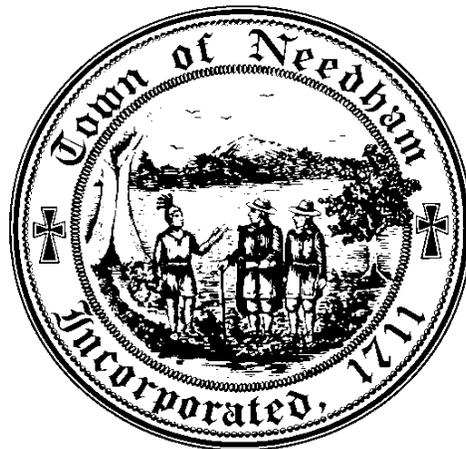


# **TOWN OF NEEDHAM**

## **MASSACHUSETTS**

### **2012 Annual Town Meeting Warrant**



**ELECTION: Tuesday, April 10, 2012**

**Business Meeting at 7:30 P.M. on Monday, May 7, 2012**

**at the James Hugh Powers Hall, Needham Town Hall**

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

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**2012 Annual Town Meeting Warrant  
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Fellow Citizens:

The Finance Committee is pleased to present its 101<sup>st</sup> Annual Report and Fiscal Year 2013 Budget. Prior to this budget season, the Town has dealt with several particularly difficult years in which we experienced decreases in state and local aid along with slowed growth in tax revenue. In the previous two budgets, the Town relied on the use of one-time funds to balance the budget in order to avoid significant cuts in services. In contrast, the Fiscal Year 2013 budget is funded almost entirely with recurring funds. Despite our more optimistic outlook, looking forward, the Finance Committee recommends that the Town continue to exercise fiscal restraint. While the FY 2013 budget is based on a conservative approach, the Committee is wary that international uncertainty could lead to higher energy costs than currently anticipated.

In preparation of the FY 2013 budget recommendation, the Finance Committee participated in the Town Manager's Departmental budget meetings in November, 2011, and conducted its own budget hearings from December 14, 2011 through February 8, 2012. Finance Committee liaisons met separately with the individual Town departments, as well as with the School Department, to review each departmental budget request in detail. Using the information gathered through this process, the Committee built a budget based on the departmental spending requests. The Finance Committee's FY2013 budget recommendation is designed to maintain the current high quality of services to the residents of Needham, and to remain sustainable in the long term.

The Finance Committee would like to express its continuing appreciation to the Town Manager and the Town Administration, as well as to the School Superintendent and the School Department, for their efforts to prioritize their needs. We are encouraged by the efforts to move away from the use of one-time funds for recurring operations. We would also like to acknowledge the hard work that the schools have undertaken to focus their budget on priorities and to manage through some very difficult times resulting from reduced state aid for school programs. State aid for schools is expected to increase in FY 2013, but not to reach historic levels. We believe that the Superintendent and School Committee will need to continue their focus on long-term sustainability, especially in the face of continuing increases in secondary enrollment and consistently rising transportation costs.

### Revenue Summary

General Fund revenue projections for FY 2013 include increases for all of the principal sources of revenue: property taxes, state aid, and local receipts. Property taxes, which make up over three quarters of general fund revenue, are expected to continue to increase due to incremental increases and anticipated new growth. At the time of this writing, the estimated total General Fund Revenue for FY 2013 is \$123,202,335. \$117,705,784 is allocated to the operating budget, an increase of 4.7% over FY2012.

The largest source of revenue for Needham is property tax receipts. The growth in revenue assumes an increase in property tax receipts of 3.7%, or approximately \$3.5 million. This increase is attributable to the allowed tax increase under Proposition 2 1/2, plus an increase in the Town's taxable base, or new growth, resulting from improvements to property, and increases in values due to improved uses, reconstruction, and new construction. While the rate of increase of new growth has been slowing in recent years, there is a potential for a higher rate of growth in the future as recent commercial zoning changes begin to take effect.

## 2012 Annual Town Meeting Warrant

Total state aid includes Cherry Sheet aid, or estimated state aid to municipalities and school districts. Cherry Sheet aid is determined as part of the state budget process. Based on the Governor's submitted budget, state aid for Needham is currently projected to increase significantly in FY 2013. However, it is important to note that the state budget, and specifically the amount of aid for towns, is subject to change as it makes its way through the legislature. Some areas of state aid are decreasing while other areas are increasing to various degrees. Overall, Needham's total state aid for FY 2013 is projected to increase by \$608,469 representing a 6.5% increase over FY2012.

Projections of local receipts are based on conservative assumptions, to protect against possible shortfalls, because local receipts track most closely with our overall economy. Nevertheless, local receipts are expected to increase modestly in FY 2013. Local receipts include such items as motor vehicle excise, permits, charges for services, fees, fines, investment income, and income from departmental activities and services. Although local receipts declined in recent years, they are estimated to increase by \$123,853, or approximately 1.6%, in FY 2013 compared to the FY2012 estimate. The Town adopted a meals excise tax in FY 2010 which has offset some of the recent decline in other local receipts. However, in FY 2012, the MBTA resumed management and fee collection of its parking lots, which resulted in the loss of a revenue stream.

Free Cash occurs when revenue exceeds projections and/or expenditures are lower than appropriations from the prior year. The amount of Free Cash from FY 2011 that has been state certified for appropriation in FY 2013 is \$5,366,720. The level of Free Cash available for FY 2013 is unusually high due to strong new growth and an extraordinary, one-time collection of personal property taxes that brought in an unanticipated level of revenue. While Free Cash fluctuates and is not suited for short-term needs, the Town's budget process is such that a portion of the annual Free Cash is reasonably consistent and, therefore, can be applied to operating expenses. This year, \$1,379,717 is being allocated to the operating budget, consistent with past practice. The Finance Committee recommends that the remainder of the extraordinary level of certified Free Cash for FY 2013, or \$3,987,003, be used to increase reserves, make additional capital investments or be used for one-time needs.

### FY 2013 Operating Budget Recommendation

The total operating budget for FY 2013 is \$117,705,784, which is 4.7% higher than the FY 2012 operating budget allocation. The Town's operating budget falls into three general categories: Town Wide Expenses, Municipal Departments, and Education.

#### Town Wide Expenses

The Town Wide budget for FY 2013 has increased by 6.3% over the FY2012 budget. The Retirement Assessments line, which includes the Contributory Retirement System and Non Contributory Retirement Payments, and thus funds pensions, is increasing by 5.8%. The Town is working toward the goal of fully funding the retirement system. The Retirement Insurance and Insurance Liability Fund, covering post-employment benefits, is increasing by 15.8%, largely due to the adoption of updated Mortality Tables by the Fund's actuaries. The Employee Benefits and Employer Assessments line, which includes Group Health Insurance, Unemployment, and Workers Compensation, has increased by 5.6% due to increasing unemployment and Medicare costs, as well as an expansion of the headcount in the School Department. The Workers Compensation line item remains level with the FY 2012 budget. This line was increased and supplemented in a separate warrant article last year to begin replenishing the Fund which had been drawn down in recent years. Additional funding is still advised to bring the Fund to a more robust level.

The increase in the Employee Benefits and Employee Assessments line is lower than initial expectations because the Town Administration has been successful at containing rising health insurance cost through the adoption of Rate Saver Plans, which carry lower premiums. By the beginning of FY 2013, the Town expects to have 87% of eligible employees enrolled in the Rate Saver Plans. Notably, there will be zero increase in the cost of Rate Saver health plans in FY 2013. The Casualty, Liability and Self-Insurance line is level funded for FY 2013. The Classification, Performance and Settlements budget line is increasing by \$89,700 in the FY 2013 budget to reflect the uncertainty due to the number of unsettled collective bargaining agreements.

The Reserve Fund line is increasing by \$33,297, or approximately 2.9%, in order to cover unforeseen or extraordinary expenses. Last year, several areas of the budget that traditionally drew from the Reserve Fund were increased in order to be more in line with actual historical expenditures, and to relieve some stress on the Reserve Fund. However, it is still important to maintain sufficient reserves for unforeseen or extraordinary expenses, including the concern that worldwide events could lead to an escalation of energy costs that could have consequences throughout the budget.

### Municipal Departments

The Finance Committee carefully reviewed and considered each department's spending request as well as the Town Manager's executive budget. The Finance Committee's recommended budget provides for all municipal departments to maintain the same level of services. The Finance Committee is also recommending a total appropriation to the School Department that exceeds the Town Manager's recommendation, and meets the final School Committee voted budget request which was adjusted to address the Finance Committee's suggested reductions.

### General Government

The General Government budget, comprised of the administration and finance functions, is increasing 5.0% in FY2013. Projected salary increases for existing staff account for the most of the increase in the General Government budget. In addition, the Town Clerk's expense budget increased because there will be three elections in FY 2013, including a Presidential election. The Finance Department FY 2013 budget includes increased software licensing costs that are necessary for the operation of the Department. The Finance Committee also voted to add funding for an additional staff position to help alleviate the workload in this Department.

### Planning and Community Development

The FY2013 budget for the Planning and Community Development Departments is increasing by 4.5%. The increase results from increases in salary and the reallocation of one full-time administrative staff position in Community Development. The budget now contains two part-time staff positions.

### Public Safety

The Public Safety budget shows an increase of 1.0%. Both the Police and Fire Departments submitted budget requests with decreasing Salary and Wage lines because of turnover. Neither the Police nor Fire budgets include wage increases for bargaining unit employees since the contracts are not settled as of the time of this letter. The Police operating capital equipment budget for FY 2013 has increased by \$74,109 due to the addition of a sixth vehicle and a complete model changeover due to the discontinuance of the prior model. The new model vehicle will require the purchase of additional equipment because the equipment in the older vehicles cannot be retrofitted. The additional cost estimate factored in this additional equipment purchase. The Fire Department expenses have

increased to allow for the purchase of services and life safety equipment which have been deferred in recent years. The Building Inspector's budget is increasing by 4.6% for FY 2013. The budget includes additional funding in order to bring in substitute building inspectors when necessary, or for additional overtime for Town employees. New unfunded state inspection requirements have generated additional work for the Building Inspector.

#### Public Works

The Public Works budget, including the Department of Public Works (DPW), and the Municipal Parking and Lighting Programs, is increasing by 2.1% in FY2013. The Finance Committee is recommending an increase of 2.7% for the DPW budget, which is lower than the Town Manager's recommendation. After consulting with the Finance Committee, the DPW identified \$42,000 of possible reductions in the DPW budget. The Municipal Parking Program will be level funded for FY 2013. Last year, the parking program expenses decreased significantly as the MBTA resumed responsibility for managing its own commuter parking lots. The Municipal Lighting Program budget is decreasing by 9.0% in FY 2013 due to energy savings resulting from upgraded light fixtures.

#### Public Facilities

The Department of Public Facilities budget has virtually no increase for FY 2013. The budget includes cost of living increases for ITWA and non-represented employees, but no increases for BCTIA workers, as there is no new contract at this time. The Public Facilities budget was decreased from the department's spending request due to a reduction in the projected energy usage. The Department's budget for FY 2013 includes funding for additional hours of an administrative specialist to expand from part time in FY 2012 to full time.

#### Community Services

The FY2013 Community Services budget is increasing by 2.6%. The budgets for the Commission on Disabilities, the Historical Commission, and Memorial Park are level-funded for FY 2013 to allow the current programs to continue. The Park and Recreation Department budget has an increase in Salary and Wages which is offset to some extent by decreasing expenses, resulting from cost-saving efforts such as online registrations. The Health Department budget is increasing by 5.8% due to salary increases for existing staff as well as an increase in the contract with Riverside Community Care for mental health services. The Finance Committee's recommended budget includes a decrease in the Health Department budget because a portion of salary will be covered by grant funding and not by the department budget. In addition, the Finance Committee added funding for additional hours for the Health Department Program Coordinator. The budget for the Needham Public Library is increasing by a modest 1.3%. This level is sufficient to bring the FY 2013 budget to the level necessary for certification by the Massachusetts Board of Library Commissioners. Under the FY 2013 budget, the Library will continue to rely on state aid to cover certain operating needs. However, the budget will fund the Library's technology replacement program for FY 2013.

The Human Services budget, which consists of the Council on Aging, Youth Services, and Veterans' Services, is increasing 4.2% in FY 2013. The Veterans' Services budget is increasing due to an expansion of service and increased demand following the recent restructuring and regionalization of services. The Town is reimbursed for most of these expenses, but in subsequent fiscal years. Both Youth Services and the Council on Aging budget include salary increases for staff, but no increase in expense costs. The Finance Committee commends the Human Services Directors for their ability to keep expenses minimal, but has some concern that the current levels of grants and outside funding that support these departments, as well as the Health Department, may not always be available.

## Education

### Needham Public Schools

The Finance Committee's recommended FY 2013 budget allocates \$51,112,681 to the School Department. This represents an increase of 5.4%, or \$2,611,310, above the FY 2012 approved budget. The Finance Committee's budget recommendation for the School Department budget was reached after careful consideration of needs of both the School and the Town. The resulting allocation for Schools is \$105,607 higher than the Town Manager's recommended budget. The Finance Committee's budget recommendation equals the School Committee's final voted budget request, as adjusted in accordance with the Finance Committee's suggestions.

Most of the School Department budget increase is needed in order to maintain level services. For FY 2013, the School Department budget includes an increase to make up for discontinued federal stimulus funding. Last year, the School Department operating budget relied on \$500,900 of Federal Education Jobs grant funding and other one-time sources to meet the budgetary needs. In addition to the replacement of stimulus funds, the School Department FY 2013 budget includes \$1,373,732 of contractual increases. For FY 2013, the budgeted Special Education tuition line item will decrease due to the anticipated increase in state aid known as "Circuit Breaker Reimbursement" by over \$290,000, as well as the graduation of some students from the system.

The Finance Committee's budget recommendation will provide funding for the School Department to implement its planned reorganization of special education leadership to provide better services and support for students, teachers, and parents. The FY 2013 budget also addresses increased staffing needs at the Middle and High School levels due to higher student enrollment.

The Finance Committee urges the School Department to continue its efforts in addressing rising transportation costs. The proposed FY 2013 budget includes an additional subsidy of \$100,000 for the yellow bus program. A larger increase in this subsidy is expected to be avoided due to a proposed modest increase in the rider fees. The contract with the yellow bus provider will be rising 9% in FY 2013 after a 9% increase in FY 2012. Such increases are not sustainable in the long run.

### Minuteman Regional High School

The Minuteman Regional High School's preliminary assessment for FY2013 is \$780,038, an increase of \$217,401 from FY2012, primarily due to an increase of almost 30% in enrollment of full time students. There will also be a capital assessment in FY 2013 of approximately \$30,000 for work needed to address a building safety issue.

## Cash Capital

At the time of this writing, the Finance Committee has not yet completed consideration of the capital-related warrant articles. The Finance Committee anticipates recommending an appropriation of \$1,813,865 for primary General Fund Cash Capital needs. Because of the extraordinary amount of Free Cash available for FY 2013, the Committee is also strongly considering another \$960,268 of proposed secondary cash capital needs. The Committee is careful to ensure that the allocation to General Fund Cash Capital is sufficient to allow the Town to adhere to its capital maintenance plan. 75% of the primary General Fund Cash Capital requests will fund ongoing programs and scheduled capital replacements. The remainder covers high priority new projects or enhancements.

Closing Thoughts

The Finance Committee's recommended budget will provide the same level of services to the residents, maintain and improve the infrastructure, and meet ongoing capital needs. Although there have been significant economic challenges in recent years, Needham has continued to offer the same high level of services. Department Managers should be commended for their successful efforts to contain operating expenses. In addition, the Town has consistently been able to maintain and improve its infrastructure. Recently the Town has taken advantage of lower interest rates for borrowing, and successfully opened the newly renovated Town Hall, and embarked on building a new Senior Center. Because of the Town's intelligent planning and prudent fiscal policies, the Town has maintained its AAA credit rating in a time when a number of other municipalities have been threatened with downgrades. As economic indicators show signs of recovery, the revenue projections are more optimistic than in several years. While the Finance Committee continues to recommend fiscal restraint, the Town should be well positioned to move into the coming years with confidence.

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

The Chair would also like to thank each member of the Finance Committee for their devotion and tireless work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's short and long term needs, capital plans and investments. We have made our recommendations only after delving deep into issues, having thoughtful and productive debates, and analyzing different scenarios. I am proud to present a fiscally sound budget that is in the best interest of Needham.

Respectfully submitted on behalf of the Committee,



Matthew D. Borrelli  
Chairman

Committee Members:

Matthew Borrelli, Chairman  
Richard Reilly, Vice Chairman  
Richard Zimbone, Immediate Past Chairman  
John Connelly  
Richard Creem

Richard Lunetta  
Gary McNeill  
Steven Rosenstock  
Lisa Zappala  
Louise Mizgerd, Executive Secretary

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2012 Annual Town Meeting Warrant

Summary of Revenue  
FY 2011 - FY 2013  
General Fund Only

	Actual FY 2011	Current Budget FY 2012	Preliminary FY 2013
<b>Local Estimated Receipts</b>			
Local Excises and Other Tax Related Collections	\$5,443,512	\$4,455,000	\$4,600,000
Departmental Activities	\$3,327,555	\$2,360,000	\$2,600,000
Fines & Forfeits & Assessments	\$202,985	\$165,000	\$165,000
Investment Income	222,981	150,000	150,000
Miscellaneous Revenue	228,690	106,000	140,000
Miscellaneous Non-recurring	442,104	349,147	54,000
SUB-TOTAL	<b>\$9,867,827</b>	<b>\$7,585,147</b>	<b>\$7,709,000</b>
<b>Property Taxes &amp; State Aid</b>			
Real & Personal Property Tax Levy	\$92,977,737	\$96,246,451	\$99,767,884
Cherry Sheet Revenue (State Aid)	<u>\$9,078,042</u>	<u>\$9,323,654</u>	<u>\$9,932,123</u>
SUB-TOTAL	<b>\$102,055,779</b>	<b>\$105,570,105</b>	<b>\$109,700,007</b>
<b>Other Available Funds &amp; Free Cash</b>			
Undesignated Fund Balance (Free Cash)	\$3,568,037	\$3,380,269	\$5,366,720
Overlay Surplus	\$500,199	\$500,000	\$495,654
Reserved for Appropriation - Parking	\$25,000	\$40,000	\$40,000
Transfer from other Articles	\$901,135	\$163,192	\$0
Other Available Funds	\$0	\$0	\$0
Reserved for Debt Exclusion Offset	<u>\$397,445</u>	<u>\$85,250</u>	<u>\$56,328</u>
SUB-TOTAL	<b>\$5,391,816</b>	<b>\$4,168,711</b>	<b>\$5,958,702</b>
<b>Total General Fund Revenue</b>	<b>\$117,315,422</b>	<b>\$117,323,963</b>	<b>\$123,367,709</b>
<b>Adjustments to General Fund Revenue</b>			
Less Other Amounts Required to be Provided	(\$82,096)	(\$74,513)	(\$74,736)
Less State & County Assessments	(\$1,080,311)	(\$1,198,244)	(\$1,202,428)
Less Provisions for Abatements & Exemptions	(\$1,584,557)	(\$2,135,466)	(\$1,311,185)
Enterprise & CPA Reimbursements	<u>\$1,659,715</u>	<u>\$1,915,715</u>	<u>\$2,015,000</u>
SUB-TOTAL	<b>(\$1,087,249)</b>	<b>(\$1,492,508)</b>	<b>(\$573,349)</b>
<b>General Fund Revenue Available for Appropriation</b>	<b>\$116,228,173</b>	<b>\$115,831,455</b>	<b>\$122,794,360</b>

Account Balances

Free Cash	As of February 29, 2012	\$5,366,720
RTS Retained Earnings	As of February 29, 2012	\$490,410
Sewer Retained Earnings	As of February 29, 2012	\$2,550,263
Water Retained Earnings	As of February 29, 2012	\$2,932,408
Parking Meter Fund	As of February 29, 2012	\$129,539
Capital Facility Fund	As of December 31, 2011	\$734,117
Capital Improvement Fund	As of December 31, 2011	\$561,688
Stabilization Fund	As of December 31, 2011	\$3,506,731

2012 Annual Town Meeting Warrant

Summary of Expenditures  
 FY 2011 - FY 2013  
 General Fund Only

	Actual Committed FY 2011	Current Budget FY 2012	Recommended FY 2013
<b>Town Wide Group</b>	<b>\$29,723,126</b>	<b>\$31,548,018</b>	<b>\$33,533,374</b>
<b>Department Budgets</b>			
Board of Selectmen/Town Manager	\$781,913	\$803,113	\$826,252
Town Clerk/Board of Registrars	\$316,693	\$317,680	\$341,853
Town Counsel	\$431,868	\$298,664	\$300,039
Personnel Board	\$11,079	\$11,600	\$11,600
Finance Department	\$2,080,069	\$2,164,861	\$2,296,615
Finance Committee	\$27,649	\$29,457	\$31,364
Planning Department	\$233,566	\$248,936	\$255,442
Community Development	\$113,949	\$120,442	\$130,484
Police Department	\$4,919,421	\$5,225,460	\$5,323,227
Fire Department	\$5,988,270	\$6,336,574	\$6,333,112
Building Inspector	\$443,992	\$468,208	\$489,559
Minuteman Regional High School	\$343,969	\$562,637	\$780,038
Needham Public Schools	\$46,535,374	\$48,501,371	\$51,112,681
Department of Public Works	\$5,629,557	\$4,770,679	\$4,900,896
Municipal Parking Program	\$173,628	\$55,000	\$55,000
Municipal Street Lighting Program	\$213,108	\$256,000	\$233,000
Department of Public Facilities	\$7,326,605	\$7,725,555	\$7,728,053
Health Department	\$445,581	\$462,130	\$488,712
Diversified Community Social Services	\$536,174	\$564,243	\$588,016
Commission on Disabilities	\$550	\$550	\$550
Historical Commission	\$259	\$1,050	\$1,050
Library	\$1,322,077	\$1,365,286	\$1,382,743
Park & Recreation	\$549,089	\$551,270	\$561,374
Memorial Park	\$500	\$750	\$750
<b>Department Budget Total</b>	<b>\$78,424,940</b>	<b>\$80,841,516</b>	<b>\$84,172,410</b>
<b>Town Wide &amp; Department Budget Total</b>	<b>\$108,148,066</b>	<b>\$112,389,534</b>	<b>\$117,705,784</b>
<b>Other Appropriated Uses of General Funds</b>			
General Fund Cash Capital	\$2,271,749	\$1,867,051	\$3,524,133
Other Financial Warrant Articles	\$66,446	\$30,299	\$28,353
Transfers to Other Funds	\$975,434	\$1,544,571	\$1,536,090
<b>Total from General Funds</b>	<b>\$111,461,695</b>	<b>\$115,831,455</b>	<b>\$122,794,360</b>

**Town of Needham  
General Fund**

**FY 2013 Draft Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2011		FY 2012		FY 2013		% Change from 10	FY 2011 Amendments
		Expended	FTE	Current Budget (11/7/2011)	FTE	Finance Committee Recommendation	FTE		
<b><u>Townwide Expenses</u></b>									
1	Non-Contributory Retirement Payments	\$ 31,484		\$ 32,700		\$ 33,400			
2	Contributory Retirement System	\$ 4,470,199		\$ 4,722,775		\$ 4,997,421			
3	Group Health Insurance	\$ 8,998,499		\$ 9,519,724		\$ 9,973,869			
4	Retiree Insurance & Insurance Liability Fund	\$ 3,626,375		\$ 3,906,275		\$ 4,523,887			
5	Unemployment Compensation	\$ 206,563		\$ 140,000		\$ 250,000			
6	Debt Service	\$ 11,379,284		\$ 10,883,020		\$ 11,288,276			
7	Workers Compensation	\$ 510,000		\$ 450,000		\$ 450,000			
8	Casualty Liability & Self Insurance Program	\$ 500,722		\$ 525,000		\$ 525,000			
9	Classification Performance & Settlements	Transfers Only		\$ 202,000		\$ 291,700			
10	Reserve Fund	Transfers Only		\$ 1,166,524		\$ 1,199,821			
	<b>Total</b>	<b>\$ 29,723,126</b>		<b>\$ 31,548,018</b>		<b>\$ 33,533,374</b>			
<b>Townwide Expense Total</b>		<b>\$ 29,723,126</b>		<b>\$ 31,548,018</b>		<b>\$ 33,533,374</b>		<b>6.3%</b>	
<b><u>Board of Selectmen &amp; Town Manager</u></b>									
11A	Salary & Wages	\$ 631,475	8.0	\$ 646,680	8.0	\$ 669,819	8.0		
11B	Expenses	\$ 150,438		\$ 156,433		\$ 156,433			
	<b>Total</b>	<b>\$ 781,913</b>		<b>\$ 803,113</b>		<b>\$ 826,252</b>			
<b><u>Town Clerk &amp; Board of Registrars</u></b>									
12A	Salary & Wages	\$ 279,838	4.6	\$ 279,390	4.6	\$ 296,301	4.6		
12B	Expenses	\$ 36,855		\$ 38,290		\$ 45,552			
	<b>Total</b>	<b>\$ 316,693</b>		<b>\$ 317,680</b>		<b>\$ 341,853</b>			
<b><u>Town Counsel</u></b>									
13A	Salary & Wages	\$ 68,664	0.2	\$ 68,664	0.2	\$ 70,039			
13B	Expenses	\$ 363,204		\$ 230,000		\$ 230,000			
	<b>Total</b>	<b>\$ 431,868</b>		<b>\$ 298,664</b>		<b>\$ 300,039</b>			

**Town of Needham  
General Fund**

**FY 2013 Draft Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2011		FY 2012		FY 2013		% Change from 10	FY 2011 Amendments
		Expended	FTE	Current Budget (11/7/2011)	FTE	Finance Committee Recommendation	FTE		
<b><u>Personnel Board</u></b>									
14A	Salary & Wages	\$ 79		\$ 600		\$ 600			
14B	Expenses	\$ 11,000		\$ 11,000		\$ 11,000			
	<b>Total</b>	<b>\$ 11,079</b>		<b>\$ 11,600</b>		<b>\$ 11,600</b>			
<b><u>Finance Department</u></b>									
15A	Salary & Wages	\$ 1,319,613	21.7	\$ 1,385,756	21.7	\$ 1,512,620	22.7		
15B	Expenses	\$ 722,956		\$ 741,605		\$ 746,495			
15C	Capital	\$ 37,500		\$ 37,500		\$ 37,500			
	<b>Total</b>	<b>\$ 2,080,069</b>		<b>\$ 2,164,861</b>		<b>\$ 2,296,615</b>			
<b><u>Finance Committee</u></b>									
16A	Salary & Wages	\$ 26,823	0.5	\$ 28,382	0.5	\$ 30,289	0.5		
16B	Expenses	\$ 826		\$ 1,075		\$ 1,075			
	<b>Total</b>	<b>\$ 27,649</b>		<b>\$ 29,457</b>		<b>\$ 31,364</b>			
<b>General Government Total</b>		<b>\$ 3,649,271</b>	<b>35.0</b>	<b>\$ 3,625,375</b>	<b>35.0</b>	<b>\$ 3,807,723</b>	<b>35.8</b>	<b>5.0%</b>	
<b><u>Planning</u></b>									
17A	Salary & Wages	\$ 217,754	3.3	\$ 232,476	3.3	\$ 238,982	3.3		
17B	Expenses	\$ 15,812		\$ 16,460		\$ 16,460			
	<b>Total</b>	<b>\$ 233,566</b>		<b>\$ 248,936</b>		<b>\$ 255,442</b>			
<b><u>Community Development</u></b>									
18A	Salary & Wages	\$ 103,019	2.3	\$ 108,584	2.5	\$ 118,626	2.5		
18B	Expenses	\$ 10,930		\$ 11,858		\$ 11,858			
	<b>Total</b>	<b>\$ 113,949</b>		<b>\$ 120,442</b>		<b>\$ 130,484</b>			
19	Reserved	\$ -		\$ -		\$ -			
<b>Land Use and Development Total</b>		<b>\$ 347,515</b>	<b>5.6</b>	<b>\$ 369,378</b>	<b>5.8</b>	<b>\$ 385,926</b>	<b>5.8</b>	<b>4.5%</b>	

**Town of Needham  
General Fund**

**FY 2013 Draft Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2011		FY 2012		FY 2013		% Change from 10	FY 2011 Amendments
		Expended	FTE	Current Budget (11/7/2011)	FTE	Finance Committee Recommendation	FTE		
<b><u>Police Department</u></b>									
20A	Salary & Wages	\$ 4,584,179	58.0	\$ 4,859,711	57.0	\$ 4,842,392	57.0		
20B	Expenses	\$ 217,321		\$ 239,858		\$ 280,835			
20C	Capital	\$ 117,921		\$ 125,891		\$ 200,000			
	<b>Total</b>	<b>\$ 4,919,421</b>		<b>\$ 5,225,460</b>		<b>\$ 5,323,227</b>			
<b><u>Fire Department</u></b>									
21A	Salary & Wages	\$ 5,775,225	74.0	\$ 6,095,891	72.0	\$ 6,079,147	72.0		
21B	Expenses	\$ 213,045		\$ 240,683		\$ 253,965			
21C	Capital	\$ -							
	<b>Total</b>	<b>\$ 5,988,270</b>		<b>\$ 6,336,574</b>		<b>\$ 6,333,112</b>			
<b><u>Building Inspector</u></b>									
22A	Salary & Wages	\$ 431,081	7.3	\$ 440,113	7.3	\$ 460,619	7.0		
22B	Expenses	\$ 12,911		\$ 28,095		\$ 28,940			
	<b>Total</b>	<b>\$ 443,992</b>		<b>\$ 468,208</b>		<b>\$ 489,559</b>			
<b>Public Safety Total</b>		<b>\$ 11,351,683</b>	<b>139.3</b>	<b>\$ 12,030,242</b>	<b>136.3</b>	<b>\$ 12,145,898</b>	<b>136.0</b>	<b>1.0%</b>	
<b><u>Minuteman Assessment</u></b>									
23	Assessment	\$ 343,969		\$ 562,637		\$ 780,038			
	<b>TOTAL</b>	<b>\$ 343,969</b>		<b>\$ 562,637</b>		<b>\$ 780,038</b>			
<b><u>Needham Public Schools</u></b>									
24	Needham Public School Budget	\$ 46,535,374	618.5	\$ 48,501,371	624.4	\$ 51,112,681	648.5		
	<b>TOTAL</b>	<b>\$ 46,535,374</b>		<b>\$ 48,501,371</b>		<b>\$ 51,112,681</b>			
<b>Public Schools Total</b>		<b>\$ 46,879,343</b>	<b>618.5</b>	<b>\$ 49,064,008</b>	<b>624.4</b>	<b>\$ 51,892,719</b>	<b>648.5</b>	<b>5.8%</b>	

**Town of Needham  
General Fund**

**FY 2013 Draft Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2011		FY 2012		FY 2013		% Change from 10	FY 2011 Amendments
		Expended	FTE	Current Budget (11/7/2011)	FTE	Finance Committee Recommendation	FTE		
<b><u>Department of Public Works</u></b>									
25A	Salary & Wages	\$ 3,220,769	56.3	\$ 3,041,684	49.0	\$ 3,109,481	49.0		
25B	Expenses	\$ 1,214,451		\$ 1,322,295		\$ 1,384,915			
25C	Capital	\$ 4,830		\$ 6,700		\$ 6,500			
25D	Snow and Ice	\$ 1,189,507		\$ 400,000		\$ 400,000			
	<b>Total</b>	<b>\$ 5,629,557</b>		<b>\$ 4,770,679</b>		<b>\$ 4,900,896</b>			
<b><u>Municipal Parking Program</u></b>									
26	Municipal Parking Program	\$ 173,628		\$ 55,000		\$ 55,000			
	<b>Total</b>	<b>\$ 173,628</b>		<b>\$ 55,000</b>		<b>\$ 55,000</b>			
<b><u>Municipal Lighting Program</u></b>									
27	Municipal Lighting Program	\$ 213,108		\$ 256,000		\$ 233,000			
	<b>Total</b>	<b>\$ 213,108</b>		<b>\$ 256,000</b>		<b>\$ 233,000</b>			
<b>Public Works Total</b>		<b>\$ 6,016,293</b>	<b>56.3</b>	<b>\$ 5,081,679</b>	<b>49.0</b>	<b>\$ 5,188,896</b>	<b>49.0</b>	<b>2.1%</b>	
<b><u>Department of Public Facilities</u></b>									
28A	Salary & Wages	\$ 2,858,853	53.8	\$ 3,058,620	54.8	\$ 3,182,993	54.8		
28B	Expenses	\$ 4,424,073		\$ 4,666,935		\$ 4,545,060			
28C	Capital	\$ 43,679		\$ -		\$ -			
	<b>Total</b>	<b>\$ 7,326,605</b>		<b>\$ 7,725,555</b>		<b>\$ 7,728,053</b>			
<b>Public Facilities Total</b>		<b>\$ 7,326,605</b>	<b>53.8</b>	<b>\$ 7,725,555</b>	<b>54.8</b>	<b>\$ 7,728,053</b>	<b>54.8</b>	<b>0.0%</b>	
<b><u>Health Department</u></b>									
29A	Salary & Wages	\$ 368,893	5.9	\$ 385,301	5.9	\$ 401,658	5.9		
29B	Expenses	\$ 76,688		\$ 76,829		\$ 87,054			
	<b>Total</b>	<b>\$ 445,581</b>		<b>\$ 462,130</b>		<b>\$ 488,712</b>			

**Town of Needham  
General Fund**

**FY 2013 Draft Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2011		FY 2012		FY 2013		% Change from 10	FY 2011 Amendments
		Expended	FTE	Current Budget (11/7/2011)	FTE	Finance Committee Recommendation	FTE		
<b><u>Human Services</u></b>									
30A	Salary & Wages	\$ 460,559	8.3	\$ 493,873	7.8	\$ 510,811	7.8		
30B	Expenses	\$ 75,615		\$ 70,370		\$ 77,205			
	<b>Total</b>	<b>\$ 536,174</b>		<b>\$ 564,243</b>		<b>\$ 588,016</b>			
<b><u>Commission on Disabilities</u></b>									
31A	Salary & Wages	\$ -		\$ -		\$ -			
31B	Expenses	\$ 550		\$ 550		\$ 550			
	<b>Total</b>	<b>\$ 550</b>		<b>\$ 550</b>		<b>\$ 550</b>			
<b><u>Historical Commission</u></b>									
32A	Salary & Wages	\$ -		\$ -		\$ -			
32B	Expenses	\$ 259		\$ 1,050		\$ 1,050			
	<b>Total</b>	<b>\$ 259</b>		<b>\$ 1,050</b>		<b>\$ 1,050</b>			
<b><u>Needham Public Library</u></b>									
33A	Salary & Wages	\$ 1,074,381	22.6	\$ 1,073,225	23.6	\$ 1,071,967	23.6		
33B	Expenses	\$ 247,696		\$ 292,061		\$ 310,776			
	<b>Total</b>	<b>\$ 1,322,077</b>		<b>\$ 1,365,286</b>		<b>\$ 1,382,743</b>			
<b><u>Park &amp; Recreation Department</u></b>									
34A	Salary & Wages	\$ 440,511	4.0	\$ 440,395	4.0	\$ 453,499	4.0		
34B	Expenses	\$ 108,578		\$ 110,875		\$ 107,875			
	<b>Total</b>	<b>\$ 549,089</b>		<b>\$ 551,270</b>		<b>\$ 561,374</b>			
<b><u>Memorial Park</u></b>									
35A	Salary & Wages	\$ -		\$ -		\$ -			
35B	Expenses	\$ 500		\$ 750		\$ 750			
	<b>Total</b>	<b>\$ 500</b>		<b>\$ 750</b>		<b>\$ 750</b>			
<b>Community Services Total</b>		<b>\$ 2,854,230</b>	<b>40.8</b>	<b>\$ 2,945,279</b>	<b>41.3</b>	<b>\$ 3,023,195</b>	<b>41.3</b>	<b>2.6%</b>	
<b>Department Budgets</b>		<b>\$ 78,424,940</b>	<b>949.3</b>	<b>\$ 80,841,516</b>	<b>946.6</b>	<b>\$ 84,172,410</b>	<b>971.2</b>	<b>4.1%</b>	
<b>Total Operating Budget</b>		<b>\$ 108,148,066</b>		<b>\$ 112,389,534</b>		<b>\$ 117,705,784</b>		<b>4.7%</b>	

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**WARRANT FOR THE ANNUAL TOWN MEETING  
TUESDAY, APRIL 10, 2012  
TOWN OF NEEDHAM  
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

Precinct A	-	Hillside School - Cafeteria
Precinct B	-	Hillside School - Cafeteria
Precinct C	-	High Rock School – Room 239/Art Room
Precinct D	-	High Rock School – Room 239/Art Room
Precinct E	-	Pollard Middle School – Inner Room
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE TENTH DAY OF APRIL, 2012

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

**ARTICLE 1: ANNUAL TOWN ELECTION**

To choose by ballot the following Town Officers:

One Moderator for One Year;

Two Selectmen for Three Years;

One Selectman for Two Years;

One Assessor for Three Years;

Two Members of School Committee for Three Years;

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

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

Two Trustees of Needham Public Library for Three Years;

One Member of Board of Health for Three Years;

One Member of Planning Board for Five Years;

One Commissioner of Trust Funds for Three Years;

Two Members of Park and Recreation Commission for Three Years;

Twenty-Four Town Meeting Members from Precinct A;

Twenty-Four Town Meeting Members from Precinct B;

Twenty-Four Town Meeting Members from Precinct C;

Twenty-Four Town Meeting Members from Precinct D;

Twenty-Four Town Meeting Members from Precinct E;

Twenty-Four Town Meeting Members from Precinct F;  
Twenty-Four Town Meeting Members from Precinct G;  
Twenty-Four Town Meeting Members from Precinct H;  
Twenty-Four Town Meeting Members from Precinct I;  
Twenty-Four Town Meeting Members from Precinct J.

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**Warrant for the Annual Town Meeting**

**MONDAY, MAY 7, 2012 AT 7:30 P.M. AT NEEDHAM TOWN HALL**

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**ARTICLE 2: COMMITTEE AND OFFICER REPORTS**

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

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**HUMAN RESOURCES ARTICLES**

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**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, 2012, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$68,075
Town Clerk with 6 years of service in that position	\$84,154 (1)
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$5,050, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$42,498. The annual salary of \$84,154 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$8,578. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$12,009; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

*Article Information:* In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town

*Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.*

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

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**ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – FIRE UNION**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2013; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN AND TRADESMAN INDEPENDENT ASSOCIATION**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian and Tradesman Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2013; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

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**FINANCE ARTICLES**

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**ARTICLE 6: TRANSFER OF BUDGETARY FUND BALANCE**

To see if the Town will vote to transfer \$5,366,720 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2013; or take any other action relative thereto.

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

*Article Information:* Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2011.

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**ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986**

To see if the Town will vote to accept, for fiscal year 2013, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 95% for each eligible exemption; or take any other action relative thereto.

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

*Article Information:* Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2012, the cumulative increase above the statutory limit was 90%.

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**ARTICLE 8: APPROPRIATE FOR SENIOR CORPS**

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

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

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

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**ARTICLE 9:      APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$13,353 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

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

*Article Information:* The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,353 in fiscal year 2011.

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**ARTICLE 10:      APPROPRIATE THE FY2013 OPERATING BUDGET**

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$40,000, from the overlay surplus in the amount of \$495,654, from amounts reserved for debt exclusion offsets of \$56,328, and \$550,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee  
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as Shown on Pages 11 - 15

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**ARTICLE 11:      APPROPRIATE THE FY2013 RTS ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2013, under the provisions of M.G.L. Chapter 44, Section 53F ½:

2012 Annual Town Meeting Warrant

Town of Needham  
RTS Enterprise  
FY 2013

Line #	Description	FY 2011		FY 2012		FY 2013		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$ 583,999	9.0	\$ 643,582	9.0	\$ 653,290	9.0	
101B	Expenses	\$ 1,090,999		\$ 1,139,984		\$ 1,214,293		
101C	Operating Capital	\$ 56,179		\$ 43,000		\$ 43,000		
101D	Debt Service	\$ 149,673		\$ 150,000		\$ 150,000		
102	Reserve Fund	Transfers Only		\$ 25,000		\$ 25,000		
	<b>TOTAL</b>	<b>\$ 1,880,850</b>	<b>9.0</b>	<b>\$ 2,001,566</b>	<b>9.0</b>	<b>\$ 2,085,583</b>	<b>9.0</b>	
FY 2013 Budget Percentage Change from FY 2012 Budget							4.2%	

and to meet this appropriation that \$547,100 be raised from the tax levy and transferred to the RTS Enterprise Fund, and \$273,483 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

*Article Information: The Town's Recycling Center and Transfer Station (RTS) is one of the most utilized facilities within the Town. Approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town Departments along with the materials processing area and snow dump services for the Department of Public Works. In addition, the RTS maintains municipal agreements with various municipalities for wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for the Town such as books, clothing, and many other reusable items for residents to utilize as needed.*

*The FY2013 budget plan is designed to maintain existing services, and maintain a level sticker rate. The plan holds the operating capital and the reserve fund appropriation lines level, along with the use of \$273,483 in retained earnings. The use of more retained earnings for FY2013 compared to FY2012 is deemed appropriate in anticipation that changes may be made after a review and analysis of the RTS operation and funding model.*

*The operating budget for FY2013 is \$84,017 or 4.2% more than the FY2012 budget. The change is attributable to a \$9,708 increase in personnel related costs (1.5%), a \$74,309 increase in non-personnel related costs (6.5%), and no change in the operating capital, debt service and reserve fund lines for next year.*

*The change in the salary and wages line reflects the collective bargaining agreement for FY2013 with the DPW union. The increase in the expense line is attributable to higher disposal costs, transportation, and other purchase of services related to the handling and processing of materials at the RTS (\$55,803). The tipping fee increase is based on the actual five year average CPI (the basis on which the contract price is amended annually). The balance of the increase (\$18,506) is related to costs for parts and supplies to*

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*maintain the equipment used by the RTS, increases in gasoline and diesel fuel, and professional and technical services for testing. These expenses were offset in part by decreases in various supplies expenses. The \$43,000 line for operating capital reflects the annual purchase of containers, transfer trailers, and other operating related capital. Debt service is level funded at \$150,000 and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY2013.*

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

**ARTICLE 12: APPROPRIATE THE FY2013 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 2013, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham  
Sewer Enterprise  
FY 2013**

Line #	Description	FY 2011		FY 2012		FY 2013		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$ 522,117	9.2	\$ 886,973	12.0*	\$ 902,938	12.0*	
201B	Expenses	\$ 267,836		\$ 468,764		\$ 475,056		
201C	Capital Outlay	\$ 21,750		\$ 25,000		\$ 25,000		
201D	MWRA Assessment	\$ 5,043,945		\$ 5,291,080		\$ 5,440,127		
201E	Debt Service	\$ 1,242,461		\$ 1,350,000		\$ 1,400,000		
202	Reserve Fund	Transfers Only		\$ 35,000		\$ 35,000		
<b>TOTAL</b>		<b>\$ 7,098,109</b>	<b>9.2</b>	<b>\$ 8,056,817</b>	<b>12.0*</b>	<b>\$ 8,278,121</b>	<b>12.0*</b>	
FY 2013 Budget Percentage Change from FY 2012 Budget							2.7%	

\*The prior years F.T.E. totals were lower than the number of positions assigned to the department because the drainage program related work which was done by the enterprise staff was being accounted for in the DPW budget so correspondingly the F.T.E. figure related to that work was also reflected in the DPW budget. Effective by the Town Meeting votes for FY2012, the drainage program is now budgeted in the enterprise fund and the enterprise funds now reflect the F.T.E. assigned to the department.

and to meet this appropriation that \$493,392 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and \$568,455 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

*Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the*

*MWRA system and nine other public locations where subdivisions discharge to the MWRA system. The Division maintains and operates 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout Town.*

*The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.*

*Starting in FY2012, the drains program is now accounted for in the Sewer Enterprise Fund budget, and the enterprise funds now reflect the actual number of positions assigned to the divisions. Because the daily drain-related work is performed by Enterprise Fund employees, operationally, it was determined and implemented as result of Town Meeting action last year that the budgeting and monitoring of this work is better handled in the Sewer Enterprise Fund budget. However, costs not associated with Sewer operations continue to be funded by taxation and not by sewer use fees.*

*The operating budget for FY2013 includes an increase of \$221,304 or 2.7% over the FY2012 budget. Most of the increase in the FY2013 budget is due to the MWRA assessment. The preliminary assessment for FY2013 is \$149,047 more than the current appropriation. The final assessment from the MWRA will be effected 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 salary and wages line shows an increase of \$15,965 or 1.8%, which is inclusive of the collective bargaining agreement in effect for FY2013. There is no increase in the number of funded positions. The expense line is up \$6,292 or 1.3%. Most of this increase is related to vehicular supplies for parts and sweeping and catch basin debris disposal. The capital outlay line is level dollar for FY2013. This line is used to purchase equipment such as sewer pumps and small power equipment. The increase in debt service is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The annual debt service for Sewer Enterprise is based on an average of \$1.4 million per year. The reserve fund is level dollar for FY2013. The budget plan for FY2013 includes use of \$568,455 from sewer retained earnings to maintain the current rates.*

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

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**ARTICLE 13:     **APPROPRIATE THE FY 2013 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 2013, under the provisions of M.G.L. Chapter 44, Section 53F ½:

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Town of Needham  
Water Enterprise  
FY 2012

Line #	Description	FY 2011		FY 2012		FY 2013		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$ 803,640	14.5	\$ 1,023,091	16.0*	\$ 1,028,088	16.0*	
301B	Expenses	\$ 948,757		\$ 974,603		\$ 1,026,906		
301C	Capital Outlay	\$ 15,000		\$ 55,000		\$ 20,000		
301D	MWRA Assessment	\$ 264,017		\$ 610,028		\$ 965,737		
301E	Debt Service	\$ 1,497,133		\$ 1,550,000		\$ 1,550,000		
302	Reserve Fund	Transfers Only		\$ 75,000		\$ 75,000		
<b>TOTAL</b>		<b>\$ 3,528,547</b>	<b>14.5</b>	<b>\$ 4,287,722</b>	<b>16.0*</b>	<b>\$ 4,665,731</b>	<b>16.0*</b>	
FY 2013 Budget Percentage Change from FY 2012 Budget							8.8%	

\*The prior years F.T.E. totals were lower than the number of positions assigned to the department because the drainage program related work which was done by the enterprise staff was being accounted for in the DPW budget so correspondingly the F.T.E. figure related to that work was also reflected in the DPW budget. Effective by the Town Meeting votes for FY2012, the drainage program is now budgeted in the enterprise fund and the enterprise funds now reflect the F.T.E. assigned to the department.

and to meet this appropriation that \$355,709 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

*Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day, and the Town is registered for approximately 4.0 million gallons of water per day. The Department of Environmental Protection (DEP) permit allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.*

*The overall operating budget for FY2013 is \$378,009 or 8.8% more than the FY2012 budget. This increase is primarily due to an increase in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2013 water assessment is based on CY2011 water use. The preliminary water assessment for FY2013 is \$965,737, approximately 58.3% more than the FY2012 budget. The assessment is \$355,709 higher than FY2012. The final assessment from the MWRA is not expected until the end of the State budget process. The increase was not unexpected, as the Town's main drinking water supply well (well #1) was off-line for all of 2011. The FY2013 budget plan includes the use of \$355,709 in water retained earnings to mitigate the higher assessment due to the well being off-line. The Town also regularly supplements its water*

needs due to irrigation water demand during the summer months. This water use is anticipated and is reflective in the irrigation rates.

Water Production *	2008	2009	2010	2011
Water Production	1,216.6	1,177.1	1,277.8	1,170.5
Water Production from MWRA	157.9	93.2	213.2	306.9
Water Production from Town Wells	1,058.7	1,083.9	1,064.6	863.6
Percentage from MWRA	13.0%	7.9%	16.7%	26.2%
*millions of gallons				
Meters Replaced	909	920	1,067	1,018
Percentage of the Total	6.4%	6.5%	7.5%	7.2%

The salary and wages line has increased by \$4,997 (approximately 0.5%) from the FY2012 budget. This budget is inclusive of the collective bargaining agreement for FY2013. As with the RTS and Sewer enterprise budgets, there is no increase in the number of funded positions.

The Water Enterprise Fund expense line is \$52,303 higher (5.4%) than the FY2012 budget. The increase is attributed to higher prices for public works supplies (\$62,730) such as water treatment and drinking water chemicals and energy costs (\$16,386). A portion of the increase was offset by reduction in professional technical services and other purchase of services (trench restoration contractors and plumber contractors as more of this work is done by Town forces). Debt service is level funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. Operating capital has been decreased by \$35,000 to \$20,000 for FY2013; the FY2012 budget was inclusive of a one-time capital expense for the backwash tank at the Charles River Water Treatment Plant. The operating capital expense line includes items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or time-sensitive improvements to meet a DEP requirement. We expect that the \$20,000 will be needed to purchase a Variable Frequency Drive Unit for Well #2. The water reserve fund is level dollar for FY2013.

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.

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**ARTICLE 14: CONTINUE DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2012:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2013 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	<b>\$4,100</b>
Local	Council on	MBTA, Grants,	Transportation	<b>\$60,000</b>

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<b>Revolving Fund</b>	<b>Spending Authority</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 2013 Budget</b>
Transportation	Aging Director	Program Receipts	program for COA	
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	<b>\$75,000</b>
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	<b>\$3,000</b>
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	<b>\$1,000</b>
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	<b>\$25,000</b>
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	<b>\$75,000</b>
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	<b>\$25,000</b>
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	<b>\$819,000</b>

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.*

**ARTICLE 15: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS**

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY 2013 award amounts had not been released.

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**ZONING / LAND USE ARTICLES**

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**ARTICLE 16: AMEND ZONING BY-LAW – DEFINITION OF A STRUCTURE**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3, Definition of a Structure, as indicated below. The added text is underlined.

“Anything constructed or erected, the use of which requires a fixed location on the ground or attached to something located on the ground including an artificial or a constructed swimming pool having a depth of water of two (2) feet or more or water surface area of at least one hundred (100) square feet when filled to capacity, including an attached pool deck, but excluding a fence, boundary wall, public utility pole, public utility supporting device or a structure with less than one hundred square foot ground coverage and a height of less than eight (8) feet.”

INSERTED BY: Citizens’ Petition – John A. Jensen et.al

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

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

*Article Information:* This article is submitted on the petition of John A. Jensen et al. The article proposes to amend the definition of the term “structure. Currently a structure is defined as “anything constructed or erected, the use of which requires a fixed location on the ground or attached to something located on the ground including an artificial or a constructed swimming pool having a depth of water of two (2) feet or more or water surface area of at least one hundred (100) square feet when filled to capacity, but excluding a fence, boundary wall, public utility pole, public utility supporting device or a structure with less than one hundred square foot ground coverage and a height of less than eight (8) feet.” The proposed amendment expands the definition of structure to include the concrete pad surrounding the swimming pool thereby making both the swimming pool and concrete pad subject to the dimensional setback requirements of the zoning district in which they are located. Currently, only the swimming pool itself is subject to the Zoning By-Law’s dimensional setback requirements. As this is a citizens’ petition article, the Planning Board will present its recommendations on this article at the Annual Town Meeting.

**ARTICLE 17: AMEND ZONING BY-LAW – DEFINITIONS**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by adding the following term and definition in appropriate alphabetical order as follows:

“Studio - premises used by a professional artist as a workroom and/or as a workplace where art is taught to, practiced by, or studied with others.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

*Article Information: Under Sections 3.2.1, 3.2.2 and 3.2.3.1(s) of the Needham Zoning By-Law accessory uses are permitted in single or two-family dwellings in most residential districts (excluding apartment districts) and in industrial districts and neighborhood business districts. One of those permitted accessory uses is defined as the “[u]se of a room or rooms in a single or two-family dwelling as an office or studio by a resident professional person provided not more than one other person is regularly employed therein in connection with such use and that not more than 25% of the gross floor area, not in excess of 600 sq. ft., is regularly devoted to such use. Under the By-Law, an artist is defined as a professional. However, unlike other professionals with offices, who are unrestricted as to having clients, patients, customers or others visit their offices, the By-law does not make explicit the right of artists to utilize the “studio” for working with clients, customers, students and fellow artists.*

*The proposed amendment seeks to provide parity across the professional class by providing a definition for the term “studio” in the Zoning By-Law. The word “studio” is derived from the Italian “studio” and from the Latin “studium” for “studere”, meaning study. The term is commonly defined as a place where the professional artist is dedicated to the continuing education of his/her craft, including the education, instruction and training of his/her apprentices and students.*

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**ARTICLE 18: AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.3, Reduction of Area and Frontage Requirements, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“4.1.3 Reduction of Area, Frontage, and Setback Requirements

No lot shall be reduced in area or frontage if it already has or will be caused to have less area or frontage than required by this section, except by a taking by eminent domain or a conveyance for a public purpose. Such lots reduced in area or frontage by a taking by eminent domain or a conveyance for a public purpose shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming lots. Further, if an existing structure is rendered nonconforming as to setback (or more non-conforming as to setback) by a taking by eminent domain or conveyance for a public way or access way or by the approval of a subdivision way for a third party, said structure shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming structures.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

*Article Information: This provision clarifies that a lot reduced in area or frontage by public action is entitled to grandfathered protection. It further clarifies that similar public actions that reduce the setback of preexisting structures on the lot to public or private ways are similarly entitled to grandfathered protection.*

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**ARTICLE 19: AMEND ZONING BY-LAW – OFF-STREET PARKING REQUIREMENTS**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 5.1 Off-Street Parking Requirements, Subsection 5.1.3 Parking Plan and Design Requirements, by modifying the first Sentence of Section 5.1.3 (a) Parking Lot Illumination by deleting the words “at least one foot candle” and replacing them with the words “an average of one foot candle” so that the sentence shall now read as follows:

“(a) Parking Lot Illumination – All parking areas which are proposed to be illuminated shall provide an illumination level of an average of one foot candle.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

*Article Information: This is a clarifying amendment so that the language of the By-Law is consistent with both Planning Board practice and with photometric design principles. Presently, the By-Law requires all parking areas which are proposed to be illuminated to provide an illumination level of at least one foot candle. The proposed amendment reduces the illumination standard for parking areas from “at least one foot candle” to “an average of one foot candle” reflective of historical Planning Board practice.*

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**GENERAL ARTICLES / CITIZENS’ PETITIONS / COMMITTEE ARTICLES**

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**ARTICLE 20: AMEND GENERAL BY-LAW**

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

1. Renumbering Section 3.1.12 to 2.2.5.5;
2. Renumbering Sections 3.1.13, 3.1.13.1, 3.1.13.2 and 3.1.13.3 to 2.2.5.6, 2.2.5.6.1, 2.2.5.6.2 and 2.2.5.6.3;
3. Inserting a new Section 3.1.12 as follows: “Discharge of Bow and Arrows. No person shall discharge bow and arrow within the limits of any park, playground, public way, public building or other property except with the consent of the Board of Selectmen, or hunt by bow and arrow on any private property except with the written consent of the property's owner or legal occupant.”;
4. Deleting Section 3.1.14 and inserting a new Section 3.1.13 as follows: “Fines. Whoever violates the provisions of Section 3.1 shall be punished by a fine not exceeding fifty dollars (\$50.00) for each offense unless otherwise provided.”;
5. Amending the fine schedules in Sections 8.2.2.4 B, G, I, J, L, N, O, P and Q to \$50 per offense;

6. Amending the fine schedules in Section 8.2.2.4 C and I from \$20 and \$35 per offense, respectively, to : “First Offense - \$50, Second offense - \$100, Third Offense - \$200, Fourth and Subsequent Offenses - \$300”;
7. Deleting Sections 8.2.2.4 D and E and renumbering subsequent sections accordingly;
8. Inserting a new Section 8.2.2.4 S as follows: “Discharge of Bow and Arrow (Section 3.1.12) Fine Schedule: “First Offense - \$50, Second offense - \$100, Third Offense - \$200, Fourth and Subsequent Offenses - \$300.”
9. Deleting Section 8.2.2.4 S and inserting a new Sub-Section 8.2.2.8 C as follows: “Enforcement Agent: Any DPW Supervisor, Water Emergencies: Violations (Sub-Section 2.2.5.5) Fine Schedule: \$50 per offense”, and renumbering the subsequent subsections accordingly;
10. Deleting Section 8.2.2.4 V and inserting a new Sub-Section 8.2.2.8 D as follows: “Enforcement Agent: Fire Chief, Private Ways (Sub-Section 2.2.5.6) Fine Schedule: \$50 per offense” and renumbering the subsequent subsections accordingly;

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

*Article Information:* The intent of this article is twofold. First, the article would create a provision to regulate bow and arrow hunting on public property in Needham. Currently, the General By-law regulates the discharge of a firearm on public property, but not the discharge of bow and arrows. Second, the article makes adjustments to the structure of the non-criminal disposition provisions of the By-law – increasing several fines, correcting section references, and arranging several categories in a more logical manner.

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**ARTICLE 21: HOME RULE PETITION - OFF-PREMISES SALE OF ALCOHOL**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO AUTHORIZING THE TOWN OF NEEDHAM TO AUTHORIZE THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES UNDER ARTICLE OF AMENDMENT XLIX.

**SECTION 1.** Notwithstanding section 11 of chapter 138 of the General Laws or any other general or special law to the contrary, the board of selectmen of the town of Needham shall cause to be placed on the ballot at a regular or special election the following question:-

"Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises?"

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen.

**SECTION 2.** If a majority of the votes cast in answer to that question is in the affirmative, the Town of Needham shall be taken to have authorized the granting of licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises subject to the following:

The number of licenses shall be limited to six. Commencing on January 1, 2018 the number of licenses shall be limited to eight but at no time shall there be in effect more than six such licenses for the sale of all alcoholic beverages. The remaining licenses shall be limited to the sale of wines and malt beverages.

The licensing authority may establish the days and hours during which the license may operate.

Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

**SECTION 3.** This act shall take effect upon its passage.

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

*Article Information: The purpose of this home rule petition is to seek permission from the Legislature to allow the Town to place a question on the ballot at a Town election authorizing the off-premises (retail) sale of alcoholic beverages. The proposal would allow six licenses, each of which could be issued for all alcoholic beverages or for just beer and wine. In 2018, two additional licenses will be authorized. At no time would the town be able to issue more than six full licenses for the sale of all alcoholic beverages. Prior to the referendum date, and after a public hearing, the Selectmen expect to develop proposed regulations and work with the Planning Board and Board of Health on issues such as restrictions on hours of operation, location, the appropriate types of premises (e.g. not convenience stores), and other issues as needed.*

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**ARTICLE 22: PESTICIDE FREE ZONE ON LAND OWNED OR MANAGED BY THE TOWN OF NEEDHAM**

**To see if the Town of Needham will vote to transition away from the use of herbicides and pesticides\* on land owned, managed or leased by the Town of Needham.** Within two years The Town of Needham will take the next step in reducing pesticide use on town owned property by instituting a no-use policy concerning chemical synthetic herbicides and pesticides as defined by the Federal Insecticide, Fungicide, and Rodenticide Act. Included in the no-use policy are fertilizers known as weed 'n feed products which contain herbicides and pesticides.

**Needham owned, managed and leased land includes** but is not limited to school grounds and playing fields, town commons and parks as well as conservation land and The Needham Community Farm. It also includes the grounds of The Needham Town Hall, The Needham Public Library, The Needham Senior Center and the town building facilities and the berms along town sidewalks.

**There will be an exemption** for emergency outbreaks of stinging or biting insects.

**A Standing Committee will be created** to study and implement a Best Practices Policy and Manual of land care and landscaping policy for the Town of Needham. The Committee is to be made up of five

Needham residents plus one elected or appointed official from the Conservation Commission, School Committee, and Board of Health, Park and Recreation. The Committee will meet at least four times a year.

**The Standing Committee will create A Best Practices Manual for Land Care** which would include the following practices: soil testing, the use of organically certified soil amendments, compost and compost tea. Approved bio-pesticides may be considered for use.\*\* Cultural practices will be included: using the appropriate height for lawn mowing, planting of clover, what to do with grass clippings, the use of carbon neutral machinery in landscaping and the use of water savings measures. Landscape design will consider lawn size and placement, fertilizer use and the use of water recycling and rain gardens.

**The Committee will create educational forums and materials** to implement the Best Practices for Land Care Manual and no-use pesticide policy and educate Needham residents and employees of the Town of Needham on these topics.

\*Pesticide, as defined in FIFRA section 2(u) (PDF) (109 pp, 288k), means: any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest; any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant; and any nitrogen stabilizer. It includes pesticides, herbicides, insecticides, rodenticides, and fungicides.

\*\*FIFRA exemption of minimal risk pesticides [http://www.epa.gov/PR\\_Notices/pr2000-6.pdf](http://www.epa.gov/PR_Notices/pr2000-6.pdf) Products which contain certain low-risk ingredients, such as garlic and mint oil, have been exempted from Federal registration requirements, although State regulatory requirements may still apply.

INSERTED BY: Citizens' Petition – Susan W. Abbott et.al.

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

*Article Information: This article, submitted by citizens' petition, seeks to eliminate entirely the use of herbicides and pesticides on land owned, managed, or leased by the Town of Needham. The article would create a committee to study and implement a best practices policy and manual for land care. The Town of Needham has adopted and currently follows an Integrated Pest Management (IPM) policy to guide pesticide use on land that is managed by the Town. Under the terms of that policy, pesticides are used only as a last resort, and only within specific guidelines. A link to the IPM policy is available at [www.needhamma.gov/townmeeting](http://www.needhamma.gov/townmeeting).*

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**ARTICLE 23: CITIZENS' PETITION – CITIZENS UNITED RESOLUTION**

To see if the Town will vote the following resolution;

Whereas, the expenditure of excessive and unlimited money in the political realm is a threat to our local self determination, our local aid from both the state and federal government, our local economy and is an obstruction to our individual, free, and fair participation in our electoral and governing processes and

Whereas, the U.S. Supreme Court 5:4 ruling on January 21, 2010 in Citizens United v. Federal Election Commission rolled back remaining legal limits on corporate spending in the electoral process, allowing unlimited corporate spending to influence elections, candidate selection, and policy decisions, and thereby drowning out the voice of "We the People" and threatening citizens constitutional right of self-governance.

Now, therefore, let it be resolved that this Town Meeting calls upon the Massachusetts congressional delegation to support an amendment to the US Constitution that would overturn the Supreme Court decision in this matter.

Be it further resolved that this Town Meeting calls upon our State Legislature to seek the support of our federal delegation for the amendment and to support the amendment if Congress sends it to the states for ratification.

INSERTED BY: Stacie Shapiro et.al.

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

*Article Information: This article, submitted by citizens' petition, seeks a Town Meeting resolution calling upon Needham's representatives in Congress and in the State Legislature to support an amendment to the United States Constitution. Such an amendment would overturn the U.S. Supreme Court's decision in the case of Citizens United v. Federal Election Commission. In the Citizens United case, the Supreme Court determined as unconstitutional provisions of a Federal law prohibiting corporations and unions from using their general treasury funds to advocate for the election or defeat of a specific candidate. The decision is seen as a departure from prior legislation and precedent supporting Congressional authority to treat corporations and unions differently than individuals with respect to election financing. The proposed constitutional amendment would restore the power of Congress in this area. A link to the Supreme Court's decision is available at [www.needhamma.gov/townmeeting](http://www.needhamma.gov/townmeeting).*

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**COMMUNITY PRESERVATION ACT ARTICLES**

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**ARTICLE 24: APPROPRIATE FOR ARTIFACT STORAGE UPGRADE / NEEDHAM HISTORICAL SOCIETY**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for historic artifact archiving, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Resources Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: The Needham Historical Society holds a large volume of artifacts of historic value to Needham, representing its commercial and social history. This request for \$25,000 would permit the Historical Society to hire a part-time archivist to work with volunteers to re-organize and properly store the artifacts, and create a computerized catalog that will provide for easier access to the artifacts. The information, including photos, may eventually become available on-line for public viewing.*

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**ARTICLE 25: APPROPRIATE FOR SOUTH STREET HOME / CHARLES RIVER ARC**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$500,000 for the construction by the Charles River Center of a 3,000 square foot accessible home for individuals with disabilities, to be spent under the direction of the Town Manager, and that \$485,000 be transferred from the Community Housing Reserve, and \$15,000 be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

*Article Information:* The Charles River Center (formerly Charles River ARC) has recently purchased property on South Street and is seeking funding to construct a group home for five to six adults with developmental disabilities. The request is for \$500,000. The Charles River Center has already purchased the property and is using architectural designs created for a group home being built in another community. If approved, this project would increase the Town's number of low-income affordable units by five.

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**ARTICLE 26: APPROPRIATE FOR HERITAGE PROJECT / HISTORICAL INVENTORY**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for the development of the historic homes inventory, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Resources Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Needham Historical Commission has previously received CPA funding which added 39 properties to the local historical inventory of homes and properties. This request for \$25,000 would assist the Commission with the research and paperwork to add additional properties. The Commission will also undertake the task of updating the forms from the original list, as they were handwritten several decades ago.

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**ARTICLE 27: APPROPRIATE FOR TOWN OF NEEDHAM HISTORICAL VITAL RECORDS PRESERVATION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for preservation and conservation of vital records of the Town, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Resources Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Office of the Town Clerk is charged with the retention and preservation of vital records including births, marriages and deaths. Since 1919, the records have been bound each year, but there are still records that pre-date this time frame that need to be properly preserved. This request of \$30,000 will preserve the documents in bound books, photograph the documents, and create an electronic record.

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**ARTICLE 28: APPROPRIATE TO COMMUNITY PRESERVATION FUND**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2013 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

**Appropriations:**

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

**Reserves:**

B. Community Preservation Fund Annual Reserve \$1,023,160  
 C. Community Housing Reserve \$233,420  
 D. Historic Resources Reserve \$0  
 E. Open Space Reserve \$233,420

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: The Town Meeting and the voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve. In addition to the projects proposed to be funded through reserves under Articles 24 through 27, the CPC recommends approval for 11% to be appropriated to the Community Housing Reserve and the Open Space Reserve. Allocation to the Historic Reserve is satisfied by the payment of the debt for the Town Hall project which is included in the motion to appropriate the Operating Budget under Article 10. The CPC also recommends an appropriation of approximately 5% for administrative and operating expenses.*

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**CAPITAL ARTICLES**

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**ARTICLE 29: RESCIND DEBT AUTHORIZATIONS**

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:

<b>Project</b>	<b>Town Meeting</b>		<b>Article</b>	<b>Authorized</b>	<b>Rescind</b>
Library Project	2003	ATM	30	\$15,700,000	\$3,043,503
Parking Lot Dedham Avenue	2002	STM (N)	14	\$180,000	\$9,500
Mitchell School Roof Repair	2006	STM (N)	12	\$700,000	\$11,400
Total					\$3,064,403

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

**ARTICLE 30: APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

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

General Fund	Description	Recommended	Amendment
Community Services	Athletic Facility Improvements	\$ 207,500	
Community Services	DeFazio Fields Resodding	\$ 90,000	
Community Services	Rosemary Camp Trail Improvement	\$ 50,000	
General Government	Desktop Virtualization	\$ 130,000	
General Government	Network Hardware, Servers & Switches	\$ 30,000	
Public Facilities	Core Fleet	\$ 50,318	
Public Facilities	Energy Efficiency Upgrades	\$ 34,815	
Public Facilities	Facilities Maintenance Program	\$ 450,000	
Public Safety	Structural Fire Fighting Gear	\$ 40,000	
Public Safety	Deputy Chief of Operations Vehicle	\$ 35,000	
Public Schools	Technology & Equipment	\$ 828,000	
Public Schools	School Administration Building Study	\$ 30,000	
Public Works	Core Fleet	\$ 315,000	
Public Works	Snow & Ice Equipment	\$ 171,000	
Public Works	Large Specialty Equipment	\$ 271,500	
Public Works	Small Specialty Equipment	\$ 41,000	
	Total Appropriation	\$ 2,774,133	

INSERTED BY: Board of Selectmen

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

*Article Information:*

**Athletic Facility Improvements** The Department of Public Works and Park and Recreation Departments have developed a maintenance plan for all fields, which includes new or total reconstruction, partial

renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds. Projects planned for fiscal year 2013 include new fabric and repairs on both backstops and fencing at Claxton Field, installation of an irrigation system for Greene’s Field, installation of bleachers and a bleacher pad for Claxton Diamond #2, installation of an irrigation system for Claxton Field, and installation of an irrigation system for the Pollard School multi-purpose field.

**DeFazio Field Re-Sodding** This capital request is for field improvements at the DeFazio Complex. The Healy and Warner fields were seeded twice during the Fields of Dreams project. After two seeding applications, the grass still did not fill in. As a result, the fields have taken almost entirely to weeds (large and smooth crabgrass and white clover). The best option to ensure safety and playability is to sod the fields with Kentucky Bluegrass, similar to what was done on the other two fields at DeFazio – Conroy and McLeod.

**Rosemary Trail Improvement Design** The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents. The beginning section is in the most urgent need for restoration; however, there are other areas of concern, particularly along the steep stretch adjacent to the lake. A portion of this project will be completed by volunteers, and only the larger portions requiring construction will need to be performed by a contractor. This appropriation would fund the design and permitting phase of the project. It is anticipated that the construction portion will be in the \$100,000 range.

**Desktop Virtualization** This request is for virtualizing approximately 100 employee workstations by adding additional licenses and hardware. Licensing would also be purchased to enable certain users to access their workstations remotely. All of the applications used by employees (e.g. Microsoft Office, Adobe Acrobat, Internet Explorer, etc.) are stored on servers controlled by the Information Technology Center (ITC). Any specific application is then served to the employee’s desktop through the network. Because the applications are bundled in one location, the ITC Network Manager can more efficiently and productively roll-out upgrades, allowing for consistent versions of software. Virtualization will help make existing staff more productive and help to support the growing demands of the current workforce. Workstation support is more streamlined because issues with applications served out to the workstations are managed in the ITC, and only serious hardware issues will need to be addressed at the employee workstation. The hardware that is used by employees at their desks can be replaced at a lower cost than current workstation hardware.

**Network Servers And Switches** The request is to replace older servers, application and data, with newer, faster, and more energy-efficient models. This can also include the replacement of the spam filter, virus firewall, and Internet filtering. The request includes funding for the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches will be better able to take advantage of the Town fiber and increase the speed of data within the Town’s fiber network. Not replacing or updating this equipment can have a negative impact on email, financial applications, internet access, and data accessibility.

**Public Facilities Core Fleet** The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2013 is a 2001 Ford F-450 Rack Body Truck that is primarily used for grounds keeping services, trash runs, moving School and Town property (e.g. setting up the stage for the High School graduation).

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
703	PFD	2001	Ford F-450/Grounds Rack Body Truck	50,952	\$50,318

**Public Facilities Energy Efficiency Upgrade Improvements**      *The results of a recent energy efficiency upgrade study indicate that if the Town makes an initial investment for energy upgrades in the ten buildings identified in the study, the cost of these upgrades will be recovered through energy savings within five years. Projects proposed for FY2013 include replacing the exterior lighting at Hillside School. The lighting consists of high intensity discharge lamps and will be replaced with induction lighting. Similar work will be performed at the Mitchell School, along with improved insulation levels in the attic.*

**Public Facilities Maintenance Program**      *This project funds annual maintenance of Town and School public buildings including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and upgrades. Funding in fiscal year 2013 is intended for duct cleaning at the A & B Buildings of the High School, asbestos abatement at the Mitchell School, flooring replacement at the Broadmeadow School and the Library, and xeriscaping at the High School. Additional work planned for the Hillside School will include remediation of flooding issues, upgrades to the boiler room, repair to the floor and stairs, and upgrading of AC units. At the Mitchell School, repairs to gutters and downspouts, fuel oil containment work (or conversion to natural gas), handrail upgrades, and egress analysis will be performed.*

**Structural Firefighting Gear**      *Structural firefighting protective gear has a life expectancy of 10 years depending on exposure and wear. The Fire Department is requesting replacement of this gear for twenty (20) firefighters who will be using gear that is over 11 years old at the time of replacement.*

**Deputy Chief Vehicle/C-3**      *This request is to replace a 2004 Ford sedan that is used daily by the Deputy Chief of Operations. Currently the vehicle has over 56,000 miles, and at the time of replacement is estimated to have over 70,000 miles of service. At the time of replacement, the vehicle will be nine years old, up to two years beyond its scheduled replacement. A new vehicle will be purchased and put into service as C-1. The current C-1 will then be passed down to replace C-3.*

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
C-3	Fire	2004	Crown Victoria/Replace with SUV	56,500	\$35,000

**School Furniture, Musical Instruments, And Graphic Arts Equipment**      *The School Furniture Replacement Program began in fiscal year 2005 and is geared toward replacing furniture in school facilities which are not scheduled to undergo capital renovation/ addition projects in the near future (Hillside, Mitchell, Newman and Pollard). In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in ‘poor’ condition will have been replaced at all four schools. The FY2013-FY2017 funding request begins the replacement of furniture in fair condition at these schools.*

*Fiscal year 2013 represents the eighth year of the musical equipment replacement cycle. The scheduled replacements in FY2013 are additional middle school percussion instruments, additional string instruments, and assorted elementary school Orff percussion instruments. The purpose of the program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department’s string instruments are no longer usable or repairable. The older pianos, while still usable, are becoming increasingly costly to repair and maintain. Although students do purchase some of the less expensive instruments (clarinets, trumpets, etc.), a quality band and/or orchestra program needs to ensure balanced instrumentation to deliver the proper musical experience required by the curriculum.*

*Fiscal year 2013 is the first year of a request to establish an equipment replacement cycle for the Graphics Production Center at Needham High School. Although the Center received new equipment during the*

recent renovation at the High School, the School Department has determined that an ongoing source of funding is needed to sustain and update program equipment. During the summer of 2011, a complete inventory analysis of all equipment was completed. The equipment proposed for replacement in fiscal year 2013 includes a screen print dryer and wide format printer.

**Interactive Whiteboard Technology And Technology Replacement** This interactive whiteboard project would fund the purchase and installation of interactive technology (SMART and Mimio boards) at Needham schools. The funding requested for interactive whiteboards includes the completion of the SMART Board purchase and installation at the Newman School to coincide with the return to the renovated building. Included in this purchase for Newman are 11 additional SMART Boards as well as the permanent installation of 23 existing boards and the purchase and installation of wall-mounted short throw projectors. In addition to the completion of Newman, interactive whiteboards will be added at Broadmeadow (1), Hillside (1), and Pollard (2) to advance the District's inventory towards its goal of full interactive whiteboard implementation for grades one through twelve.

The School technology replacement program includes the replacement of 300 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle: 169 of these computers are for teachers and administrators throughout the district; 68 are for classroom computers at Broadmeadow, Eliot, Mitchell, and Newman; and at Pollard there is a cart with 30 laptops that is being replaced. Although the majority of the computers being purchased are for the elementary schools and Pollard, FY2013 represents the first year of replacement of computers and LCD projectors that have reached the end of their lifecycle at the High School. The replacement of the High School technology will be phased in over five years. Funding in FY2013 would support 75 teacher and administrator computers, included in the previous count of 169 teacher and administrator computers, as well as 33 student laptop computers in the library. Also included in the replacement cycle are 10 LCD projectors.

Beyond the 300 teacher, administrator, student, lab and laptop computers mentioned above, this request also includes the replacement of two district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. Also in this category is the replacement of eight UPS batteries that support critical servers throughout the district. Replacement of 19 printers across the district is also included within the technology replacement cycle. The request also includes funding for the impact of conversion to Lion, Apple's new operating system.

**School Administration Building Study** This funding will support a feasibility study of the renovation of Emery Grover and a lease/purchase alternative to the building renovation. The Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The Town Facilities Master Plan had estimated the renovation cost at \$11.4 million in 2008 dollars. The scope of the original renovation was to reorganize the layout of offices, make the building fully ADA accessible, remove remaining asbestos and lead paint, replace deteriorating systems, and allow for full utilization of all four floors. The feasibility study will include studying options in the marketplace as well as alternatives for the Emery Grover Building.

**Public Works Core Fleet** The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

Unit	Division	Year	Description	Miles	Cost
45	Engineering	2006	Ford E-150/8 Passenger Van	52,990	\$25,000
43	Highway	2007	Ford F-350/4WD Pick-up	51,354	\$52,000

2012 Annual Town Meeting Warrant

39	Highway	1999	Ford F-350/One Ton Dump Truck	102,062	\$67,000
8	Highway	1996	IH S4900/6 Wheel Dump Truck	45,520	\$171,000

**Snow and Ice Equipment** This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2013 are as follows:

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
8A	Highway	1988	10 Ft. Material Spreader	N/A	\$31,000
111	Highway	1995	Trackless Sidewalk Tractor	N/A	\$140,000

**Large Specialty Equipment** Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. Unless circumstances require otherwise, the vehicles scheduled to be purchased in FY2013 include:

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
181	Highway	1998	Elgin Pelican Sweeper	N/A	\$210,000
New	Parks	New	Groundmaster Mower	N/A	\$61,500

**Small Specialty Equipment** This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2013 includes:

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
254	Parks	1989	Brush Chipper	N/A	\$41,000

**ARTICLE 31: APPROPRIATE FOR PROPERTY ACQUISITION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$630,000 for acquisition of the real property known as 37-39 Lincoln Street, and associated improvements thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The acquisition of the property at 37-39 Lincoln Street will contribute to the availability of surface parking in the downtown, which is seen as critical for implementation of mixed use redevelopment goals. The parcel is immediately adjacent to the Chestnut Street/Lincoln Street municipal lot, and will add approximately 26 parking spaces. The net increase in parking spaces will be impacted by future redesign of the Chestnut Street/Lincoln Street parking lots and the on-going evaluation of the "buddy parking" system. In October, 2011 the Finance Committee approved a Reserve Fund Transfer request in the amount of \$25,000 to secure the property until the 2012 Annual Town Meeting.

**ARTICLE 32: APPROPRIATE FOR FIRE LADDER TRUCK**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$750,000 for the acquisition of a Fire ladder truck, to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This request is to replace Engine #3, which is a 1994 "Quint" model truck (combination pumper/ladder). At the time of replacement, this vehicle will be over 20 years old, two years past its scheduled replacement. This is a front line emergency response vehicle, and is a vital component of the Fire Department's emergency services operation. This is a versatile piece of apparatus that is capable of providing many functions at an emergency.

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**ARTICLE 33: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$600,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:*

**Street Resurfacing:** This program is essential to improve the structural and surface integrity of the Town's network of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. The requested street resurfacing funding in FY2013 is \$296,000.

**Traffic Signal & Intersection Improvements:** This program funds traffic signal improvements and intersection improvements and new traffic signal installations where none currently exist. No funding is proposed in FY2013 in this category.

**Combined Sidewalk Program:** This program funds extraordinary repairs and improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current recommended standards and require improvements including the installation of handicapped ramps. The requested Combined Sidewalk Program funding in FY2013 is \$279,000.

**Storm Drain Capacity Improvements:** This program provides funding to improve roadway drainage capacity. The Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of this report, numerous multi-unit developments have been built or planned in the Town. These developments incorporate new roads with drainage

structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and causes flooding in some areas. No funding is requested in this category for FY2013.

**Brooks and Culverts – Repair and Maintenance:** This program addresses the issue of flooded and poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms over many years. Prior funding has funded cleaning and debris removal. Recent flooding caused the failure of retaining walls. Brooks have become silted, allowing the overgrowth of vegetation that has impacted the level of the water flows and resulting in the loss of useable abutting property and flooded basements. Projects proposed for FY2013 include the continued wall repair along Rosemary Brook in the amount of \$25,000.

**ARTICLE 34: APPROPRIATE FOR DPW COMPLEX RENOVATIONS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$580,000 for engineering and construction of eight garage bays and associated site improvements at the DPW Complex, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

*Article Information:* Planning for renovations to the DPW Complex began in 2005 following the DiNisco Design Partnership study of several Town facilities. Planning for the garage space needs continued during the construction of the Public Services Administration Building. The Norfolk County Engineering Department recently completed its survey to determine the property lines for the parcel. Several draft site plans were created resulting in a general location for the proposed garage. The proposed project consists of an eight-bay garage to be built north of the existing DPW Building and adjacent to the existing salt shed. The proposed structure will be a pre-fabricated building 60 feet wide by 160 feet long, consisting of eight 20' by 60' bays. The garage will consist of a 14 foot high steel superstructure on top of a four foot high concrete wall foundation (the overall height will be 18 feet) on a concrete slab. The structure will provide storage space for public works equipment and vehicles.

**ARTICLE 35: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL**

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

Group	Description	Recommended	Amendment
RTS	Large Specialty Equipment	\$ 175,200	
	Total Appropriation	\$ 175,200	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

**Large Specialty Equipment** Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
53	RTS	1992	Roll-Off	65,012	\$175,200

**ARTICLE 36: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL**

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

<b>Group</b>	<b>Description</b>	<b>Recommended</b>	<b>Amendment</b>
Sewer	Small Specialty Equipment	\$ 34,000	
Sewer	Core Fleet	\$ 33,100	
Sewer	Infiltration & Inflow Program	\$ 550,000	
Sewer	SCADA System	\$ 30,000	
	Total Appropriation	\$ 647,100	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

**Small Specialty Equipment** This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is necessary for the operation of the Department's maintenance programs. The purchase of this equipment will help to better manage the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2013 include:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
170	Sewer	2000	Trailer Mounted 4" Pump	N/A	\$34,000

**Core Fleet** The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Miles</i>	<i>Cost</i>
11	Sewer	2007	Ford F-150/2WD Pick-up Truck	48,370	\$33,100

**Sewer System Infiltration and Inflow Program** This program supports the identification and removal of Infiltration and Inflow (I/I) in existing sewer systems. The requested funding for FY2013 is for the

*evaluation of infiltration, which is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures. On the basis of volume of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction.*

*Work in prior years has been undertaken in Areas 11, 14, 19-1, 22, 3, 4, 30, 31, 2, 24, 21L, 1, 16. The priority was based on areas that had recorded the highest levels of infiltration. The field work was conducted in 1984, and supplemented in 1986 and 1987. The study results are now approaching 25 years old. The earliest repair work that was undertaken is approaching 20 years old, and the remaining sections identified in the original study show significantly less I/I per length of sewer main. There is a strong probability that the original high leakage areas are contributing greater amounts of infiltration than the remaining sections left to repair as identified in the original study. Therefore, the study must be updated at this time to ensure effective expenditure of Town resources to address current infiltration and inflow. The components of the first phase of the study will include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow meters (\$100,000). The components of a future phase of the evaluation will include engineering and closed circuit TV services.*

**Sewer SCADA System** *The Department’s goal is to provide a communication and alarm system to replace the current system that is outdated and unreliable. Currently there is no linked communication between or among pump stations. The goal is to collect data from the nine sewage pumping stations, then communicate that data to a central location (likely the West Street Pump Station), allowing for efficient management and control of the sewer pumping operations. This system will alert the appropriate emergency response for on-call personnel to remotely access the system, making changes to pump stations as necessary. The current alarm call system uses an outdated verbatim call box at the four major sewage pumping stations and a light and siren system at the five smaller stations. The verbatim system is programmed to call the Police Department dispatcher when an alarm condition has occurred, who then alerts the Sewer Division on-call person. The five smaller stations rely on neighbors to call the Police Department when an alarm occurs. This funding is for a feasibility study to determine the best mode of communication for the SCADA (Supervisory Control And Data Acquisition) system.*

**ARTICLE 37: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL**

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

<b>Group</b>	<b>Description</b>	<b>Recommended</b>	<b>Amendment</b>
Water	Core Fleet	\$ 117,000	
Water	Filter Media Replacement	\$ 72,500	
Water	System Rehabilitation Program	\$ 99,300	

2012 Annual Town Meeting Warrant

Group	Description	Recommended	Amendment
Water	Service Connections	\$ 200,000	
Water	Fire Flow Improvements	\$ 350,000	
	Total Appropriation	\$ 838,800	

INSERTED BY: Board of Selectmen

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

Article Information:

**Core Fleet** *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:*

Unit	Division	Year	Description	Miles	Cost
30	Water	1999	Ford F-350/One Ton Dump Truck	67,128	\$67,000
40	Water	2000	Ford F-350/Utility Pick-up	91,719	\$50,000

**Filter Media Replacement** *Filter media is used for manganese removal at the Charles River Water Treatment Facility. All four filters at the Treatment Facility were replaced with natural greensand in 2008. This program is intended to establish a five year replacement cycle for the replacement of the filter media, with a new synthetic product called Greensand Plus, a substitute for natural greensand. Greensand Plus is promoted as being able to withstand wider variations in operating conditions and therefore may reduce the frequency of media replacement, and reduce the need for the administration of potassium permanganate. The first year of funding for the five year cycle is fiscal year 2012*

**Water System Rehabilitation Program** *The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. The master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, projects for FY2013 include engineering and design for the installation of a new eight inch pipe (2,500 linear feet) on Grant Street from Junction Street to Dedham Avenue.*

**Water Service Connections** *The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior to a road reconstruction/paving project. If the services are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2013 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.*

**Water Fire Flow Improvements** *The Water System Master Plan has identified a category of improvements for high priority action. The St. Mary Pump Station has four pumps located within the facility that are designed to pump potable water from the MWRA to supplement the Town's demand for water. Only two pumps are operable at the station, resulting in operation at a capacity less than that which is permitted (6.5 million gallons per day). The current pump station is equipped with an emergency auxiliary motor; however, it is preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure that the station has emergency back-up electrical power. The preliminary design of the station has been completed. The DPW is preparing to seek proposals for selection of a designer for the final design and the Owner's Project Manager (OPM) services. The costs of*

*OPM services were not originally included in the budget for the project budget. \$350,000 is being requested to cover the entire design and construction services for the OPM. A request for funding for the St. Mary Pump Station Improvement Project construction will be proposed for fiscal year 2014 at an expected amount of \$5,070,000.*

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**TOWN RESERVE ARTICLES**

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**ARTICLE 38:     **APPROPRIATE FOR WORKERS COMPENSATION RESERVE FUND****

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:     Article be Adopted

*Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balances in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The Town appropriated \$494,288 to the fund at the 2011 Annual Town Meeting and the November 7, 2011 Special Town Meeting. The target balance for the fund is \$1,000,000.*

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**ARTICLE 39:     **ESTABLISH AND APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND****

To see if the Town will vote to establish a fund under the provisions of M.G.L. c, 40 Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003 to be known as the Athletic Facility Improvement Fund. The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction or construction of athletic facilities; and further to raise, and/or transfer and appropriate the sum of \$282,728 to the fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:     Article be Adopted

*Article Information: This article seeks to create an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio, which were renovated as part of a remarkable public/private partnership at a cost of more than \$7 million. Replacement of the synthetic turf fields is expected to be in the \$1.6 to \$1.8 million range in the coming years.*

**ARTICLE 40:     **APPROPRIATE TO CAPITAL IMPROVEMENT FUND****

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

INSERTED BY: Board of Selectmen

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

*Article Explanation:* Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The December 31, 2011 balance in the fund is \$561,688.

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**ARTICLE 41:     **APPROPRIATE FOR CAPITAL FACILITY FUND****

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

INSERTED BY: Board of Selectmen

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

*Article Information:* Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The December 31, 2011 balance in the fund is \$734,117.

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**ARTICLE 42:     **OMNIBUS****

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

INSERTED BY: Board of Selectmen

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2012 Annual Town Meeting Warrant

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

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

Given under our hands at Needham aforesaid this 14th day of February 2012.

**MAURICE P. HANDEL, *Chairman***  
**GERALD A. WASSERMAN, *Vice Chairman***  
**DANIEL P. MATTHEWS, *Clerk***  
**JOHN A. BULIAN**

*Selectmen of Needham*

**A true copy,  
ATTEST**

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**Reserve Fund Transfer Requests  
Approved by the Finance Committee  
Fiscal Year 2011**

<b>Budget</b>	<b>Date of Action</b>	<b>Amount</b>
Public Facilities High School Repairs	January 5, 2011	\$40,000
Legal Services	February 9, 2011	\$50,000
Unemployment Claims	February 16, 2011	\$100,000
Legal Services	April 27, 2011	\$120,000
Community Development Salaries	June 20, 2011	\$600
Workers Compensation Claims	June 20, 2011	\$110,000
Department of Public Works - Snow & Ice	June 20, 2011	\$989,507
<b>Total Approved from General Reserve Fund</b>		<b>\$1,410,107</b>
<b>Total Approved from RTS Reserve Fund</b>		<b>\$0</b>
Sewer Pump	June 20, 2011	\$35,000
<b>Total Approved from Sewer Reserve Fund</b>		<b>\$35,000</b>
<b>Total Approved from Water Reserve Fund</b>		<b>\$0</b>

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2012 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 12, 2012  
(Excludes Seasonal, Temporary and Intermittent Positions)

<b>TITLE</b>	<b>GRADE</b>	<b>ANNUALIZED SALARY RANGE</b>
<b><u>GENERAL GOVERNMENT</u></b>		
<u>Board of Selectmen/Town Manager</u>		
Town Manager	Contract	Contract
Assistant to the Town Manager	NR-4	\$45,584 - \$59,559
Department Assistant 1	TS-1	\$28,446 - \$36,034
Department Specialist	TS-3	\$34,535 - \$43,748
Assistant Town Manager/Dir. of Ops.	M-5	\$94,433 - \$118,332
Administrative Assistant	SS-3	\$34,535 - \$43,748
Director of Human Resources	M-3	\$72,990 - \$91,462
Human Resources Administrator	NR-3	\$40,741 - \$54,324
<u>Town Clerk</u>		
Town Clerk	Elected	\$81,688
Assistant Town Clerk	NR-3	\$40,741 - \$54,324
Administrative Specialist	TS-4	\$38,666 - \$48,981
Department Assistant 2	TS-2	\$32,101 - \$40,663
<u>Legal</u>		
Town Counsel	Sch C	\$68,401
<b><u>FINANCE</u></b>		
<u>Assessors</u>		
Administrative Assessor	M-2	\$68,408 - \$85,721
Asst. Administrative Assessor	PT-4	\$45,584 - \$59,559
Administrative Coordinator	TS-4	\$38,666 - \$48,981
Data Collector	PT-1	\$33,961 - \$44,906
Department Specialist	TS-3	\$34,535 - \$43,748
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	M-5	\$94,433 - \$118,332
Parking Clerk	NR-1	\$33,961 - \$44,906
<u>Accounting</u>		
Town Accountant	M-2	\$68,408 - \$85,721
Assistant Town Accountant	NR-5	\$51,013 - \$65,617
Administrative Specialist	TS-4	\$38,666 - \$48,981
Department Specialist	TS-3	\$34,535 - \$43,748

2012 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 12, 2012  
(Excludes Seasonal, Temporary and Intermittent Positions)

<b>TITLE</b>	<b>GRADE</b>	<b>ANNUALIZED SALARY RANGE</b>
<u>Information Technology Center</u>		
Director, MIS	M-3	\$72,990 - \$91,462
Financial System Application Manager	PT-6	\$53,165 - \$69,463
GIS/Database Administrator	PT-5	\$51,013 - \$65,617
Computer Operator	PT-1	\$33,961 - \$44,906
Network Manager	PT-6	\$53,165 - \$69,463
<u>Treasurer/Collector</u>		
Treasurer/Collector	M-2	\$68,408 - \$85,721
Assistant Treasurer/Collector	NR-5	\$51,013 - \$65,617
Department Specialist	TS-3	\$34,535 - \$43,748
Department Assistant 2	TS-2	\$32,101 - \$40,663
Department Assistant 1	SS-1	\$28,446 - \$36,034
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	NR-4	\$45,584 - \$59,559
<b><u>PUBLIC SAFETY</u></b>		
<u>Police Department</u>		
Police Chief	M -5	Contract
Lieutenant	P-3	\$69,292 - \$81,182
Sergeant	P-2	\$55,543 - \$63,540
Police Officer	P-1	\$41,818 - \$51,425
Animal Control Officer	UR-2	\$39,099 - \$51,083
Administrative Specialist	TS-4	\$38,666 - \$48,981
Police Maintenance Assistant	NR-1	\$33,961 - \$44,906
Department Assistant 2	TS-2	\$32,101 - \$40,663
Public Safety Dispatcher	UR-1	\$33,961 - \$44,906
Parking Enforcement Attendant	SS-2	\$32,101 - \$40,663
<u>Fire Department</u>		
Fire Chief	M-5	Contract
Deputy Fire Chief Operations	F-4	\$69,630 - \$75,766
Deputy Fire Chief	F-4	\$69,630 - \$75,766
Fire Captain	F-3	\$64,929 - \$66,227
Fire Lieutenant	F-2	\$56,126 - \$60,929
Firefighter	F-1	\$43,796 - \$51,425
Asst. Super. Fire Alarm	FA-2	\$51,420 - \$60,958
Director of Administrative Services	PT-7	\$56,914 - \$74,358
Administrative Assistant	TS-3	\$34,535 - \$43,748
Public Safety Dispatcher	UR-1	\$33,961 - \$44,906
Public Safety Dispatch Super.	UR-4	\$45,585 - \$59,559

2012 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 12, 2012  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Building</u>		
Inspector of Buildings	M-2	\$68,408 - \$85,721
Inspector of Plumbing and Gas	NR-4	\$45,584 - \$59,559
Inspector of Wires	NR-4	\$45,584 - \$59,559
Local Building Inspector	NR-5	\$51,013 - \$65,617
Administrative Specialist	TS-4	\$38,666 - \$48,981
Department Assistant 2	TS-2	\$32,101 - \$40,663
<b>PUBLIC WORKS</b>		
<u>Administration</u>		
Director of Public Works	M-5	\$94,433 - \$118,332
Assistant Director of Public Works	M-4	\$85,178 - \$106,735
Supv'r of Administration, DPW	M-1	\$57,415 - \$71,945
Administrative Services Manager	NR-5	\$51,013 - \$65,617
Senior Admin. Coordinator	TS-5	\$42,271 - \$53,547
Department Specialist	TS-3	\$34,535 - \$43,748
Department Assistant 2	TS-2	\$32,101 - \$40,663
<u>Engineering Division</u>		
Town Engineer	M-4	\$85,178 - \$106,735
Assistant Town Engineer	UR-6	\$53,165 - \$69,463
Contract Administrator	UR-6	\$53,165 - \$69,463
Civil Engineer	UR-4	\$45,585 - \$59,559
Survey Party Chief	UR-3	\$40,741 - \$54,324
AutoCad Technician	UR-2	\$39,099 - \$51,083
Engineering Aide	UR-1	\$33,961 - \$44,906
Student Draftsman/Rodman	Sch C	\$13.82-\$16.39/hour
<u>Garage Division</u>		
Garage & Equipment Supervisor	M-1	\$57,415 - \$71,945
Master Mechanic	W-7	\$23.53-\$28.01/hour
Equipment Mechanic	W-5	\$19.85-\$23.82/hour
<u>Highway Division</u>		
Division Super. Highway	M-2	\$68,408 - \$85,721
Assistant Superintendent - Highway	UR-5	\$51,013 - \$65,617
Public Works Specialist 2	W-5	\$19.85-\$23.82/hour
Public Works Technician	W-5	\$19.85-\$23.82/hour
Working Foreman	W-6	\$21.45-\$25.76/hour
Laborer 2	W-2	\$16.18-\$19.54/hour
HMEO	W-4	\$18.48-\$22.26/hour
Craftsworker	W-4	\$18.48-\$22.26/hour

2012 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 12, 2012  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Park &amp; Forestry Division</u>		
Division Super. Parks	M-2	\$68,408 - \$85,721
Assistant Superintendent - Parks	UR-5	\$51,013 - \$65,617
Working Foreman	W-6	\$21.45-\$25.76/hour
Tree Climber	W-4	\$18.48-\$22.26/hour
Craftworker	W-4	\$18.48-\$22.26/hour
HMEO	W-4	\$18.48-\$22.26/hour
Laborer 3	W-3	\$17.35-\$20.85/hour
Laborer 2	W-2	\$16.18-\$19.54/hour
 <u>Recycling &amp; Transfer Station</u>		
Division Super. Solid Waste	M-2	\$68,408 - \$85,721
Working Foreman	W-6	\$21.45-\$25.76/hour
Public Works Specialist 1	W-4	\$18.48-\$22.26/hour
HMEO	W-4	\$18.48-\$22.26/hour
Laborer 2	W-2	\$16.18-\$19.54/hour
 <u>Water Division #</u>		
Division Super. Water & Sewer	M-3	\$72,990 - \$91,462
Assistant Superintendent - Water	UR-5	\$51,013 - \$65,617
Water Treatment Facility Mgr	UR-6	\$53,165 - \$69,463
Pumping Station Operator	W-5	\$19.85-\$23.82/hour
Public Works Inspector	W-6	\$21.45-\$25.76/hour
Working Foreman	W-6	\$21.45-\$25.76/hour
Public Works Technician	W-5	\$19.85-\$23.82/hour
HMEO	W-4	\$18.48-\$22.26/hour
Craftworker	W-4	\$18.48-\$22.26/hour
Laborer 3	W-3	\$17.35-\$20.85/hour
Laborer 2	W-2	\$16.18-\$19.54/hour
 <u>Sewer Division #</u>		
Assistant Superintendent - Sewer	UR-5	\$51,013 - \$65,617
HMEO	W-4	\$18.48-\$22.26/hour
Pumping Station Operator	W-5	\$19.85-\$23.82/hour
Chief Pumping Station Operator	W-7	\$23.53-\$28.01/hour
Public Works Inspector	W-6	\$21.45-\$25.76/hour
Working Foreman	W-6	\$21.45-\$25.76/hour
Craftworker	W-4	\$18.48-\$22.26/hour

2012 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 12, 2012  
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<b>PUBLIC FACILITIES</b>		
<u>Department of Public Facilities</u>		
Director of Facilities Operations	M-4	\$85,178 - \$106,735
Director of Design and Construction	M-4	\$85,178 - \$106,735
Project Manager	M-1	\$57,415 - \$71,945
Resident Site Manager	NR-6	\$53,165 - \$69,463
Facility Operations Shift Supervisor	UR-5	\$51,013 - \$65,617
Administrative Specialist	TS-4	\$38,666 - \$48,981
Administrative Analyst	NR-3	\$40,741 - \$54,324
Department Assistant 2	TS-2	\$32,101 - \$40,663
Senior Custodian 1	BC-2	\$36,649 - \$44,205
Senior Custodian 2	BC-3	\$38,484 - \$46,420
Custodian	BC-1	\$33,259 - \$40,117
Warehouse Person	BT-1	\$38,840 - \$46,845
HVAC Technician	BT-3	\$47,005 - \$56,696
Carpenter	BT-2	\$42,721 - \$51,529
Craftsworker	BT-2	\$42,721 - \$51,529
Plumber	BT-3	\$47,005 - \$56,696
Electrician	BT-3	\$47,005 - \$56,696
Administrative Specialist	TS-4	\$38,666 - \$48,981
<u>Health Department</u>		
Director of Public Health	M-3	\$72,990 - \$91,462
Environmental Health Agent	PT-5	\$51,013 - \$65,617
Public Health Nurse	PT-5	\$51,013 - \$65,617
Program Coordinator	NR-2	\$39,099 - \$51,083
Sr. Program Coordinator	NR-5	\$51,013 - \$65,617
Public Health Nurse	PT-5	\$51,013 - \$65,617
Administrative Specialist	TS-4	\$38,666 - \$48,981
Department Assistant 2	TS-2	\$32,101 - \$40,663
<b>HUMAN SERVICES</b>		
<u>Council on Aging</u>		
Executive Director	M-2	\$68,408 - \$85,721
Associate Director	PT-4	\$45,584 - \$59,559
Outreach Worker	PT-2	\$39,099 - \$51,083
Social Worker	PT-3	\$40,741 - \$54,324
Program Coordinator	NR-2	\$39,099 - \$51,083
Building Monitor	Sch C	\$10.81/hour
<u>Youth Services</u>		
Director of Youth Services	M-2	\$68,408 - \$85,721
Social Worker	PT-3	\$40,741 - \$54,324
Administrative Assistant	TS-3	\$34,535 - \$43,748

2012 Annual Town Meeting Warrant  
**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)**  
as of March 12, 2012  
(Excludes Seasonal, Temporary and Intermittent Positions)

<b>TITLE</b>	<b>GRADE</b>	<b>ANNUALIZED SALARY RANGE</b>
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**PLANNING & COMMUNITY DEVELOPMENT**

Planning

Director of Planning & Comm. Develop	M-3	\$72,990 - \$91,462
Assistant to the Planning Director	NR-3	\$40,741 - \$54,324
Director of Economic Development	M-1	\$57,415 - \$71,945
Administrative Assistant	TS-3	\$34,535 - \$43,748

Community Development

Director of Conservation	M-1	\$57,415 - \$71,945
Administrative Specialist	TS-4	\$38,666 - \$48,981
Administrative Assistant	TS-3	\$34,535 - \$43,748

**CULTURE AND LEISURE SERVICES**

Library

Director of Public Library	M-3	\$72,990 - \$91,462
Assistant Director	NR-6	\$53,165 - \$69,463
Reference Supervisor	NR-4	\$45,584 - \$59,559
Children's Supervisor	NR-4	\$45,584 - \$59,559
Technology Specialist/Archivist	NR-4	\$45,584 - \$59,559
Tech. Services Supervisor	NR-4	\$45,584 - \$59,559
Reference Librarian/AV Specialist	NR-3	\$40,741 - \$54,324
Reference Librarian/Program Specialist	NR-3	\$40,741 - \$54,324
Circulation Supervisor	SS-5	\$42,271 - \$53,547
Assistant Children's Librarian	SS-4	\$38,666 - \$48,981
Assistant Cataloger	SS-3	\$34,535 - \$43,748
Administrative Assistant	TS-3	\$34,535 - \$43,748
Administrative Specialist	TS-4	\$38,666 - \$48,981
Library Assistant PT	SS-1	\$28,446 - \$36,034
Library Assistant FT	SS-2	\$32,101 - \$40,663
Reference Librarian PT	NR-2	\$39,099 - \$51,083

Park & Recreation

Director of Park and Recreation	M-2	\$68,408 - \$85,721
Assistant Director	PT-4	\$45,584 - \$59,559
Recreation Supervisor	PT-2	\$39,099 - \$51,083
Administrative Specialist	TS-4	\$38,666 - \$48,981

<i>CLASSIFICATION</i>	Budgeted FY 2010 Funded FTE	Budgeted FY 2010 Salary Minimum	Budgeted FY 2010 Salary Maximum	Budgeted FY 2011 Funded FTE	Budgeted FY 2011 Salary Minimum	Budgeted FY 2011 Salary Maximum	Budgeted FY 2012 Funded FTE	Budgeted FY 2012 Salary Minimum	Budgeted FY 2012 Salary Maximum
Superintendent	1.00	154,440		1.00	166,437		1.00	186,000	
Central Administrators	3.79	112,566	124,484	3.79	117,631	128,094	4.00	120,219	137,721
High School Principal	1.00	128,553		1.00	130,500		1.00	133,110	
Middle School Principal	2.00	116,737		2.00	113,000	119,889	2.00	115,034	121,000
Elementary Principal	5.00	101,861	117,703	5.00	103,861	120,881	5.00	105,679	122,694
High School Assistant Principal	2.00	82,101	113,467	2.00	82,306	113,751	2.00	83,129	114,889
Middle School House Administrator	2.00	76,557	107,408	2.00	76,748	107,677	2.00	77,516	108,753
Elementary Assistant Principal	1.50	70,127	101,406	1.50	70,302	101,660	1.50	71,005	102,676
K-12 Directors	7.60	76,557	107,408	6.60	76,748	107,677	6.60	77,516	108,753
Director of Special Education	3.00	78,424	117,888	3.50	78,620	118,182	3.50	72,737	119,364
Department Chairs & Curriculum Coord	5.30	70,384	102,589	5.10	70,560	102,845	5.20	71,266	103,874
Teacher	405.84	42,358	87,813	404.30	42,781	88,691	414.29	42,888	88,912
Nurse	7.58	42,358	82,673	7.61	42,781	83,499	7.61	42,888	83,708
Instructional Assistants	110.38	\$15.1086/hr	\$29.8481/hr	108.36	\$15.4836/hr	\$30.8443/hr	106.31	\$15.5637/hr	\$30.9985/hr
Permanent Substitute	4.00	\$14.51/hr		3.00	\$16.11/hr		2.29	\$14.87/hr	
Network Administrator	1.00	88,973		1.00	89,863		1.00	92,111	
Database Administrators	2.00	68,250	78,731	2.00	68,933	79,518	2.00	69,966	80,711
Computer Technicians	5.00	\$21.2172/hr	\$26.8311/hr	8.50	\$22.8306/hr	\$28.8714/hr	-	\$23.0589/hr	\$29.1601/hr
School Office Assistants	9.75	\$13.5584/hr	\$17.8449/hr	9.12	\$13.86/hr	\$18.25/hr	10.07	\$14.002/hr	\$18.4289/hr
Mail Carrier/Production Center	1.00	\$16.6663/hr	\$21.9437/hr	1.00	\$17.04/hr	\$22.44/hr	1.00	\$17.2117/hr	\$22.6618/hr
Secretary/ AP/ Bookkeeper	32.51	\$16.6663/hr	\$26.6161/hr	31.97	\$17.04/hr	\$27.22/hr	33.78	\$17.2117/hr	\$27.4870/hr
Director of Community Education and External Funding	0.10	74,390	95,953	0.10	96,913		0.10	98,874	
Administrative Assistants	5.00	\$22.41/hr	\$39.54/hr	5.00	\$39.93/hr		5.00	\$28.3247/hr	\$40.5319/hr
Bus/Van Drivers	1.00	\$20.86/hr		1.00	\$21.07/hr		5.15	\$14.57/hr	\$21.39/hr
Transportation Coordinator	-	60,184		-	60,786		-	69,500	
Accounting Supervisor	1.00	61,382		1.00	61,996		1.00	62,926	
Budget Analyst	1.00	59,823		1.00	57,510		1.00	58,373	
<b>Total</b>	<b>621.36</b>			<b>618.45</b>			<b>624.38</b>		

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

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
<b>GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED &amp; ISSUED</b>												
Title V Loans - MWPAT T5-97-1027 - R	May-97	\$85,894	Dec-99	Aug-19	(see note)	\$7,055.69	\$6,794.15	\$6,529.60	\$6,265.04	\$5,922.75	\$5,662.92	\$15,364.83
Stormwater - MWPAT 98-92 (Restructured)	May-98	\$364,979	Sep-01	Aug-19	(see note)	\$34,505.81	\$33,750.23	\$32,889.07	\$35,649.55	\$34,152.24	\$32,701.87	\$89,590.17
Road Improvement Program	May-05	\$468,400	Dec-05	Feb-15	3.48%	\$11,460.00	\$11,110.00	\$10,750.00	\$10,380.00			
Road, Bridges, Sidewalks and Intersection Improvement	May-08	\$820,000	Jun-09	Jun-13	2.40%	\$213,200.00	\$209,100.00					
Public Services Administration Building (Series I)	Oct-08	\$4,000,000	Dec-09	Aug-26	3.16%	\$344,325.00	\$339,525.00	\$334,725.00	\$329,925.00	\$325,125.00	\$319,125.00	\$2,718,037.50
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$165,000	Dec-09	Aug-13	2.00%	\$42,000.00	\$41,200.00	\$40,400.00				
Public Safety Building Roof	May-08	\$350,000	Jun-10	Dec-14	2.20%	\$75,600.00	\$73,850.00	\$72,100.00	\$70,700.00			
Public Services Administration Building (Series II)	Oct-08	\$1,000,000	Jun-10	Dec-24	3.07%	\$86,137.50	\$84,637.50	\$83,137.50	\$81,937.50	\$85,606.25	\$84,062.50	\$648,725.00
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$530,000	Jun-10	Dec-13	2.31%	\$142,850.00	\$134,550.00	\$131,300.00				
Public Services Administration Building (Series III)	Oct-08	\$125,000	Oct-10	Apr-14	2.10%	\$21,200.00	\$20,800.00	\$10,200.00				
Town Hall Project (Series I)	May-09	\$2,500,000	Oct-10	Apr-17	2.24%	\$341,250.00	\$335,250.00	\$326,250.00	\$320,250.00	\$314,250.00	\$307,500.00	
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$180,000	Oct-10	Apr-13	2.11%	\$31,500.00	\$30,900.00					
Public Services Administration Building (Series IV)	Oct-08	\$28,500	Jun-11	Oct-11	3.00%	\$28,785.00						
Stormwater Drainage Improvements	May-09	\$5,000	Jun-11	Oct-11	3.00%	\$5,050.00						
Kendrick Street Bridge Design (Series II)	May-09	\$15,000	Jun-11	Oct-11	3.00%	\$15,150.00						
Road, Bridges, Sidewalks and Intersection Improvement	May-10	\$500,000	Jun-11	Oct-14	2.68%	\$134,583.33	\$133,125.00	\$130,000.00	\$126,875.00			
Senior Center Design	Nov-10	\$350,000	Jun-11	Oct-13	2.55%	\$155,875.00	\$128,375.00	\$75,750.00				
Town Hall (Series III)	May-09	\$385,000	Oct-11	Aug-26	2.63%		\$46,522.42	\$33,281.26	\$32,781.26	\$32,281.26	\$31,781.26	\$285,484.47

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

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Parking Lot Improvement (Marked Lee)	May-08	\$100,000	Oct-11	Aug-16	2.00%		\$22,372.22	\$21,400.00	\$21,000.00	\$20,600.00	\$20,200.00	
Kendrick Street Bridge Repair	May-10	\$750,000	Oct-11	Aug-21	2.21%		\$94,747.40	\$88,687.50	\$87,187.50	\$85,687.50	\$84,187.50	\$397,218.75
Mitchell School Roof	Nov-06	\$580,000	Jun-07	Nov-11	4.31%	\$117,443.75						
Hillside & Mitchell Schools Paving Work	May-08	\$90,000	Nov-08	Aug-11	3.46%	\$30,525.00						
Pollard School Repairs	Nov-10	\$325,000	Jun-11	Oct-13	2.81%	\$155,666.67	\$152,750.00	\$25,250.00				
Pollard School Roof Replacement	Nov-10	\$1,000,000	Jun-11	Oct-15	2.80%	\$220,333.33	\$219,000.00	\$214,000.00	\$209,000.00	\$203,000.00		
Pollard School Parking and Access	Mar-11	\$702,200	Jun-11	Oct-14	2.68%	\$190,638.67	\$186,375.00	\$182,000.00	\$177,625.00			
<b>GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT</b>						<b>\$2,405,135</b>	<b>\$2,304,734</b>	<b>\$1,818,650</b>	<b>\$1,509,576</b>	<b>\$1,106,625</b>	<b>\$885,221</b>	<b>\$4,154,421</b>
<b>GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED &amp; ISSUED</b>												
Library Project (Series I)	May-03	\$11,000,000	Dec-04	Dec-19	3.90%	\$1,084,562.50	\$1,056,037.50	\$1,026,493.75	\$994,912.50	\$962,312.50	\$929,712.50	\$2,583,431.25
Library Project (Series II)	May-03	\$750,000	Dec-05	Feb-15	3.59%	\$102,955.00	\$99,805.00	\$91,565.00	\$93,420.00			
High School (Series I)	May-03	\$10,000,000	Nov-06	May-26	4.01%	\$865,875.00	\$845,250.00	\$823,250.00	\$801,250.00	\$779,250.00	\$757,250.00	\$5,516,625.00
Broadmeadow School	May-00	\$14,000,000	Nov-03	Nov-23	4.09%	\$1,066,100.00	\$1,040,725.00	\$1,013,600.00	\$985,600.00	\$957,600.00	\$929,600.00	\$5,671,400.00
Eliot School	May-00	\$5,500,000	Jun-05	Jun-25	3.82%	\$408,893.76	\$399,793.76	\$390,693.76	\$421,593.76	\$411,093.76	\$399,843.76	\$2,624,000.08
High Rock School - Designs	Nov-06	\$45,000	Dec-07	Jun-12	3.28%	\$10,325.00						
High Rock & Pollard School Projects	May-07	\$600,000	Dec-07	Jun-12	3.28%	\$154,875.00						
High Rock School - Designs	Nov-06	\$480,000	Jun-08	Dec-26	3.91%	\$39,781.25	\$38,968.75	\$38,156.25	\$37,343.75	\$36,531.25	\$35,562.50	\$300,062.50
High Rock & Pollard School Projects	May-07	\$1,120,000	Jun-08	Dec-26	3.91%	\$94,675.00	\$92,725.00	\$90,775.00	\$88,825.00	\$86,875.00	\$84,550.00	\$693,750.00

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

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
High School (Series IIA)	May-03	\$9,000,000	Jun-08	Dec-24	3.89%	\$800,562.50	\$783,337.50	\$766,112.50	\$748,887.50	\$731,662.50	\$711,125.00	\$4,906,925.00
High School (Series IIB)	Feb-05	\$2,000,000	Jun-08	Dec-26	3.91%	\$167,081.25	\$163,668.75	\$160,256.25	\$156,843.75	\$153,431.25	\$149,362.50	\$1,260,262.50
High Rock & Pollard School Projects (Series III)	May-07	\$5,000,000	Nov-08	Aug-27	4.69%	\$459,350.00	\$450,075.00	\$440,800.00	\$430,862.50	\$420,262.50	\$409,662.50	\$3,662,206.25
High School (Series III)	Feb-05	\$3,850,000	Jun-09	Jun-28	3.42%	\$310,650.00	\$306,550.00	\$297,450.00	\$292,950.00	\$288,200.00	\$283,450.00	\$2,544,450.00
High Rock & Pollard School Projects (Series IV)	May-07	\$10,500,000	Dec-09	Aug-28	3.35%	\$846,137.50	\$835,037.50	\$823,937.50	\$812,837.50	\$801,737.50	\$787,862.50	\$8,072,456.25
Newman School HVAC Design and Engineering (Series I)	May-09	\$225,000	Jun-10	Dec-14	2.20%	\$48,600.00	\$47,475.00	\$46,350.00	\$45,450.00			
Newman School Extraordinary Repairs (Series I)	Nov-09	\$1,000,000	Jun-10	Dec-19	2.62%	\$121,500.00	\$119,000.00	\$116,500.00	\$114,500.00	\$112,375.00	\$110,000.00	\$313,375.00
High Rock & Pollard School Projects (Series V)	May-07	\$60,000	Oct-10	Apr-12	1.76%	\$30,600.00						
Newman School Extraordinary Repairs (Series II)	Nov-09	\$675,000	Oct-10	Apr-14	2.07%	\$106,000.00	\$104,000.00	\$51,000.00				
Newman School Extraordinary Repairs (Series III)	Nov-09	\$5,000,000	Jun-11	Oct-28	3.35%	\$406,883.33	\$424,700.00	\$417,700.00	\$410,700.00	\$402,300.00	\$395,300.00	\$4,011,750.00
<b>EXCLUDED DEBT</b>						<b>\$7,125,407</b>	<b>\$6,807,149</b>	<b>\$6,594,640</b>	<b>\$6,435,976</b>	<b>\$6,143,631</b>	<b>\$5,983,281</b>	<b>\$42,160,694</b>
<b>CPA FUND DEBT - AUTHORIZED &amp; ISSUED</b>												
Town Hall (Series II)	May-09	\$3,500,000	Jun-11	Oct-28	3.36%	\$283,960.42	\$296,487.50	\$291,612.50	\$286,737.50	\$280,887.50	\$276,012.50	\$2,819,968.81
Town Hall (Series III)	May-09	\$1,225,000	Oct-11	Aug-26	2.63%		\$141,761.67	\$106,500.00	\$104,900.00	\$103,300.00	\$101,700.00	\$913,550.00
<b>CPA DEBT</b>						<b>\$283,960</b>	<b>\$438,249</b>	<b>\$398,113</b>	<b>\$391,638</b>	<b>\$384,188</b>	<b>\$377,713</b>	<b>\$3,733,519</b>
<b>RTS FUND DEBT FEE SUPPORTED - AUTHORIZED &amp; ISSUED</b>												
Collection Packer	May-08	\$125,000	Dec-09	Aug-12	2.00%	\$41,200.00	\$40,400.00					
Construction Equipment (FE Loader)	May-09	\$165,000	Oct-10	Apr-14	2.29%	\$53,150.00	\$47,150.00	\$40,800.00				
<b>RTS DEBT SERVICE</b>						<b>\$94,350</b>	<b>\$87,550</b>	<b>\$40,800</b>				

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

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate
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Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
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**SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED**

MWPAT 95-01 - RESTRUCTURED	May-91	\$310,656	Aug-01	Feb-15	(see note)	\$32,109.80	\$32,080.28	\$32,060.89	\$32,021.36			
Sewer - WEST STREET FORCE MAIN	May-98	\$881,800	Jun-99	Jun-19	4.83%	\$67,237.50	\$70,100.00	\$67,700.00	\$70,250.00	\$72,500.00	\$69,500.00	\$139,750.00
Sewer - WEST STREET PUMPING STATION	May-98	\$1,939,000	Jun-99	Jun-19	4.83%	\$154,152.50	\$154,165.00	\$153,885.00	\$153,250.00	\$152,250.00	\$156,000.00	\$306,500.00
Sewer - MWPAT 97-13 (Restructured)	Oct-96	\$67,700	Nov-04	Aug-18	(see note)	\$6,406.31	\$6,557.67	\$6,508.77	\$6,536.80	\$6,451.53	\$6,288.05	\$12,256.89
Sewer - MWPAT 97-33 (Restructured)	Oct-96	\$180,300	Nov-04	Aug-18	(see note)	\$17,194.08	\$17,592.86	\$17,426.84	\$17,374.13	\$17,019.98	\$16,720.92	\$32,403.29
MWPAT 97-63 (Restructured 2)	May-97	\$1,019,778	Nov-04	Aug-18	(see note)	\$97,016.78	\$99,729.25	\$98,416.74	\$98,250.26	\$96,382.43	\$94,916.69	\$183,523.46
Sewer - MWPAT 98-10 (Restructured)	May-97	\$130,200	Nov-04	Aug-18	(see note)	\$12,388.11	\$12,792.53	\$12,594.41	\$12,566.64	\$12,320.71	\$12,114.16	\$23,368.18
Sewer System Rehab - I/I Work	May-03	\$425,000	Jun-05	Jun-14	3.14%	\$44,200.00	\$42,800.00	\$41,400.00				
Sewer Pump Station - Great Plain Ave.	May-05	\$484,550	Dec-05	Feb-15	3.59%	\$62,840.00	\$60,915.00	\$58,935.00	\$51,900.00			
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$2,000,000	Jun-07	Nov-22	4.35%	\$141,781.25	\$142,637.50	\$138,387.50	\$134,012.50	\$129,262.50	\$124,262.50	\$586,018.75
Sewer Pump Station - GPA	May-05	\$500,000	Jun-09	Jun-19	3.17%	\$61,500.00	\$60,500.00	\$59,500.00	\$58,375.00	\$57,187.50	\$56,000.00	\$106,000.00
Sewer System Rehabilitation I/I	May-07	\$725,000	Jun-10	Jun-14	2.35%	\$154,062.50	\$151,162.50	\$148,262.50				
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$320,000	Dec-09	Aug-28	3.39%	\$28,762.50	\$28,362.50	\$27,962.50	\$22,612.50	\$22,312.50	\$21,937.50	\$241,231.25
Sewer Pump Station GPA	May-08	\$550,000	Dec-09	Aug-28	3.36%	\$45,200.00	\$44,600.00	\$44,000.00	\$43,400.00	\$42,800.00	\$42,050.00	\$417,762.50
MWRA Loan Sewer Pump Station Richardson Drive	Nov-02	\$215,710	Feb-10	Feb-15		\$43,142.00	\$43,142.00	\$43,142.00	\$43,142.00			
MWRA Loan Sewer System Rehabilitation I/I	May-07	\$283,305	May-10	May-15		\$56,661.00	\$56,661.00	\$56,661.00	\$56,661.00			
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$145,000	Jun-10	Dec-19	2.59%	\$18,075.00	\$17,700.00	\$17,325.00	\$17,025.00	\$16,706.25	\$16,350.00	\$41,631.25
Sewer Pump Station Richardson Drive	Nov-02	\$200,000	Oct-10	Apr-16	2.00%	\$16,687.50	\$16,387.50	\$15,937.50	\$15,637.50	\$15,337.50		

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

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Sewer System Rehabilitation I/I (MWRA)	May-07	\$57,613	Nov-10	Nov-15		\$11,522.50	\$11,522.50	\$11,522.50	\$11,522.50	\$11,522.50		
Sewer System Rehab - I/I Work	May-03	\$95,000	Jun-11	Oct-12	3.00%	\$46,700.00	\$50,750.00					
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$25,000	Jun-11	Oct-11	3.00%	\$25,250.00						
<b>SEWER DEBT SERVICE</b>						<b>\$1,142,889</b>	<b>\$1,120,158</b>	<b>\$1,051,628</b>	<b>\$844,537</b>	<b>\$652,053</b>	<b>\$616,140</b>	<b>\$2,090,446</b>

**WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED**

Water Treatment Facility	May-96	\$2,665,000	Jun-99	Jun-19	4.83%	\$212,182.50	\$210,295.00	\$208,095.00	\$210,500.00	\$212,250.00	\$208,500.00	\$419,500.00
Water Treatment Facility	Nov-97	\$3,090,000	Jun-99	Jun-19	4.83%	\$243,302.50	\$245,465.00	\$247,065.00	\$243,000.00	\$243,500.00	\$243,500.00	\$494,750.00
Water Systems - Broadmeadow Street	Nov-00	\$257,304	Jul-01	Aug-11	ZERO	\$25,730.40						
Water System Rehab - Warren Street Area	May-05	\$413,500	Dec-05	Feb-15	3.60%	\$51,945.00	\$50,370.00	\$53,750.00	\$51,900.00			
Water Service Connections	May-06	\$50,000	Jun-07	Nov-11	4.31%	\$10,212.50						
Water System Rehabilitation - Rte 128 Area	May-06	\$1,500,000	Jun-07	Nov-22	4.32%	\$178,693.75	\$148,912.50	\$144,662.50	\$140,287.50	\$135,537.50	\$130,537.50	\$764,281.25
Water System Rehabilitation - Webster	May-03	\$100,000	Dec-07	Jun-12	3.28%	\$25,812.50						
Water System Design	May-01	\$25,000	Dec-07	Jun-12	3.28%	\$5,162.50						
Water Service Connections	May-06	\$100,000	Dec-07	Jun-12	3.28%	\$25,812.50						
Water Storage Tank Rehabilitation	May-07	\$600,000	Dec-07	Jun-12	3.28%	\$185,850.00						
Water System Rehabilitation - Rte 128 Area	May-06	\$230,000	Nov-08	Aug-12	3.48%	\$57,887.50	\$55,962.50					
Water System Rehabilitation - Rte 128 Area	May-06	\$212,000	Jun-09	Jun-19	3.16%	\$28,637.50	\$23,157.50	\$22,777.50	\$23,350.00	\$22,875.00	\$22,400.00	\$42,400.00
Water Storage Tank Rehabilitation	May-08	\$655,000	Jun-09	Jun-19	3.16%	\$81,012.50	\$79,692.50	\$78,372.50	\$75,887.50	\$74,343.76	\$72,800.00	\$137,800.00

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

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Water Service Connections	May-06	\$55,000	Dec-09	Aug-19	2.51%	\$6,012.50	\$5,912.50	\$5,812.50	\$5,712.50	\$5,612.50	\$5,487.50	\$15,643.75
Water System Rehabilitation - Rte 128 Area	May-06	\$100,000	Dec-09	Aug-28	3.41%	\$7,837.50	\$7,737.50	\$7,637.50	\$7,537.50	\$7,437.50	\$7,312.50	\$80,543.75
Water System Rehabilitation - Rte 128 Area	May-06	\$165,000	Jun-10	Dec-14	2.22%	\$37,600.00	\$36,725.00	\$30,900.00	\$30,300.00			
Water Main Improvements	May-08	\$185,000	Jun-10	Dec-14	2.20%	\$42,850.00	\$36,925.00	\$36,050.00	\$35,350.00			
Water Distribution System Rehab (Chapel & May) (Pickering	May-09	\$400,000	Jun-10	Dec-24	3.02%	\$39,962.50	\$39,212.50	\$38,462.50	\$37,862.50	\$32,281.25	\$31,687.50	\$226,687.50
Water Distribution System Rehab (Chapel & May) (Pickering	May-09	\$300,000	Oct-10	Apr-15	1.85%	\$21,800.00	\$21,400.00	\$20,800.00	\$20,400.00			
Water Distribution System Rehab (Chapel & May) (Pickering	May-09	\$204,300	Jun-11	Oct-12	3.00%	\$107,843.00	\$101,500.00					
Water Main Improvements	May-08	\$849,815	Jul-10	Jul-30	2.00%	\$51,552.25	\$51,552.10	\$51,552.70	\$51,552.76	\$51,552.99	\$51,552.10	\$721,735.93
<b>WATER DEBT SERVICE</b>						<b>\$1,447,699</b>	<b>\$1,114,820</b>	<b>\$945,938</b>	<b>\$933,640</b>	<b>\$785,391</b>	<b>\$773,777</b>	<b>\$2,903,342</b>
<b>TOTAL</b>						<b>\$12,499,441</b>	<b>\$11,872,660</b>	<b>\$10,849,768</b>	<b>\$10,115,367</b>	<b>\$9,071,888</b>	<b>\$8,636,132</b>	<b>\$55,042,421</b>

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

**DEBT  
APPENDIX  
B**

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

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

Project	T M Vote	Article	Open or Requested Authorization
<b>Open General Fund Projects</b>			
Senior Center Construction	Nov-11	14	\$8,051,808
Booth Street Reconstruction	May-11	41	\$125,000
Fire Engine	May-11	37	\$400,000
Needham High School Building C Roof Repair	May-11	38	\$240,000
Public Works Infrastructure Program	May-11	39	\$1,100,000
Pollard School Parking & Access Improvements	Mar-11	1	\$55,800
Pollard School Roof Repair	Nov-10	10	\$2,250,000
Senior Center Feasibility & Design	Nov-10	11	\$150,000
Kendrick Street Bridge Repair	May-10	35	\$100,000
Road, Bridges, Sidewalks and Intersection Improvement	May-10	36	\$556,300
Newman School HVAC Project	Nov-09	14	\$20,269,128
Stormwater Master Plan Drainage	May-09	49	\$165,000
Town Hall Project	May-09	35	\$1,215,000
Kendrick Street Bridge Repair Design	May-09	47	\$35,000
Public Services Administration Bldg	Oct-08	5	\$320,000
Public Safety Building Roof	May-08	36	\$61,500
Street & Traffic Light Improvements	May-08	42	\$25,000
Municipal Parking Lot Improvements	May-08	41	\$5,000
High Rock and Pollard School Project	May-07	41	\$284,000
Ridge Hill Rehabilitation	May-05	31	\$104,600
Rosemary Pool Complex - Design	May-00	63	\$72,500
<b>TOTAL</b>			<b>\$35,585,636</b>

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

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

Project	T M Vote	Article	Open or Requested Authorization
<b>Proposed General Fund Projects for the 2012 ATM</b>			
Property Acquisition	Pending	31	\$630,000
Public Works Infrastructure Program	Pending	33	\$600,000
DPW Complex Renovations	Pending	34	\$580,000
TOTAL			\$1,810,000
<b>Open CPA Fund Projects</b>			
Town Hall Project	May-09	35	\$2,459,000
TOTAL			\$2,459,000
<b>Proposed CPA Fund Projects for the 2012 ATM</b>			
TOTAL			\$0
<b>Open RTS Enterprise Fund Projects</b>			
RTS Forklift	May-11	42	\$86,000
RTS Semi-Tractor	May-11	43	\$152,000
RTS Construction Equipment	May-09	52	\$45,000
TOTAL			\$283,000
<b>Proposed RTS Enterprise Fund Projects for the 2012 ATM</b>			
TOTAL			\$0

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

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

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

Sewer Pump Station Reservoir B	Nov-11	15	\$6,300,000
Sewer Pump Station Design Reservoir B	May-09	55	\$575,497
Sewer Pump Station Great Plain Ave	May-08	45	\$33,000
Sewer System Rehabilitation I/I Work	May-07	45	\$559,083
Rte 128 Sewer System Improvements	Nov-05	9	\$115,000
Sewer System Rehabilitation I/I Work	May-03	55	\$13,000
<b>TOTAL</b>			<b>\$7,595,580</b>

**Proposed Sewer Enterprise Fund Projects for the 2012 ATM**

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

Water System Improvements	May-09	56	\$80,000
Water Main Improvements	May-08	47	\$600,294
Water Storage Tank Cleaning & Painting	May-08	48	\$75,000
Water System Improvements (Rte 128 Area)	May-06	71	\$735,000
Water System Improvements - Warren Street	May-05	54	\$30,000
Water Pumping Station Design St. Mary's	Nov-02	26	\$180,000
<b>TOTAL</b>			<b>\$1,700,294</b>

**Proposed Water Enterprise Fund Projects for the 2012 ATM**

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