionally on addressing certain things.
Food – Temporary Food Event Permits issued	1 – Temporary Food event online permit application reviews and permits issued to: - Adenoid Cystic Carcinoma Research Foundation Patient Meeting at the CATH (Food from Subury Farms)
Food Complaint/ Follow-up	1 – Food Complaints received. - Residence Inn: Resident at the Residence Inn reported food borne illness symptoms after having breakfast at the hotel.
Housing - Complaints/Follow- ups, etc.	(2/7) - New Housing Complaints/Follow-ups conducted at: – Greendale Ave. (1/1): EMS services were called to this property and noticed signs of unsanitary and unsafe conditions. This case was referred to the community outreach officer with the police department who then referred the case to the health agent and to social workers. One of the occupants was injured and will be staying long term at a rehab facility. An inspection was arranged for with one of the two other remaining occupants and was performed. Some unsanitary conditions

	were observed and orders to correct were sent. Springwell will be starting services for one of the occupants who is immobile and needs care all day long. The other occupant has agreed to address issues at the house with help from Springwell and a reinspection will be conducted after ~45 days to check on progress made. – <u>Dedham Ave. (1/1)</u>: Complaint was received about trash bags being piled on the rear porch for a few weeks and the trash was visited by wildlife which had allowed the trash to blow in the backyard. Inspection was performed of the exterior of the residence and orders to correct were sent to the responsible party which included renter and the property manager/owner. Permission to access the interior of the property was not allowed by the occupant at time of inspection. – <u>Saint. Mary's St. (0/1)</u>: Health agent spoke with homeowner and told them they would be granted another 90 days to remove any of the remaining junk (scrap metal, autobody parts, tools) and other items and remove the barrels in the yard. A letter that went over this was sent to them and a check in inspection will be performed after the 90 days. – <u>Chambers St. (Needham Housing Authority/NHA) (0/1) - Update</u>: There was a delay in eviction of unit as the occupant had appealed the decision in February. Another court hearing was held, and judge declined the appeal. Locks will soon be changed in the unit and an inspection will be requested from our office after that point. – <u>Gage St. (0/1) - Update</u>: Occupant had a health-related event occur forcing them to leave the residence. Occupant indicated to the health agent that they will not be able to return to the house and will be required to stay in rehab and they have plans to put the house on the market once it is cleaned out. Their sister and real estate agent will be involved with cleaning out the house and getting it ready to be put onto market. No further follow up is likely required. – <u>Seabed's Way (0/1)</u> – Reinspection performed and mold was abated. In addition to this, the NHA installed a barrier so that the occupant keeps their belonging away from the walls of the closet. Some of the minor violations noted on the original inspection were not corrected yet so extension has been granted on those remaining violations. – <u>Rosemary St. (0/1)</u> – Update: Reinspection of unit was performed and all violations noted were corrected. No further action required.
Housing Pre-occupancy inspections	1 – Housing pre-occupancy inspections conducted. - 275 2nd Ave. Unit 4007
Nuisance complaints/Follow-ups	(2/4) – New Nuisance Complaints/Follow-ups: - <u>Second Ave. (1/1)</u> – A dumpster company was picking up dumpsters and creating noise before 5am on a regular basis. Health agent has reached out the waste hauler operator repeatedly. Health agent will get something in writing from this particular waste hauler noting that they will discontinue operations of garbage pick up in Needham before 7am and after 11pm and if they are found doing so it would be grounds to suspend their license. - <u>Lindbergh Ave. (1/1)</u> – Two property owners were complaining about a rat infestation on their properties. They claimed that rats had chewed through the wire

	of both their cars making their cars unusable and one of the homeowners said they rats had gotten into their house. An inspection was performed, and signs of rats were evident, however, due to the snow cover it could not be determined where the nests were located. There were conditions present that would contribute to the presence of rats such as both properties having unsecure compost piles, wood and leaf piles, and other conditions. Both property owners had hired their own pest control companies, and they were also instructed to immediately remove their compost piles to remove the food source. Health agent will return to check in after snow melts to confirm this has been done and to look for the presence of nests. - Central Ave. (0/1) - Autobody paint shop case. Update: State inspector who had performed joint inspection with health and building departments in early September sent a notice of non-compliance to this autobody shop. MADEP will separately follow up on those issues. No new complaints have been received by our office this month. - Central Ave. (0/1) – Complaint about bright lights across the street where it was reported that lights were on all night long. Adjacent properties were requested to turn off lights at night to be respectful of residential neighbors. Update: After an inspection was carried out at night, it was found that the lights across the street were not bright or directed away from the property to a point where the health agent believed it was creating a nuisance. Health agent made a request to the property to turn off the lights after 11pm and the property owner responded saying that he required the lights to remain on due to risk of trespassing at night, but said that the new tenants can determine whether they will choose to honor requests from their abutters privately. No further action is needed.
Indoor/Outdoor Pool spot check and annual permit renewal inspections	0 – Indoor/Outdoor pool spot check conducted. - Residence Inn: applied for permit, awaiting a re-opening inspection to be scheduled before new permit is issued.
Septic Installation inspections	1 – Septic installation inspections conducted at: - #365 Charles River St.
Septic Trench permit issued	1 – Septic Trench permit issued. - #365 Charles River St. (DP & Sons/Pettis)

FY 25 Priority FBI Risk Violations of Interest

Establishment	Date	Violation(s)	Corrective Action/Follow-up
North Hill- Bistro Kitchen & Intermission Room	February 8, 2025	-Toxic chemicals were stored above glassware in the newly constructed intermission room.	-Chemicals were moved and this was corrected onsite.
Trip Advisor	February 10, 2025	-Hash browns were not hot held at a safe temperature.	-Product was voluntarily discarded.
Epicurean Feast	February 10, 2025	-Staff were observed handling their cell phones and then not washing their hands before donning gloves and making food. -Sanitizer in one of the wiping cloth buckets was not at the right concentration. -Many TCS foods on the salad bar were held at temperatures that were greater than the safe cold holding temperatures.	-Reinspection performed ice is being added to the salad bar wells and temperature of salad bar will be monitored more frequently. -Sanitizer bucket was replenished onsite. -District manager held a formal training about cell phone use in the kitchen, glove use and when staff need to wash their hands.
Spiga	February 12, 2025	-Multiple chemical spray bottles were stored on a food contact surface.	- Chemicals were moved to an approved area and violation was corrected onsite.
The Farmhouse	February 12, 2025	-There was mold observed inside the ice machine.	-Ice machine was ordered to cease being used and ice inside machine was taken out and discarded. Areas with mold were cleaned with hot soapy water and sanitizers. Establishment has contracted with a professional to clean the ice machine on a regular basis.
Sudbury Farms- Yummy Sushi	February 12, 2025	-Sushi chef was observed arriving onsite and did not wash their hands before starting work. - Sushi chef was observed not sanitizing their probe thermometer before it was used.	-Sushi chef was educated at the time of inspection, and they will be additionally retrained by their corporate office. Since sushi was claimed to have been made over 4 hours prior, sushi chef agreed to voluntarily discard product. It

		- Raw tuna was observed to be stored over ready to eat produce in one of the fridges. -Most of the sushi that was on display was at unsafe temperatures. The cold holding unit was working and it appeared to be an issue with how the sushi was made.	appears sushi is not pre-chilled after being made leading to the sushi being warm for extended periods. Sushi may need to be put into the freezer after it is made to bring temperature down quicker. A reinspection will be performed to check in on this.
Mandarin Cuisine	February 19, 2025	-A few bags of cooked dumplings and bean sprouts were at unsafe cold holding temperatures.	-Potentially unsafe products were voluntarily discarded.
Micromarket at the Exchange	February 24, 2025	-Sanitizers in buckets were depleted and had not been changed in over 4 hours.	-Sanitizer was replenished in the buckets.
Hungry Coyote	February 27, 2025	-Employees were seen wearing gloves at the register and then doing food preparations, without changing gloves or washing their hands.	-The person in charge was notified and they educated the employee doing this task that they must change gloves when they must take off gloves while at the register and then need to wash their hands prior to going back to perform food preparations.

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'25	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Biotech registrations/Plan rev./Insp.	0	0	0	0	0	0	0	0					0	15	3	3	0	1	1	1
Body Art Permits	0	0	0	0	0	0	1	0												
Bodywork Estab. Insp.	0	0	0	0	0	6	0	0					6	8	5	5	6	7	14	11
Bodywork Estab. Permits	0	0	0	0	0	5	0	1					6	5	6	5	13	9	9	6
Bodywork Pract. Permits	0	0	0	0	0	7	0	0					7	10	5	8	12	23	21	22
Demo reviews	6	4	6	7	3	8	5	7					46	96	53	89	76	73	104	105
Domestic Animal permits	0	0	0	0	0	0	0	0					0	17	17	15	29	1	21	19
Domestic Animal Inspections	0	0	0	0	0	0	0	0					0	2	1	10	8	3	22	3
Dumpster Permits (NEW)	-	-	-	-	-	-	-	0					0	-	-	-	-	-	-	-
Food Service Routine insp.	17	24	17	10	26	27	20	15					156	224	214	194	134	149	200	225
Food Service Pre-oper. Insp.	0	2	5	0	1	2	3	2					15	23	22	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	0	0	0	0	0	0	0	0					0	4	13	11	12	33	46	60
Residential Kitchen Routine insp.	1	2	0	3	1	2	1	0					10	5	8	5	5	3	6	8
Mobile Routine insp.	0	0	0	0	0	0	1	0					1	5	10	10	10	4	17	13
Food Service Re-insp.	17	19	19	7	2	9	22	11					106	114	37	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	0	1	1	0	44	71	5	1					123	128	130	138	134	155	140	171
Frozen Dessert Permits (NEW)	-	-	-	-	-	-	-	0					0	-	-	-	-	-	-	-
Temp. food permits	2	4	6	2	5	1	4	1					25	51	33	37	9	67	134	163
Temp. food inspections	7	2	0	1	1	0	0	0					11	24	16	9	3	10	37	29
Farmers Market permits	1	1	1	0	0	0	0	0					3	15	11	16	15	14	14	14
Farmers Market insp.	10	0	3	0	0	0	0	0					13	65	73	149	124	158	229	127
Food Complaints	3	3	1	0	1	3	3	1					15	25	11	13	7	49	18	20
Follow-up food complaints	3	2	1	0	1	3	1	0					11	18	12	15	8	48	21	21
Food Service Plan Reviews	1	1	2	0	1	1	4	0					10	21	75	13	12	14	20	42
Food Service Admin. Hearings	0	0	0	0	0	0	0	0					0	0	0	2	1	3	0	0
Funeral Home Director (NEW)	-	-	-	-	-	-	-	0					0	-	-	-	-	-	-	-
Grease/ Septage Hauler Permits	0	0	0	3	9	16	0	0					28	25	29	22	13	20	21	24

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'25	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Housing (Chap II Housing)																				
Annual routine inspection	0	0	0	0	7	0	0	0					7	13	9	10	7	7	0	14
Housing Follow-up insp.	0	1	1	2	1	2	3	5					15	26	13	3	2	0	0	5
Housing New Complaint	2	2	2	0	0	2	2	2					12	38	26	41	40	41	22	22
Housing Follow-ups	5	3	5	3	2	4	4	3					29	81	69	65	63	56	28	24
Hotel Annual inspection	0	0	0	0	2	1	0	0					3	3	3	3	3	3	3	3
Hotel Follow-ups	0	0	0	0	0	1	0	0					1	2	2	0	1	15	0	0
Nuisance Complaints	5	3	4	8	2	2	4	2					30	53	36	35	45	34	55	42
Nuisance Follow-ups	7	4	9	11	8	2	3	4					48	89	58	41	60	55	69	42
Pool inspections	1	6	0	1	5	1	0	0					14	30	14	15	15	13	20	12
Pool Follow up inspections	0	4	0	0	1	5	0	0					10	6	5	4	5	3	12	7
Pool permits	0	0	0	0	0	6	0	0					6	14	14	15	17	11	19	12
Pool plan reviews	0	0	0	0	0	0	0	0					0	0	5	0	5	0	3	44
Pool variances	0	0	0	0	0	5	0	0					5	5	7	6	5	6	5	7
Septic Abandonment	0	0	0	0	0	0	0	0					0	4	4	9	17	21	9	5
Addition to a home on a septic plan rev/approval	0	0	0	0	1	0	0	0					1	1	2	15	5	5	2	2
Septic Install. Insp.	0	4	0	3	0	6	2	1					16	26	22	19	11	13	21	28
Septic COC for Component	0	0	0	0	0	2	2	0					4	1	2	3	2	5	3	1
Septic COC for complete septic system	0	0	1	1	0	0	1	0					3	6	3	4	1	3	4	3
Septic Info. requests	3	4	3	6	5	7	3	5					36	60	62	64	86	61	62	51
Septic Soil/Perc Test.	1	1	0	0	0	0	0	0					2	6	6	5	8	1	1	2
Septic Const. permits	0	0	1	0	0	3	0	0					4	4	5	6	6	6	6	5
Septic Installer permits	1	0	1	0	0	6	0	0					8	7	16	11	8	6	8	9
Septic Installer Tests	1	0	0	0	0	0	0	0					1	5	9	4	3	2	5	3
Septic Deed Restrict.	0	0	0	1	1	0	0	0					2	3	0	0	4	1	1	3
Septic Plan reviews	0	0	0	1	2	0	1	0					4	13	29	21	14	8	9	23
Septic Trench permits	1	1	0	0	0	3	1	1					7	9	11	12	-	-	-	-
Disposal of Sharps permits	0	0	0	1	0	8	0	1					10	10	10	7	8	7	7	9
Disposal of Sharps Inspections	0	0	0	1	1	4	0	0					6	8	12	8	8	7	7	7
Rat Nuisance Complaints	1	2	3	10	1	1	0	1					19	20	5	6	2	2	1	-
RMD	0	0	0	0	0	0	0	0					0	3	2	-	-	-	-	-
Planning Board Subdivision Sp Permit Plan reviews/Insp. of lots	0	2	2	0	6	3	1	0					14	10	19	21	20	4	1	1
Subdivision Bond Releases	0	0	0	0	5	0	0	0					5	2	1	0	1	0	1	0

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'25	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Special Permit/Zoning	2	1	1	3	4	2	2	0					15	16	19	21	18	17	34	15
Tobacco permits	0	0	0	0	1	6	0	0					7	6	7	6	7	10	10	11
Tobacco Routine insp	0	0	0	0	3	3	0	0					6	12	7	12	7	8	14	18
Tobacco Follow-up insp.	0	0	0	0	0	6	0	0					6	3	0	0	1	8	3	3
Tobacco Compliance checks	6	0	0	0	6	0	0	0					12	12	6	6	6	30	30	41
Tobacco complaints	0	0	0	0	0	0	0	0					0	0	6	0	0	2	3	4
Tobacco Compl. follow-ups	1	0	2	0	0	0	0	0					3	0	6	0	0	1	3	4
Trash Hauler permits	0	0	0	0	0	0	0	4					4	16	20	23	16	15	17	14
Medical Waste Hauler permits	0	0	0	2	2	3	0	2					9	6	6	2	2	2	2	1
Well - Plan Reviews, Permission to drill letters, Insp.	0	1	0	0	0	2	0	0					3	11	14	10	11	2	6	2
Well Permits	0	0	0	0	0	0	0	0					0	0	1	4	1	1	1	0
Monthly Totals	105	104	97	87	161	257	99	70					979	1540	1357	1355	1195	1405	1642	1668



Needham Public Health Division

Prevent. Promote. Protect.



March 2025

Assist. Health Director - Tara Gurge

Full-time Health Agent – Sainath Palani

Part-time Health Agent/Food Inspector – Monica Pancare and Pamela Ross-Kung

Part-time Intern – Alexandra Diener

Unit: Environmental Health

Date: April 18, 2025

Staff members: Tara Gurge, Sainath Palani, Monica Pancare, Pamela Ross-Kung and Alexandra Diener

Activities and Accomplishments

Activity	Notes
Intern Projects/MA Dept. of Public Health Summer Intern	Our part-time Environmental Health Student Intern, Alexandra Diener, started working with us on Monday, February 24th. She has been assisting us with some ongoing Env. Health projects for the next six months. Our team also has been assigned to a MA Department of Public Health summer intern (Xinran Wang, “Nelly”) who has accepted the part-time position for this summer. Alexandra has been working partly on creating a new website about pests, completing our self-assessment for the nine FDA standards and to also help meet these standards. For example, she is helping us complete a risk factor analysis using our food inspectional data so we can determine the most common risk factor violations and create an intervention for it. For our work towards Standard 7, she has been helping organize a Food Advisory Meeting at the end of April which will involve consumers, us and industry to discuss food safety topics, which will include the 2022 FDA food code adoption and food waste management in Needham.
FDA Voluntarily Retail Standard Progress & 2025 FDA Grant Award	On March 31st, we were finally awarded a small \$8,000 grant from the FDA to help us with our work on the FDA Voluntarily Retail Program Standards. In past years, this grant helped staff attend conferences, purchase equipment and pay third party consultants to assist with food safety trainings.
Follow-up on Enforcement of Zyn Nicotine Pouches/Other Vape Products	At our February Board of Health (BOH) meeting, the Board agreed to enforce the following measures at all 6 permitted retail tobacco vendors: - Restrict the sale of Zyn Chill, since it has a characterizing flavor, which is not allowed per BOH Article 1: Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham.

	- Limit the sale of nicotine pouches to those products with a nicotine content of up to 6 mg max, which is the limit that FDA recently authorized. Those nicotine pouch products with a nicotine content of greater than 6 mg, will be restricted from sale. An enforcement letter was sent in February to the three tobacco retailers that sell these products to stop the sale of the Zyn-Chill 3mg and 6mg product. Site visits were performed to hand deliver the letters and to educate the clerks about the letter. One of the retail stores reached out to the manufacturer who is trying to refute our position. Our staff are working with Town counsel on responding. The BOH agreed that additional research will be conducted by Public Health staff on the following: - QR codes on the base of the Zyn containers, since coupons and discounts are not allowed. - Other nicotine pouch products that are being offered for sale. - Other vape products that our retailers have on their shelves with a “clear” flavor, etc., that other towns have found these similar products to have a distinct characterizing flavor after completing smell tests. Working with Substance Use Prevention Team on conducting research on the health and safety of nicotine pouches. Will present at April meeting.
Pest Sighting Survey	We worked with Juile, our epidemiologist, on developing an online rat sighting survey, where residents and other community members can report sightings of rats in town. Here is the link to the online form - https://survey123.arcgis.com/share/eac53090867f41d38804585d16ea3da1. Our goal is to have this survey be another way that the community can report these pest sightings to us, so we can continue gathering data on these pests. Our intern Alexandra, Julie and other environmental health staff are working on creating a new pest related website where resources can be provided to residents.
Frozen Dessert Manufacturer's and Funeral Home Director Permits	We have successfully permitted the four known Frozen Dessert Manufacturer's within Needham. The Funeral Home Director online permit application was finalized and is live, and the directors at one of the two known funeral homes in town have applied. It is recommended that fees are established for both these permits at the time of next meeting when the new schedule of fees is set. The fee for funeral home directors may not be greater than \$100 per state law.

Other Public Health Division activities this month: (See report below.)

Activities

<i>Activity</i>	<i>Notes</i>
Body Art	0 – Permits Issued
Demo Reviews/ Approvals	5 - Demolition signoffs: -#78 Sargent St. -#201 Valley Rd. -#629 Highland Ave. -#633 Highland Ave. -#659 Highland Ave.
Disposal of Sharps Permits	0 – Disposal of Sharps Permits issued.
Septage/Grease/ Medical Waste Hauler Permits Issued	0 – Septage/Grease & Medical Waste Hauler Permits Issued.
Trash/Recycling Waste Hauler Permit issued	10 - Trash and Recycling Waste Hauler Permits issued to: - Orifice - Lawrence Waste - Wellesley Trucking - Republic Services - Clean Way Waste - Barry Bros./Star Waste - H.A. Sancomb - BP Trucking - JT Trash - All State Waste
Food - Plan reviews/Follow- ups/Pre-operation inspections	0 – Plan Review Meetings/Initial Pre-operation inspections conducted.
Food – Temporary Food Event Permits issued	2 – Temporary Food event online permit application reviews and permits issued to: - Needham Resident Troop 13 Event at Town Hall (in Mid-April) - Indian Community of Needham (ICON) at Masonic Hall (in Mid-March)
Food Complaints/ Follow-ups	3 – Food Complaints received. - Rat(s) observation within Restaurant Depot - Report of a pet dog being brought into Starbuck off lease and being fed food

	- Unclean silverware and dishware at the Sheraton Hotel
Housing - Complaints/Follow-ups, etc.	(2/3) - New Housing Complaints/Follow-ups conducted at: - <u>Greendale Ave. (0/0)</u>: See February monthly report. Report and order letters were received and health agent attempted to reach out to the occupant to schedule a follow up inspection. A site visit will be planned in early April. - <u>Dedham Ave. (0/1)</u>: Complaint was received about trash bags being piled on the rear porch for a few weeks and the trash was visited by wildlife which had allowed the trash to blow in the backyard. Update: Reinspection performed, and trash was not present and occupant at time of reinspection said that he will manage the trash so it does not pile up around the house. Compliance letter was sent. - <u>Saint. Mary's St. (0/0)</u>: See February monthly report. No update for month of March. Health agent will attempt to check in with occupants. - <u>Chambers St. (Needham Housing Authority/NHA) (0/0) - Update:</u> See February monthly report. No change per NHA, and case will need to be reheard by housing court once again, delaying the eviction orders. - <u>Seabed's Way (0/0)</u> – See update in February monthly report. Reinspection will be performed in early April. - <u>Seabed's Way (1/1)</u> – Complaint received about fine dust forming on floors in unit creating unsafe air quality in their unit and causing health issues. Upon inspection, air quality was poor, and fine dust was on ground. It appeared that the wheelchair wheels were grinding up parts of the floor creating fine dust which the occupant was sweeping into the air. Health agent recommended the occupant use a wet cleaning method to clean up the fine dust. Orders to correct were sent to the NHA and method of correction will be worked out with the NHA. Reinspection to occur in early April. - <u>Captain Cook Dr. (1/1)</u> – Complaint received about mold in occupants bathroom and signs of mouse activity in unit. Orders to correct were sent to the NHA. Pictures of progress being made were sent to our office and a reinspection will be scheduled to occur in late April.
Housing Pre-occupancy inspections	0 – Housing pre-occupancy inspections conducted.
Nuisance complaints/Follow-ups	(1/2) – New Nuisance Complaints/Follow-ups: - <u>Second Ave. (0/0)</u> – See February monthly report. Issue occasionally still occurs and gets reported. Staff may look into changing waste hauler regulations to allow for more direct enforcement. At time waste hauler renews their permit, they will be required to send our office something in writing saying that they will stop performing pick ups prior to 7am in the morning disturbing nearby residences. No further action will be taken at this time. - <u>Lindbergh Ave. (0/1)</u> – See February report. Health agent and intern visited property and there were no obvious signs of nesting after snow melted. Home owners said they believe conditions improved and they have started to work on our recommended actions to make the properties less conducive to rats. No further action is needed.

	- Central Ave. (0/0) – See February month report. - Maple St. (1/1) – Complaint about trash being mishandled on a new construction that is occurring. Trash was reportedly blowing around and not being put into the dedicated dumpster. Health agent made a site visit and spoke with workers to pick up loose trash and put it into their dumpster and to try to keep a clean work site. No further action needed.
Indoor/Outdoor Pool plan reviews/ spot checks and annual permit renewal inspections	1 – Indoor/Outdoor plan reviews and pool spot checks conducted for: - Residence Inn: A pre- permitting inspection was performed after the pool was closed due to the water heater being down for an extended period. Pool was missing method to dechlorinate water before discharging into sewer system and some other existing deficiencies. Pool was granted a permit with the condition of addressing the deficiencies noted in the inspection.
Planning Board Special Permit reviews	0 - Planning Board reviews conducted.
Septic Certificate of Compliance (COC)	0 – Septic Certificate of Compliance final signoffs issued.
Septic – Construction Repair permit issued	0 – Septic Construction Repair Permits issued.
Septic Failure Letters	0 – Septic system failure letters sent.
Septic Installation inspections	0 – Septic installation inspections conducted.
Septic Deed Restrictions	0 – Septic Deed Restrictions received.
Septic Installer Exam/Permit Issued	0 - Septic System Installer exam and permits issued.
Septic Addition/Reno. to a Home on a Septic reviews	3 – Addition/Reno. to a Home on a Septic reviews conducted for: - #29 Pine St. - One informal review was performed. Homeowner wanted to install a new in ground swimming pool but based on proposed location, but health agent confirmed this would not be possible. - #1115 South St. – Homeowner was looking to add a pool to their and was requesting septic records to see if this was feasible. Records for this system could not be located and homeowner has been instructed to perform a Title 5 inspection. - #1695 Central Ave. – Homeowner and their presumed engineer requested guidance on the process to convert an existing structure into an ADU and also be compliant with Title 5. Known information was provided to engineer and further guidance will be sent once MADEP finalizes it.

Septic Plan Reviews/Approvals issued	1– Septic Plan reviews conducted/approvals issued for: - 243 Hunting Rd.
Septic – Soil/Perc Tests	0– Septic Soil/Perc Tests conducted.
Septic Trench permit issued	1 – Septic Trench permit issued: - #106 Windsor Rd.
Septic – Abandonment Forms	0 – Septic abandonment/connection to sewer forms received.
Tobacco Compliance Checks/Hearing Scheduled	0 – Tobacco retail routine compliance checks conducted at all permitted establishments.
Well Permit online plan reviews/ inspections	3 – Well permit online application plan reviews/inspections conducted for: - 25 Edgewater Dr.: Inspection performed for new <u>irrigation well</u> . The well was missing proper signage. - 97 Highgate St.: Well permit issued (Geothermal) - 33 Bancroft St.: Well permit issued (Geothermal)
Zoning Board of Appeals plan reviews	2 – Zoning Board of Appeals plan reviews conducted for: - #76 Fair Oaks Park - #339 Chestnut St.

FY 25 Priority FBI Risk Violations of Interest

Establishment	Date	Violation(s)	Corrective Action/Follow-up
Gari Japanese Fusion	March 3, 2025	-The dishwasher did not dispense any sanitizer.	- Health agents instructed PIC to use the 3-bay sink. A follow-up inspection will be performed to confirm sanitizer is dispensing.
Wingate	March 5, 2025	-Raw foods were stored next cooked ready to eat products in cooler on same trays. -Milk stored in carafes in self-service coffee station were too warm (44f). - Establishment was selling unpasteurized eggs and were potentially serving them undercooked.	-The products were moved and stored correctly and the PIC was educated about this. -PIC is determining whether they would like to apply to each Time as a public health control for the milk. - PIC was educated that they must use pasteurized eggs if they are allowing them to be undercooked since they serve a highly susceptible population.
Volante Farms	March 8, 2025	-Rim of the vacuum packer had debris trapped and required caulking.	-Vacuum packer was cleaned and caulked.
The Common Room	March 12, 2025	-Multiple sauce were being held at room temperature even though manufacturers label states to refrigerate after opening.	- Products were voluntarily discarded and the PIC is choosing to hot or cold hold sauces. Reinspection will be performed in April.
Olin College	March 12, 2025	-Food handler was observed not fully washing their hands for the minimum of 10 seconds with soap. -Multiple hot held items on service line had internal temperatures in the temperature danger zone. -Self service food was not appropriately protected by the sneeze guards.	-Food handler was forced to wash their hands appropriately and PIC will retrain staff on when and how to wash their hands. -Service line had serviced and is working now. PIC may apply to use time as a public health control. -Sneeze guard was lowered so that it properly covered and protected the food. Lids were also provided.
Dragon Chef	March 13, 2025	-A uncleanable tool was being used to stir duck sauce.	- Tool was discarded and sauce will be manually stirred with a proper utensil.

St. Sebastian School	March 13, 2025	-The mechanical dishwasher was not reaching the minimum sanitizing temperature. -In-use wiping clothes and spray bottles had no sanitizer and was being used to attempt to sanitize food contact surfaces.	- Trays and utensils were switched to paper and plastic and 3-bay sink was utilized. - Spray bottles and buckets were replenished with sanitizers and PIC will make sure that there is sanitizer present before it is used.
Gyro and Kebab House	March 15, 2025	-PIC was not aware of their duties of informing food handlers that they must report illnesses to them.	-PIC was educated about this and will maintain proof that all food handlers were trained on this at the establishment.
Monsoon Kitchen	March 18, 2025	-Employee was seen wearing gloves and texting on their phone and then not changing their gloves nor washing their hands before they went back to touch ready to eat food. Employee was observed washing dishes and then not washing their hands prior to doing food preparations. Some barehand contact was observed with ready to eat food when packing take out orders. -Yogurt in two of the soft drink coolers were too warm.	-Person in charge and head chef were informed about the behavior as they had observed the same behavior and they will retrain the staff on when they need to wear/change gloves and wash their hands. -Non-shelf stable food will not be stored in the drink cooler which do not hold temperature well. Yogurts present were voluntarily discarded.
Fuji Steakhouse	March 25, 2025	- PIC reported that in-use food contact surfaces were not being cleaned every 4 hours but just once a day. - Food in one of the refrigeration units was above 41f. - Fish in the sushi area was being wrapped in normal paper towels which can impart paper fibers into the fish.	-The food consultant for establishment worked with the establishment to correct violations. Reinspection will be performed to confirm. -Warm food was moved to a working fridge during inspection.
Briarwood	March 29, 2025	- The sanitizer on the dish machine was not dispensing.	-Health agent ordered for everything to be hand washed or for a sanitizing step to occur after using the dishwasher.

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'25	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Biotech registrations/Plan rev./Insp.	0	0	0	0	0	0	0	0	0				0	15	3	3	0	1	1	1
Body Art Permits	0	0	0	0	0	0	1	0	0											
Bodywork Estab. Insp.	0	0	0	0	0	6	0	0	0				6	8	5	5	6	7	14	11
Bodywork Estab. Permits	0	0	0	0	0	5	0	1	0				6	5	6	5	13	9	9	6
Bodywork Pract. Permits	0	0	0	0	0	7	0	0	0				7	10	5	8	12	23	21	22
Demo reviews	6	4	6	7	3	8	5	7	5				51	96	53	89	76	73	104	105
Domestic Animal permits	0	0	0	0	0	0	0	0	0				0	17	17	15	29	1	21	19
Domestic Animal Inspections	0	0	0	0	0	0	0	0	0				0	2	1	10	8	3	22	3
Dumpster Permits (NEW)	-	-	-	-	-	-	-	0	14				14	-	-	-	-	-	-	-
Food Service Routine insp.	17	24	17	10	26	27	20	15	19				175	224	214	194	134	149	200	225
Food Service Pre-oper. Insp.	0	2	5	0	1	2	3	2	0				15	23	22	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	0	0	0	0	0	0	0	0	0				0	4	13	11	12	33	46	60
Residential Kitchen Routine insp.	1	2	0	3	1	2	1	0	0				10	5	8	5	5	3	6	8
Mobile Routine insp.	0	0	0	0	0	0	1	0	0				1	5	10	10	10	4	17	13
Food Service Re-insp.	17	19	19	7	2	9	22	11	7				113	114	37	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	0	1	1	0	44	71	5	1	0				123	128	130	138	134	155	140	171
Frozen Dessert Permits (NEW)	-	-	-	-	-	-	-	0	4				4	-	-	-	-	-	-	-
Temp. food permits	2	4	6	2	5	1	4	1	2				27	51	33	37	9	67	134	163
Temp. food inspections	7	2	0	1	1	0	0	0	2				13	24	16	9	3	10	37	29
Farmers Market permits	1	1	1	0	0	0	0	0	0				3	15	11	16	15	14	14	14
Farmers Market insp.	10	0	3	0	0	0	0	0	0				13	65	73	149	124	158	229	127
Food Complaints	3	3	1	0	1	3	3	1	3				18	25	11	13	7	49	18	20
Follow-up food complaints	3	2	1	0	1	3	1	0	3				14	18	12	15	8	48	21	21
Food Service Plan Reviews	1	1	2	0	1	1	4	0	0				10	21	75	13	12	14	20	42
Food Service Admin. Hearings	0	0	0	0	0	0	0	0	0				0	0	0	2	1	3	0	0
Funeral Home Director (NEW)	-	-	-	-	-	-	-	0	0				0	-	-	-	-	-	-	-

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'25	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Grease/ Septage Hauler Permits	0	0	0	3	9	16	0	0	0				28	25	29	22	13	20	21	24
Housing (Chap II Housing) Annual routine inspection	0	0	0	0	7	0	0	0	0				7	13	9	10	7	7	0	14
Housing Follow-up insp.	0	1	1	2	1	2	3	5	3				18	26	13	3	2	0	0	5
Housing New Complaint	2	2	2	0	0	2	2	2	2				14	38	26	41	40	41	22	22
Housing Follow-ups	5	3	5	3	2	4	4	3	3				32	81	69	65	63	56	28	24
Hotel Annual inspection	0	0	0	0	2	1	0	0	0				3	3	3	3	3	3	3	3
Hotel Follow-ups	0	0	0	0	0	1	0	0	0				1	2	2	0	1	15	0	0
Nuisance Complaints	5	3	4	8	2	2	4	2	1				31	53	36	35	45	34	55	42
Nuisance Follow-ups	7	4	9	11	8	2	3	4	2				50	89	58	41	60	55	69	42
Pool inspections	1	6	0	1	5	1	0	0	1				15	30	14	15	15	13	20	12
Pool Follow up inspections	0	4	0	0	1	5	0	0	0				10	6	5	4	5	3	12	7
Pool permits	0	0	0	0	0	6	0	0	1				7	14	14	15	17	11	19	12
Pool plan reviews	0	0	0	0	0	0	0	0	0				0	0	5	0	5	0	3	44
Pool variances	0	0	0	0	0	5	0	0	1				6	5	7	6	5	6	5	7
Septic Abandonment	0	0	0	0	0	0	0	0	0				0	4	4	9	17	21	9	5
Addition to a home on a septic plan rev/approval	0	0	0	0	1	0	0	0	3				4	1	2	15	5	5	2	2
Septic Install. Insp.	0	4	0	3	0	6	2	1	0				16	26	22	19	11	13	21	28
Septic COC for Component	0	0	0	0	0	2	2	0	0				4	1	2	3	2	5	3	1
Septic COC for complete septic system	0	0	1	1	0	0	1	0	0				3	6	3	4	1	3	4	3
Septic Info. requests	3	4	3	6	5	7	3	5	3				39	60	62	64	86	61	62	51
Septic Soil/Perc Test.	1	1	0	0	0	0	0	0	0				2	6	6	5	8	1	1	2
Septic Const. permits	0	0	1	0	0	3	0	0	0				4	4	5	6	6	6	6	5
Septic Installer permits	1	0	1	0	0	6	0	0	0				8	7	16	11	8	6	8	9
Septic Installer Tests	1	0	0	0	0	0	0	0	0				1	5	9	4	3	2	5	3
Septic Deed Restrict.	0	0	0	1	1	0	0	0	0				2	3	0	0	4	1	1	3
Septic Plan reviews	0	0	0	1	2	0	1	0	1				5	13	29	21	14	8	9	23
Septic Trench permits	1	1	0	0	0	3	1	1	0				7	9	11	12	-	-	-	-
Disposal of Sharps permits	0	0	0	1	0	8	0	1	0				10	10	10	7	8	7	7	9
Disposal of Sharps Inspections	0	0	0	1	1	4	0	0	0				6	8	12	8	8	7	7	7
Rat Nuisance Complaints	1	2	3	10	1	1	0	1	0				19	20	5	6	2	2	1	-
RMD	0	0	0	0	0	0	0	0	0				0	3	2	-	-	-	-	-

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'25	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Planning Board Subdivision Sp Permit Plan reviews/Insp. of lots	0	2	2	0	6	3	1	0	0				14	10	19	21	20	4	1	1
Subdivision Bond Releases	0	0	0	0	5	0	0	0	0				5	2	1	0	1	0	1	0
Special Permit/Zoning	2	1	1	3	4	2	2	0	2				17	16	19	21	18	17	34	15
Tobacco permits	0	0	0	0	1	6	0	0	0				7	6	7	6	7	10	10	11
Tobacco Routine insp	0	0	0	0	3	3	0	0	0				6	12	7	12	7	8	14	18
Tobacco Follow-up insp.	0	0	0	0	0	6	0	0	3				9	3	0	0	1	8	3	3
Tobacco Compliance checks	6	0	0	0	6	0	0	0	0				12	12	6	6	6	30	30	41
Tobacco complaints	0	0	0	0	0	0	0	0	0				0	0	6	0	0	2	3	4
Tobacco Compl. follow-ups	1	0	2	0	0	0	0	0	0				3	0	6	0	0	1	3	4
Trash Hauler permits	0	0	0	0	0	0	0	4	10				14	16	20	23	16	15	17	14
Medical Waste Hauler permits	0	0	0	2	2	3	0	2	0				9	6	6	2	2	2	2	1
Well - Plan Reviews, Permission to drill letters, Insp.	0	1	0	0	0	2	0	0	3				6	11	14	10	11	2	6	2
Well Permits	0	0	0	0	0	0	0	0	2				2	0	1	4	1	1	1	0
Monthly Totals	105	104	97	87	161	257	99	70	100				1079	1540	1357	1355	1195	1405	1642	1668



Unit: Accreditation

Date: February 2025

Staff: Alison Bodenheimer and Lynn Schoeff

Activities and Accomplishments

Activity	Notes
Public Health Accreditation Board response timeline	The Needham accreditation submission remains in queue to be reviewed by PHAB staff. (Recent and ongoing changes from the Federal government may be complicating factors). Once the review and feedback to NPHD is complete (likely not before June), NPHD will have 45 days to submit new documents to better meet requirements. There will then be a review of resubmitted documents, followed by a site visit. It seems fair to assume that the site visit will occur sometime in late summer or early fall.
Performance management	• Key staff were trained on new features of performance management software • Ongoing maintenance of performance management tracking with staff
Policies	• Alcohol Compliance Checks

Other Health & Human Services activities this month:

- Began work on an orientation package for the Council on Aging, similar to the package for the Board of Health.



Unit: Accreditation

Date: March 2025

Staff: Lynn Schoeff and Alison Bodenheimer

Activities and Accomplishments

Activity	Notes
Quality Improvement	- Drafted storyboard of quality improvement projects to share with staff - Entered QI Plan into the program management system (VMSG) to assist with progress tracking - Meeting with staff to identify next QI projects
Policies	Posting BOH agenda (Administration) Posting BOH minutes (Adm) Closing old files (Adm) BOH orientation (Adm) New staff orientation (Adm) Updating documents (Adm) Septage and Grease Waste Hauler Permits (EH) Food Permit Processing (EH) Mobile Food Vendors (EH) Farmers Market Permit (EH) Screening staff using OIG (Traveling Meals) Risk Level Compliance (Traveling Meals) Theft, Loss, Client Property (Traveling Meals) Confidentiality (All HHS) Mandated Reporting (All HHS) Payroll (All HHS)

Other activities this month: Continuing work on orientation packet for the Council on Aging.



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Unit: Traveling Meals Program

Date: February 2025

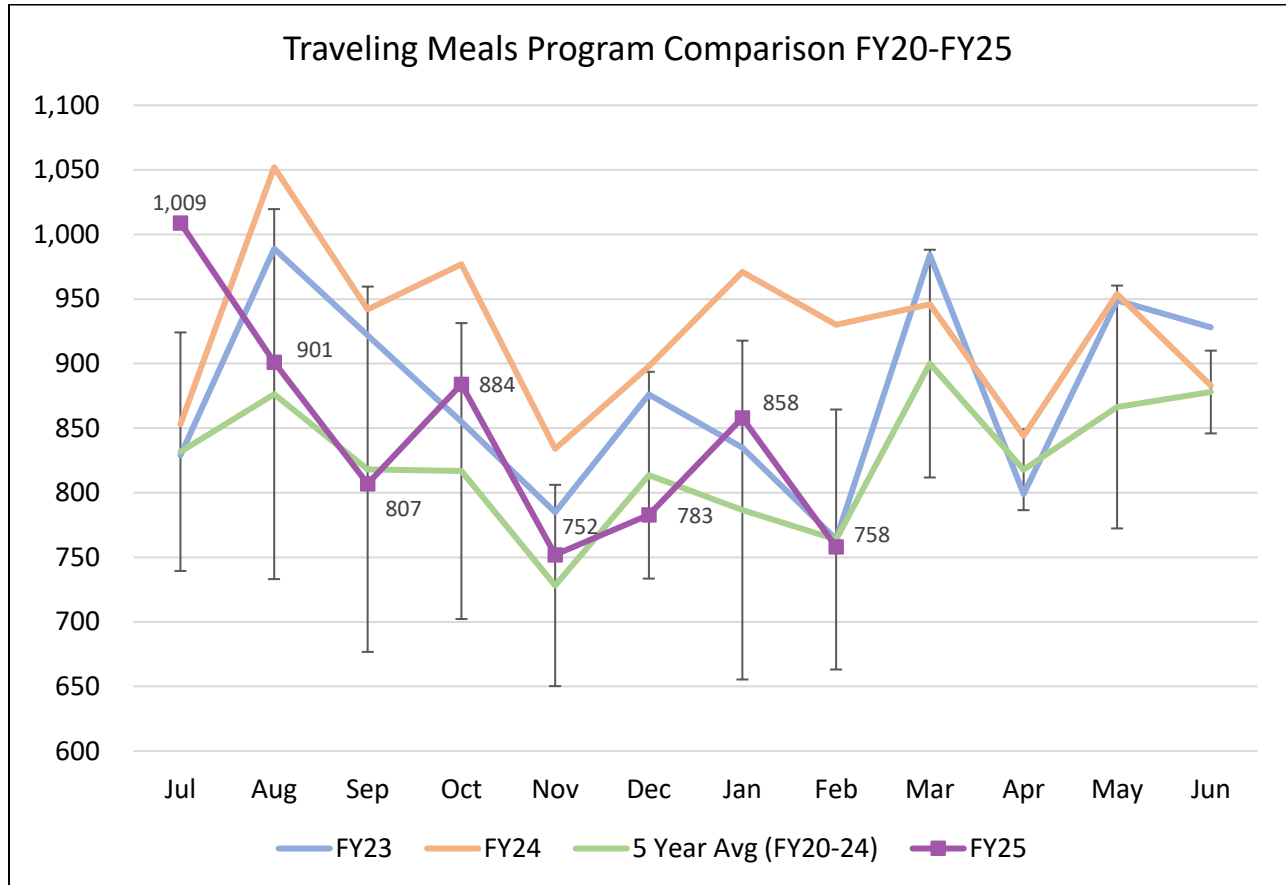
Staff: Rebecca Hall

Activities and Accomplishments

Activity	Notes
<i>Volunteers and Seasonal Drivers delivered meals to homebound Needham residents in need of food.</i>	<i>Meal delivery for month by 29 Volunteer Drivers and Community Partners</i>
<i>758 Meals delivered in February 2025</i> <i>47 Clients at end of February:</i> <i>40 Springwell Consumers</i> <i>7 Private Pay Consumers</i> <i>2 New Clients (1 Springwell, 1 Private)</i> <i>4 Cancelled Program (4 Springwell)</i>	<i>No 911 calls initiated</i>
<i>Included flyers about RTS Survey</i>	<i>Included in specific client meal bags</i>

Other Public Health Division activities this month:

Summary overview for the month: **Graph of Meal Deliveries for the month February 2025**





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Unit: Traveling Meals Program

Date: March 2025

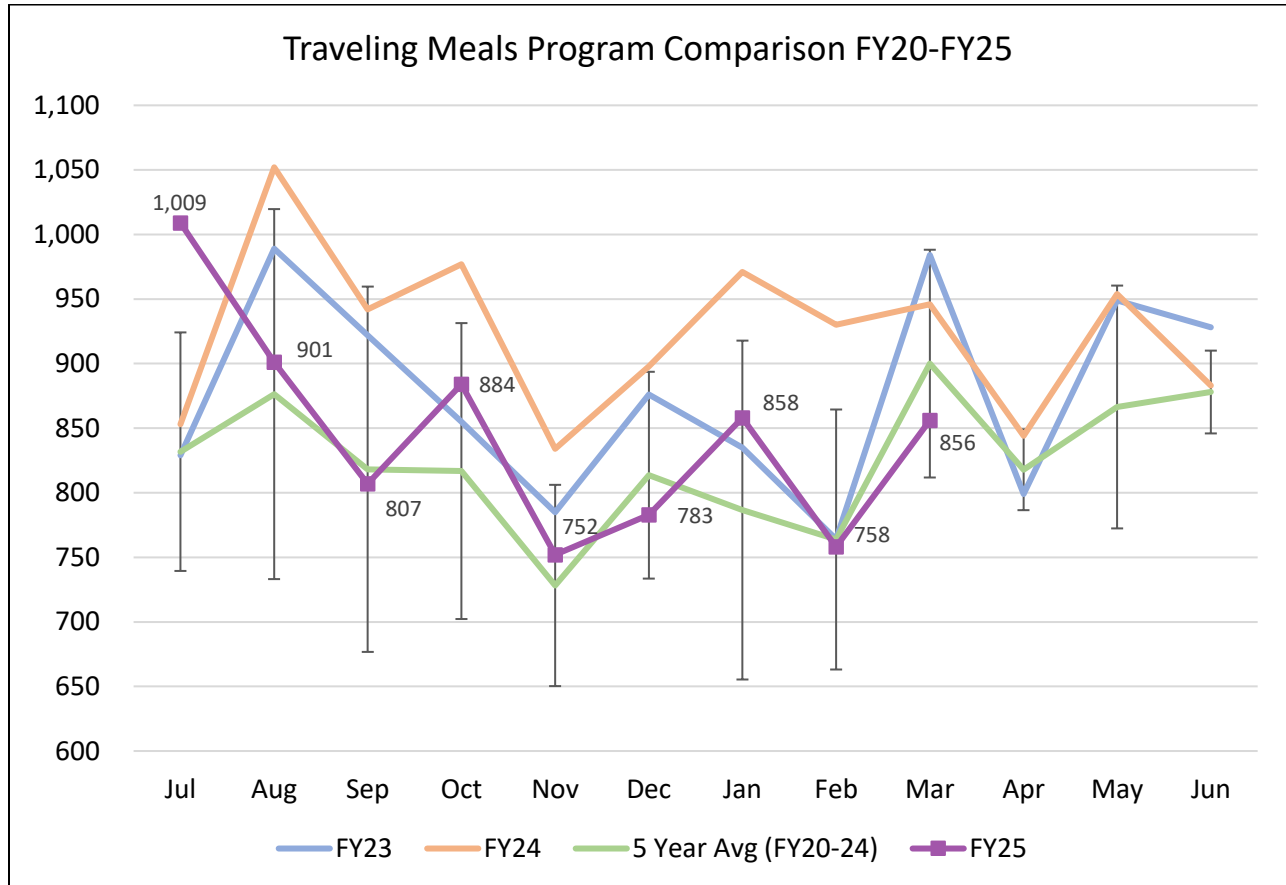
Staff: Rebecca Hall

Activities and Accomplishments

Activity	Notes
<i>Volunteers and Seasonal Drivers delivered meals to homebound Needham residents in need of food.</i>	<i>Meal delivery for month by 29 Volunteer Drivers and Community Partners</i>
<i>856 Meals delivered in March 2025</i> <i>48 Clients at end of March:</i> <i>40 Springwell Consumers</i> <i>8 Private Pay Consumers</i> <i>5 New Clients (4 Springwell, 1 Private)</i> <i>4 Cancelled Program (4 Springwell)</i>	<i>No 911 calls initiated</i>

Other Public Health Division activities this month:

Summary overview for the month: Graph of Meal Deliveries for the month March 2025





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Unit: Substance Use Prevention MassCALL3 grant: Dedham, Needham, Walpole, Westwood

Date: February 2025

Staff members: Carol Read, M.Ed., CAGS, CPS & Lydia Cunningham, MPH, CHES®

Activity	Notes
MassCALL3 Grant Monthly Supervision- 2/3 Tiffany Benoit, MPH, RN, CHO, Assistant Director of Public Health	-MassCALL3 grant funding discussion, funding options and opportunities for other NPHD staff. -BME updates: continuation with VSMG for progress reporting, ability for MassCALL3 staff to work with BME if needed. -Assistant Public Health Director position posted. -Line item amendment next steps: brochure printing, website design and refinement consulting, social marketing consulting.
Needham Public Schools Wellness Curriculum Discussion- Denise Domnarski, Director of K-12 Wellness, Needham Public Schools- 2/3	-Review of Needham Public Schools (NPS) K-12 wellness curriculum and time in learning for health and physical education. -Updates related to 2023 Massachusetts Comprehensive Health and Physical Education Framework. Health education staff working with two consultants on conducting needs assessment related to adopting this framework. -Current curriculum programs used in NPS for alcohol and marijuana education. -Feasibility of implementing two programs identified in MassCALL3 strategic plan: Alcohol Education Safe and Smart & Smart Talk: Cannabis Prevention and Awareness Curriculum. All students currently complete Alcohol Education.
MassCALL3 Connections Monthly Meeting- 2/4 Regional prevention staff, public health nurses, public health directors and assistant directors, human services staff.	-Update on MassCALL3 grant funding through Substance Use Prevention, Treatment, and Recovery Services block grant. -Presentation: Bureau of Substance Addiction Services (BSAS) Data Dashboard. Allows user to view demographics, substance use history, service type, enrollment time period, view trends over time, and view maps by region, county, and city/town. -Middlesex County District Attorney Marian Ryan Anti-Hate Anti-Bias resource sharing: Policy Options for Protecting Immigrant Communities at the State and Local Level. Presentation and resources from Attorney Ogor Okoye, BOS Legal Group.



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	-Strategic plan progress update: “Alcohol Education: Safe and Smart” for high school students and Stanford’s “Smart Talk: Cannabis Prevention & Awareness Curriculum” for middle school students. Meetings scheduled with 3 of 4 towns to discuss.
Jessica Goldberg, MPH, MSW, Prevention Solutions @EDC- 2/4, 2/11	-Data collection and display: Jessica will update graphs we have with Metrowest Adolescent Health Survey data from 2021 with most recent 2023 data
University of Massachusetts Lowell, Public Health Senior Seminar- 2/5 Ann-Marie Matteucci, PhD, MA, Associate Teaching Professor	Participation in local public health career panel to in-person class of approximately 30 students. Discussion: education and personal experience, certification, MassCALL3 grant overview, responsibilities overview.
Clinical Leadership & Supervision to Establish & Support Comprehensive School Mental Health Systems- 2/6 John Crocker,	-Discussion: fostering clinical leadership and supervision to support quality comprehensive school mental health systems (CSMHS). -Review of student mental health landscape in MA: feelings of hopelessness, prevalence of mental illness, year by year comparison data. -Enhancing support and buy-in through clinical leadership for school mental health providers.
Amal Marks, Contract Manager, MA. Dept. of Public Health, Bureau of Substance Addiction Services (BSAS)- 2/6, 2/19	-Review of MassCALL3 FY25 budget and line item amendment. Plan to move funds from subcontracts and meals to consultant and supplies aligned with strategic plan. -Discussion: fixed costs, encumbered expenses, and planned expenses through FY25, budget planning expectations for FY26/27.
Westwood CARES- 2/7 Danielle Sutton, Director of Human Services, Town of Westwood	Drug-Free Communities application planning retreat. Community members and town employees from religious, police, substance use prevention, school, health, and other sectors present. Review of local data and overview of Drug-Free communities grant and application process. Discussion and substance of focus prioritization.
Westwood Public Schools Wellness Curriculum Discussion- Ariana Tornatore, K-12 Wellness Director, Donna Tobin, Director of Social Emotional Learning, & Kristina Fritz, 6 th Grade Health Teacher- 2/10	-Review of Westwood Public Schools (WPS) K-12 wellness curriculum and time in learning for health and physical education. -Updates related to 2023 MA Comprehensive Health and Physical Education Framework and anticipated changes in the coming years. -Feasibility of implementing two programs identified in MassCALL3 strategic plan: Alcohol Education Safe and Smart & Smart Talk: Cannabis Prevention and



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	Awareness Curriculum. Current curriculum used in WPS for alcohol and marijuana education- familiarity with both programs.
Needham Public Health Division Staff Meeting- 2/11 Timothy McDonald, Director of Health and Human Services, Tara Gurge, Assistant Public Health Director	-Discussion: federal funding impacts on NPHD department and grant programs. -Assistant Public Health Director position posted and changes during interim period: staff report to Director of Health and Human Services at this time.
BSAS The Montana Institute Session 3: Moving from Data to Message- 2/12 Ben Tanzer & Becky Franks, the Montana Institute	-Measuring and creating a campaign from perceived versus actual norms. -Connecting with and strengthening positive community data, measuring gaps, correcting misperceptions. -Review of criteria for baseline data: measures most useful behaviors and attitudes, collected appropriately and consistently, and is representative, valid, reliable, and sensitive.
Michelle Vaillancourt, Town Accountant & Lisa McDonough, Administrative Analyst, Town of Needham- 2/20	Completion and submission of MassCALL3 FY25 line-item amendment. Reallocation of funds to allow for adult social marketing campaign consulting, graphic design consulting, and website design and refinement, aligned with MassCALL3 regional strategic plan.
Needham Board of Health- 2/21 Timothy McDonald, Director, Needham Department of Health and Human Services, Tara Gurge, Assistant Director, Needham Public Health Division	Agenda: Welcome & public comment, review of January meeting minutes, environmental testing on synthetic turf fields, enforcement of Zyn nicotine chill flavored pouches and other products, introduction of Foundational Public Health Services (FPHS) and PHE Data Gathering Initiative, customized permit fee calculator, staff reports.
Middlesex County District Attorney Marian Ryan: Opioid Task Force meeting, in person at Lahey Hospital and Medical Center, Burlington -2/24	-Panel discussion on efforts to reduce substance use, addiction, and overdose in labor industry. -Presenters included: Martin Walsh, Executive Director of the National Hockey League Players' Association, Tom Gunning, Exec. Director, Building Trades Union, Dan McNulty, MA. Building Trades Recovery Council. -Resources shared: schedule of recovery meetings for Building Trades Union members and dependents, list of recovery resources and contacts.
MetroWest Substance Awareness and Prevention Alliance- 2/25 Eliza Dodge Usen, Youth & Community Coordinator, Ashland Dept. of Prevention & Human Services	-Grant funding updates: Drug-Free Communities, STOP Act, MassCALL3 -Opioid settlement funds: group sharing on how funds are being spent

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	-Policy updates: public health related cannabis bills filed and sponsored by Rep. Marcus Vaugh. Bill to increase alcohol excise tax filed by Sen. Jason Lewis -Opportunity for caregivers of loved ones who have been harmed by THC to connect
Complying in Advance: Understanding Risks and Opportunities for Health Equity Work In a Time of Uncertainty- 2/25 Sadena Thevarajah, JD, Managing Director, HealthBegins	-Discussion: health equity efforts, reconsidering social needs investments, policies and protections in support of the most vulnerable. -Resources for comprehensive organizational risk assessments or action plans: tools to assess risks to an organization/mission, menu of actions to help respond to this moment. -How to respond and protect employees, patients, and communities from policies and actions that are putting people in harm's way.
MA Dept. of Public Health: Office of Local and Regional Health webinar- 2/25	-Presentation: statewide local public health data solutions, now called METRIK. -Data includes: captured data entered by local public health agencies in real time, performance data systems generated to track workflow and efficiency, and integrated data from external trusted sources. -Data dashboards: communicable disease control, chronic disease and injury prevention, environmental, maternal and child health, access and linkage with critical care. -Phased release plan: pilot training fall 2025, full availability anticipated
Walpole Prevention Coalition- 2/25 Melissa Ranieri, Health Director, Town of Walpole & Kelsey Ober, Drug-Free Communities Program Director, Town of Walpole	-Introduction: Kelsey Ober, MPH, Drug-Free Communities Program Director, started this month. -Police update provided by school resource officer Tom Hart. -MassCALL3 grant update: progress on strategic plan and requests for data. Brochure printing and continued postcard distribution.
High in Plain Sight: Substance Abuse Prevention Training- 2/27 Officer Jermaine Galloway, "Tall Cop Says Stop"	-Review of substances "hidden in plain sight" in stores across the country. -Kratom: very limited/no restrictions in most states, sold in gas stations/convenience stores, available legally for purchase by adolescents. -7-hydroxmitragyne: number two drug trend in the U.S. potent tablets



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	-Nicotine pouches: flavored pouches of nicotine salts. Additional substance pouches emerging delta 8, kratom, caffeine.
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*NPHD January Report- monthly activities

*Time dedicated to in-person collaboration and capacity building in cluster communities

This report is part of a larger quarterly report to BSAS and is not considered finalized for purposes of the BSAS report. A later version will be available.

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END



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Unit: Substance Use Prevention MassCALL3 grant: Dedham, Needham, Walpole, Westwood

Date: March 2025

Staff members: Carol Read, M.Ed., CAGS, CPS & Lydia Cunningham, MPH, CHES®

Activity	Notes
MassCALL3 Connections Monthly Meeting- 3/4 Regional prevention staff, public health nurses, public health directors and assistant directors, human services staff.	-Introductions and coalition staff member updates. Changes in Dedham Public Health and Walpole Public Health staff. -Data collection: presentation of updated set of youth substance use graphs created with 2023 MetroWest Adolescent Health Survey (MWAHS) data. Request for 2023 MWAHS reports for 30-day use of cigarettes, electronic vapor products, marijuana, and prescription drugs by six mental health indicators. -Strategic planning progress: "Alcohol Education: Safe and Smart" for high school students and Stanford's "Smart Talk: Cannabis Prevention & Awareness Curriculum" for middle school students meetings held in three of four cluster towns -Information and resource sharing.
HealthBegins: Making the Case for Housing as Healthcare- 3/4 Emil Benfer, HealthBegins; George Washington University, Michael Santos, RESULTS Educational Fund; ABA Commission on Homelessness & Poverty	-Overview of the link between housing and health from the perspective of public health advocates. -Kaiser Permanente's "MLP Initiative": bi-partisan, evidence-based model to address the housing crisis and examples of replication. -Action steps for embedding legal care in the healthcare setting to secure housing stability and promote community health equity.
Massachusetts Alcohol Policy Coalition-3/5, 3/25 Elizabeth Parsons, Chair; David Jernigan, PhD, Boston University School of Public Health	-Alcohol policy resource sharing: policy guidance document, local alcohol regulations with a public health lens slide deck, list of alcohol-free activities in MA. -Youth advocacy: in-person youth training April 12th. Preparing youth to engage with legislators, answer questions, and provide testimony related to Senate bill to increase alcohol excise tax.
Kelsey Ober, Program Director, Town of Walpole- 3/5	-Meeting with Kelsey Ober, Drug-Free Communities Grant Director, Town of Walpole, hired in February. -Overview and history of MassCALL3 grant, substance use prevention efforts in Walpole. -Resource sharing, regional meeting information, contact and data sharing.



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Needham Public Health Division Staff Meeting- 3/11 Timothy McDonald, Director of Health and Human Services, Tara Gurge, Assistant Public Health Director	Agenda: Upcoming Board of Health meeting topics. -Staff changes- Assistant Director of Public Health position, job posting closed. Interviews to take place mid-March. -Staff updates: goal to update online permit application process, potential upcoming building layout changes, SALSA students received grant to discuss environmental impact of vapes, nicotine pouches- letter received from manufacturer.
Michelle Vaillancourt, Town Accountant & Lisa McDonough, Administrative Analyst, Town of Needham- 3/13, 3/20	MassCALL3 grant February expense reimbursement submission. Review of changes required to previous budget line-item amendment and preparation to resubmit. Completion and resubmission of MassCALL3 FY25 line-item amendment for reallocation of funds to allow for adult social marketing campaign consulting, graphic design consulting, and website design and refinement, aligned with MassCALL3 strategic plan.
BSAS The Montana Institute Session 4: Message Development and Communication Planning – 3/12 Ben Tanzer & Becky Franks, the Montana Institute	-Using local, regional, and state data to develop a meaningful prevention message. -Identifying norms from available data, uncovering misperceptions in the data or community narrative, and turning norms data into positive community norms messaging. -Review of seven guidelines of positive community norms message development: neutral, inclusive, clear and understandable, data-based and source-specific, normative context, reflective, and positive.
Dedham Organization for Substance Awareness (DOSA)- 3/12 Tae Averett, Program Coordinator	-Review and revision of DOSA's mission statement and values. -Overview of current activities and programs being prioritized: alternative to suspension program, capacity building and coalition engagement building. -Case statement activity: creation of a statement detailing who DOSA is, what DOSA does, the community served, and services provided.
MA Department of Public Health- Bureau of Substance Addiction Services (BSAS) Undergraduate Intern- 3/18	-Meeting with undergraduate student intern working with BSAS. -Overview of the work of MassCALL3 prevention partners across Dedham, Needham, Walpole, and Westwood. -Resource/information sharing and sharing of upcoming meetings and events related to substance use prevention.



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ChangeLab Solutions: Executive Orders & Public Health Implications- 3/19 Joelle Lester, Mitchell Hamline School of Law, Sabrina Adler, ChangeLab Solutions, Ruqaiyah Yearby, Ohio State University, Wendy Parmet, Northeastern University School of Law, & Allison Winnike, Network for Public Health Law	-Review of recent federal executive orders affecting public health practice at federal, state, and local levels. -Influence on policies related to health equity, agency operations, and funding for all levels of government. -Scope, purpose, and limits of executive orders. -Legal challenges to these executive orders. -Strategies for responding to executive orders.
MetroWest Adolescent Health Survey District Meeting: Engaging Youth in Bringing Meaning to the MWAHS- 3/20 Shari Kessel Schneider, Senior Project Director, Education Development Center	-Panel of experts- students and staff- from Natick Above the Influence (NATI), Students Advocating for Life without Substance Abuse (SALSA), and Lincoln-Sudbury. -Examples of methods for engaging youth in reviewing and sharing the MWAHS data. Results of using and sharing the data: grants received, peer education efforts from high school to middle and elementary school, policy change efforts.
Unpacking Racial and Health Equity Impact Assessments: Legislation, Tools, and Strategies for Community-Centered Change- 3/20 Sara Rogers, MPH, Network for Public Health Law; Melissa Laska, PhD, RD, Univ. of Minnesota; Melody Ng, MPP, UCLA; Monica Hurtado, Voices for Racial Justice	-Overview of Racial Equity Impact Assessments (REIAs): systematic examination of how racial/ethnic groups will be affected by a proposed action/decision. -Presentation of a framework for implementing legislative equity analysis. -Applying racial and health equity impact assessments to legislation: engaging community and academic partnerships, phasing in topics to manage volume, requiring standardized templates, ensuring transparency.
Alcohol, Alcohol Policies and Injustice: The Big Picture. Boston Medical Center (BMC) Grayken Center for Addiction- 3/25 David Jernigan, PhD, Boston University School of Public Health	-Overview of alcohol harms to the human body, cancer risk, and the problems/inaccuracies with health benefits literature. -Relationship between alcohol and violence: homicide, suicide, sexual assault. -The historical challenge of alcohol and alcohol's role in covert violence of oppression, slavery, and stereotypes. -Inequities in alcohol consumption, consequences, and policies. Implications for action: reduce affordability, availability, and attractiveness. Emphasize that alcohol policy is about fairness.



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MetroWest Substance Awareness & Prevention Alliance- 3/25 Amy Turncliff, PhD, Rockfern Scientific LLC	-Alcohol and cannabis policy updates: public health related cannabis bills filed in January 2025 now have House and Senate bill numbers. National US Alcohol Policy Alliance Letter to advocate for alcohol updates in US Dietary Guidelines. -Nicotine Free Generation: 15 Massachusetts towns have now passed similar bans. -Regional collaborative projects and event sharing.
New England PTTC: Social Media and Youth Mental Health- 3/25 Molly O'Shea, MD, American Academy of Pediatrics Center of Excellence	-Overview of youth and adult social media and mental health data, misperceptions, and strategies for building digital resilience. -Supporting healthy tech use through open communication, clear boundaries, digital mentorship, and modelling behavior. -Substance use and social media: 75-80% of drug/alcohol content on social media is favorable towards use, exposure to content linked to higher substance use in youth, young people can view this content despite entering their age. -Resources for social media literacy, family digital media plan, coping with mental health concerns and sleep concerns.
Walpole Prevention Coalition- 3/25 Kelsey Ober, Program Director, Drug Free Communities (DFC) Grant	-Drug-Free Communities grant updates: submission of annual reporting and year-two budget, substance use and youth engagement trainings participated in, upcoming National Coalition Academy training. -Community partner updates provided by MassCALL3 grant staff, School Resource Officer, Director of Recreation. Upcoming programming for youth, youth participation in Norfolk County District Attorney's Peer Leadership Conference April 4th. -Creation of a monthly coalition newsletter.
Brookline Health and Human Services: Laila McGeorge, MPH, Prevention Coordinator- 3/26	-Strategic planning guidance: coalition capacity building best practices, stakeholder representative engagement, federal and state prevention funding opportunities, review of youth risk behavior survey options for grades 6-8 and 9-12.
Needham Homelessness Prevention Coalition- 3/26 Jessica Moss, LICSW, Assistant Director of Counseling and Volunteers, Council on Aging	-Town resource and incident updates: use of crisis funds, Needham Community Council reports no requests for support related to homelessness in approx.. 6 months, police work to transport homeless individuals when asked by the individual.



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	-Review of two state resources: Residential Assistance for Families in Transition (RAFT) helpline and support with utilities, mortgage, rental assistance and MA shelters including Bridge Shelter, Rapid Shelter.
Middlesex County District Attorney Marian Ryan Opioid Task Force- 3/27 Attorney Cesar Pungirum, Director of Merrimack Alcohol and Tobacco Control Collaborative; Donna Greenwood, Health Director, Town of Chelmsford; Dr. Peter Chai, Brigham and Women's	-Review of district data: 28% decline in fatal opioid-related incidents, 30% increase in opioid-involved suicide deaths. -Kratom trends in the county and efforts taken to ban sale and distribution. Products seen in Middlesex county include leaves sold as tea, vapes, liquids, pills/tablets. Flavored products identified in Chelmsford and Dracut. -Presentation on findings from an analysis of kratom products sold in central MA: most products were enhanced with other substances to produce an opioid-like effect.
Westwood Drug-Free Communities Grant Application- 3/31 Amanda Decker, Bright Solutions LLC	-Capacity building support for Town of Westwood Drug-Free Communities (DFC) grant application. -Overview of MassCALL3 grant strategies and alignment with DFC grant application. -Youth training and alcohol policy efforts and upcoming events.
Needham Public Health Division Zyn Chill Product Discussion- 3/31 Cheryl Sbarra & Lisa Stevens-Goodnight, Massachusetts Municipal Association	-Meeting with staff from Needham and Concord Public Health Departments to discuss industry pushback to regulating/banning the sale of menthol and cooling flavored tobacco/nicotine products. -Industry continues to challenge menthol and cooling flavored products as not containing flavors. Needham has restricted the purchase and sale of these products at this time and has sent cease and desist letters to retailers. Question about how/if to respond to tobacco companies.
Norfolk County Sheriff's Office Youth Substance Use and Mental Health Task Force- 3/31 Kathryn Hubley, Community Affairs Coordinator	-Presentation from Jeanne Foy, Director, MASSPIRG Consumer Action Center on youth scams and online safety tips. -Suicide prevention: 5 centers in MA that respond to 988 calls 24/7 to offer support to anyone in need. If a caller is at imminent risk or has a plan they will call 911. Trainings offered for school staff. -Norfolk Sheriff youth programs: ongoing through summer months. 9 week-long sessions offered in Braintree and 4 in Medway. Focus on leadership skills and team building.

*NPHD February Report- monthly activities

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*Time dedicated to in-person collaboration and capacity building in cluster communities
This report is part of a larger quarterly report to BSAS and is not considered finalized for purposes of the BSAS report. A later version will be available.

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END



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Unit: Substance Use Prevention

Date: February 2025

Staff: Karen Shannon, Karen Mullen, Monica De Winter, Angi MacDonnell, Vanessa Wronski

Activities and Accomplishments

Activity	Notes
SPAN Projects & Events	SPAN in the community: “Conversations with Your Middle Schooler: Why You Shouldn’t Wait to Talk About Substance Use.” On February 11, eleven parents attended the second session of this three-part education series, geared for parents and caregivers of 5th through 8th graders. Each session provides tips, techniques and tangible strategies for talking with their children about underage drinking and other substances. Session 3 is scheduled for March 11 at the Rosemary Recreation Complex. Karen Shannon and Angi MacDonnell are facilitating the presentation and Tony Serio and Kristina Kozak of Needham Youth & Family Services are facilitating the breakout sessions. SPAN social media: https://www.facebook.com/SPANNeedham/ SPAN Action Teams- Education Action Team met on February 13 to debrief the second session of Conversations with Your Middle Schooler and plan a social host law event for parents and caregivers on April 8. Mental Health Action Team met on February 12 to continue activity planning for addressing youth mental health under the guidance of the SPAN Strategic Plan. The team will continue writing posts for the Rethinking Success newsletter. See the latest article, <i>Raising Children in an Affluent Community</i>, here: https://www.spanneedham.org/rethinking-success. Steering Committee met on February 11 to continue their review of the Coalition Action Plan created from the 2023 Strategic Plan. Narcan training: On February 28, Karen Shannon conducted Narcan administration at Needham High School during the SALSA General Meeting. 38 students and 10 NHS staff attended.
Needham Public Health Peer Recovery Coach	During February, Angi MacDonnell, Peer Recovery Coach engaged in the following: Worked with 5 people (phone, in person, and text contacts) Average Age: 54 Majority: Female Substance of choice: Alcohol

	Peer Recovery Service work also included: Dual Recovery Anonymous weekly meeting at Center at the Heights, Needham. DRA is a 12-step self-help program for individuals who experience both an addiction and a psychiatric challenge. This mutual support community uses a harm reduction approach towards wellness.
STOP Act grant	SAMHSA grant: STOPing Underage Access and Use of Alcohol: Codifying Youth, Parent and Retailer Education and Compliance in Needham, MA: Grant staff, Monica De Winter and Vanessa Wronski, submitted the Year 4 Annual Programmatic Report to SAMHSA on February 13, in advance of the February 28 deadline. The report was reviewed and approved by SAMHSA. Alcohol compliance – With the end of the STOP Act Grant on April 29, 2025, grant staff have approached Public Health leadership to identify a sustainability plan for continuing alcohol compliance checks and responsible beverage service training.
SALSA	During the month of February, 44 SALSA members contributed 93 hours of service in Needham. February highlights include: 21 SALSA members taught refusal skills to 60 Pollard 8th graders during 3 Pollard MS health classes in February 38 SALSA members attended training to learn how to administer Naloxone/Narcan at the SALSA General Meeting on 2/28
Community engagement	On February 25, Karen Shannon served as a facilitator during the breakout discussion at the Beth Israel Deaconess Needham Community Listening Session. Karen Shannon, Julie McCarthy and Sara Shine, Director of Needham Youth & Family Services, presented the 2023 Metro West Adolescent Health Survey data to the Needham Select Board on February 25.

Summary for February 2025: Focus this month included delivery of session two of the SPAN middle school parent education series, final preparation followed by submission of the SAMHSA Annual Programmatic Report for the STOP Act grant, and review of the SPAN Strategic Plan.



Needham Public Health Division

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Unit: Substance Use Prevention

Date: March 2025

Staff: Karen Shannon, Karen Mullen, Monica De Winter, Angi MacDonnell, Vanessa Wronski

Activities and Accomplishments

Activity	Notes
SPAN Projects & Events	SPAN in the community: “Conversations with Your Middle Schooler: Why You Shouldn’t Wait to Talk About Substance Use.” The third and final session of this parent education series was held on March 11, with nine parents in attendance. The third session included discussion of how parents can respond to difficult questions about substance use from their children. The program survey results indicate overall satisfaction by parents with the amount of knowledge learned and confidence in their ability to have conversations with their children about substance use. We are grateful to Tony Serio and Kristina Kozak of Needham Youth & Family Services who were integral to the planning and delivery of the sessions. SPAN social media: https://www.facebook.com/SPANNeedham/ SPAN Action Teams- Education Action Team met on March 20 to debrief the third session of Conversations with Your Middle Schooler and plan an educational presentation about the social host law for parents and caregivers on Tuesday, April 8. Mental Health Action Team met on March 19 to continue activity planning for addressing youth mental health under the guidance of the SPAN Strategic Plan. The team will continue writing posts for the Rethinking Success newsletter. See the latest article, <i>Raising Children in an Affluent Community</i>, here: https://www.spanneedham.org/rethinking-success. Steering Committee met on March 25 and completed their review of the Coalition Action Plan created from the 2023 Strategic Plan. Next steps include a planning session in May to review changes made to the Action Plan based on the feedback provided by the Steering Committee.
Needham Public Health Peer Recovery Coach	During March, Angi MacDonnell, Peer Recovery Coach engaged in the following: Received 3 referrals, worked with 7 people (phone, in person, and text contacts) Average Age: 54 Majority: Female Substance of choice: Alcohol Angi MacDonnell made two presentations about Peer Recovery Coach services:

	Newton Wellesley Primary Care – Needham practice. 14 in attendance. CATH Coffee Talk Presentation, “<i>Meet Needham's Recovery Coach: What you should know about substance use as an older adult</i>” 25 in attendance. Dual Recovery Anonymous weekly meeting at Center at the Heights, Needham. DRA is a 12-step self-help program for individuals who experience both an addiction and a psychiatric challenge. This mutual support community uses a harm reduction approach towards wellness.
STOP Act grant	SAMHSA grant: STOPing Underage Access and Use of Alcohol: Codifying Youth, Parent and Retailer Education and Compliance in Needham, MA: Having received approval of the Year 4 Programmatic Report by Needham’s SAMHSA Grant Officer, the NPHD grant staff uploaded the Report to the eRA Commons website, the grant portal. Alcohol compliance – Grant staff assisted the Needham Police Dept. in an alcohol compliance check that was conducted on March 19. Grant staff recruited two underage operatives who volunteered during the check. Of the twenty-four Needham businesses checked, four on-premise establishments (Section 12) had a sales to minor violation.
SALSA	During the month of March, 49 SALSA members contributed 103 hours of service in Needham. March highlights include: 3/12/25 Isabel T., Chloe C, Diana W. co-led the Pollard Wellness Club trip to Eliot Elementary School. This is the first visit to the Eliot School where Pollard students presented to approximately 80 5th graders on mental health-focused educational activities. The Pollard Wellness Club students completed training facilitated by the SALSA students in preparation for the 5th grade classroom presentations. The PWC is funded by a grant from the MetroWest Health Foundation and Jessica Loshiavo, Pollard Guidance Counselor, is the adult advisor. 3/13/25 SALSA Peer Leadership Team prepared materials for Norfolk District Attorney’s Peer Leadership Conference scheduled for April 3 at Gillette Stadium. 3/20/25 Karen Mullen, Jessica Loshiavo & Isabel Tashie, NHS Class of 2026, spoke as panelists at the Education Development Center & Metro West Health Foundation Meeting to share how students use the Metro West Adolescent Health Survey data in their prevention work.

Summary for March 2025: Focus this month included delivery of session three of the SPAN middle school parent education series, review of the SPAN Strategic Plan with the Steering Committee, and planning for the SPAN Social Host event.

Alcohol Compliance Summary

Business	license	12/2022	4/2023	5/2023 TIPS	9/2023	10/2023 T	12/2023	2/2024 TIPS	05/2024 CC	06/2024 TIPS	10/2024	12/2024 R	3/19/25 CC
Bertucci's	12	Fail	Closed	Closed	Closed	Closed	Closed	closed	Closed	closed	closed	closed	closed
Bin Ends	15	Pass	Pass	1	Fail	1	Pass		Pass	2	Pass	1	Pass
Blue on Highland	12	Pass	Pass	1	Pass	0	Pass		Pass		Pass		Pass
Cappella	12	Fail	Pass	0	Pass	7	Pass		Pass		Pass		Pass
The Common Room	12	N/a	N/a	0	N/a	0	N/a	7	Pass	2	Pass		Pass
Conrad's	12												Pass
Cook Needham	12	Fail	Fail	3	Pass	0	Pass	2	Pass		Pass	1	Pass
French Press Bakery	12	Fail	Pass	0	Pass	0	Pass		N/a		Pass		N/a
Fuji Steakhouse	12	Pass	Pass	0	Pass	0	Pass	1	Pass		Pass	3	Pass
Gari	12	Pass	Pass	0	Pass	1	Pass		Pass		Pass		Fail
Gordons Fine Wines	15	N/a	N/a	0	N/a	0	N/a	1	N/a		Fail		Pass
Hearth Pizzeria	12	Pass	Pass	1	Pass	0	Pass	1	Pass		Pass		Pass
Hungry Coyote	12	N/a	Pass	0	N/a	0	N/a		N/a		N/a		N/a
Latina Kitchen and Bar	12	Pass	Pass	0	Pass	1	Pass		Closed		Closed		Closed
Little Spoon	12	Fail	Pass	0	Pass	0	Pass	5	Pass	5	Pass		Fail
Mandarin Cuisine	12	Pass	Pass	0	Pass	0	Pass	1	Pass		Pass		Pass
Masala Art	12	Pass	Pass	0	Pass	0	Pass		Pass		Pass		Pass
Needham Fine Wines	15	Fail	Pass	0	Pass	0	Fail	3	Pass		Pass	1	Pass
Needham Golf Club	12	N/a	N/a	0	Pass	0	N/a	1	Pass		Pass		Pass
Needham Wine & Spirits	15	Pass	Pass	0	Pass	0	Fail	2	Pass		Pass		Pass
North Hill													N/a
Ray's New Garden	12	Pass	Pass	0	Pass	0	Pass		Pass		Pass		Pass
Pancho's Taqueria	12	Fail	Fail	0	Pass	0	Closed		Closed		Closed		Closed
Residence Inn	12	Pass	N/a	0	N/a	0	N/a	1	N/a		N/a		N/a
Reveler Beverage	15	Fail	Pass	0	Pass	0	Pass		Pass	2	Pass		Pass
Rice Barn	12	Pass	Closed	0	Closed	0	Closed		Closed		Closed		Closed
Sheraton Needham	12	Fail	N/a	6	Pass	4	Pass	1	Pass	1	Pass	3	Fail
Spiga	12	Pass	Pass	3	Pass	0	Pass		Pass		Pass		N/a
The Farmhouse	12	Pass	N/a	0	Pass	0	Pass	3	Pass	1	N/a		Pass
Homewood Suites	12	N/a	N/a	2	N/a	0	Fail	1	Pass		Pass	1	Pass
The James	12	Pass	Pass	0	Pass	0	Pass	3	Pass		Fail	6	Fail
Needham General Store	15	Pass	Pass	0	Pass	0	Fail		N/a		N/a		N/a
V.F.W.	12	Pass	Pass	1	Pass	1	Pass		Pass		N/a		N/a
Village Club	12	N/a	N/a	0	N/a	0	N/a		N/a		Pass		N/a
Vinodivino	15	Fail	Pass	0	Pass	0	Pass	2	Pass		Pass		Pass
Volante Farms	12	Pass	Pass	6	Pass	0	Pass		Pass		Pass		Pass
Business	license	12/2022 CC	4/2023 CC	5/2023 TIPS	9/2023 CC	10/2023 TIPS	12/2023 CC	2/2024 TIPS	05/2024 CC	06/2024 TIPS	10/2024 CC	12/2024 RBS	3/2025 CC
Total TIPS attendees				24		15		35		13		16	
Total PASSES		18	22		25		21		24		23		20
Total FAILS		10	2		1		4		0		2		4
Total establishments checked		28	24		26		25		24		25		24
Percent failure		36%	8%		4%		16%		0%		8%		17%

Definitions for spreadsheet:

CC: compliance check

TIP: TIPS training for alcohol licensees

License type 15: Off-premise liquor license

License type 12: On-premise liquor license

Closed: A business which has closed permanently

N/a: A business which was not checked due to a liquor license suspension, compliance check during non-business hours, has not opened yet, or other reason



Unit: Emergency Preparedness

Date: February 2025

Staff: Taleb Abdelrahim

Activities and Accomplishments

Activity	Notes
Medical Reserve Corps (MRC)	• The Norfolk County-8 (NC-8) MRC hosted the first in-person volunteer meeting in Rosemary. Around 20 volunteers participated in team-building activities, received a family emergency plan template, and learned about specialized training and leadership opportunities. • NC-8 MRC implemented a new policy requiring volunteers to update their CORI background checks every two years to align with state guidelines. • NC-8 Advisory Group passed an updated Code of Conduct, approved a new photo release requirement, and established a disciplinary procedure for addressing volunteer conduct issues. Also approved a basic training curriculum requiring ICS 100, Personal Preparedness, and MRC 101 orientation for new volunteers.
Extreme Temperature Health Impacts Planning	Completed and delivered the Health Action Plan draft for review.



Unit: Emergency Preparedness

Date: March 2025

Staff: Taleb Abdelrahim

Activities and Accomplishments

Activity	Notes
Medical Reserve Corps (MRC)	- Continued supporting Needham MRC volunteers in updating their CORI background checks to maintain eligibility for deployment. - Engaged in the Norfolk County-8 (NC-8) finance communications related to purchase requests and completing documentation for the 2025 NACCHO ORA grant.
Crisis Communication Plan Review	Reviewed the local Crisis Communication Plan to provide notes during the upcoming Accreditation Steering Committee meeting.
Professional Development	Attended the Insights to Practice virtual conference hosted by the Public Health Communications Collaborative (PHCC).



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Unit: Epidemiology

Date: February 2025

Staff: Julie McCarthy

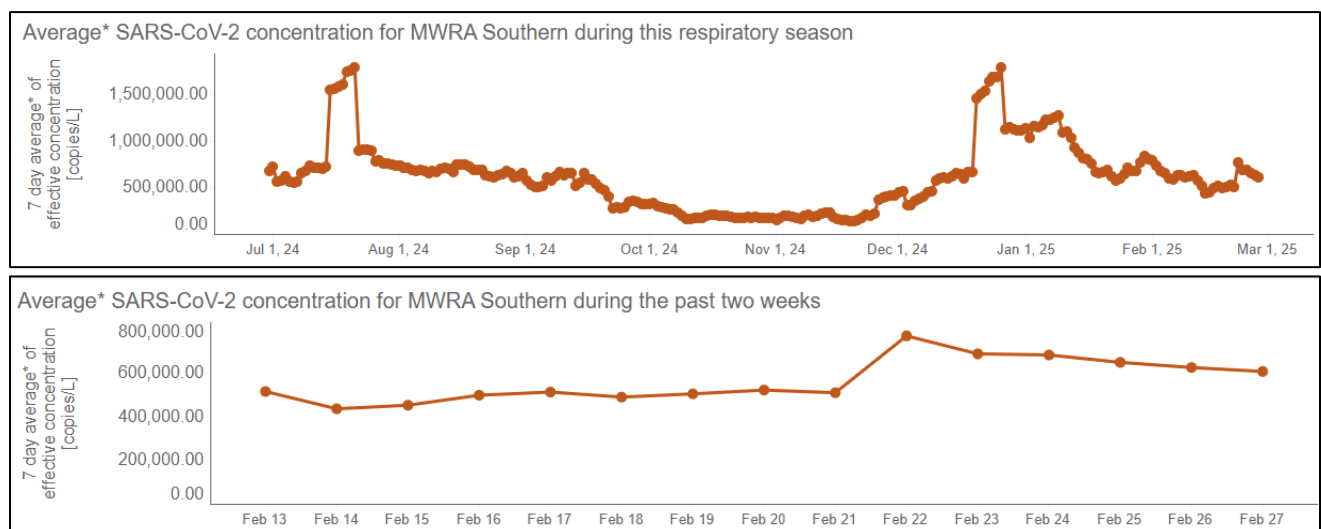
Vaccination rates: Influenza, Covid-19, RSV:

Age	Needham- Influenza	MA- Influenza	Needham- Covid-19	MA- Covid-19
Total	60%	39%	37%	20%
Under 5 years	54%	46%	26%	12%
5-19 years	60%	36%	28%	11%
20-34 years	49%	25%	27%	11%
35-49 years	54%	31%	29%	15%
50-64 years	56%	36%	37%	19%
65-79 years	80%	70%	66%	48%
80+ years	79%	71%	65%	49%

RSV-Cumulative	Needham	MA
60-74 years	36.2%	19.3%
75+ years	45%	34.8%

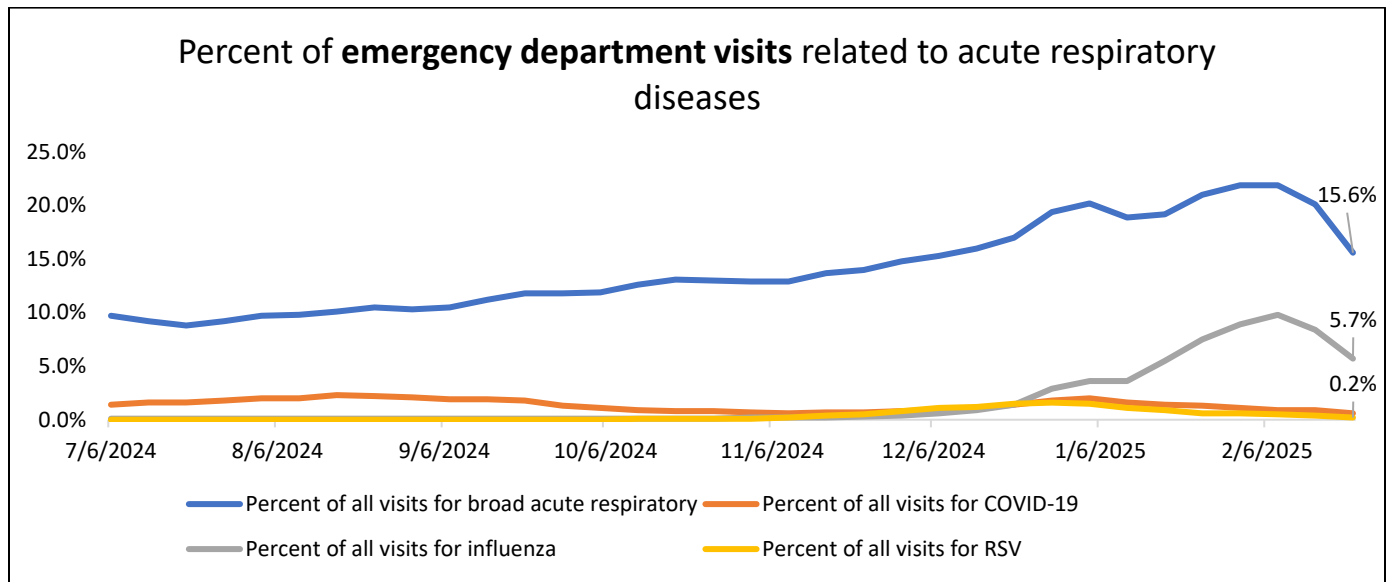
Source: <https://www.mass.gov/info-details/immunizations-for-respiratory-diseases>

NOTE: A single dose of RSV vaccine is recommended for all adults ages 75 and older and for adults aged 60-74 who are at increased risk of RSV infection. Annual doses are not recommended for those who have already received a previous dose, so I have only included the cumulative number, not those who have received vaccine this season. Additional patient populations may be eligible for the vaccine based on clinical information.



Source: <https://www.mass.gov/info-details/wastewater-surveillance-reporting>

www.needhamma.gov/health



Source: <https://www.mass.gov/info-details/respiratory-illness-reporting>

Confirmed influenza cases- FY2024 vs FY2025		
Month	FY2025	FY2024
July	0	1
August	0	2
September	2	1
October	1	0
November	7	8
December	26	30
January	110	46
February	127	34

Activity	Notes
Biosafety Committee	Permit renewal application is open; reached out to companies to let them know that materials are due 45 days prior to the May 30 deadline. Inspections will be scheduled in April/May.
MetroWest Adolescent Health Survey	Presented data to the Select Board with Karen Shannon and Sara Shine. Compiled gambling data from the survey for the Board of Health.

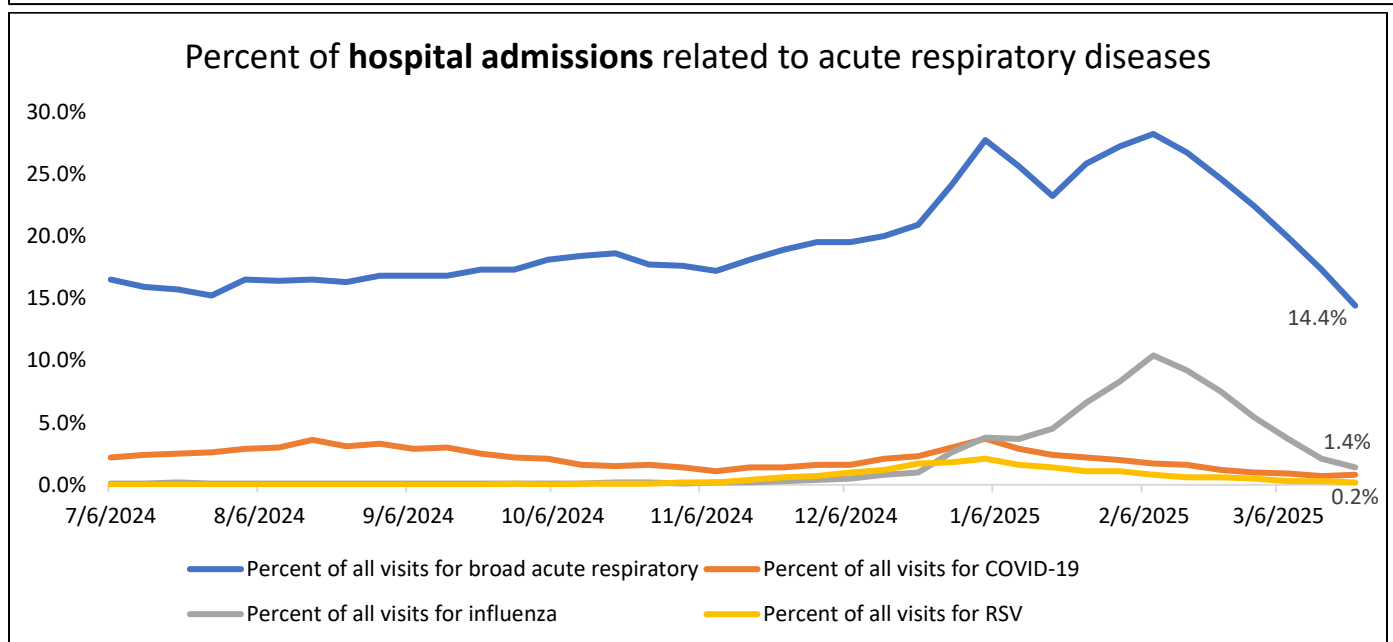
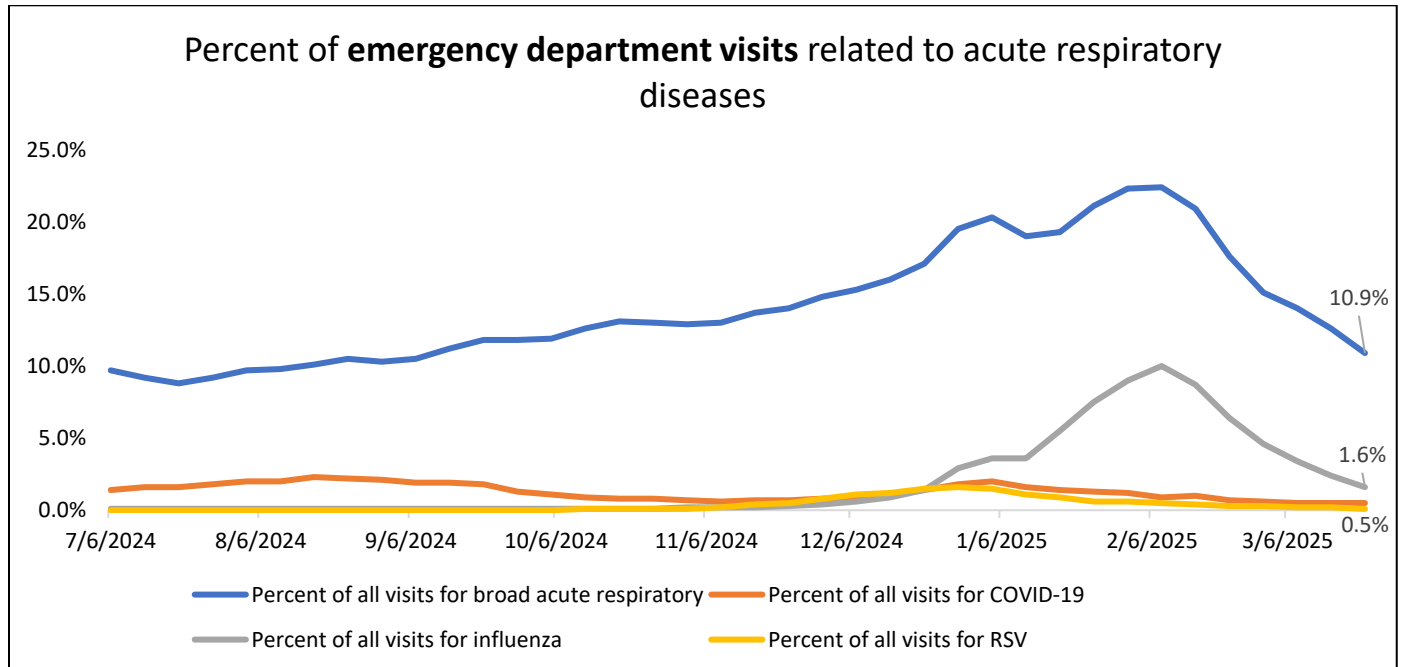


Unit: Epidemiology

Date: March 2025

Staff: Julie McCarthy

Respiratory virus season updates



Source: <https://www.mass.gov/info-details/respiratory-illness-reporting>

Confirmed influenza cases- FY2024 vs FY2025		
Month	FY2025	FY2024
July	0	1
August	0	2
September	2	1
October	1	0
November	7	8
December	26	30
January	110	46
February	127	34
March	54	27

Source: MAVEN

Activities and Accomplishments

Activity	Notes
Rat reporting survey	Worked with Environmental Health team to create survey for residents to report rat sightings. Will be working to advertise the survey in April. The survey is designed to help streamline reports/complaints of rats, asking for location so the Environmental Health team can identify problem areas in town where they may need to investigate in person. In conjunction, we are creating a website for education about rats and pest management, aiming to be live in the next month.
Needham HEARTSafe	Updating and advertising our HEARTSafe website , created to show community members our journey to becoming a HEARTSafe community and to exist as a resource for information about sudden cardiac arrest, CPR, and AEDs in town.
Urban heat islands	There was a post on Needham, MA Facebook Group re: heat islands and role of BOH/public health role in dealing with heat islands. Already had meeting scheduled with Gabby Queenan (Sustainability Manager) to discuss health related action items in Climate Action Roadmap and aimed to discuss tree cover/heat islands.



Unit: Public Health Nursing

Date: February 2025

Staff: Hanna Burnett and Ginnie Chacon-Lopez

Activities and Accomplishments

Activity	Notes
Community Outreach	- Matter of Balance class ongoing. Great feedback received from participants. - Weekly BP clinic at CATH offered with good resident attendance.
Education	- Hanna: Food insecurity and food safety: policy and legislative actions (by Network for Public Health Law) - Ginnie: Various webinars
DVAC	- DV prevention social worker from Brookline PD shared about her work in DVAC monthly meeting. - Brainstorming for ideas for future activities.
Additional Notes	Camp applications and required documents sent out to listserv from last year's season → one camp will not be returning this season

Potential Foodborne Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2025	2024	2023
Calicivirus/Norovirus						<5	6	<5					8	5	5
Campylobacteriosis Confirmed/Probable	<5	<5	<5				<5						5	10	9
Cryptosporidiosis													0	<5	0
Cyclosporiasis													0	<5	<5
Enterovirus	<5				<5								<5	0	0
Giardiasis													0	0	<5
Salmonellosis		<5						<5					<5	<5	5
Shiga Toxin Producing Organism	<5												<5	<5	<5
Shigellosis		<5											<5	0	0
Vibrio spp													0	<5	<5
Arbovirus	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2025	2024	2023
Babesiosis								<5					<5	<5	<5
HGA/Anaplasmosis			<5	<5									<5	<5	<5
Lyme Disease Suspect	6			<5	<5								9	45	58
Lyme Disease Probable		<5	<5	<5		<5	<5						7	35	19
Other Communicable Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2025	2024	2023
Group A streptococcus						<5							<5	0	0
Group B streptococcus													0	<5	<5
Haemophilus influenzae		<5											<5	<5	0
Hepatitis B Confirmed/Probable				<5		<5	<5						<5	5	<5
Hepatitis C Confirmed/Probable	<5	<5											<5	<5	0

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Influenza Confirmed			<5	<5	7	25	106	126					266	155	193
Malaria													0	<5	-
Legionellosis													0	<5	<5
Novel Coronavirus Confirmed	24	34	27	13	<5	14	32	13					160	308	980
Novel Coronavirus Probable	14	7	8	7	<5	8	10	<5					61	54	188
Pertussis (Bordetella spp.)		<5	<5										<5	0	<5
Streptococcus pneumoniae							<5						<5	0	<5
TB Infection Confirmed	<5	5	<5		<5								12	45	44
TB Infection Contact	<5												<5	<5	-
Varicella					<5								<5	6	<5
Totals	55	55	45	26	19	53	158	145	0	0	0	0	556	690	1520

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Immunizations/Injections															
B12	2	1	1	1	2	2	1	1					11	8	3
Influenza			332	115	76	8	2						533	771	719
Tdap						1							1	0	1
Covid-19				30	31	15							76	208	461
VFC						3							3	0	0
Other						5							5	3	0
Total	2	1	333	146	109	34	3	1	0	0	0	0	2	990	1184

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Animal-to-Human Bites															
Dog													0	3	3
Cat													0	1	0
Bat					1			3					4	0	0
Total Bites	0	0	0	0	1	0	0	3	0	0	0	0	2	4	3

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Assistance Programs															
Food Pantry													0	0	4
Friends	1												1	0	0
Gift of Warmth	0	2	1	5	4	0	2	2					16	29	51
GoW Amount	0	1400	300	2394	1877	0	1404	500					7875	16843	25921
Parks & Rec													0	0	0
Self Help													0	2	6

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Education															
CPR Education			88	17	11	14	22	0					152	243	197
Matter of Balance Graduates					5								5	15	34

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Narcan	3	69	13	8	9	0	5	8					115	174	25
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Donations:	\$0
Gift Cards Distributed:	0



Needham Public Health Division

Prevent. Promote. Protect.



Unit: Public Health Nursing

Date: March 2025

Staff: Hanna Burnett and Ginnie Chacon-Lopez

Activities and Accomplishments

Activity	Notes
Community Outreach	• Matter of Balance class finished with 10 graduates. Feedback from participants was very positive for both the program and the instructors. • Weekly BP clinic at CATH with good resident attendance. • Weekly walk-in clinic for CPR / AED instruction offered this month. Good attendance might space out to twice a month to keep interest.
Education	• Ginnie: Various webinars and in-person trainings; attended the 30th Annual Massachusetts Adult Immunization Conference; attended a Public Health Communications virtual conference, sponsored by the Public Health Communications Collaborative.
DVAC	• Cable series #4 was recorded. Working on the final episode. • Mother's Day drive plans made and collaborators reached out to.
HEARTSafe	• Application process started with review of all documents.
Additional Notes	• Ginnie: conducted SBIRT at Pollard and attended meetings with MDPH and BID-Needham/BIDMC re: Legionnaires' Disease case, environmental test results, and next steps. Joined the NWH Community Benefits Committee.

Potential Foodborne Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2025	2024	2023
Calicivirus/Norovirus						<5	6	<5	<5				9	5	5
Campylobacteriosis Confirmed/Probable	<5	<5	<5				<5						5	10	9
Cryptosporidiosis													0	<5	0
Cyclosporiasis													0	<5	<5
Enterovirus	<5				<5								<5	0	0
Giardiasis													0	0	<5
Salmonellosis		<5						<5					<5	<5	5
Shiga Toxin Producing Organism	<5							<5					<5	<5	<5
Shigellosis		<5											<5	0	0
Vibrio spp													0	<5	<5
Arbovirus	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2025	2024	2023
Babesiosis								<5					<5	<5	<5
HGA/Anaplasmosis			<5	<5									<5	<5	<5
Lyme Disease Suspect	6			<5	<5								9	45	58
Lyme Disease Probable		<5	<5	<5		<5	<5						7	35	19
Other Communicable Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2025	2024	2023
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Group B streptococcus													0	<5	<5
Haemophilus influenzae		<5											<5	<5	0
Hepatitis B Confirmed/Probable				<5		<5	<5						<5	5	<5
Hepatitis C Confirmed/Probable	<5	<5							<5				<5	<5	0
Influenza Confirmed			<5	<5	7	25	106	126	53				319	155	193
Malaria													0	<5	-
Legionellosis													0	<5	<5
Novel Coronavirus Confirmed	24	34	27	13	<5	14	32	13	16				176	308	980
Novel Coronavirus Probable	14	7	8	7	<5	8	10	<5	<5				63	54	188
Pertussis (Bordetella spp.)		<5	<5										<5	0	<5
Streptococcus pneumoniae							<5						<5	0	<5
TB Infection Confirmed	<5	5	<5		<5								12	45	44
TB Infection Contact	<5												<5	<5	-
Varicella					<5								<5	6	<5
Totals	55	55	45	26	19	53	158	145	73	0	0	0	629	690	1520

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Immunizations/Injections															
B12	2	1	1	1	2	2	1	1	2				13	8	3
Influenza			332	115	76	8	2						533	771	719
Tdap						1			1				2	0	1
Covid-19				30	31	15							76	208	461
VFC						3			3				6	0	0
Other						5			4				9	3	0
Total	2	1	333	146	109	34	3	1	10	0	0	0	2	990	1184

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Animal-to-Human Bites															
Dog													0	3	3
Cat													0	1	0
Bat					1			3					4	0	0
Total Bites	0	0	0	0	1	0	0	3	0	0	0	0	4	4	3

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Assistance Programs															
Food Pantry													0	0	4
Friends	1												1	0	0
Gift of Warmth	0	2	1	5	4	0	2	2	0				16	29	51
GoW Amount	0	1400	300	2394	1877	0	1404	500	0				7875	16843	25921
Parks & Rec													0	0	0
Self Help													0	2	6

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2024	2023
Education															
CPR Education			88	17	11	14	22	0	44				196	243	197
Matter of Balance Graduates					5				11				16	15	34
Narcan	3	69	13	8	9	0	5	8	20				135	174	25

Donations:	\$0
Gift Cards Distributed:	0

February 2025 Report

Unit: Public Health Excellence - Shared Services, Contact Tracing & Local Public Health Training Hub

Date: 3/6/25

Staff members: Kerry Dunnell, Samantha Menard, Jennifer Casey, Amy McInerney, Jennifer Gangadharan & Padraig Martin

Activities and Accomplishments

Activity	Notes
Shared Services- Charles River Public Health District (Towns of Dover, Medfield, Needham, and Sherborn)	Staff members: Kerry Dunnell, Samantha Menard, Jennifer Casey, Amy McInerney, Jennifer Gangadharan <u>Community Support & Engagement</u> <i>Regional Public Health Nursing -- Disease Control & Prevention including MA Virtual Epidemiological Network (MAVEN)</i> - Jenn G. has begun creating a MAVEN resource hub of information - Jenn G. continued to provide MAVEN coverage for Medfield (effective December 3, 2024) Dover & Sherborn (effective January 31, 2024). - Jenn G. is assisting with onboarding the new Dover/Sherborn nurse, Gael Varsa, including an in-person visit on 2.18.25 to orient her to MAVEN and providing a resource packet. - Jenn G provided a presentation of MAVEN status for each community at the February Advisory Board meeting. This included details about case counts, such as flu, and a staffing chart for MAVEN coverage. - Kerry and Jenn continue to assist towns in gaining MAVEN access and ensuring there is required coverage in all communities. - Jenn G. met with other local public health nurses to discuss programming and how to build relationships with EMS/Fire <i>Environmental Health -- Regional environmental health agents support environmental health activities and conduct inspections in all member communities as requested</i> - In February Sam Menard, and Amy McInerney, conducted food establishment and Title V inspections in Needham, Medfield and Sherborn - After compiling the results of all communities' Self-Assessments, Amy worked with Sam and Kerry to create and deliver a presentation of progress, highlights and next steps for the February Advisory Board meeting.

- The Environmental Health Working Group (EHWG) continues to review self-assessment answers for accuracy.
- Shared Services staff and members of the EHWG will identify which unmet standards they think are priorities and present those conclusions to the Advisory Board for consideration.
- Shared Services staff created a draft of a common food permit application and asked members of the EHWG to review and comment.

Projects

Strategic Planning

- February 28 meeting included review and general agreement on mission, vision and guiding principles for the collaborative and a discussion of strengths, weaknesses, opportunities and threats (SWOT).
- Consultants will be conducting individual and group interviews with staff and board of health members in each community during March.

Foundational Public Health Services Assessment

- Kerry presented information about Foundational Public Health Services (FPHS) to the Needham Board of Health and the Charles River Public Health District Advisory Board during their monthly meetings. FPHS is a national framework that outlines the unique responsibilities of governmental public health and defines a minimum set of Foundational Capabilities and Foundational Areas that must be available in every community. All shared service affiliated communities in MA are currently completing a Cost tool that gathers information on FPHS related spending and revenue for July 1, 2023-June 30, 2024 (FY 2024). The next step is to complete an FPHS Service Delivery tool. Results of this effort will be available in May 2025, and will guide work planning for July 1, 2025- June 30, 2027.

Training Hub- North Central & MetroWest Local Public Health Training Hub Serving the 40 communities in the Charles River Health District, Greater Boroughs, MetroWest Public Health Coalition, Nashoba Associated Boards of Health, Norfolk County-8 Public Health shared services arrangements, and the communities of Bellingham, Holliston and Marlborough.	Staff members: Kerry Dunnell, Samantha Menard, Jennifer Casey, Amy McInerney, Jennifer Gangadharan, Padraig Martin <u>Staff & Continuing Education & Training updates</u> • In anticipation of the pool training course to be released by the Office of Local and Regional Health in Fall 2025, Pat completed a 2-day Pool Operator Certification course. • Sam was recruited to join the filming of the OLRH Pool Inspections training course. She will be playing the role of pool supervisor. • In preparation for hosting a food inspection report writing workshop for the North Central MetroWest Training Hub communities, Sam, Pat, and Kerry attended a workshop hosted by the Northeast Training hub on Feb. 25th. • Pat completed all the required Tier 3 food inspections with MA DPH Central Trainers and is now eligible to conduct training and Tier 3 Food Applied Practice Assessment Inspections. <u>Training Delivery Updates</u> <i>Local Public Health Intensive Training (LPHIT) Food Inspection Training Tier 3</i> • Sam continues to work with multiple Tier 3 Food Inspection trainees- In February, there are three trainees actively working through the training requirements • Pat and Sam developed supplemental materials for Tier 3 training participants on the topics of Sushi Rice HACCP inspections and high susceptible population requirements. These resources are intended to fill a knowledge gap observed during previous conduct of Tier 3 applied practice assessment inspections <i>Documentation Review</i> • To support documentation review requests, a meeting of all Training Hub trainers was held to create a standard review process. All communities in MA may request a review of their inspection-related documentation and receive feedback and guidance on how to improve documentation.
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	<u>Training Hub outreach, communication & support activities</u> The NCMW Hub will be hosting quarterly stakeholder meetings for all inspectors in the forty-three communities. These meetings will provide an opportunity to share best practices, highlight NCMW training hub resources and discuss emerging issues in environmental health inspection. Pat is compiling a list of all local environmental health staff in the communities and communicating with the five shared services groups to identify community priorities and characteristics. <u>Funder Communication & Collaboration</u> Staff attended an introductory presentation of the UMASS Public Health Nurse Consultant program. The program is intended to provide training and support for all local public health nurses in MA.
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March 2025 Report

Unit: Public Health Excellence - Shared Services, Contact Tracing & Local Public Health Training Hub

Date: 4/1/2025

Staff members: Kerry Dunnell, Samantha Menard, Jennifer Casey, Amy McInerney, Jennifer Gangadharan & Padraig Martin

Activities and Accomplishments

Activity	Notes
Shared Services- Charles River Public Health District (Towns of Dover, Medfield, Needham, and Sherborn)	Staff members: Kerry Dunnell, Samantha Menard, Jennifer Casey, Amy McInerney, Jennifer Gangadharan Staff Updates - Regional Environmental Health Agent, Amy McInerney, submitted her resignation. Her last day will be April 11th. The Charles River Advisory Board has been notified, and staff will work with the Advisory Board and Needham HR to fill the position as quickly as possible. Community Support & Engagement <i>Regional Public Health Nursing -- Disease Control & Prevention including MA Virtual Epidemiological Network (MAVEN)</i> Accomplishments in March include: - Beginning to create a MAVEN resource hub of information for all public health nurses (PHN) in Charles River Public Health District. This project is one of the infectious disease management deliverables for FY 25. - Providing MAVEN coverage of infectious disease activity for Medfield (effective December 3, 2024) - Attending a Regional Public Health Nurses workgroup meeting in Seekonk. This working group serves as a collaboration space to discuss potential actionable activities. - Planning a Hands Only CPR clinic in Dover in April with Gael Varsa, Dover Sherborn Public Health Nurse - Organizing a “How to Launch a Vaccine Program” meeting among Dover and Needham public health nurses. Meeting included information from Needham

public health nursing staff about necessary steps as well as cost estimates for vaccines.

- Assuming role of interim back-up vaccine coordinator for Town of Needham due to resignation of the previous back-up.
- Meeting with the Public Health Nurse consultant assigned to our Training Hub communities to learn about the program plans for offering training and technical assistance to all MA public health nurses. The Local Public Health Nurse Consultant Program is a collaboration between MA DPH Office of Local & Regional Health and the Elaine Marieb College of Nursing at UMASS Amherst.
- Attending the Needham Domestic Violence Action Committee meeting
- Joining Needham Public Health Division staff Ginnie Chacon-Lopez , Julie McCarthy for a presentation of a potential electronic health record resource for Needham offered by a representative from Patagonia Health

Environmental Health -- Regional environmental health agents support environmental health activities and conduct inspections in all member communities as requested

Accomplishments include:

- Amy McInerney conducted food establishment inspections in Needham
- The Environmental Health Working Group (EHWG) continues to review self-assessment answers for accuracy.

Projects

Strategic Planning

- Work continues on strategic plan development, including individual and group interviews with staff and Board of Health members in each community as well as CRPHD staff.

Foundational Public Health Services Assessment

- Dover, Needham and Sherborn completed their work on the Cost Tool portion of the Assessment process, and meetings for Service Tool completion have been scheduled for April.
- The deadline for completion of both portions of the Assessment is April 18.
- Results will be available in May 2025, and will guide OLRH work plan development for the next two years.

Staff & Continuing Education & Training updates

- Regional Public Health Nurse Jenn Gangadharan attended the MA Adult Immunization Conference in Newton, MAPHN SE Chapter meeting about Alzheimer’s disease in the community, a one-hour MA Environmental Health Association webinar on summer camps, a webinar focused on pertussis and the second session of an American Nurses Association series “Dismantling Racism in Nursing.”
- Regional Environmental Health Agent Amy McInerney attended the MA Environmental Health Association Annual Title V Seminar and the Massachusetts Health Officer Quartey meeting.
- Assistant Manager Sam Menard attended the first in-person shared services coordinators meeting organized by the Office of Local and Regional Health (OLRH) in Worcester. This meeting was convened to provide an opportunity to learn about other shared services arrangements and to meet and collaborate with other shared services arrangements and OLRH staff. OLRH staff provided feedback about program management and expectations.

Training Hub- North Central & MetroWest Local Public Health Training Hub Serving the 40 communities in the Charles River Health District, Greater Boroughs, MetroWest Public Health Coalition, Nashoba Associated Boards of Health, Norfolk County-8 Public Health shared services arrangements, and the communities of Bellingham, Holliston and Marlborough.	Staff members: Kerry Dunnell, Samantha Menard, Jennifer Casey, Amy McInerney, Jennifer Gangadharan, Padraig (Pat) Martin Training Delivery Updates <i>Local Public Health Intensive Training (LPHIT) Food Inspection Training Tier 3</i> - Sam continues to work with multiple Tier 3 Food Inspection trainees- In March, two trainees completed the Tier 3 program. - Pat held his first Tier 3 Food kick-off meeting with a trainee and will be scheduling field training. Pat scheduled two additional kick-off meetings with trainees for the first week of April. Each trainee must complete at least five different kinds of inspections with trainers before being ‘certified.’ <i>Local Public Health Intensive Training (LPHIT) Food Inspection Training Tier 2</i> - Sam will be an instructor at the LPHIT Food Tier 2 course to be held in Greenfield in April <i>Documentation Review</i> - No activity this month. <i>LPHIT Housing</i> - In anticipation of Pat and Jenn G completing the LPHIT Housing Trainer training, staff are preparing to offer the Tier 3 Step 1 Housing training courses to two cohorts in June. <i>LPHIT Pools (developing)</i> - As part of training development, a three-day filming session was organized by BU School of Public Health (BU SPH). Sam Menard joined the training cast playing the role of pool supervisor. Training is projected to be available in Fall 2025. <i>LPHIT Wastewater/Title V (developing)</i> - A position for a subject matter expert has been posted by the MA Department of Environmental Protection (MA DEP). When filled, this position will support training curriculum development with BU SPH and OLRH.
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Training Hub outreach, communication & support activities

- The first quarterly NCMW Hub Environmental Health Agents & Inspectors meeting will be held virtually on April 15th. The purpose of the meetings is to provide a forum to share best practices, discuss emerging issues in environmental health inspection and highlight NCMW training hub resources.
- Pat and Amy developed an equipment survey for all communities asking for information about additional equipment needs to be considered as additions to the NCMW Training Hub lending library.

Funder Communication & Collaboration

Jen Casey and Kerry completed financial and program progress reporting for Tri term 2, for submission on March 31.

Staff Continuing Education & Training updates

- Pat and Jenn G. attended the first two sessions of Tier 3 Step 1 Housing Training for hub trainers hosted by the Central Trainers at the Office of Local and Regional Health. Once Pat and Jenn G. complete the entire 6-day course, they will be eligible to help facilitate the course.



Board of Health Meeting Minutes DRAFT

Date: February 21, 2025

Location: via Zoom

Members: Stephen Epstein, MD, MPP, Member; Robert A. Partridge, MD, MPH, Member, Edward Cosgrove, PhD, Member; Aarti Sawant-Basak, PhD, Member

Staff Present: Timothy Muir McDonald, Director of Health and Human Services; Tara Gurge, Assistant Director of Public Health; Carol Read; Kerry Dunnell; Sai Palani; Julie McCarthy; Taleb Abdelrahim, Lydia Cunningham, Ginnie Chacon-Lopez

Welcome & Public Comment Period

Dr. Epstein called the meeting to order at 9:00AM.

According to Chapter 107 of the Acts of 2022, as an act relative to extending certain states of emergency accommodations, as passed by the General Court, and signed into law by Acting Governor Karyn Polito, on July 16, 2022, revised Section 20 of Chapter 20, the Acts of 2021. In so doing, provided modifications to the Massachusetts Open Meeting Law, which allow for flexibility to hold remote only, and hybrid meetings, while preserving public access and, where appropriate, public participation. Currently, that additional flexibility will expire on March 31, 2025, unless additional legislative action occurs.

No public comment at this time.

Review of Minutes: January 24, 2025

Upon motion duly made by Dr. Partridge, and seconded by Dr. Cosgrove, it was voted to approve the meeting minutes January 24, 2025, as presented. Motion passed unanimously.

Environmental Testing of Synthetic Turf Fields

Ms. Gurge stated that, in furthering the discussion of the Fuss & O'Neill field turf testing results, specifically the arsenic and zinc results, the latest information received was reviewed. After the last Board of Health meeting, Staff connected with Fuss & O'Neill regarding the Board's inquiries, and they agreed to provide resampling for arsenic, due to the elevated reporting limit, at no additional cost. Fuss & O'Neill agreed to retest for zinc as well, but did not state that this retesting would be free of charge. There was agreement to take six samples from each field, instead of three. There will still be three total samples submitted for laboratory analysis, one from each field. The Board agreed that they would like a re-test this spring for zinc and arsenic levels in all three turf fields. This area is typically tested every other year. The Board agreed to

review the costs for performing the two tests and move forward with having them completed in the spring if the cost is reasonable.

Enforcement of Zyn Nicotine Chill flavored pouches and other vape products

Ms. Gurge explained that staff had a follow-up virtual meeting with Cheryl Sbarra and her staff. They gave helpful guidance on the next steps for enforcement of Zyn nicotine pouches, along with resource articles. The enforcement guidance includes that staff can continue the plan to enforce Zyn Chill, as the basis for prohibiting its sale is that it is considered a flavored product, which is prohibited. If the Board is interested in restricting the nicotine content, staff can now limit it to the 3mg or 6mg amounts, due to the recent FDA authorization. It was noted that advertising and displays cannot be restricted per First Amendment rights. However, staff can also restrict the scanning of the QR coupon code on the base of the Zyn containers, since coupons and discounts are not allowed. Mr. Palani stated that, after further research on the QR codes, these may not need to be further restricted, as they are for reward purchases through the brand's website.

The Board agreed that, based on the guidance given, and that Zyn Chill has a characterizing flavor which are prohibited in Needham, that it should be pulled. The Board agreed to limit the nicotine content to 6mg. It was agreed to obtain additional information on how the QR codes are being used.

Introduction to the Foundational Public Health Services (FPHS) and PHE Data Gathering Initiative

Kerry Dunnell made a presentation regarding Foundational Public Health Services (FPHS) and an assessment process that is occurring with all 51 shared services organizations in Massachusetts. FPHS were released in 2021 to recognize capabilities and content areas to focus in. There are five foundational areas, with 28 responsibilities, that reflect the minimum number of services that should be available in a community. The capabilities may have crossover with the content areas and should be incorporated into the work. Massachusetts is working to adopt the FPHS standards. Each community will need to complete certain activities during this process.

Dr. Sawant-Basak asked if this data will be collected year over year. Ms. Dunnell stated that the idea is to have the data regularly collected with requirements for reporting and sharing progress on the different areas.

Customized Permit Fee Calculator

Mr. McDonald previewed the Customized Permit Fee Calculator which was developed with significant staff and contractor effort. The dynamic model attempts to capture the true cost to the Public Health Division to accept and process various applications and plan reviews, and to conduct the appropriate inspections and follow-ups. This will be discussed in greater depth at the Board's March 21st meeting, but the current calculations show that the Public Health Division may overcharge for some types of permits and licenses and also undercharges for various food service licenses. In March, the Board will debate the appropriate level at which to set permit fees

for FY2026, including how to balance a true reflection of the cost of staff time and effort with not dramatically increasing the charges to permit holders, especially without sufficient notice. A phase-in period of 2-3 years is proposed.

December and January Staff Reports

- Environmental Health – Sai Palani & Tara Gurge

Mr. Palani stated that the property owner confirmed that settlement is being finalized between them and the former Rice Barn owner. There is already interest from prospective tenants to occupy the space to be used for a new restaurant. Also, Environmental Health staff created signage for new Nicotine Free Generation policy. Signage was posted at each retailer during the week of December 23rd and the health agent described the policies to each store owner or another representative of the store. Staff created a new online dumpster permit application and made it live at the end of January. Notices will be sent out in February to have businesses, property managers, and landlords apply for dumpster permits with assistance from the Town Economic Development manager. The Environmental Health Team recently hired a temporary part-time Environmental Health student intern who will be starting on Monday, February 24th.

- Accreditation

Mr. McDonald explained that all required documents were uploaded to the PHAB website and sent to PHAB on December 11, 2024. There will likely be an in-person visit and review in May.

- Traveling Meals

Ms. Gurge stated that, in December 2023 there were ten more clients than there currently are. Otherwise, there are no major changes.

- Substance Use Prevention: Regional – Carol Read & Lydia Cunningham

Ms. Cunningham stated that staff continue to work on implementing the MassCALL3 strategic plans. Specifically, staff have been focusing on a health curriculum strategy featuring two programs, one for middle school and one for high school students. Staff met with a representative from each school to learn how to best support the schools in implementing the two programs. Staff also worked with a graphic designer to create a brochure about the MassCALL3 regional grant program. Staff attended a planning retreat in Westwood for that town's Drug Free Communities grant application. If Westwood is awarded that grant, it would allow them to hire a full-time staff coordinator who would partner with MassCALL3 staff.

Ms. Read noted that, due to the work staff did with the town of Walpole, that town was awarded a Drug Free Communities grant and just hired a full-time coordinator.

- Substance Use Prevention: Needham

Mr. McDonald stated that, in January SPAN launched *Conversations with Your Middle Schooler: Why You Shouldn't Wait to Talk About Substance Use*, as a three-part series for parents of 5th-8th graders to help increase awareness about underage drinking and substance use, provide skill-building techniques for parents to have conversations with their children, and build a connection with other parents. Approximately ten parents attended the first session. Also, the Peer Recovery Coach worked with six individuals in December and January and continued her oversight of the Dual Recovery Anonymous weekly meeting. Regarding the STOP Act grant, staff hosted responsible beverage service training in December. 16 attendees from seven Needham businesses attended.

Dr. Epstein noted that the STOP Act grant should be used only for education and not lobbying.

- Public Health Preparedness – Taleb Abdelrahim

Mr. Abdelrahim stated that in December NACCHO awarded the Norfolk County-8 (NC-8) MRC unit the full \$10,000 Operational Readiness Award. This funding will support new initiatives and opportunities for the unit this year. Staff continued working on the Health Action Plan to document actions to take before and during an extreme temperature event to mitigate health impacts.

- Epidemiology – Julie McCarthy

Ms. McCarthy stated that the Biosafety Committee met in January and worked on updating the annual permit renewal process. Regarding influenza numbers, the Town is on an upward trend for influenza cases, with 260 confirmed cases at this time, compared to less in previous fiscal years. Needham has a much higher vaccination rate than the state, but the overall trend shows a decline in vaccination rates. There was a steady decrease from FY21-FY25 in vaccination rates. There is a connection between the decrease in vaccination rates and the increase in flu cases.

- Nursing – Ginnie Chacon-Lopez

Ms. Chacon-Lopez detailed a number of donations received and stated that gift cards have been purchased to help those in need. Staff has continued to host blood pressure clinics at both Needham Housing Authority locations. Staff has agreed to visit the locations on a monthly basis.

- Shared Public Health Services – Kerry Dunnell

Ms. Dunnell stated that there is a Mass Health Officer's session being offered regarding which communications are and are not appropriate for local public health. Regarding the Charles River District, the strategic planning process for the collaborative has begun. There will be work completed with consultants to help establish what the priorities will be for this collaborative for the next three to five years. The results of that strategic planning process will be available at the end of the fiscal year. Staff worked to create onboarding guidance for establishing a public health program in a community which was based on work and comments from the Needham Public Health nurses. All four communities completed a self-assessment two years ago and the collaborative was at 78% of the minimum standards and has since moved up to 85%. Staff

completed a fee-cost study with all four communities which has been valuable. Regarding the training hub, it has been focused on working with the Office of Local Regional Health and development of curriculum to train inspectors. The housing inspector training will be kicking off in March. In December, the Environmental Health Trainer position was filled.

Mr. McDonald noted that, regarding the recent federal fund freeze, the only item that has been impacted thus far for the Department is the food code standards work.

Other Items

- Next Meeting Date and Time
Friday March 21, 2025, at 9:00 a.m.

Adjournment

Upon motion duly made by Dr. Cosgrove, and seconded by Dr. Sawant-Basak, it was voted to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 10:38AM.

Attachment:

February 21, 2025, meeting packet



Board of Health Town of Needham AGENDA FACT SHEET

MEETING DATE: April 18, 2025

Agenda Item	Designation of Agents
Presenter(s)	Timothy McDonald, Director of Health and Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
As part of an annual “spring cleaning”, the Board of Health renews its designation of agents to act in its stead, choosing the leadership of the professional staff of the Town’s Public Health Division.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Yes. Suggested motion: “I move that the Board of Health designate Mr. McDonald as its agent to act on its behalf and with its powers as defined in M.G.L. Ch. 111 and in Needham regulations. I further move that Ms. Gurge and Ms. Dunnell be designated as deputy agents, to act in our stead in the event Mr. McDonald is unavailable.”	
3.	BACK UP INFORMATION:
Draft Designation of Agent Letter Addressed to Needham Town Clerk Louise L. Miller	



Needham Public Health Division

Prevent. Promote. Protect.



April 18, 2025

Ms. Louise L. Miller, Needham Town Clerk
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Dear Ms. Miller,

The Needham Board of Health (the Board) is charged by the General Court of Massachusetts to protect the public's health and to safeguard the health and wellness of its community. In order to effectively discharge those responsibilities, the Board is empowered by the Massachusetts General Laws and imbued with the authority to make reasonable health regulations¹ and to "examine all nuisances, sources of filth and causes of sickness"² and to act for the destruction, removal, or prevention of the same.

To provide the most appropriate and timely response to all of the nuisances, sources of filth, and causes of sickness which may arise in Needham and to effectively enforce adopted Board of Health regulations, the Board designates, under the provisions of Mass. General Law Chapter 111, Section 30³ Director of Health & Human Services Timothy Muir McDonald as its agent and empowers him to act in its stead, including the designation of additional deputy agents. Further, the Needham Board of Health designates Assistant Public Health Director Tara Gurge and Shared Services Program Manager Kerry Dunnell as its deputy agents and empowers them to act in its stead when Mr. McDonald is unavailable.

The designations occurred via the unanimous vote of the Board of Health at its public meeting on this day.

Sincerely,
The Needham Board of Health

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

Tejal Gandhi, MD, MPH

Robert Partridge, MD, MPH

Aarti Sawant-Basak, PhD

¹ M.G.L. ch. 111, s. 31, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>

² M.G.L. ch. 111, s. 122, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122>

³ M.G.L. ch. 111, s. 122, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section30>



Board of Health Town of Needham AGENDA FACT SHEET

MEETING DATE: April 18, 2025

Agenda Item	Public Health Division Charge
Presenter(s)	Timothy McDonald, Director of Health and Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
As part of an annual “spring cleaning”, the Board of Health renews its charge to the leadership of the Public Health Division and the entire staff, to “educate, inform, and empower the community, elected officials, Town Departments, and community partners about sound public health practices and the potential impact of actions, initiatives, and policy choices on the public’s health.”	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Yes. Suggested motion: “I move that the Board of Health charge the leadership and staff of the Public Health Division to educate, inform, and empower the community, elected officials, Town Departments, and community partners about sound public health practices and the potential impact of actions, initiatives, and policy choices on the public’s health.”	
3.	BACK UP INFORMATION:
Draft BOH Letter Charging Public Health Staff to Educate and Inform	



Needham Public Health Division

Prevent. Promote. Protect.



April 18, 2025

Mr. Timothy Muir McDonald, Director of Health & Human Services
Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494

Dear Mr. McDonald,

The Needham Board of Health (the Board) takes seriously its responsibility to protect the public's health and its charge to safeguard the health and wellness of its community. In order to effectively discharge those responsibilities, the Board is empowered by the Massachusetts General Laws and imbued with the authority to make reasonable health regulations¹ and to "examine all nuisances, sources of filth and causes of sickness".²

To inform its actions in defense of the public's health, the Needham Board of Health requires that its Public Health Division research best practices, and review the best available data about all issues which might affect the health of Needham and its residents. The Board further charges that you along with Ms. Tara Gurge and Ms. Kerry Dunnell, acting as our agents, and the Public Health Division as a whole, endeavor to educate, inform, and empower the community, elected officials, Town Departments, and community partners about sound public health practices and the potential impact of actions, initiatives, and policy choices on the public's health.

Thank you for your attention.

Sincerely,
The Needham Board of Health

Aarti Sawant, PhD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

Tejal Gandhi, MD, MPH

Robert Partridge, MD, MPH

CC: Ms. Louise L. Miller, Needham Town Clerk

www.needhamma.gov/health



**Board of Health
Town of Needham
AGENDA FACT SHEET**

MEETING DATE: April 18, 2025

Agenda Item	Positions on Annual & Special Town Meeting
Presenter(s)	Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Annual and Special Town Meeting
2.	VOTE REQUIRED BY BOARD OF HEALTH
	Discussion Only
3.	BACK UP INFORMATION:
	a) May 2025 Annual Town Meeting Warrant and Special Town Meeting Warrant b) May 2024 BOH Policy Positions for Town Meeting

TOWN OF NEEDHAM



2025 ANNUAL TOWN MEETING WARRANT

ELECTION: TUESDAY, APRIL 8, 2025

BUSINESS MEETING: MONDAY, MAY 5, 2025

7:30 P.M.

JAMES HUGH POWERS HALL

NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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

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2025 Annual Town Meeting
Finance Committee
114th Annual Report
Fiscal Year 2026 Proposed Budget

March 23, 2025

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 114th Annual Report to Town Meeting along with our recommended operating budget for Fiscal Year 2026 (FY 2026). This budget process was challenging this year, as the Town's revenue, while increasing, did so at a decelerating rate, attributed to the slowing of new growth added to the tax base. Additionally, significant increases in certain expense items, including health insurance costs and casualty, liability and property insurance also had a negative impact on the budget. We held many discussions with the Town Manager, the individual departments and the Schools on the importance of focusing on a budget that would maintain the same high level of service while deferring new programs and initiatives. We thank all involved in the budget process and the individual department managers for their prudence in planning. The fiscal year 2026 budget that we present for your approval funds the same level of service as FY 2025 and there are no additional new staff or expanded services, except for a modest increase in personnel within the Building Department.

The Town of Needham is fiscally sound and thoughtful in its approach to the operating budget and future capital planning. However, we must continue to maintain this fiscally conservative approach as we plan for necessary upgrades and renovation to our aging schools and municipal buildings, commencing with the Pollard Middle School, and inclusive of the Mitchell Elementary School and the High Rock School and the phased renovations to the DPW facilities. We look forward to working collaboratively with the Select Board, the School Committee, the Permanent Public Building Committee, the Town Manager, the Superintendent of Schools and the Deputy Town Manager/Director of Finance to develop a capital financing plan that allows the Town of Needham to meet its long-term strategic goals and maintain a high level of service for its residents, mindful of the tax burden being shouldered by residents and local businesses.

The Finance Committee report describes the proposed Fiscal Year 2026 operating budget in detail, beginning with an overview of projected sources of revenue, following with the operating budget and then closing remarks and outlook.

I. Revenue

Total funding sources are revenue from the General Fund, the Enterprise Funds and the Community Preservation Fund. The General Fund revenue is used to meet all services and expenses, including the operating budgets of all Town and School departments. The Enterprise Funds are limited to meeting the water and sewer expenses. The Community Preservation Fund allocates funds to projects approved by the Community Preservation Committee.

For FY 2026 total funding sources are estimated at \$278,412,450, which is \$255,023,789 in general fund revenue, \$19,406,661 in Enterprise Fund revenues and \$3,982,000 from Community Preservation Act revenue. Total funding sources increased by .4% or \$1 million, while General Fund revenue increased by 3.3% and Enterprise Fund Revenue by 1.5%.

General Fund revenue includes property taxes, state aid and local receipts. Free cash flow is another significant source of funding that is available for General Fund expenditures. Additional funds available for appropriation include Town reserves and stabilization funds, overlay surplus and other smaller sources of funding.

For FY 2026 a total of \$255,023,789 in General Fund revenues is available for General Fund expenditures. They are allocated to meet the Town's \$235,925,907 in municipal department and school operating expenses, \$3,642,595 for financial warrant articles, \$11,622,050 for capital projects and \$1,285,509 in other appropriations.

Property Taxes Within the Levy: Property taxes are the largest component of General Fund revenues, and are estimated to account for 79.3% of the total in FY 2026 and to increase by 5.1% over FY 2025. Property tax is made up of three components, existing property tax increases, limited to a 2.5% annual increase within the tax levy, tax revenues from new growth, which includes real estate taxes and taxes on personal property value for new residential and commercial development and taxes levied to meet excluded debt service outside the tax levy. New growth over the past four years have ranged from \$4 million to \$5.8 million in FY 2025. For FY 2026, with the continued hiatus in the development of the former Muzi property and the anticipated slowdown in commercial and residential real estate development, tax revenue attributed to new growth is conservatively estimated at \$2,500,000.

Excluded Debt: The amount of property tax collections for excluded debt is the amount of debt service payable during the year for a voted capital override determined by Needham citizens over the years. Overall, excluded debt has been declining over the past four years as debt service from existing projects has decreased. During FY 2026, the excluded debt level will decline from \$9,794,891 to \$8,763,316 as the debt associated with the Eliot School is completely repaid.

State Aid: State aid accounts for 6.5% of total General Fund revenues, and is based on the Governor's budget proposal. For FY 2026, total State Aid is projected to be \$16,663,045, an increase of \$487,323 versus FY2025. The actual amount of State Aid is not expected to be finalized until late spring.

Local Receipts: Local receipts represent 6.5% of total General Fund revenues. Local receipts include several items, the largest being Motor Vehicle Excise taxes, Other Excise taxes, which is driven by the hotel and motel taxes paid to the state and then reimbursed to the municipality, Licenses & Permits, Charges for Services and Investment Income. Local Receipts levels are quite variable. The budget estimate for FY2026 is \$16,658,000 which is an increase of \$1,245,000 or 8.1% and is based on a level that is 75.9% of FY 2024 revenue (excluding non-recurring revenue). The Department of Revenue will only allow a municipality to forecast total revenue up to the level that can be supported by the prior year's receipts, thus actual Local Receipts tend to exceed revenue projections. Motor Vehicle Excise Taxes, Other Excise Taxes, Charges for Services from other town services (ambulance, parking permits and DPW) and Licenses & Permits make up over 75% of Local Receipt revenue, and that aggregate group is estimated to increase receipts by 9.3%.

Free Cash Free cash is the result of actual revenue collections that exceed estimates and expenditures which are less than what was originally appropriated. Free Cash levels in any fiscal year can be variable, and the Town has been careful to rely primarily on recurring revenue to support ongoing operating expenses. Free Cash is used as a non-recurring funding mechanism, to invest in capital assets as a funding source in Annual Town Meeting Warrant Articles, to support one-time or short duration programs and to add funds to the Town's various Reserve Funds. A small portion of the recurring Free Cash can be used to support the operating budget according to a formula calculated as the lesser of 2% of the adjusted operating budget for the prior fiscal year or the actual turn-back of unexpended funds from departmental appropriations. As of the writing of this report, Free Cash has not yet been certified for FY2025. For FY2026, the budget projection for Free Cash is \$19,000,000, an increase of \$1,669,217. The current projection is based on several factors including FY 2024 budget returns, a comparable level of Local Receipts for FY 2024 and using less of the certified Free Cash from FY 2024 for FY 2025 appropriations which should be closed out by the State and become part of the Free Cash calculation for FY 2026.

Adjustments to General Fund Revenue Both Water and Sewer Enterprise Fund expenses are accounted for within the enterprise fund. Certain costs such as information technology, personnel, insurance etc.) are within the general fund budgets of the Town departments. These expenses are funded with transfers of revenue from the Enterprise Funds to the General Fund. The FY 2026 estimates for the Sewer and Water Enterprise Fund transfers are \$300,000 and \$460,000, respectively for a total of \$760,000. The Community Preservation Act supported debt

service also exists within the Town's annual debt service. The annual debt service associated with Town Hall and Rosemary Recreation Complex will decline each until they are repaid in 2031 and 2039. Emery Grover was just added to the CPA supported debt service. The total transfer for FY2026 is \$1,362,957, a decrease of 1.8%.

II. Operating Budget

The FY 2026 operating budget is based on Town Departments that have no external funding sources. There are some departments that have greater access to grants, such as Health and Human Services, and some like the Library, which have outside donations and support such as the Friends of the Needham Public Library. Any new requests for additional staff members, or the addition of a new program improvement or service is fully vetted by the Finance Committee prior to inclusion within the operating budget. For FY 2026, the recommended balanced operating budget totals \$235,925,907, which is a total increase of \$9,774,239, or 4.3% versus FY 2025. There is only one additional hire of a full-time building inspector to replace a part-time inspector, subsequent to their retirement. Additionally, the Superintendent of Schools commenced an early-retirement program for teachers to reduce overall salaries and wages, reduced FTE's by 11.7 and reduced their FY 2026 budget request by over \$2 million from \$6.8 million to \$4.73 million.

The primary drivers of the 4.3% operating budget increase include the departments below:

Department	FY 2026 Budget	Increase - Dollars	Increase - %	% Town Budget
Schools (Includes Minuteman)	\$104,310,330	\$4,968,627	5%	44.3%
Townwide Expenses	\$69,821,407	\$2,532,184	3.8%	29.6%
Municipal IT	\$2,510,774	\$606,491	31.8%	1.06%
Health & Human Services	\$3,072,837	\$232,018	8.2%	1.3%

The most significant expense increases include contractual wage and step increases within departments. Within Townwide Expenses, the Casualty, Liability, Property, & Self-Insurance Programs increased by 6% based on an increase in premiums as well as an increase in the number of facilities insured with the addition of Emery Grover upon completion of that building. Group Insurance, Employee Benefits, and Administrative Cost increases are impacted by an estimated rise in group health insurance rates of 10%. The consolidation of Harvard Pilgrim and the Tufts Health Plans for FY 2026 has negatively impacted premiums. Additionally, enrollment

growth increased by 2.11%, the highest rate in five years, and more commonly occurs as the employment outlook weakens

The development of the FY 2026 Operating Budget was challenging due to rising costs associated with overall inflation, higher medical and insurance premiums and the need to continue to attract and retain talented teachers and town professionals with competitive wages and benefits in the face of these headwinds. We anticipate that the economic environment is unlikely to change dramatically over the next year. As we develop the budget for FY 2027, we will continue to be faced with difficult choices that must be made to balance the budget and design a long-term capital and financing plan to renovate school and municipal buildings.

The Town of Needham has always been thoughtful and cautious in all financial matters. Our annual projections are intended to be conservative, with specific improvement and stabilization funds designed to support anticipated longer-term maintenance and replacement expenses and smooth out debt service obligations when necessary. We have debt policies that limit debt levels within the tax levy (3% of projected General Fund revenue for debt service) and debt “outside the tax levy” or an “excluded debt” limit of total debt to 10% of gross revenues. These are guidelines in place to ensure that the Town continues to be fiscally conservative about how capital projects are financed so that we can maintain the excellent Schools, services and business climate that citizens are accustomed to while not placing an undue burden on all residents and taxpayers. The Town of Needham is one of a minority of municipalities within the State that carries a AAA debt rating by Standard & Poor’s Debt Rating Agency. This rating provides the Town with a lower cost of capital than other municipalities with lower ratings, and saves taxpayers significant funds in lower interest expense costs. The Finance Committee looks forward to continued discussions over the coming years as we strive to improve our facilities and services, while maintaining the excellent financial foundation provided by careful budgeting and long-term financial planning.

III, Components of the Proposed FY 2026 General Fund Operating Budget

For FY 2026, the recommended balanced operating budget totals \$235,925,907, which is an increase of \$9,774,239, a 4.3% versus FY 2025.

Townwide Expenses

Townwide Expenses are costs incurred by the Town that support all departments including casualty and liability insurance, energy, medical and retiree benefits. In total, Townwide Expenses Are increasing by 3.8% to \$69,805,804, which represents 29.6% of the General Fund operating budget.

Casualty, Liability and Property Insurance This budget line is increasing by 6%. This department provides for auto liability, general liability, property and casualty, law enforcement, public officials and school board liability. The Town is insured through the Massachusetts Inter-local Insurance Agency (MIIA) which is a self-insurance pool provided exclusively to municipalities in the Commonwealth. The Town has seen favorable rates because of membership in this pool, compared to other insurance markets. The increase for FY 2026 is the result of the Emery Grover building being on the policy for a full year, as well as premium increases of 6.5%.

Debt Service: Debt service line covers payments for outstanding debt obligations for debt funded within the tax levy, excluded debt, CPA funded debt and Sewer and Water Enterprise Fund debt. Exclusive of the enterprise fund debt, debt service for FY 2026 is \$16,836,849, a decrease of 3.8%. The decrease is due to a decline in both CPA and excluded debt service. The General Fund debt service within the levy limit is \$6,710,575, the excluded debt service is \$8,763,317 and CPA supported debt service is \$1,362,957. The excluded debt will continue to decline annually until new projects are approved. The final payment for the Eliot School was FY 2025, for the High Rock and Pollard Schools the final excluded debt payments are FY 2029, the High School is FY 2028, the Public Safety Building will be repaid in FY 2045, the Williams School in FY 2044 and the Newman HVAC project will be in FY 2033.

Group Insurance, Employee Benefits and Administrative Costs: The expenses covered under this program include group insurance for active employees, employee benefit administration costs, Medicare Tax, Social Security tax, employee assistance services and incidental expenses. This line is increasing by 9.3%, driven by an assumed 10% increase in health insurance premiums for FY 2026 and an additional participation rate of 10 employees. The consolidation of the health insurance market with the merger of Tufts and Harvard Pilgrim has continued to put pressure on health insurance premiums. The Town has been successful in slowing the rate of increase by offering high-deductible health plans and an opt-out program for employees.

Needham Electric Light & Gas Program This budget line is increasing by 1.2%. This budget is administered by the Finance Department but monitored by the individual Town departments. The budget pays for the cost of electric and natural gas supply furnished by private utility companies, and the fixed distribution charges from the public utility Eversource. The budget also provides for the maintenance and repair of streetlights and EV charging stations and the costs associated with the production of electricity from solar energy that is supplied to the electric grid.

Retiree Insurance & Insurance Liability Fund This line is increasing by 4.9% to \$8,540,230 based on the most recent actuarial valuation date of June 30, 2022. The plan remains on target to

reach full funding in FY 2041. The Town has steadily reduced the discount rate assumptions from 7.75% in FY 2017 to 6.25% for FY 2026. Based on these assumptions, the Fund has a funded ratio of assets to liabilities of 49.02%.

Retirement Assessments The line item funds the anticipated costs of pensions for current employees as well as incremental funding for the unfunded accrued pension liability. This line is increasing by 8% for FY 2026 in accordance with the actuarial schedule. The discount rate has been steadily reduced from 7.50% prior to FY 2020 to 6.25% for FY 2026. Based on the unfunded actuarial accrued liability, the system is expected to be fully funded by 2032. The 2025 Annual Town Meeting will vote to increase the retiree cost of living adjustment from \$14,000 to \$16,000. The FY 2026 appropriation will not be impacted by the outcome of the request.

Workers Compensation provides funding for costs associated with Workers Compensation for all School Department and General Government employees other than public safety employees. The Town is self-insured for these programs. This line-item also includes funding for pre-employment physicals. This budget line is increasing by 3.4% to \$806,137.

Injury on Duty & 111F This budget line provides injury on duty benefits for all public safety employees, which are funded from a Special Injury Leave Indemnity Fund. This budget is increasing by 5% to \$174,082. This is based on expected increases in salary and expense items. Unspent appropriations are reserved in the Fund for future appropriation.

Classification, Performance and Settlements: This line item provides a reserve for funding personnel related items as they occur during the fiscal year, as authorized by Town Meeting. These may include the settlement of collective bargaining agreements or changes to the classification and compensation plans. This line item is increasing by 19.5% to a level of \$431,000.

Reserve Fund The Reserve Fund is the budget line that sets aside contingency funds that can be transferred to other budget lines by a vote of the Finance Committee for extraordinary or unforeseen expenditures. At the end of a fiscal year, any balance remaining in the Reserve Fund is closed out to Free Cash. The appropriation for this line item is \$1,784,395 for FY 2026.

General Government includes six departments: The Select Board and Office of the Town Manager, Office of the Town Clerk, Legal Services, Finance Department, Finance Committee and Planning and Community Development. Overall the **General Government** budget is increasing by 3% to a total budget of \$5,827,031. **The Select Board and Office of the Town Manager** budget will increase by 2.8% to \$1,660,589 for FY 2026. The increase is primarily related to salary increases for existing personnel and allocation of committee liaison stipends for

recently assigned liaisons. **The Office of the Town Clerk** line item will increase by 4% to \$608,585. The increase reflects additional funds for printing and mailing of the Annual Town Election in April, as well as the replacement of 2 voting tabulators to begin the replacement cycle for the 15 machines that the Town owns. **Legal Services** provides legal services to the Town government and School Administration, including providing assistance to outside counsel. This budget remains flat for FY 2026 at \$329,140. **The Finance Department** budget includes an increase of 2.8%, for salary and step increases for 18 FTE's. While there has been some restructuring of positions within the Group over the last year, there has been no change to headcount, and the division is fully staffed. **The Finance Committee** is increasing their budget by \$330 to reflect wage increases for their executive secretary. **Planning and Community Development** is increasing their budget by 5.3% or \$34,405. The Planning and Community Development Department includes three divisions; Planning, Conservation and the Board of Appeals. The Department is responsible for all zoning, land use policies and development review standards. The overall budget is increasing by 5.3%, salaries increasing by 4.3% and expenses by 23% to reflect some additional expenditures in professional and technical services for the Planning Board.

Public Safety consists of the **Police, Fire and Building** departments. The total budget for Public Safety is increasing by 2.4% to \$23,090,907 for FY 2026. The **Police** budget request is \$9,577,335 which is a 1.3% decrease from FY 2025. The requested salary increases of \$81,961 represents step increases for the officers and cola increases for the civilians and administrative staff. The Police Union and the Superior Unions are under contract until June 30, 2025 and there is no collective bargaining in place beyond FY 2026. The operating capital request of \$63,425 decreased from \$291,717 in FY 2025 due to the replacement of one vehicle in their replacement schedule versus six last year. The expense request increase of \$80,921 includes \$35,000 for Professional Technical Software Licenses. This was moved from the IT to the Police budget.

The **Fire Department** budget is increasing by 5.2%, or \$616,028 for FY 2026, primarily attributable to salary increases for existing personnel and associated expense increases. The Department is evaluating a request for additional firefighters for future study. The **Building Department** budget will increase to \$980,823, which is an increase of 6.5% with the conversion of a part-time inspector to full-time. There is a considerable backlog of building inspection work that is not being completed annually, due to the lack of available personnel. The head of the department reports that there are 160 buildings that require inspection annually and 40 every five years, and only 15% of the applications are being completed. The addition of a full-time inspector will help to reduce some of this backlog.

The **Education Group** includes the **Needham Public Schools**, the **Minuteman Regional High School** and the **Needham Public Schools Municipal Information Technology**. The total budget for FY 2026 is \$106,821,104, an increase of 5.5%. **Needham Public Schools** accounts

for \$102,078,656 of the Education Group for FY 2026. The Schools budget is increasing by 4.7%, which is a significant reduction of their initial request of \$6,810,730, which was a 7% increase. The increase of 4.7% reflects a reduction of over \$2 million from the funds initially requested. The savings identified included staffing reallocations and reductions, implementing an early retirement program for teachers who qualified, while maintaining essential services, increased costs for literacy programs, cost savings associated with special education tuition and transportation. The Schools are in the process of negotiating new contracts with their teacher's union, which has not been finalized as of the writing of this report.

Needham Public Schools Municipal Information Technology is the Town's consolidated IT budget for both the Town, and the Schools, which is now managed by the School Department. The IT budget is increasing by \$606,491 or 31.8%. The recommended budget recognizes the \$593,643 that was appropriated in FY 2025 via a Warrant Article are recurring in FY 2026 in the operating budget. The submitted budget was reduced by \$100,000 for device replacement given the investment in equipment that was possible through ARPA funding.

The Minuteman Regional High School Assessment is the budget line for the costs of sending students to the Minuteman Regional High School. These expenses are allocated based on the number of students that the participating towns are sending to Minuteman. The Town of Needham's assessment for Minuteman for FY 2026 was \$2,231,674 or an increase of 22.4%. For the 2024/2025 fiscal year there are 58 students attending Minuteman, an increase of 26% from the prior year. Over the past 10 years enrollment has increased 142% as that School's new facility and programming continues to attract students.

Public Facilities and Public Works is made up of the Building Design and Construction Department and the Department of Public Works. This group budget is increasing by 2.6% or \$23,060,918. **Building Design and Construction** provides project management consulting support and oversight to the Permanent Public Building Committee and supports the Town Manager on municipal facility renovation, construction and planning projects. The Department's budget is increasing by 4% due to increased salaries. Expenses are flat at \$21,235.

The **Department of Public Works** total budget request for FY 2026 is \$22,642,038 or an increase of 2.5%. This department includes nine divisions - Building Maintenance, Administration, Water, Sewer, Fleet, Highway, Recycling and Solid Waste, Parks and Forestry and Engineering. The Water and Sewer Divisions are accounted for as Enterprise Funds, which are separate from the General Fund. Total salaries and wages are increasing by \$464,123 or 3.9%, due to annual wage increases. All union contracts are settled for FY 2026. Expenses increased by 1.43% overall and vary by department. Building Maintenance had a slight decrease in their budget versus FY 2025 as they shifted contractors to provide custodial work at the High School and Pollard which resulted in a decrease in the budgeted amount for FY 2026 of

\$290,318. The DPW initially requested the addition of several new positions including a custodian, park ranger, a public works craftworker within the highway division and two co-op students. All of these positions were deferred.

The Community Services Group includes the Municipal Parking Program, Health and Human Services Department, the Commission on Disabilities, the Historical Commission, the Public Library, Park and Recreation, Memorial Park Trustees and the Needham Council for Arts and Culture. In aggregate, this group is increasing their budgets by 4.3% to \$7,320,080. **Municipal Parking** increased their budget by 3.71%, salary and wages increased by 8.24% and expenses by 2.88%. In FY 2025 the Town entered into an agreement with Arcadis to implement a paid parking application for high traffic areas in Town that will utilize their parking app for payment versus using coins. The costs will be paid by user fees embedded in the app. **Health and Human Services** is increasing their budget by 8.2% with an increase of \$213,779 in salary and wages. These increases are from three previously ARPA funded positions that were included in their operating budget for half of FY 2025, and FY 2026 will have these three positions within the budget for the full year. Other than these three positions, the Health and Human Services Department budget submission is level funded. The **Commission on Disabilities** promotes full integration and improves accessibility for people with disabilities. The Department requested additional funding of \$500 to secure educational speakers for community training and hopes to partner with the Council on Aging to support educational programs. The **Historical Commission** decreased their budget to \$525 due to a reduction in the printing costs of materials for public hearings. The **Public Library** has a budget submission of \$2,457,257; comprising an increase in wages of \$59,824 and expenses of \$28,130, for a total increase of 3.7%. All increases in wages are step increases. Included within the expense increase is \$26,000 to move their OverDrive Advantage digital service to the operating budget. This expense had historically been funded by library state aid. Requests for a part-time reference librarian and a Community Outreach Specialist were deferred. The **Park and Recreation Department** is supported by the Park and Recreation Commission, a five-person elected board. The Commission has jurisdiction over 300 acres of land, including the Town Forest. The budget submission of 2.8% for FY 2026 includes an increase in salaries of 3% and expenses of 1.9%. **Memorial Park Trustees** consists of five elected members, of three-year terms each, plus the Chair of the Select Board. The Trustees receive, hold and manage any gift or bequest for the establishment of memorials for commemorating the service of members of the armed forces of the commonwealth. The primary costs associated with the Memorial Park fieldhouse and athletic fields are within the DPW operating budget. The budget request this year is increasing by \$1,250 expressly for the purchase of flags. The cost of flags has been increasing over the years. The **Needham Arts & Culture Council** supports community-based projects and activities in the performing and visual arts to benefit the residents of the Town. The department requests the same funding of \$18,300 to support local programming. In addition, the department receives funds from the Massachusetts Cultural Council annually. Over the last three years, the annual funds have been

approximately \$9,000. The department works with other organizations in Needham to provide programs that nurture community connections and celebrate arts and culture.

IV. Closing Comments and Acknowledgements

The Finance Committee's recommended balanced budget for FY 2026 will continue to provide a high level of service to the Town, while maintaining excellent Schools and public facilities that are well used and enjoyed by all residents. We recognize that the budget process this year was challenging, and each department in Town had to determine what trade-offs and priorities might be necessary to achieve a balanced budget for FY 2026. This was not an easy process, and we appreciate the support, the information, the countless hours and the many creative ways and conversations that all stakeholders engaged in to produce the Town's budget.

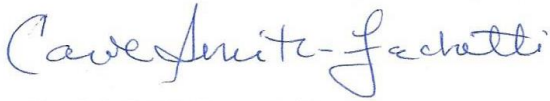
The budget process for FY 2027 may again be challenging as the Town, the State and the Country navigate a more uncertain economic outlook, and the continued inflationary costs that impact the pace of housing and commercial construction. Against this backdrop, we must plan for the future, and for the rebuilding and renovation of three major schools, commencing with the Pollard School, while continuing to invest in infrastructure, stormwater management, renovated and additional housing for our most vulnerable residents and the continued improvement and expansion to our other municipal buildings. Future capital planning and wise investment, while cognizant of the tax burden borne by our residents, will require each elected and appointed member of the Town's many committees and boards to work together to prioritize the Town's needs. The Finance Committee looks forward to working with all members of the Town on these important endeavors.

The Finance Committee would like to acknowledge the hard work of the Town Manager, the Deputy Town Manager/Director of Finance, the Deputy Town Manager, the Superintendent of Schools, the Director of Financial Operations for the Schools and each of the department heads and managers who were willing to meet with, speak to and answer many questions from the Finance Committee. Your professionalism, diligence and work ethic are unmatched, and we appreciate it. The Finance Committee would also like to thank all of the elected and appointed officials including the Select Board, the Town Moderator and the Town Meeting Members that collectively make representative town government successful. We could not accomplish our work without your support. Finally, we would like to personally acknowledge the tremendous legacy that our Town Manager, Kate Fitzpatrick, has left for her successor. What a steady hand and role model she has been for the last twenty years!

The Chair would like to thank each member of the Finance Committee for their dedication and hard work over the past year. We have many new members, and thank you for saying yes to

serving the Town in this way. I greatly appreciate your service, dedication and enthusiasm. Each of you have been a pleasure to work with.

Respectfully submitted on behalf of the Finance Committee,



Carol A. Smith-Fachetti, Chair

Committee Members

John P. Connelly, Vice Chair

Joe Abruzese

Alexandra Blauer

Tina Burgos

Karen Calton

Barry J. Coffman

Paul O'Connor

Lydia Wu

Molly Pollard, Executive Secretary

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Summary of Revenues
FY2024 - FY2026
General Fund Only

	FY2024	FY2025	FY2026
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$10,115,479	\$7,900,000	\$8,495,000
Solid Waste Disposal Fees	\$1,250,845	\$1,100,000	\$1,100,000
Departmental Activities	\$7,467,899	\$5,413,000	\$6,033,000
Fines & Forfeits & Assessments	\$83,832	\$0	\$0
Investment Income	\$3,014,707	\$1,000,000	\$1,030,000
Medicaid	\$16,160	\$0	\$0
Miscellaneous Revenue	\$3,145	\$0	\$0
Miscellaneous Non-recurring	<u>\$305,125</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$22,257,192	\$15,413,000	\$16,658,000
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$182,678,091	\$192,425,222	\$202,281,021
Cherry Sheet Revenue (State Aid)	<u>\$15,578,355</u>	<u>\$16,175,722</u>	<u>\$16,663,045</u>
SUB-TOTAL	\$198,256,446	\$208,600,944	\$218,944,066
Use of Other Available Funds & Free Cash			
Free Cash	\$14,522,850	\$17,330,783	\$20,685,295
Overlay Surplus	\$2,110,000	\$2,929,196	\$400,000
Other Available Funds	\$431,000	\$1,797,673	\$304,299
Transfer from other Articles	\$181,756	\$813,544	\$0
Reserved for Debt Exclusion Offset	<u>\$27,668</u>	<u>\$24,130</u>	<u>\$21,723</u>
SUB-TOTAL	\$17,273,274	\$22,895,326	\$21,411,317
Total General Fund Revenue	\$237,786,912	\$246,909,270	\$257,013,383
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	\$2,435,029	\$2,160,042	\$2,122,957
Total Revenue Available for General Fund Uses	\$240,221,941	\$249,069,312	\$259,136,340

Account Balances

Athletic Facility Improvement Fund	\$202,706
Capital Equipment Fund	\$1,705,752
Capital Facility Fund	\$2,176,406
Debt Service Stabilization Fund	\$2,429,662
Free Cash (estimate)	\$21,756,922
Opioid Stabilization Fund	\$359,063
Stabilization Fund	\$4,894,488
Stormwater Stabilization Fund	\$495,779

**Summary of Expenditures
FY2024 - FY2026
General Fund Only**

	FY2024	FY2025	FY2026
Town Wide Group	\$61,982,729	\$67,273,620	\$69,805,804
Department Budgets			
Select Board/Town Manager	\$1,469,181	\$1,615,003	\$1,660,589
Town Clerk/Board of Registrars	\$495,258	\$586,400	\$608,585
Legal Services	\$248,444	\$329,140	\$329,140
Finance Department	\$3,695,067	\$2,433,395	\$2,502,253
Finance Committee	\$32,116	\$47,125	\$47,455
Planning and Community Development	\$601,739	\$644,604	\$679,009
Police Department	\$8,369,617	\$9,706,170	\$9,577,335
Fire Department	\$10,654,343	\$11,916,784	\$12,532,812
Building Department	\$805,566	\$920,595	\$980,823
Minuteman Regional High School	\$1,640,461	\$1,823,777	\$2,231,674
Needham Public Schools	\$90,644,769	\$97,517,926	\$102,078,656
Needham Public Schools - Municipal Information Technolo		\$1,904,283	\$2,510,774
Building Design & Construction	\$244,603	\$402,605	\$418,880
Department of Public Works	\$20,495,074	\$22,080,540	\$22,642,038
Municipal Parking Program	\$154,719	\$172,252	\$178,646
Health and Human Services	\$2,552,054	\$2,840,819	\$3,072,837
Commission on Disabilities	\$1,735	\$2,050	\$2,550
Historical Commission	\$0	\$1,050	\$525
Library	\$2,039,693	\$2,369,303	\$2,457,257
Park & Recreation	\$1,220,701	\$1,545,177	\$1,587,965
Memorial Park	\$640	\$750	\$2,000
Needham Council for Arts and Culture	\$8,300	\$18,300	\$18,300
Department Budget Total	\$145,374,080	\$158,878,048	\$166,120,103
Total Budget	\$207,356,809	\$226,151,668	\$235,925,907
Other Appropriations			
General Fund Cash Capital	\$10,900,307	\$14,923,996	\$13,434,870
Other Financial Warrant Articles	\$3,125,670	\$2,403,476	\$3,976,894
Transfers to Other Funds	\$1,146,735	\$918,494	\$1,340,647
Total Other Appropriations	\$15,172,712	\$18,245,966	\$18,752,411
Non-Appropriated Expenses	\$4,297,469	\$4,671,678	\$4,458,022
Total General Fund Expenses	\$226,826,990	\$249,069,312	\$259,136,340

2025 Annual Town Meeting

Line #	Description	FY2024 Expended	FTE*	FY2025 Budget	FTE*	FY2026 Finance Committee Rec.	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-insurance Program	923,771		972,560		1,030,826		
2	Debt Service	17,557,775		17,503,332		16,836,849		
3	Group Health Insurance, Employee Benefits & Administrative Costs	16,553,594		18,376,475		20,094,435		
4	Needham Electric, Light & Gas Program	5,655,057		5,669,038		5,738,194		
5	Retiree Insurance & Insurance Liability Fund	8,199,280		8,141,306		8,540,230		
6	Retirement Assessments	12,154,582		13,305,237		14,369,656		
7	Workers Compensation	779,244		779,255		806,137		
8	Injury on Duty & 111F	159,426		165,792		174,082		
9	Classification Performance & Settlements	0		360,625		431,000		
10	Reserve Fund	0		2,000,000		1,784,395		
Townwide Expense Total		61,982,729		67,273,620	0.0	69,805,804	0.0	3.8%
Select Board and the Office of the Town Manager								
11A	Salary & Wages	1,177,058	11.0	1,303,277	11.0	1,344,537	11.0	
11B	Expenses	256,114		311,726		316,052		
11C	Capital	36,009						
Total		1,469,181	11.0	1,615,003	11.0	1,660,589	11.0	
Office of the Town Clerk								
12A	Salary & Wages	419,925	4.0	478,170	4.0	456,950	4.0	
12B	Expenses	75,333		108,230		136,635		
12C	Capital					15,000		
Total		495,258	4.0	586,400	4.0	608,585	4.0	
Legal Services								
13	Legal Services	248,444		329,140		329,140		
Total		248,444	0	329,140	0	329,140	0	
Finance Department								
14A	Salary & Wages	1,994,693	24.0	1,846,397	18.0	1,918,011	18.0	
14B	Expenses	1,602,011		586,998		584,242		
14C	Capital	98,363		0		0		
Total		3,695,067	24.0	2,433,395	18.0	2,502,253	18.0	
Finance Committee								
15A	Salary & Wages	30,939		45,365		45,365		
15B	Expenses	1,177		1,760		2,090		
Total		32,116	0.0	47,125	0.0	47,455	0.0	
Planning and Community Development								
16A	Salary & Wages	550,008	5.5	603,754	5.5	628,759	5.5	
16B	Expenses	51,731		40,850		50,250		
Total		601,739	5.5	644,604	5.5	679,009	5.5	
General Government		6,541,805	44.5	5,655,667	38.5	5,827,031	38.5	3.0%

2025 Annual Town Meeting

Line #	Description	FY2024 Expended	FTE*	FY2025 Budget	FTE*	FY2026 Finance Committee Rec.	FTE*	%
Police Department								
17A	Salary & Wages	7,690,032	63.0	8,716,261	63.0	8,798,222	63.0	
17B	Expenses	549,025		634,767		715,688		
17C	Capital	130,560		355,142		63,425		
	Total	8,369,617	63.0	9,706,170	63.0	9,577,335	63.0	
Fire Department								
18A	Salary & Wages	10,157,648	80.0	11,304,871	80.0	11,885,149	80.0	
18B	Expenses	456,668		569,122		599,589		
18C	Capital	40,027		42,791		48,074		
	Total	10,654,343	80.0	11,916,784	80.0	12,532,812	80.0	
Building Department								
19A	Salary & Wages	768,907	9.8	869,555	9.8	925,793	10.2	
19B	Expenses	36,659		51,040		55,030		
	Total	805,566	9.8	920,595	9.8	980,823	10.2	
	Public Safety	19,829,526	152.8	22,543,549	152.8	23,090,970	153.2	2.4%
Minuteman Regional High School Assessment								
20	Assessment	1,640,461		1,823,777		2,231,674		
	Total	1,640,461	0.0	1,823,777	0.0	2,231,674	0.0	
Needham Public Schools								
21	Needham Public School Budget	90,644,769	856.4	97,517,926	865.4	102,078,656	853.7	
	Total	90,644,769	856.4	97,517,926	865.4	102,078,656	853.7	
Needham Public Schools								
22	Municipal Information Technology			1,904,283	6.0	2,510,774	6.0	
	Total	0	0.0	1,904,283	6.0	2,510,774	6.0	
	Education	92,285,230	856.4	101,245,986	871.4	106,821,104	859.7	5.5%
Building Design & Construction Department								
23A	Salary & Wages	239,986	3.0	381,370	3.3	397,645	3.3	
23B	Expenses	4,617		21,235		21,235		
	Total	244,603	3.0	402,605	3.3	418,880	3.3	
Department of Public Works								
24A	Salary & Wages	10,667,604	128.0	11,925,903	130.0	12,390,026	130.0	
24B	Expenses	8,982,219		9,592,467		9,729,630		
24C	Capital	155,946		120,325		76,120		
24D	Snow and Ice	689,305		441,845		446,262		
	Total	20,495,074	128.0	22,080,540	130.0	22,642,038	130.0	
	Public Facilities and Public Works	20,739,677	131.0	22,483,145	133.3	23,060,918	133.3	2.6%
Municipal Parking Program								
25	Program	154,719		172,252		178,646		
	Total	154,719	0.0	172,252	0.0	178,646	0.0	
Health and Human Services Department								
26A	Salary & Wages	2,074,130	18.7	2,381,813	21.7	2,595,592	21.7	
26B	Expenses	477,924		459,006		477,245		
	Total	2,552,054	18.7	2,840,819	21.7	3,072,837	21.7	
Commission on Disabilities								
27A	Salary & Wages	1,500		1,500		1,500		
27B	Expenses	235		550		1,050		
	Total	1,735	0.0	2,050	0.0	2,550	0.0	

2025 Annual Town Meeting

Line #	Description	FY2024 Expended	FTE*	FY2025 Budget	FTE*	FY2026 Finance Committee Rec.	FTE*	%
Historical Commission								
28	Historical Commission	0		1,050		525		
	Total	0	0.0	1,050	0.0	525	0.0	
Public Library								
29A	Salary & Wages	1,629,072	16.0	1,941,303	16.0	2,001,127	16.0	
29B	Expenses	410,621		428,000		456,130		
	Total	2,039,693	16.0	2,369,303	16.0	2,457,257	16.0	
Park and Recreation Department								
30A	Salary & Wages	966,305	4.6	1,206,027	4.6	1,242,265	4.6	
30B	Expenses	254,396		339,150		345,700		
	Total	1,220,701	4.6	1,545,177	4.6	1,587,965	4.6	
Memorial Park Trustees								
31	Memorial Park Trustees	640		750		2,000		
	Total	640	0.0	750	0.0	2,000	0.0	
Needham Council for Arts and Culture								
32	Needham Council for Arts and Culture	8,300		18,300		18,300		
	Total	8,300	0.0	18,300	0.0	18,300	0.0	
Community Services								
	Community Services	5,977,842	39.3	6,949,701	42.3	7,320,080	42.3	5.3%
Department Budget Total								
	Department Budget Total	145,374,080	1,224.0	158,878,048	1,238.2	166,120,103	1,226.9	4.6%
Total Operating Budget								
	Total Operating Budget	207,356,809		226,151,668		235,925,907		4.3%

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 8, 2025
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

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

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

on TUESDAY, THE EIGHTH DAY OF APRIL 2025

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Select Board Member for a term of three years;
Three School Committee Members for a term of three years;
One Moderator for a term of three years;
One Town Clerk for a term of three years;
Two Park and Recreation Commissioners for a term of three years;
One Assessor for a term of three years;
One Commissioner of Trust Funds for a term of three years;
Two Needham Public Library Trustees for a term of three years;
Two Memorial Park Trustees:
 One Veteran for a term of three years;
 One Non-Veteran for a term of three years;
Two Board of Health Members for a term of three years;
One Planning Board Member for a term of five years; and
One Needham Housing Authority Member for a term of five years
Eight Town Meeting Members for Precinct A for a term of three years
Eight Town Meeting Members for Precinct B for a term of three years
Eight Town Meeting Members for Precinct C for a term of three years
Eight Town Meeting Members for Precinct D for a term of three years

Eight Town Meeting Members for Precinct E for a term of three years
Eight Town Meeting Members for Precinct F for a term of three years
Eight Town Meeting Members for Precinct G for a term of three years
Eight Town Meeting Members for Precinct H for a term of three years
Two Town Meeting Members for Precinct H for a term of one year
Eight Town Meeting Members for Precinct I for a term of three years
One Town Meeting Member for Precinct I for a term of one year
Eight Town Meeting Members for Precinct J for a term of three years

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in Powers Hall on Monday, May 5, 2025 at seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz.:

**Warrant for the Annual Town Meeting
Monday, May 5, 2025 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 RESOURCES 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, 2025, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$133,004
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

INSERTED BY: Human Resources Advisory Committee

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

ARTICLE 4: APPROVE 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 for fiscal year 2026; or take any other action relative thereto.

INSERTED BY: Select Board

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

HUMAN RESOURCES ADVISORY BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting.

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

**ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – 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 Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2026; or take any other action relative thereto.

INSERTED BY: Select Board

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

HUMAN RESOURCES ADVISORY 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 6: APPROPRIATE FOR CLASSIFICATION AND COMPENSATION STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$120,000 for the purpose of conducting a classification and compensation study for municipal personnel, 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 article will fund a comprehensive classification and compensation study for all general government (non-public safety) positions. This request is in line with the Town's practice of conducting a study of all positions every five years. The last classification and compensation study was funded in FY2018 and implemented in 2021. A professional analysis of the components of the compensation scale for fairness and equity is essential to ensuring that the Town remains competitive, and is critical to Needham's long-term strategy for organizational staffing needs.

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 Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$11,730 in FY2024.

ARTICLE 8: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$500,000 be transferred from Free Cash and \$500,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to duct cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, roof repairs, carpentry work, and other repairs and upgrades.

ARTICLE 9: APPROPRIATE FOR FORESTRY MANAGEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$222,600 for the purpose of funding a forestry management program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This request is to fund and formalize a Forestry Management Program to address three pressing issues. Funds would be allocated to continue the development of a comprehensive tree inventory for Needham, to be performed by a qualified arborist contractor. The resulting data will be used as a baseline to guide forestry program planning. Second, funding would be allocated for an expansion of the Town's tree planting program. Third, funding in this article would allow for one week of targeted tree removals to be performed in the spring, summer, and fall. A key component of healthy forest management is proactive, targeted tree removal to curtail the spread of tree pests and/or diseases.

ARTICLE 10: APPROPRIATE FOR CLIMATE ACTION PROGRAM INITIATIVES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$250,000 for climate action program initiative matching funds, 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: Funding from this article will be used as a match for grant opportunities that the Town is awarded from outside funding sources. The primary matching opportunity in the upcoming fiscal year is for federal funding for green infrastructure and stormwater best management practices to support flood mitigation and water quality improvements, with the intention of spending these funds on the DeFazio parking lot regrading and bioretention basin installation which are currently in engineering design. If the Town is not awarded this federal funding opportunity, the next likely matching opportunities would be for State funding for flood mitigation and stormwater best management practices, including a proposed project at Linden Street which would include design for subsurface storage and infiltration, rain gardens, and naturalized swales.

ARTICLE 11: APPROPRIATE FOR FINANCIAL APPLICATION SOFTWARE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,999,995 for the purpose of updating the Town's financial applications, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,423,170 be transferred from Free Cash and \$576,825 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: This request is to fund the purchase and implementation of a new, comprehensive financial application software to support all Town and school departments. An enterprise-wide application would support critical functions of the Accounting Division including payroll, accounts payable, and the general ledger and the Treasurer/Collector Division including accounts receivable, water and sewer (utility) billing, real and personal property tax billing, motor vehicle excise tax billing, cash management, and miscellaneous billing. The current billing and collections software does not meet the Town's needs. Transitioning to an enterprise-wide software will eliminate the use of multiple platforms, which is not only inefficient, but complicates revenue posting, reporting, and cash reconciliation. It will also replace the problematic tax/utility billing application, which produces inconsistent information about customer accounts, and which has resulted in billing, collection and posting delays. Transitioning to a new software application would provide the robust functionality necessary to support the Town's business operations today and into the future, through process automation, customer convenience, and better reporting and planning capabilities.

ARTICLE 12: APPROPRIATE FOR OPIOID PROGRAMMING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$108,783 for the purpose of funding a Behavioral Health Peer Support Specialist, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Opioid Settlement Stabilization Fund; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article continues the funding for the salary, benefits and expenses of the Behavioral Health Peer Support Specialist (formerly the Peer Recovery Coach) through the Opioid Settlement Stabilization Fund. The funding is now aligned with the annual operating budget cycle.

ARTICLE 13: APPROPRIATE THE FY2026 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 \$4,245,792, from Overlay Surplus in the amount of \$350,000, from Amounts Reserved for Debt Exclusion Offsets in the amount of \$21,723, and \$1,362,957 to be raised from CPA Receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted as shown on pages 20-22.

ARTICLE 14: APPROPRIATE THE FY2026 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 2026, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2026**

Line #	Description	FY2024		FY2025		FY2026	
		Expended	FTE	Current Budget	FTE	Recommended	FTE
201A	Salary & Wages	\$1,130,463	11.0	\$1,218,870	11.0	\$1,275,049	11.0
201B	Expenses	\$478,008		\$866,539		\$904,663	
201C	Capital Outlay	\$0		\$96,000		\$134,000	
201D	MWRA Assessment	\$7,084,841		\$7,445,411		\$7,445,411	
201E	Debt Service	\$493,424		\$670,000		\$700,000	
202	Reserve Fund	Transfers Only		\$35,000		\$35,000	
TOTAL		\$9,186,736	11.0	\$10,331,820	11.0	\$10,494,123	11.0
FY2026 Budget Percentage Change from FY2025 Budget							1.6%

and to meet this appropriation that \$8,906,339 be raised from Sewer Enterprise Fund receipts, \$881,784 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and \$706,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

***Article Information:** This article funds the 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, 3,700 sewer manholes, and ten sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nineteen other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 24 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in ten pumping facilities located throughout the 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 the 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 100 miles of various size drainage pipes, 4,300 catch basins, 1,500 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	FY2026 Sewer Operations	FY2026 Drains Program	FY2026 Recommended Budget	FY2025 Sewer Operations	FY2025 Drains Program	FY202 Sewer Budget
Salary & Wages	\$807,261	\$467,788	\$1,275,049	\$774,694	\$444,176	\$1,218,870
Expenses	\$490,667	\$413,996	\$904,663	\$460,964	\$405,575	\$866,539
Capital Outlay	\$134,000		\$134,000	\$96,000		\$96,000
MWRA Assessment	\$7,445,411		\$7,445,411	\$7,445,411		\$7,445,411
Debt Service	\$700,000		\$700,000	\$670,000		\$670,000
Reserve Fund	\$35,000		\$35,000	\$35,000		\$35,000
Total	\$9,612,339	\$881,784	\$10,494,123	\$9,482,069	\$849,751	\$10,331,820
	FY2026 Sewer Operations \$ Change	FY2026 Drains Operations \$ Change	FY2026 Sewer Enterprise \$ Change	FY2026 Sewer Operations % Change	FY2026 Drains Operations % Change	FY2026 Sewer Enterprise % Change
Salary & Wages	\$32,567	\$23,612	\$56,179	4.2%	5.3%	4.6%
Expenses	\$29,703	\$8,421	\$38,124	6.4%	2.1%	4.4%
Capital Outlay	\$38,000		\$38,000	39.6%		39.6%
MWRA Assessment						
Debt Service	\$30,000		\$30,000	4.5%		4.5%
Reserve Fund						
Total	\$130,270	\$32,033	\$162,303	1.4%	3.8%	1.6%

The total operating budget of \$10,494,123 for FY2026 is \$162,303 more than the current FY2025 budget, an increase of 1.6%. One of the increases for the year is an additional \$30,000 for sewer enterprise debt service. This increase has been expected as the Town is undertaking several major sewer system

infrastructure upgrades, which will continue over the next several years and consequently the annual debt service will increase as well. The MWRA assessment is level dollar and will be adjusted at the planned Special Town Meeting in the fall after the final assessments are set by the MWRA. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2026 sewer operations portion of the budget is \$130,270 higher, an increase of 1.4% over the current year. FY2026 drains operations portion of the budget is \$32,033 more than the FY2025, an increase of 3.8%.

The total salary and wages line is \$1,275,049 for FY2026, an increase of \$56,179 (4.6%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. The budget is inclusive of step and longevity changes for the year. The Town and the Union have a collective bargaining agreement in place for FY2026. There is no change in the number of funded positions.

The total expense line for FY2026 is \$904,663 which is \$38,124 or 4.4% more than the current budget. Energy expenses (electric and natural gas) to operate the sewer pump stations are \$9,641 more than the current year, which is based on a five year consumption average as well as the commodity prices. Fuel cost for sewer vehicles and equipment is lower by \$1,160, which is based on three year average consumption. The budget estimate for fuel prices anticipates a decline in gasoline and diesel by \$0.20 and \$0.45 per gallon from the FY2025 budgeted prices. Most of the sewer enterprise vehicles are used for repair and construction projects, and currently there are no reliable non fossil fuel substitutes. Contracted services for repairs and maintenance are \$13,449 more than the current year, an increase of 8.5%. The cost for these contracts is estimated to increase between 3.5% to 17% next year. The estimates are based on actual contracts or prior year activity. The expense for professional and technical services is \$10,655 more for FY2026. The two primary drivers of the increase is the mandated testing for sulfides in the sewerage and pond treatments. The allocation for public works supplies is \$779 more than the current year. Public works supplies include many items such as, manhole frames and covers, precast concrete, asphalt, pump replacement parts, small tools. Contracted services for maintenance, repairs, sweeping, collection, disposal of catch basin debris and for details are \$4,460 more than FY2025, an increase of 1.5%. The balance of the increase for next year (\$300) is for vehicle supplies.

The operating capital line is \$38,000 more than FY2025, an increase of 39.6%. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The increase is based on the higher cost of the equipment. The reserve fund is level dollar for FY2026.

The budget plan relies on \$706,000 in sewer retained earnings for FY2026 operating budget, a decrease of \$39,804 from the amount used for the FY2025 budget. The decrease is due to the decline in the available retained earnings. The \$881,784 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of \$32,033 from FY2025.

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. Sewer user fees and charges cover the cost of the sewer operations, and the general fund payment supports the drains program.

ARTICLE 15: APPROPRIATE THE FY2026 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 2026, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2026**

Line #	Description	FY2024		FY2025		FY2026	
		Expended	FTE	Current Budget	FTE	Recommended	FTE
301A	Salary & Wages	\$1,350,580	17.0	\$1,672,073	17.0	\$1,771,597	17.0
301B	Expenses	\$1,416,885		\$1,689,997		\$1,704,771	
301C	Capital Outlay	\$40,000		\$57,100		\$46,984	
301D	MWRA Assessment	\$1,887,130		\$1,212,985		\$1,212,985	
301E	Debt Service	\$1,249,009		\$1,460,000		\$1,550,000	
302	Reserve Fund	Transfers Only		\$75,000		\$75,000	
TOTAL		\$5,943,603	17.0	\$6,167,155	17.0	\$6,361,337	17.0
FY2026 Budget Percentage Change from FY2025 Budget							3.1%

and to meet this appropriation that \$5,821,337 be raised from Water Enterprise Fund receipts and \$540,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,294 water service connections. This system supports 16,186 installed meters as of June 30, 2024.

Overall water production during calendar year 2024 increased by more than 63 million gallons of water compared to 2023. The Town's use of MWRA water increased by 49% from the prior year, 371.8 million gallons compared to 249.5 million gallons of water which is 29.7% of the total water production for the year. During calendar year 2023, approximately 21% of the total water production came from the MWRA; during calendar year 2022, 32.5% of the total production came from the MWRA.

Water Production	CY2022	CY2023	CY2024
Water Production*	1,313.7	1,187.1	1,250.5
Water Production from MWRA	427.0	249.5	371.8
Water Production from Town Wells	886.7	937.6	878.7
Percentage from MWRA	32.5%	21.0%	29.7%
*millions of gallons			
Water meters replaced	500	585	741
Percentage of the total number of water meters in place for that year	3.2%	3.7%	4.6%

The overall operating budget for FY2026 is \$6,361,337 or \$194,182 (3.1%) more than the FY2025 budget. The primary increase to the budget is similar to the Sewer Enterprise, which is an increase in the debt service line. The \$90,000 increase is 6.2% more than FY2025. Like the sewer system, the Town has been investing in its water treatment, storage, and distribution systems over the past several years and the work continues. The MWRA assessment is level dollar and will be adjusted at the planned Special Town Meeting in the fall. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2026 water assessment will be based on CY2024 water use. The final assessment from the MWRA is not expected until the end of the State budget process.

The FY2026 salary and wage expense line is \$1,771,597, an increase of \$99,524 (6%) over the current budget. The budget includes step and longevity increases for the employees who are members of unions, based on the collective bargaining agreements, and for non-represented personnel in accordance with the Town's personnel policies. 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 Town has collective bargaining agreements with both unions for FY2026. There is no increase in the number of funded positions.

The water expense line of \$1,704,771 is \$14,774 higher than the FY2025 budget, less than 1% from the current year. The largest increase in terms of dollars (\$31,300) is for professional and technical services. The primary increase is related to cyber security, where the Town seeks to expand the review of critical water infrastructure. The other expenses include software licensing related to the treatment plant, cross connection software, testing services, and professional inspections. Energy expense is increasing by \$19,483 (electricity and natural gas) to operate the system water pumps and equipment, the treatment plant processing, and the connections to the MWRA supply. The estimates are based on the five-year averages. Like the sewer operations, the budget for gasoline and diesel, which is based on a three-year average consumption and anticipates lower prices, allowed a reduction of \$3,925. The cost for repair contracts is increasing by \$7,400 based on contracts and prior year activity, and other services (tree and brush clearing) are \$3,000 more which too is based on prior year activity. There is also an increase in cost for other services for police details and trench restoration work of \$20,000. Communication expenses have been reduced by \$2,540 for FY2026. Most of the increases have been offset by a significant decrease in public works supplies expenses. The Town has secured better contract pricing than in recent years for many of the drinking water treatments. The budget allocation has been reduced by \$59,944, a decrease of more than 8.8% from FY2025.

The operating capital line for FY2026 is recommended at \$46,984, which is a decrease of \$10,116 (17.7%). The planned expenditure includes \$30,000 for backwater valves replacements, a reduction of \$10,000 from the current year. The valves control whether the effluent pipes are opened or closed, allowing air to be pushed through the filter to break down and clean possible impurities without contaminating the

distribution system. The other planned expense (\$16,984) is for a replacement of an existing light tower trailer. The portable light tower is used at worksites which allows for work to be done by Town crews at night. Night work is usually related to emergency repairs. The water reserve fund at \$75,000 is level dollar for FY2026.

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 16: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2026 beginning on July 1, 2025 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2025 Spending Limit	FY2026 Spending Limit
Public Facility Use	Public Works Department	\$250,000	\$250,000
Tree Replacement	Public Works Department	\$25,000	\$25,000
School Transportation	School Committee	\$819,000	\$819,000
Home Composting	Public Works Department	\$3,000	\$3,000
Water Conservation	Public Works Department	\$10,000	\$10,000
Immunization Program	Health and Human Services Department	\$125,000	\$125,000
Traveling Meals	Health and Human Services Department	\$100,000	\$100,000
Needham Transportation Program	Health and Human Services Department	\$10,000	\$10,000

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2025 Spending Limit	FY2026 Spending Limit
Aging Services Programs	Health and Human Services Department	\$75,000	\$100,000
Youth Services Programs	Health and Human Services Department	\$5,000	\$5,000
Memorial Park Activities	Memorial Park Trustees	\$4,100	\$4,100

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with M.G.L Chapter 44 Section 53E1/2. The law requires that 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. All the revolving funds have the same spending ceiling for FY2026 except for the Aging Services Programs, which is proposed to increase by \$25,000 to \$100,000 for FY2026.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for FY2026 is \$1,351,593. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards infrastructure projects, such as the Marked Tree Road reconstruction project and Central Avenue at Great Plain Avenue intersection improvements.

ZONING/LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – MULTI-FAMILY OVERLAY DISTRICT (BASE COMPLIANCE PLAN)

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

1. By amending Section 1.3, Definitions by adding the following terms:

Applicant – A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

2. By amending Section 2.1, Classes of Districts by adding the following after ASOD Avery Square Overlay District:

MFOD – Multi-family Overlay District

3. By inserting a new Section 3.17 Multi-family Overlay District:

3.17 Multi-family Overlay District

3.17.1 Purposes of District

The purposes of the Multi-family Overlay District include, but are not limited to, the following:

- (a) Providing Multi-family housing in Needham, consistent with the requirements of M.G.L. Chapter 40A (the Zoning Act), Section 3A;
- (b) Supporting vibrant neighborhoods by encouraging Multi-family housing within a half-mile of a Massachusetts Bay Transit Authority (MBTA) commuter rail station; and
- (c) Establishing controls which will facilitate responsible development and minimize potential adverse impacts upon nearby residential and other properties.

Toward these ends, Multi-family housing in the Multi-family Overlay District is permitted to exceed the density and dimensional requirements that normally apply in the underlying zoning district(s) provided that such development complies with the requirements of this Section 3.17.

3.17.2 Scope of Authority

In the Multi-family Overlay District, all requirements of the underlying district shall remain in effect except where the provisions of Section 3.17 provide an alternative to such requirements, in which case these provisions shall supersede. If an Applicant elects to develop Multi-family housing in accordance with Section 3.17, the provisions of the Multi-family Overlay District shall apply to such development. Notwithstanding anything contained herein to the contrary, where the provisions of the underlying district are in conflict or inconsistent with the provisions of the Multi-family Overlay District, the terms of the Multi-family Overlay District shall apply.

If the applicant elects to proceed under the zoning provisions of the underlying district (meaning the applicable zoning absent any zoning overlay) or another overlay district, as applicable, the zoning

bylaws applicable in such district shall control and the provisions of the Multi-family Overlay District shall not apply.

3.17.2.1 Subdistricts

The Multi-family Overlay District contains the following sub-districts, all of which are shown on the MFOB Boundary Map and indicated by the name of the sub-district:

- (a) A-1
- (b) B
- (c) ASB-MF
- (d) CSB
- (e) HAB
- (f) IND

3.17.3 Definitions

For purposes of this Section 3.17, the following definitions shall apply.

Affordable housing – Housing that contains one or more Affordable Housing Units as defined by Section 1.3 of this By-Law. Where applicable, Affordable Housing shall include Workforce Housing Units, as defined in this Subsection 3.17.3 Definitions.

As of right – Development that may proceed under the zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

Compliance Guidelines – *Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act* as further revised or amended from time to time.

EOHLC – The Massachusetts Executive Office of Housing and Livable Communities, or EOHLC's successor agency.

Multi-family housing – A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building and that complies with the requirements of M.G.L. c.40A, §3A and the rules and requirements thereunder.

Open space – Contiguous undeveloped land within a parcel boundary.

Parking, structured – A structure in which parking spaces are accommodated on multiple stories; a parking space area that is underneath all or part of any story of a structure; or a parking space area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured parking does not include surface parking or carports, including solar carports.

Parking, surface – One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.

Residential dwelling unit – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Section 3A – Section 3A of the Zoning Act.

Site plan review authority – The Town of Needham Planning Board.

Special permit granting authority – The Town of Needham Planning Board.

Sub-district – An area within the MFOD that is geographically smaller than the MFOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.

Subsidized Housing Inventory (SHI) – A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

Workforce housing unit – Affordable Housing Unit as defined by Section 1.3 of this By-Law but said Workforce Housing Unit shall be affordable to a household with an income of between eighty (80) percent and 120 percent of the area median income as defined.

3.17.4 Use Regulations

3.17.4.1 Permitted Uses

The following uses are permitted in the Multi-family Overlay District as a matter of right:

- (a) Multi-family housing.

3.17.4.2 Accessory Uses

The following uses are considered accessory as of right to any of the permitted uses in Subsection 3.17.4.1:

- (a) Parking, including surface parking and structured parking on the same lot as the principal use.
- (b) Any uses customarily and ordinarily incident to Multi-family housing, including, without limitation, residential amenities such as bike storage/parking, a swimming pool, fitness facilities and similar amenity uses.

3.17.5 Dimensional Regulations

3.17.5.1 Lot Area, Frontage and Setback Requirements

The following lot area, frontage and setback requirements shall apply in the Multi-family Overlay District sub-districts listed below. Buildings developed under the regulations of the Multi-family Overlay District shall not be further subject to the maximum lot area, frontage, and setback requirements of the underlying districts, as contained in Subsection 4.3.1 Table of Regulations, Subsection 4.4.1 Minimum Lot Area and Frontage, Subsection 4.4.4 Front Setback, Subsection 4.6.1 Basic Requirements, and Subsection 4.6.2 Front and Side Setbacks.

	A-1	B	ASB-MF	CSB	HAB	IND
Minimum Lot Area (square feet)	20,000	10,000	10,000	10,000	10,000	10,000
Minimum Lot Frontage (feet)	120	80	80	80	80	80
Minimum Front Setback (feet) from the front property line	25	10	Minimum 10 Maximum 15 ^e	20 feet for buildings with frontage on Chestnut Street 10 feet for all other buildings	20	25
Minimum Side and Rear Setback (feet)	20	10 ^{a, b}	10 ^{a, c}	20 (side) ^{a, b, d}	20 ^{a, b}	20 ^{a, b}

- (a) The requirement of an additional 50-foot side or rear setback from a residential district as described in Subsection 4.4.8 Side and Rear Setbacks Adjoining Residential Districts or Subsection 4.6.5 Side and Rear Setbacks Adjoining Residential Districts shall not apply.
- (b) Any surface parking, within such setback, shall be set back 10 feet from an abutting residential district and such buffer shall be suitably landscaped.
- (c) The rear and side setbacks are 20 feet along the MBTA right-of-way. With respect to any lot partially within an underlying residential district, (i) no building or structure for a multi-family residential use shall be placed or constructed within 110 feet of the lot line of an abutting lot containing an existing single family residential structure and (ii) except for access driveways and sidewalks, which are permitted, any portion of the lot within said residential district shall be kept open with landscaped areas, hardscaped areas, outdoor recreation areas (e.g., swimming pool) and/or similar open areas.
- (d) On the west side of Chestnut Street, the rear setback shall be 20 feet. On the east side of Chestnut Street, the rear setback shall be 30 feet.
- (e) Seventy percent (70%) of the main datum line of the front facade of the building shall be set back no more than 15 feet, except that periodic front setbacks greater than fifteen (15) feet are allowed if activated by courtyards, landscaping, drive aisles, amenity areas, or other similar site design features that enhance the streetscape. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board if less than seventy percent (70%) of the main datum line front facade of the building is set back 15 feet.

3.17.5.2 Building Height Requirements

The maximum building height in the Multi-family Overlay District sub-districts shall be as shown below. Buildings developed under the Multi-family Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Subsection 4.3.1 Table of Regulations, Subsection 4.4.2 Maximum Building Bulk, Subsection 4.4.3 Height Limitation, Subsection 4.6.1 Basic Requirements, and Subsection 4.6.4 Height Limitation.

	A-1	B	ASB-MF	CSB	HAB	IND
Maximum Building Height (stories)	3.0	3.0	3.0 ^c	3.0	3.0	3.0
Maximum Building Height (ft) ^{a,b}	40	40	40 ^c	40	40	40

- (a) Exceptions. The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, stair overruns, elevator overruns, mechanical equipment, roof parapets, architectural screening, or other ornamental features of buildings, which features (i) are in no way used for living purposes; (ii) do not occupy more than 25% of the gross floor area of the building and (iii) do not project more than 15 feet above the maximum allowable height.
- (b) Exceptions: Renewable Energy Installations. The Site Plan Review Authority may waive the height and setbacks in Subsection 3.17.5.2 Building Height Requirements and Subsection 3.17.5.1 Lot Area, Frontage and Setback Requirements to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall be appropriately screened, consistent with the requirements of the underlying district; shall not create a significant detriment to abutters in terms of noise or shadow; and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
- (c) In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for a height of four stories and 50 feet, provided that the fourth story along Highland Avenue and West Street incorporates one or more of the following design elements: (i) a pitched roof having a maximum roof pitch of 45 degrees; (ii) a fourth story recessed from the face of the building by a minimum of 12 feet; and/or (iii) such other architectural design elements proposed by the Applicant and approved by the Planning Board during the Special Permit process.

3.17.5.3 Building Bulk and Other Requirements

The maximum floor area ratio or building coverage and the maximum number of dwelling units per acre, as applicable, in the Multi-family Overlay District sub-districts shall be as shown below, except that the area of a building devoted to underground parking shall not be counted as floor area for purposes of determining the maximum floor area ratio or building coverage, as applicable. Buildings developed under the regulations of the Multi-family Overlay District shall not be subject to any other limitations on floor area ratio or building bulk in Subsection 4.3.1 Table of Regulations, Subsection 4.4.2 Maximum Building Bulk, and Subsection 4.6.3 Maximum Lot Coverage.

	A-1	B	ASB-MF	CSB	HAB	IND
Floor Area Ratio (FAR)	0.50	N/A	1.3 ^{b, c}	0.70	0.70	0.50
Maximum Building Coverage (%)	N/A	25%	N/A	N/A	N/A	N/A
Maximum Dwelling Units per Acre ^a	18	N/A	44 ^d	18	N/A	N/A

- (a) The total land area used in calculating density shall be the total acreage of the lot on which the development is located.
- (b) In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for an FAR of up to 1.7.
- (c) In the ASB-MF subdistrict, the following shall not be counted as floor area for purposes of determining the maximum floor area ratio: (i) interior portions of a building devoted to off-street parking; (ii) parking garages, structured parking or deck/rooftop parking that are screened from Highland Avenue as required by Section 3.17.6 inclusive of any waiver thereof and from West Street in a manner compatible with the architecture of the building. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board to exclude additional areas from floor area for purposes of determining the maximum floor area ratio.
- (d) In the ASB-MF subdistrict, Multi-family housing may exceed the maximum of 44 dwelling units per acre by special permit.

3.17.5.4 Multiple Buildings on a Lot

In the Multi-family Overlay District, more than one building devoted to Multi-family housing may be located on a lot, provided that each building complies with the requirements of Section 3.17 of this By-Law.

3.17.5.5 Use of Dwelling Units

Consistent with the Executive Office of Housing and Livable Communities' Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act, and notwithstanding anything else contained in the Zoning By-Law to the contrary, Multi-family housing projects shall not be required to include units with age restrictions, and units shall not be subject to limit or restriction concerning size, the number or size of bedrooms, a cap on the number of occupants, or a minimum age of occupants.

3.17.6 Off-Street Parking

- (a) The minimum number of off-street parking spaces shall be one space per dwelling unit for all subdistricts within the Multi-family Overlay District.

- (b) Parking areas shall be designed and constructed in accordance with Subsection 5.1.3 Parking Plan and Design Requirements. The remaining provisions of Section 5.1 Off Street Parking Regulations shall not apply to projects within the Multi-family Overlay District.
- (c) In the ASB-MF subdistrict, the façade(s) of all parking garages, structured parking and deck/rooftop parking visible from Highland Avenue shall be designed to be generally indistinguishable from the façade(s) of the residential portion of the building(s), and shall allow no view of parked vehicles from Highland Avenue except where such view is intermittent and incidental to the operation of the parking area, such as a view afforded by the opening of an automated garage door.
- (d) Enclosed parking areas shall comply with Subsection 4.4.6 Enclosed Parking.
- (e) No parking shall be allowed within the front setback. Parking shall be on the side or to the rear of the building, or below grade.
- (f) The minimum number of bicycle parking spaces shall be one space per dwelling unit.
- (g) Bicycle storage. For a multi-family development of 25 units or more, no less than 25% of the required number of bicycle parking spaces shall be integrated into the structure of the building(s) as covered spaces.

3.17.7 Development Standards

- (a) Notwithstanding anything in the Zoning By-Law outside of this Section 3.17 to the contrary, Multi-family housing in the Multi-family Overlay District shall not be subject to any special permit requirement.
- (b) Buildings shall be designed with due regard to their relationship to open spaces, existing buildings, and community assets in the area.
- (c) Building entrances shall be available from one or more streets on which the building fronts and, if the building fronts Chestnut Street, Garden Street, Highland Avenue, Hillside Avenue, Rosemary Street, or West Street, the primary building entrance must be located on at least one such street.
- (d) The site shall be designed so that all collection and storage areas for residential refuse shall be internal to the building(s), or otherwise shall not be visible from any public way and appropriately screened from abutting properties, and adequate management and removal of refuse shall be provided for.
- (e) Site arrangement and driveway layout shall provide sufficient access for emergency and service vehicles, including fire, police, and rubbish removal.
- (f) Plantings shall be provided and include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, are prohibited.
- (g) All construction shall be subject to the current town storm water bylaws, regulations, and policies along with any current regulations or policies from DEP, state, and federal agencies.
- (h) Control measures shall be employed to mitigate any substantial threat to water quality or soil stability, both during and after construction.

- (i) There shall be adequate water, sewer, and utility service provided to serve the project.
- (j) Off-site glare from headlights shall be controlled through arrangement, grading, fences, and planting. Off-site light over-spill from exterior lighting shall be controlled through luminaries selection, positioning, and mounting height so as to not add more than one foot candle to illumination levels at any point off-site.
- (k) Pedestrian and vehicular movement within and outside the project site shall be protected, through selection of egress points, provision for adequate sight distances, and through reasonable mitigation measures for traffic attributable to the project.
- (l) Site arrangements and grading shall minimize to the extent practicable the number of removed trees 8" trunk diameter or larger, and the volume of earth cut and fill.
- (m) No retaining wall shall be built within the required yard setback except a retaining wall with a face not greater than four (4) feet in height at any point and a length that does not exceed forty (40) percent of the lot's perimeter. Notwithstanding the foregoing, retaining walls may graduate in height from four (4) to seven (7) feet in height when providing access to a garage or egress entry doors at the basement level, measured from the basement or garage floor to the top of the wall. In such cases, the wall is limited to seven (7) feet in height for not more than 25% of the length of the wall.
- (n) Retaining walls with a face greater than twelve (12) feet in height are prohibited unless the Applicant's engineer certifies in writing to the Building Commissioner that the retaining wall will not cause an increase in water flow off the property and will not adversely impact adjacent property or the public.
- (o) Construction activity shall be consistent with Section 3.8 of the General By-Laws and any reasonable conditions on construction activity that are warranted at a particular site and included in the applicable site plan approval, including but not limited to hours during which construction activity may take place, the movement of trucks or heavy equipment on or off the site, measures to control dirt, dust, and erosion and to protect existing vegetation to be preserved on the site.

Special Development Standards for the A-1 Subdistrict

The following requirements apply to all development projects within the A-1 subdistrict of the Multi-family Overlay District:

- (a) 4.3.2 Driveway Openings
- (b) 4.3.3 Open Space
- (c) 4.3.4 Building Location, with the substitution of "Multifamily Dwelling" for "apartment house."

Special Development Standards for the B and IND Subdistricts of the Multi-Family Overlay District:

- (a) The requirements of the first paragraph of 4.4.5 Driveway Openings shall apply to all development projects within the Multi-family Overlay District within the B and IND subdistricts.

Special Development Standards for the ASD-MF Subdistrict of the Multi-Family Overlay District:

- (a) Multi-family housing in the ASD-MF subdistrict shall employ existing curb cuts on Highland Avenue and West Street to the extent feasible. Existing curb cuts may be improved, reconstructed and modified. Additional curb cuts may be added subject to site plan review.

3.17.8 Affordable Housing

Any multi-family building with six or more dwelling units shall include Affordable Housing Units as defined in Section 1.3 of this By-Law and the requirements below shall apply.

3.17.8.1 Provision of Affordable Housing

Not fewer than 12.5% of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of Affordable Housing Units required in a proposed development, any fractional unit shall be rounded up to the nearest whole number and shall be deemed to constitute a whole unit.

In the event that the Executive Office of Housing and Livable Communities (EOHLC) determines that the calculation detailed above does not comply with the provisions of Section 3A of MGL c.40A, the following standard shall apply:

Not fewer than 10% of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of Affordable Housing Units required in a proposed development, any fractional unit shall be rounded up to the nearest whole number and shall be deemed to constitute a whole unit.

3.17.8.2 Affordable Housing Development Standards

Affordable Units shall be:

- (a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
- (b) Dispersed throughout the development;
- (c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- (d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
- (e) Distributed proportionately among unit sizes; and
- (f) Distributed proportionately across each phase of a phased development.
- (g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

3.17.9 Site Plan Review

3.17.9.1 Applicability

Site Plan Review, as provided for in this Section 3.17, is required for all Multi-family housing projects within the Multi-family Overlay District. Notwithstanding any other provision contained in the Zoning By-Law, except as expressly provided for in this Section 3.17, Multi-family housing projects are not subject to site plan or special permit review pursuant to Section 7.

3.17.9.2 Submission Requirements

The Applicant shall submit the following site plan and supporting documentation as its application for Site Plan Review, unless waived in writing by the Planning and Community Development Director:

- (a) Locus plan;
- (b) Location of off-site structures within 100 feet of the property line;
- (c) All existing and all proposed building(s) showing setback(s) from the property lines;
- (d) Building elevation, to include penthouses, parapet walls and roof structures; floor plans of each floor; cross and longitudinal views of the proposed structure(s) in relation to the proposed site layout, together with an elevation line to show the relationship to the center of the street;
- (e) Existing and proposed contour elevations in one-foot increments;
- (f) Parking areas, including the type of space, dimensions of typical spaces, and width of maneuvering aisles and landscaped setbacks;
- (g) Driveways and access to site, including width of driveways and driveway openings;
- (h) Facilities for vehicular and pedestrian movement;
- (i) Drainage;
- (j) Utilities;
- (k) Landscaping including trees to be retained and removed;
- (l) Lighting;
- (m) Loading and unloading facilities;
- (n) Provisions for refuse removal; and
- (o) Projected traffic volumes in relation to existing and reasonably anticipated conditions based on standards from the Institute of Transportation Engineers and prepared by a licensed traffic engineer and including, if applicable, recommended traffic mitigation measures based on the traffic attributable to a particular project.

3.17.9.3 Timeline

Upon receipt of an application for Site Plan Review for a project in the MFOD, the Site Plan Review Authority shall transmit a set of application materials to the Department of Public Works, Town Engineer, Police Department, Fire Department, Design Review Board, and to any other Town agency it deems appropriate, which shall each have thirty five (35) days to provide any written comment. Upon receipt of an application, the Site Plan Review Authority shall also notice a public hearing in accordance with the notice provisions contained in M.G.L. c.40A, §11. Site plan review shall be performed expeditiously and in general shall be completed, with a decision rendered and filed with the Town Clerk, no later than 6 months after the date of submission of the application.

3.17.9.4 Site Plan Approval

Site Plan approval for uses listed in Subsection 3.17.3 Permitted Uses shall be granted upon determination by the Site Plan Review Authority that the following criteria have been satisfied. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these criteria have been satisfied.

- (a) the Applicant has submitted the information as set forth in Subsection 3.17.9.2 Submission Requirements; and
- (b) the project as described in the application meets the dimensional and density requirements contained in Subsection 3.17.5 Dimensional Regulations, the parking requirements contained in Subsection 3.17.6 Off-Street Parking, the development standards contained in Subsection 3.17.7 Development Standards, and Subsection 3.17.8.2 Affordable Housing Development Standards.

3.17.9.5 Waivers

When performing site plan review, the Planning Board may waive the requirements of Subsection 3.17.6 hereof and/or Subsection 5.1.3 Parking Plan and Design Requirements, or particular submission requirements.

When performing site plan review for a Multi-family Housing project that involves preservation of a structure listed in the National Register of Historic Places, the Massachusetts Register of Historical Places, the Inventory of Historic Assets for the Town of Needham, or is in pending for inclusion in any such register or inventory, the Planning Board as part of site plan review may reduce the applicable front, side or rear setbacks in this Section 3.17 by up to 40%.

3.17.9.6 Project Phasing

An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of Subsection 3.17.8 Affordable Housing.

3.17.10 Design Guidelines

The Planning Board may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the Multi-family Overlay District. Such Design Guidelines must be objective and not subjective and may contain graphics

illustrating a particular standard or definition to make such standard or definition clear and understandable. The Design Guidelines for the Multi-family Overlay District shall be as adopted by the Planning Board and shall be available on file in the Needham Planning Department.

3.17.11 Special Permits

In those specific occasions where this Section 3.17 authorizes relief in the form of a special permit only, applications shall be reviewed and decided by the Planning Board in accordance with Section 7.5.2.

4. By amending the first sentence of Section 7.6.1, Special Permit Granting Authority, to add Section 3.17 to the list of Sections for which the Planning Board is the Special Permit Granting Authority, so that this sentence reads as follows:

The Planning Board shall act as a Special Permit Granting Authority only where so designated in Sections 3.4, 3.8, 3.9, 3.10, 3.14, 3.16, 3.17, 4.2.10, 4.2.11, 4.2.12, 4.4.5, 4.4.9, 4.4.10, 5.1.1.6, 6.6, 6.8 and 7.4 of this By-Law.

5. By amending the first paragraph of Section 7.7.2.2, Authority and Specific Powers, to add site plan reviews under Section 3.17 to the jurisdiction of the Design Review Board, so that this paragraph reads as follows:

The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 3.17 Multi-family Overlay District, Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.11 Planned Residential Development, Section 4.2.10 Flexible Development and Section 6.11 Retaining Walls and, for a minor project that only involves a change in the exterior facade of a building in the Center Business District, shall review and may approve such facade change.

6. By amending Section 7.7.3, Procedure, by inserting in the second paragraph, after the second sentence, a new sentence to read as follows:

Within fifteen (15) days of the meeting, a final advisory design review report shall be sent both to the applicant and to the Planning Board, when a site plan review is required under Section 3.17.

so that this paragraph reads as follows:

Within twenty (20) days of receipt of a Design Review application, the Design Review Board shall hold a meeting, to which the applicant shall be invited, for the purpose of conducting a review of the proposed project or activity. Within fifteen (15) days of the meeting, a preliminary design review report shall be sent to both the applicant and to the Planning Board, when a special permit is required under Sections 7.4, 4.2.11 and 4.2.10. Within fifteen (15) days of the meeting, a final advisory design review report shall be sent both to the applicant and to the Planning Board, when a site plan review is required under Section 3.17. However, if the proposed project or activity involves only a building permit or sign permit from the Building Commissioner, or is a "Minor Project" under Site Plan Review (all as described in Subsection 7.7.2.2), no preliminary report is required and the written advisory report of the Design Review Board to the applicant and the Building Commissioner shall be a final report.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDED THAT: Article be Adopted

Article Information: The MBTA Communities Law, M.G.L. c.40A, §3A was passed by the Massachusetts Legislature in January 2021. This statute states:

(a) An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.

(b) An MBTA community that fails to comply with this section shall not be eligible for funds from: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2EEEE of chapter 29; (iii) the MassWorks infrastructure program established in section 63 of chapter 23A, or (iv) the HousingWorks infrastructure program established in section 27 of chapter 23B.

(c) The executive office of housing and livable communities, in consultation with the executive office of economic development, the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, shall promulgate guidelines to determine if an MBTA community is in compliance with this section.

The law was intended as a means to address the Commonwealth's housing shortage and the impact that shortage was having on the state's ability to compete for business and talent, ensure our residents can live affordably regardless of their income, and to better link housing, jobs, and transportation to address climate change and help reduce greenhouse gas emissions.

For purposes of the law, Needham is categorized as a commuter rail community. Commuter rail communities are required to comply with the law by July 14, 2025. To meet its compliance requirements, Needham's MBTA Communities districts and zoning must meet the following criteria: (1) The districts must have a minimum total land area of 50 acres. (2) 45 acres must be located within a half-mile of any of Needham's commuter rail stations. (3) One district must be at least 25 acres in size. (4) No single district can be less than 5 acres in size. (5) The zoning capacity of the districts must meet or exceed 1,784 units. (6) 1,606 of those units must be within a half-mile of any of Needham's commuter rail stations. (7) The districts must have zoning that allows for an average of at least 15 dwelling units per acre.

In response to the MBTA Communities Law, one compliant zoning scenario is being presented to Town Meeting. This scenario is referred to as the "Base Compliance Plan". The zoning language in Articles 18 and 19 matches the "Base Compliance Plan" that was presented to the October 2024 Special Town Meeting, with minor grammatical corrections.

The Base Compliance Plan (presented under Articles 18 and 19), adheres very closely to the underlying zoning district boundaries and dimensional standards found in Needham's current Zoning By-Law. This scenario is intended to meet the minimum compliance requirements of the MBTA Communities Law and proposes zoning that would allow for a total of 1,870 units. The compliance metrics under the MBTA Communities Law for the Base Compliance Plan are noted in the table below.

	<i>Needham Requirement</i>	<i>Base Compliance Plan</i>
<i>Acreage included in proposed zoning (net)</i>	50	100.3
<i>Unit capacity allowed by right</i>	1,784	1,870
<i>Average residential density allowed in overlay district (units/acre)</i>	15	18.6
<i>Percent in Transit Area</i>	90%	93%

The Base Compliance Plan is presented under Articles 18 and 19 of this warrant as follows. Article 18: Multi-family Overlay District (Base Compliance Plan) creates a Multi-Family Overlay District. Article 19: Map Change for Multi-family Overlay District (Base Compliance Plan) implements the zoning map change by describing the geographical area of the Multi-family Overlay District anticipated under Article 18. A detailed description of the two articles follows.

Article 18, in combination with Article 19, proposes to create the “Multi-family Overlay District.” Article 18 lays out the regulatory framework for the new district while Article 19 describes its geographical boundaries.

This Article proposes the creation of a new zoning district called the “Multi-family Overlay District (MFOD)”. The proposed zoning amendments would add a new Section 3.17 to the Zoning By-Law for the purpose of establishing the Multi-family Overlay District. The purposes of this new overlay district include providing for multi-family housing as of right consistent with the requirements of the MBTA Communities Law. The proposed amendments will allow for multi-family housing within the overlay district that adheres very closely to the underlying zoning district boundaries and dimensional standards found in Needham’s current Zoning By-Law. The overlay district will include multiple sub-districts (titled A-1, B, ASB-MF, CSB, HAB and IND), each of which will have its own set of applicable density and dimensional requirements as itemized in tables contained in the proposed amendments. The proposed amendments include parking standards, development standards, affordability requirements, and a process for site plan review that will apply to multi-family housing projects within the new overlay district. The proposed amendments also include revisions to Section 1.3 (Definitions) and Section 7.4 (Design Review) of the Zoning By-Law to address the addition of the new overlay district.

Since Article 18 involves the creation of an overlay district, property owners will have the option of developing multi-family housing subject to the requirements of the new zoning. They will also retain the option of using and/or developing property under the rules applicable in the pre-existing, underlying zoning district. The Multi-family Overlay District creates additional choices by placing alternative provisions to those which already exist. The Multi-family Overlay District’s key provisions are summarized below.

Designation of the District

The Multi-family Overlay District contains the following sub-districts, all of which are shown on the MFOD Boundary Map and indicated by the name of the sub-district: A-1, B, ASB-MF, CSB, HAB, and IND. A complete description of the geographical boundaries for the Multi-family Overlay District and the A-1, B, ASB-MF, CSB, HAB and IND sub-districts to be contained within the Multi-family Overlay District can be found in Article 19.

Purpose of District

The purposes of the Multi-family Overlay District include, but are not limited to, the following: (a) providing multi-family housing in Needham, consistent with the requirements of M.G.L. Chapter 40A (the Zoning Act), Section 3A; (b) supporting vibrant neighborhoods by encouraging multi-family housing within a half-mile of a Massachusetts Bay Transit Authority (MBTA) commuter rail station; and (c) establishing controls which will facilitate responsible development and minimize potential adverse impacts upon nearby residential and other properties.

Definitions

New terms that appear in the package of zoning amendments but not elsewhere in the zoning bylaw are presented in alphabetical order as follows: affordable housing; as of right; compliance guidelines; EOHLIC; multi-family housing; open space; parking, structured; parking, surface; residential dwelling unit; Section 3A; site plan review authority; special permit granting authority; sub-district; subsidized housing inventory (SHI) and work force housing unit.

Permitted Uses

In the Multi-family Overlay District, multi-family housing is permitted as a matter of right. The following uses are considered accessory as of right to any multi-family housing use: (a) Parking, including surface parking and structured parking on the same lot as the principal use; and (b) Any uses customarily and ordinarily incident to Multi-family housing, including, without limitation, residential amenities such as bike storage/parking, a swimming pool, fitness facilities and similar amenity uses.

Lot Area and Frontage and Setback Requirements

The following lot area, frontage and setback requirements shall apply in the Multi-family Overlay District sub-districts listed below.

	A-1	B	ASB-MF	CSB	HAB	IND
<i>Minimum Lot Area (square feet)</i>	20,000	10,000	10,000	10,000	10,000	10,000
<i>Minimum Lot Frontage (feet)</i>	120	80	80	80	80	80
<i>Minimum Front Setback (feet) from the front property line</i>	25	10	Minimum 10 Maximum 15 ^e .	20 feet for buildings with frontage on Chestnut Street 10 feet for all other buildings	20	25
<i>Minimum Side and Rear Setback (feet)</i>	20	10 ^{a, b}	10 ^{a, c}	20 (side) ^{a, b, d}	20 ^{a, b}	20 ^{a, b}

- (a) The requirement of an additional 50-foot side or rear setback from a residential district as described in Subsection 4.4.8 Side and Rear Setbacks Adjoining Residential Districts or Subsection 4.6.5 Side and Rear Setbacks Adjoining Residential Districts shall not apply.
- (b) Any surface parking, within such setback, shall be set back 10 feet from an abutting residential district and such buffer shall be suitably landscaped.
- (c) The rear and side setbacks are 20 feet along the MBTA right-of-way. With respect to any lot partially within an underlying residential district, (i) no building or structure for a multi-family residential use shall be placed or constructed within 110 feet of the lot line of an abutting lot containing an existing single family residential structure; and (ii) except for access driveways and sidewalks, which are permitted, any portion of the lot within said residential district shall be kept open with landscaped areas, hardscaped areas, outdoor recreation areas (e.g., swimming pool) and/or similar open areas.
- (d) On the west side of Chestnut Street, the rear setback shall be 20 feet. On the east side of Chestnut Street, the rear setback shall be 30 feet.
- (e) Seventy percent (70%) of the main datum line of the front facade of the building shall be set back no more than 15 feet, except that periodic front setbacks greater than fifteen (15) feet are allowed if activated by courtyards, landscaping, drive aisles, amenity areas, or other similar site design features that enhance the streetscape. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board if less than seventy percent (70%) of the main datum line front facade of the building is set back 15 feet.

Building Height Requirements

The maximum building height in the Multi-family Overlay District sub-districts shall be as shown below.

	A-1	B	ASB-MF	CSB	HAB	IND
Maximum Building Height (stories)	3.0	3.0	3.0 ^c	3.0	3.0	3.0
Maximum Building Height (ft) ^{a,b}	40	40	40 ^c	40	40	40

- (a) *Exceptions. The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, stair overruns, elevator overruns, mechanical equipment, roof parapets, architectural screening, or other ornamental features of buildings, which features (i) are in no way used for living purposes; (ii) do not occupy more than 25% of the gross floor area of the building and (iii) do not project more than 15 feet above the maximum allowable height.*
- (b) *Exceptions: Renewable Energy Installations. The Site Plan Review Authority may waive the height and setbacks in Subsection 3.17.5.2 Building Height Requirements and Subsection 3.17.5.1 Lot Area, Frontage and Setback Requirements to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall be appropriately screened, consistent with the requirements of the underlying district; shall not create a significant detriment to abutters in terms of noise or shadow; and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.*
- (c) *In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for a height of four stories and 50 feet, provided that the fourth story along Highland Avenue and West Street incorporates one or more of the following design elements: (i) a pitched roof having a maximum roof pitch of 45 degrees; (ii) a fourth story recessed from the face of the building by a minimum of 12 feet; and/or (iii) such other architectural design elements proposed by the Applicant and approved by the Planning Board during the Special Permit process.*

Building Bulk and Other Requirements

The maximum floor area ratio or building coverage and the maximum number of dwelling units per acre, as applicable, in the Multi-family Overlay District sub-districts shall be as shown below, except that the area of a building devoted to underground parking shall not be counted as floor area for purposes of determining the maximum floor area ratio or building coverage, as applicable.

	A-1	B	ASB-MF	CSB	HAB	IND
<i>Floor Area Ratio (FAR)</i>	0.50	N/A	1.3 ^{b, c}	0.70	0.70	0.50
<i>Maximum Building Coverage (%)</i>	N/A	25%	N/A	N/A	N/A	N/A
<i>Maximum Dwelling Units per Acre^a</i>	18	N/A	44 ^d	18	N/A	N/A

- (a) *The total land area used in calculating density shall be the total acreage of the lot on which the development is located.*
- (b) *In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for an FAR of up to 1.7.*
- (c) *In the ASB-MF subdistrict, the following shall not be counted as floor area for purposes of determining the maximum floor area ratio: (i) interior portions of a building devoted to off-street parking; (ii) parking garages, structured parking or deck/rooftop parking that are screened from Highland Avenue as required by Section 3.17.6 inclusive of any waiver thereof and from West Street in a manner compatible with the architecture of the building. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board to exclude additional areas from floor area for purposes of determining the maximum floor area ratio.*
- (d) *In the ASB-MF subdistrict, multi-family housing may exceed the maximum of 44 dwelling units per acre by special permit.*

Off-Street Parking

Multi-family housing projects will be required to provide a minimum of one parking space per dwelling unit in all subdistricts. Parking areas must be designed and constructed in accordance with the current Zoning By-Law parking plan and design requirements.

In the ASB-MF subdistrict, the zoning regulates the visibility of parking structures from Highland Avenue and West Street. In the ASB-MF subdistrict, the façade(s) of all parking garages, structured parking and deck/rooftop parking visible from Highland Avenue must be designed to be generally indistinguishable from the façade(s) of the residential portion of the building(s), and shall allow no view of parked vehicles from Highland Avenue except where such view is intermittent and incidental to the operation of the parking area, such as a view afforded by the opening of an automated garage door.

Affordable Housing

The Multi-family Overlay District requires affordable housing in developments with six or more dwelling units. In such cases, not fewer than 12.5% of housing units constructed shall be set aside as deed restricted affordable housing units for those households with an income at or below 80% of the area median income that applies to subsidized housing in the Town of Needham. For purposes of calculating the number of affordable housing units required in a proposed development, any fractional unit shall be rounded up to the nearest whole number and shall be deemed to constitute a whole unit consistent with Needham's existing zoning. Setting the affordability requirement at 12.5% is intended to help Needham stay above the state

requirement under M.G.L. c.40B, §§20-23 that 10% of a town's housing stock qualify as affordable. Lastly, the Town's Economic Feasibility Analysis (EFA) indicates that the 12.5% set aside included in the proposed zoning will not render multi-family housing projects uneconomic. The Town is required to make this showing to EOHLC in support of any local zoning requiring that more than 10% of multi-family housing units be affordable.

Site Plan Review

The proposed zoning provides for site plan review, to be performed by the Planning Board, of all multi-family housing projects within the Multi-family Overlay District. The requirement in §3A that multi-family housing be allowed "as of right" means that the proposed zoning cannot require other forms of zoning relief such as special permits or variances. See Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act §4 ("To comply with Section 3A, a multi-family zoning district must allow multi-family housing 'as of right,' meaning that the construction and occupancy of multi-family housing is allowed in that district without the need for a special permit, variance, zoning amendment, waiver, or other discretionary approval.")

Pursuant to Massachusetts case law, the Planning Board cannot deny a site plan review application for a by-right use that complies with the zoning (including the permissible number of units, building dimensions, height, setbacks and development standards). However, the Board can apply reasonable conditions on the project, which may include modifying lighting, adding fencing, reviewing stormwater design for compliance with applicable standards, and adjusting the parking layout and other structural elements on the site plan. When performing site plan review for a use allowed by right, conditions can also be used to shape a project, but cannot go so far as to unreasonably interfere with or effectively prohibit the project.

All projects will need to comply with the development standards of the Multi-Family Overlay District, Building Code, Fire Code, Health Code, Department of Public Works regulations, state and local wetlands and other environmental regulations. The applicant will be required to demonstrate availability of adequate water, sewer, and utilities to serve a project. The Town is under no obligation to make investments in public infrastructure to make an individual project viable.

Development Standards

The Multi-family Overlay District establishes development standards for the Planning Board to consider when conducting site plan review. The following matters are to be considered: (a) provision of adequate water, sewer, and utility service to the project; (b) protection of pedestrian and vehicular movement within the project site, through the selection of egress points, provision for adequate site distances, and through reasonable mitigation measures for traffic attributable to the project; (c) adequacy of the arrangement of parking and loading spaces in relation to the proposed use; (d) control of off-site light over-spill through controlled luminaires selection, position, and mounting height; (e) adequacy of the methods of disposal of refuse and other wastes resulting from the use of the site; and (f) limitations on construction activities, such as but not limited to, the hours during which construction activity may take place, the movement of heavy equipment on or off the site, measures to control dirt, dust, erosion and to protect existing vegetation on the site.

Design Guidelines

The Planning Board may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the Multi-family Overlay District. Such Design Guidelines must be objective and not subjective and may contain graphics illustrating a particular standard or definition to make such standard or definition clear and understandable.

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE FOR MULTI-FAMILY OVERLAY DISTRICT (BASE COMPLIANCE PLAN)

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

- (a) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and located directly to the south of Hamlin Lane as shown on Needham Town Assessors Map 200, Parcels 1 and 31, superimposing that district over the existing Apartment A-1 district, said description being as follows:

Beginning at the point of intersection of the easterly sideline of Greendale Avenue and the northerly sideline of Charles River; thence running westerly by the easterly line of Greendale Avenue, four hundred forty-two and 36/100 (442.36) feet, more or less; northeasterly by the southerly line of Hamlin Lane, five hundred thirty-five and 44/100 (535.44) feet, more or less; southeasterly by the southerly line of Hamlin Lane, twenty and 22/100 (20.22) feet, more or less; southeasterly by the land of the Commonwealth of Massachusetts, State Highway I-95, five hundred thirty-nine 11/100 (539.11) feet, more or less; southwesterly by the land of the Commonwealth of Massachusetts, State Highway I-95, four hundred sixty-six (466) feet, more or less; northwesterly by the northerly sideline of Charles River, two hundred seventy-six (276) to the point of beginning.

- (b) Place in the CSB Subdistrict of the Multi-family Overlay District a portion of land now zoned Chestnut Street Business and Single Residence B and located directly to the east and west of Chestnut Street as shown on Needham Town Assessors Map 47, Parcels 54, 72, 74-03, 74-04, 76, 77, 78, 79, 80, 83, 84, 85, 86, 87, 88, and 91, Needham Town Assessors Map 46, Parcels 12, 13, 14, 15, 16, 17, 18, 19, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 58, 59, 60, and 61 and Needham Town Assessors Map 45, Parcel 6, superimposing that district over the existing Chestnut Street Business and Single Residence districts, said description being as follows:

Beginning at the point of intersection of the easterly sideline of M.B.T.A and the southerly sideline of Keith Place; thence running southeasterly by the southerly sideline of Keith Place to the intersection with northerly sideline of Chestnut Street; southwesterly by the northerly sideline of Chestnut Street to the intersection with northerly sideline of Freeman Place; northeasterly to a point on the southerly sideline of Chestnut Street, approximately four hundred and ninety-five 88/100 (495.88) feet from the intersection with southerly sideline of School Street; southeasterly by the southerly property line of Deaconess-Glover Hospital Corporation, one hundred and eighty-seven 68/100 (187.68) feet, more or less; southwesterly by the easterly property line of Deaconess-Glover Hospital Corporation, ninety-six 74/100 (96.74) feet, more or less; southwesterly by the westerly property line of Chaltanya Kadem and Shirisha Meda, eighty-two 80/100 (82.80) feet, more or less; southwesterly by the westerly property line of Huard, eighty-two 80/100 (82.80) feet, more or less; southwesterly by the westerly property line of Reidy, ninety-seven 40/100 (97.40) feet, more or less; northeasterly by the northerly property line of L. Petrini & Son Inc, fifteen 82/100 (15.82) feet, more or less; southwesterly by easterly property line of L. Petrini & Son Inc, one hundred and seventy-seven 77/100 (177.77) feet, more or less; northeasterly by the easterly property line of L. Petrini & Son Inc, one hundred and two 59/100 (102.59) feet, more or less; southwesterly by the easterly property line of L. Petrini & Son Inc, fifty 16/100 (50.16) feet, more or less; northeasterly by the easterly property line of L. Petrini & Son Inc, seven 39/100 (7.39) feet, more or less; southwesterly by the easterly property of Briarwood Property LLC, seventy-five (75.00) feet, more or less; northeasterly by the easterly property of Briarwood Property LLC, one hundred (100) feet, more or less; southwesterly by the easterly property of Briarwood Property LLC, two hundred and

forty-nine 66/100 (249.66) feet, more or less; southeasterly by the southerly property of Briarwood Property LLC, two hundred ninety-three (293.28) feet, more or less; southwesterly by the easterly property of Veterans of Foreign Wars, one hundred and fifty (150) feet, more or less; northeasterly by the southerly property line of Veterans of Foreign Wars, eighty-five (85) feet, more or less; southwest by the easterly property of M.B.T.A, one hundred and sixty (160) feet, more or less; southeasterly by the northerly sideline of Junction Street to intersection with westerly sideline of Chestnut; southwesterly by the westerly sideline of Chestnut Street to intersection with northerly sideline of property of M.B.T.A; southwesterly by the southerly property line of Castanea Dentata LLC, two hundred and twenty-eight 81/100 (228.81) feet, more or less; southwesterly by the southerly property line of Castanea Dentata LLC, one hundred and eight 53/100 (108.53) feet, more or less; northwesterly by the southerly property line of Castanea Dentata LLC, one hundred and thirty-six 6/100 (136.06) feet, more or less; northwesterly by the southerly property line of Castanea Dentata LLC, one hundred and ten 10/100 (110.10) feet, more or less; thence running northeasterly by the easterly sideline of M.B.T.A. to the point of beginning.

- (c) Place in the IND Subdistrict of the Multi-family Overlay District a portion of land now zoned Industrial and Single Residence B and located directly to the south and east of Denmark Lane as shown on Needham Town Assessors Map 132, Parcel 2, superimposing that district over the existing Industrial and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the westerly sideline of M.B.T.A. and the southerly sideline of Great Plain Ave; thence running southwesterly by the westerly line of M.B.T.A, four hundred thirty-seven 24/100 (437.24) feet, more or less; southwesterly by the southerly property line of Denmark Lane Condominium, one hundred and eleven 17/100 (111.17) feet, more or less; northeasterly by the easterly property line of Denmark Lane Condominium, two hundred (200) feet, more or less; northwesterly by the southerly property line of Denmark Lane Condominium, one hundred and thirty-nine 75/100 (139.75) feet, more or less; northeasterly by the easterly sideline of Maple Street, one hundred and thirty-five (135) feet, more or less; southeasterly by the northerly property line of Denmark Lane Condominium, one hundred and forty (140) feet, more or less; southwesterly by the northerly property line of Denmark Lane Condominium, fifteen 20/100 (15.2) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, two 44/100 (2.44) feet, more or less; southwesterly by the northerly property line of Denmark Lane Condominium, thirty-three 35/100 (33.35) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, seventy-nine (79) feet, more or less; northwesterly by the northerly property line of Denmark Lane Condominium, thirteen 28/100 (13.28) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, forty-seven 50/100 (47.50) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, eighty-one 91/100 (81.91) feet, more or less; northeasterly by the southerly sideline of Great Plain Ave, twelve 28/100 (12.28) feet to the point of beginning.

- (d) Place in the CSB Subdistrict of the Multi-family Overlay District a portion of land now zoned Chestnut Street Business and located directly to the east of Garden Street as shown on Needham Town Assessors Map 51, Parcels 17, 20, 22, 23, superimposing that district over the existing Chestnut Street Business district said description being as follows:

Beginning at the point of intersection of the westerly sideline of M.B.T.A. and the northerly sideline of Great Plain Ave; thence running southwesterly by the northerly sideline of Great Plain Ave, nine 32/100 (9.32) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifty-three 17/100 (53.17) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifty-six 40/100 (56.40) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifty-six 92/100 (56.92) feet, more or less; northwesterly by the westerly

property line of Town of Needham, on an arch length one hundred and twelve 99/100 (112.99) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifteen 10/100 (15.10) feet, more or less; northeasterly by the westerly property line of Town of Needham, one hundred and thirty-eight 83/100 (138.83) feet, more or less; southeasterly by the northerly property line of Town of Needham, thirty-three 42/100 (33.42) feet, more or less; northwesterly by the southerly property line of Eaton Square Realty LLC, forty (40) feet, more or less; northwesterly by the southerly property line of Eaton Square Realty LLC, eighty-one 99/100 (81.99) feet, more or less; northwesterly by the southerly property line of Eaton Square Realty LLC, fifty-eighty 31/100 (58.31) feet, more or less; northeasterly by the easterly sideline of Garden Street to intersection with May Street; northeasterly by the southerly sideline of May Street, sixty-one 33/100 (61.33) feet, more or less; southwestly by the westerly sideline of M.B.T.A to the point of beginning.

- (e) Place in the B Subdistrict of the Multi-family Overlay District a portion of land now zoned Business and Single Residence B and located directly to the west of Highland Avenue as shown on Needham Town Assessors Map 52, Parcels 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, and Needham Town Assessors Map 226, Parcels 56, 57, and 58, superimposing that district over the existing Business and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the easterly sideline of M.B.T.A. and the northerly sideline of May Street; thence running northeasterly by the easterly sideline of M.B.T.A. to the intersection with southerly sideline of Rosemary Street; southeasterly by the southerly sideline of Rosemary Street to the intersection with easterly sideline of Highland Ave; southwestly by the westerly sideline of Highland Avenue to the intersection with the northerly sideline of May St; southwestly by the northerly sideline of May Street to the point of beginning.

- (f) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and located directly to east of Highland Avenue and north of May Street as shown on Needham Town Assessors Map 53, Parcels 1, 2 and 3, superimposing that district over the existing Apartment A-1 district, said description being as follows:

Beginning at the point of intersection of the northerly sideline of May Street and the westerly sideline of Oakland Avenue; thence running easterly by the northerly sideline of May Street to the intersection with easterly sideline of Highland Avenue; northeasterly by the easterly sideline of Highland Avenue to the intersection with southerly sideline of Oakland Avenue; southeasterly by the southerly sideline of Oakland Avenue: southerly by the westerly sideline of Oakland Avenue to the point of beginning.

- (g) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and located directly to the west of Hillside Avenue and north of Rosemary Street as shown on Needham Town Assessors Map 100 Parcels 1, 35, and 36, and Needham Town Assessors Map 101, Parcels 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 24, 25, and 26, superimposing that district over the existing Apartment A-1 district, said description being as follows:

Beginning at the point of intersection of the northerly sideline of Rosemary Street and the easterly sideline of Concannon Circle; thence running northwesterly by the easterly sideline of Concannon Circle, one hundred and sixty (160) feet, more or less; northwesterly by the easterly property line of 15 Concannon Circle Realty Trust, two hundred and thirty-two 75/100 (232.75) feet, more or less; northwesterly by the easterly property line of L. Petrini and Son Inc, one hundred and forty-five 84/100 (145.84) feet, more or less; northeasterly by the northerly property line of L. Petrini and Son Inc, one hundred and twenty-five (125) feet, more or less; northwesterly by the westerly sideline of Tillotson Road, one hundred and twelve (112) feet, more or less; northeasterly across

Tillotson Road to the northeasterly corner of the property of L. Petrini and Son Inc, forty (40) feet, more or less; northeasterly by the northerly property line of L. Petrini and Son Inc, one hundred and twenty-five (125) feet, more or less; northwesterly by the easterly property line of Petrini Corporation, one hundred and nineteen 94/100 (119.94) feet, more or less; northeasterly by the southerly property line of L. Petrini and Son Inc, one hundred and sixty-two (162) feet, more or less; northwesterly by the easterly property line of Rosemary Ridge Condominium, three hundred and twenty-eight (328) feet, more or less; northeasterly by the northerly property line of Rosemary Ridge Condominium, two hundred and ninety (290) feet, more or less; northeasterly by the northerly property line of Rosemary Ridge Condominium, one hundred and sixty-two 19/100 (162.19), more or less; northwesterly by the northerly property line of Rosemary Ridge Condominium, one hundred and thirty (130), more or less; southeasterly by the northerly property line of Rosemary Ridge Condominium, two hundred and forty-one 30/100 (241.30), more or less; southeasterly by the northerly property line of Pop Realty LLC, ninety-four 30/100 (94.30), more or less to westerly side of Hillside Avenue; southeasterly by the westerly sideline of Hillside Avenue to intersection with northerly sideline of Rosemary Street; southeasterly by the northerly sideline of Rosemary Street to the point of beginning.

- (h) Place in the IND Subdistrict of the Multi-family Overlay District a portion of land now zoned Industrial, Hillside Avenue Business, and Single Residence B and located directly to the east of Hillside Avenue and north of Rosemary Street as shown on Needham Town Assessors Map 100, Parcels 3, 4, 5, 7, 8, 9, 10, 11, 12, and 61, and Needham Town Assessors Map 101, Parcels 2, 3, 4, 5 and 6, superimposing that district over the existing Industrial, Hillside Avenue Business, and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the northerly sideline of Rosemary Street and the westerly sideline of M.B.T.A.; thence running northwesterly by the northerly sideline of Rosemary Street to the intersection with easterly sideline of Hillside Avenue; northeasterly by the easterly sideline of Hillside Avenue to the intersection with southerly sideline of West Street; northeasterly by the southerly sideline of West Street to the intersection with the westerly sideline of M.B.T.A.; southeasterly by the westerly sideline of M.B.T.A. to the point of beginning.

- (i) Place in the ASB-MF Subdistrict of the Multi-family Overlay District a portion of land now zoned Avery Square Business and Single Residence B and located directly to the west of Highland Avenue and south of West Street as shown on Needham Town Assessors Map 63, Parcel 37, superimposing that district over the existing Avery Square Business and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the easterly sideline of M.B.T.A. and the southerly sideline of West Street; thence running southeasterly by the southerly sideline of West Street, one hundred and sixty-one 48/100 (161.48) feet, more or less; southeasterly on arch, twenty-nine (27/100) 29.27 feet to a point on the easterly sideline of Highland Avenue; southeasterly by the easterly sideline of Highland Avenue seven hundred and sixty-one (761.81) feet, more or less; northeasterly by the easterly sideline of Highland Avenue ten (10) feet, more or less; southeasterly by the easterly sideline of Highland Avenue seventy (70) feet, more or less; northwesterly by the southerly property line of HCRI Massachusetts Properties Trust II, one hundred and fifty (150) feet, more or less; southeasterly by the southerly property line of HCRI Massachusetts Properties Trust II, seventy (70) feet, more or less; southwestly by the southerly property line of HCRI Massachusetts Properties Trust II, one hundred and two 57/100 (102.57) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., three hundred and seventy-one 56/100 (371.56) feet, more or less; northwesterly by the easterly sideline of M.B.T.A., three 54/100 (3.54) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., three hundred and ninety-three 56/100 (393.56)

feet, more or less; northeasterly by the easterly sideline of M.B.T.A., one hundred and seventy-five 46/100 (175.46) feet to the point of beginning.

- (j) Place in the HAB Subdistrict of the Multi-family Overlay District a portion of land now zoned Hillside Avenue Business and located directly to the east of Hillside Avenue and north of West Street as shown on Needham Town Assessors Map 99, Parcels 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14, superimposing that district over the existing Hillside Avenue district, said description being as follows:

Beginning at the point of intersection of the westerly sideline of M.B.T.A and the northerly sideline of West Street; thence running northwesterly by the northerly sideline of West Street to the intersection with easterly sideline of Hillside Avenue; northwesterly by the easterly sideline of Hillside Avenue to the intersection with northerly sideline of Hunnewell Street; northwesterly by the easterly sideline of Hillside Avenue, twenty-four 1/100 (24.01) feet to the angle point; northeasterly by the easterly sideline of Hillside Avenue, ninety-five 61/100 (95.61) feet, more or less; northeasterly by the northerly property line of Hillside Condominium, two hundred and twenty-one 75/100 (221.75) feet, more or less; northeasterly by the northerly property line of Hunnewell Needham LLC, eighteen 48/100 (18.48) feet, more or less; southwesterly by the westerly sideline of M.B.T.A. to the point of beginning.

- (k) Place in the IND Subdistrict of the Multi-family Overlay District a portion of land now zoned Industrial and Single Residence B and located at Crescent Road as shown on Needham Town Assessors Map 98, Parcels 40 and 41, and Needham Town Assessors Map 99, Parcels 38, 39, 40, 61, 62, 63, and 88, superimposing that district over the existing Industrial and Single Residence B districts, said description being as follows:

Beginning at the bound on easterly side of Hunnewell Street, approximately three hundred and thirty-two 35/100 (332.35) feet from the intersection with Hillside Avenue; thence running southwesterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and ninety-one 13/100 (191.13) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, sixty-eight 68/100 (68.75) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and thirty (130) feet, more or less; southeasterly by the easterly property line of Drack Realty LLC, seventy-three (73) feet, more or less; southwesterly by the easterly property line of Drack Realty LLC, one hundred and forty (140) feet, more or less; northeasterly by the northerly property line of Lally, forty-one (41) feet, more or less; southeasterly by the easterly property line of Lally, seventy-five (75) feet, more or less; southwesterly by the southerly property line of Lally, one hundred (100) feet, more or less; southwesterly to the center of Crescent Road, twenty (20) feet, more or less; southeasterly by the center of Crescent Road, twenty-nine (29) feet, more or less; southwesterly to a bound located twenty-nine feet from the angle point on the easterly side of Crescent Road; southwesterly by the southerly property line of 66 Crescent Road LL, four hundred and fifteen 60/100 (415.60) feet, more or less; northwesterly by the easterly property line of Town of Needham, fifty-two 37/100 (52.37) feet, more or less; northwesterly by the easterly property line of Town of Needham, one hundred and sixty-two 37/100 (162.37) feet, more or less; southwesterly by the easterly property line of Town of Needham, forty-five 76/100 (45.76) feet, more or less; northwesterly by the easterly property line of Town of Needham, one hundred and forty-three 92/100 (143.92) feet, more or less; northwesterly by the easterly property line of Town of Needham, fifteen 71/100 (15.71) feet, more or less; southwesterly by the easterly property line of Town of Needham, two hundred and forty-eight 40/100 (248.40) feet, more or less; northwesterly by the easterly property line of Town of Needham, fifty-three 33/100 (53.33) feet, more or less; northeasterly by the northerly property line of 166 Crescent Road LLC, five hundred and fifty-five

68/100 (555.68) feet, more or less; northeasterly to the center of Crescent Road, twenty (20) feet, more or less; northwesterly by the center of Crescent Road, fifty-six 47/100 (56.47) feet, more or less; northeasterly to the bound located four 38/100 (4.38) feet from the end of the Crescent Road; northeasterly by the northerly property line of Microwave Development Laboratories Inc, one hundred and forty-six 29/100 (146.29) feet, more or less; southeasterly by the northerly property line of Microwave Development Laboratories Inc, fifty-four 82/100 (54.82) feet, more or less; northeasterly by the northerly property line of Microwave Development Laboratories Inc, fifty-four 21/100 (54.21) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and ninety-five 81/100 (195.81) feet, more or less; northeasterly by the easterly property line of Microwave Development Laboratories Inc, seven (7) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, ninety-one (91) feet, more or less; northeasterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and forty-two (142) feet, more or less; southeasterly by the easterly sideline of Hunnewell Street, twenty (20) feet to the point of beginning.

- (l) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and Single Residence B and located east and west of Highland Avenue at Cottage Avenue as shown on Needham Town Assessors Map 70, Parcels 24 and 25, superimposing that district over the existing Apartment A-1 and Single Residence B districts, said description being as follows:

Beginning at the point on the westerly sideline of Highland Avenue, two hundred and seventeen 63/100 (217.63) from the arch on Webster Street; thence running southwest by the westerly sideline of Highland Avenue, three hundred and seventeen (317) feet, more or less; southeasterly across Highland Avenue, fifty (50) feet to a point on the easterly sideline of Highland Avenue; southeasterly by the northerly property line of Avery Park Condominium, two hundred and seventy-eight 75/100 (278.75) feet, more or less; northeasterly by the northerly property line of Avery Park Condominium, sixty-one (61.51) feet, more or less; northeasterly by the northerly property line of Avery Park Condominium, one hundred and seventy-nine 70/100 (179.70) feet, more or less; southwest by the westerly sideline of Webster Street, thirty-one 16/100 (31.16) feet, more or less; southwest by the southerly property line of Avery Park Condominium, one hundred and sixty-six 51/100 (166.51) feet, more or less; southwest by the southerly property line of Avery Park Condominium, one hundred and five 59/100 (105.59) feet, more or less; southwest by the southerly property line of Avery Park Condominium, one hundred and forty-four 62/100 (144.62) feet, more or less; northwesterly by the southerly property line of Avery Park Condominium, two hundred and seventy-seven 29/100 (277.29) feet, more or less; northwesterly across Highland Avenue, fifty (50) feet to a point on the westerly side of Highland Avenue; northwesterly by the southerly property line of Hamilton Highlands LLC, one hundred and fifty-nine 45/100 (159.45) feet, more or less; southwest by the southerly property line of Hamilton Highlands LLC, ninety-seven 33/100 (97.33) feet, more or less; northwesterly by the northerly sideline of Cottage Avenue, forty (40) feet, more or less; southwest by the southerly property line of Hamilton Highlands LLC, fifteen (15) feet, more or less; northwesterly by the southerly property line of Hamilton Highlands LLC, twenty-five 54/100 (25.54) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., five hundred and seventy-five 57/100 (575.57) feet, more or less; southeasterly by the northerly property line of Hamilton Highlands LLC, one hundred and forty-five 2/100 (145.02) feet, more or less; northeasterly by the northerly property line of Hamilton Highlands LLC, one hundred and one 57/100 (101.57) feet, more or less; southeasterly by the northerly property line of Hamilton Highlands LLC, one hundred and eighty 18/100 (180.18) feet, more or less; southeasterly by the northerly property line of Hamilton Highlands LLC, fifty-six 57/100 (56.57) feet to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDED THAT: Article be Adopted

Article Information: Article 19 describes the geographical area of the Multi-family Overlay District under the Base Compliance Plan. The proposed zoning amendments would amend the Zoning By-Law and the Zoning Map to add the Multi-family Overlay District and the A-1, B, ASB-MF, CSB, HAB and IND sub-districts to be contained within the Multi-family Overlay District. These amendments to the Zoning Map accompany the proposed set of zoning amendments under Article 18 the Base Compliance Plan for purposes of complying with the MBTA Communities Law. The Multi-family Overlay District under the Base Compliance Plan contains approximately 100.3 acres.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 20: APPROPRIATE FOR ON-GOING COLLECTIONS STORAGE UPGRADES AT THE NEEDHAM HISTORY CENTER & MUSEUM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$46,712 for on-going collections storage upgrades at the Needham History Center and Museum, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA Historic Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Needham History Center and Museum (NHC&M) is requesting funding to support the acquisition of heavy-duty modular shelving, racks and cases to increase storage capacity, dehumidification equipment for its basement storage area, shipping, assembly and disposal of materials. The requested funding will aid in the preservation of NHC&M's collections, increase storage capacity within the same footprint, and make the material more accessible. This will also move the NHC&M closer to its goal of full compliance with the Department of the Interior's Standards for Managing and Preserving Museum Property, which requires a museum to provide adequate storage space, facilitate safe access to objects through the efficient use of storage systems, protect collections from damage, and provide a protected and stable environment.

ARTICLE 21: APPROPRIATE FOR NEEDHAM TRAIL SIGNAGE IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$104,000 for trail signage and improvements, to be spent under the direction of the Town manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Conservation Department and Commission is requesting funding for the purchase and installation of new aluminum signage, pressure-treated signposts, kiosks, and trail improvements such

as bridges, bog walks and trail steps. The goal is to upgrade and expand signage on existing trails and trailheads to increase visibility, safety and ease of use by creating uniformity and incorporating new technologies like QR codes on signs. The signage will be installed on properties under the jurisdiction of the Conservation Commission, the Park and Recreation Commission, the Select Board, and the School Committee.

ARTICLE 22: APPROPRIATE FOR EAST MILITIA HEIGHTS DEVELOPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,840,223 for the creation of new affordable housing at the East Militia Heights Development by the Charles River Center, to be spent under the direction of the Town Manager, and to meet this appropriation that \$741,180 be transferred from CPA Free Cash, and \$2,099,043 be raised from CPA Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Charles River Center (CRC), in partnership with the Planning Office for Urban Affairs of the Archdiocese of Boston, is requesting funding for construction costs associated with its redevelopment of 3.5 acres of land at 59 East Militia Heights Drive to serve as an integrated housing and education complex where adults with intellectual disabilities can live side by side with people without intellectual disabilities. This project will create 86 new units of affordable housing for households earning at or below 30% to 80% AMI. Approximately half of the units will be available through a closed referral system for people with autism and intellectual/developmental disabilities. In addition to housing, CRC will provide comprehensive wrap-around services to support individuals whose goal is to live independently within the community. Five of these units will be set aside for CRC staff (earning at or below 80% AMI) who will provide after-hours support to residents, on an emergency basis. The remaining units will be available to the general public as traditional affordable housing units. The project design envisions a four-building, integrated community setting with a community center that will be the core of this inclusive community, while also welcoming the surrounding neighborhood. The requested CPA funds are one component of the total project financing, which is estimated at \$50 million. The balance of funding for this project will be raised through various non-Town funding sources.

ARTICLE 23: APPROPRIATE FOR PRESERVATION OF SEABEDS WAY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,200,000 for the preservation of Seabeds Way, to be spent under the direction of the Town Manager, and to meet this appropriation that \$872,545 be transferred from the CPA Housing Reserve, \$17,255 be transferred from CPA FY2025 General Reserves, and \$2,310,200 be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Needham Housing Authority (NHA) is requesting funding for construction costs associated with the preservation of the 46 affordable public housing units at the Seabeds Way property for households with incomes at or below 80% AMI. CPA funds will be used for critical upgrades including building envelope, replacement of windows, roofs, siding, and outmoded building systems that affect tenant safety. This project enables the repositioning of housing at Seabeds Way from the Section 9 federal public housing program to the Section 8 program, which allows the NHA to transfer freed-up public housing

rental subsidies to the Linden Street redevelopment project. The requested CPA funds are one component of the total project financing, which is estimated at over \$20 million. The balance of funding for this project will be raised through various non-Town funding sources.

ARTICLE 24: APPROPRIATE FOR ACTION SPORTS PARK & PICKLEBALL COURTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$300,000 for the design of an action sports park and pickleball courts, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Park and Recreation Department is requesting funding for the design of an action sports park (including a pump track) and pickleball courts. A feasibility study for this project was funded in FY2024, and the Town engaged the engineering firm CHA Solutions to conduct a feasibility study of Mills, Hillside, Cricket, and Claxton fields as possible locations for these amenities. After conducting site visits, meeting with neighbors and convening a working group, the Park and Recreation Commission and CHA Solutions determined that Claxton Field was the best location for the amenities.

ARTICLE 25: APPROPRIATE FOR ELIOT SCHOOL GROUNDS RENOVATION (DESIGN)

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$69,960 for the design of the Eliot School grounds renovation project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA FY2025 General Reserves; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Department of Public Works and Park and Recreation Department are requesting funding for the design of improvements to Eliot School fields, courts and playgrounds. The fields are showing signs of age due to poorly draining subsurface materials which impact the health of the turf and make the fields more expensive to maintain. The playground at Eliot is past its useful life and presents maintenance challenges due to wood fiber migration. There is also a lack of accessible and sensory playground equipment. The playground would be redesigned with a poured-in-place protection surface that presents fewer maintenance challenges and can be properly contained in the play area. Accessible and interactive sensory playground pieces would also be incorporated.

ARTICLE 26: APPROPRIATE FY2026 CPA BUDGET AND RESERVES

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from

the estimated FY2026 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

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

Reserves:

- | | |
|--|------------|
| B. Community Preservation Fund Annual Reserve: | \$ 0 |
| C. Community Housing Reserve: | \$ 0 |
| D. Historic Resources Reserve: | \$ 0 |
| E. Open Space Reserve: | \$ 438,000 |

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

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

CAPITAL ARTICLES

ARTICLE 27: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,558,050 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 Technology	\$54,000	
Community Services	Trail Resurfacing and Improvements	\$75,000	
General	General Government Technology Replacements	\$896,000	
General	Town Copier Replacement	\$28,000	
General	Town Facility Replacement Furniture and Office Fixtures	\$40,000	
Public Safety	LIFEPAK 35 Defibrillator/Monitor	\$62,842	
Public Safety	Personal Protective Equipment	\$103,958	
Public Works	Building Management System Upgrades	\$229,000	
Public Works	HVAC Upgrades	\$80,000	
Public Works	Specialty Equipment	\$28,000	
Public Works	Stormwater Quality Improvements (NPDES)	\$500,000	
Public Works	Sustainable Building Retrofit Program	\$100,000	
Schools	School Copiers	\$60,000	
Schools	School Furniture	\$25,000	
Schools	School Technology	\$577,875	
Transportation Network	Transportation Safety Committee Improvements (Traffic Improvements)	\$100,000	
Multiple	Fleet Program	\$1,598,375	
	Total	\$4,558,050	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Library Technology Unless circumstances require otherwise, this request is for the replacement of staff laptops/tablets, upgrade of the public scan station, and the replacement of the Community Room Central Processing Unit (CPU).

Trail Resurfacing and Improvements This request is for repairs and maintenance of the Bay Colony Rail Trail. The 1.7-mile stretch of the trail from the Charles River Peninsula to High Rock was constructed in 2016. Since that time, the stone dust surface has worn down, becoming uneven and experiencing drainage issues. This project includes removing all loose materials and installing new fill to make the path safer and maintain accessibility. Drainage issues will be addressed and preventative measures will be taken to reduce deterioration in areas that are prone to puddling and erosion.

General Government Technology Replacements This funding request is for the replacement of technology assets across Town departments, to include network infrastructure replacement, twelve exterior security cameras at the Center at the Heights (CATH), audio-visual equipment at the CATH (Conference Room 1 and Activity Room 2), and door access controllers at all Town buildings.

Town Copier Replacements The funding request is for two (2) copiers in the following locations: Town Hall Mail Room and Rosemary Recreation Center Main Floor.

Town Facility Replacement Furniture and Office Fixtures This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2025, desk and conference room chairs were replaced. In FY2026, target furniture for replacement will be non-ergonomic work set-up, to include procurement of standing desks.

Lifepak 35 Defibrillator/Monitor This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 35 (LP35) is the industry standard cardiac defibrillator/monitor that the Department will use on frontline rescues, upgrading from the current Lifepak 15. The average lifespan for this piece of equipment is estimated to be about five years.

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

Building Management System Upgrade The Town maintains a Building Management System (BMS) to manage the heating, ventilation, and air conditioning (HVAC) for all major facilities throughout Town. This system consists of internal sensors in the HVAC components and a back-end software product that allows Building Maintenance staff to review and diagnose HVAC issues both remotely and on-site. This request is to upgrade and standardize all of the existing systems so that the Town is only maintaining one system. The new system will simplify the hardware and software in each building, and take advantage of newer and more robust technologies. Unless circumstances require otherwise, the updates will be conducted at the Newman School and the Rosemary Recreational Complex.

HVAC Upgrades This request is for the design phase of Needham High School HVAC system improvements. The roof and accompanying rooftop HVAC units 17 and 18 at the High School have sections ranging from three years old to 25 years old. The roof section over the auditorium is the oldest section with the oldest rooftop units (RTUs), which are failing more often and working less efficiently than the others on the building, wasting energy and requiring more costly maintenance. The design will determine the best way to replace the equipment with modern units and components that are more efficient and require less frequent repairs.

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. Specialty equipment proposed for FY2026 is for a Dynapac Roller (\$28,000) for the Streets and Transportation Division.

Stormwater Quality Improvements (NPDES) This funding request is for the identification of opportunities for stormwater quality improvements. Such opportunities are vital for the Town to achieve full compliance with federal stormwater standards.

Sustainable Building Retrofit Program This funding request is for lighting upgrade projects at the Broadmeadow School, converting their existing outdated lighting to high-efficiency LED systems, in addition to other sustainable building retrofit projects as funding allows. Similar projects have been successfully completed in the past few years at the Pollard, Newman, Mitchell, and Hillside schools, and these projects would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption and to take advantage of state programs that subsidize their cost. Any funds available will be used to supplement grant funding that may become available to assist in identifying plans and best practices on how to sustainably update the Town's buildings.

School Copiers This funding request is to replace four copiers in the following locations: Newman Main Office, Newman Lower Level, NHS Grade Level Office, and High Rock Main Office. School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

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

School Technology This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2026 School Technology request includes \$113,000 for network security and \$464,875 for infrastructure replacement.

Transportation Safety Committee Projects This request is for funding construction-related transportation safety projects and interventions in response to resident petitions, including roadway geometry changes, accessibility ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements. In 2023, the committee transitioned from the Traffic Management Advisory Committee (TMAC) to the Transportation Safety Committee (TSC), which has a wider scope and range of interventions.

General Fund Fleet Replacement

Unit	Existing	Division	Year	Replacement	Amount
143	Volvo L90H Loader	DPW Streets and Transportation	2019	Loader	\$434,910
579	Ford Explorer Interceptor	Police Department	2014	Equinox AWD	\$41,181
Bus 1	Blue Bird School Bus	Needham Public Schools	2017	School Bus (Electric)	\$375,437
C-02	Chevy Tahoe	Fire Department	2021	Public Safety Response Vehicle	\$108,627
R-04	Ford E450 Ambulance	Fire Department	2017	Ambulance	\$638,220

ARTICLE 28: APPROPRIATE FOR ELIOT SCHOOL BOILER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$560,000 for the purpose of replacing the Eliot School boiler, to be expended under the direction of the Permanent Public Building Committee and 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 article will fund the construction phase of the Eliot School boiler replacement project. The new boilers will be high efficiency condensing boilers and replace older units suffering increasingly frequent and expensive repairs.

ARTICLE 29: APPROPRIATE FOR LIBRARY RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,386,000 for the purpose of renovating the young adult area at the Needham Public Library, including all costs incidental or related thereto; said amount to be expended under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund the construction phase of the Young Adult Area redesign. The construction would implement the results of the design phase, which was funded in FY2025. This project will create an expanded and enclosed young adult area on the second floor, which will provide a more appropriate space for Needham's teen population, while supporting other patrons' seeking quiet spaces.

ARTICLE 30: APPROPRIATE FOR NEEDHAM HIGH SCHOOL STAIR REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,040,000 for Needham High School stair repairs, to be expended under the direction of the Permanent Public Building Committee and 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 article will fund the construction phase of the Needham High School stair repair project. This project will include a comprehensive repair of the exterior staircase at the High School, closing gaps between the risers and treads, restoring the structural integrity of the brick railings with new masonry, patching holes and/or spreading new concrete across the apron, and generally restoring the structure to its original specification and safe functionality. The PPBC has voted to delegate the coordination of this project to the Building Maintenance Division of the Department of Public Works.

ARTICLE 31: APPROPRIATE FOR NEWMAN SCHOOL THEATRICAL LIGHTING, SOUND, AND RIGGING REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,812,820 for the purpose of upgrading the Newman School theatrical lighting, sound and rigging equipment, including costs incidental or related thereto, to be expended under the direction of the Permanent Public Building Committee and 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 article will fund repairs at the Newman School Auditorium, including items ranging from electrical safety improvements, updated microphone systems, orchestra inputs, improved speaker system, updated AV inputs, replacement of lighting systems with LED infrastructure, and modernized rigging.

ARTICLE 32: APPROPRIATE FOR CENTER AT THE HEIGHTS RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$395,000 for Center at the Heights Renovation Design, to be expended under the direction of the Permanent Public Building Committee and 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 article will fund the design of three projects at the Center at the Heights: the expansion of the kitchen, expansion of fitness facilities, and modification of the rear entrance to an accessible entrance way. The kitchen renovation will allow the CATH to produce a higher volume of meals to augment current and future programming for seniors and, if necessary, to support the Traveling Meals

program. The fitness room expansion, accomplished by swapping the current fitness room with the existing game room, will allow the CATH to meet current fitness programming and service demand that is not met by the existing set-up. The rear entry modifications will add accessibility features to the doorway most proximate to a majority of handicapped accessible parking spaces.

**ARTICLE 33: APPROPRIATE FOR PUBLIC WORKS FACILITIES
IMPROVEMENTS/COGSWELL BUILDING**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$19,600,000 for Public Works Facility Improvements and the Cogswell Building Expansion, including all costs incidental or related thereto, to be expended under the direction of the Permanent Public Building Committee and 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; that the Town Manager is authorized to apply for, accept and expend any federal or state aid, utility energy efficiency, renewable energy and electrification rebates, incentives, tax credits or any other available aid for the project, which shall be expended in addition to the amount appropriated by this vote; 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 article will fund the continued phased plan to upgrade DPW facilities Townwide. This phase includes the construction of a new fleet maintenance facility as an expansion of the Jack Cogswell Building to house the Fleet Maintenance Division, including fleet storage and the equipment and facilities needed for daily operations.

ARTICLE 34: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,069,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This request is for the Public Works Infrastructure Program which 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.

Street Resurfacing The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing is currently \$134,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$110,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$6.19 per square yard. Target funding for street resurfacing in FY2026 is \$1,775,000.

Sidewalk Program Contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$469,500, and contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$505,190. These costs do not include engineering,

design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in FY2026 is \$1,055,000.

ADA Ramp Upgrades The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant alteration to the roadway. On average, a curb ramp upgrade costs \$9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and improve access across the Town's sidewalk network. Target funding for the ADA Ramp Upgrades in FY2026 is \$450,000.

Intersection Improvements This request is for improvements at the Central Avenue and Great Plain Avenue intersection. There have been challenges with maintaining an appropriate traffic flow through this intersection since it was constructed in the 1990s, mainly due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design also does not provide the ideal traffic patterns for multiple modes of transportation. This project would include geometric improvements and a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology that is better able to control the flow of traffic through the intersection, reducing traffic back-ups. This request is for the construction phase of the project – the design phase was funded in FY2023. Target funding for Intersection Improvements for FY2026 is \$1,789,000.

ARTICLE 35: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$161,615 be transferred from Article 8 of the October 2021 Special Town Meeting and that \$33,385 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Cook's Bridge Sewer Pump Station Replacement Design	\$195,000	
Total		\$195,000	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The existing steel canister-style pump station at Milo's-Cook's Bridge is beyond its designed life cycle. Pump and mechanical failures are leading to emergency shutoffs more frequently, and replacement parts are no longer made in the existing sizes and shapes. The capacity of the pumps and the sewer force main needs to be re-evaluated to determine current flow and system capacity upgrades to handle the current volume of sewage flowing to this location. This article is to fund the design and construction of a new sewer pump station and force main that will be more efficient to operate and require less maintenance.

ARTICLE 36: APPROPRIATE FOR INFILTRATION AND INFLOW PROGRAM

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$1,000,000 for sewer system rehabilitation, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Select Board be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project and take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund an Infiltration and Inflow (I/I) conditions assessment, and the development and initial implementation of DPW's mitigation program. The Town of Needham is under Administrative Orders from the DEP to identify and remove I/I in its existing sewer systems. To do so, the Department of Public Works requires the services of an engineering consultant to collect and analyze existing data and I/I mitigation efforts, perform location testing, monitor flows, map and prioritize sections of the wastewater network, and assist with securing supplementary funding from the MWRA.

ARTICLE 37: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$977,985 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Charles River Water Treatment Plant HVAC Upgrades	\$405,000	
Water	Water Distribution System Improvement Master Plan	\$250,000	
Water	Water Distribution System Improvements Design	\$49,500	
Water	Water Fleet Program	273,485	
Total		\$977,985	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Charles River Water Treatment Plant HVAC Upgrades This funding will allow for the upgrade of the dehumidification systems at the Water Treatment Plant. Future phases will be requested next year to complete these upgrades. The Charles River Water Treatment Plant is over 20 years old. The heating, ventilation, and air conditioning (HVAC) controls are at the end of their useful life. This article will be used to implement the designed options for a dehumidification system and additional electrification of the HVAC systems. The Water Treatment Plant is the second highest user of energy in Town and so any upgrades will include increased energy efficiency modifications.

Water Distribution System Improvement Master Plan This article will fund a master plan to study and prioritize potential water distribution system improvements. The existing master plan is outdated and does not reflect current needs, priorities or federal and state regulations. The Town is now obligated to develop and maintain Risk and Resilience Assessments (RRAs) to safeguard public water infrastructure from natural or human-caused hazards such as floods, hurricanes, or contamination events.

Water Distribution System Improvements Design This article will fund the design phase of replacing approximately 500 linear feet of 8-inch water main on Mills Road from Sachem Road to Davenport Road and Mayo Avenue from Harris Avenue to Great Plain Avenue.

Water Fleet Replacement

Unit	Existing	Division	Year	Replacement	Amount
160	Wach Utility	DPW Water	2013	Specialty Equipment Trailer	\$96,717
26	Ford F250 Super Duty XL	DPW Water	2018	Work Truck Class 3	\$92,503
27	Ford F150 Super Duty XL	DPW Water	2018	Pickup (Electric)	\$84,265

ARTICLE 38: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$500,000 for the water service connection program to be spent under the direction of the Town Manager and to meet this appropriation that said sum will be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This request is for funding to develop a plan to document and identify all known and unknown water service pipe materials and their locations, confirm the unknown services through test pit excavation, and remove old lead or plastic service connections wherever they exist, replacing them with new copper service piping. Services identified for replacement could range from supply mains into residential homes just prior to the water meters.

ARTICLE 39: RESCIND DEBT AUTHORIZATION

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

Project	Town Meeting	Article	Authorized	Rescind
Public Works Storage Facility	2018 ATM	35	\$3,503,000	\$35,000
Public Safety Buildings Construction	2021 STM (May)	37	\$1,400,000	\$1,324,900
Total				\$1,359,900

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

GENERAL & COMMITTEE ARTICLES

ARTICLE 40: AMEND GENERAL BY-LAWS – CONTRACT PROCEDURES

To see if the Town will vote to amend Section 2.1.3 (Contract Procedures) of the General By-Laws by:

1. Deleting the line that reads “Purchase of oil and fuel 5” and inserting in its place “Purchase of energy resources, electricity, fuel, propane and natural gas, and oil 5”; and
2. Deleting the line that reads “Software License and/or Maintenance Agreements . . . 10” and inserting in its place “Software license, maintenance and/or hosting agreements . . . 10”;

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 General By-Laws of the Town allow the length of a contract for the purchase of oil and fuel to run for five years. The proposed amendment would allow the expansion of the purchase of oil and fuel to include all energy resources including electricity, fuel, propane and natural gas as well as oil. This change will allow the Town to consider the most favorable bids for these commodities. The General By-Laws also provide for a ten-year contract for software licenses and maintenance agreements. The information technology world is evolving, and this amendment would extend the longer contract period to hosting agreements as well. The Town has found that hosting agreements are increasingly a part of its IT-related contracts, and believes it helpful to make express in this section of the General By-Laws that these agreements are also subject to the ten year term, just like software license and maintenance agreements.

ARTICLE 41: ACCEPT M.G.L. c.59, §5 CLAUSES 22I AND 22J (VETERANS PROPERTY TAX EXEMPTIONS)

To see if the Town will vote to accept the provisions of M.G.L. c.59, §5 clause Twenty-second I, to allow abatements granted to those qualifying pursuant to clause Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second E or Twenty-second F to be increased annually by an amount equal to the increase in the cost of living as determined by the Consumer Price Index for such year; and to accept the provisions of M.G.L. c.59, §5 clause Twenty-second J and to grant an additional exemption of 100 per cent to those qualifying for an exemption pursuant to clause Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second E or Twenty-second F; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In August, 2024 the Legislature enacted and the Governor signed the HERO Act. The Act adds two new local options that increase certain veteran exemption amounts in M.G.L. c.59, §5 which is the statute that establishes local property tax exemptions for individuals and organizations. Clause 22I would increase the amount of the tax exemption granted to veterans on their domiciles under other clauses of Section 5 by a cost-of-living adjustment (COLA) determined by the Department of Revenue (DOR) based on the consumer price index (CPI). This would work like the annual COLA adjustment determined by DOR that was already adopted in Needham for certain senior exemption amounts and financial means standards. For example, if a Clause 22 recipient will receive a \$400 exemption and the CPI increases by 5%, the total exemption amount would increase to \$420.

Clause 22J provides an additional exemption up to 100% of the amount of the tax exemption granted to veterans on their domiciles under other clauses of Section 5. This would work like the optional additional exemption that was already adopted in Needham for all persons granted exemptions on their domiciles as veterans, seniors, blind persons, and surviving spouses. As with the general additional exemption, the application of the Clause 22J exemption cannot reduce the tax owed below what the taxpayer would owe on 10% of the current assessed valuation of the domicile. However, unlike the general additional exemption, the exemption granted to veterans can result in the taxpayer paying less than the taxes paid in the preceding fiscal year.

ARTICLE 42: INCREASE CONTRIBUTORY RETIREMENT COLA ALLOWANCE

To see if the Town will vote to increase the maximum base upon which the retiree cost of living (COLA) is calculated from \$16,000 per year to \$18,000 per year in accordance M.G.L. c.32, §103(j); or take any other action relative thereto.

INSERTED BY: Retirement Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to increase the base amount upon which the retiree Cost-of-Living Adjustment is paid. MGL, c. 32, §103(j) allows a Contributory Retirement Board, with the approval of Town Meeting, to increase the base amount upon which the Cost-of-Living adjustment paid to retirees is calculated. An increase of the base from \$12,000 to \$14,000 was approved at the 2015 Annual Town Meeting, and an increase from \$14,000 to \$16,000 was approved at the 2022 Annual Town Meeting.

If approved, this article would increase the maximum COLA a retiree can receive from \$480 per year to \$540 per year, even if their pension exceeds \$18,000. The decision to grant a COLA and at what amount is made annually by vote of the Needham Contributory Retirement Board and, absent legislative action, is capped at 3% per year.

TOWN RESERVE ARTICLES

ARTICLE 43: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$23,725 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, 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: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into a stabilization fund. Town Meeting may by a two-thirds vote appropriate from a general purpose stabilization fund, and may by a majority vote appropriate money from a special purpose stabilization fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of January 1, 2025 was \$202,706.

ARTICLE 44: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$435,138 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, 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: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Use of the monies in the Fund may only be approved by Town Meeting appropriation. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of January 1, 2025 was \$2,176,406.

CITIZENS PETITIONS

ARTICLE 45: CITIZENS' PETITION – LEAF BLOWERS

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

1. Adding a new Section 3.14 to read as follows:

Section 3.14 LEAF BLOWER CONTROL

3.14.1 Purpose. The reduction of noise caused by gas-powered leaf blowers is the primary purpose of this Leaf Blower Control By-law. Reduction of air pollution due to combustion of gasoline and oil-based fuels is a secondary benefit.

3.14.2 Definitions.

“Leaf Blower”- Any powered machine used to blow leaves, dirt, and other debris by forced air for landscape maintenance, including cleaning of downspouts and gutters.

“Gas-powered leaf blower” – A leaf blower powered by gas or gas and oil.

“Electric-powered leaf blower” – A leaf blower powered by attaching a cord to an electricity source or rechargeable batteries.

“Commercial landscaper” – A person or entity that receives compensation to utilize landscaping equipment on another’s property.

“Resident” – The legal owner of record of real property operating on their own property; tenants operating on the property for which they hold a lease; and condominium associations operating on condominium property.

“Property Manager” shall mean any tenant in possession or person or entity in control of real property, including, but not limited to, a condominium association.

“Town” shall mean the Town of Needham, Massachusetts.

3.14.3 Limitations on Use.

- a. Effective January 1, 2026, the use of gas-powered leaf blowers is prohibited between May 15 and September 30. This prohibition applies to commercial landscapers, residents and property managers. Electric-powered leaf blowers may be operated during this time.
- b. The provisions of this bylaw shall not apply to the Department of Public Works or its agents performing work on Town property.

3.14.4 Penalties and Enforcement.

- a. The Director of Health and Human Services and any designated agent within the Public Health Division shall be responsible for enforcing this bylaw. The Public Health Division may take notice

of any date- and time-stamped photo or video submitted by a Needham resident, accompanied by a sworn statement attesting to the authenticity of such photo or video, showing a violation of this bylaw.

- b. Non-criminal dispositions as provided for in Section 8.2.2 shall be assessed against the owner of the property on which the violation occurs.

3.14.5 Regulations.

- a. The Director of Public Works shall have the authority to waive temporarily any of the limitations on the use of Leaf Blowers set forth in this bylaw in order to aid in emergency operations or clean-up associated with storms. In the event of issuing a temporary waiver, the Director of Public Works shall post a notice on the Town of Needham's internet home page and make other good faith efforts to notify the public.

3.14.6 Severability.

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

- 2. Inserting in the table contained in Section 8.2.2 (Non-Criminal Disposition), in appropriate numerical order, a new row to read as follows:

3.14_	Leaf Blower Control	Warning – 1st Offense \$100 – each subsequent	Per Offense	Director of Health and Human Services or Designee
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INSERTED BY: David Rudolph, et. al.

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

Article Information: The purpose of this article is to adopt a new General By-Law that limits the use of gas-powered leaf blowers between May 15th and September 30th annually. The stated intent of this proposed By-Law is to reduce the noise caused by such devices, as well as to reduce the use of and emissions from fossil fuels associated with gas-powered leaf blowers.

ARTICLE 46: CITIZENS' PETITION – NUCLEAR DISARMAMENT

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

WHEREAS, the May, 2019 Needham Town Meeting passed an article calling upon our federal leaders and our nation to make nuclear disarmament the centerpiece of U.S. national security policy and to implement the national "Back from the Brink" platform, which calls on our federal leaders to work toward the goal of signing the Treaty on the Prohibition of Nuclear Weapons and to take immediate steps to prevent nuclear war by actively pursuing a verifiable agreement among nuclear-armed states to eliminate their nuclear arsenals, renouncing the option of using nuclear weapons first, ending the President's sole, unchecked

authority to launch a nuclear attack, taking U.S. nuclear weapons off hair-trigger alert, and canceling the plan to replace its entire arsenal with enhanced weapons; and

WHEREAS, there are now specific bills filed in the Massachusetts Senate and the U.S House of Representatives that make the same proposals as the article passed by the May, 2019 Needham Town Meeting; and

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

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

WHEREAS, even the use of a tiny fraction of the more than 12,000 weapons currently in existence would cause worldwide climate disruption and global famine; e.g., as few as a 100 Hiroshima-sized bombs (small by modern standards) would put at least 5 million tons of soot into the upper atmosphere and cause climate disruption across the planet, decimating food production and putting 2 billion people at risk of starvation; and

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

WHEREAS, the Russian invasion of Ukraine, the repeated threats to use nuclear weapons and Communist China's plans to increase its arsenal have dramatically increased the danger of nuclear war; and

WHEREAS, although it is the federal government and not the state or municipal governments which have jurisdiction over matters relating to nuclear weapons, it has been shown that local policies can lead the way to important and necessary changes at the federal level and even internationally; and

WHEREAS, the Commonwealth of Massachusetts played a leading role in ending the nuclear arms race with the Soviet Union in the 1980s, by adopting a Nuclear Freeze resolution and encouraging other states to follow our example; and

WHEREAS, over 40 years later it is not a "freeze" of nuclear weapons that is needed to save the Commonwealth, and the world, from the unthinkable catastrophe of a nuclear war or a nuclear accident but the complete elimination of these weapons, in line with the Treaty on the Prohibition of Nuclear Weapons, which entered into force as international law on January 22, 2021; and

WHEREAS, Twenty other cities and towns in Massachusetts, the legislatures of California and Oregon, the Maine State Senate, the New Jersey Assembly, and the Rhode Island Assembly and Senate have passed resolutions similar to Needham's to take action to protect their citizens from the existential threat of nuclear war.

Be it RESOLVED, that Needham Town Meeting urges our State Senator, Rebecca Rausch and our State Representative, Josh Tarsky, to cosponsor Senate Resolution [SD. 669] (number to be replaced with permanent # to be assigned in February), which states that it shall henceforth be the policy of the General Court of the Commonwealth of Massachusetts to pursue whatever measures may be found necessary and appropriate to protect the citizens of the Commonwealth from the existential threat posed by nuclear weapons and to contribute in whatever ways it can, as a Commonwealth, towards the total elimination of

these weapons from all countries, in line with the Treaty on the Prohibition of Nuclear Weapons. Resolution [SD. 669] urges all Massachusetts members of the House of Representatives to co-sponsor [the bill which will soon be filed by Massachusetts Congressman Jim McGovern in place of last session's H.Res. 77] (words in brackets to be replaced by new bill # after it has been filed), which calls upon the United States federal government to adopt the policy provisions of the "Back from the Brink" platform. [Resolution SD. 669] also calls on the US Senators from Massachusetts to introduce a companion resolution in the United States Senate; and

Be it further RESOLVED that Needham Town Meeting urges our representative in the US House, Jake Auchincloss, to cosponsor [Congressman McGovern's bill to be filed in place of last session's H.Res. 77,] and

Be it further RESOLVED that copies of this article be transmitted by the Needham Town Clerk with a request for reply to our state senator and state representative, to our US Representative and Senators, the President and Vice President of the United States, the Speaker and Minority Leader of the United States House of Representatives, the Majority and Minority Leaders of the United States Senate, and the Governor of the Commonwealth.

INSERTED BY: Joseph McCabe, et. al.

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The purpose of this article is to ask Town Meeting to adopt a resolution to encourage the Town's elected representatives at the state and federal level to cosponsor legislation relative to nuclear disarmament at their respective levels of government.

ARTICLE 47: OMNIBUS

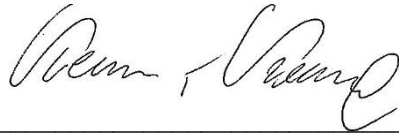
To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town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

INSERTED BY: Select Board

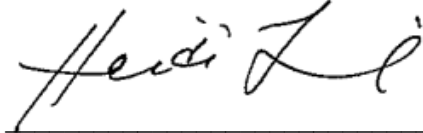
And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven (7) days before said meeting.

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

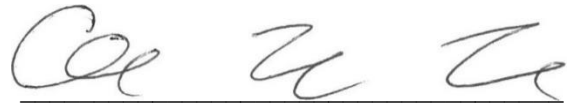
Given into our hands at Needham aforesaid this 11th day of February 2025.



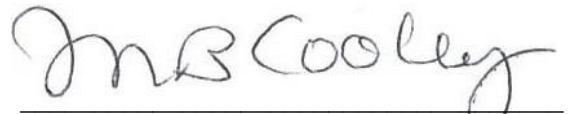
Kevin Keane, Chair



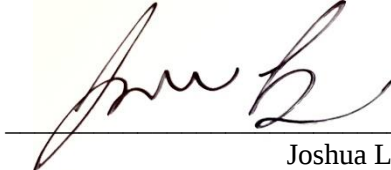
Heidi Frail, Vice Chair



Catherine Dowd, Clerk



Marianne Cooley, Member



Joshua Levy, Member

SELECT BOARD OF NEEDHAM

A TRUE COPY

Attest:

Constable:

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**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2024**

Budget	Date of Action	Amount
Quiet Zone Feasibility Study	21-Jun-23	\$100,000
Finance Committee - Professional Services	23-Aug-23	\$20,000
Powers Hall Projector	24-Apr-24	\$37,809
Traffic Study	1-May-24	\$28,930
Snow and Ice Removal Expenses	13-May-24	\$250,878
Contract Cleaning Services	13-May-24	\$366,000
Finance Department - Technology Professional Services	26-Jun-24	\$26,500
Town Clerk - Election Expenses	26-Jun-24	\$3,400
Total Approved from General Reserve Fund		\$833,517
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

2025 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 4, 2025
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	COMPENSATION RANGE	
<u>SELECT BOARD/TOWN MANAGER</u>			
Town Manager	Contract	Contract	
Deputy Town Manager	16	\$135,042.00	to \$193,110.00
Director of Human Resources	14	\$111,606.00	to \$156,247.00
Support Services Manager	10	\$76,142.00	to \$106,591.00
Director of Communications and Community Engagement	10	\$76,142.00	to \$106,591.00
Economic Development Manager	9	\$72,527.00	to \$101,530.00
Assistant Director of Human Resources	10	\$76,142.00	to \$106,591.00
Human Resources Operations and Benefits Administrator	7	\$66,421.00	to \$89,680.00
Human Resources Coordinator	GT05	\$30.89	to \$41.72
Administrative Specialist	I-05	\$30.89	to \$41.72
Office Assistant	I-02	\$24.06	to \$32.49
<u>Town Clerk</u>			
Town Clerk	Elected	Elected	
Assistant Town Clerk	6	\$63,248.00	to \$85,422.00
Office Assistant	I-02	\$24.06	to \$32.49
Finance Assistant	I-04	\$29.11	to \$39.30
<u>FINANCE</u>			
<u>Assessing</u>			
Director of Assessing	12	\$92,235.00	to \$129,130.00
Asst. Director of Assessing	9	\$72,527.00	to \$101,530.00
Field Assessor	I-06	\$32.43	to \$43.81
Finance Assistant	I-04	\$29.11	to \$39.30
<u>Finance Department</u>			
Deputy Town Manager/Director of Finance	16	\$135,042.00	to \$193,110.00
Assistant Director of Finance	13	\$101,460.00	to \$142,043.00
Management Analyst	8	\$69,755.00	to \$94,158.00
<u>Accounting</u>			
Town Accountant	12	\$92,235.00	to \$129,130.00
Assistant Town Accountant	9	\$72,527.00	to \$101,530.00
Payroll Coordinator	I-06	\$32.43	to \$43.81
Administrative Specialist	I-05	\$30.89	to \$41.72
Administrative Analyst	GT06	\$32.43	to \$43.81
<u>Treasurer/Collector</u>			
Town Treasurer and Tax Collector	12	\$92,235.00	to \$129,130.00
Assistant Treasurer/Collector	9	\$72,527.00	to \$101,530.00
Finance Assistant	I-04	\$29.11	to \$39.30
Office Assistant	I-02	\$24.06	to \$32.49
<u>Finance Committee</u>			
Finance Committee Exec. Secretary	Schedule C	\$45,192.00	
<u>PUBLIC SAFETY</u>			
<u>Police Department</u>			
Police Chief	Contract		
Deputy Police Chief	14	\$111,606.00	to \$156,247.00
Lieutenant	P-3	\$137,218.00	to \$153,319.00
Sergeant	P-2	\$42.70	to \$48.49
Police Officer	P-1	\$30.43	to \$39.45
Animal Control Officer	GF07	\$31.93	to \$43.12
Police Administrative Specialist	I-06	\$32.43	to \$43.81
Administrative Analyst	GT06	\$32.43	to \$43.81
Police Maintenance Assistant	GF03	\$24.82	to \$33.51
Administrative Assistant	I-03	\$26.47	to \$35.74
Public Safety Dispatcher	GF07	\$31.93	to \$43.12
<u>Fire Department</u>			

2025 Annual Town Meeting

TITLE	GRADE	COMPENSATION RANGE	
Fire Chief	Contract	Contract	
Assistant Fire Chief	F-5	\$144,097.00	to \$151,410.00
Deputy Fire Chief	F-4	\$46.53	to \$56.34
Fire Captain	F-3	\$44.21	to \$49.30
Fire Lieutenant	F-2	\$37.51	to \$45.33
Firefighter	F-1	\$28.25	to \$38.29
Fire Inspector	F-1 (40hrs)	\$29.66	to \$40.19
EMS Administrator	F-1 (40hrs)	\$29.66	to \$40.19
Emergency Management Administrator	11	\$79,938.00	to \$111,934.00
Fire Business Manager	9	\$72,527.00	to \$101,530.00
Administrative Assistant	I-03	\$26.47	to \$35.74
Public Safety Dispatch Supervisor	GF10	\$36.61	to \$51.24
Public Safety Dispatcher	GF07	\$31.93	to \$43.12
<u>Building</u>			
Building Commissioner	12	\$92,235.00	to \$129,130.00
Assistant Building Commissioner	10	\$76,142.00	to \$106,591.00
Inspector of Plumbing & Gas	GT07	\$34.06	to \$45.99
Inspector of Wires	GT07	\$34.06	to \$45.99
Local Building Inspector	GT06	\$32.43	to \$43.81
Administrative Specialist	I-05	\$30.89	to \$41.72
Office Assistant	I-02	\$24.06	to \$32.49
PUBLIC WORKS			
<u>Administration</u>			
Director of Public Works	15	\$122,766.00	to \$171,872.00
Assistant Director of Public Works/Operations	13	\$101,460.00	to \$142,043.00
Director of Public Works Administration	12	\$92,235.00	to \$129,130.00
Administrative Analyst	GT06	\$32.43	to \$43.81
Finance Assistant	I-04	\$29.11	to \$39.30
Management Analyst	8	\$69,755.00	to \$94,158.00
Sustainability Manager	9	\$72,527.00	to \$101,530.00
Administrative Specialist	I-05	\$30.89	to \$41.72
Administrative Assistant	I-03	\$26.47	to \$35.74
Project Manager	10	\$76,142.00	to \$106,591.00
<u>Engineering Division</u>			
Town Engineer	13	\$101,460.00	to \$142,043.00
Assistant Town Engineer	11	\$79,938.00	to \$111,934.00
Civil Engineer	7	\$66,421.00	to \$89,680.00
GIS/Database Administrator	I-07	\$66,417.00	to \$89,680.50
Senior AutoCAD Technician	GF06	\$30.40	to \$41.07
Survey Party Chief	GF06	\$30.40	to \$41.07
AutoCAD Technician	GF04	\$27.29	to \$36.84
Engineering Aide	GF02	\$22.56	to \$30.46
Project Manager	10	\$76,142.00	to \$106,591.00
<u>Garage Division</u>			
Fleet Supervisor	10	\$76,142.00	to \$106,591.00
Assistant Fleet Supervisor	7	\$66,421.00	to \$89,680.00
Master Mechanic	N-7	\$32.09	to \$43.32
Equipment Mechanic	N-5	\$29.10	to \$39.30
<u>Highway Division</u>			
Director of Streets and Transportation	12	\$92,235.00	to \$129,130.00
Assistant Superintendent	9	\$72,527.00	to \$101,530.00
Working Foreman	N-7	\$32.09	to \$43.32
Public Works Technician	N-5	\$29.10	to \$39.30
Heavy Motor Equipment Operator (HMEO)	N-4	\$27.43	to \$37.04
Craftworker (DPW)	N-4	\$27.43	to \$37.04
Laborer 2	N-2	\$22.66	to \$30.60
<u>Park & Forestry Division</u>			
Division Superintendent, Parks and Forestry	12	\$92,235.00	to \$129,130.00
Assistant Superintendent	9	\$72,527.00	to \$101,530.00
Working Foreman	N-7	\$32.09	to \$43.32

2025 Annual Town Meeting

TITLE	GRADE	COMPENSATION RANGE		
Craftsworker (DPW)	N-4	\$27.43	to	\$37.04
Arborist	N-5	\$29.10	to	\$39.30
Heavy Motor Equipment Operator (HMEO)	N-4	\$27.43	to	\$37.04
Laborer 3	N-3	\$24.94	to	\$33.67
Laborer 2	N-2	\$22.66	to	\$30.60
Park Ranger	B3	\$24.81	to	\$33.50
<u>Recycling & Transfer Station</u>				
Division Superintendent, Solid Waste/Recycling	12	\$92,235.00	to	\$129,130.00
Assistant Superintendent	9	\$72,527.00	to	\$101,530.00
Working Foreman	N-7	\$32.09	to	\$43.32
Scalehouse Attendant	N-4	\$27.43	to	\$37.04
Heavy Motor Equipment Operator (HMEO)	N-4	\$27.43	to	\$37.04
Laborer 2	N-2	\$22.66	to	\$30.60
<u>Water Division</u>				
Division Superintendent, Water/Sewer	12	\$92,235.00	to	\$129,130.00
Water Treatment Facility Manager	10	\$76,142.00	to	\$106,591.00
Public Works Inspector	N-6	\$30.56	to	\$41.27
Working Foreman	N-7	\$32.09	to	\$43.32
Craftsworker (DPW)	N-4	\$27.43	to	\$37.04
Water Treatment Operator	N-5	\$29.10	to	\$39.30
Public Works Technician	N-5	\$29.10	to	\$39.30
Heavy Motor Equipment Operator (HMEO)	N-4	\$27.43	to	\$37.04
Laborer 3	N-3	\$24.94	to	\$33.67
Laborer 2	N-2	\$22.66	to	\$30.60
<u>Building Maintenance Division</u>				
Director of Building Maintenance	13	\$101,460.00	to	\$142,043.00
Assistant Director of Building Maintenance	11	\$79,938.00	to	\$111,934.00
Building Maintenance Supervisor	9	\$72,527.00	to	\$101,530.00
HVAC Supervisor	9	\$72,527.00	to	\$101,530.00
Senior Custodian	B3	\$24.81	to	\$33.50
Custodian	B2	\$22.55	to	\$30.46
HVAC Technician	B7	\$31.94	to	\$43.11
Carpenter	B7	\$31.94	to	\$43.11
Plumber	B7	\$31.94	to	\$43.11
Electrician	B7	\$31.94	to	\$43.11
Craftsworker (Building Maintenance)	B4	\$27.31	to	\$36.85
<u>Sewer Division</u>				
Assistant Superintendent	9	\$72,527.00	to	\$101,530.00
Chief Wastewater Operator	N-7	\$32.09	to	\$43.32
Public Works Inspector	N-6	\$30.56	to	\$41.27
Working Foreman	N-7	\$32.09	to	\$43.32
Wastewater Operator	N-5	\$29.10	to	\$39.30
Heavy Motor Equipment Operator (HMEO)	N-4	\$27.43	to	\$37.04
Craftsworker (DPW)	N-4	\$27.43	to	\$37.04
BUILDING DESIGN & CONSTRUCTION				
<u>Building Design & Construction Department</u>				
Director of Design and Construction	13	\$101,460.00	to	\$142,043.00
Senior Project Manager	12	\$92,235.00	to	\$129,130.00
Administrative Specialist	I-05	\$30.89	to	\$41.72
HEALTH AND HUMAN SERVICES				
<u>Division of Public Health</u>				
Director of Health and Human Services	14	\$111,606.00	to	\$156,247.00
Assistant Director of Public Health for Community & Environmental Health	11	\$79,938.00	to	\$111,934.00
Assistant Director of Public Health for Nursing & Behavioral Health	11	\$79,938.00	to	\$111,934.00
Environmental Health Agent	I-07	\$34.06	to	\$45.99
Public Health Nurse	I-09	\$72,520.50	to	\$101,536.50
Epidemiologist / Data Analyst	8	\$69,755.00	to	\$94,158.00
Traveling Meals Coordinator	GT05	\$30.89	to	\$41.72
Substance Use Prevention Program Coordinator	8	\$69,755.00	to	\$94,158.00

2025 Annual Town Meeting

TITLE	GRADE	COMPENSATION RANGE		
Behavioral Health Peer Support Specialist	GT05	\$30.89	to	\$41.72
Administrative Analyst	GT06	\$32.43	to	\$43.81
<u>Division of Aging Services</u>				
Director of Aging Services	13	\$101,460.00	to	\$142,043.00
Assistant Director of Aging Services/Counseling and Volunteers	11	\$79,938.00	to	\$111,934.00
Assistant Director of Aging Services/Programs and Transportation	10	\$76,142.00	to	\$106,591.00
Administrative Assistant	I-03	\$26.47	to	\$35.74
Transportation Coordinator	GT06	\$32.43	to	\$43.81
SHINE Program Coordinator	GT08	\$35.77	to	\$48.29
SHINE Assistant Program Coordinator	GT07	\$34.06	to	\$45.99
Clinician	I-07	\$66,417.00	to	\$89,680.50
<u>Division of Youth & Family Services</u>				
Director of Youth and Family Services	12	\$92,235.00	to	\$129,130.00
Clinician	I-07	\$66,417.00	to	\$89,680.50
Community Training Coordinator	7	\$66,421.00	to	\$89,680.00
Administrative Assistant	I-03	\$26.47	to	\$35.74
PLANNING & COMMUNITY DEVELOPMENT				
<u>Planning</u>				
Director of Planning and Community Development	13	\$101,460.00	to	\$142,043.00
Assistant Town Planner	7	\$66,421.00	to	\$89,680.00
Administrative Specialist	I-05	\$30.89	to	\$41.72
<u>Community Development</u>				
Conservation Manager	9	\$72,527.00	to	\$101,530.00
Conservation Specialist	I-06	\$32.43	to	\$43.81
Zoning Specialist	GT06	\$32.43	to	\$43.81
CULTURE AND LEISURE SERVICES				
<u>Library</u>				
Director of Public Library	14	\$111,606.00	to	\$156,247.00
Assistant Director of Public Library	12	\$92,235.00	to	\$129,130.00
Children's Librarian	7	\$66,421.00	to	\$89,680.00
Library Reference Supervisor	10	\$76,142.00	to	\$106,591.00
Library Children's Supervisor	10	\$76,142.00	to	\$106,591.00
Library Technology Specialist/Archivist	11	\$79,938.00	to	\$111,934.00
Library Technical Services Supervisor	10	\$76,142.00	to	\$106,591.00
Reference Librarian/Digital Media Specialist	7	\$66,421.00	to	\$89,680.00
Reference Librarian/Program Specialist	7	\$66,421.00	to	\$89,680.00
Reference Librarian/Young Adult	7	\$66,421.00	to	\$89,680.00
Library Circulation Supervisor	9	\$72,527.00	to	\$101,530.00
Children's Services Assistant	GT05	\$30.89	to	\$41.72
Technical Services Assistant	GT03	\$26.47	to	\$35.74
Library Assistant	GT03	\$26.47	to	\$35.74
<u>Park & Recreation</u>				
Director of Park and Recreation	12	\$92,235.00	to	\$129,130.00
Assistant Director of Park & Recreation	11	\$79,938.00	to	\$111,934.00
Recreation Supervisor	I-08	\$35.77	to	\$48.29
Administrative Specialist	I-05	\$30.89	to	\$41.72
Administrative Assistant	I-03	\$26.47	to	\$35.74
Administrative Analyst	GT06	\$32.43	to	\$43.81

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DEBT APPENDIX A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030	DEBT SERVICE 2031 - 2035	DEBT SERVICE After 2035
25,000.00	25,000.00	25,000.00					
1,906.26	1,156.26	390.63					
26,906.26	26,156.26	25,390.63					
3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	6,000.00	
415.00	365.00	325.00	282.50	237.50	192.50	265.00	
3,415.00	2,365.00	2,325.00	2,282.50	2,237.50	2,192.50	6,265.00	
50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	45,000.00	135,000.00	
13,756.26	12,256.26	10,756.26	9,193.76	7,537.51	5,906.26	7,846.88	
63,756.26	62,256.26	60,756.26	59,193.76	57,537.51	50,906.26	142,846.88	
50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	150,000.00	
14,500.00	13,000.00	11,500.00	9,937.50	8,281.25	6,562.50	8,718.75	
64,500.00	63,000.00	61,500.00	59,937.50	58,281.25	56,562.50	158,718.75	
30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	90,000.00	
8,700.00	7,800.00	6,900.00	5,962.50	4,968.75	3,937.50	5,231.25	
38,700.00	37,800.00	36,900.00	35,962.50	34,968.75	33,937.50	95,231.25	
45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	135,000.00	
13,050.00	11,700.00	10,350.00	8,943.75	7,453.13	5,906.26	7,846.88	
58,050.00	56,700.00	55,350.00	53,943.75	52,453.13	50,906.26	142,846.88	
250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	1,000,000.00	
85,000.00	77,500.00	69,687.50	61,406.25	52,812.50	43,906.25	79,687.50	
335,000.00	327,500.00	319,687.50	311,406.25	302,812.50	293,906.25	1,079,687.50	
50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00	
15,225.00	13,975.00	12,725.00	11,400.00	10,075.00	8,750.00	17,500.00	
65,225.00	63,975.00	62,725.00	61,400.00	60,075.00	58,750.00	217,500.00	

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030	DEBT SERVICE 2031 - 2035	DEBT SERVICE After 2035
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66 - 70 Chestnut Street Interest		
66 - 70 Chestnut Street	\$1,330,000	15-Nov-33

70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	280,000.00	
21,350.00	18,550.00	15,750.00	13,475.00	11,550.00	9,450.00	16,800.00	
91,350.00	88,550.00	85,750.00	83,475.00	81,550.00	79,450.00	296,800.00	

Central Avenue/Elliott Street Bridge Interest		
Central Avenue/Elliott Street Bridge	\$500,000	15-Jan-27

50,000.00	50,000.00	50,000.00					
6,000.00	4,000.00	2,000.00					
56,000.00	54,000.00	52,000.00					

Rosemary Recreational Complex Interest		
Rosemary Recreational Complex	\$2,260,000	15-Jul-28

150,000.00	150,000.00	150,000.00	150,000.00	150,000.00			
33,750.00	26,250.00	18,750.00	11,250.00	3,750.00			
183,750.00	176,250.00	168,750.00	161,250.00	153,750.00			

Memorial Park Building Interest		
Memorial Park Building	\$970,000	01-Aug-29

75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	70,000.00		
20,375.00	16,625.00	12,875.00	9,125.00	5,375.00	1,750.00		
95,375.00	91,625.00	87,875.00	84,125.00	80,375.00	71,750.00		

Public works Storage Facility Interest		
Public works Storage Facility	\$1,025,000	01-Feb-25

205,000.00							
10,250.00							
215,250.00							

Public Services Administration Building (Refunding Bond) Interest		
Public Services Administration Building (R	\$1,201,500	01-Feb-27

190,000.00	195,000.00	185,000.00					
24,700.00	15,200.00	7,400.00					
214,700.00	210,200.00	192,400.00					

Public Services Administration Building (Refunding Bond) Interest		
Public Services Administration Building (R	\$280,000	15-Jul-24

70,000.00							
1,750.00							
71,750.00							

High School Cafeteria Construction Interest		
High School Cafeteria Construction	\$1,500,000	15-Jan-27

150,000.00	150,000.00	150,000.00					
18,000.00	12,000.00	6,000.00					
168,000.00	162,000.00	156,000.00					

High School Expansion Construction Interest		
High School Expansion Construction	\$6,500,000	15-Jul-34

325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	1,625,000.00	
131,625.00	115,375.00	99,125.00	82,875.00	66,625.00	53,625.00	121,875.00	
456,625.00	440,375.00	424,125.00	407,875.00	391,625.00	378,625.00	1,746,875.00	

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030	DEBT SERVICE 2031 - 2035	DEBT SERVICE After 2035
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High School Expansion Construction		
Interest		
High School Expansion Construction	\$4,004,000	01-Aug-34

255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	1,255,000.00	
113,450.00	100,700.00	87,950.00	75,200.00	62,450.00	49,700.00	97,600.00	
368,450.00	355,700.00	342,950.00	330,200.00	317,450.00	304,700.00	1,352,600.00	

Total General Fund Debt Service Within the Levy Limit		
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2,576,802.52	2,218,452.52	2,134,484.39	1,651,051.26	1,593,115.64	1,381,686.27	5,239,371.26	
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Newman School Extraordinary Repairs (Series IV)		
Interest		
Newman School Extraordinary Repairs (Series IV)	\$9,000,000	15-Jul-32

452,000.00	448,000.00	448,000.00	448,000.00	448,000.00	448,000.00	1,334,000.00	
90,460.00	81,460.00	72,500.00	62,980.00	52,900.00	42,820.00	58,760.00	
542,460.00	529,460.00	520,500.00	510,980.00	500,900.00	490,820.00	1,392,760.00	

Newman School Extraordinary Repairs (Series V)		
Interest		
Newman School Extraordinary Repairs (Series V)	\$2,200,000	01-Nov-32

110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	330,000.00	
31,900.00	28,600.00	25,300.00	21,862.50	18,218.75	14,437.50	19,181.25	
141,900.00	138,600.00	135,300.00	131,862.50	128,218.75	124,437.50	349,181.25	

Eliot School (Refunding Bond)		
Interest		
Eliot School (Refunding Bond)	\$2,562,000	15-Nov-24

245,000.00							
4,900.00							
249,900.00							

High School Series 1 (Refunding Bond)		
Interest		
High School Series 1 (Refunding Bond)	\$4,775,000	15-Nov-25

455,000.00	450,000.00						
27,100.00	9,000.00						
482,100.00	459,000.00						

High Rock School Design (Refunding Bond)		
Interest		
High Rock School Design (Refunding Bond)	\$187,770	01-Aug-26

20,000.00	20,000.00	18,500.00					
1,940.00	1,140.00	370.00					
21,940.00	21,140.00	18,870.00					

High Rock & Pollard School Projects (Refunding Bond)		
Interest		
High Rock & Pollard School Projects (Refunding Bond)	\$429,470	01-Aug-26

50,000.00	50,000.00	46,500.00					
4,860.00	2,860.00	930.00					
54,860.00	52,860.00	47,430.00					

High School (Series IIA) (Refunding Bond)		
Interest		
High School (Series IIA) (Refunding Bond)	\$2,991,900	01-Aug-24

485,000.00							
9,700.00							
494,700.00							

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2025	2026	2027	2028	2029	2030	2031 - 2035	After 2035
High School (Series IIB) (Refunding Bond)	95,000.00	95,000.00	93,500.00				
Interest	9,440.00	5,640.00	1,870.00				
High School (Series IIB) (Refunding Bond)	104,440.00	100,640.00	95,370.00				
High School (Series IIB) (Refunding Bond)	\$782,850	01-Aug-26					
High Rock & Pollard School Projects (Series III) (Refunding Bond)	240,000.00	235,000.00	231,500.00	230,000.00			
Interest	32,660.00	23,160.00	13,830.00	4,600.00			
High Rock & Pollard School Projects (Series III) (Refunding Bond)	272,660.00	258,160.00	245,330.00	234,600.00			
High Rock & Pollard School Projects (Series III) (Refunding Bond)	\$2,253,010	01-Aug-27					
Owens Farm Land Purchase	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	1,400,000.00
Interest	180,900.00	169,700.00	158,500.00	147,300.00	136,100.00	124,900.00	481,350.00
Owens Farm Land Purchase	460,900.00	449,700.00	438,500.00	427,300.00	416,100.00	404,900.00	1,881,350.00
Owens Farm Land Purchase	\$7,000,000	15-Jan-42					2,092,150.00
609 Central Land Purchase	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	125,000.00
Interest	13,750.00	12,750.00	11,750.00	10,750.00	9,750.00	8,750.00	30,968.78
609 Central Land Purchase	38,750.00	37,750.00	36,750.00	35,750.00	34,750.00	33,750.00	155,968.78
609 Central Land Purchase	\$730,000	15-Jan-39					109,375.00
William School Construction Project	720,000.00	720,000.00	720,000.00	720,000.00	720,000.00	720,000.00	3,600,000.00
Interest	505,800.00	469,800.00	433,800.00	397,800.00	361,800.00	333,000.00	1,341,000.00
William School Construction Project	1,225,800.00	1,189,800.00	1,153,800.00	1,117,800.00	1,081,800.00	1,053,000.00	4,941,000.00
William School Construction Project	\$18,000,000	15-Jul-43					7,472,700.00
William School Construction Project	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	1,475,000.00
Interest	191,231.26	176,481.26	161,731.26	146,981.26	132,231.26	117,481.26	411,143.79
William School Construction Project	486,231.26	471,481.26	456,731.26	441,981.26	427,231.26	412,481.26	1,886,143.79
William School Construction Project	\$7,400,000	01-Aug-41					2,270,503.16
Public Safety Buildings Construction	465,000.00	465,000.00	465,000.00	460,000.00	460,000.00	460,000.00	2,300,000.00
Interest	340,450.00	317,200.00	293,950.00	270,825.00	247,825.00	224,825.00	849,275.00
Public Safety Buildings Construction	805,450.00	782,200.00	758,950.00	730,825.00	707,825.00	684,825.00	3,149,275.00
Public Safety Buildings Construction	\$11,565,000	01-Aug-44					5,281,662.50
High Rock & Pollard School Projects (Refunding Bond)	475,000.00	480,000.00	480,000.00	475,000.00	470,000.00		
Interest	99,950.00	76,200.00	57,000.00	37,800.00	18,800.00		
High Rock & Pollard School Projects (Refunding Bond)	574,950.00	556,200.00	537,000.00	512,800.00	488,800.00		
High Rock & Pollard School Projects (Refunding Bond)	\$3,788,500	01-Feb-29					

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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Public Safety Buildings Construction		
Interest		
Public Safety Buildings Construction	\$18,540,000	01-Feb-40

Public Safety Buildings Construction		
Interest		
Public Safety Buildings Construction	\$19,160,000	15-Jul-40

Public Safety Buildings Construction		
Interest		
Public Safety Buildings Construction	\$9,970,000	15-Aug-36

High School (Refunding Bond)		
Interest		
High School (Refunding Bond)	\$1,149,000	15-Jul-27

Newman School Extraordinary Repairs (Refunding Bond)		
Interest		
Newman School Extraordinary Repairs (Refunding Bond)	\$1,894,000	15-Jul-28

Total General Fund Debt Service Excluded from the Levy Limit		
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DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2025	2026	2027	2028	2029	2030	2031 - 2035	After 2035	
895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	4,475,000.00	4,470,000.00	
447,400.00	402,650.00	366,850.00	331,050.00	295,250.00	259,450.00	796,050.00	268,000.00	
1,342,400.00	1,297,650.00	1,261,850.00	1,226,050.00	1,190,250.00	1,154,450.00	5,271,050.00	4,738,000.00	
830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	4,150,000.00	4,970,000.00	
427,250.00	385,750.00	344,250.00	302,750.00	261,250.00	219,750.00	721,100.00	297,800.00	
1,257,250.00	1,215,750.00	1,174,250.00	1,132,750.00	1,091,250.00	1,049,750.00	4,871,100.00	5,267,800.00	
485,000.00	485,000.00	485,000.00	485,000.00	485,000.00	485,000.00	2,415,000.00	960,000.00	
258,825.00	239,425.00	220,025.00	195,775.00	171,525.00	147,275.00	385,125.00	28,800.00	
743,825.00	724,425.00	705,025.00	680,775.00	656,525.00	632,275.00	2,800,125.00	988,800.00	
175,000.00	180,000.00	180,000.00	85,000.00					
26,625.00	17,750.00	8,750.00	2,125.00					
201,625.00	197,750.00	188,750.00	87,125.00					
240,000.00	240,000.00	245,000.00	245,000.00	205,000.00				
52,750.00	40,750.00	28,625.00	16,375.00	5,125.00				
292,750.00	280,750.00	273,625.00	261,375.00	210,125.00				
9,794,891.26	8,763,316.26	8,048,031.26	7,531,973.76	6,933,775.01	6,040,688.76	\$26,697,953.82	\$28,220,990.66	

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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Town Hall (Series III)		
Interest		
Town Hall (Series III)	\$1,225,000	01-Aug-26

Town Hall (Series IV)		
Interest		
Town Hall (Series IV)	\$970,000	15-Jul-30

Rosemary Recreational Complex		
Interest		
Rosemary Recreational Complex	\$4,000,000	15-Jul-37

Rosemary Recreational Complex		
Interest		
Rosemary Recreational Complex	\$3,221,000	01-Aug-37

Town Hall (Refunding Bond)		
Interest		
Town Hall (Refunding Bond)	\$1,345,000	15-Jul-28

Total CPA Debt Service		
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DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2025	2026	2027	2028	2029	2030	2031 - 2035	After 2035	
80,000.00	80,000.00	80,000.00						
6,100.00	3,700.00	1,250.00						
86,100.00	83,700.00	81,250.00						
55,000.00	55,000.00	55,000.00	50,000.00	50,000.00	50,000.00	50,000.00		
7,375.00	6,275.00	5,175.00	4,062.50	2,937.50	1,812.50	625.00		
62,375.00	61,275.00	60,175.00	54,062.50	52,937.50	51,812.50	50,625.00		
200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	1,000,000.00	800,000.00	
106,000.00	96,000.00	86,000.00	76,000.00	66,000.00	58,000.00	200,000.00	50,750.00	
306,000.00	296,000.00	286,000.00	276,000.00	266,000.00	258,000.00	1,200,000.00	850,750.00	
165,000.00	165,000.00	165,000.00	160,000.00	160,000.00	160,000.00	800,000.00	475,000.00	
85,481.26	77,231.26	68,981.26	60,856.26	52,856.26	44,856.26	128,681.30	19,940.65	
250,481.26	242,231.26	233,981.26	220,856.26	212,856.26	204,856.26	928,681.30	494,940.65	
165,000.00	170,000.00	170,000.00	175,000.00	165,000.00				
38,125.00	29,750.00	21,250.00	12,625.00	4,125.00				
203,125.00	199,750.00	191,250.00	187,625.00	169,125.00				
908,081.26	882,956.26	852,656.26	738,543.76	700,918.76	514,668.76	2,179,306.30	1,345,690.65	

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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Sewer Pump Station Reservoir B - MWPA		
Interest		
Sewer Pump Station Reservoir B - MWPA	\$6,034,290	15-Jan-33

MWRA Sewer System Rehab - I/I Work		
Interest		
MWRA Sewer System Rehab - I/I Work	\$440,000	15-Nov-24

Sewer Rehabilitation - Rte 128 Area (Refunding Bond)		
Interest		
Sewer Rehabilitation - Rte 128 Area (Refu	\$36,000	01-Feb-28

Sewer Main Replacement		
Interest		
Sewer Main Replacement	\$145,000	15-Aug-27

Total Sewer Fund Debt Service		
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DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2025	2026	2027	2028	2029	2030	2031 - 2035	After 2035	
309,222.00	315,942.00	322,809.00	329,825.00	336,993.00	344,317.00	1,078,504.00		
65,308.66	58,660.39	51,867.63	44,927.24	37,836.00	30,590.65	46,708.03		
374,530.66	374,602.39	374,676.63	374,752.24	374,829.00	374,907.65	1,125,212.03		
88,000.00								
88,000.00								
5,000.00	5,000.00	5,000.00	5,000.00					
850.00	600.00	400.00	200.00					
5,850.00	5,600.00	5,400.00	5,200.00					
25,000.00	25,000.00	25,000.00	20,000.00					
3,625.00	2,625.00	1,625.00	500.00					
28,625.00	27,625.00	26,625.00	20,500.00					
497,005.66	407,827.39	406,701.63	400,452.24	374,829.00	374,907.65	1,125,212.03		

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity
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MWPAT Water DWS-08-24		
MWPAT Water DWS-08-24	\$765,335	15-Jul-30

St Mary's Pump Station Interest		
St Mary's Pump Station	\$1,995,000	15-May-34

Water Main Improvements Interest		
Water Main Improvements	\$400,000	15-Nov-20

St Mary's Pump Station Interest		
St Mary's Pump Station	\$1,700,000	15-Nov-33

Water Service Connection Replacement (MWRA) Interest		
Water Service Connection Replacement (MWRA)	\$1,000,000	15-May-28

Water System Rehabilitation (MWRA) Interest		
Water System Rehabilitation (MWRA)	\$1,131,265	15-May-28

Total Water Fund Debt Service		
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Total Debt Service		
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DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029	DEBT SERVICE 2030	DEBT SERVICE 2031 - 2035	DEBT SERVICE After 2035
42,506.17	43,361.11	44,232.73	45,121.02	46,028.95	46,953.49	47,897.61	
6,339.24	5,416.15	4,474.53	3,513.98	2,534.11	1,534.55	514.90	
48,845.41	48,777.26	48,707.26	48,635.00	48,563.06	48,488.04	48,412.51	
100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	395,000.00	
30,275.00	27,775.00	25,275.00	22,625.00	19,975.00	17,325.00	34,300.00	
130,275.00	127,775.00	125,275.00	122,625.00	119,975.00	117,325.00	429,300.00	
40,000.00							
800.00							
40,800.00							
90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	350,000.00	
27,150.00	23,550.00	19,950.00	17,025.00	14,550.00	11,850.00	20,700.00	
117,150.00	113,550.00	109,950.00	107,025.00	104,550.00	101,850.00	370,700.00	
100,000.00	100,000.00	100,000.00	100,000.00				
100,000.00	100,000.00	100,000.00	100,000.00				
113,126.50	113,126.50	113,126.50	113,126.50				
113,126.50	113,126.50	113,126.50	113,126.50				
550,196.91	503,228.76	497,058.76	491,411.50	273,088.06	267,663.04	848,412.51	
14,326,977.61	12,775,781.19	11,938,932.30	10,813,432.52	9,875,726.47	8,579,614.48	36,090,255.92	29,566,681.31

Town of Needham

Issued Long Term Debt

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2025	\$2,576,802.52	\$9,794,891.26	\$908,081.26	\$497,005.66	\$550,196.91	\$14,326,978
2026	\$2,218,452.52	\$8,763,316.26	\$882,956.26	\$407,827.39	\$503,228.76	\$12,775,781
2027	\$2,134,484.39	\$8,048,031.26	\$852,656.26	\$406,701.63	\$497,058.76	\$11,938,932
2028	\$1,651,051.26	\$7,531,973.76	\$738,543.76	\$400,452.24	\$491,411.50	\$10,813,433
2029	\$1,593,115.64	\$6,933,775.01	\$700,918.76	\$374,829.00	\$273,088.06	\$9,875,726
2030	\$1,381,686.27	\$6,040,688.76	\$514,668.76	\$374,907.65	\$267,663.04	\$8,579,614
2031	\$1,269,538.76	\$5,865,105.01	\$500,281.26	\$374,987.84	\$261,387.51	\$8,271,300
2032	\$1,224,827.50	\$5,697,903.76	\$437,256.26	\$375,070.14	\$206,775.00	\$7,941,833
2033	\$1,184,580.00	\$5,538,220.02	\$424,856.26	\$375,154.05	\$195,650.00	\$7,718,460
2034	\$977,268.75	\$4,849,678.14	\$413,556.26		\$184,600.00	\$6,425,103
2035	\$583,156.25	\$4,747,046.89	\$403,356.26			\$5,733,559
2036		\$4,645,962.51	\$393,056.26			\$5,039,019
2037		\$4,543,575.01	\$382,531.26			\$4,926,106
2038		\$3,945,940.63	\$366,853.13			\$4,312,794
2039		\$3,845,384.38	\$203,250.00			\$4,048,634
2040		\$3,720,753.13				\$3,720,753
2041		\$2,741,225.00				\$2,741,225
2042		\$1,845,650.00				\$1,845,650
2043		\$1,252,300.00				\$1,252,300

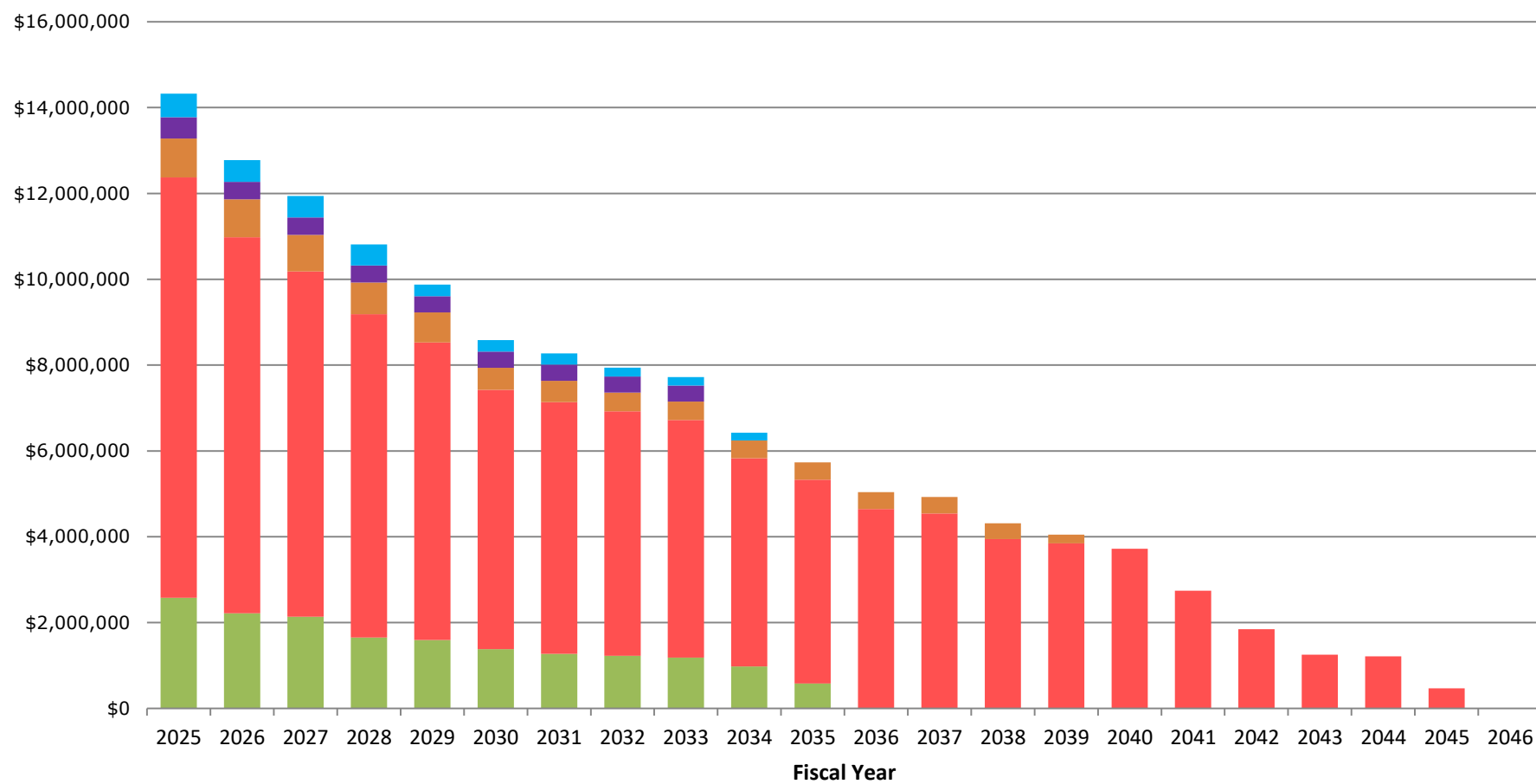
Town of Needham

Issued Long Term Debt

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2044		\$1,213,300.00				\$1,213,300
2045		\$466,900.00				\$466,900
2046						

Current Total Annual Long Term Debt Service

By Category
FY2025 - FY2046



General Excluded CPA Sewer Water

DEBT APPENDIX B

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

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects - as of March 10, 2025

Recycling and Transfer Station Property Improvements	May-18	37	\$645,000	\$55,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$35,000
Rooftop Unit Replacements (Broadmeadow & Eliot Schools)	May-23	27	\$9,000,000	\$6,970,000
Public Safety Buildings Construction	Jun-20	23	\$1,400,000	\$1,340,000
Emery Grover Renovation Construction	May-22	21	\$10,150,000	\$4,384,000
Emery Grover Renovation Supplement	Oct-22	10	\$1,295,000	\$1,295,000
Claxton Field Renovation Project	May-24	27	\$3,600,000	\$3,600,000

TOTAL				\$17,679,000
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Proposed General Fund Projects for the 2025 ATM

Library Renovation (Young Adult Area)	Pending			\$2,386,000
Newman School Theatrical Lighting, Sound & Rigging Repairs	Pending			\$1,812,820
Public Works Facilities Improvement (Cogswell Building)	Pending			\$19,600,000
Quiet Zone	Pending			\$3,500,000

TOTAL				\$27,298,820
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Open CPA Fund Projects - as of March 10, 2025

Emery Grover Renovation Construction	May-22	21	\$4,000,000	\$3,435,585
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TOTAL				\$3,435,585
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Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed CPA Fund Projects for the 2025 ATM

NONE				
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TOTAL				\$0
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Open Sewer Enterprise Fund Projects - as of March 10, 2025

Sewer Main Replacement	May-21	39	\$363,000	\$204,500
Sewer Main Replacement	May-24	33	\$13,000,000	\$13,000,000

TOTAL				\$13,204,500
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Proposed Sewer Enterprise Fund Projects for the 2025 ATM

NONE				
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TOTAL				\$0
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Open Water Enterprise Fund Projects - as of March 10, 2025

Water Distribution System Improvements	May-19	41	\$4,500,000	\$2,800,000
Water Service Connections	May-21	41	\$1,000,000	\$196,550
Water System Distribution Improvements (South Street)	May-23	32	\$4,000,000	\$4,000,000

TOTAL				\$6,996,550
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Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed Water Enterprise Fund Projects for the 2025 ATM

NONE				
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TOTAL				\$0
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Open General Fund Projects Funded by Debt Exclusion - as of March 10, 2025

NONE				
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SUB TOTAL				\$0
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Proposed General Fund Projects for the 2025 ATM to be Funded by Debt Exclusion

NONE				
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TOTAL				\$0
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TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 12, 2025

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft - 4/11/2025

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

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 the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE TWELFTH DAY OF MAY 2025

At seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz.:

FINANCE ARTICLES

ARTICLE 1: APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING

To see if the Town will vote to raise and/or transfer and appropriate \$195,516 for the purpose of funding and supporting public, educational, and government (PEG) programming provided by the Needham Channel, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the PEG Access and Cable Related Fund; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to appropriate funds to make payments to the Needham Channel during the year. Included in every cable bill from the cable operators is a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account (Public, Educational, and Governmental (PEG) Access and Cable Related Fund) created pursuant to the provisions of Massachusetts General Laws Chapter 44, section 53F¾ and approved at the May 8, 2023 Special Town Meeting under Article 10, and are to be used to support local cable programming for the Town's PEG channels. These funds will be used to continue these informational and educational services, which may include, but are not limited to, equipment purchases, contracted services, construction services, and labor expenses.

ARTICLE 2: APPROPRIATE FOR INTERSECTION IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for the purpose of funding intersection improvements at Kendrick Street and Fourth Avenue, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Planning Board issued a Major Site Plan Special Permit to Boston Children's Hospital for its development at 380 First Avenue. A condition contained in the permit requires a payment

of \$30,000 for the purposes of traffic mitigation as related to the construction of the project. The Department of Public Works identified a traffic issue to be remedied between Kendrick Avenue, Third Avenue, and the 128/I95 ramp. An article to address this issue was proposed at the October 30, 2023 Special Town Meeting, but was withdrawn. The reason for withdrawal was that the Department of Transportation (MassDOT), which has jurisdiction over that portion of the Kendrick Street roadway, did not approve the Town's proposal to change the pavement markings. An alternate project was identified which would restripe a section of Kendrick Street to make the intersection at 128/I95 clearer, but MassDOT decided to perform the marking improvements themselves and completed this work. The new proposal is to apply the \$30,000 payment from Children's Hospital to the design of a traffic signal to be installed at Kendrick Street and Fourth Avenue. Under the terms of the Special Permit, Children's Hospital has funded a feasibility study for the proposed signal with full design to be included in the Town's infrastructure program.

ARTICLE 3: AMEND THE FY2025 SEWER ENTERPRISE BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2025 Sewer Enterprise Operating Budget adopted under Article 14 of the May 2024 Annual Town Meeting as amended under Article 4 of the October 21, 2024, Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
201A	Salary & Wages	\$1,218,870	\$1,122,870
201B	Expenses	\$ 866,539	\$ 962,539

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to amend the current year sewer enterprise fund budget by reducing the salary and wages appropriation by \$96,000 and increasing the expenses appropriation by \$96,000 for no net change to the overall budget. During the year there were several vacancies in department which reduced the personnel expenses, but consequently the department needed to hire additional contractors to respond to emergency repairs and other standard services which the staff could not respond. The transfer provides the funding to meet those expenses. The Sewer Department is now fully staff.

ARTICLE 4: AMEND THE FY2025 WATER ENTERPRISE BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2025 Water Enterprise Operating Budget adopted under Article 15 of the May 2024 Annual Town Meeting as amended under Article 5 of the October 21, 2024, Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
301A	Salary & Wages	\$1,672,073	\$1,557,073
301B	Expenses	\$1,689,997	\$1,804,997

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Similarly to the Sewer Enterprise Fund Budget article, this article is to amend the current year water enterprise fund budget by reducing the salary and wages appropriation by \$115,000 and increasing the expenses appropriation by \$115,000 for no net change to the overall budget. There were several vacancies in department during the year and there are currently two new vacancies. The department has hired additional contractors to respond to emergency repairs and to assist with other maintenance during the vacancies and for the present time will still need outside assistance to conduct backflow inspection work. The transfer provides the funding to meet those expenses for the balance of the fiscal year.

ZONING ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – FLOOD PLAIN DISTRICT

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

1. Delete Section 2.3.1 in its entirety and replace it with the following:

2.3.1

All special flood hazard areas within the Town of Needham designated as Zone A, AE, or AH on the Norfolk County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Norfolk County FIRM that are wholly or partially within the Town of Needham are panel numbers 25021C0016F, 25021C0017F, 25021C0018F, 25021C0019F, 25021C0028F, 25021C0036F, 25021C0037F, 25021C0038F and 25021C0039F dated July 8, 2025. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Engineering Division.

2. Delete Section 3.3 Uses in the Flood Plain District in its entirety and replace it with the following:

3.3 Uses in the Flood Plain District

The purpose of the Flood Plain District is to:

- (a) Protect the streams, rivers, and other watercourses in the Town and their adjoining lands;

- (b) Protect the health and safety of persons and property against the hazards of flooding;
- (c) Preserve and maintain the ground water table for water supply purposes;
- (d) Protect the community against detrimental use and development of lands adjoining such water courses;
- (e) Conserve the watershed areas of the Town for the health, safety, welfare of the public;
- (f) Preserve the balance of the components of the ecosystem of the watercourses and adjoining land;
- (g) Ensure public safety through reducing the threats to life and personal injury;
- (h) Eliminate new hazards to emergency response officials;
- (i) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;
- (j) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
- (k) Eliminate costs associated with the response and cleanup of flooding Conditions; and
- (l) Reduce damage to public and private property resulting from flooding waters.

The Flood Plain District shall be considered as overlying other use districts established by this By-Law. Within the Flood Plain District, the requirements of the underlying district continue to apply insofar as they comply with the provisions of this section. In the event there is a conflict or difference between the provisions of the overlying and underlying district the more restrictive shall apply. Compliance with these provisions shall not be construed as satisfying the provisions of Massachusetts General Laws Chapter 131. The flood plain management regulations found in this Flood Plain District section shall take precedence over any less restrictive conflicting local laws, rules or regulations.

3. Insert a new Section 3.3.1 to read as follows:

3.3.1 Designation of Town Floodplain Administrator

The Town hereby designates the position of Town Engineer to be the official floodplain administrator of the Town.

4. Insert a new Section 3.3.2 to read as follows:

3.3.2 Definitions Applicable in Flood Plain District

The following definitions shall be applicable in the Flood Plain District.

Development – means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Floodway – the channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Functionally Dependent Use – means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Highest Adjacent Grade – means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure – means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved state program as determined by the Secretary of the Interior or
 - (2) Directly by the Secretary of the Interior in states without approved programs.

New Construction – Structures for which the start of construction commenced on or after the effective date of the first flood plain management by-law adopted by the Town, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.*

Recreational Vehicle – means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special Flood Hazard Area – the land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30.

Start of Construction – the date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as

garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure – means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial Repair of a Foundation – when work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR.

Variance – means a grant of relief by the Town from the terms of a flood plain management regulation.

Violation – means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in US Code of Federal Regulations, Title 44, §60.3 is presumed to be in violation until such time as that documentation is provided.

5. Delete Section 3.3.3 Uses Requiring A Special Permit and insert in its place the following:

3.3.3 Special Permit Required for all Proposed Development in Flood Plain District

A special permit from the Board of Appeals is required for:

- (a) All proposed construction or other development in the Flood Plain District, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.
- (b) Any driveway and walkway ancillary to uses otherwise permitted by this section.
- (c) Tennis courts or other uses requiring a similarly prepared surface.
- (d) Water and sewer pumping stations.
- (e) Any use not expressly permitted or prohibited.
- (f) Swimming pools, together with structures, walkways, mechanical systems accessory thereto, and fences.
- (g) Any use permitted in the underlying district in which the land is situated, subject to the same use and development restrictions as may otherwise apply thereto, provided that the land designated as being within the Flood Plain District is found by the Board of Appeals not, in

fact, to be subject to flooding. The Board of Appeals shall refer each question on this matter to the Planning Board, Conservation Commission, Board of Health, and Department of Public Works, and shall not act until these agencies have reported their recommendations or 45 days have elapsed after such referral and no report has been received.

6. Delete the introductory paragraph of Section 3.3.4 Special Permit Criteria and replace it with the following:

The Town's special permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the Flood Plain District. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

In addition, in granting a special permit, the Board of Appeals shall consider, among other factors, the following:

7. Amend the date of the Norfolk County Flood Insurance Rate Map (FIRM) in Section 3.3.5(c) from July 17, 2012 to July 8, 2025, so that this section reads as follows:
 - (c) Base flood elevation data shall be provided for subdivision proposals or other developments of greater than 50 lots or 5 acres, within unnumbered A zones, as shown on the Norfolk County Flood Insurance Rate Map (FIRM) dated July 8, 2025.
8. Amend the date of the Norfolk County Flood Insurance Rate Map (FIRM), Floodway Map, and Flood Insurance Study in Section 3.3.5(d) from July 17, 2012 to July 8, 2025, so that this section reads as follows:
 - (d) Within areas designated Zone A, AH, and AE, along watercourses that have not had a regulatory floodway designated, as shown on the Norfolk County Flood Insurance Rate Map (FIRM), Floodway Map, and Flood Insurance Study, dated July 8, 2025, the best available Federal, State, local or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
9. Insert in Section 3.3.5 General Provisions Relating to Flood Plain District the following new subsections to read as follows:
 - (f) In A Zones, in the absence of FEMA BFE data and floodway data, the Building Department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
 - (g) In A, AE and AH Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.
 - (h) If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by

submitting the technical or scientific data that supports the change(s). Notification shall be submitted to:

- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation

- NFIP Program Specialist
Federal Emergency Management Agency, Region I

- (i) The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to any variance, and will maintain this record in its files. The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a Town official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the referenced development in the Flood Plain District.

10. Amend the date of the Norfolk County Flood Insurance Rate Map (FIRM) and Flood Insurance Study in the first paragraph of Section 3.3.6 from July 17, 2012 to July 8, 2025, so that this paragraph reads as follows:

Reference is hereby made to the Norfolk County Flood Insurance Rate Map (FIRM) and Flood Insurance Study dated July 8, 2025—both of which are on file in the office of the Town Clerk, Planning Board, Building Official, Conservation Commission and Engineering Department. In granting special permits authorized above under Subsections 3.3.3 and 3.3.4, the Board of Appeals shall, as appropriate, require the following as conditions of approval:

11. Delete Section 3.3.6(c) and insert in its place the following:

- (c) In a riverine situation, the Town Engineer shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities, especially upstream and downstream
- Bordering States, if affected
- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
Federal Emergency Management Agency, Region I

12. Insert new Section 3.3.7 to read as follows:

3.3.7 Variances

A variance from this Flood Plain District By-law must meet all requirements set out by Massachusetts law, and may only be granted if: 1) Good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

13. Insert a new Section 3.3.8. to read as follows:

3.3.8 Disclaimer

The degree of flood protection required by this By-law is considered reasonable but does not imply total flood protection.

14. Re-number all sections within Section 3.3 in appropriate numerical order to account for the insertion of new Sections 3.3.1 and 3.3.2 as provided for above.

or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article amends the flood plain district to reference the new Norfolk County Flood Insurance Rate Maps which become effective July 8, 2025. Additionally, the article updates Needham's flood plain zoning regulations to assure compliance with mandatory National Flood Insurance Program (NFIP) requirements. The NFIP requirements contained in this article are not new and have been in place under the NFIP for decades. However, for various reasons, Massachusetts communities have not previously been required to adopt all the NFIP requirements; so this is a sort of "catching up" to bring all of Massachusetts communities into compliance. Moving forward the Federal Emergency Management Agency (FEMA) will no longer accept local by-laws that are lacking these mandatory NFIP requirements. The specific provisions FEMA has required as contained in this article are as follow: (1) A statement of program purpose; (2) The designation of a Community Flood Plain Administer; (3) Inclusion of the required National Flood Insurance Program definitions;(4)A special permit requirement for all proposed construction in the flood plain district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties;(5) Establishment of floodway encroachment standards along watercourses that have not had a regulatory floodway designation; (6) Elevation and anchorage standards for recreational vehicles to be placed on a site for 180 days or more; (7) An assurance statement that all state and federal permits required for a project have been obtained; (8) Town submittal of new technical data to FEMA, within 6 months, of changes in the base flood elevation so insurance and floodplain management can be updated to current data; (9) Notification requirements for variances to building code floodplain standards so that the affected property owner understands the associated increased insurance rate; (10) Notification requirements for watercourse alterations or relocations in the riverine area so that affected parties have advance notice of flood plain alterations and potential flood risk; (11) Establishment of required local flood plain zoning by-law variance standards to maintain NFIP compliance; and (12) Inclusion of a disclaimer of liability statement so that it is clear the degree of flood protection required by the by-law does not imply total flood protection.

For residents of a community to be eligible to receive flood insurance, the community must agree to abide by the National Flood Insurance Program's minimum requirements for flood plain management. These modifications have been prepared to ensure compliance with the requirements of that program. Failure to adopt these revisions will result in Needham's suspension from the National Flood Insurance Program.

ARTICLE 6: AMEND ZONING BY-LAW – MAP CHANGE TO FLOOD PLAIN DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map to revise the boundaries of the Flood Plain District so that the District now comprises the following:

- (a) All special flood hazard areas within the Town of Needham designated as Zone A, AE, or AH on the Norfolk County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Norfolk County FIRM that are wholly or partially within the Town of Needham are panel numbers 25021C0016F, 25021C0017F, 25021C0018F, 25021C0019F, 25021C0028F, 25021C0036F, 25021C0037F, 25021C0038F, and 25021C0039F dated July 8, 2025. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025.
- (b) All that land along or sloping toward that portion of Rosemary Brook between Rosemary Lake and Central Avenue that is at or below the following elevations: (i) Ninety (90) feet above mean sea level upstream of West Street; and (ii) Eighty-eight (88) feet above mean sea level between West Street and Central Avenue.
- (c) All that land along or sloping toward that portion of Rosemary Brook between Central Avenue and the Needham-Wellesley town line that is at or below an elevation of eighty-five (85) feet above mean sea level.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article describes the geographical boundary of the Town's flood plain zoning district as it will be reflected on a revised zoning map. Said area comprises the geographical area that the Federal Emergency Management Agency (FEMA) has defined as having a 1% chance of flooding in a given year. The exact boundaries of the District are defined by the 100-year base flood elevations shown on the Norfolk County Flood Insurance Rate Map (FIRM) and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025.

GENERAL ARTICLES

ARTICLE 7: TOWN HALL SATURDAY HOURS

To see if the Town will vote to rescind its vote under Article 36 of the May 1, 2023 Annual Town Meeting that Town Hall remain closed on Saturdays; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The 2023 Annual Town Meeting voted pursuant to Massachusetts General Law Chapter 41, Section 110A that Town Hall would be deemed closed on Saturdays, which had the effect of moving the last day of voter registration for Town Elections from a Saturday to a Friday. Since the Town is required to remain open on Saturday for State and Federal elections, the Town Clerk has determined

that allowing voter registration for Town elections on Saturday as appropriate will reduce potential confusion.

ARTICLE 8: **ACCEPT THE PROVISIONS OF M.G.L. CHAPTER 59 SECTION 5K – PROPERTY TAX PROGRAM FOR PEOPLE OVER THE AGE OF 60**

To see if the Town will vote to accept the provisions of M.G.L. Chapter 59, Section 5K, to allow the Select Board to establish a program for persons over 60 to volunteer to provide services to the Town in exchange for a reduction of their real property tax obligations; to allow, for qualifying persons physically unable to provide such services, that an approved representative may provide the services in their stead; to allow for the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year; and to provide that this program will first be available in FY2026;

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would establish a property tax work-off program for residents over sixty years of age under the bounds of Massachusetts General Law Chapter 59, Section 5K. This program would replace the current Senior Corps program and be administered as a functionally unified program with the veterans property tax work-off program proposed in Article 9. The two proposed programs will offer the same level of benefits to their respective qualifying residents.

ARTICLE 9: **ACCEPT THE PROVISIONS OF M.G.L. CHAPTER 59 SECTION 5N – PROPERTY TAX PROGRAM FOR VETERANS**

To see if the Town will vote to adjust the exemption provided for in M.G.L. Chapter 59, Section 5N, which allows the Select Board to establish a program for veterans and spouses of veterans that are deceased or have service-connected disabilities to volunteer to provide services to the Town in exchange for a reduction of their real property tax obligations, to allow for persons physically unable to provide such services to have an approved representative provide the services in their stead; to allow for the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year; and to provide that said the program with these adjustments will first be available in FY2026;

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would amend a previously approved, but to-date unlaunched, property tax work-off program for veterans under the bounds of Massachusetts General Law Chapter 59, Section 5N. Certain provisions of Massachusetts General Law Chapter 59, Section 5N were adopted by the 2014 Annual Town Meeting. Since adoption, the law has been amended by the General Court to raise the amount of benefits provided by the statute. Town Meeting must approve said expansion. The proposed program would match the benefits of the proposed property tax work off program for those over sixty years old noted in Article 8 and would be administered as a functionally unified program.

ARTICLE 10: AMEND GENERAL BY-LAWS – REVOLVING FUNDS

To see if the Town will vote to amend the General Bylaws by inserting a new Section 2.2.7.5.12 – Energy Efficiency and Clean Energy Capital Program Revolving Fund as follows:

“2.2.7.5.12 Energy Efficiency and Clean Energy Capital Program Revolving Fund

Fund Name: There shall be a separate fund called the Energy Efficiency and Clean Energy Capital Program Revolving Fund authorized for use by the Department of Public Works.

Revenues: The Town accountant shall establish the Energy Efficiency and Clean Energy Capital Program Revolving Fund as a separate account and credit to the fund all of the receipts from State, Federal, and utility energy efficiency, renewable energy and electrification rebates, incentives, and tax credits.

Purposes and Expenditures: The Town Manager may expend on an annual basis and up to the spending limit authorized by Town Meeting for the purposes of funding capital projects related to energy efficiency, renewable energy, and electrification.

Fiscal Years: The Energy Efficiency and Clean Energy Capital Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2026.”

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 44 §53E ½ allows the Town to establish municipal revolving funds. A revolving fund separately accounts for specific revenues and earmarks them for expenditure for particular purposes to support the activity, program, or service that generated the revenues. The objective of the proposed revolving fund is to allow the Town to use funds received from state, federal, and utility programs for completing qualifying energy efficiency and clean energy capital projects to help pay for future energy efficiency and clean energy capital projects. The Town of Needham’s Climate Action Roadmap established a goal for the Town to achieve net zero emissions by 2050, which will require investments in infrastructure that will result in energy and emissions reductions. These projects are expected to qualify for payments from state, federal, and utility programs, and the Town may use these payments to reinvest in the completion of future energy efficiency and clean energy capital projects. This will help ensure capital is available for future energy efficiency and clean energy projects and enable the Town to continue to benefit from long-term cost savings from these projects.

ARTICLE 11: AMEND GENERAL BY-LAWS – PLASTIC FOOD AND BEVERAGE SERVICEWARE AND SINGLE-USE ITEMS

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

1. Adding a new Section 3.13 to read as follows:

SECTION 3.13 PROHIBITED USE AND DISTRIBUTION OF CERTAIN FOOD AND BEVERAGE SERVICEWARE AND SINGLE-USE ITEMS (AKA SKIP-THE-STUFF)

3.13.1 Definitions.

- a) “Accessories” means any food and beverage serviceware items that are not dishware and containers. The term “accessories” as used in this section includes, but is not limited to, straws, forks, spoons, knives, chopsticks, stirrers, splash guards, cocktail sticks, toothpicks, condiment packages, and napkins.
- b) “Condiment” means a single-use packet containing relishes, spices, sauces, confections, or seasonings, that requires no additional preparation, and that is used with food or beverages, including, but not limited to, ketchup, mustard, mayonnaise, soy sauce, sauerkraut, salsa, syrup, jam, jelly, butter, salad dressings, salt, sugar, sugar substitutes, pepper, and chile pepper.
- c) “Food or Beverage Establishment” means an operation that stores, prepares, packages, serves, vends, distributes, or otherwise provides food or beverages for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the Massachusetts Retail Food Code, 105 CMR 590, as it may be amended from time to time.
- d) “Food and Beverage Serviceware” means all containers, bowls, plates, trays, cartons, cups, lids, on or in which prepared foods and beverages are packaged or directly placed. It also includes forks, knives, spoons, and other utensils that are used to serve or eat prepared foods or beverages.
- e) “Full Service Food Establishment” means a food establishment where customers are seated at a table either by waitstaff or by themselves, and where orders are taken and served by waitstaff at the table.
- f) “Online Food Ordering Platform” means the digital technology provided on a website or mobile application through which a consumer can place an order for pick-up or delivery of Prepared Food. Such platforms include those operated directly by a Food Establishment, by companies that provide delivery of Prepared Meals to consumers, and by online food ordering systems that connect consumers to a Food Establishment directly.
- g) "Retail Sales Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, wholesale suppliers, restaurants, pharmacies, food or ice cream trucks, private membership clubs, convenience stores, grocery stores, supermarkets, liquor stores, seasonal and temporary businesses.
- h) “Reusable” refers to food and beverage service ware that will be used multiple times in the same form by a food establishment. Such products are intended to be washed multiple times in a commercial dishwasher and to retain their form and function over multiple usage and washing cycles.
- i) “Single Item Dispenser” means bulk dispensers that only dispense one item at a time.
- j) “Single-use” means food and beverage serviceware that
 - 1) is not reusable,
 - 2) is designed to be used once and then discarded, or
 - 3) is not designed for repeated use and sanitizing.

3.13.2 Regulated Conduct.

1. Food, Beverage, or Retail Sales Establishments may not automatically provide Single-use Accessories, including in takeout orders, whether orders are placed online, via phone, or in person. Single-use Accessories may be provided only upon the request of the consumer either directly or in response to an inquiry by the food establishment. Single-use Accessories, including plastic forks,

spoons and knives, may not be wrapped in plastic or offered as bundled sets. Food, Beverage or Retail Sales Establishments may have Single-use Accessories available at self-service stations. The self-service station may include a Single Item Dispenser.

2. Online Food Ordering Platforms must provide Food, Beverage or Retail Sales Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food, Beverage, or Retail Sales Establishment, such that customers can specifically request the Single-Use Accessories and Condiments that they wish to have included with their order.

If Online Food Ordering Platforms are unable to provide Food, Beverage or Retail Sales Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food, Beverage or Retail Establishment such that customers can specifically request the Single-Use Accessory and Condiment that they wish to have included with their order, then the default will be set to exclude all Single-Use Accessories and Condiments from the order. Customers may request Single-Use Accessories and Condiments at the time of pick-up, or Food, Beverage or Retail Sales Establishments may provide self-service stations.

3. Full Service Food Establishments shall utilize only Reusable Food and Beverage Serviceware for dine-in customers.

3.13.3 Effective Date. This by-law shall take effect on January 1, 2026.

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

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

and

2. Amending Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, in appropriate numerical order, to read as follows:

3.13	Prohibited Use and Distribution of Certain Food and Beverage Serviceware and Single-use Plastic Items (AKA Skip-the-Stuff)	\$100	Per Day	Director of Health and Human Services or Designee
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or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would prohibit food, beverage, or retail sales establishments from automatically providing single-use accessories, including in takeout orders.

ARTICLE 12: AMEND GENERAL BY-LAWS – BLASTIC PLASTIC KITCHENWARE

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

1. Adding a new Section 3.14 to read as follows:

SECTION 3.14 BLACK PLASTIC KITCHENWARE

3.14.1 Definitions.

- a) “Dishware and Containers” means all containers, bowls, plates, trays, cartons, cups, condiments/sauce cups, lids, film wrap and other items on or in which prepared foods and beverages are packaged or directly placed.
- b) "Flatware" refers to forks, spoons, knives, and serving utensils. This includes, but is not limited to, larger spoons, forks, and tongs that retailers or consumers may use to serve prepared foods.
- c) “Food or Beverage Establishment” means an operation that stores, prepares, packages, serves, vends, distributes, or otherwise provides food or beverages for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the Massachusetts Retail Food Code, 105 CMR 590, as it may be amended from time to time.
- d) “Prepared Food” means any food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the premises where the food or beverages are to be served, sold or otherwise provided to a consumer. For the purposes of this bylaw, prepared food does not include food packaged outside of the Town of Needham.
- e) “Plastic” means material made from or comprising organic polymers from plant extracts or fossil fuels, whether the material is processed, reprocessed, re-used, recycled or recovered. Polymers are any of various complex organic compounds produced by polymerization—a process in which small molecules combine to make a very large chainlike molecule. Polymers can be molded, extruded, cast into various shapes and films, or drawn into filaments and then used as textile fibers.
- f) "Retail Sales Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, wholesale suppliers, restaurants, pharmacies, food or ice cream trucks, private membership clubs, convenience stores, grocery stores, supermarkets, liquor stores, seasonal and temporary businesses.
- g) “Single-use” means food and beverage serviceware that
 - 1) is not reusable,
 - 2) is designed to be used once and then discarded,
 - 3) is not designed for repeated use and sanitizing.

3.14.2 Regulated Conduct.

- (a) Food, Beverage and Retail Sales Establishments are prohibited from dispensing Prepared Food, condiments, sauces, or beverages to any person in Single-use Dishware and Containers made from black plastic.
- (b) Food, Beverage and Retail Sales Establishments are prohibited from providing Single-use Flatware made from black plastic to any person.
- (c) The Town of Needham is prohibited from dispensing Prepared Food, condiments, sauces, or beverages to any person in Single-use Dishware and Containers made from black plastic.
- (d) The Town of Needham is prohibited from providing Single-use Flatware made from black plastic to any person.

3.14.3 Effective Date. This by-law shall take effect on January 1, 2026.

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

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

and

- 2. Amending Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, in appropriate numerical order, to read as follows:

3.14	Black Plastic Kitchenware	\$100	Per Day	Director of Health and Human Services or Designee
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INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would prohibit food, beverage and retail sales establishments are dispensing prepared food, condiments, sauces, or beverages to any person in single-use dishware and containers made from black plastic.

RESERVE ARTICLES

ARTICLE 13: APPROPRIATE TO CAPITAL EQUIPMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$161,128 to the Capital Equipment Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B,

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: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. This fund was repurposed and redesigned as the Capital Equipment Fund (CEF) under Article 14 of the October 21, 2024 Special Town Meeting. The purpose of the CEF is to allow the Town to reserve funds to use for capital equipment when ordinary funding sources are unavailable, but when purchases should not be delayed. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of January 1, 2025 was \$1,705,752.

ARTICLE 14: AMEND SPECIAL STABILIZATION FUND

To see if the Town will vote to amend the special stabilization fund adopted under Article 39 of the 2012 Annual Town Meeting called the Athletic Facility Improvement Fund. The purpose of this Fund is to allow the Town, from time to time, to reserve funds for future appropriation for design, maintenance, renovation, reconstruction or construction of athletic facilities, including Town playing fields and the Rosemary Pool; and further in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5B which allows the dedication, without further appropriation, 40% of the Rosemary Pool use fees collected be credited to the fund for Rosemary Pool related improvements, effective for FY2026 beginning on July 1, 2025; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to provide another funding source for Athletic Facility Improvement Fund. This fund was originally created in 2012 as a reserve which was to set aside funds for future capital expenses particularly expenses that are anticipated in order to continue to use the facilities such as the replacement of the synthetic turf fields at Memorial and DeFazio fields. The Rosemary Pool has equipment, pumps, and structures that are needed to operate the pool and for the enjoyment of the public, which will need to be replaced from time to time. Positive action on this article will dedicate 40% of the fees collected for the use of the pool to be put into the fund so that there are monies available to help fund those expenses. Based on a five year average approximately \$97,000 would be added to the fund annually. Some of the capital expenses that are likely to be incurred for the support of the pool which have been identified by Park and Recreation are estimated to be \$325 to \$425K within the next five years. The funds may be used only upon appropriation by Town Meeting.

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

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

Given into our hands at Needham aforesaid this 25th day of March 2025.

Kevin Keane, Chair

Heidi Frail, Vice Chair

Catherine Dowd, Clerk

Marianne Cooley, Member

Joshua Levy, Member

SELECT BOARD OF NEEDHAM

A TRUE COPY

Attest:

Constable:



Needham Public Health Division

Prevent. Promote. Protect.



MEMO

To: Needham Town Meeting Members

From: The Needham Board of Health

CC: Timothy Muir McDonald, Director of Health & Human Services

Date: May 5, 2024

Subject: Needham Board of Health's Policy Positions for May 2024 Town Meeting

Bottom Line Up Front

The Board of Health supports adoption of the following articles¹ at the May 2024 Annual Town Meeting:

- *Article 30—Appropriate for Quiet Zone Project*
- *Article 45—Citizens' Petition—Single Use Plastics Ban By-law*
- All Needham Housing Authority redevelopment related articles:
 - *Article 18—Amend Zoning By-law – Affordable Housing District;*
 - *Article 19—Amend Zoning By-law – Map Change for Affordable Housing District;*
 - *Article 22—Appropriate for Linden Street Redevelopment; and*
 - *Article 41—Authorize Select Board to Remove Restrictions.*

Additionally, the Board of Health supports the following articles which either provide support for Public Health Division operations or else provide funding assistance and support for the elderly, homebound, and disabled in the community:

- *Article 6—Appropriate for Needham Property Tax Assistance Program;*
- *Article 8—Appropriate for Small Repair Grant Program;*
- *Article 10—Appropriate for Scientific Experts & Consultants;*
- *Article 13—Appropriate the FY2025 Operating Budget; and*
- *Article 16—Set Annual Department Revolving Fund Spending Limits.*

The Needham Board of Health (the Board) is charged by the General Court of Massachusetts² to protect the public's health and to safeguard the health and wellness of its community. In order to effectively discharge those responsibilities, the Board is empowered by the Massachusetts General Laws and imbued with the authority to make

¹ The Board of Health chose to take an affirmative position on a handful of articles, ones that most directly affect the overall health and wellness of the community, or those articles which impact Public Health Division operations.

² The General Court of Massachusetts is the more formal name for the State Legislature.

reasonable health regulations³ and to “examine all nuisances, sources of filth and causes of sickness”⁴ and to act for the destruction, removal, or prevention of the same.

Historically, the Board of Health has sparingly offered its position on the various articles under consideration at the Annual and the Spring Special Town Meetings or those topics included on local or statewide ballots. Previous positions have included strong support for Accessory Dwelling Units,⁵ concerns about legalizing marijuana for widespread commercial use, and efforts to stop expanded sales hours for alcohol in an effort to prevent circumstances which might encourage youth use.

In 2024, however, individual members of the community as well as community serving organizations have asked the Board of Health to officially register its position supporting or opposing various articles. At a series of meetings this spring, the Board of Health discussed these high-profile topics, and now presents its position on a selection of articles under consideration during May 2024 Annual Town Meeting.

General Community Benefit & Support for Public Health Division Operations

The Board supports the adoption of the vast majority of finance articles, and especially those articles (*Article 6—Appropriate for Needham Property Tax Assistance Program* and *Article 8—Appropriate for Small Repair Grant Program*) which provide support and assistance to Needham’s seniors and those homebound and disabled individuals in the community. The Board of Health has closely studied the challenges⁶ which face Needham’s seniors, and strongly supports efforts to ease the cost of living and to keep seniors living safely in their homes as they age.

The Board of Health supports *Article 13—Appropriate the FY2025 Operating Budget*, and this year’s recommended operating budget, if approved by Town Meeting, will represent a substantial investment in the Health & Human Services Department. Three full-time and one part-time ARPA-funded positions will be made a permanent part of the operating budget, and another part-time position will support registration, check-in, and volunteer coordination at the Center at the Heights (CATH). In the Public Health Division specifically, this operating budget will make permanent an epidemiologist position and a public health nurse position, two critical roles that have been supported with ARPA funding over the past three years.

The Public Health Division, as well as the other divisions within Needham’s Health & Human Services Department, rely upon revolving, donation, trust, gift, and grant funds

³ M.G.L. ch. 111, s. 31, available at:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>

⁴ M.G.L. ch. 111, s. 122, available at:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122>

⁵ The Board of Health published its Policy Position and spoke in favor of articles in both 2018 and 2023.

⁶ Please see 2016 report *Assessment of Housing and Transit Options for Needham Seniors* available at: <https://www.needhamma.gov/DocumentCenter/View/44505/2016-Assessment-of-Housing-and-Transit-Options-for-Needham-SeniorsPDF>. And please see the Needham Health Aging Assessment from May 2023, available at: <https://www.needhamma.gov/DocumentCenter/View/44472/Senior-Assessment-Report-2022-2023PDF>.

to support their programs and activities, and so the Board of Health supports the adoption of *Article 16—Set the Annual Department Revolving Fund Spending Limits*.

The Board of Health strongly supports the adoption of *Article 10—Appropriate for Scientific Experts and Consultants*, which will provide needed funding and allow the Board to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Underground Utility Line Redundancy project.

When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an ‘outside consultant fee’ so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application, such as large-scale utility projects.

A previous Financial Warrant Article for \$50,000 was approved in FY 2022 and was expended just before the end of FY 2023 to support the costs of unexpected environmental testing for Claxton Field following a negotiation with MA DEP that required sampling and analysis of the soil at that site.

Needham Housing Authority (NHA) Redevelopment Related Articles

Affordable, high-quality housing is linked to improved health for individuals across the age spectrum, but especially for older adults. For example, when living in an affordable home, individuals can put more money towards nutritious food and health care, rather than housing. Stable, affordable housing reduces stress and improves mental health.⁷ As such, the Board of Health believes that supporting affordable housing is aligned with the Board’s mandate from the Massachusetts General Court to protect the public health and wellness of the Town of Needham and all its residents.

Additionally, as the Public Health Division enforces the housing code⁸, the Board of Health is informed of ample instances of housing code violations at NHA properties; many of those housing code violations are caused by water intrusion, mold, and poor insulation, which are directly related to the fact that NHA’s buildings have exceeded their useful life and are in need of immediate replacement.

The Board of Health urges Town Meeting to support the adoption of all of the NHA-related articles on Town Meeting warrant, specifically Articles 18, 19, 22, and 41.

⁷ Maqbool N, Viveiros J, Ault M. The Impacts of Affordable Housing on Health: A Research Summary. Center for Housing Policy. 2015. Available: <https://www.rupco.org/wp-content/uploads/pdfs/The-Impacts-of-Affordable-Housing-on-Health-CenterforHousingPolicy-Maqbool.etal.pdf>

⁸ That is, 105 CMR 410.00: Minimum Standards of Fitness for Human Habitation, available at: <https://www.mass.gov/doc/105-cmr-410-minimum-standards-of-fitness-for-human-habitation-state-sanitary-code-chapter-ii/download>.

Single-Use Plastics Ban

The Board of Health recommends adoption of *Article 45—Citizens’ Petition—Single Use Plastics Ban By-law*. As amended, this article would eliminate the use of Styrofoam, along with plastic straws and stirrers and splash guards by the end of calendar year 2024. There is a positive impact on human health, wildlife and the environment by restricting certain single-use plastic products used by food establishments. It is known that plastics leach hundreds of chemicals into the environment and accumulate and persist in common environmental sinks such as in the ocean and in biota. The chemicals such as but are not limited to Bisphenol A (BPA) and Per- and Poly- fluoroalkyl substances (PFAS) have been found to be endocrine disruptors in animals’ studies. These chemicals likely have a negative effect to humans as well and have been linked to certain cancers as well as immune and developmental issues.

Having Needham’s food service establishments limit or remove certain plastics from takeout orders will reduce environmental contamination and result in less exposure to plastics, both of which will benefit the public’s health and wellbeing. The Board of Health strongly recommends adoption of Article 45.

Quiet Zone Project

The Board of Health supports the adoption of *Article 30—Appropriate for Quiet Zone Project*, which includes appropriating funds for the design phase of Quiet Zone project.

As most residents know, Needham is an MBTA Community which is serviced by the Needham Line of the MBTA Commuter Rail system. There are four stops in Needham: Hersey, Needham Junction, Needham Center, and the terminus of the line at Needham Heights. There are six crossings in town—West Street, Rosemary Street, May Street, Great Plain Avenue, Oak Street, and the Needham Golf Club. Per federal regulation, locomotive engineers must begin to sound train horns at least 15 seconds, and no more than 20 seconds, in advance of all public grade crossings. Train horns must be sounded in a standardized pattern of two long, one short, and one long blast and this pattern must be repeated until the lead locomotive or lead cab car occupies the grade crossing (where a railway line and road meet each other on the same level).

Based on the current MBTA Commuter Rail schedule, there are 16 inbound and 17 outbound trips through Needham on a weekday, starting at 5:05 a.m. and ending at 12:39 a.m. If the horn honks according to Federal Railroad Administration (FRA) regulation at each crossing during each trip, the horn would be honking at least 792 times a day, equating to approximately 50 minutes each weekday.

Research studies on the impact of train noise on human health have shown exposure to simulated nighttime train noise and/or train vibrations is associated with decreased self-reported sleep quality, changes in heart rate, and more nighttime awakenings. The World Health Organization (WHO) Regional Office for Europe listed cardiovascular disease, cognitive impairment, sleep disturbance, tinnitus, and annoyance as outcomes considered to be effects of environmental noise, which includes train noise.

The safety of pedestrians, bikers, and drivers must also be considered in the establishment of a quiet zone. Every public grade crossing in a quiet zone must be equipped at minimum with warning devices such as flashing lights and gates but may

also be required to implement additional safety measures so the accident risk in a quiet zone is at or below risk thresholds set by the FRA. Importantly, data from the FRA does not show a significant difference in the number of incidents occurring in towns with quiet zones compared to those without.

An important step towards the reduction of some of the myriad health concerns that come with the four rail stops in town would be for the MBTA/Keolis to shift to battery-electric trains on the Needham line. This change would reduce the noise and vibrations that may cause heart rate increases and sleep disturbances at night but would also reduce the running emissions and emissions from idling diesel engines overnight, especially during cold weather. This would substantially alleviate the health concerns around air quality in the vicinity of the train stations and yards. This hybrid approach is being proposed on the MBTA's Fairmont line (the system's shortest), and as the second shortest line in the system, the Needham line should be considered for a second phase of the battery-electric train project.

Understanding the health impacts of train noise and the FRA data on the safety of quiet zones, the Board of Health supports Article 30,

These Policy Positions were discussed at public meetings on Friday, February 9, 2024, Friday, March 8, 2024, and Friday, April 12, 2024; they were formally adopted following a unanimous vote during a public meeting on April 12, 2024.



Edward Cosgrove, PhD



Stephen Epstein, MD, MPP



Tejal Gandhi, MD, MPH



Robert Partridge, MD, MPH



Aarti Sawant-Basak, PhD



Board of Health Town of Needham AGENDA FACT SHEET

MEETING DATE: April 18, 2025

Agenda Item	Board of Health Re-Organization
Presenter(s)	Timothy McDonald, Director of Health and Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will discuss the re-organization of the Board of Health for the next year and the Board's upcoming meeting schedule.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Yes. Suggested motion: "I nominate _____ for the position of Chair of the Needham Board of Health, _____ for the position of Vice Chair, and _____ for the position of Secretary/Clerk."	
3.	BACK UP INFORMATION:
None.	