

Town of Needham

Town Manager's Proposed Annual Budget

Fiscal Year 2019

Needham Board of Selectmen

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

Kate Fitzpatrick, Town Manager
Daniel Gutekanst, Superintendent of Schools

Department Managers

Devra Bailin, Director of Economic Development
Patty Carey, Director of Park & Recreation
Christopher Coleman, Assistant Town Manager/Operations
Katy Colthart, Acting Director of Youth & Family Services
Sandy Cincotta, Support Services Manager
Dennis Condon, Fire Chief
Chip Davis, Director of Assessing
David Davison, Assistant Town Manager/Finance
Anthony Del Gaizo, Town Engineer
Barry Dulong, Director of Building Maintenance
Theodora Eaton, Town Clerk
Rachel Glisper, Director of Human Resources
Henry Haff, Senior Project Manager
Christopher Hayward, Director of Conservation
Rhainhardt Hoyland, Highway Superintendent
Robert Lewis, Assistant Director of Public Works
Carys Lustig, Director of Administration & Finance, Public Services
Roger McDonald, Director of Management Information Systems
Ann MacFate, Library Director
Timothy McDonald, Director of Health & Human Services
Richard Merson, Director of Public Works
Lee Newman, Director of Planning & Community Development
Ed Olsen, Parks & Forestry Superintendent
Evelyn Poness, Town Treasurer/Collector
Steven Popper, Director of Design & Construction
John Regan, Fleet Supervisor
David Roche, Building Commissioner
John Schlittler, Chief of Police
Chris Seariac, Water & Sewer Superintendent
LaTanya Steele, Director of Aging Services
Greg Smith, Solid Waste & Recycling Superintendent
Michelle Vaillancourt, Town Accountant

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READER'S GUIDE TO THE FISCAL YEAR 2019 PROPOSED ANNUAL BUDGET

The Proposed Annual Budget document is more than estimates of revenues and expenses; it is a reflection of the Town's values, priorities and goals. The budget document serves as a policy document, a financial guide, and a communication device. This guide was created to help orient interested readers by providing a brief overview of the budget process, as well as an explanation of the organization of the budget document itself. Presented in distinct sections, this budget document provides both general and specific data, including line-by-line department spending requests.

THE BUDGET APPROVAL PROCESS

The Town Manager, the Finance Committee, the Board of Selectmen, and the School Committee all play different and important roles in the budget process. The General By-laws of the Town of Needham provide for the following process:

2.2.1 Operating Budget The Town Manager shall issue budget guidelines and instructions for all Town departments to submit their spending requests for the ensuing fiscal year. The Town Manager shall consult with the Finance Committee prior to the issuance of said guidelines and instructions. The Town Manager and School Superintendent will provide the Finance Committee with copies of their respective departmental spending requests on or before the 2nd Wednesday of December. Following receipt of these spending requests, the Finance Committee may begin its consideration of same, including the commencement of budget hearings. The Town Manager, after consultation with the Board of Selectmen and School Committee, shall not later than the 31st day of January, present to the Finance Committee a balanced budget recommendation in the form of an executive budget, which shall include the spending priorities of all Town departments for the ensuing fiscal year, including in addition thereto, the voted School Committee budget request if different than that contained in the proposed balanced budget. The Town Manager's executive budget recommendation shall not be binding on the Finance Committee. Said executive budget recommendation shall include the estimates of Town revenues and proposed expenditures of all Town departments, including debt service and other amounts required to be raised for the ensuing fiscal year. The Town Manager may amend or otherwise revise revenue estimates as may be warranted. All such revisions shall be provided in writing to the Board of Selectmen, School Committee and Finance Committee.

The Legislative body of Needham's Town government is Representative Town Meeting. This is a unique form of government in New England that sets it apart from most other sections of our country. The Town is divided into ten precincts, and each precinct votes for 24 representatives to the Town Meeting. There are a total of 240 elected Town Meeting Members. In addition there are 14 Town Meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the General Court from the Town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the Town, except the Housing Authority and the Commissioners of Trust Funds.

It is important to understand this structure, as no budget or fiscal appropriation can be made without the approval of Town Meeting Members at either the Annual Town Meeting, held the first Monday in May each year, or at a Special Town Meeting, occasionally held in the spring or fall of each year. The Town Manager presents a proposed annual budget to the Finance Committee for its consideration, and the Finance Committee then forwards its proposed budget to the Annual Town Meeting for appropriation. The final budget voted by Town Meeting constitutes the legal budget authority which ultimately governs the manner and amount of local funding expended during the fiscal year. This document presents information on the General Fund, and three Enterprise Funds, all of which must be appropriated by Town Meeting in accordance with State law.

Readers should also obtain a copy of the Annual Town Meeting Warrant, which contains the actual budget articles to be voted upon. The Warrant is available in April at www.needhamma.gov under the Town Government / Town Meeting listing.

THE BUDGET PROCESS/CALENDAR

In order to be ready for the Annual Town Meeting vote, the budget development process actually begins a year earlier.

Budget guidelines were distributed to departments, boards, and committees on September 25, 2017, with spending requests due on October 27, 2017. The senior management team held budget review meetings with all departments during the month of November. Finance Committee and Community Preservation Committee liaisons were invited to attend these meetings in order to prepare for their own deliberations. Discussions with the Board of Selectmen, Finance Committee, and School Committee continued during the fall and winter. The Town Manager’s official budget consultation with the School Committee occurred on January 2, 2018.

BUDGET DOCUMENTS

The five year Capital Improvement Plan is issued as a separate document. The following documents are available for viewing at www.needhamma.gov under the Town Government / Publications listing.

- General Fund Revenue & Expenses FY2019- FY2023 Pro Forma
- FY2019 – FY2023 Capital Improvement Plan
- FY2019 Proposed Annual Budget.

BUDGET CALENDAR

July/August

- Start of Fiscal Year 2018
- Capital improvement plan guidelines are released

September

- Town Manager budget consultation with the Board of Selectmen
- Town Manager budget consultation with the Finance Committee
- FY2019 budget guidelines released
- Capital requests are due

October

- Town Manager budget consultation with the Board of Selectmen
- Special Town Meeting

November

- Department spending requests are due
- Town Manager budget consultation with the Board of Selectmen

December

- Department spending requests are due to Finance Committee from the Town Manager and School Superintendent
- Board of Selectmen votes CIP recommendation

January

- FY2019 – FY2023 Capital Improvement Plan is released
- Town Manager budget consultation with the School Committee
- Town Manager’s Proposed Annual Budget is released

February

- Warrant articles for 2018 Annual Town Meeting are due to the Board of Selectmen
- Finance Committee’s FY2019 draft budget is due to the Town Manager

March

- Finance Committee’s budget recommendations are due for inclusion in the Annual Town Meeting Warrant

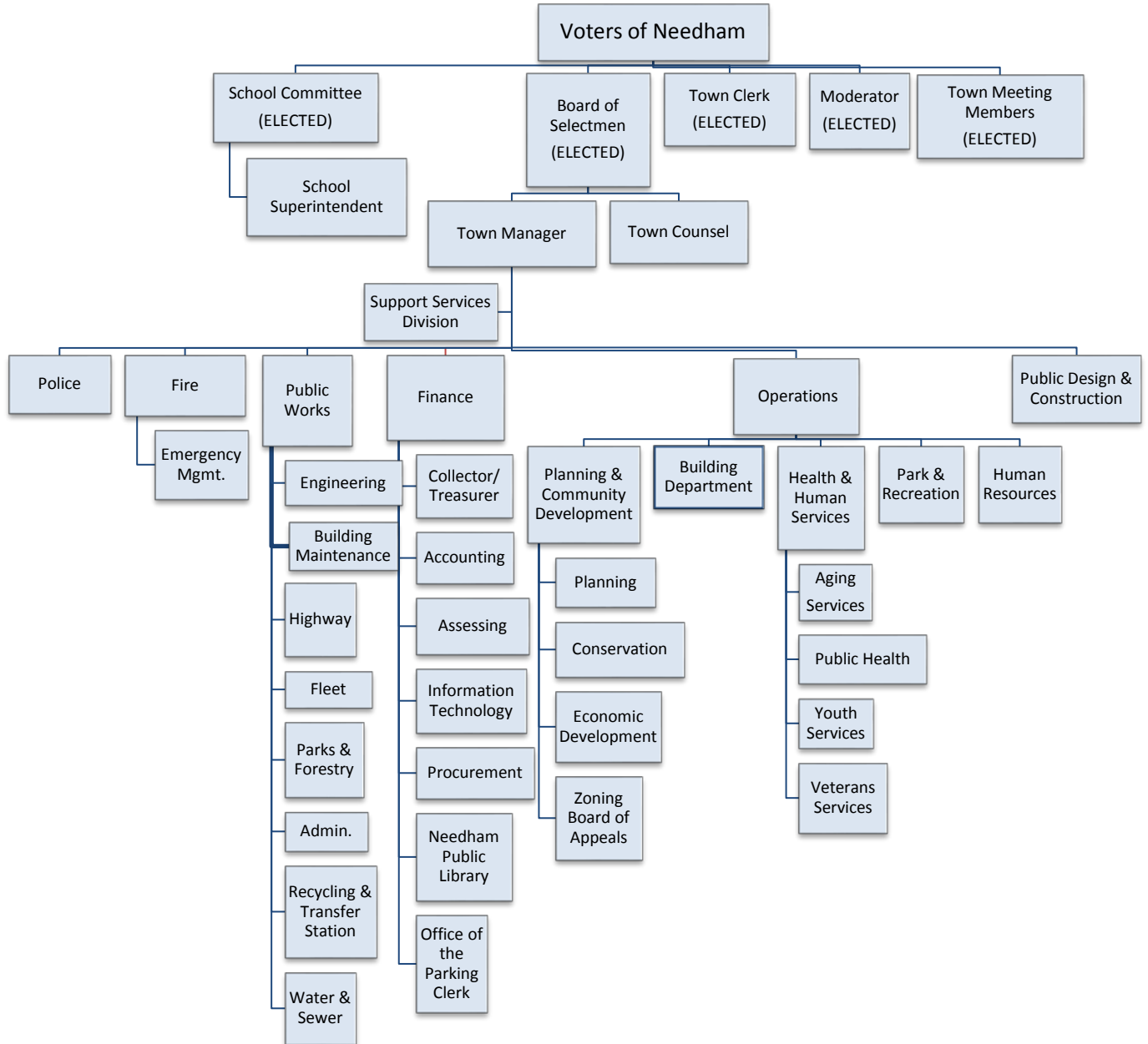
May

- Annual Town Meeting

SUMMARY OF THE PROPOSED ANNUAL BUDGET

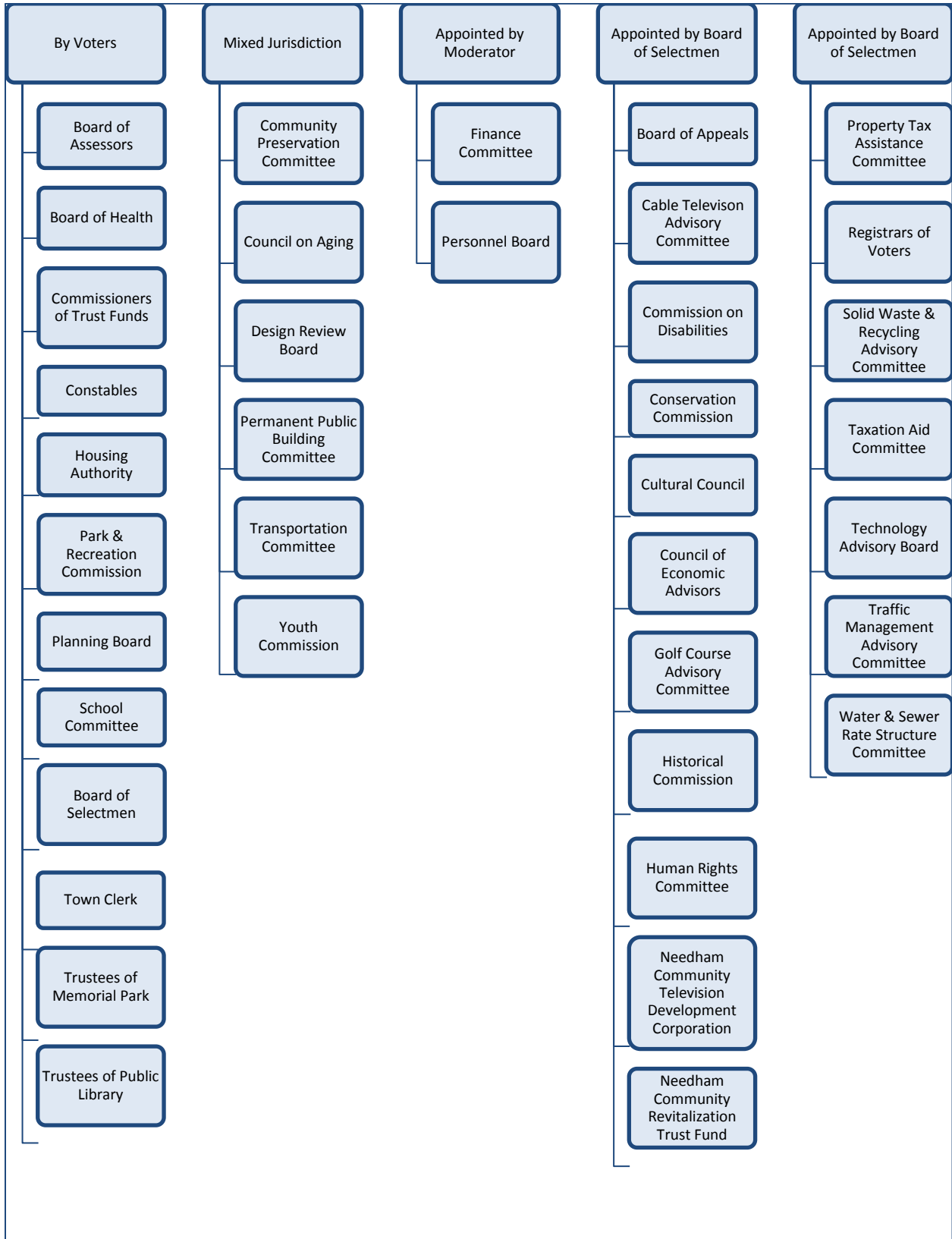
<p><u>Section 1</u></p> <p>Town Manager’s Budget Message</p>	<p>This section contains the overall philosophy upon which the budget was developed, and provides an explanation of the budget process, and any significant changes to the budget as compared to previous years. This section also covers the budget highlights and provides a summary of the balanced budget proposal.</p>
<p><u>Section 2</u></p> <p>Revenue Summary</p>	<p>This section identifies the sources of revenue to meet the proposed operational, miscellaneous, and capital expenses for the coming year. The section also provides the reader with an overview of historical and proposed revenue, including the assumptions used to develop the estimates.</p>
<p><u>Section 3</u></p> <p>Departmental Budget Submissions</p>	<p>This section contains budget submissions for General Fund, Enterprise Funds, and the Community Preservation Fund, as well as descriptions that identify the general purpose of each department and include a history of past year expenditures, the current year budget, and the recommended balanced budget.</p>
<p><u>Section 4</u></p> <p>Financial Policies</p>	<p>This section contains financial policies adopted by the Board of Selectmen.</p>
<p><u>Section 5</u></p> <p>Board of Selectmen Goals</p>	<p>This section contains the goals established by the Board of Selectmen.</p>
<p><u>Section 6</u></p> <p>Capital Improvement Plan – Executive Summary</p>	<p>This section contains a summary of the Town’s five-year Capital Improvement Plan, a proposed schedule for the expenditure of funds to build, replace, and maintain public facilities and infrastructure, which was published as a separate document.</p>
<p><u>Section 7</u></p> <p>Pro Forma</p>	<p>This section contains the General Fund Revenue and Expense five year Pro Forma, a tool that assists the Town in its budget planning and that allows for proactive steps to maintain a sustainable operation within reasonably anticipated revenues and other funding sources.</p>
<p><u>Section 8</u></p> <p>Glossary Town Manager’s Budget Guidelines</p>	<p>This section contains a glossary of terms that may prove useful in reviewing this budget document.</p>

TOWN OF NEEDHAM ORGANIZATIONAL CHART



- The Board of Selectmen appoints the Town Manager, Town Counsel and many members of Boards and Committees that can be found on the following pages.
- The School Committee appoints the School Superintendent.
- The Moderator appoints the Finance Committee and the Personnel Board.
- The Town Manager appoints, subject to the approval of the Board of Selectmen: the Police Chief, the Fire Chief, the Director of Public Works, the Assistant Town Manager/Director of Finance, and the Assistant Town Manager/Director of Operations.
- The Town Manager appoints all other employees of the Town excluding the Executive Secretary to the Finance Committee and employees of the School Department.

BOARDS AND COMMITTEES



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Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: low elevation is 68 feet above sea level and the high is 298 feet above sea level.

Road Miles: 138

County: Norfolk

Population: 28,886 (2010 census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2018 Tax Rate:
\$11.88 Residential
\$23.46 Commercial

FY2018 Average Single Family Home Value: \$904,828

FY2018 Average Single Family Tax Bill: \$10,749

Coordinates:
42° 16' 52" N 71° 14' 11" W

Town Hall Address:
1471 Highland Avenue
Needham, MA 02492

Website: www.needhamma.gov

Facebook: Town of Needham

Twitter: @TownofNeedham

Town of Needham Community Profile

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.



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FISCAL YEAR 2019 PROPOSED ANNUAL BUDGET

Table of Contents

Reader's Guide to the Budget	i
Town Organizational Chart	ii
Boards and Committees	iii
Community Profile	iv
Table of Contents	v
Section 1 – Town Manager's Budget Message	
Budget in Brief	1-2
FY2019 Budget Goals & Objectives	1-2
Budget Drivers	1-4
Balanced Budget Highlights	1-8
Beyond the General Fund Operating Budgets	1-13
Section 2 – Revenue Summary	
General Fund Revenue Estimate Assumptions	2-1
Adjustments to General Fund Revenue	2-17
Other Reserves Available for Appropriation	2-19
Enterprise Funds	2-20
Community Preservation Funds	2-22
Section 3 – Departmental Budget Submissions	
Town-wide Accounts	3-1
General Government	
Board of Selectmen/Office of the Town Manager	3-21
Town Clerk/Board of Registrars	3-35
Town Counsel	3-47
Personnel Board	
Finance Department	3-53
Finance Committee	3-83
Land Use & Development	
Planning & Community Development	3-89
Public Safety	
Police Department	3-111
Fire Department	3-123
Building Department	3-141
Public Facilities	3-151
Public Works	
Department of Public Works	3-159
Municipal Parking	3-199
Community Services	
Health & Human Services	3-207
Commission on Disabilities	3-239
Historical Commission	3-245
Public Library	3-251
Park & Recreation	3-271
Trustees of Memorial Park	3-285

Other Funds	
RTS	3-293
Sewer	3-311
Water	3-323
Community Preservation Committee	3-333
Education	
Minuteman School Assessment	3-339
Needham Public Schools	3-343
Section 4 – Financial Policies	
Capital improvement Policy	4-1
Debt Management Policy	4-3
RTS Retained Earnings Policy	4-4
Water & Sewer Retained Earnings Policy	4-6
Section 5 – FY2018 – FY2019 Board of Selectmen Goals	
FY2018 – FY2019 Board of Selectmen Goals	5-1
Section 6 – Recommended Capital Improvement Plan	
Recommended Capital Improvement Plan – Executive Summary	6-1
Section 7 – FY2018 – FY2022 Pro Forma Budget	
FY2018 – FY2022 Pro Form Budget	7-1
Section 8 – Glossary & Town Manager Budget Guidelines	
Glossary	8-1
Town Manager Budget Guidelines	8-9