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# **TOWN WIDE EXPENSES**

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Townwide Expense Budget			
Townwide Budget	Auto Casualty Liability Property and Self Insurance Program (General Insurance)		
Purpose of the Budget			

The General Insurance budget provides for auto liability, general liability, property and casualty, law enforcement, public officials and school board liability, self-insurance, and deductible expenses for the Town of Needham including the Needham Public Schools. The general insurance program is overseen and managed by the Finance Department. The program is designed to reduce risk in order to protect the Town and its assets from the negative effects of unpredictable and significant claims and losses.

# **Budget Activities**

The Risk Management Committee continued to promote a safe and healthy work environment, loss prevention and risk mitigation through training and best practices. The COVID-19 Pandemic impacted the operations of every department in Town. Personal injury, property and vehicles damage claims from the general public were down, this was a trend reported state-wide with more people working from home, children learning from home, businesses with limited hours or were closed, and many civic and social events and places of gather were cancelled or limited attendance. However, professional liability claims have increased, although most are withdrawn or are deemed unfounded, there is an increase to the administrative and financial cost of such claims. These types of claims also have higher deductibles which the Town has to cover. With modified work shifts in place for a majority of the fiscal year, opportunities for staff to discuss and implement risk mitigation processes were less. Employee participation in the best practices seminars increased as many programs were offered via webinar.

The Town earned \$23,223 in rewards-earning which was a decline from past years, but was due to COVID-19 restrictions. COVID-19 reduced the amount of time that staff could devote to the loss prevention action plan and attendance at trainings due to social distancing requirements. The rewards program is designed to encourage discounts and savings on the insurance premium, by promoting workplace safety awareness and good maintenance practices.

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Earned Rewards	\$30,821	\$30,568	\$29,838	\$33,817	\$33,417	\$23,223

The Town will expand its loss prevention program reach by having the Human Resources staff actively participating in the program.

# **Budget Changes**

The Town is insured through the Massachusetts Inter-local Insurance Agency, which is a self-insurance pool created under Chapter 40M of the Massachusetts General Laws and is a provider of insurance exclusively to municipalities and other governmental entities in the Commonwealth. The Town has usually seen favorable rates in comparison to the overall insurance market, because of the unique nature of the insurance pool, this is still true. Premiums for fiscal year 2023 are not yet known, this information is usually received in the late spring (June). The table 1 shows the change in the July 1 billed premium for the insurance coverage provided by MIIA, and the budgetary expenditures for the immediate prior five fiscal years (2017 – 2021) and the base premium for FY2022. The actual amount paid is impacted by changes due to policy amendments, deductibles, credits, and payment discounts that may be obtained. The fluctuations in the annual premium were due to buildings coming off and new or expanded buildings being added to the policy and not due to extraordinary loss experience. The new or remodeled facilities added over the past few years include a High School expansion (2018), the Rosemary Recreational Complex

Townwide Expense Budget			
Townwide Budget	Auto Casualty Liability Property and Self Insurance Program (General Insurance)		

(2018), the Fuel Depot at 470 Dedham Avenue (2019), a new Memorial Park Field House (2020), the Mitchell School modular classrooms addition (2020), the Sunita Williams Elementary School (2020), the Jack Cogswell Building (2021), Communications Tower on Central Avenue (2021), and the new Fire Headquarters (2021). Fire Station #2 is scheduled to open in November of 2021 (2022) and the Police Station in late February 2022.

Year	Budget	Premium*	Change	Expenditure**	Change
FY2022	\$758,900	\$736,456	8.8%		
FY2021	\$665,795	\$677,195	16.8%	\$667,584	9.8%
FY2020	\$626,790	\$579,700	6.2%	\$608,251	-2.7%
FY2019	\$626,790	\$545,607	-3.1%	\$625,373	20.0%
FY2018	\$606,200	\$562,839	4.1%	\$521,244	-9.4%
FY2017	\$582,400	\$540,785	6.6%	\$575,336	3.8%

<sup>\*</sup>Annual billed before adjustments, amendments, and credits.

The base policy is assumed to increase by 6.6% for FY2023 over the base policy for FY2022. This is reflective of the average change for FY2017 through FY2022. The base premium for FY2022 increased by 8.8% which compares to the 16.8% increase in FY2021. The policy premium includes buildings, casualty and liability, special property, and vehicle coverages. As of July 2021, the total insured value of real property exceeds \$415 million, an increase of 5.1% from the prior year. The budget request reflects the annualized cost for Fire Station #2 and the new police station. The combination of the base increase, the annualize cost for the facilities added during the past year, and coverage for the new facilities is estimated to increase the annual premium by 10.6% over FY2022.

The budget provides for the self-insurance account to pay settlements and other uninsured property losses which is level funded at \$20,000. The budget also pays administrative expenses, insurance deductibles, other small claims, uninsured losses, and other related claims and has been level funded at \$29,200. Insurance premiums relating to the two enterprise activities and actual uninsured claims paid are treated as indirect costs which are recovered from the enterprise funds and reflected in the funding sources for the general fund operating budget.

The total General Insurance program budget request is \$75,362 higher, approximately 9.9% more than the current budget of \$758,900.

Spending Request Recap						
Description	Base Request	Related to DSR4	Total			
Administrative, Deductibles, and Insurance Expenses	814,262					
Self-Insurance and Settlements	20,000					
Total	834,262					

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<sup>\*\*</sup>Expenditures reflective of all payments, transfers, credits, and encumbrances for the fiscal year.

Townwide Expense Budget			
Townwide Budget	Debt Service		
Durnoss of the Budget			

## Purpose of the Budget

To maintain an overall capital investment plan which works within the Town's debt policies and uses modern financial tools to fund facility and infrastructure in a sustainable manner. The Debt Service budget provides the appropriation for the Town's annual principal and interest expenses associated with various capital construction projects. The projects have been funded by the issuance of notes and bonds. The Sewer and Water Enterprises pay for their related debt service from user fees and charges.

# **Budget Activities**

The construction funding for a new Police and Fire Headquarters and a new Fire Station #2 in the Needham Heights was approved by Town Meeting at the October 10, 2018 session and by the voters on the November 6, 2018 state election ballot. This will be the remaining open debt excluded project with pending bond issues for FY2023. The Town has issued three bond issues related to the project as of October 2021. FY2021 was the peak year in general fund excluded debt service. The total annual excluded debt service expense for projects previously approve begins to decline with the FY2022 budget. The FY2023 total debt service will decline 5.2%; the Townwide debt service budget will decline by 2.7% from the current year. The Town approved design funding for the replacement of the Emery Grover school administration building at the October 25, 2021 Special Town Meeting. A construction authorization is anticipated for the spring of 2022. The Town is considering options to upgrade or replace the Mitchell Elementary School, the Pollard Middle School, and the public works facilities located at 470 Dedham Avenue and other locations in town.

The Town sold a \$24,075,000 General Obligation bond which was approved by the Select Board in April 2021. The initial offering was for \$25,705,000 but because of the large bond premium offering by the bidder, the Town was able to reduce the size of the bond issue. The winning bidder offered a coupon rate which ranged from a low of 2.000% to a high of 5.000%, with an initial premium of \$2,561,816.35 The Town used the premium to reduce the size of the bond issue and to pay the debt issuance costs. The benefit of applying the premium towards project costs is that it lowers the amount that will need to be appropriated to pay debt in future years. The final maturity for this bond is July 2040.

# **Budget Changes**

The FY2023 total debt service of \$22,058,294 is a 5.2% decrease from the current year (22,624,142). The FY2023 debt service budget, exclusive of enterprise fund debt, is \$20,198,294, a 2.7% decrease from the current year (\$20,764,142). The decrease for FY2023 is primarily due to the decline in excluded debt service and Community Preservation Act (CPA) debt. There are several additional debt issues related to the public safety building projects pending. The budget includes amounts required to pay current outstanding long term general fund debt, and new long term general fund debt issues for which authorizations were previously approved by Town Meeting. The budget also pays down certain principal amounts that come due when a bond anticipation note matures when possible. This lowers interest expense and helps to manage the Town's overall debt burden. Interest expense and other related temporary borrowing costs are also included. This budget accounts for both general fund debt service within the levy, and excluded debt, as well as debt supported by CPA funds.

The General Fund debt service within the levy limit is \$5,552,406 and the excluded debt service is \$13,676,256. The CPA supported debt totals \$969,632. This request does not contain any funding for debt that may be authorized at the 2022 Annual Town Meeting or May 2022 Special Town Meeting. Debt service related to the Sewer (\$610,000) and Water (\$1,250,000) enterprise funds are contained in those budgets and are therefore not included in this budget.

	Townwide Expense Budget
Townwide Budget	Debt Service

The General Fund debt service which is paid within the levy limit is appropriately 3.4% more than the current year and is keeping with the Town's policy and financing plan. The General Fund excluded debt service portion of the budget (\$13,676,256) is 4.9% less than budgeted for FY2022 (\$14,375,000), which is based on the estimated debt service to be paid during FY2023 for the public safety buildings projects. The combined total of debt within the levy limit and excluded from the levy limit is \$19,228,662 which is \$514,083 less (2.6%) than the FY2022 combined amount for those two categories of debt.

There are two projects that have been funded in part with CPA debt, the Town Hall and the Rosemary Recreational Complex (RRC). The CPA supported debt service for FY2023 is \$969,632, which is \$51,765 less than the amount for FY2022 (\$1,021,397), a decrease of appropriately 5.1%. The debt outstanding on the Town Hall will be fully repaid by FY2031 and the debt on the RRC will paid off in FY2039.

Debt	Levy Limt	Excluded	СРА	Sewer	Water	Total
Principal Payments	\$2,428,000	\$7,207,000	\$665,000	\$495,117	\$598,974	\$11,394,091
Interest Payments	\$739,357	\$3,136,682	\$304,632	\$80,934	\$83,557	\$4,345,162
Note Paydowns and Other New Debt	\$2,300,000	\$3,200,000		\$30,000	\$530,000	\$6,060,000
Short Term and Other New Interest	\$85,049	\$132,574		\$3,949	\$37,469	\$259,041
Total	\$5,552,406	\$13,676,256	\$969,632	\$610,000	\$1,250,000	\$22,058,294

Spending Request Recap						
Description	Base Request	Related to DSR4	Total			
General Fund Project Debt	19,228,662		19,228,662			
CPA Project Debt	969,632		969,632			
Sewer Project Debt	610,000		610,000			
Water Project Debt	1,250,000		1,250,000			
Sub Total	22,058,294		22,058,294			
Less Enterprise Fund Debt	(1,860,000)		(1,860,000)			
Total	\$20,198,294		\$20,198,294			
V2023						

Townwide Expense Budget			
Townwide Budget	Group Insurance, Employee Benefits, and Administrative Costs		
Purpose of the Budget			

The expenses covered under this program include group insurance for active employees, 401(a) Plan deferred compensation payments, employee benefit administration costs, Medicare tax, Social Security tax, unemployment assessments, workers compensation and public safety injured on duty payments, employee assistance services, professional services, and incidental expenses

# **Budget Activities**

#### Health Insurance

This budget assumes a 5% increase in health insurance premiums for FY2023 and includes a provision for the enrollment of 20 additional employees who do not currently participate in the Town's group health program. Enrollment in the Town's group insurance program has been relatively stable over the past several years, decreasing by 0.35% over FY2022, and increasing by 2.65% since FY2018. In the current year (FY2022), there are 44 employees participating in the "opt out" program, whereby employees receive a payment for opting out of the Town's group insurance program. The chart below includes the number of active health insurance subscribers for the past five years.

Fiscal Year	Town	% Increase over Prior Year	School	% Increase over Prior Year	Total Actives	% Increase over Prior Year
FY2018	291	1.75%	540	-0.74%	831	0.12%
FY2019	291	0.00%	540	0.00%	831	0.00%
FY2020	298	2.41%	557	3.15%	855	2.89%
FY2021	293	-1.68%	563	1.08%	856	0.12%
FY2022	288	-1.71%	565	0.36%	853	-0.35%

Total Change FY2018- FY2022	-1.03%	4.63%	2.65%
Total Change			
FY2021-			
FY2022	-1.71%	0.36%	-0.35%

As of November 1, 2021, there are 611 retirees electing health insurance coverage for 921 unique subscriber plans (including retiree individual, retiree family, and retiree spouse plans), along with 44 surviving spouses.

While insurance <u>rates</u> are projected to increase by 5%, the health insurance portion of this budget is level funded. Effective in FY2023, the Fallon HMO will no longer be available as an option, as the insurance carrier has exited the market. The West Suburban Health Group is planning to adjust rates to smooth the transition of Fallon subscribers to other plans, which should have a one-time beneficial impact on Needham's composite rates. The health insurance line is still estimated at this time, as actual health insurance rates will not be available until early CY2022.

Townwide Expense Budget		
Townwide Budget	Group Insurance, Employee Benefits, and Administrative Costs	

# Medicare & Social Security Tax

The Employee Benefits budget also funds Medicare and Social Security benefits for all Town employees, including General Government and School Department employees. The Medicare Line is increasing by 4.9%, and the Social Security line is level funded.

## Unemployment

The Town is self-insured for unemployment. Benefits are provided by the Commonwealth and the Town is billed for its share of the cost. The Town may be responsible for the entire benefit, or for a portion, based on the former employee's employment status (which includes outside employment and "second jobs") over the previous year. This budget funds unemployment benefits for all Town employees, including General Government and School Department employees. The recommended unemployment line increased by 4% for FY2023. However, experience in unemployment payments has been highly unstable because of the COVID-19 Pandemic's implications on the greater labor market. If the unemployment payment trend changes, additional funding for this expense will be required.

## Workers Compensation and Public Safety Injury on Duty

This budget provides funding for costs associated with Workers Compensation for all General Government and School Department employees. The Town of Needham is self-insured for these programs. The Workers Compensation line item also includes funding for pre-employment physicals for General Government employees. The Town has accepted the provisions of M.G.L. c. 13C, which allows the Town to roll forward unused appropriations for the purpose of establishing a reserve for large claims. A request for additional funding for the Workers Compensation Reserve in the amount of \$337,000 was approved at the May 1, 2021 Special Town Meeting.

The May 1, 2021 Special Town Meeting also approved the creation of a Special Injury Leave Indemnity Fund. For FY2023, funding for expenses relating to Injury on Duty benefits for public safety employees has been segregated and the requested monies would be appropriated to this fund.

# **Budget Changes**

The Employee Insurance Advisory Committee has recommended that the Town remain a member of the West Suburban Health Group for the foreseeable future

Spending Request Recap				
Description	Base Request	Related to DSR4	Total	
Insurance & Benefits	\$16,511,887		\$16,511,887	
Unemployment	\$115,981		\$115,981	
Workers Compensation	\$710,775		\$710,775	
Injury on Duty & 111F	\$151,105		\$151,105	
Total	\$17,489,748		\$17,489,748	
V2023				

Townwide Expense Budget	
Townwide Budget Needham Electric Light and Gas Program	
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## Purpose of the Budget

The Needham Electric Light and Gas Program budget is administered by the Finance Department, but the day-to-day activities are managed by the individual Town departments, who monitor energy usage in Town and School buildings and along the public ways, public parking lots, and outdoor facility lighting. This budget pays for the cost of electric and natural gas supply furnished by private utility companies, and the monthly fixed, transmission, and distribution charges from Eversource public utility. This budget also provides funds for the maintenance and repair of streetlights. The program also pays the costs associated with the production of electricity from solar energy that is supplied to the electric grid for which the Town receives payment from Eversource.

## **Budget Activities**

The Town reviews and measures electric and natural gas use in public buildings to see how best to limit discretionary usage, and to make improvements that minimize energy use in a cost efficient manner. The Town has several new and expanded facilities which opened over the past 30 months (Sunita L Williams School, Memorial Park Field House, the Mitchell School Modular Classrooms, the Jack Cogswell Building, the Rosemary Recreation Complex, and the new Fire Headquarters), and others are scheduled to open in FY2022 (Fire Station #2 and the Police Station). The increase in size and number of facilities has and will increase the energy load required to operate the facilities. Although the facilities are expected to be more efficient in the use of power, the demands and types of systems being introduced to the buildings did not exist before or were limited (central air, elevators, technology, etc.). The Town's investment in the new streetlight fixtures continues to have a positive effect on consumption. The billed kWh for streetlights has declined from more than 840,000 kWh prior to the replacement to less than 275,000, kWh and a reduction of approximately 67% in power use.

The total billed consumption (excluding sewer and water enterprise facilities) during FY2021 was 11,397,642 kWh which compares to 10,174,524 kWh for FY2020. The FY2020 usage total was revised from that which was reported last year (10,174,482). The total billed for FY2019 was 10,811,781 kWh, which was an 8.3% increase over the prior year. The billed consumption for FY2018 was 9,986,620 kWh.

#### Electric Usage

FY2018 Billed Usage - All Accounts Except Enterprise	9,986,620
FY2019 Billed Usage - All Accounts Except Enterprise	10,811,781
FY2020 Billed Usage - All Accounts Except Enterprise	10,174,524
FY2021 Billed Usage - All Accounts Except Enterprise	11,397,642

The Town closed many of its public facilities in response to the COVID-19 Pandemic in March 2020, which resulted in a decline in total billed electric usage for FY2020 compared to FY2019 (10,174,524 vs 10,811,781). However, energy use increased as public facilities were reopened during FY2021, and the demand on the heating and ventilation systems grew. Electric usage increased by 12% over FY2020. Comparing FY2021 usage to FY2019, FY2021 use of 11,397,642 was 5.4% higher than the FY2019 usage of 10,811,781.

The usage of natural gas continues to grow, with an increase in usage year over year. This is due in part to weather, but is also due to the conversion from oil heat to natural gas heat in some buildings over the past several years (Mitchell School, Pollard School, Public Works building), and the addition of several new and larger buildings and the expansion of existing facilities (High School

Townwide Expense Budget	
Townwide Budget	Needham Electric Light and Gas Program

and Mitchell School Modular). Natural gas usage increased by 1.4% in FY2019 (494,219 therms) over FY2018 (487,187 therms), which was followed by a 5.8% increase in FY2020 (522,716 therms) and a 27.7% increase in FY2021 (667,531 therms) over the prior years.

# Natural Gas Usage

FY2018 Building Consumption	487,187
FY2019 Building Consumption	494,219
FY2020 Building Consumption	522,716
FY2021 Building Consumption	667,531

Unlike electric consumption, which declined during FY2020 compared to FY2019, there was no decline in Natural Gas consumption which is attributable to a number of new facilities that opened in FY2020, and that the building closures did not occur until the spring (March 2020) when the heating season was nearing an end. The significant increase in use during FY2021 is reflective of both a colder winter season, the opening of the New Fire Headquarters, and that the facilities which came online during FY2020 were open for all of FY2021.

## **Budget Changes**

The budget request of \$4,121,023 is \$262,926 higher than the FY2022 budget (\$3,858,097), a 6.8% change. The primary factors which have influenced this budget submission are an increase in the assumed average rate per therm cost for natural gas, a higher consumption estimate (for existing facilities), and the addition of the new Fire Station #2 and Police Station in FY2023.

The energy line amount (\$4,006,663) is \$262,926 or 7.0% higher than the current year (\$3,743,737). The energy line represents approximately 97% of the total budget. The request includes the estimated cost for electric and natural gas services for the existing and new facilities. The energy line pays the supply charges for electric and natural gas, the regulated charges for transmission and distribution, and the payments to produce electric power from solar. The portion of this expense line that is allocated for solar production is level funded at \$440,466 for FY2023. This estimate is based on the same assumption for FY2022.

Line Item	Description	Change from FY2022	Comments	Net Change
Energy	Electricity	\$102,881	The request includes the expense for the full year for the new Fire Station #2 and the Police Station. The consumption estimates are based on the three year average use, except for facilities which have been open for less than three years. Facilities open for less than three years is based on the highest year consumption. The temporary Fire Station #2, the Police Station, and the Ridge Hill Main House and Garage were removed from the FY2023 estimate.	\$262,926
	Natural Gas	\$160,045	The request includes the expense for the full year for the new Fire Station #2 and the Police Station. The consumption estimates are based on the three year average use, except for facilities which have been open for less than three years. Facilities open for less than three years is based on the highest year consumption. The temporary Fire Station #2 and the prior Police Station were removed from the FY2023 estimate. There is a higher per therm charge of \$1.54 vs \$1.34.	

Townwide Expense Budget	
Townwide Budget	Needham Electric Light and Gas Program

The electric portion of the budget is essentially three parts, School and Town buildings municipal streetlights, and other facilities. The other facilities include park and school grounds, traffic signals and highway devices, municipal parking lots, and park and recreation facilities.

In calculating the FY2023 electric budget for municipal buildings and facilities, we used the three year average consumption (FY2019 – FY2021) to develop the budget. However, accounts which have been open for less than three years the budget estimate was based on the highest year consumption. The facilities which have been open for less than three years are the new Fire Headquarters, the Jack Cogswell Building, the Memorial Park Field House, the Mitchell modular classrooms, and Sunita L Williams School. The streetlight usage was assumed 300,000 kWh. The electric use by the temporary Fire Station #2, the prior Police Station, and the Ridge Hill main house and garage were removed from the FY2023 estimate. We used the average for those accounts multiplied by an average rate of \$0.225 kWh plus the basic service fees. The requested amount is based on an average of 10,755,009 kWh, plus an allowance for the new facilities. The total amount for electric is 42,613,251, an increase of \$102,881 (4.1%). The calculations are shown at the end of this document.

The budget request for natural gas supply is \$160,045 more than the current budget, a 20.2% increase. The total request is \$952,946 which includes the full year cost for Station #2 and the new Police Station. The calculation for the current facilities was based on the three year average consumption use (FY2019 – FY2021) and for the facilities that have been open for less than three years, the estimate was based on the highest year consumption. The facilities which have been open for less than three years are the new Fire Headquarters, the Jack Cogswell Building, the Memorial Park Field House, and Sunita L Williams School. The consumption estimate was multiplied by \$1.54 per therm, which compares to the \$1.34 per term for the FY2022 budget, approximately a 14.9% increase in the rate assumption.

All Accounts Excluding Enterprise Funds	Therms	Rate	Use Charge	Average Base Charge	Total
1300 Central Ave. Claxton	2,318	\$1.540	3,569.72	\$228	\$3,798
177 Hillcrest Rd. Public Safety	1	\$1.540	1.54	\$228	\$229
178 Rosemary Street	894	\$1.540	1,376.76	\$228	\$1,605
DPW Garage 480 Dedham Ave.	2,071	\$1.540	3,189.34	\$228	\$3,417
Broadmeadow	45,718	\$1.540	70,405.72	\$228	\$70,634
DPW	24,679	\$1.540	38,005.66	\$228	\$38,234
Eliot	37,571	\$1.540	57,859.34	\$228	\$58,087
Fire Station #2 (prior)		\$1.540			
Glen Gary Apparatus Tent (closed in FY22)		\$1.540			
High Rock	26,184	\$1.540	40,323.36	\$228	\$40,552
High School	147,182	\$1.540	226,660.28	\$228	\$226,888
Jack Cogswell Building	5,440	\$1.540	8,377.60	\$228	\$8,606
Library	12,167	\$1.540	18,737.18	\$228	\$18,965
Mitchell School	51,625	\$1.540	79,502.50	\$228	\$79,731
Newman School (2)	61,479	\$1.540	94,677.66	\$456	\$95,134
Pollard	80,217	\$1.540	123,534.18	\$228	\$123,762
Police Station (prior)		\$1.540			
Center at the Heights	279	\$1.540	429.66	\$228	\$658
Town Hall	9,769	\$1.540	15,044.26	\$228	\$15,272
Memorial Park Bldg./ 92 Rosemary St.	3,728	\$1.540	5,741.12	\$228	\$5,969
Sunita William School	36,556	\$1.540	56,296.24	\$228	\$56,524
Fire Headquarters	20,807	\$1.540	32,042.78	\$228	\$32,271
Totals	568,685		\$875,775	\$4,560	\$880,336
Police Station					\$40,339
Fire Station #2					\$32,271
Totals					\$952,946

Townwide Expense Budget	
Townwide Budget	Needham Electric Light and Gas Program

The repairs and maintenance expense line (\$89,360) was held level for FY2023. This allowance pays for the annual maintenance and repairs costs for the Town's street and parking lot lights. The work is almost exclusively done by contracted service providers. The account also pays for expenses incurred to remove and replace a streetlight when the public utility replaces an existing pole. The line also pays for emergency response to repair or replace (depending on the amount damage) a streetlight damaged in a pole knock down.

Repairs and Maintenance Services FY2023	Estimate	Total
Street Lights and Municipal Facilities	\$47,285	
Schools and Town Buildings	\$3,780	
Light Fixtures on Pole Transfers	\$7,730	
Other Repairs and Emergency Calls	\$30,565	
		\$89,360

Professional and Technical Services (\$24,000) expense was level funded for FY2023. This allowance is to pay for outside professional consultants who assist in the preparation of the annual report, audit, and review the energy production figures for compliance with the terms of the agreement, resolution assistance in the rate that Eversource compensates the Town for provided power, energy market trends and analysis, and assistance in the procurement of energy supply.

Dues and Subscriptions (\$1,000) expense was also level funded for FY2023. This allowance is to cover membership fees the Town pays in order to participate in joint purchase group for power. The Town pays an annual fee based upon its natural gas load.

All Accounts Excluding Enterprise Funds	KWH	Rate	Use Charge	Average Base Charge	Total
Broadmeadow School	795,060	\$0.225	\$178,888.50		\$179,105
Center at the Heights	185,440	\$0.225	\$41,724.00		\$41,940
Daley	20,089	\$0.225	\$4,520.03		\$4,736
DPW 470 Dedham Ave	109,223	\$0.225	\$24,575.18		\$24,791
Eliot School	582,067	\$0.225	\$130,965.08		\$131,181
Emery Grover	93,787	\$0.225	\$21,102.08		\$21,318
Fire Headquarters	371,920	\$0.225	\$83,682.00	\$216	\$83,898
Fire Station #2 (not active)					
Glen Gary Apparatus Tent (closed in FY22)					
High Rock School (3)	544,613	\$0.225	\$122,537.93		\$123,186
High School (2)	2,692,209	\$0.225	\$605,747.03		\$606,179
Highway Lights and Signs (4)	24,281	\$0.225	\$5,463.23		\$6,327
Highway Traffic Control Accounts (38)	82,745	\$0.225	\$18,617.63		\$26,825
Hillside Building (3)	315,576	\$0.225	\$71,004.60		\$71,653
Jack Cogswell Building	24,784	\$0.225	\$5,576.40		\$5,792
Library	534,688	\$0.225	\$120,304.80		\$120,521
Memorial Park Building	27,240	\$0.225	\$6,129.00		\$6,345
Mitchell School (4)	354,467	\$0.225	\$79,755.08		\$80,619
Municipal Parking Lot Accounts (5)	45,671	\$0.225	\$10,275.98		\$11,356
Newman School	807,764	\$0.225	\$181,746.90		\$181,963
Park and Recreation Accounts (3)	38,702	\$0.225	\$8,707.95	\$648	\$9,356
Police Station (not active)					
Police Station Outdoor	1,227	\$0.225	\$276.08		\$492
Pollard School (3)	849,299	\$0.225	\$191,092.28	\$648	\$191,740
Public Safety Communication Towers (3)	19,147	\$0.225	\$4,308.08		\$4,956
Public Services Administrative Building	204,320	\$0.225	\$45,972.00	\$216	\$46,188
Recycling and Solid Waste Disposal Accounts (2)	136,383	\$0.225	\$30,686.18		\$31,118
Ridge Hill Barn	550	\$0.225	\$123.75	\$216	\$340
Ridge Hill Main House (scheduled demolition)					
Rosemary Recreation Complex	450,440	\$0.225	\$101,349.00		\$101,565
Sunita Williams School (2)	631,068	\$0.225	\$141,990.30	\$432	\$142,422
Town Fuel Island	34,913	\$0.225	\$7,855.43	\$216	\$8,071
Town Hall	441,413	\$0.225	\$99,317.93	\$216	\$99,534
Town Parks Accounts (10)	35,923	\$0.225	\$8,082.68		\$10,243
Town Street Lights	300,000	\$0.225	\$67,500.00		\$67,500
Totals	10,755,009		\$2,419,877.03	\$21,384	\$2,441,260
Fire Station #2 (New)	`				\$67,118
Police Station (New)					\$104,873
Totals					\$2,613,251

Townwide Expense Budget				
Townwide Budget Needham Electric Light and Gas Program				
·				
Spending Request Recap				
Description Base Request Related to DSR4 Total				
Program \$4,121,023 \$4,121,023				
V2023				

Townwide Expense Budget		
Townwide Budget Retiree Insurance & Insurance Liability Fund		
Durnosa of the Budget		

This budget incorporates both "pay as you go" funding for the health insurance benefits of current retirees, and the normal cost of benefits for future retirees. Post-employment benefits ("OPEB") are part of the compensation for services rendered by employees, and the Town's obligations accrue during the course of an individual's employment. The Town has funded its post-employment benefit obligation since FY2002, and Chapter 10 of the Acts of 2002 created a separate fund for this purpose. In FY2008, the Town began appropriating for retiree insurance and OPEB liability in one line item in accordance with an actuarial schedule. The funding schedule includes both the "normal cost" (the projected cost of current employees' expected future benefits) and the amortization of unfunded accrued liability. A major benefit of pre-funding in this manner is that investment returns supplement contributions, acting as a reserve to mitigate increases in medical costs. Disclosure of a community's unfunded liability is a requirement of Government Accounting Standards Board (GASB) 45, and is a factor considered by credit rating agencies. On August 1, 2013 the Town transferred its OPEB assets to the State Retiree Benefits Trust (SRBT) Fund. SRBT Funds are invested in the Pension Reserves Investment Trust (PRIT) Fund. This program allows the Town to participate in a pooled investment of over \$50 billion. Because of this asset size, management fees are lower than the Town could obtain on its own, and the Town has access to alternative investments which would not be available through a smaller investment firm, such as real estate, timber, private equities, and public securities. The value of the Town's assets as of

## **Budget Activities**

June 30, 2020 was \$42,740,645.

The Retiree Insurance & Insurance Liability Fund budget is based on the most recent actuarial valuation measurement date of dated June 30, 2020 and reporting date of June 30, 2021. The plan remains on target to reach full funding in FY2041.

## **Budget Changes**

As of November 1, 2021, there are 611 retirees electing health insurance coverage for 921 unique subscriber plans (including retiree individual, retiree family, and retiree spouse plans), along with 44 surviving spouses. While survivors pay 100% of the insurance premium, their participation impacts both the rates calculated for subscribers and the OPEB liability.

In accordance with the Governmental Accounting Standards Board's new method of measuring and reporting OPEB benefits, Standard 74 is the basis used to assess the Town's unfunded OPEB liability. As of June 30, 2020, the Town's net OPEB liability was \$77,023,437. This liability represents the difference between the total liability of \$119,764,082 and assets of \$42,740,645, and results in a funded ratio of 35.69%.

The Town has been reducing the discount rate assumption steadily, from 7.75% in FY2017 to 6.75% in FY2021. A further reduction in the discount rate will be considered in future actuarial evaluations

Spending Request Recap				
Description Base Request Related to DSR4 Total				
Assessment \$7,761,026 \$7,761,026				
V2023				

Townwide Expense Budget		
Townwide Budget Retirement Assessment		
Durnosa of the Budget		

## Purpose of the Budget

This line item funds pensions for contributory (MGL c. 32) retirees. Contributory retirees are those who participate in the Needham Contributory Retirement System. This includes all General Government and non-teaching School Department employees working a minimum of 20 hours per week. For year ending December 31, 2020, there were 739 active participants, 381 retirees, 36 disabled retirees, and 276 inactive participants.

## **Budget Activities**

This appropriation funds both the normal cost (the cost of current employees' future pensions) as well as the System's unfunded pension liability. The system is expected to be fully funded by June 30, 2033. The unfunded liability was \$92.2 million as of January 1, 2020 and was projected to be \$92 million as of January 1, 2021. The actual unfunded liability of \$92.3 million as of January 1, 2021 was \$0.3 million higher than projected.

Factors that impact the unfunded liability, and therefore the funding schedule, include investment gain or loss on an actuarial value basis, gain or loss due to salaries increasing or decreasing from expected, gain or loss due to pensioner mortality experience, and gain or loss due to administrative expenses different than assumed.

During plan year ending December 31, 2020, the rate of return on the market value of assets was 11.97%. The rate of return on the actuarial value of assets (that gradually recognizes market fluctuations) was 9.11%. This resulted in an actuarial gain when compared to the assumed rate of return of 6.5%.

The market value of assets as of December 31, 2020 was \$203.3 million-compared to the actuarial value of \$190.8 million. The actuarial value does not include a \$12.5 million unrecognized investment gain as of December 31, 2020. This gain will be recognized in the determination of actuarial value of assets over the next several years, to the extent that it is not offset by investment losses from future experience.

The funded status of the System on an actuarial basis was 67.39% as of January 1, 2021, compared to 65.57% on January 1, 2020. The funded status of the System on a market value basis is 71.81% as of January 1, 2021, compared to 68.07% on January 1, 2020.

#### **Budget Changes**

The Retirement Board voted to adopt an actuarial schedule that includes reduction in the assumed rate of return (discount rate). The Retirement Board reduced the discount rate from 7.50% to 7.25% for FY2020 and 6.50% for FY2022.

Spending Request Recap				
Description Base Request Related to DSR4 Total				
Assessment \$11,407,096 \$11,407,096				
V2023				

Townwide Expense Budget			
Townwide Budget Classification, Performance, and Settlements			
Purpose of the Budget			

The Classification, Performance, Settlements (CPS) line provides a reserve for funding personnel-related items as they occur during the fiscal year, as authorized by Town Meeting. Examples include performance-based increases for management employees in accordance with personnel policy, funding of collective bargaining agreements approved by Town Meeting, and funding for any changes to the classification and compensation plans.

# **Budget Activities**

The CPS budget fluctuates annually depending on the number of collective bargaining agreements that have been settled for a given year. The collective bargaining agreement not already settled for FY2021 is the Needham Fire Union. Collective bargaining agreements not settled for FY2022 are the Needham Police Union and the Needham Police Superior Officers Association.

Since FY2017, general wage increases for managers have been accounted for in the CPS budget rather than in the individual departmental budgets. The FY2023 CPS budget includes this amount, as well as an allowance for settlement of the collective bargaining agreements noted above, salary adjustments for non-union personnel, and a reserve for merit raises, bonus payments, and reclassification actions.

# **Budget Changes**

The FY2022 appropriation for this line is \$858,000. To date, \$431,673 has been transferred.

Spending Request Recap				
Description Base Request Related to DSR4 Total				
Classification, Performance, and \$1,332,466 \$1,332,466				
V2022				

V2023

Townwide Expense Budget		
Townwide Budget	Reserve Fund	
Durnosa of the Budget		

## Purpose of the Budget

The Reserve Fund is the budget line that sets aside contingency funds that can be transferred to other budget lines upon a vote of the Finance Committee to provide for extraordinary or unforeseen expenditures. The appropriation of funds for such purposes is specifically authorized under state law. M.G.L. c. 40, §6. No direct drafts may be made from the Reserve Fund.

Needham Town Meeting appropriates an amount for the Reserve Fund each year as part of the annual operating budget. Any Town department may request that the Finance Committee approve a transfer from the Reserve Fund to another budget line cover a specific unforeseen or extraordinary expenditure. Town Meeting may also re-appropriate funds to different budget lines, including funds from the Reserve Fund, without the requirement that an expense be unforeseen or extraordinary. At the end of a fiscal year, any balance remaining in the Reserve Fund, as any budget line, is closed out to free cash.

## **Budget Activities**

The Reserve Fund appropriation in the current FY 2022 budget, approved at the 2021 May Special Town Meeting, was \$2,077,091. As of the date of this submission, the Finance Committee has made one transfer from the FY2022 Reserve Fund in the amount of \$50,000 to provide additional funds for an unanticipated expansion of the scope of the School Master Plan. The Reserve Fund Balance was reduced to \$2,027,091. None of the funds were re-appropriated at the October 2021 Special Town Meeting.

The following examples of transfers in prior years from the Reserve Fund to other budget lines help illustrate the function of the Reserve Fund:

- In May of 2020, Town Meeting appropriated \$2,077,091 to the FY 2021 Reserve Fund. In December 2020, the Finance Committee voted to transfer \$12,614 to the Minuteman Assessment line to cover unanticipated technology, maintenance and PPE (personal protective equipment) expenses due to the COVID-19 pandemic. The amount represented Needham's share of these expenses since the regional school was not eligible for federal pass-though funds under the CARES Act.
- Town Meeting appropriated \$1,881,500 in May 2019 to the FY 2020 Reserve Fund. In December 2019, the Finance Committee supported the Planning and Community Development Department's request for \$30,000 for technical consulting to update fiscal and traffic analyses of the Highway Commercial 1 zone and address concerns raised at the October 2019 Special Town Meeting.
- At the May 2018 Annual Town Meeting, \$1,859,891 was appropriated to the FY2019 Reserve Fund line. That year, the only need for the Reserve Fund was to cover a budgetary overage in the Snow and Ice line. At the end of the fiscal year, in June 2019, the Finance Committee approved a transfer of \$307,792 to cover the outstanding Snow and Ice costs.

It is helpful to note that over the past 12 years, the average annual Reserve Fund transfer needed to cover a deficit in the Snow and Ice line is over \$546,000. The various transfers for Snow and Ice deficits have ranged from zero in FY 2012 and FY 2020 to \$989,507 in FY 2011, and \$1,313,370 in FY 2015.

Townwide Expense Budget		
Townwide Budget	Reserve Fund	

The table below shows all Reserve Fund Transfers over the past four fiscal years:

	Budget Line	<u>Purpose</u>	Amount Transferred
FY2021			
12/09/20	Minuteman Assessment	COVID-19 costs	\$12,614
06/23/21	General Insurance	Higher premiums	\$2,389
06/23/21	Snow and Ice	Winter storms	\$376,107
FY2020			
12/18/19	Planning Dept.	Technical study	\$30,000
FY2019			
06/17/19	Snow and Ice	Winter storm cleanup	\$307,792
FY2018			
06/20/18	Snow and Ice	Winter storms	\$884,863
06/20/18	Legal Department	Litigation expenses	\$45,620

#### **Budget Changes**

The request for the FY2023 Reserve Fund is \$2,225,913. This amount was determined in accordance with the method used for projecting the Reserve Fund level for the past nine years. The FY2022 Reserve Fund request is 1.4% of the projected FY2023 operating budget after being adjusted to remove expenses that are either known or do not draw on the reserves (retirement, OPEB, debt service, and the reserve fund). The calculation starts with the adjusted FY2022 operating budget and applies an annual growth rate of 2.5% to determine a projected FY2023 budget. The FY2022 requested funding level of \$2,225,913 is anticipated to be sufficient to provide for extraordinary or unforeseen expenditures without unnecessarily cutting into other operating needs.

The FY2022 request for the Reserve Fund represents a 7.2% increase over the FY2020 request of \$2,077,091. The FY2022 original request of \$2,157,493 was calculated in the same manner, but was decreased to be level-funded from FY2021 in order to help balance the budget and cover priority needs. The current request is 3.2% more than the FY2022 budget would have been using the formula.

Spending Request Recap										
Description	Base Request	Related to DSR4	Total							
Reserve Fund	2,225,913		2,225,913							
			V2023							

Townwide Expenses	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2021	Total % Change	FY2022 Budgeted	FY2021 Expenditures	FY2020 Expenditures	FY2019 Expenditures
Casualty, Liability, Property & Self-Insurance Program	834,262.00		834,262.00	75,362.00	9.9%	758,900.00	667,584.00	608,251.00	625,373.00
Debt Service	20,198,294.00		20,198,294.00	(565,848.00)	-2.7%	20,764,142.00	21,091,658.39	19,052,138.89	14,891,903.10
Group Health Insurance, Employee Benefits & Administrative Costs	16,627,868.00	809,595.00	17,437,463.00	975,404.00	5.9%	16,462,059.00	15,925,131.93	14,212,696.40	13,791,370.32
Needham Electric, Light & Gas Program	4,121,023.00		4,121,023.00	262,926.00	6.8%	3,858,097.00	3,509,568.20	3,086,933.81	3,411,453.81
Retiree Insurance & Insurance Liability Fund (OPEB)	7,761,026.00	104,310.00	7,865,336.00	439,099.00	5.9%	7,426,237.00	7,197,713.00	6,906,705.00	6,906,705.00
Retirement Assessments	11,407,096.00		11,407,096.00	989,657.00	9.5%	10,417,439.00	9,368,084.00	8,577,048.00	7,809,911.00
Workers Compensation	710,775.00	27,510.00	738,285.00	(90,446.00)	-10.9%	828,731.00	746,833.00	706,400.00	679,253.00
Injured on Duty & 111F Expenses	151,105.00		151,105.00	151,105.00					
Townwide Budgets	61,811,449.00	941,415.00	62,752,864.00	2,237,259.00	3.7%	60,515,605.00	58,506,572.52	53,150,173.10	48,115,969.23
Classification Performance & Settlements	1,332,466.00		1,332,466.00	906,139.00	212.5%	426,327.00			
Reserve Fund	2,225,913.00		2,225,913.00	148,822.00	7.2%	2,077,091.00			
Total	65,369,828.00	1,882,830.00	66,311,243.00	3,292,220.00	5.2%	63,019,023.00	58,506,572.52	53,150,173.10	48,115,969.23

# Blank Insert

Department Information DSR1						
Department	Office of the Town Manager and Select Board					
Department Mission						

The Town Manager/Select Board budget includes funding for the Select Board, the Office of the Town Manager, and the Human Resources (HR) Department. The Select Board appoints a Town Manager who is responsible for the administration of the day-to-day operation of the Town. The Assistant Town Manager/Operations supervises the Town's Planning and Community Development, Building Inspection, Park & Recreation, Health and Human Services, Library, and Economic Development functions.

# **Select Board**

The Select Board is responsible for establishing policies and procedures for the coordination of Town government operations, representing the interests of Town residents in business dealings, legal affairs, and intergovernmental cooperation with other municipal, county, state, and federal agencies, making appointments to Town Boards and Committees under its jurisdiction, convening the Annual Town Meeting in May and any Special Town Meetings that may be required, preparing the Warrant for Town Meeting consideration, licensing all food and liquor establishments and transportation companies, and approving certain appointments recommended by the Town Manager.

# Office of the Town Manager

The Town Manager is the chief executive officer of the Town, and is responsible for functions such as reviewing and recommending the reorganization, consolidation, or abolishment of departments, rental and use of all Town property, except School property, and maintenance and repair of all Town buildings, including School buildings and grounds, serving as purchasing agent for the Town, awarding all contracts for all departments and activities of the Town with the exception of the School Department, adopting rules and regulations establishing a personnel system in cooperation with the Personnel Board, fixing the compensation of all Town employees except those under the jurisdiction of the School Committee, negotiating and administering all collective bargaining agreements with employee organizations representing Town employees other than employees of the School Department, and serving as chief fiscal officer of the Town, preparing and recommending a Proposed Annual Operating Budget and Capital Improvement Plan.

The Office of the Town Manager executes the day-to-day operations and special projects associated with both the Select Board and the Town Manager. This includes the coordination of licensing and permit activities and public hearings related to liquor, public utilities, Class I and II, common victualler, outdoor dining, road events, taxi, bowling licenses, entertainment, sale of second-hand goods, lodging, automatic amusement, above ground and underground storage permits, and applications for mobile food vendors. This office also serves as a United States Passport Acceptance Facility, a rental and event planning resource for James Hugh Powers Hall, and a staff liaison for and for all Select Board appointed committees where required. The Office also provides oversight of the Town's website and official Town social media accounts. The Annual Town Report, Annual Town Meeting, and Special Town Meeting warrants are also produced from this office. The Office of the Town Manager also includes the Town's economic development and communications functions.

# **Human Resources**

The Human Resources Department is responsible for the administration of various employee related functions surrounding the provision of services to Needham citizens. This department serves as the liaison with the Personnel Board on behalf of the Town Manager in its advisory role in such areas as full-cycle recruitment, position classification and policy administration.

Department Information DSR1					
Department	Office of the Town Manager and Select Board				

The Human Resources Department serves as the primary resource for management and employees involving a variety of matters such as, policy and collective bargaining agreement interpretation, progressive discipline processes, leave administration and employee relations concerns. The Human Resources Department also oversees the employee engagement initiative which involves creating engagement programs that are implemented Town wide. The Department is consistently looking for ways to streamline processes and deliverables, as such the Department plans to implement a new applicant tracking software system which will allow the Town to locate and hire the right talent, faster.

The Human Resources department oversees the administration of group health and life insurance and other voluntary benefits such as dental and vision for all Town and School employees. The department manages various open enrollments for active employees and retirees such as Medicare and Flexible Spending, and unemployment insurances. The department also facilitates administration of the Town and School workers compensation program and public safety Injury-on-Duty/111F program.

# On the Horizon

The key priorities for the Select Board and Town Manager in the coming year include fostering a livable community through investment in safe, well-maintained, and attractive buildings and infrastructure; encouraging economic vitality by ensuring that residents and businesses alike have access to economic opportunities and resources in Needham; continuing to develop safe, cost-effective transportation infrastructure; providing for the physical and mental well-being of residents in an environment of inclusion, diversity, and equity; continuing to ensure that Needham is a welcoming and inclusive community that promotes community safety both year-round and during emergencies; governing with a focus on responsible management of Town assets and providing excellent customer service; and acting as a responsible steward of natural resources. In FY2022, the Office of the Town Manager received a \$25,000 economic development grant from the Commonwealth of Massachusetts and was approved by the Select Board to use \$500,000 of American Rescue Plan Act funds for a variety of economic development purposes in FY2022 and FY2023.

In FY2022, the HR Department, in collaboration with the IT Department, selected a vendor to provide Applicant Tracking cloud-based software, which handles posting of job openings, processes acceptance of applicant materials, assists hiring managers with the screening process, and manages candidate correspondence. This program is being managed by HR and requires costs associated with on-going maintenance, which was transferred to the HR budget from the initial startup costs from IT in FY2022. The annual cost for system maintenance in FY2023 will be \$10,000.

# **Budget Statement**

The FY2023 base budget submission is **2.6% higher** than the FY2022 appropriation, with a total increase of **\$32,513**. This total increase is comprised of a **\$19,956** increase in the salary line, due to salary increases for existing personnel. The expense line shows an increase of **\$12,557**. The expense line increase is primarily due to increased cost in specialized recruiting efforts and human resources software maintenance.

The Professional and Technical Services category request is \$8,750 higher than FY2022, which is due to a \$3,000 increase in the Human Resource Advertising account line and a \$3,000 increase in HR software maintenance. The advertising increase will allow for placing specialized job posting ads on niche sites, in addition to the typical recruitment sites. Also included in this category is a

	Department Information DSR1
Department	Office of the Town Manager and Select Board

request to fund the increased contract cost for audiovisual support in support of public events held at Town Hall.

There is a requested increase in of \$2,060 in Travel & Mileage and related to conference-related travel for new management personnel in the Office of the Town Manager.

The is a requested increase in the Communications category of \$1,168 primarily related to projected increased wireless costs and postage expenses in the Office of the Town Manager.

The requested increase of \$300 in the Other Supplies and Equipment category is to account for the increased cost of Labor Law posters that the Human Resources department must post.

There is a requested increase of **\$279** in Dues & Subscriptions due to increased membership dues for Select Board members.

	Division	Description	Change from FY2021	Comments	Net Change	
Duefersia nel 0	HR	Software Maintenance	\$3,000	Ongoing maintenance for applicant tracking software	•	
Professional & Technical Services	HR	Specialized Recruitment	\$3,000	Placing specialized job ads on a wider array of jobs sites	\$8,750	
	ОТМ	Tech Consulting	\$2,750	Increased cost		
Travel & Mileage	ОТМ	Conference Expense	\$2,060	New personnel	\$2,060	
Communications	ОТМ	Wireless	\$618	New Personnel	\$1,168	
Communications	ОТМ	Postage	\$550	Increased cost	\$1,100	
Other Supplies & Equipment	HR	Legal Posters	\$300	Increased cost	\$300	
Dues & Subscriptions	OSB	Memberships	\$279	Increased cost	\$279	
				Total Net Change	\$12,557	

Department Information DSR1											
Department	Off	fice c	of the To	own Ma	nager an	d Select	Board				
Accomplishments and Activitie	S										
Activity	F	Y21	FY20	FY19	FY18	FY17	FY16	FY15	FY14		
Number of ATM Articles		8	33	52	53	65	52	50	46		
Number of STM Articles		62	10	21	27	24	27	16	26		
Number of SB Meetings	:	38	36	40	39	38	31	31	34		
Number of New Appointments Processe	d :	19	12	53	37	37	13	22	37		
Number of Reappointments Processed	1	145	18	32	48	50	46	35	63		
Number of Grant of Location Public Hea	rings	11	28	17	35	24	23	23	26		
Number of Liquor Related Public Hearing	gs	6	45	13	16	10	7	7	6		
Number of Other Public Hearings Condu	cted	10	10	15	28	14	13	13	13		
Number of Block Parties Granted		5	48	51	57	57	60	50	51		
Number of Road Events Granted		6	14	13	13	17	7	16	19		
Passports	F	Y21	FY20	FY19	FY18	FY17	FY16	FY15	FY14		
Number of Passports Accepted	1	116	176	237	239	228	205	247	194		
Revenue - Execution Charges	\$4	1,060	\$6,160	\$8,295	\$6,535	\$5,700	\$5,125	\$6,175	\$4,850		
Powers Hall Usage	F	Y21	FY20	FY19	FY18	FY17	FY16	FY15	FY14		
Total # Meetings/Events		5	83	92	123	107	95	65	104		
Municipal Events		5	57	72	108	90	83	49	85		
Public Events		0	16	20	15	17	12	16	19		
Fees		\$0	\$4,917	\$9,032	\$11,286	\$9,179	\$7,871	\$11,814	\$11,224		
*Powers Hall closed for events from Ma	rch 2020 thr	ough J	une 2021								
				iest Rec				<b>-</b>			
Description	Base	Keq DSR2		Addi	tional Re DSR4	quest	Total (DSR2 + DSR4)				
a) Salary and Wages			50,329		DSKT	I	(D3		0,329		
b) Expenses		20	05,076					20	5,076		
c) Capital			[[								
d) [ ]											
e) Total DSR2 & DSR4 Request (a through d)		1,26	55,405					1,26	5,405		
- request (a timough a)									V2023		

	Department Expenditure Detail DSR2													
Department														
	Objec	ct			Desc	ription		Am	nount					
DSR2A														
	Last `	Year (FY	2021)	Currer	nt Year (F)	(2022)	Next	Year (FY2	2023)					
Permanent	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time					
Personnel	Count	Count	Equivalent (FTE)	Count	Count	Equivalent (FTE)	Count	Count	Equivalent (FTE)					
-	10								10					
Non-Budget F	FT Head Count	PT Head Count												
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?  Yes  No  Cou  X														
Union Positio	ns:	BCTIA	Fire A	Fire C	[] ITWA [2	NIPEA []	Police []	Police Superior	[] NA [8]					
1. Salary and	1. Salary and Wage Permanent Positions.													
a. PRD1 Sala	ry and W	/ages Ba	se					1,	017,479					
b. PRD1 Diffe	erentials	(Conditio	ns, Requi	rements, S	Shifts)									
c. PRD1 Edu														
d. PRD1 Extr		/												
e. PRD1 Long									3,715					
f. PRD1 Sno		m												
g. PRD1 Unif									1 500					
h. PRD1 Othe									1,500					
i. PRD1 Bud	get Adjus	stments				DD D	1 C. b T. b	-1 4	3,933					
i DCD2 Oth	or Compo	nastian				PRD	1 Sub Tota	al 1,	026,627					
j DSR3 Oth	er Compe	ensation					Sub Total	1 1	7,800					
2. Salary and	l Wago Sa	naconal s	R. Tompors	ry Positio	nc (Itomiz		Sub Total	<u> </u>	034,427					
a. Recording				ily FUSICIO	iis (Itelliiz	ed Delow)			5,945					
b. Recording									2,050					
				Ad Hoc Wo	rking Grou	ıns			1,900					
d. Town Mee			oce Boara 7	100 110	many Grov	<u> </u>			5,740					
e. DSR3 Tota									[0,7:10]					
1							Sub Total	2	15,635					
3. Salary and														
			actually o	bligated)					1,257					
b. Training a	and Deve	lopment												
c.														
d.														
e. DSR3 Tota	31						Cub Tatal	2	1 257					
4. Other Sala	ry and W	lage Evn	oncoc – (I	temized P	olow)		Sub Total	اد	1,257					
a. Incentive			c113C3 - (1	cernizeu D	CIOW)									
b. Pay In Lie			/e						7,010					
c. Program S		aca Leav							,,010					
d. Tuition Re		nent							2,000					
e. Working C									_,555					
f. DSR3 Oth														
							Sub Total	4	9,010					

Depa	artment Expenditure Detail DSR2	
Department	Office of the Town Manager and Select Boa	ard
5. Total Salary and Wages (1+2+3+4)		1,060,329
	DSR2B	
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Repairs to office equipment and furniture	5,389
Rental & Leases (527X)		
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	Public Safety Recruitment Assessment Centers/HR (\$38,000) Employee Engagement Initiative Consulting/HR (\$23,000) National Citizens Survey/OTM (\$17,000) Software License & Maintenance/HR (\$13,000) AV Support for Town Hall/Comm (\$9,750) Professional Development/OTM (\$8,800) Professional Development/HR (\$4,150) Staff Training/HR (\$4,150) Consulting/OTM (\$3,000) Software Maintenance/OTM (\$1,750) Conference Registration/SB (\$1,100) Position Advertising/HR (\$11,500)	135,200
Communications (534x)	Wireless/OTM (\$4,818) Postage/Town Meeting (\$4,000) Printing/Town Meeting (\$4,000) Printing/Town Report (\$4,000) Postage/OTM (\$1,750) Postage/HR (\$1,360) Legal Notices/OTM (\$900) Printing/OTM (\$350) Printing/HR (\$350) Wireless/HR (\$324)	21,852
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)		
Office Supplies (542x)	Office Supplies/OTM (\$2,000) Office Supplies/HR (\$1,000)	3,000
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)	Community Function/OTM (\$8,000) Official Functions/OTM (\$700) Official Functions/HR (\$500)	9,200
Medical Supplies (550x)		
Public Works Supplies (553x)		

Department Expenditure Detail DSR2									
Department	elect Bo	ard							
Other Supplies & Equipment (558x)	Bilingual Legal Posters/HR Expenses/OTM (\$300)	(\$2,300	1)		2,600				
Governmental Charges (569x)									
Travel & Mileage (571x - 572x)	Travel ICMA/OTM (\$6,360)	Travel ICMA, MMHR, NEHRA, & SHRM/HR (\$3,000)							
Dues & Subscriptions (573X)	MMA, MLC, & Chamber/SB ICMA, MMMA, NAGC, & BB3 (\$3,850)	MMA, MLC, & Chamber/SB (\$9,925) ICMA, MMMA, NAGC, & BBJ/OTM (\$3,850) MMPA, NEHRA, SHRM, & ICMA/HR							
Other Expenses (574 X - 579x)									
6. Total Expenses				205,076					
	DSR2C								
Capital Equipment Replacement (587X)									
7. Total Operating Budget Capital									
8. Total Base Request (Line 5 + Line 6	+ Line 7)			1,26	55,405				
Does the Department depend on any provide services?	Federal or State grants to	YES	[	NO	[ x				
Did the Department submit any req replacement or upgrade of technol Information Technology Center?	NO	[ x							
Did the Department submit any red Department of Public Works/Building improve or upgrade a public building or	NO	[ <b>x</b>							
					V2023				

	Department Personnel Supplement DSR3									
De	Office of the Town Manager and Select Board									
	Description	Amount	Amount Reflected DSR2A Section 1 2 3 4							
1	Select Board	7,800	X	_	)					
2										
3										
4										
5										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16 17										
18										
19										
20										
21										
22										
23										
24 25										
<u>25</u> I	Tota	7,800								
1	Sections	ıj /,800	1		_	_				
	Amount Reported Under DSR2A Section 1	7,800	1			7				
	Amount Reported Under DSR2A Section 2	.,000	1	1						
	Amount Reported Under DSR2A Section 3		1		1					
	Amount Reported Under DSR2A Section 4				1					
II	Total	7,800								
					V2	023				

Select Board and Office of the Town Manager	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	FY2022 Budgeted	FY2021 Expenditure	FY2020 Expenditures	FY2019 Expenditures
Salary & Wage Regular	1,034,427.00		1,034,427	18,504	1.8%	1,015,923	879,692.47	857,483.80	843,147.77
Salary & Wage Temporary	15,635.00		15,635	2,235	16.7%	13,400	17,616.03	5,751.70	6,122.48
Salary & Wage Overtime	1,257.00		1,257	13	1.0%	1,244	8,391.06	1,371.19	2,588.06
Salary & Wage Other	9,010.00		9,010	-796	-8.1%	9,806	32,143.89	14,340.53	5,097.45
Salary and Wage Total	1,060,329.00		1,060,329	19,956	1.9%	1,040,373	937,843.45	878,947.22	856,955.76
Energy									
Non Energy Utilities									
Repairs and Maintenance	5,389.00		5,389			5,389.00	675.00	1,441.81	6,549.43
Rental and Leases							11,807.28		
Other Property Related									
Professional & Technical	138,200.00		138,200	11,750	9.3%	126,450.00	74,208.68	52,203.22	72,696.00
Communications	21,852.00		21,852	1,168	5.6%	20,684.00	20,239.95	20,388.71	18,519.18
Recreation									
Other Purchased Services							79.00		
Energy Supplies									
Office Supplies	3,000.00		3,000			3,000.00	2,193.28	1,159.62	2,689.67
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies	9,200.00		9,200			9,200.00	249.69	1,056.53	831.06
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	2,600.00		2,600	300	13.0%	2,300.00	6,304.17	4,396.24	11,148.48
Governmental Charges							337.50		
Travel & Mileage	12,660.00		12,660	2,060	19.4%	10,600.00	50.00	8,871.89	10,412.59
Dues & Subscriptions	15,175.00		15,175	279	1.9%	14,896.00	13,413.76	12,167.63	13,529.21
Other							200.00		
Expense	208,076.00		208,076	15,557	8.1%	192,519	129,758.31	101,685.65	136,375.62
TOTAL	1,268,405.00		1,268,405	35,513	2.9%	1,232,892	1,067,601.76	980,632.87	993,331.38

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Town Manager	С	1.00	210,506		1.00	210,506	1.00	204,375
Assistant Town Manager Director of Operations	15	1.00	143,424		1.00	143,424	1.00	158,554
Director of Human Resources	14	1.00	119,712	0.0%	1.00	119,719	1.00	119,719
Support Services Manager	10	1.00	93,893	-6.1%	1.00	99,977	1.00	96,935
Assistant Director of Human Resources	10	1.00	99,977	14.8%	1.00	87,093	1.00	85,608
Administrative Specialist	15	1.00	64,818	2.9%	1.00	63,005	1.00	63,005
Benefits Administrator	6	1.00	73,632	2.7%	1.00	71,702	1.00	68,992
Economic Development Manager	9	1.00	91,514	2.1%	1.00	89,603		
Human Resources Assistant	5	1.00	66,300	3.2%	1.00	64,234	1.00	63,007
Office Assistant	I2	1.00	53,703	4.0%	1.00	51,636	1.00	50,271
Longevity			3,715	10.9%		3,350		3,351
Differential								
Education								
Holiday								
Other Pay			1,500	-50.0%		3,000		7,000
Stipends								
Budget Adjustment			3,933	1.5%		3,874		3,516
Total		10.00	1,026,627	1.5%	10.00	1,011,123	9.00	924,333

Department Information DSR1				
Department	Town Clerk/Board of Registrars			

## Department Mission

The Town Clerk's Office fulfills the mandates of local, state, and federal government as well as the needs of our residents and the general public. This was extremely difficult during the COVID-19 pandemic and we are hopeful that by FY 2023, there will be positive changes for this community as well as the nation. FY2022 was to be much more settled with only one Annual Town Election. However, a new member of the Select Board resigned after only 6 months of service and the Select Board has now called for a Special Election on December 7, 2021 to fill the unexpired term. With one vacancy and one out on medical leave, the Town Clerk's Office is stretched to the limit.]

# On the Horizon

In Fiscal Year 2022, the Office of the Town Clerk/Board of Registrars had a short reprieve after the 2020 pandemic, 2020 Federal Elections and preparation for the 2020 Federal Census and the required reprecincting. The office was still in much demand from the public throughout Covid-19, the spring and fall elections and the upcoming 2020 Federal Census. The Select Board has just approved the 2020 federal census redistricting of the town's 10 precincts. While our population increased from about 28,000 in 2010 to 32,091 in 2020, our number of precincts remained at 10 and required only minor block changes to several precincts.

This Office is had multiple new legislative mandates and requirements including the Public Records law which named the Town Clerk as the Chief Records Access Officer. We receive multiple public record requests daily which our FoiaDirect Public Records program submits to various departments. I must say that while I check all requests daily, the Police Department receives the most requests daily.

Preservation of old town records continues. The Town Clerk applied for funding to digitize the town older marriage records (1919-1990) and update into a Laserfiche program which will allow u to issue certified copies in a similar manner that we do with our birth and death records through the State Department of Vital Statistics. Town Meeting approved funding for this project through the Community Preservation Committee. Once this project is in place, we hope to input those marriage records from the 1980's on.

In addition, another legislative law now requires the Town Clerk to distribute biennially to all municipal employees the Open Meeting Law, Standard of Conduct, and the Conflict-of-Interest mandatory online training. This requires employees to submit acknowledgement receipts of these documents as well as proof of completion of the online training.

The Town Clerk is also the Burial Agent for the Town of Needham which records and processes electronically all birth and death records of residents and those that occur to non-residents in Needham. Online, by mail and over-the counter requests keep this office hopping. The issuance of certified copies of these vital records often reaches 5,000 certificates annually.

As we think back on the pandemic and the 4 elections held in 2020 between March 3, 2020 and November 3, 2020, it is amazing that so many legislative election laws and mandates were voted in by the Legislators and the havoc these new requirements created in all 351 cities and towns. To think we conducted Early Voting for the Presidential Primary, State Primary and the State Election during the pandemic, it is a wonder there were not multiple cases of Covid-19 during the multiple days of Early in-person voting for these elections. The State Election division of the Secretary of the Commonwealth mailed postcards for early voting requests to every voter in Massachusetts beginning with the September State Primary. Needham singularly processed and mailed over 15,000 Early Vote and Absentee ballots. This was time consuming as well as cost

Department Information DSR1			
Department	Town Clerk/Board of Registrars		

prohibitive. Legislation is currently pending to expand both Early Vote in-person and by mail as well as the existing absentee ballot laws. We are currently waiting to see if these election mandates are permanently voted into law. The Town Clerk's Office purchased at discounted rates the new poll pads for use at elections. The Town now has 11 poll pads for use at each of the ten precincts for checking in voters on election day plus one additional poll pad for in-house advance processing which may or may not be permitted in 2022. Personnel costs increased substantially with required Early Voting in-person for the March 3, 2020 Presidential Primary, the State Primary in September and the State Election on November 3, 2020.

This office applied for every available grant offered and approved. We received \$1,640 for the Drop Box and Election signs, \$10,572.50 from the Center for Technology & Civic life, \$5,796.65 for Postage reimbursement for the State Election (CARE ACT), and \$3,039 for the 2020 Presidential Primary Early Voting costs due to the pandemic. Also, the Town received \$19,251.91 for state mandated election costs for at least a preliminary total of \$40,949.17.

FY2021 revenue totaled \$237,652.55 compared with FY2020 revenue of \$284,296.60. This represents a decrease of \$46,644.05 over FY2019 and a decrease of \$61,779.22.

The following are total revenues by category for Fiscal Years 2017 – 2021

Fiscal Year					
	2021	2020	2019	2018	2017
General Fees	\$93,933.05	\$102,239.99	\$119,895.75	\$115,000.70	\$127,835.10
Alcohol Licenses	\$53,121.00	\$106,569.61	\$94,785.10	\$96,376.07	\$92,580.00
Other Licenses	\$24,842.50	\$19,554.00	\$25,917.00	\$27,654.00	\$24,615.00
Dog Licenses	\$65,756.00	\$55,933.00	\$66,915.00	\$60,390.00	\$62,068.00
Sub Total	\$237,652.55	\$284,296.60	\$307,512.85	\$307,095.10	\$307,095.10
Accrued Interest	0	0	0	\$968.32	\$968.320
Public Record Request	0	0	0	\$137.50	\$137.50
TOTAL	\$237,652.55	\$284,296.60	\$307,512.85	\$308,200.92	\$308,200.92

It is important to note that beginning in FY2021, the revenue from the sale of Alcoholic Beverage licenses issued by the Select Board and recorded in the Town Clerk's Office will now be recorded in the Town Manager's Office under a new permitting program. Thus, revenue will be further reduced in FY2022. General fees also declined over the past couple of years mostly due the pandemic. Hopefully we will see an increase in the coming two or three years.

# **Budget Statement**

The Town Clerk's Office continues to fulfill the mandates of local, state, and federal governments as well as the needs of the public. FY2022 had only one scheduled election. FY 2023 has three scheduled elections which accounts for most increased expenses. Unfortunately, one of the newly elected Select Board members as of April 12, 2021, resigned and a Special Town Election has been called by the remaining Select Board to fill the vacancy for the unexpired term until April 9, 2024. This unexpected local election will cost the Town approximately \$30,000.

Department Information DSR1				
Department	Town Clerk/Board of Registrars			

Total salaries for FY2023 shows an increase of \$38,909 which includes the following:

The increased costs of election workers for two elections of \$28,400 plus an estimated increase of \$10,509 toward the partial expense of a Part Time Department Specialist as well increases in regular and temporary department coverage, overtime, and longevity

Purchase of Service & Expenses: A total increase of \$18,195 as follows:

1. 5240 Repairs & Maintenance:

Increase by + \$5,365

The annual contract of \$5,000 for the NextPet dog program and the annual contract of \$395 for the Boards and

Commissions program are now listed under The Town Clerk's Office.

2. 5270 Rentals & Leases:

Increased by + \$2,850

This is the rental cost of the Needham Golf Club for holding the April 12, 2022 Annual Town Election for Precincts E and H. Upon completion of the Public Safety Building, the Select Board will vote to move Precincts E and H to said building

3a. 5300 - Professional & Technical:

Increased by + \$2,935

This increase includes programming and printing costs for three elections as opposed to one election in FY2022.

3b. 5340 - Communication:

Increased by + \$2,195

This increase includes a rate increase on postage as well as increased postage charges and warrant costs for three elections as opposed to one election in FY2022.

3c. 5345 - Printing:

Decreased by - \$1,100

This is a reduction in printing costs as some of our printing we have completed in-house.

4. 5420 Office Supplies:

Increased by + \$2,825

This increase includes additional costs for election supplies, voter lists for three elections as opposed to one election in FY2022 and new batteries for the 10 ImageCast Tabulators @ \$165 each as recommended by the vendor.

5. 5420 – Office Supplies:

Increased by + \$200

ATHIS IS AN INCREASE OF 4200 for Office Supplies for the Town Clerk Dept.

6. 5490 - Food Supplies for Elections:

Increased by + \$2,925

Total Purchase of Service and Expense: \$ 18,195

# Accomplishments and Activities

I cannot emphasize enough the amount of work required during the pandemic and the additional election laws passed during that time. This Office worked non-stop 7 days a week for several months to comply with the new Vote-By-mail legislation and extended Early Vote In-Person. As soon as we mailed the ballots, we had to begin Early Voting in-person. Every ballot had to be recorded multiple times in VRIS. We received non-stop phone calls asking if we received their ballots, where did we mail their ballots, how soon would they get their ballots, track-my-ballot

Department Information DSR1				
Department	Town Clerk/Board of Registrars			

doesn't it say my ballot has been accepted on the state website, etc. We hired election workers to help with the two weeks of Early Voting In-Person and the new Advance Deposit and Tabulation legislation. We could not send 15,000 ballots (or 62% of the vote) to the polls on Election Day to process. We literally sliced open over 15,000 absentee, in-person, and Early Vote-By-Mail ballots for four 7 – 8-hour days. We purchased 5 new poll pads and leased 3 to use for the first time at the 10 Precincts for the State Election. They worked very well and there were no major problems with the new technology. Over 62% of the ballots of the 23,904 registered voters while the precincts only had approximately 400 votes for a total of about 4,000 town wide. As of the end of October 2021, we are still waiting to hear what election legislation will pass for the 2022 State and Federal Elections. It makes it difficult, if not impossible, to prepare an accurate budget for FY2022.

The Town Clerk's Office was granted a part time Department Specialist for no more than 19.5 hours per week. My goal is to have this position upgraded to a full-time position which would be the first additional fulltime staff member since the mid 1980's. With the increased legislative demands placed on the Town Clerk's Office relating to public records posting town wide meeting notices and agenda, conflict of interest online training, and the multitude of election law requirements, I believe the increase from part-time to full-time is justified.

Spending Request Recap								
Description	Base Request	Additional Request	Total					
·	DSR2	DSR4	(DSR2 + DSR4)					
a) Salary and Wages	\$406,546		\$406,546					
b) Expenses	\$81,720		\$81,720					
c) Capital	[0 [	[0]	[0]					
d) [ ]								
e) Total DSR2 & DSR4 Request (a through d)	\$488,266		\$488,266					
V2023								

Department Expenditure Detail DSR2										
Department		Town Clerk/Board of Registrars								
Object					Desc	ription		Am	Amount	
DSR2A										
		Year (FY2			nt Year (F\			Year (FY2		
Permanent Personnel	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	
	4	1	4	4	1	4	4	1	4	
Non Budget Personnel: Will the department rely on Yes No							FT Head Count	PT Head Count		
Union Positio	ns:	ВСТІА	Fire A	Fire C	[] ITWA [2	NIPEA []	Police	Police Superior	[] NA []	
1. Salary and	l Wage Pe	ermanent	Positions							
a. PRD1 Sala	rv and W	lages Bas	se							
					Chifte)			\$	304,328	
b. PRD1 Diffe c. PRD1 Edu		(Conditio	ns, Requii	ements,	Shirts)					
d. PRD1 Extr		/								
e. PRD1 Long									\$12,533	
f. PRD1 Sno		m								
g. PRD1 Unif										
h. PRD1 Oth										
i. PRD1 Bud	get Adjus	tments							\$1,219	
: DCD2 O+b	C					PRD	1 Sub Tot	al		
j  DSR3 Other Compensation   Sub Total 1								1 ¢	318,080	
2. Salary and	l Wage S	easonal 8	k Tempora	rv Positio	ns (Itemiz		Sub Total	Ψ	310,000	
a. 80 Election							St E., ATE		\$42,600	
Part Time	permane	nt Dept.	Specialist	II \$24,01	6, Tempoi	ary Depar	tment		\$36,516	
c. Annual Stipend for Board of Registrars (3 x \$636 = \$1,908)								\$1,908		
d.										
e. DSR3 Total										
Sub Total 2							2	\$81,024		
3. Salary and			<u>Itemized</u> actually ol							
			actually of	oligateu)						
<ul><li>b. Training and Development</li><li>c. Office Coverage, Town Meetings, Elections</li></ul>								\$6,242		
d.							Ψ0/212			
e. DSR3 Total										
Sub Total 3							3	\$6,242		
4. Other Salary and Wage Expenses – (Itemized Below)										
a. Incentive Programs										
b. Pay In Lieu of Accrued Leave							#1 200			
c. Program Stipend \$1,20 d. Tuition Reimbursement							\$1,200			
e. Working Out of Grade										
f. DSR3 Other Compensation										
. DONO Other Compensation										

Depa	artment Expenditure Detail DSR2	
Department	Town Clerk/Board of Registrars	
	Sub Total 4	\$1,200
5. Total Salary and Wages (1+2+3+4)		\$406,546
	DSR2B	Ψ.00/0.0
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	1 Time Clock \$250; 4 Typewriters \$500; 18 Imagecast Tabulators x \$220 = \$3960; 10 Poll Pad Annual \$300 x 10 = \$3000; Next Pet Dog Licensing Program \$5,000; Boards & Commissions Program L.L. Data \$395	\$13,405
Rental & Leases (527X)	Iron Mt. Storage = \$600; P. O. Box 920663 = \$200; Golf Club Lease for ATE	\$3,650
Other Property Related Services (529x)		<u> </u>
Professional & Technical Services (530x – 531x)	Binding Vitals (6 x \$375 = \$ 2250; Misc. Record Restoration = \$ 1,500; Programming Printing 3 Elections: ATE 4.11.23 = \$6500 + \$2700 ES&S = \$8900, St. Primary = \$2500, St. E. = \$2,500 = \$13,900; Early Vote Memory Card Rental (2 x \$275 = \$550; ICP Coding x 2 = \$2600 = \$3,150; EV Legal notices (2 x \$90 X 2 = \$360	\$21,160
Communications (534x)	Town Clerk Postage \$.58 x 5000 = \$2,900.  Census 15,000 x \$.58 = \$8,700. Confirmation Notices 1,000 x \$.58 X 2 = \$1,160.  Registrars Misc. \$275.  Absentee Early Vote Ballots 1,000 for St. E. + 600 for St. P. and ATE = 2200 x \$.85 = \$1,870.  Census, sort, stuff and prepare to mail = 15,000 X \$.12 = \$1,800; Warrants x 3 elections = \$375;  (5341):wireless monthly fee = Monthly Fee = 50 X 12 = \$600.  (5345) Misc. T.C. Printing; Letterhead, envelopes, Security Vitals paper; A.G. By-Laws = \$3,500.  Printing 2023 Street list = \$3,000;	\$29,655

Dep	partment Expenditure Detail DSR2	
Department	Town Clerk/Board of Registrars	
	Misc. Printing Registrars = \$250.	
	Census forms/dog licenses = \$1,500 + Census envelopes \$650 = \$2,150.	
	Confirmation Notices $$1,200$ ; Warrants $(3) \times $125 = $375$ .	
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)		
Office Supplies (542x)	Misc. Town Clerk Office Supplies \$1400.	\$5,475
	Misc. Bd of Registrars Off. Supplies \$1,000.	
	Election Supplies $(3 \times $325 = $975)$ .	
	3 Voter Lists $$150 \times 3 = $450$ .	
	10 Imagecast Tabulator batteries x \$ 165 = \$1650.	
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)	3 Elections morning break $$500 \times 3 = $1,500$ . Dinner $$700 \times 3 = $2,100$ . Coffee, muffins for Early Voting $10 + 5$ days $(15 \times $45 = $675)$	\$4,275
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)		
Governmental Charges (569x)	Dog Tags for 2022, licenses = \$900	\$900
Travel & Mileage (571x - 572x)	Conf. in State: 3 MTCA Conferences = \$1,200. Tri county (2 dinner meetings) = \$200. Conf. Out of state: NEACTC \$350. IIMC - \$900.	\$2,650
Dues & Subscriptions (573X)	IIMC. \$220. NEACTC \$40. MTCA - \$160. Tri-County - \$30	\$450
Other Expenses (574 X - 579x)	Town Clerk Bond	\$100
6. Total Expenses		\$81,720

Department Expenditure Detail DSR2					
Department Town Clerk/Board of Regis	trars				
DSR2C					
Capital Equipment Replacement (587X)					
7. Total Operating Budget Capital					
				1	
8. Total Base Request (Line 5 + Line 6 + Line 7)		\$48	8,266		
Does the Department depend on any Federal or State grants to provide services?	YES	[	NO	[ x	
Did the Department submit any requests for FY2023 for the replacement or upgrade of technology or software to the YES Information Technology Center?				[ x	
Did the Department submit any requests for FY2023 to the Department of Public Works/Building Maintenance division to improve or upgrade a public building or facility?		[	NO	[ <b>x</b>	
				V2023	

Town Clerk	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	318,080.00		318,080.00	10,291		307,789.00	283,209.34	306,570.72	293,179.92
Salary & Wage Temporary	79,116.00		79,116.00	29,580		49,536.00	100,729.56	43,001.69	64,818.45
Salary & Wage Overtime	6,242.00		6,242.00			6,242.00	6,775.86	1,256.33	4,982.29
Salary & Wage Other	3,108.00		3,108.00	(962)		4,070.00	6,711.24	2,911.24	4,527.53
Salary and Wage Total	406,546.00		406,546.00	38,909	10.6%	367,637.00	397,426.00	353,739.98	367,508.19
Energy									
Non Energy Utilities									
Repairs and Maintenance	13,405.00		13,405.00	5,365		8,040.00	1,405.45	2,277.25	3,998.00
Rental and Leases	3,650.00		3,650.00	2,850		800.00	3,424.00	650.00	562.00
Other Property Related									
Professional & Technical	21,160.00		21,160.00	2,935		18,225.00	11,020.00	14,100.55	11,279.26
Communications	29,655.00		29,655.00	1,095		28,560.00	30,877.95	21,912.83	19,632.58
Recreation									
Other Purchased Services							500.00	620.00	
Energy Supplies									
Office Supplies	5,475.00		5,475.00	2,825		2,650.00	2,609.54	3,100.00	2,399.38
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies	4,275.00		4,275.00	2,925		1,350.00	3,527.15	3,138.89	3,486.29
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment							172.59	3,900.00	3,757.00
Governmental Charges	900.00		900.00	200		700.00	743.00	891.60	581.25
Travel & Mileage	2,650.00		2,650.00			2,650.00	477.87	1,091.44	1,007.47
Dues & Subscriptions	450.00		450.00			450.00	425.00	455.00	455.00
Other	100.00		100.00			100.00	100.00	100.00	100.00
Expense	81,720.00		81,720.00	18,195	28.6%	63,525.00	55,282.55	52,237.56	47,258.23
Capital Equipment									
Budget Capital									
TOTAL	488,266.00		488,266.00	57,104	13.2%	431,162.00	452,708.55	405,977.54	414,766.42

Position Register Summary Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Town Clerk	Е	1.00	110,634		1.00	110,634	1.00	110,634
Assistant Town Clerk	6	1.00	73,632	2.6%	1.00	71,734	1.00	71,144
Finance Assistant	I4	2.00	120,062	6.2%	2.00	113,003	2.00	110,215
Longevity			12,533	1.0%		12,404		11,611
Differential								
Education								
Extra Holiday								
Other Pay								
Stipends								
Budget Adjustment			1,219	3.0%		1,184		1,152
Total		4.00	318,080	3.0%	4.00	308,959	4.00	304,756

Department Spending Request			
Short Form			
Budget Legal Services			
Durnose			

The Select Board shall appoint a Town Counsel, who shall act as attorney and counsel for the Town and the various officers and boards thereof, to institute and prosecute suits in the name of the Town, to defend suits brought against the Town, and to negotiate and settle suits and claims, unless otherwise ordered by special vote of the Town. Town Counsel shall have the authority to engage the services of attorneys to assist in carrying out the duties of the office.

## **Budget Statement**

In CY2020, the Select Board changed the method by which Town Counsel services are provided. The firm of Miyares & Harrington has been designated as Town Counsel, and the Town no longer employs an individual in this capacity. The budget funds Town Counsel costs and Special Counsel for activities related to subjects such as land acquisition, building projects, cable licensing, ongoing legal issues, complex licensing matters, human resources issues, contract disputes, environmental issues, title searches, Town Meeting article research, and zoning issues. The Town Counsel budget also funds other professional services such as appraisal services, stenographic services, and expert witness services. The FY2023 budget request is level-funded.

## Accomplishments and Activities

Since the transition organic Town Counsel, contracted counsel has provided the Town expert service across a variety of routine and case-by-case subject matters through despite uniquely challenging circumstances faced during this time period.

<u> </u>		
Description	Purpose	Amount
Professional & Technical Services (530x -	Town Counsel and Specialty Counsel	329,140
	services.	,

#### Total Request

Spending Request Recap						
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)			
a) Salary and Wages						
b) Expenses	329,140		329,140			
c) Total DSR2 & DSR4	329,140		329,140			
			\/2022			

Legal	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular								73,695.00	75,140.00
Salary & Wage Temporary									
Salary & Wage Overtime									
Salary & Wage Other									
Salary and Wage Total								73,695.00	75,140.00
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical	329,140.00		329,140.00			329,140.00	323,729.39	217,531.94	249,596.81
Communications									
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment									
Governmental Charges	_								277.00
Travel & Mileage									
Dues & Subscriptions							1,593.70	4,000.00	4,000.00
Other									
Expense	329,140.00		329,140.00			329,140.00	325,323.09	221,531.94	253,873.81
TOTAL	329,140.00		329,140.00		_	329,140.00	325,323.09	295,226.94	329,013.81

	Department Information DSR1
Department	Finance Department

#### Department Mission

The Finance Department by its primary functions, which include accounting, assessing, budget and finance, collections, information technology services, parking appeals, procurement, risk management, and treasury; endeavors to provide professional and responsive services to the Town, its Boards, Committees, Departments, and the community at large. The Finance Department's primary goals are to ensure that the Town's financial assets are protected and managed, and information technology services are reliable, accountable, and resourceful, all while providing high quality customer service to the public and our internal customers.

#### On the Horizon

Many activities of the department are highly regulated and are required by statute. Other department activities that are not required by law but have arisen from other efficiency or cost saving efforts, or are just in keeping with good business practices, have transferred work (and incurred related expenses) from other departments to the Finance Department. Indeed, the increased reliance on, and the ever-expanding dependence on technology has allowed other departments to better perform their functions. By converting manual operations and procedures to computerized or other technology assisted processes, the speed, accuracy, and/or depth of information has provided Town departments a means to continue to provide services with the similar staffing levels. This trend would make the elimination of technology more expensive for the Town rather than a cost savings.

The Department is responsible for the oversight of fiscal management functions, establishment of accounting policies and practices and publication of official financial reports. With virtually no exceptions, expenditures made by any department within the fiscal year cannot exceed the appropriation authorized by Town Meeting. In limited cases, such as debt service where the Town is required to pay debt service regardless of the amount of the annual appropriation, or snow and ice removal expenses, provided that the current year appropriation is at least the same dollar amount or more than the previous year's appropriation, spending may exceed what is appropriated by Town Meeting.

The Finance Department develops updates, explains, and puts into effect internal controls. The Assistant Town Manager/Director of Finance in conjunction with the Town Accountant, Treasurer/Collector, and others, establishes fiscal internal control policies and procedures in accordance with state finance law. These policies require all departments to develop and maintain an internal control plan. All departments, boards, and committees (except the School Committee) are required to adhere to such policies and procedures.

#### **Divisional Activities**

Accounting: At the time of the budget submission, the accounting office was fully staffed. In February 2021, we hired an employee for our vacancy that was created back in September 2020. The employee has been trained on the aspects of the job and will be cross-trained on the duties of the other staff. Cross training staff is critical so that regular activities such as payroll and accounts payable processing, and account reconciliations are done without interruption. A primary department goal is to complete reconciliations on a monthly basis so that any adjustments and corrections will be identified and done timely. The accounting staff attends the Tyler User Group conferences and webinars to keep current with the workings of the accounting system and to prepare for changes to the applications. The Town began the process of selecting a new billing and collection application in 2021. The conversion and implementation of the new system will impact the division's workload during FY2023.

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Due to COVID-19, there was a decline in activity from FY2020 to FY2021. This was due primarily to remote learning by Needham students. Most school department staff worked from home during FY2021. This impacted purchasing activity by school department staff during the fiscal year with a decrease in the number of school purchase orders by 950 from FY2020. This also reduced the number of invoices processed for payment. The number of paychecks and expense reimbursements issued were also lower. The COVID-19 restrictions reduced the number of summer employees hired because of the cancellation or limitation on the number of programs. Because classes, for the most part, were not held in-person for most of the year, the number of employee expense reimbursements were down. Conversely, activity by Town Departments remains comparable to past years, with a decrease of only two purchase order requests for FY2021 compared to FY2020. We anticipate accounting and processing activity during FY2022 will be comparable to pre-COVID-19 years. FY2023 accounting work is projected to increase due to the number of Federal grants that were made available to municipalities in response to COVID-19. This will also increase the annual audit fee.

Assessing: FY2023 will pose a similar challenge to the preceding year in that close watch must be kept on the still burgeoning single-family home and condo market that has, if anything, showed no signs of slowing in calendar year 2021 despite COVID-19. This upsurge in the sale prices of the single-family and condo home market appears to be driven by upwardly spiraling land values as well as a drastic increase in the cost of building materials. To some extent this seems to be affected by bidding between buyers, who are looking to buy and live in older homes, as opposed to builders, who are out to remove and replace those structures. Some builders appear to have changed their game in that they are now buying older homes to upgrade, add to and sell as what could be termed "semi-new construction." Many buyers are still seeking "refuge" in Needham from astronomically high prices elsewhere, as well as being outbid multiple times, in some neighboring towns. They see a \$750,000 "bargain" here that was \$900,000 elsewhere. Since this hypothetical property is currently assessed at \$650,000, the upward pressure on values, which must reflect the market, is inevitable. The only segment of the market that appeared to be slowing were the "First Generation" McMansions that had lost some of their resale value in recent assessing cycles. In recent months this "weakness" in the market, seemed to be abating. Last year it was still too early to have amassed enough data on land sales to ascertain whether the "Small House" zoning regulations have affected land sale prices negatively or not. It is becoming clear, based on 2019 "teardown" land sales, that the going price for land is still on the increase and builders are designing homes that comply with zoning, but are still moving on the market at very high prices. It is this sustained land sale market that is behind the across the board 10% increase in base land values across all neighborhoods in the 10,000 square foot lot zones that was reflected in the residential values. It has become more obvious over the last year that another upward adjustment to land values will be necessary, likely in FY2023, to take market affect into account.

It was the surge in new construction, and the accompanying need to enter this data into the new computer-assisted mass appraisal (CAMA) system, which required an increase in professional services. This allowed the Town to rely on vendors to gather data on new construction, freeing staff from this mundane, but absolutely necessary task, and allowing them to perform more productive analytical functions. The fact that this vendor was in place prior to the onset of the current health crisis proved to be a benefit in that the technology that they employ allowed complicated properties to be measured without actually getting close to the property being measured. Freed from the task of "pulling a tape measure" the field staff was able to use their time, normally used physically inspecting properties, to gather information on interior listing from both the new, vastly improved, permitting system and online sources. Additionally, to track interior

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renovations, normally updated by onsite inspections, the office innovatively shifted gears yet again by dropping letters at these sites asking owners to respond as to the progress on the projects underway. The bottom line is this effort will hopefully be a compilation of new growth. The office is currently working with both our appraisal software vendor and our data collection vendor to allow office staff to collect some of the data currently being done by the collection vendor through the use of tablets that may require a one-time upfront investment that will ultimately reduce the expenditure now going to the collection vendor by allowing the data to be both collected and entered by inhouse staff directly from the field.

The residential market review for adjustment of the FY2023 values will be, for the most part accomplished in-house by inspecting all properties that changed hands during calendar year 2020 to confirm that the physical information, as well as the description of the condition of the property in our database, is up to date. As with all aspects of COVID-19 strategy, new methods for gathering this information had to be established since onsite visiting opportunities were extremely limited. The accuracy of our data on properties that changed hands during calendar year 2021 will be essential to the statistical analysis that needs to be submitted to the Department of Revenue annually. Again, the staff, both on site and working remotely, used publicly available information, in addition to close scrutiny of building permits records, to account for improvements that might warrant an increase or decrease in the current assessed value as it relates to the calendar year 2021 sale price. As noted above, collection, and system entry of this data from the field through the use of tablets will be expedited.

The biggest change for the assessing function in many years that began in FY2019 and carries over into FY2023 was the stand alone use of the Tyler Technologies IASworld CAMA system for the FY2022 valuation cycle. The learning curve for the Assessing staff as well as the staffs from the Information Technology Center, Treasurer/Collector, and Accounting will no doubt remain steep over the next few years as advanced technology is implemented.

Despite the use of no outside legal services during FY2022, several potentially costly appeals were settled favorably for the Town. Additionally, successful "pre-billing" valuation agreements with high end commercial/industrial taxpayers, have taken the Appellate Tax Board (ATB) appeal option off the table in advance. As of this writing the office has several outstanding commercial Appellate Tax Board cases of consequence still to be heard. Additional professional services may be required in FY2023, as a result of the value changes from the FY2020 revaluation and value adjustments from FY2020 to FY2021. The cost of these services is difficult to discern at this point due to the retirement of the previous assessor and the passing of the former Town Counsel. One of the results of the business slowdown resulting from the State's Phase 4 COVID-19 recovery plan was the seemingly endless extension of filing dates for aggrieved taxpayers at the Appellate Tax Board. This makes it difficult to know the number of cases on the horizon.

As per standard practice, buyers of property will also be sent questionnaires to confirm the terms of their sale and establish whether they are in fact "arms-length" market transactions. All the information gathered will be subjected to in-depth statistical analysis by the Department of Revenue prior to certification of the FY2023 values. Previously significant cutbacks in Department of Revenue staff, brought on by the State's Early Retirement Incentive Program (ERIP) and the anticipated retirement of many of the remaining "seasoned veterans", in both the Division of Local Services and Bureau of Accounts personnel would present a challenge to the certification of tax rates in a timely manner. Obviously, this situation has been exacerbated in the current environment where State staffers are now working remotely for the foreseeable future.

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As mentioned previously, prompt follow up is also made on all building permits for new construction, additions, remodeling and demolitions that are taken out with the Building Inspector. Although our data collection methods have of necessity changed, the purpose of these inspections remains the same. In addition to maintaining accurate data for our records, the information is integral to the calculation of New Growth for the following fiscal year. Accurate and timely compilation of New Growth is an essential part of establishing the levy for the subsequent fiscal year. The utilization of the outside vendor, as previously outlined, will allow us to keep track of this growth more efficiently.

Owners of Commercial/Industrial property, which is, for the most part, valued on income attributable to the property, are annually required to return Income and Expense forms mailed by our office. The information on these forms is then analyzed to assess general trends in vacancy rates, expenses, and rental income. Changes, if appropriate, are then made to reflect the fluctuations of the economic environment. The uptick in commercial activity in Needham Crossing has potential to continue its acceleration during calendar years 2022 and 2023 as planning and execution of the redevelopment of the former General Dynamics office properties into commercial, broadcast, hotel and residential is completed and potentially impressive construction by Boston Children's Hospital moves forward. The impact on overall rents in Needham Crossing due to facilities revitalization and the completion of the Highland Avenue widening and the "add a lane" project, with its Kendrick Street ramp, would likely continue to be positive over time, but COVID-19 has brought new uncertainties yet to be fully seen. The same is true of the potentially tax dollar redevelopment of the former Avery Manor.

A third element of the value triad consists of business personal property. The primary job of the office, in this area, is to annually discover and list new accounts and update changes to existing accounts. This is accomplished in large part through the mailing of forms to all business owners, who are required to list their assets. These forms are then reviewed by office staff and, in the case of some the more complicated returns, an outside vendor is retained, to determine the value and taxability of the listed items. The staff had previously done numerous onsite visits to many businesses during the year to verify the listings of assets submitted. After March 2020, visits were by necessity, replaced by telephone inquiries. This function of the office, although conducted almost entirely offsite, was the least affected by our "new" environment. The large amount of New Growth, bolstered in recent years by strenuous collection efforts from "High Tech" establishments in the park, are likely to be significantly enhanced by the equipment sure to be housed in the projects mentioned above if the \$20+ million-dollar boost to the personal property total from recent data storage facilities is any indication of what is to come. The aforementioned re-appraisals of Eversource Gas and Electric will also contribute to the personal property ledger as well. A sizable bump in the realm of personal property came to fruition as NBC moved equipment onto their new facility at 189 B Street. Needham Crossing projects currently on the horizon, in addition to the planned revitalization and expansion of the former Avery Manor property, bode well for the continued expansion of the personal property account inventory. Unfortunately, we have already been advised that a number of smaller accounts have become economic victims of the virus.

Fortunately, the Town was not seriously affected by the economic downturn prevalent throughout the Commonwealth a decade ago and has seen an ongoing upward spiral in residential sale prices. Median residential sales prices, which began to rise dramatically in the second half of calendar 2013 have continued to increase through 2021. The sustainability of this market, where bidding wars have become the norm, into calendar 2022, is yet to be seen. In the commercial

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realm, FY2023 may undoubtedly tell a vastly different story. FY2022 values are based on calendar year 2020 economic activity while FY2023 values will be based on calendar year 2021 activity. During 2020 some commercial landlords appear to have been cushioned by leases that obligated 2020 payments from their tenants. "Covid Concessions" reported for calendar year 2020 were far fewer than anticipated. Going forward there are sure to be necessary economic concessions they will need to make to retain those tenants over time. The effects of these possibilities are not entirely predictable at this time, but the fact that many businesses may realize that they no longer require in office staff may change the rental structure dynamic going forward. What is certain is that properties that function as service businesses like, Needham's hotels and restaurants, will require close scrutiny based on their pandemic induced reduction in income attributable to the property.

**Collector:** The easing of COVID-19 restrictions brought a sense of normalcy back to our community, but the impact continues. The collector's staff continues to meet the service demands of the public. However, childcare, illness, and staff shortages have affected the day-to-day operations. Technology provides residents and taxpayers a way to communicate with office staff, as well as pay, many but not all, their bills online. Although this is a convenience for residents and taxpayers, it has created additional and different kinds of problems for the collector. Errors entering account information prevents a payor from accessing their account, or entering incorrect banking information result in emails and phone calls to the office for assistance. Cash and checks are still accepted, but the number of checks returned due to insufficient funds or were drawn on closed bank accounts have increased over the past year. Returned payments add to the workload of staff and requires even more time to recoup these funds.

At the October 2020 Special Town Meeting the request for \$1,075,000 for the purchase of new billing and collection software solution was approved. The procurement process began in 2021 and will take 12 to 18 months to complete. This will encompass, the billing and collection of real and personal property, motor vehicle excise, water and sewer billing, and miscellaneous revenues. The new system must be able to maintain individual tax and ratepayer accounts and interface not only with the General Ledger but various other software that is used throughout the Town.

The software must facilitate at a minimum the following activity:

During Fiscal Year 2021, the Collector issued, 41,545 Real Estate bills including approximately 250 demand bills, 2,429 Personal Property Tax bills, 28,921 Motor Vehicle Excise Tax bills and in conjunctions with the Water and Sewer Department issued 44,079 Water and Sewer bills.

Real Estate Tax: Real estate tax bills are mailed quarterly and are due August 1, November 1, February 1, and May 1. Taxpayers who have not paid their real estate bill in full after the end of the fiscal year are notified of the past due amount and if unpaid are subjected to public notice of non-payment. If the account remains unpaid for ten days following advertisement, the statutory interest rate on outstanding tax balance increases from 14% to 16%. Real estate property tax is a priority claim. Any balance remaining unpaid is recorded at the Norfolk County Registry of Deeds, or at the Land Court if the property is registered land, to secure the tax lien.

Personal Property Tax: Personal property taxes are assessed to commercial property owners and is based on the "form of list" submitted by the taxpayer which provides all machinery and equipment used in the business. Personal property tax is also billed quarterly, and payments are due at the same time as real estate taxes. If a demand for payment is not received by the end of

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the fiscal year the account is turned over to the Deputy Collector service to follow up on collection.

Motor Vehicle Excise Tax: In February or March, the Registry of Motor Vehicles (RMV) sends a file of all the motor vehicle and trailers that are garaged in the Town of Needham and may be subject to excise tax. This file consists of approximately 23,000 bills and is the largest excise billing during the year. The RMV sends updates throughout the year for vehicles that are purchased during the year; Town receives as many as nine additional commitments throughout the year. The bills are due in 30 days from the date of mailing and are subject to 12% interest if not paid timely. If payment is not received a warrant is sent to the individual. Thereafter it is sent to the Deputy Collector for further action including the marking of their license and registration for non-renewal.

Water and Sewer: Water and Sewer department collects the water meter data and generates the utility bills, which then are committed to the Treasurer/Collector's office for collection. Once generated, the collector's staff updates the information to our current revenue software (Central Square), the bills are produced, and the file is sent to our printing and mailing service. Each residential property is billed four times a year, but the bills are produced based on specific cycles and routes. So approximately one third of the quarterly bills are produced monthly. Commercial properties are billed monthly. If unpaid after 30 days, the bill is subject to a demand notice, and interest is charged at the rate of 14% per annum. After notification that the amount may be liened against the related real estate parcel as of December 15, the charges become a lien with the accrued interest and fees. The unpaid amount is transferred to the real estate account associated with the property.

In the normal course of business, the collector's staff also assists with and plays a key role in the billing and collection of Miscellaneous billing such as Police detains, Fire details, RTS fees, Water Service fees and any other billing that may incur including school out of district billings.

At the end of each day each member of the staff must reconcile all payments received, prepare the deposit for the bank, and turn all paperwork over to the assistant collector for compilation and submission to accounting.

We remain sensitive to the needs of the public especially during these times not only the drastic fall of interest rates, but job loss has had a serious impact on individuals, especially the elderly, who, in some households depend on investments to provide the income necessary to meet their expenses. We are willing to work with each individual taxpayer's circumstances while complying with state statute and maintaining timely collections.

The threat of Cybercrime has not subsided, and it is still one of the most prolific of technology related crimes. We continue to enhance security related to our virus protection and monitoring of bank accounts designating certain bank accounts as credit only accounts. We have been fortunate in that we have not fallen victim to any of these breaches but it very important that we remain diligent.

The Collector and Assistant Collector are required to obtain a fidelity bond with a surety from a surety company authorized to conduct business within the Commonwealth. The Bond protects the Town not the Collector. The collector is liable for any breach of trust. If they are found liable for any loss, the surety company will look to the Collector and their personal assets for reimbursement. It is therefore incumbent upon the Collector and the Treasurer to pursue all outstanding accounts to secure these amounts owing the Town.

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Information Technology Center (ITC): Throughout FY2021, ITC continued its support of the Town's technology hardware, software, services, and systems. During FY2021 COVID-19 and the closing and limitations of access to Town buildings continued to offer challenges to the ITC staff. The ITC staff supported as many services as possible by working out processes to help the departments continue their work. Since the start of fiscal year, a continuation from when the COVID-19 shutdown began, ITC worked to provide hardware for employees who had limited access to hardware was a challenge. ITC gathered laptops and some chrome books which were underused from the various Town buildings to supply Town employees with needed hardware. ITC staff also needed to procure additional hardware during the first half of the fiscal year. These purchases helped to alleviate some of the hardware shortages. The Information Technology Center also needed to purchase additional software licensing for Town staff to remotely access the applications for day to day work. There were many challenges that had to be overcome to assist Town employees remotely when they had hardware and application issues. However, as employees became familiar with the benefits of remote support software which allows ITC staff direct access to the employees technology equipment, the number of work interruptions declined. In continued response to remote access for committees, commissions, and boards the Information Technology Center was able to help other departments take on the responsibility of running remote meetings. This helped to expand the number of committees, commissions, and boards which could hold remote meetings. Information Technology Center staff also worked during the latter part of the fiscal year to come up with plans to address the need for hybrid meetings in multiple locations across Town municipal buildings. These plans will be implemented in the fall and expanded as hardware becomes available. The Information Technology Center continues to upload meetings to the Town's YouTube channel where since its inception almost 800 meetings and informational videos have been uploaded. Another struggle for the Information Technology Center was that in the latter half of the fiscal year, a long term ITC employee retired, and a second ITC employee resigned. This put a tremendous amount of burden on the Director as well as the Network Manager for the daily support of the 450 plus or minus Town employees. This continued to be an issue into the new fiscal year.

The Information Technology Center worked with multiple Town Departments to advance and support more online applications which gave the departments greater flexibility and added efficiency. A major project which carried through all of FY2021 and into FY2022 was online permitting. The Town acquired and implemented OpenGov Viewpoint Cloud software to provide online permitting options for residents and businesses. This continues to successfully manage the creation and workflow of permits online for the Building Department, Department of Public Works, Health and Human Services departments, and the Town Manager's Office. The Information Technology Center continues to support these departments in their pursuit to update current permits and add new permits with plans in FY2022 for the Planning and Community Development Department to come online with permits and licenses. Other departments that reached out to the Information Technology Center for assistance moving to more online applications were Public Works, which included Water and Sewer, Highway, and Building Maintenance as well as Health and Human Services specifically from Health Department.

Throughout FY2021, the Public Safety Building at 88 Chestnut St (Fire Station 1) has taken up a lot of time of the ITC staff because of the amount of technology planned for all three buildings. The Network Manager has been involved throughout the fiscal year in meetings and planning at all levels of the Public Safety Buildings construction and opening process. Included in the construction of this first phase is the data center for all three buildings that are part of Public Safety. This required a tremendous amount of time and energy to maintain systems, keeping them

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up and running during the final phases of construction of Fire Station 1 and then the movement of Fire staff to the new building. Another aspect of the construction has been the need for the Information Technology Center and specifically the Network Manager again to take on additional systems that needed to be updated to different technology. This includes radios, phone systems, and fire bells that now need access to switching and IP addressing that was never needed in the past. Specific to Fire Station 1, moving forward into FY2022 security of the buildings through managing door access and video monitoring is a challenge because of the number of items in these new buildings compared to the buildings replaced. Since the opening of Fire Station 1, the Network Manager spent significant amount of time every day assisting Fire Department staff to acclimate to the new building. The amount of technology available to fire employees is multitudes above what was at the old station. The technology provides better communication tools for Fire Department personnel, as well as more convenient and efficient ways for needed online training. The Network Manager also continued daily support of the Computer Aided Dispatch application for both Police and Fire. When completed in FY2022 the Public Safety Building and included Fire Station 2 will be one of the largest staffed departments, next to Public Works, and the most technologically developed buildings that the Information Technology Center supports. A serious challenge to the Information Technology Center going forward.

As many are aware the rise in ransomware and other phishing opportunities have taken a toll on municipalities across Massachusetts and the country. The Information Technology Center continues to monitor and manage data in, out and across the Town's network while at the same time continuing to enhance network security both internally and through external access with the Information Technology Center working to design a more robust and strengthened security. Fortunately, Needham's Information Technology Users are more and more aware of these threats and often make us aware, which is the best line of defense, that they have received questionable emails and communications. Dollars were requested and split over FY2021 and FY2022 time frame to begin a project to harden and make more robust the network that connects the sixteen buildings that make up the Town Municipal Area Network. Initially the Information Technology Center worked to procure additional hardware and services which have been incorporated into the Town Municipal Area Network with additional hardware and services to be procured throughout FY2022. This work will include additional network monitoring, network hardware authentication, and a process for two forms of authentication at the user level.

Specific to the members of the Information Technology Center overseen by the Director, MIS the Network Manager continued his work on upgrading and strengthening the Town's network with upgrades and enhancements to network security, resiliency, and redundancy. During FY2021 the Network Manager worked with Public Work Building Maintenance on communication issues to the HVAC systems throughout all Town buildings. This included not just Town Municipal buildings but Public School buildings as well. The Network Manager also worked with Public Works Administration on networking issues specific to employee electronic time sheets that require specific hardware to manage the process. The Network Manager also assisted in day to day requests regarding new staff and released staff specifically around network accounts and security. Information Technology Support, currently one position, throughout the year continued to be an important asset within the Information Technology Center taking on day to day actions and requests as well as developing additional ways to make Information Technology Center functions more efficient and effective. Information Technology Support has also been able to assume responsibilities for several routine tasks that the Network Manager had been previously performing along with providing support when and where needed for the opening of Fire Station 1. The Information Technology Support position is one of the two positions that became vacant in the last half of the fiscal year. The

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Applications Administrator and Computer Operator have continued to support enterprise applications, such as revenue and general ledger applications, the Town's web site, development, and support of online permitting, plus provides support and training both individually and with groups for desktop and web-based applications. The Computer Operator is the second of the two positions that became vacant in the last half of the fiscal year. Departments continue to look for support from the Applications Administrator due to the desire of other departments to use technology, mostly through online SaaS products, to enhance their processes. One project that was started during FY2021 was through the Human Resource Department which initiated a project for online application accepting and tracking. The hope is to make the process of hiring in Needham more efficient as well as diversified. Since being relocated to the Public Services Administration Building to better coordinate services and projects between the Geographic Information Systems (GIS) Administrator and the Department of Public Works the GIS Administrator continues in support of those projects. At this new location, the GIS Administrator continues to work with multiple departments assisting in analytical projects as well as preparing for infrastructure updates, flight imagery, and geospatial data collection. The GIS Administrator throughout FY2021 has developed a new web GIS product, assisted in the transition to a new online Assessor's application, worked with the Highway Department on an online street maintenance program, assisted the Water/Sewer department with data for back-flow prevention, and worked with Public Works Administration and Building Maintenance on the roll out of a new work order system. With the current level of vacancies, the Director, MIS is looking to determine what staffing, or positions, may be needed to continue the level of support desired by Town municipal staff. The current makeup of positions has been in place for ten years and with technology changing at an everfaster pace coming up with a different department makeup might benefit the Town better into the future.

Parking Clerk: The Office of the Parking Clerk processes appeal requests of parking tickets online, in person and by mail. Appeal statements are reviewed and investigated promptly, and appellants are provided with written notification of appeal results. The office also prepares and processes handwritten tickets so that the information will be available to the collection office. Ongoing liaison is maintained with Treasurer's office staff, Police and the Highway Departments. Enforcement issues, signage, and meter problems are identified and resolved through frequent inspections and inter-departmental communications. The Parking Clerk also provides weekly reports to administration and supports the Parking Committee mainly to review overnight permit application requests. Due to the ongoing COVID-19 pandemic the parking clerk's office has been impacted in There were significantly fewer parking tickets issued due to reduced a variety of ways. enforcement and less parking activity in general. Payment to park at a metered spot was waived for many months, resulting in less revenue. Payment to park at a metered spot was reinstated in July 2021. With Town Hall being closed to the public during the height of the pandemic, limited to appointment only, almost all appeals were conducted online only. The Town was still allowing some parking spaces to be blocked off for outside dining near establishments around Needham.

**Purchasing:** The primary function of the Purchasing division is to ensure that all purchased goods and services are made in accordance with public procurement procedures which must be followed pursuant to the applicable Massachusetts General Laws, and in a manner that secures the best value for the Town. By performing audits on procurement documents and facilitating education, resources, and guidance to all Town staff, the department seeks to ensure compliance while providing solutions to purchasing challenges that safeguard taxpayer's dollars and promote a fair competitive process. The Department also has functional oversight of the procurement procedures conducted by individual departments and serves as a resource on procurement compliance.

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The Purchasing division encourages staff to seek state contract vendors whenever possible, as they afford the Town favorable pricing, vetted providers, beneficial terms, and convenient, fast purchasing without further formal procurement. The Town has consistently maintained a top user status of the State Contract benefits and is currently in third place in the Commonwealth for overall number of purchase orders through the State's purchasing platform.

**Treasurer**: The impact of COVID -19 on short term interest rates is still being felt. Initially interest rates plummeted as the Federal Reserve reduced the Fed Funds rate to virtually zero. As of June 30, 2021, the Federal Funds rate remained the same and was projected to continue at that level for FY2022.

The impact resulted in a decrease of General Fund interest from \$834,163 in FY2020 to \$228,969 in FY2021, which may continue into FY2022. The safety of Town funds is of utmost importance. To further protect Town funds, we continue to require that Town deposits are collateralized if not insured. Leaving nothing to chance and to protect Town funds even further, in FY2019 we placed certain accounts in a "credit only" (incoming funds only) status. This provides an additional layer of protection against fraudulent transactions. To protect against bank failures, we regularly review rating agency reports and, although collateralization is required for funds held in any one financial institution for more than 14 days, funds that are held by institutions with less favorable ratings are monitored more carefully. Funds must be available to meet all expenditures including payroll and debt service which dictates the amount of cash that must remain available on a weekly basis. Town funds are invested wisely and within the mandates of state statute. During FY2018, the State Legislature passed legislation that expanded the length of investment in Certificates of Deposit (CDs) from twelve (12) months to thirty-six (36) months. This allows treasurers to take advantage of the higher interest rates that are offered for longer duration CDs.

The Treasurer's office continues to offer electronic payment options to the Town's vendors. This has reduced the number of paper checks thereby reducing the printing, mailing and stuffing cost. Although some vendors have taken advantage, many vendors only accept a paper check. We continue to promote this option.

During FY2021, the Treasurer assisted the Town departments, primarily the Building Department, with the implementation of an online permit application. This application provides a means to request and pay for various permits issued to businesses and residents for a number of purposes via the Town's website. The Treasurer assisted with implementation of new software, PC Scale, at the Recycling and Transfer Station (RTS) to allow for a more efficient collection and billing system at the RTS and the Treasurer's office. The Treasurer also assisted with the implementation of new registration software, MyRec at the Park and Recreation department. The application may also be utilized by the Aging Services and the Department of Public Works.

The Treasurer is responsible for making available sufficient funds to cover the weekly payroll and expenses. Due to the increased number and cost of capital projects currently underway we see weekly expenses upwards of \$8 million. To maximize interest income and yet maintain sufficient balances the Treasurer must be aware of and make provisions for the timely payment of regular and extraordinary expenditures such as debt service and construction costs.

The Treasurer's office assisted and continues to support other departments throughout the Town including the school department, Town Clerk and RTS with the ability to accept credit cards both online and in person.

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The Treasurer's office will also be involved in the selection of the new billing and collections software. All collections once received, reviewed and reconciled as well as non-billed revenue coming into the town such as state aid, grants and miscellaneous fines and fees are turned over to the Treasurer. This must be accommodated culminating in the ability to deposit and report a day's receipts.

The Treasurer along with Finance continued to provide Purchasing Cards as a means to track and reduce administrative costs related to expense reimbursements. Similar to a credit card, this will allow certain employees to charge expenditures related to approved travel and other emergency expenses. This is proven to be a very valuable method of payment for Town staff during the current health crisis especially our Health and Human services department.

In FY2021, the Treasurer issued \$3,530,485 in Bond Anticipation Notes and \$21,000,000 in bonds which included a premium of \$2,488,930.50. With the change in law regarding how premiums may be used, we were able to use \$1,583,000 of the premium to reduce the amount of principal borrowed. We also refunded \$5,455,000 of several bond issues from, 2006, 2008 and 2009 debt issue which was reduced by \$669,039 from the premium received on that transaction. This not only reduced the amount to be borrowed but reduced the amount of debt service to be assessed to Needham taxpayers. The balance of the premium was used to pay debt issuance costs.

It is the responsibility of the Treasurer/Collector to collect all revenues due the Town to support the budgetary and capital project needs. This includes the receipt and reporting of State aid, various state grants and awards. The Treasurer is responsible for borrowing as needed for capital projects as voted by town meeting. On a day-to-day basis the Treasurer/Collector's office assists all other departments with billing and collections as issues and difficulties arise.

#### **Budget Statement**

The <u>FY2023 base budget submission is \$3,649,303</u> which is a change of \$48,566 (1.3%) over the current budget of \$3,600,737. The current budget is inclusive of \$33,626 transferred by the Town Manager from the Classification, Performance, and Settlements reserve to the Finance Department for compensation adjustments for ITWA and non-represented employees as a result of the bargaining agreement and implementation of the new compensation and classification plan approved by the Town. The submitted budget for FY2023 is reflective of a reduction of \$45,000 from the professional and technical services line which was funding for consultant services to implement some network security upgrades over a two year period (FY2021 and FY2022). If the \$45,000 was retained, the budget request would have been \$3,694,303, a 2.6% increase.

Although there may be some individual line item changes in the different divisions, the changes are reviewed below on a department wide level, some changes are due to a reallocation of existing funds from one object line to another, so the expense is linked to the account that best describes its purpose. There is also an additional \$92,839 requested through two DSR4 submissions, one Applications Administrator position for the Information Technology Center, and a Student Intern for the Accounting Office. Including the two DSR4 requests, the department budget submission is \$141,405 over the current budget of \$3,600,737 or 3.9% higher. Below is a summary of the changes.

## Salary and Wages

The fiscal year 2023 base budget submission of \$2,224,838 is \$43,641 higher than the current

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De	epartment	Finance Department

budget of \$2,181,197, an increase of 2.0%, after accounting for the transfer from the Classification, Performance, and Settlements budget line by the Town Manager to reflect the changes to ITWA and non-represented employees salary schedules for the fiscal year. The number of benefit eligible FTE's for FY2023 is 24, which is the same as FY2022. There has been some restructuring of positions and division assignments during the current year, due to the changing workforce market, but no change in head count. The department also relies on the services of two part-time positions which are year-round but are not eligible for Town benefits; one is the Parking Clerk, and the other is an administrative support position which supports the assessing/collector/treasurer functions of the department.

As stated previously, there are two DSR4 requests, one for an additional year round position in the ITC and another request for a student intern for the summer months to work in the Accounting division. If the two requests were approved, the permanent staff FTE would increase by one. Including the two DSR4 requests, the total increase for personnel is \$134,672 or 6.2% over the current year.

The submission includes step and longevity increases for the thirteen (13) employees who are members of the Needham Independent Town Workers' Association (ITWA) union which are based on the collective bargaining agreement with this group which expires June 30, 2024.

The request also includes step and longevity increases, if applicable, for the six (6) non-represented positions. The wages are based on the FY2022 classification and compensation plan. Any change to the non-represented employee compensation schedule or merit increases for managers, if any, for FY2023 would be funded through the salary reserve funded by Town Meeting and transferred by written approval of the Town Manager.

The temporary and part-time wage expense is level funded at \$6,179 for FY2023. The \$28,098 allocation for overtime is also level funded for FY2023. The overtime allowance for the Accounting, Assessing, Collector, Parking Clerk and ITC offices has been submitted at \$10,450, \$800, \$1,000, \$5,293, and \$10,555 respectively. Other salary and wage expenses include tuition reimbursement, payment in lieu of vacation, and a stipend, are budgeted at \$30,943, a decrease of \$2,615, a 7.8% reduction.

## Services, Supplies, and other Expenses

The fiscal year 2023 submission of \$1,329,465 is **\$4,925** higher than the current appropriation of \$1,324,540, 0.9% more. As previously stated, the submitted request is reflective of the reduction of \$45,000 from professional and technical services which was part of the FY2022 budget for consulting services to the ITC to implement network security upgrades.

There is a \$3,500 increase in professional services for the assessing division for consultants needed in the appraisal of commercial and personal property valuations. The assessing division has been valuing and updating commercial property accounts with the use of an outside service to measure and verify building dimensions. The Department of Revenue now requires the Town to value commercial property annually by two approaches, one by cost and the other by income. In order to value property by cost the Town is required to have sketches of the commercial property so that the appraisal system can produce a value on current cost. Most of commercial property is valued based on the "income" produced by property. The Town has a contract with a firm that can produce the sketches electronically which is less expensive than doing the process manually.

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Another increase in the professional and technical expense is related to the outside independent audit. We anticipate a 10% increase in the audit fee due to the increase work that the auditors must due related to the Federal funds that have been distributed to local government in response to COVID-19. The increase is not expected to be temporary, as the audit standards and GASB regulations grow.

Another noteworthy increase is for software license and subscription fees for FY2023. The change in price vary greatly among the numerous applications the Town relies upon, we have assumed an average of five percent or \$31,930. There are three primary drivers to the cost of technology, the number of users, the annual inflator the software companies base their pricing structure, and the increased security requirements.

As noted before, there are two DSR4 requests for increased personnel which also come with an increase in expense of \$1,808. However, \$1,500 of the increase is for one year, and the balance (\$308) is ongoing. The \$1,500 is for a laptop.

The Finance Department always seeks ways to hold down costs by regular examination of its expenses as well as trying to anticipate future operating cost. As noted earlier some expense lines are lower while others are higher, which is due in part to reallocation of certain budget lines to cover higher expenses in other budget expense lines and due to expected increase costs for FY2023. The table below shows the various dollar changes from FY2022.

Line Item	Division	Description	Change from 2022	Comment	Net Change	
Repairs and Maintenance	ITC Increase in Maintenance Contacts \$605 Based on expense trends.		\$605			
Rental & Leases ITC Equipment		Equipment	(%) (000)	Reallocation of the expense to other supplies and equipment.	(\$1,000)	
	Accounting	Third party services	\$6,650	Increase Audit Fee		
	Assessing	Third party services	· '	Contracted service for review and valuation of utility assets and special property.		
Professional &	Collector	Third party services	(\$1,500)	Based on volume and contracts.		
Technical	Purchasing	Professional Development	\$950	Required courses with the OIG.	\$30	
recrimear	Treasurer	Third party services	\$3,500	Based on volume and contract.		
	ІТС	Third party services	(\$45,000)	Network Security Upgrade Consulting Assistance		
	ІТС	Software license fees	\$31,930	Increase in the annual license fees.		
	Collector/Tre asurer	Printing and Mailing	(\$1,300)	Based on a three year trend.		
Communications	Treasurer	Postage	\$800	Based on a three year average. Mailings are required by law, notwithstanding other means of communication.	\$3,770	
	ITC	internet & Landlines \$4,270 Increase in the annual fees		Increase in the annual fees		
Office Supplies Purchasing Supplies		Supplies	\$20	Reallocation of the expense to another line item	\$20	
Other Supplies &	ІТС	Technology equipment related supplies	\$1,000	Reallocation of expenses from Rental & Leases	\$1,500	
Equipment	Treasurer	Permits	\$500 Based on volume and contract			
Total					\$4,925	

#### **Operational Capital**

The FY2023 submission is level dollar at \$95,000. These funds provide for the purchase of replacement PCs, laptops, printers, low end data servers, and network components. The

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replacement of large servers, switch replacements, and expensive specialized equipment upgrades will continue to be submitted as part of the capital plan.

## Other Requests for Funding (DSR4):

The Finance Department is submitting two DSR4 forms for FY2023. Two requests involve additional staff, one an additional position (Applications Administrator) for the ITC division, and the other is for a Student Intern to work during the summer months in Accounting. More information and justification for each of the requests is included in the DSR4 forms.

## **Other Funding Resources**

Although the Finance Department must track and account for numerous revolving funds and grants, it does not have any for its own operations. All monies generated by the department go to the general treasury. No position in the Finance Department is funded by a revolving fund, but the department has used the services of senior volunteers in past years.

## Accomplishments and Activities

In <u>Accounting Division Recap</u>

1. Direct deposit of pay participation by employees. Direct deposit is more secure and less costly to process.

Measure: Percentage of payments by direct deposit vs. check.

Results:

Year	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
FY17	91%	90%	92%	92%
FY18	93%	93%	94%	94%
FY19	94%	95%	95%	95%
FY20	94%	96%	96%	98%
FY21	97%	98%	98%	98%

2. Electronic payment participation by vendors. Vendor electronic payments are more secure.

Measure: Percentage of electronic payments by vs total vendor payments.

Results: (The decline in the FY2020 fourth quarter percentage was related to the COVID-19 economic slowdown)

Year	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
FY18	0.00%	0.00%	0.29%	2.00%
FY19	5.25%	9.65%	9.02%	8.78%
FY20	9.10%	9.24%	9.74%	3.29%
FY21	8.98%	9.97%	9.26%	7.71%

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3. Number of management letter comments by Independent Auditors compared to prior years and the number of comments from a prior year which carried forward. A comment means something may require improvement.

Measure: Number of comments; Number of comments repeated from the prior year.

#### Results:

Fiscal Year Audited	Comments	Prior Year Comments
FY2016	4	1
FY2017	4	2
FY2018	4	0
FY2019	4	1
FY2020	3	1

### Assessing Division Recap

4. Percent of taxable construction permits issued that were captured by the assessment date (Reports how much new construction is captured for taxation).

Measure: Percentage of new construction permits inspected. Percentage of taxable construction permits issued that was captured by the assessment date. (Note this measure has been revised to reflect the new growth certified by the Department of Revenue)

#### Results:

One hundred percent of the permits issued by the building department that had progressed to the point of adding value to the property were inspected by June 30, 2017. This was the statutory deadline for the collection of New Growth information for the following fiscal year. A total of 1,292 properties were inspected. The amount of New Growth certified by the Department of Revenue for **FY2018** was \$296,130,541 (\$183,627,889 was residential property).

One hundred percent of the permits issued by the building department that had progressed to the point of adding value to the property were inspected by June 30, 2018. This was the statutory deadline for the collection of New Growth information for the following fiscal year. A total of 1,295 properties were inspected. The amount of New Growth certified by the Department of Revenue for **FY2019** was \$318,749,520 (\$266,237,400 was residential property).

One hundred percent of the permits issued by the building department that had progressed to the point of adding value to the property were inspected by June 30, 2019. This was the statutory deadline for the collection of New Growth information for the following fiscal year. A total of 1,208 properties were inspected. The amount of New Growth certified by the Department of Revenue for **FY2020** was \$264,705,884 (\$146,837,050 was residential property).

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One hundred percent of the permits issued by the building department that had progressed to the point of adding value to the property were inspected by June 30, 2020. This was the statutory deadline for the collection of New Growth information for the following fiscal year. A total of 1,142 properties were inspected. The amount of New Growth certified by the Department of Revenue for **FY2021** was \$262,350,943 (\$156,626,063 was residential property).

Approximately 100% percent of the permits issued by the building department that had progressed to the point of adding value to the property were inspected by June 30, 2021. This was the statutory deadline for the collection of New Growth information for the following fiscal year. A total of 1,258 properties were inspected. The estimated New Growth for **FY2022** was pending certification by the Department of Revenue at the time of this budget submission.

# 5. Number of adjustments/changes in property valuation subsequent to the issuance of the actual tax bills.

Measure: Number of changes (corrections) per year as a percent of the total number of parcels.

#### Results:

Of the 10,757 Real and Personal property accounts billed in **FY2017**, the value of 28 of those properties, or 0.26% saw changes in their value through the abatement process vs 0.27% in FY2016. The average adjustment in tax dollars for FY2017 was \$1,860 vs. \$15,041 for FY2016.

Of the 10,756 Real and Personal property accounts billed in **FY2018**, the value of 27 of those properties, or 0.25% saw changes in their value through the abatement process vs 0.26% in FY2017. The average adjustment in tax dollars for FY2018 was \$2,815 vs. \$1,860 for FY2017.

Of the 10,813 Real and Personal property accounts billed in **FY2019**, the value of 35 of those properties, or 0.32% saw changes in their value through the abatement process vs 0.25% in FY2018. The average adjustment in tax dollars for FY2019 was \$2,562 vs. \$2,815 for FY2018.

Of the 10,805 Real and Personal property accounts billed in **FY2020**, the value of 23 of those properties, or 0.21% saw changes in their value through the abatement process vs 0.32% in FY2019. The average adjustment in tax dollars for FY2020 was \$5,174 vs. \$2,562 for FY2019.

Of the 10,799 Real and Personal property accounts billed in **FY2021**, the value of 21 of those properties, or 0.19% saw changes in their value through the abatement process vs 0.21% in FY2020. The average adjustment in tax dollars for FY2021 was \$12,903 vs. \$5,174 for FY2020.

#### Other Assessing Accomplishments and Activities

As a member of the Tyler Conversion Group, the Director of Assessing was voted as Chair of the newly formed Board to oversee issues that arise with the newly implemented software in the 30 communities that converted to the Tyler IAS CAMA software. The Town of Needham was part of the team that collaborated with the staff of MassIT, Tyler Technologies, and the Department of Revenue's Division of Local Services IT Bureau. The Needham assessing staff

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collectively spent many hours in consultations with representatives of the different organizations refining the nuances of the new system to ensure a smooth rollout for the other communities that had converted to the IAS system. In the past year the Director has facilitated many meetings of Group members to brainstorm software issue that have arisen. The Director is also currently serving as the President of the Norfolk/Suffolk Assessor's Association.

The office also took part in extensive discussions with members of other Town departments concerning the issuance of an RFP to replace the Town's current multi-faceted financial packages with an upgraded, more fully integrated entity that will streamline town wide collections operations in the years to come.

The Assessor's office also managed to find a way to continue all previous operations at almost full capacity in spite of the current health issue, and the accompanying staffing limitations. These measures are outlined in greater detail in the Activities section.

## Collector/Treasurer Division Recap

6. The number of customer bill payment transactions done electronically rather than mailing or delivering a payment to the Treasurer/Collector's office.

Measure: The number of tax and utility payments submitted via an ACH or Online payment rather than by check to the Treasurer/Collector's office.

Tax Payments (Excise, Real Estate, & Personal Property)					
Fiscal Year	2017	2018	2019	2020	2021
1) Escrow Service Payments	17,786	22,700	15,936	17,712	16,863
2) Customer Payment by Check/Cash	50,823	44,066	52,803	47,886	49,292
3) Customer Payment by ACH	2,595	2,264	2,801	3,849	4,188
4) Total Payments (1+2+3)	71,204	69,030	71,540	69,447	70,343
5) Total Payments by Customer (2+3)	53,418	46,330	55,604	51,735	53,480
I) Percentage of Customer Payments	4.86%	4.89%	5.04%	7.44%	7.83%
by ACH (3/5)	4.00 /6	4.07/0	5.04 /6	7.44 /0	7.0376
6) Escrow Service Amount Paid	\$44,942,065	\$47,546,434	\$46,402,811	\$55,040,391	\$51,519,717
7) Check/Cash Amount Paid	\$85,040,081	\$92,296,018	\$101,581,374	\$100,999,109	\$115,885,905
8) ACH Amount Paid	\$2,479,183	\$1,903,280	\$2,560,083	\$3,154,098	\$3,768,678
9) Total Amount Paid (6+7+8)	\$132,461,329	\$141,745,732	\$150,544,268	\$159,193,598	\$171,174,300
10) Total Amount Paid by Directly by Customers (7+8)	\$87,519,264	\$94,199,298	\$104,141,457	\$104,153,207	\$119,654,583
II) Percentage of Amount Paid by Customers via ACH (7/10)	2.83%	2.02%	2.46%	3.03%	3.15%

The Town engaged the services of third party vendors to accept online payments for water and sewer bills by electronic check or credit card. The table on the next page reflect this activity. The benefits to the Town in having customers pay a bill electronically are lower transaction costs, the funds are considered available at the time of receipt, and reduces both the amount of time to receive good funds and the number of returned checks.

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Utility Payments (Water and Sewer Service	ce)				
Fiscal Year	2017	2018	2019	2020	2021
1) Customer Payments by Check/Cash	27,701	25,997	25,533	24,855	22,612
2) Customer Payments by ACH	8,245	8,588	8,454	8,979	8,391
3) Customer Payments Online	4,433	5,552	6,635	8,182	9,322
4) Customer Electronic Payments (2+3) 12,678			15,089	17,161	17,713
5) Total Payments (1+2+3)	40,379 40,137 40,622 42,016 40,32				40,325
I) Percentage of Payments by ACH or Online (4/5)	31.40%	35.23%	37.14%	40.84%	43.93%
6) Check/Cash Payment Amount	\$11,480,767	\$10,698,751	\$10,299,780	\$9,572,814	\$9,673,262
7) ACH Amount Paid	\$2,475,747	\$2,531,418	\$2,633,760	\$2,705,033	\$2,836,100
8) Online Amount Paid	\$1,502,689	\$1,854,878	\$2,249,617	\$2,723,619	\$3,628,422
9) Payment by ACH or Online (7+8)	\$3,978,436	\$4,386,296	\$4,883,377	\$5,428,652	\$6,464,522
10) Total Payment Amount (6+7+8)	\$15,459,203 \$15,085,047 \$15,183,157 \$15,001,467 \$16,137,78				
II) Percentage of the Amount Paid by ACH or Online (/10)	25.74%	29.08%	32.16%	36.19%	40.06%

## 7. Optimize earnings on general funds while maintaining adequate liquidity.

Measure: Needham average investment yield compared to MMDT index.

#### Results:

Needham average investment yield for **fiscal year 2017** was 0.54% as compared to the MMDT rate of 0.53%

Needham average investment yield for **fiscal year 2018** was 0.87% as compared to the MMDT rate of 0.83~%

Needham average investment yield for **fiscal year 2019** was 1.30% as compared to the MMDT rate of 1.30~%

Needham average investment yield for **fiscal year 2020** was 1.31% as compared to the MMDT rate of 1.28~%

Needham average investment yield for **fiscal year 2021** was 0.32% as compared to the MMDT rate of 0.29~%

# 8. Percent change in year-end delinquent tax receivables (tax money owed to the Town).

Measure: percentage of tax levy uncollected at the end of each quarter and the fiscal year.

### Results:

Percent change in the year-end delinquent tax receivables for FY2018 increased by 0.01% compared to FY2017, followed by another increase of 0.27% for FY2019. The year-end delinquent rate for FY2020 increased by 0.63% to 1.5%. The FY2020 year-end delinquent rate was the highest it has been in years. This was attributable to COVID-19, not only the impact that COVID-19 related restrictions may have had on the economy, but also the extra time that taxpayers were allowed to pay their property tax bills. The year-end delinquent rate for FY2021

Department Information DSR1		
Department	Finance Department	

decreased by 0.54% compared to FY2020.

Year	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	Year End
FY17	0.87%	2.08%	0.58%	0.59%
FY18	1.34%	2.28%	-14.00%	0.60%
FY19	1.27%	2.16%	2.22%	0.87%
FY20	0.91%	2.22%	1.94%	1.50%
FY21	0.61%	2.38%	2.31%	0.96%

<sup>\*</sup>Due to extraordinary amount of Real Estate prepayments received during December 22 - 29, 2017, the Town collected \$5,510,989 which exceeded the total tax due for the third quarter due February 1, 2018.

#### <u>Information Technology Center Division Recap</u>

# 9. Percentage of normal business hours principal business applications are available

Measure: It was determined that certain business applications were important to the needs of specific departments. These are applications that are housed and supported internally by the Information Technology Center. Downtime hours are captured through internal communications from the departments using the applications.

Percentage of business hours building LANs (Town Hall, Public Services Administration, Public Safety, and the Center at the Heights) are available to employees. Business Hours are 8:30 - 5:00 Monday through Friday.

Total number of business hours Police Computer Aided Dispatch was available:

```
(FY2017) Public Safety - 2,219.0 out of 2,219.0 = 100% (FY2018) Public Safety - 2,205.0 out of 2,210.0 = 99.77% (FY2019) Public Safety - 2,223.0 out of 2,227.0 = 99.82% (FY2020) Public Safety - 2,221.0 out of 2,227.0 = 99.73% (FY2021) Public Safety - 2,219.0 out of 2,219.0 = 100%
```

Total number of business hours Town Financial Applications (Central Square/Tyler) were available:

```
(FY2017) 2,219.0 out of 2,219.0 = 100%
(FY2018) 2,210.0 out of 2,210.0 = 100%
(FY2019) 2,225.0 out of 2,227.0 = 99.91%
(FY2020) 2,222.0 out of 2,227.0 = 99.78%
(FY2021) 2,219.0 out of 2,219.0 = 100%
```

Total number of business hours Center at the Heights network was available:

```
(FY2017) 2,219.0 out of 2,219.0 = 100%

(FY2018) 2,210.0 out of 2,210.0 = 100%

(FY2019) 2,227.0 out of 2,227.0 = 100%

(FY2020) 2,227.0 out of 2,227.0 = 100%

(FY2021) 2,219.0 out of 2,219.0 = 100%
```

Department Information DSR1		
Department	Finance Department	

# 10.Increase training opportunities for Town Staff on the use of various software applications

Measure: Planned hours compared to actual hours.

#### Results:

FY2016: 50 hours were proposed, and the department provided 129 hours. FY2017: 50 hours were proposed, and the department provided 30 hours FY2018: 50 hours were proposed, and the department provided 30 hours FY2019: 50 hours were proposed, and the department provided 30 hours FY2020: 50 hours were proposed, and the department provided 35 hours

FY2021:50 hours were proposed, and the department provided 10 hours (Note: this was directly affected by COVID-19 restrictions.)

### Parking Clerk Division Recap

#### 1. Percentage of parking tickets appealed as a percent of total tickets issued.

Measure: Number appeals over number of parking tickets issued.

#### Results:

	FY2017	FY2018	FY2019	FY2020	FY2021
Parking Tickets	3,988	5,382	6,074	8,596	1,457
Appeals	318	432	479	751	225
Appeal %	8.0%	8.0%	7.9%	8.7%	15.4%

The Town had been stepping its enforcement of parking regulations over the past four years, but enforcement was curtailed with the onset of the COVID-19 restrictions.

## Purchasing Division Recap

The Purchasing division's primary goal is a Town wide understanding and compliance of the procurement laws that govern every Town purchase of goods and services through training and guidance. Staff understanding of procurement requirements is measured by the number of unapproved and returned purchase order requests submitted via the accounting application because the requestor did not properly identify the procurement process used. FY2021 the number of contracts drafted increased significantly (292 vs 85) because the role that purchasing now plays was not only reviewing contracts that may have been prepared by another department, but also uploading the contracts to DocuSign – an online electronic signature and distribution system – and then setting up the signature, name, title, and other pertinent data fields prior to sending the contract out for execution. In FY2021 the number of purchase order requests reviewed increased by 3% (2,230 vs 2,166) During FY2020, the number of purchase

DSR1	Department Information
	DSR1

Department | Finance Department

orders reviewed declined by 11% from FY2019. FY2019 there was a significant increase (10%) in the number of purchase order requests. FY2019 was the highest number of purchase order requests in a single fiscal year during the five last fiscal years.

Activity	FY2017	FY2018	FY2019	FY2020	FY2021
Purchase Orders Reviewed	2,128	2,161	2,382	2,166	2,230
Contracts Drafted	43	52	74	85	292
Contracts Reviewed	306	347	341	308	352

The Town procured and implemented Municibid.com as its online auction services provider in FY2020. In FY2020, in partnership with the Fleet Division of the Public Works Department, the Town competitively and successfully auctioned 12 pieces of equipment, which yielded a total of \$107,916 in sales revenue. COVID-19 reduced the number of vehicles made available for auction during FY2021 with three vehicles which produced \$32,800 in sales revenue.

	Spending Request Recap							
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)					
a) Salary and Wages	2,224,838	91,031	2,315,869					
b) Expenses	1,329,465	1,808	1,331,273					
c) Capital	95,000		95,000					
d) [ ]								
e) Total DSR2 & DSR4 Request (a through d)	\$3,649,303	\$92,839	\$3,742,142					
			V2023					

			Depar	tment Exp DSI	enditure D R2	etail			
Department				Finance D	epartment	1			
Object Description							Am	ount	
DSR2A									
	Last	Year (FY	2021)	Curre	nt Year (F)	(2022)	Next	Year (FY2	2023)
Permanent	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time
Personnel	Count	Count	Equivalent (FTE)	Count	Count	Equivalent (FTE)	Count	Count	Equivalent (FTE)
	24		24	24		24	24		24
	Non-Budget Personnel: Will the department rely on Yes No							FT Head Count	PT Head Count
grant/revolvi	ilg luliu p		<del>, i</del>	1			X	Police	
Union Positio		BCTIA	Fire A	Fire C	ITWA   13	NIPEA	Police []	Superior	NA 11
1. Salary and									
a. PRD1 Sala					21.10: )			2,	071,264
b. PRD1 Diffe		(Conditio	ns, Requi	rements, S	shifts)				16,964
c. PRD1 Edu									
d. PRD1 Extr		<u> </u>							11 055
e. PRD1 Long		m							11,955
g. PRD1 Unif		111							
h. PRD1 Oth		nsation							
									8,077
	i. PRD1 Budget Adjustments 8,077 PRD1 Sub Total 2,108,260								
j DSR3 Other Compensation									51,358
Sub Total 1							1 2,	159,618	
2. Salary and									
					work with				1,418
b. Collector/coverage					t time staf	f and vaca	tion		4,761
c.									
d.									
e. DSR3 Tota	al								
2. C-1	1 ) // 0		/T+ :	Dalama			Sub Total	2	6,179
3. Salary and									
-		_	actually o	bligated)					
				for hours	for reporti	ng and nr	ncessing		,
	Accounting office overtime provision for hours for reporting and processing, and fiscal year end preparation work as needed							10,450	
d. Collector office overtime for seasonal demands							1,000		
e. DSR3 Total								16,648	
Sub Total 3							3	28,098	
4. Other Sala	4. Other Salary and Wage Expenses – (Itemized Below)								
a. Incentive Programs									
b. Pay In Lieu of Accrued Leave								24,443	
c. Program Stipend								1,500	
d. Tuition Re									5,000
	. Working Out of Grade								
f. DSR3 Oth	er Compe	ensation							

Dep	artment Expenditure Detail DSR2	
Department	Finance Department	
	Sub Total 4	30,943
5. Total Salary and Wages (1+2+3+4)		2,224,838
	DSR2B	[ _ / / 5 5 5 ]
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Dell equipment maintenance services (19,700); IBM hardware maintenance (8,000); Mailing equipment repairs (1,300); Six multi-purpose copier service agreements (27,000); Office equipment maintenance contracts (1,000); Printer maintenance (8,705)	65,705
Rental & Leases (527X)		
Other Property Related Services (529x) Professional & Technical Services (530x - 531x)	AC - Accountants annual conference, quarterly training sessions, employee training (3,300) AC - Accounting consulting services (1,500) AC - Independent financial audits financial and internal controls; federal single audit; SSA; DOE compliance (73,150) AS - IAS Software CAMA system (16,845) AS - RRC Personal Property Interface (1,500) AS - Services related to residential, commercial, industrial, and personal property data collection and interpretation CIDARE (20,000) RRC (20,000) Utility and Special Property Valuation Reviews (6,800) AS - State and County Assessing Association meetings, conferences classes and tutorial courses including MAA designation and re-certification required courses for staff DOR (5,650) AS - Valuation and taxpayer appeal related consulting services for land, commercial property, and personal property value defense (14,200) ATB (5,000) CT - Ambulance billing and processing services (35,500) CT - Collection service bureau fees (13,500)	1,038,385

Finance Department	
(5,100) CT - Lockbox and payment deposit processing (12,700) FD - Other professional Services (725) FD - Professional outside trainers internal control program (250) FD - State and professional related seminars (750) ITC - Conference registration and training fees (1,500) ITC - Software applications and support fees (670,535) AMCS PC Scale; Archive Social; Carousel Aruba License; Central Square Computer Aided Dispatch (TriTech/IMC); Central Square Financial Application; Microsoft Power BI; Microsoft Office 365; Citrix ShareFile; Citrix Workspace Premium; CivicPlus; CJIS Solutions; Computer Generated Solutions; Cross Match Technologies; Dell Sonicwall; Dell VMWare; Delphi Technology (DHQ); Digicert (SSL Certs); DLT Solution AutoCAD; ESRI; FOIA Direct; IBM MaaS360; LogMeIn USA Inc (GoToMyPC); LogMeIn USA Inc (GoToMssist); LL Date Design; Maine Technical Source; PeopleGIS; Pitney Bowes; Aruba ClearPass Policy Manager; Barracuda Energizer Support; Bitdefender Desktop Protection; BMC TrackIT; Code42 Hosted Backup; Fortinet Security Gateway; Fortinet FortiAnalyzer; ManageEngine AD Manager; RSA SecureID Application Support; vRanger Backup & Replication; SPS VAR IBM OS Maintenance; Squirrels LLC; General Ledger (Infinite Visions); ViewPoint Permitting Software. ITC - Technical assistance consultants and vendors (45,000) PC - Parking ticket processing (29,130) PO - Procurement regulation (400) PO - Purchasing and procurement professional development (1,600) TC - Banking, credit card, and electronic payment fees (41,000) TC - Bond Counsel related expenses not	
	CT - Lockbox and payment deposit processing (12,700) FD - Other professional Services (725) FD - Professional outside trainers internal control program (250) FD - State and professional related seminars (750) ITC - Conference registration and training fees (1,500) ITC - Software applications and support fees (670,535) AMCS PC Scale; Archive Social; Carousel Aruba License; Central Square Computer Aided Dispatch (TriTech/IMC); Central Square Financial Application; Microsoft Power BI; Microsoft Office 365; Citrix ShareFile; Citrix Workspace Premium; CivicPlus; CIIS Solutions; Computer Generated Solutions; Cross Match Technologies; Dell Sonicwall; Dell VMWare; Delphi Technology (DHQ); Digicert (SSL Certs); DLT Solution AutoCAD; ESRI; FOIA Direct; IBM MaaS360; LogMeIn USA Inc (GoToMyPC); LogMeIn USA Inc (GoToMyPC); LogMeIn USA Inc (GoToAssist); LL Date Design; Maine Technical Source; PeopleGIS; Pitney Bowes; Aruba ClearPass Policy Manager; Barracuda Energizer Support; Bitdefender Desktop Protection; BMC TrackIT; Code42 Hosted Backup; Fortinet Security Gateway; Fortinet FortiAnalyzer; ManageEngine AD Manager; RSA SecureID Application Support; vRanger Backup & Replication; SPS VAR IBM OS Maintenance; Squirrels LLC; General Ledger (Infinite Visions); ViewPoint Permitting Software. ITC - Technical assistance consultants and vendors (45,000) PC - Parking ticket processing (29,130) PO - Procurement regulation (400) PO - Purchasing and procurement professional development (1,600) TC - Banking, credit card, and electronic payment fees (41,000)

Depar	tment Expenditure Detail DSR2	
Department	Finance Department	
	TC - Debt administration fees (7,500) TC - Mass Collector and Treasurer conferences and annual school registration (250)	
Communications (534x)	AC - Postage (350) AS - Postage, certified notices, and printing and mailing (3,500) AS - Wireless communication (900) CT - Postage for tax, excise, general, and collection notice billings (52,500) CT - Printing and mailing services for tax and other receivables (22,850) FD - Postage, printing, & mailing (100) ITC - FIOS (3,500), Internet IP (32,600) services ITC - Wireless communication systems (6,500) PC - Postage (150) PO - Wireless communication (660) PO - Legal notices (600) TC - Postage for general notices, certified notices, compliance notices, and payments (16,500) TC - Printing and mailing services for non-collection communications (200)	140,910
Recreational & Cultural Services (535x)		
Office Supplies (542x)	TC - Armor car service (2,500)  AC - General supplies including pens, pencils, office equipment supplies, ink, folders, paper stock, binders, non-print envelopes, labels, W-2, Misc-1099, etc. (3,000)  AS - Office supplies and materials plus state forms (personal property info list) income and expense forms (commercial/industrial, mixed use and apartments) and other assessing supplies (1,500)  CT - Office supplies and materials CT (1,000)  FD - Office supplies and materials including budget and capital plan materials, risk insurance (800)  ITC - Office supplies, computer forms, and materials (3,500)  PO - Office supplies and procurement forms and other materials (300)  TC - Office and money handling supplies and materials (1,300)	2,500  11,400

Dep	partment Expenditure Detail DSR2	
Department	Finance Department	
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)		
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	AS - Field inspection "calling cards", and property cards and field tablet (300) AS - Field use equipment tablet (1,000) ITC - Hardware supplies and equipment parts, standard computer supplies for other departments, forms, paper, toners cartridges, etc. (45,000) ITC - Mail equipment supplies (1,500) TC - Parking permits (2,900)	50,700
Governmental Charges (569x)	TC - County Fees (980)	980
Travel & Mileage (571x – 572x)	State and professional related required travel for town business; employee attendance at conferences & seminars and other required travel; required courses for staff:  AC (5,400); AS (2,500); CT (0); FD (700); ITC (2,950); PC (0); PO (650); TC (1,400)	13,600
Dues & Subscriptions (573X)	AC - Accounting related association dues and subscriptions (300) AS - Assessing related association dues and subscriptions (850) AS - Other subscription fees (350) FD - Professional related association dues and subscriptions GFOA; MGFOA; NESGFOA (310) ITC - Technology related association dues and subscriptions MGISA (300) PO - Procurement related association dues and subscriptions MAPPO (225) TC - Bank rating subscription service (250) TC - Collector and treasurer related association dues and subscriptions (200)	2,785
Other Expenses (574 X – 579x)	Town Treasure and Tax Collector and Asst Treasurer/Collector bonds (2,500)	2,500
6. Total Expenses	prost fredsuler/ collector bollus (2,500)	1,329,465
o. Total Expenses	DSR2C	[1,329,403]
Capital Equipment Replacement (587)		05.000
7. Total Operating Budget Capital	T) precimology Equipment	95,000 95,000

Department Expenditure Detail DSR2					
Department Finance Department					
8. Total Base Request (Line 5 + Line 6 + Line 7) 3,649,303					9,303
Does the Department depend on any Federal or State grants to yes NO X					
Did the Department submit any requests for FY2023 for the replacement or upgrade of technology or software to the YES Information Technology Center?				NO	[
Did the Department submit any requirement of Public Works/Building improve or upgrade a public building or the submit and the	Maintenance division to	YES		NO	X
V2023					

	Department Personnel Supplem DSR3	nent				
De	epartment Finance Department					
	Description	Amount	Amount Reflected DSR2A Section			1
			1	2	3	4
1	Assessing office overtime provision for additional hours preparing the tax roll and processing abatement and exemption applications within the statutory timeframe.	800			X	
2	Technology Center overtime related to extended, evening callback, and weekend work.	10,555			X	[
3	Parking enforcement appeals research and after hours support	5,293			X	[
4	Non-benefitted part-time year round assistance in Assessing, Collector, and Treasurer offices for 19.5 hours per week (Schedule C position - Professional/Technical Support Specialist (PTS)	39,424	X	[	[	
5	Year Round Parking Clerk for 9 hours per week (Schedule C position	11,934	[X			[
6						
7						
8						
10						
11						
12						
13						
14						
15		I.				
16						
17						
18						
19						
20						
21						
22						
23 24						
25						
I	Total	68,006				
<u> </u>	Sections	55,550		_	_	
	Amount Reported Under DSR2A Section 1	51,358				7
	Amount Reported Under DSR2A Section 2	, , = = =	1			
	Amount Reported Under DSR2A Section 3	16,648				
	Amount Reported Under DSR2A Section 4	,			7	
II	Total	68,006	L			
					V	2023

Performance Improvement Funding Request DSR4						
Department	Financ Cente	ce/Information Technolo	gy	Fiscal Year	202	23
Title	Applic	ations Administrator		Priority	[1 ]	
		DSR4			•	
Expenditure Classification	FTE	Frequence Frequence Recurring Amount (A)	One 7	Fime Only ount (B)	Total Amount (A + B)	
<ol> <li>Salary and Wage</li> </ol>	1.0	80,906.00			80,9	06.00
2. Expense		226.00			2	26.00
3. Operating Capital						
4. Department Total [ 81,132.00 ]				81,132.00		
5. Other Costs 33,754.00				33,7	54.00	
Budgetary Considerations					Yes	No
Does this request address a		Select Board or other Boa	ard or Com	mittee?		X
If yes, which Board or Comm						
Has this request been submit		· · · · · · · · · · · · · · · · · · ·				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?						[x]
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					[ <b>x</b> ]	
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?						[X ]
Does the request support activities which produce revenue for the Town?					X	
If the request is not approved, will current Town revenues be negatively impacted?						X
Is there an increased exposure for the Town if the request is not approved?						X
Is specialized training or licer			rchase)?			X
Does this request address a	document	ed health or safety issue?				X

# All "YES" responses above must be explained in the narrative below

#### Description and Explanation

This request is to hire an additional Applications Administrator for the Information Technology Center to act in support of database and backend support of enterprise-wide applications as well as assist individual departments needing help procuring, implementing, or looking for services for applications to support those departments. The concept of having two Applications Administrators would be to have each Applications Administrator support specific enterprise applications such as Infinite Visions, ViewPoint Cloud Permitting, Kronos, the new replacement Revenue Application and share that knowledge between them, and then separately provide support to departments looking to add department specific application and then again share what knowledge they gathered from those requests. This would also be an opportunity to develop a consistent training regimen for those most used locally installed or remotely accessed products such as Office 365 and other supporting Microsoft products likes OneDrive and Teams, Citrix Workspace as well as basic computer skills and knowledge. This duplicity would help the Information Technology Center provide consistent support to the staff using these products during time off, sick time, or changes in staff specifically due to resignations limiting any delays to requests or support. The latter of these is cause for concern because if vacant the general and nuanced knowledge of software such as what was listed is lost with only the single Applications Administrator causing a very steep learning curve for anyone coming into the position, hindering any support for these applications.

Performance Improvement Funding Request DSR4					
Department Finance/Information Technology Center Year 2023					
Title	Applications Administrator	Priority	[1]		

The Town is purchasing a new billing and collection application that can be rolled out to multiple departments. This will inevitably increase the number calls for support by Town departments, and communications with the software providers. Timely issuance of bills and the processing of payments is critical, having the additional position will provide the support and knowledge needed to keep system interruptions to a minimum.

The assistance of Human Resources will be necessary for the recruitment, hiring, and onboarding of the individual selected for the position.

V2023

Performance Improvement Funding Request Supplement DSR4S								
Position Title	Appli	cations	Administrator	Pri	ority			
Classification	I-06		FT X	P	Т	Sea	sonal	
Part Time	Hours	s Per We	ek 37.50		Number of Weeks Per Year			
/Seasonal			[ ]	:1				
Base Rate	EV20	22 1 06	Cton 11 Appund	etaii			90	006.00
	FYZU	23 1-06	Step 11 Annual				80,	,906.00
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Salary and Wage To								,906.00
	<u>If Funded</u>	the Posit	ion Will Require the	<u>Follo</u>	owing Add	litional Item		
Description	No	Yes	Explain	Explain		Start Up Cost \$		ecurring : \$
Workstation		Χ	Existing					
Vehicle	X							
Computer		Χ	Existing					
Software		[ <b>X</b>	Additional License					226.00
Mobile Communication Device	[X	[	Not Planned					
Uniform								
Tools								
Equipment								
Other								
Other								
Other								
Totals		'	1					226.00
	Estimated Annual Benefit Cost 33,754.00							
			Description and Exp	ana	tion			
The position would support the new billing and collection applications being procured during FY2022. The individual would be seated at a current workstation, so a purchase is not necessary.								
								V2023

	Perform	ance Improvement Fund DSR4	ing Reque	est		
Department	Financ	ce/Accounting		Fiscal Year	202	23
Title	Stude	nt Intern 2		Priority	2	
		DSR4				
Expenditure Classification	FTE	Freque Recurring Amount (A)	One 1	Time Only ount (B)	Total A (A +	
<ol> <li>Salary and Wage</li> </ol>	.35	10,125.00			10,1	25.00
2. Expense		82.00		1,500.00	1,5	82.00
<ol><li>Operating Capital</li></ol>						
<ol> <li>Department Total (1+2+3)</li> </ol>	.35	10,207.00	1,500.00	11,7	07.00	
5. Other Costs		782.00			7	82.00
Budgetary Considerations						No
Does this request address a		Select Board or other Boa	rd or Com	mittee?		X
If yes, which Board or Comm						
Has this request been submit						X
Are there additional costs to costs which would be ongoing request?						Х
Will the assistance of anothe or financial) for this request	Х					
Will additional staff (beyond if the request is approved?		Х				
Does the request support activities which produce revenue for the Town?						Χ
If the request is not approved, will current Town revenues be negatively impacted?						X
Is there an increased exposure for the Town if the request is not approved?						X
Is specialized training or licensing required (beyond the initial purchase)?						X
Does this request address a	document	ed health or safety issue?				X
AII #V/FC# ==		above movet be avalaine	din the m	arrativa bala		

### All "YES" responses above must be explained in the narrative below

## Description and Explanation

The accounting office is looking to hire summer help to keep the production of work under control during the end and beginning of the fiscal years. There are many steps that need to be accomplished when closing and opening fiscal years. There are also reconciliations and reports that are needed for the state and auditors. This request is for employment from May to August.

If the funding is approved, the assistance of Human Resources Department to hire an individual annually is necessary, as well as ITC to set up the hired intern's technology and system access.

V2023

			provement Fu DSR	_	Requ	uest Supple	ement		
Position Title	Stud	ent Inte	rn 2				Prio	rity	2
Classification	Sch-	C	PT		Seas	onal	X		
Part Time /Seasonal	Hour	s Per We	ek [37.50]		1	Number of V	Veeks I	Per Year	[18]
	•		Compensat	ion Deta	ail				1
Base Rate	\$15. week		50 hours x 18	3				10	,125.00
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage To	tal							\$10	,125.00
	If Funded	the Posit	ion Will Require	e the Fo	llowi	ng Additiona	l Items		•
Description	No	Yes				Start up Cost \$			ecurring t \$
Workstation	X					0.	.00		0.00
Vehicle	X								
Computer		X	Lap			1,500.	.00		
Software	[	X	Stand Office su and En	uite					82.00
Mobile Communication Device	X	[							
Uniform	X								
Tools	X								
Equipment	X								
Other									
Other									
Other									
Totals						1,500.	00		82.00
	Est		nnual Benefit (		-1'-				782.00
Student Intern for the workspace, so a need the department does	w workst	ner monation is	not required.	May 1 A new	thro com	ugh Augus puter wou	ld be r	necessary b	ecause

Section 3 - 73

Finance Department	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	2,159,618.00	80,906.00	2,240,524.00	127,162		2,113,362.00	1,982,571.98	1,924,070.38	1,805,078.67
Salary & Wage Temporary	6,179.00	10,125.00	16,304.00	10,125		6,179.00		2,874.07	7,725.37
Salary & Wage Overtime	28,098.00		28,098.00			28,098.00	18,851.79	17,246.96	12,961.26
Salary & Wage Other	30,943.00		30,943.00	(2,615)		33,558.00	39,876.06	19,678.18	18,564.56
Salary and Wage Total	2,224,838.00	91,031.00	2,315,869.00	134,672	6.2%	2,181,197.00	2,041,299.83	1,963,869.59	1,844,329.86
Energy									
Non Energy Utilities									
Repairs and Maintenance	65,705.00		65,705.00	605		65,100.00	64,599.49	7,140.66	33,461.57
Rental and Leases				(1,000)		1,000.00			
Other Property Related									
Professional & Technical	1,038,385.00	308.00	1,038,693.00	338		1,038,355.00	908,361.04	757,144.10	667,443.48
Communications	140,910.00		140,910.00	3,770		137,140.00	136,404.38	119,911.39	108,735.62
Recreation									
Other Purchased Services	2,500.00		2,500.00			2,500.00	2,613.35	2,500.00	2,595.13
Energy Supplies									
Office Supplies	11,400.00		11,400.00	20		11,380.00	10,974.37	7,585.36	14,389.81
Building & Equipment Rprs/Sp									66.12
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	50,700.00	1,500.00	52,200.00	3,000		49,200.00	87,763.24	61,681.34	60,099.60
Governmental Charges	980.00		980.00			980.00	987.00	530.00	836.00
Travel & Mileage	13,600.00		13,600.00			13,600.00	1,328.74	6,233.08	12,410.81
Dues & Subscriptions	2,785.00		2,785.00			2,785.00	1,830.00	1,680.00	1,555.00
Other	2,500.00		2,500.00	_		2,500.00	58,157.90	2,313.00	2,313.00
Expense	1,329,465.00	1,808.00	1,331,273.00	6,733	0.5%	1,324,540.00	1,273,019.51	966,718.93	903,906.14
Capital Equipment	95,000.00		95,000.00			95,000.00	93,248.58	79,988.27	89,995.61
Budget Capital	95,000.00		95,000.00			95,000.00	93,248.58	79,988.27	89,995.61
TOTAL	3,649,303.00	92,839.00	3,742,142.00	141,405	3.9%	3,600,737.00	3,407,567.92	3,010,576.79	2,838,231.61

Position Register Summary	Sch	FY23	FY23	FY23	FY22	FY22	FY21	FY21
Description	Grd	FTE	Estimate	%	FTE	Current	FTE	Final Budget
Assistant Town Manager Director of Finance	15	1.00	161,502		1.00	161,502	1.00	161,502
Director of Management Information Systems	14	1.00	122,326		1.00	122,326	1.00	122,326
Director of Assessing	12	1.00	118,249	0.0%	1.00	118,249	1.00	118,249
Town Accountant	12	1.00	111,637		1.00	111,637	1.00	111,637
Town Treasurer & Tax Collector	12	1.00	121,779		1.00	121,779	1.00	121,779
Assistant Director of Assessing	9	1.00	89,447	2.6%	1.00	87,185	1.00	85,620
Assistant Town Accountant	9	1.00	89,447	2.6%	1.00	87,185	1.00	85,614
Assistant Treasurer Collector	9	1.00	89,447	2.5%	1.00	87,248	1.00	85,702
Administrative Analyst	6	2.00	143,949	4.0%	2.00	138,450	1.00	71,061
Administrative Specialist	15	1.00	66,963	4.3%	1.00	64,175	1.00	58,227
Applications Administrator	17	1.00	84,942	3.0%	1.00	82,446	1.00	79,131
Computer Operator	13	1.00	66,905		1.00	66,905	1.00	66,905
Field Assessor	16	1.00	72,423	4.0%	1.00	69,615	1.00	65,676
Finance Assistant	I4	3.00	180,844	4.1%	4.00	173,648	4.00	225,344
GIS Database Administrator	17	1.00	85,605		1.00	85,605	1.00	85,605
Network Manager	I11	1.00	106,022	0.7%	1.00	105,261	1.00	105,261
Office Assistant	I2	2.00	116,494	13.3%	2.00	102,844	2.00	101,050
Payroll Coordinator	16	1.00	70,317	4.3%	1.00	67,392	1.00	65,676
Procurement Officer	9	1.00	95,219	2.0%	1.00	93,347	1.00	91,855
Technology Support Technician	16	1.00	77,747	2.1%	1.00	76,167	1.00	74,217
Longevity			11,955	5.7%		11,307		10,607
Differential			16,964	0.7%		16,842		16,842
Education								
Extra Holiday								
Other Pay				-100.0%		3,000		3,000
Stipends								
Budget Adjustment			8,077	2.4%		7,889		9,079
Total		24.00	2,108,260	2.2%	25.00	2,062,004	24.00	2,021,965

Department Spending Request					
Short Form					
Budget Finance Committee					
Durnose					

The Finance Committee is responsible for recommending a balanced budget for the following fiscal year to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and all other issues with financial implications. The Finance Committee also oversees the Reserve Fund and is responsible for authorizing any transfers needed to other parts of the operating budget for unforeseen expenses.

### **Budget Statement**

This budget request is \$2,282 higher than the current FY2022 budget. The budget provides for the salary of one half-time staff employee (\$41,904) and committee expenses (\$1,460). Expenses include dues for the Association of Town Finance Committee (ATFC) which the Finance Committee is a member, for professional and technical expense related to conference attendance which members and staff may attend, and office supplies.

## Accomplishments and Activities

The Finance Committee works closely with the Select Board, the School Committee, the Permanent Public Building Committee and other boards and committees, as well as Town and School Administrators, to develop the annual Town budget that is presented to Town Meeting. The Finance Committee also reviews the five-year capital plan, and monitors current spending and considered planned future spending needs.

Some of the Finance Committee's most significant recent accomplishments include:

- -Development of the FY2022 operating budget to recommend to Town Meeting, after holding budget review hearings with heads of each Town department;
- -Making recommendations to Town Meeting on capital requests and warrant articles with financial implications;
- -Oversight of Reserve Fund and authorization for transfers to other budget lines as needed;
- -Review of the FY2022-FY2026 Capital Improvement Plan;
- -Monitoring the effects of COVID-19 pandemic on Town operations, budget and revenue
- -Consideration and review of the proposed renovation of the Emery Grover building, and the examination of other potential sites for School Administration;
- -Review of the new School Master Plan and the time line for proposed construction projects;
- -Monitoring costs of ongoing capital construction projects including the Public Safety buildings, and the additional Covid-safety measures undertaken in school buildings.

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Description	Purpose	Amount
Finance Committee, Executive	Personnel support for Finance Committee	41,904
Secretary	activities.	
Registration fees	ATFC and MMA Annual Meetings	990
Dues	ATFC Annual Dues	370
Office Supplies	[General supplies, name plates	100
Total Request		43,364
Sr	pending Request Recap	

Department Spending Request Short Form								
Budget Finance Committee								
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)					
a) Salary and Wages	41,904		41,904					
b) Expenses	[1,460]		[1,460]					
c) Total DSR2 & DSR4 [43,364] [43,364]								
			V2023					

Finance Committee	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	41,904.00		41,904.00	2,222		39,682.00	39,676.96	38,373.92	37,257.48
Salary & Wage Temporary									
Salary & Wage Overtime									
Salary & Wage Other									
Salary and Wage Total	41,904.00		41,904.00	2,222	5.6%	39,682.00	39,676.96	38,373.92	37,257.48
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical	990.00		990.00	60		930.00	105.00	185.00	595.00
Communications									
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies	100.00		100.00			100.00	10.89		
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment								22.59	25.00
Governmental Charges									
Travel & Mileage									
Dues & Subscriptions	370.00		370.00			370.00	345.00	345.00	345.00
Other									
Expense	1,460.00		1,460.00	60	4.3%	1,400.00	460.89	552.59	965.00
TOTAL	43,364.00		43,364.00	2,282	5.6%	41,082.00	40,137.85	38,926.51	38,222.48

Position Register Summary	Sch	FY23	FY23	FY23	FY22	FY22	FY21	FY21
Description	Grd	FTE	Estimate	%	FTE	Current	FTE	Final Budget
Finance Committee, Executive Secretary	Sch	0.50	41,743	5.6%	0.50	39,530	0.50	39,525
Longevity								
Differential								
Education								
Extra Holiday								
Other Pay								
Stipends								
Budget Adjustment			161	5.9%		152		152
Total		0.50	41,904	5.6%	0.50	39,682	0.50	39,677

Department Information DSR1					
Department	Planning and Community Development				
Danaston and Mississa					

The Planning and Community Development Department includes three divisions namely, Planning, Conservation, and the Board of Appeals under a single Planning and Community Development budget. The Department is tasked with protecting and advancing the quality of life in Needham through the application of sound land use planning principles and development review standards; facilitating informed land use decisions through community participation and a collaborative process; protecting and enhancing safe, livable neighborhoods which reflect and preserve Needham's unique and historic character; supporting and encouraging healthy reinvestment in the community to provide for a strong local economy; and promoting smart planning and a sustainable

#### On the Horizon

## Covid-19 Protocol and Department Transition

future for generations to come.

With the advent of the Covid-19 pandemic, the Planning and Community Development Department transitioned to a work protocol which was totally remote and where the permitting obligations across all divisions were re-envisioned in this new environment. To that end, the Department set up an electronic permitting protocol which allowed the Planning, Conservation and Zoning Board of Appeals (ZBA) divisions to continue to meet their respective statutory permitting obligations remotely and without interruption. Applications were accepted remotely, filings were made with the Town Clerk, decisions were signed and recorded at the registry all in the post Covid-19 environment as had been the case before the pandemic. Tasks which needed attention in the office with physical attendance were coordinated across staff and times in the office were coordinated to assure there was no in-person staff interaction. Meetings with applicants were held remotely with zoom and with other Departments such as Building, Police, Fire, Engineering participating as necessary. All Board meetings and public hearings were moved to the zoom format as well. Lastly, the Design Review Board which had long been the least formal in its meeting format was moved to electronic filing and staffing consistent with the remainder of the division. Although it was a challenging time of learning new tools and designing new methods for accomplishing Department goals, Department staff were successful in keeping the Department running smoothly and in assuring that the Board's served were able to meet their statutory obligations. In July of 2021, the Department moved to providing staff coverage across its all its divisions during normal business hours. Operational improvements accomplished during the most active part of the pandemic such as electronic permitting and remote meetings with applicants and other Departments have continued. Further all Boards which the Department serves namely the Planning Board, Conservation Commission, Board of Appeals and Design Review Board continue to meet under the zoom meeting format.

## Key Challenges

The key challenges facing the Planning Board and the Planning and Community Development Division over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the Needham Crossing area. Unlocking the economic potential of both Needham Center and the Needham Crossing area remains an overarching goal of the Board and Department.

#### Needham Crossing Business Center Planning

	Department Information DSR1
Department	Planning and Community Development

The Planning and Community Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Most specifically, the Planning and Community Development Division continues to oversee the permitting and build-out which is occurring within the New England Business Center and the Center 128 project in particular. Plan review and permitting for Center 128 comprising three components was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2<sup>nd</sup> Avenue Residences.

The Center 128 West Development, approved by the Planning Board in April of 2013, consists of: (a) four office/research and development buildings with a total combined square footage of approximately 740,000 square feet; (b) two free standing parking garages (to contain a combined 3,525 parking spaces); (c) 117 surface parking spaces; (d) a hotel comprising approximately 89,740 square feet and containing 128 guest units, together with (e) associated driveways, landscaping and other associated site improvements. A portion of the development has been constructed, which includes the hotel, building 3 (currently occupied by TripAdvisor, Inc.), a portion of Garage B (2,070 spaces) and 153 interim surface parking spaces. Accordingly, three (3) office buildings (Buildings 1, 2 and 4) with an aggregate of approximately 452,000 square feet, Garage A, a portion of Garage B, and the remaining associated landscaping, driveways and other site improvements have yet to be developed.

In October 2020 Boston Children's Hospital filed a special permit application with the Planning Board seeking to amend the approval for Center 128 West. The Applicant is seeking to construct Building 1 as an approximately 224,000 square foot Pediatric Medical Facility, to complete the construction of Garage B by adding 530 parking spaces and to construct an interim surface parking lot with 105 spaces at 37 A Street. Building 2 and Building 4 are expected to be constructed later and the approved use is currently expected to remain office as set forth in the existing special permit. The special permit amendment for this project was issued by the Planning Board in January 2021.

The Center 128 East Development, approved by the Planning Board in November of 2015, includes 420,429 square feet of office space, 19,000 square feet of retail space, a 128-room hotel and surface parking area. Components of the Center 128 East completed project include: the expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, the renovation and occupancy of the building located at 77A Street to accommodate the SharpNinja headquarters and the renovation of the building located at 189 B Street to accommodate the new NBC Universal headquarters. Construction of the hotel and retail space remains to be completed under the project.

In summary, Center 128 at completion (with the Boston Children's Hospital amendment) will include a Pediatric Medical Facility, three new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, and 19,000 square feet of retail space. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements will represent a major step forward in the implementation of the vision developed for the district. Lastly, the construction of the 2<sup>nd</sup> Avenue Residences comprising 390 residential housing units and associated structured parking at 2<sup>nd</sup> Avenue was completed in the spring of 2018 with full rent-up completed in the fall of 2019.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a Departmental priority. Having successfully applied for

Department Information DSR1	
Department	Planning and Community Development

grants with the City of Newton (MassWorks) to expedite the Highland Avenue corridor project, the Division continues to work with Newton, MassWorks and the Boston Region Metropolitan Planning Organization (MPO) to guide the project's implementation and to make sure that Needham's interests are represented and protected. Additionally, the Planning and Community Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the  $N^2$  corridor. Lastly, the Division has worked with the City of Newton on the  $N^2$  initiative project. The N<sup>2</sup> group obtained funding from the Federal Economic Development Commission to match public and private gifts for a total of \$100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised \$325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and wellplanned development in the N<sup>2</sup> Innovation District. A district director was hired, marketing materials created, and a website to promote the district and encourage economic development implemented.

#### Needham Center Planning

The Planning and Community Development Division further continued with implementation of the Needham Center Planning effort. The Planning Board has initiated a review of the zoning plan which was established for Needham Center and the Lower Chestnut Street area through the Overlay District to determine if it is meeting its stated objective of establishing a pedestrian friendly streetscape with multi-use development in the form of a traditional New England Village. Further, the Department and Planning Board are coordinating with the BI Deaconess Needham hospital as it finalizes its master plan for the hospital's Needham campus and considers redevelopment opportunities along the Chestnut Street corridor.

## Affordable Housing Trust, Small Repair Grant Program and Emergency Rental Assistance Program

The Housing Division supports the Town's efforts to promote and maintain affordable housing opportunities in partnership with the Needham Housing Authority (NHA), non-profit and for-profit developers and service providers, other Town departments, as well as other public entities. The Housing Division also provides professional support to collect and analyze housing-related data, coordinates potential affordable housing initiatives, monitors affordability for several housing developments, ensures compliance with funding sources, and addresses inquiries related to housing issues. Another important activity involves the staffing of the Needham Affordable Housing Trust which was established in 2018 to serve as the Town's entity for overseeing housing issues and managing a dedicated fund in support of affordable housing initiatives. The Fund has been receiving funds related to the monitoring of affordable housing units, including resale fees as affordable homeownership unit's turnover.

The 2019 Annual Town Meeting approved \$50,000 in funding from the Town's General Fund to introduce a new Small Repair Grant Program. The 2021 Annual Town Meeting appropriated an additional \$50,000 in funding to continue program benefits for eligible Needham residents. The Small Repair Grant Program provides financial assistance to low-and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is currently available per participant, and applications are evaluated and

Department Information DSR1	
Department	Planning and Community Development

prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older or have a disability with incomes at or below 80% of area median income. Grants are awarded during two funding rounds per year. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab board, raised toilets, hand-held shower heads, among others.

All of the funding from the 2020 fiscal year appropriation was encumbered with 13 initial participants, however, one participant dropped out due to limited capacity to follow through on the work and another ultimately did not require the full amount of the awarded grant. Consequently, almost \$6,000 was folded over to support 2022 fiscal year applicants. The first round of the 2022 fiscal year involved six qualifying participants with a total funding commitment of \$25,418. The second round of funding was launched in October 2021 with applications due by November 1, 2021. It is anticipated that the current 2022 fiscal year appropriation will be committed during the program's second round. The Department has submitted a DSR5 request for \$50,000 in funding for the Small Repair Grant Program from the Town's General Fund for the 2023 fiscal year.

The Town of Needham introduced the Emergency Rental Assistance Program (ERAP) in the 2021 fiscal year to provide temporary financial support for qualifying Needham renters who had suffered a reduction in income due to the pandemic. Town Meeting approved \$120,000 in funding from Community Preservation Funds on October 4, 2020, and an additional \$50,000 in funds were secured as part of the Massachusetts Covid-19 Relief Fund through the Foundation for Metro West.

Through a Request for Proposals (RFP) process, the Town selected the regional non-profit housing organization, Metro West Collaborative Development (Metro West CD), as the Program Administrator. Metro West CD proposed an administrative fee of \$450 per participant to support its program oversight, including an additional \$50 per participant for any recertification work related to potential extensions of benefits. The Program included the following major provisions:

- Provide up to six months of rental assistance, paid directly to landlords, at 50% of rent and a monthly cap of \$1,500.
- Participants must have a total household income at or below 80% of area median income for the Boston-Cambridge-Quincy area adjusted for household size, the limits of which are included in the following table.

Household Size	1	2	3	4	5	6
	person	persons	persons	persons	persons	persons
Income Limit @ 80%	\$70,750	\$80,850	\$90,950	\$101,15	\$109,15	\$117,25
AMI				0	0	0

- Applicants also had to demonstrate reduced income due to COVID-19.
- Qualifying households living in any private rental unit, including Chapter 40B rental units, would be eligible for assistance.
- Households currently receiving government-funded rental assistance such as Section 8, MRVP or RAFT were not eligible. Households living in public housing or in units subsidized with Project Based Section 8 were also not eligible.

The Program supported a total of 23 households and committed a total of \$147,756 in benefits. It also involved the expenditure of \$10,394.50 in funds to cover administrative costs for Metro

Department Information DSR1		
Department	Planning and Community Development	

West CD's operations resulting in a total of \$158,150 out of the total \$170,000 allocated. This left a balance of \$11,850 that can be returned to the Town's Community Preservation Fund. There remains the potential that up to \$100,000 of CPA funds committed and expended for payment assistance may be reimbursed to the Town, and ultimately the Community Preservation Fund, through the federal CARES Act.

### Conservation Division Fiscal 2022 Goals

Finally, the Conservation Division has identified the following primary goals for FY2022: (1) Fulfilling ongoing obligations for technical support of the Conservation Commission through processing of permit applications under the MA Wetlands Protection Act and the Town of Needham Wetlands Protection Bylaw; (2) Assisting in the implementation of the Comprehensive Trails Master Plan in conjunction with the Park and Recreation Department and the re-invigorated Trails Advisory Group; (3) Continuing the coordination of the Ridge Hill/Nike Study and Assessment - This project will assist the Town in characterizing existing site conditions and constraints and identifying potential uses that may be possible; (4) Assisting various Town departments in assessing compliance with the Town's NPDES permit and other initiatives; (5) Expanding management activities on Conservation lands to promote use and protect valuable natural resources; (6) Implementing a signage initiative to improve consistency and quality of signage at conservation lands across town, purchase trail markers, maintain and/or construct new kiosks as well as bird boxes for various properties; (8) Organize themed trail walks with the public and Conservation Commissioners on Conservation lands; and (9) Continue to facilitate presentations to the public on interesting, timely topics.

### **Budget Statement**

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four-community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under the 2010 reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new "Community Development" budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. In Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town's Community Housing Plan. In Fiscal Year 2016 a further consolidation occurred with the merging of the Planning, Economic Development, Conservation and Board of Appeals budgets into a single Planning and Community Development budget. In Fiscal Year 2021 the Economic Development Director position was reclassified to Economic Development Manager and the position was moved from the Planning and Community Development Department to the Select Board under the Town Manager. Additionally, a Recording Secretary position was added to the Department to support the regulatory function of the Design Review Board. Lastly, on September 14, 2021 the Personnel Board approved the retitle and reclassification of the Administrative Specialist I-05 for the Zoning Board of Appeals to a Zoning Specialist GT-06 to adequately meet the professional and

Department Information DSR1	
Department	Planning and Community Development

administrative demands of the ZBA. We believe that the reorganization has been successful in improving operational efficiency and interdepartmental coordination and thus has enhanced service delivery to Needham's constituents.

In Fiscal Year 2017, the Department secured funding through CPA for the Community Housing Specialist in the amount of \$60,000. Said CPA funding was anticipated to cover a 6-month period in each of the 2017, 2018 and 2019 Fiscal Years with the remainder of the funding for the position coming from a general fund allocation. However, due to Departmental staffing turnovers during the Fiscal Year 2017 thru Fiscal Year 2021 period reduced CPA allocations were required for the Housing Specialist position leaving enough CPA funds available to fund the position for Fiscal Year 2023. Accordingly, the Fiscal Year 2023 budget request again allocates 50 percent of position costs for the Housing Specialist to CPA and 50 percent to the general fund. Finally, the Department has requested through a DSR 4 an increase of 5 hours per week for the Zoning Specialist position so that the additional professional responsibilities envisioned for the position by the September 2021 reclassification can be met.

As relates the operating component of the Fiscal Year 2023 budget an overall increase of 6.9% is requested for a total of \$2,400. This requested increase is reflective of increased costs in the following budget categories: professional and technical services, communications, other supplies and equipment, travel and mileage and dues and subscriptions all as further detailed in the table below.

Table 1: Detail of FY 2023 Budget Changes

Category	Change from FY 2022	Comments
Professional and Technical Services	\$1,500	Increase in Professional & Technical Services for Planning Division.
Communications	\$100	Increase in wireless communication expense to accommodate cell phone service cost based on FY 2021.
Office Supplies	No Change	
Building and Equipment Supplies	No Change	
Other Supplies and Equipment	\$600	Increase in clothing expense for Conservation Division.
Government Charges	-\$400	Decrease in Norfolk County Document Retrieval Services expense based on FY 2021
Travel and Mileage	\$200	Increase in conference in-state expense for the Conservation Division.
Dues and Subscriptions	\$400	Increase in professional dues for Planning, Conservation and ZBA Divisions.

## Planning and Community Development Division

Department Information DSR1	
Department	Planning and Community Development

In FY2004, Needham, through its then Planning Department, joined the HOME Consortium based in Newton, which made available approximately \$67,000 annually for affordable housing purposes. Funding at the \$67,000 level continued through FY2012. In FY2013 the federal appropriation to the Home Program was reduced and thus Needham's annual allocation was lowered to approximately \$36,000 annually. Beginning in FY2014 HOME funds not spent by a member community during the year have been placed in a pool where said funds are awarded on a competitive basis to Consortium members. Previously Needham was able to allow its funds to accumulate over a period of five to six years so that a critical mass could be developed to support a desired project. Although project funding is not guaranteed it is felt that having a Housing Specialist on staff will give Needham the professional capacity to compete for funding with other Consortium communities that already have in-house staff support. Funding for administrative costs under the program has continued at approximately \$2,700 annually.

Revenue for FY2022 is expected to remain in the range of historic norms following a slight increase in FY2019 and FY 2021 due in large part to two significant projects at Center 128 East namely NBC Universal in FY 2019 and Children's Hospital in FY 2021.

Table 2: Planning and Community Development Application Fees & Grants

	FY '19	FY '20	FY '21	FY '22*	FY '22**
Application Fees	\$26,168	\$12,271	\$32,844	\$2,027	\$15,000
Zoning By-Laws					
	\$15	\$60	\$40	\$20	\$40
Zoning Maps					
	\$15	\$15	\$15	\$0	\$15
Subdivision					
Regulations	\$0	\$0	\$0	\$0	\$0
Grants/Donations					
	\$5,369ª	\$2,194 <sup>b</sup>	\$2,505 <sup>c</sup>	\$2,680 <sup>d</sup>	\$2,680 <sup>d</sup>
Traffic Mitigation					
Fee					
Total	\$31,567	\$14,540	\$35,404	\$4,727	\$16,575

<sup>&</sup>lt;sup>a</sup>Home Program (\$5,369received).

#### **Conservation Division**

During FY2021, the Conservation Commission met formally a total of twenty-one (21) times and held a total of thirty-two (32) public hearings. During FY2021 the Conservation Commission collected a total of \$10,865.00 in fees and there was one (1) fine issued for \$1,100.00.

Table 3: Conservation Commission Public Hearings, State & Bylaw Fees & Enforcement Fines

bHome Program (\$2,194 received).

<sup>&</sup>lt;sup>c</sup>Home Program (\$2,505 received).

dHome Program (\$2,680 received).

<sup>\*</sup>Revenue received July 1, 2021 through October 20, 2021.

<sup>\*\*</sup>Projected revenue to June 30, 2022.

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Fiscal Year	Number of Public Hearings	Total Fees Collected (WPA & Town Bylaw)	Town Portion of State WPA Fee	Enforcement Order Fines Collected
FY 2018	35	\$20,812	\$ 5,062.00	0
FY 2019	30	\$10,810	\$ 3,350.00	\$300
FY 2020	16	\$8,750	\$ 2,500.00	\$2,200
FY2021	32	\$4,470	\$ 6,395.00	\$1,100

#### **Board of Appeals Division**

In FY2021, the Board of Appeals met formally a total of twelve (12) times and held a total of thirty-two (32) public hearings and five (5) informal hearings. During FY2021, the Board of Appeals collected a total of \$8,000 in fees in fulfilling its regulatory function as noted below.

Table 4: Board of Appeals Public Hearings, Informal Hearings & Fees

Fiscal Year	Number of Public Hearings	Number of Informal Hearings	By-Law Fees Collected
FY 2017	20	4	\$7,964
FY2018	30	2	\$4,900
FY2019	39	2	\$9,300
FY2020	26	1	\$9,600
FY2021	32	5	\$8,000

## Accomplishments and Activities

#### Planning and Community Development Division

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board, and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

Review and Approval/Disapproval of:

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans\*, including ongoing administration
- Site Plans of certain larger developments (major projects)\*
- Residential Compounds (RC's)\*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications
- \* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions. Review and Advisory Reports on:
  - Site Plans of certain smaller developments (minor projects)

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- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting Reprinting of Town Zoning By-Laws and Zoning Map

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same

Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

In its capacity as a special permit granting authority, the Planning Board in FY2021 processed thirteen (13) applications as "Major Projects" under the Site Plan Review By-Law. This represented a decrease in the number of applications filed over prior pre-pandemic fiscal years where filings had historically averaged 20 filings per year. Permitting activity for FY2022 however is expected to increase to historical levels.

In addition, the Board reviewed and approved two (2) subdivision plans, and five (5) plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plan's met minimum frontage requirements.

The Board of Appeals referred thirty-seven (37) applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals were warranted.

Planning Studies currently underway and recently completed are as follows:

## Affordable Housing Plan

The Town of Needham has not had an approved Housing Plan in place since 2007, although it has made considerable progress in producing affordable housing since then, adding 894 new affordable units and surpassing the state affordability goal of 10%. Despite reaching this threshold, the Town recognizes that significant unmet housing needs remain in the community, particularly in the context of unprecedented housing prices and the pandemic. Consequently, the Planning Board has determined that it will revisit its housing agenda by obtaining updated documentation on the local housing dynamic and will prepare a Housing Plan to strategically address identified priority housing needs.

The preparation of this Housing Plan will use a similar process to that established for the 2007 Affordable Housing Plan. First, the Planning Board will appoint a Working Group of representatives from appropriate boards and committees to work with staff from the Planning and Community Development Department in overseeing community outreach and preparing the document. The composition of the Working Group for the 2007 Plan included 2 representatives of the Planning Board, 2 from the Needham Housing Authority, 2 from the Select Board, 2 at-large members, as well as a representative from the Board of Health, Council on Aging, Finance Committee and Parks and Recreation Commission. For the 2021 Plan the composition of the Working Group will include 2 representatives of the Planning Board, 2 from the Select Board, 2 at-large members, as well as

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a representative from the Housing Authority, Board of Health, School Committee, Community Preservation Committee, Council on Aging, Finance Committee and Zoning Board of Appeals.

Second, the planning process will incorporate an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. This process will include the following major components: (1) Interviews with housing stakeholders including representatives of the Needham Housing Authority, Council on Aging, League of Women Voters, Equal Justice Needham, etc. (2) Community workshops that include small breakout group activities that engage participants in a local visioning process on housing, allowing residents to weigh-in on key questions related to housing challenges, goals, and priority actions. (3) A community housing survey to obtain input on local needs and key approaches to address these needs. (4) A final community-wide meeting to present the Plan and obtain further input.

Key components of the Plan would include the following: (1) An Executive Summary that highlights the key takeaways from the Plan. (2) A list of community housing goals that would include the results of the visioning process as part of the first community housing workshop. (3) A Housing Needs Assessment that provides documentation on key indicators of need. (4) A Strategic Action Plan that includes the actions that the Town will pursue to promote greater housing diversity and affordability including the timeline for implementation and responsible entities. (5) A list of local and regional housing organizations and entities. (6) A glossary of housing terms. (7) A summary of housing-related regulations and resources. This planning effort is scheduled to begin in September of 2021 and to conclude in September of 2022.

## Land Use and Zoning Study for the Industrial-1 and Industrial Districts:

The Land Use and Zoning Study for the Industrial-1 and Industrial Districts was successfully completed in May of 2021 with the adoption of the Highway Commercial 1 Zoning District and the rezoning of the Muzi Ford and Channel 5 properties into that district. In response to input received at the October 2019 Special Town Meeting (Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members), a Town-wide Community meeting was held in January 2020 with residents, neighbors, public officials, businesses, and landowners to further develop and refine the Town's overall land use goals and strategy for the Highway Commercial 1 Zoning District. Additionally, a working group comprising representatives from the Planning Board, Select Board, Finance Committee, and Council of Economic Advisors was established to review the policy objectives of the Highway Commercial 1 district and to offer strategies to address the concerns raised at both the October 2019 Special Town Meeting and the January 2020 Community meeting. The working group commissioned an updated traffic study of the district to determine the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. 3D modeling and an updated fiscal impact analysis of the district were then completed once the density and use profile of the district were finalized consistent with the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. A revised zoning and land use plan were then prepared which initiative was then expressed in the regulatory framework detailed in zoning articles presented to and adopted by the May 2021 Annual Town Meeting. Briefly, the following six adjustments were made from the 2019 rezoning proposal to the adopted 2021 proposal as follows: (1) The overall density of development within the district was further reduced. Specifically, the as-of-right floor area ratio (FAR) has been reduced from 1.0 to .70 and the special permit FAR has been reduced from 1.75 to 1.35. (2) The maximum building height within the district has been reduced by one story for both the as-of-right and special permit condition. (3)

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The building setback distance along Gould Street and Highland Avenue has been increased from 20 feet to 50 feet. The noted 50-foot setback area is required to be a landscaped buffer area designed to screen the development from the street. (4) The required open space on the lot has been increased from 20 percent to 25 percent. (5) Permitted uses within the district have been expanded to include multi-family dwellings with an affordable housing requirement of 12.5 percent. (6) The special permit criteria for permit issuance has been expanded to include green building standards. With the rezoning, in time, this area should attract significant high value redevelopment consistent with the Town's land use objectives, which will be overseen by the Planning Board under its site plan review and special permit obligation. Detail of the zoning articles is presented below in the Fiscal Year 2021 Zoning Initiatives as Article 5 and Article 6.

#### Fiscal Year 2021 Zoning Initiatives

In Fiscal Year 2021 four major zoning initiatives as described below were adopted by Town Meeting. Articles 3 and 4 were presented at the October 2020 Special Town Meeting. Articles 5 and 6 were presented at the May 2021 Annual Town Meeting.

#### Article 3. Amend Zoning By-law - Avery Square Overlay District

Articles 3 and 4 are Zoning By-law amendments that are intended to facilitate the redevelopment of the currently vacant Carter Mill Building at the corner of Highland Avenue and West Street. The Carter factory and mill was established at that site beginning around 1865, and, for the next 125 years until approximately 1990, the factory and mill operated at that location. The building has become a well-known landmark in Needham.

In 1993, the building was approved for the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home. In 1995, a small portion of the building was also approved for medical office use. In 2017, Avery Crossing and Avery Manor were closed, as well as the medical offices, and the building has remained vacant since that time. The Bylaw amendments will allow the empty Carter Mill building to be renovated to create a senior housing community (155 units are proposed), including age restricted Independent Living apartments (72 units proposed), Assisted Living apartments (55 units proposed), and Memory Care units (28 units proposed). Accordingly, Article 3 proposes to create the Avery Square Overlay District ("ASOD") and lays out the regulatory framework for the new overlay district, while Article 4 describes its geographic boundaries. The boundaries of the ASOD match the boundaries of property on which the former Carter Mill building sits, except at the southern end of the property, where the overlay district boundary matches the boundary of the Avery Square Business District. The overlay district's key provisions are summarized below.

#### Permitted Uses

The ASOD Article lists the uses that are allowed as-of-right or by special permit. The use schedule largely mirrors that of the underlying Avery Square Business District with the following additional uses allowed by special permit: Assisted Living and/or Alzheimer's/Memory Loss Facilities; Independent Living Apartments; and Mixed-use buildings containing, as primary uses, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

The ASOD Article specifies that the Planning Board will be the Special Permit Granting Authority

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for all such special permits.

#### Allowable Building Height, Number of Stories, and Building Bulk

The maximum allowable building height (including mechanical structures such as HVAC equipment) in the ASOD is 44 feet. The building may include, but not exceed, four (4) stories, all of which may be occupied. At present, the building includes three stories, all of which were occupied while the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home were in operation. The maximum floor area ratio ("FAR") in the ASOD is 1.1.

## Restrictions on the 4<sup>th</sup> Story

Under the Article, the total floor area of any fourth-floor addition to the existing building may not exceed thirty-five percent (35%) of the total roof area of the existing building. For the fourth story, minimum setback requirements, measured from the façade(s) of the building, are as follows: from the eastern facade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western facade of the building, zero (0) feet; from the southern facade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade would be required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet. The minimum setbacks and limit on the percentage of the existing footprint of the building that can be used for a fourth story will reduce the visual impact of the fourth story.

#### Affordable Housing

In the ASOD Warrant Article, twelve and one-half percent (12.5%) of the Independent Living Apartments must be affordable units. Fractions are rounded up to the nearest whole number. There is no affordable housing requirement for Assisted Living and Alzheimer's/Memory Loss Facilities.

## Article 4. Amend Zoning By-Law - Map Change to Avery Square Overlay District

This article describes the geographical boundaries of the new Avery Square Overlay District, which is bounded on the north by West Street; on the east by Highland Avenue; on the south by the northern and western boundaries of the property located at 1049 Highland Avenue and the northern boundary of the property located at 95 Dana Place; and on the west by the MBTA commuter railroad right-of-way.

### <u>Article 5. Amend Zoning By-law – Highway Commercial 1</u>

Article 5 proposes to create the Highway Commercial 1 District and lays out the regulatory framework for the new overlay district.

#### Schedule of Uses

First the article details the uses allowed by right and those by special permit in the new Highway Commercial 1 zone District. Key changes to the use listing include allowing up to 240 units of multi family dwelling units; allowing greater retail by special permit for more than 5,750 sq. ft. and less than 10,000 sq. ft. (current limit 5700 sq. ft.); allowing grocery stores of up to 10,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and

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development defined uses; allowing by right more than one use and more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, inter alia, commercial garages, contractor's yards, lumber or fuel establishments, medical clinics, and previously allowed warehousing, manufacturing and industrial services. The purpose of the use changes are: (1) to ensure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; (2) to ensure that the permitted uses within the district are consistent with the Town's land use goals for this gateway location and the Highland Avenue Corridor; and (3) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority as to impacts and mitigation.

#### <u>Dimensional and Density Requirements</u>

Second the article creates the dimensional requirements for the new Highway Commercial 1 zone. The article establishes height restrictions for the district based upon measured distance from Gould Street and Highland Avenue. For the as-of-right circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 35 feet and 2 ½ stories and beyond 200 feet to a maximum height of 56 feet and 4 stories. For the special permit circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 42 feet and 3 stories and beyond 200 feet to a maximum height of 70 feet and 5 stories. (The current zoning allows 30 feet or two stories.) The article further changes the front setback to 5 feet for all roadways internal to the site such as TV Place. This 5-foot front setback is applicable across the district unless the building height exceeds 35 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue or Gould Street, where a 50-foot landscaped vegetative buffer is proposed or along the layout of Route 95/128 where a 20-foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet except along Gould and Highland where a 50-foot building setback and landscape buffer is imposed.) The side and rear setback change to 10 feet unless the building height exceeds 35 feet, in which case the setback is increased to 20 feet for all side and rear setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet, and the current rear setback is 10 feet).

Third the article creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 25%. (The current zoning contains no such requirements.) Changes are also made to the maximum FAR; a maximum FAR by right would be .70; the FAR may be increased up to 1.35 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted façade length that is allowed—200'. (The current zoning allows a FAR of only 0.5 and in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height, and location of a parking garage, even if it is for an as-of-right development. A parking garage may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet nor may it be located within 250 feet of Highland Avenue or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board.

<u>Article 6. Amend Zoning By-Law – Map Change to Highway Commercial 1</u> This article describes the geographical area proposed to be placed in the new Highway Commercial

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1 zoning district. The affected area is generally bounded on the north by the Massachusetts Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land was previously located in the Industrial 1 zoning district.

#### Performance Factors

During the previous fiscal year, the Planning Department had committed to tracking the turnaround time required on its Major Project Site Plan Special Permits and Subdivision applications. Monitoring of the timeline between application filing and the scheduling of the public hearing, issuance of the Decision following the close of the public hearing and filing of the written decision with the Town Clerk following Board action were tracked. The goal was to schedule the public hearing within 5 weeks of application receipt, to issue the Special Permit Decision or Subdivision Decision within two weeks of the close of the public hearing, and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met in two of the three studied criteria in FY2021. During the affected timeline 13 new Special Permit applications and 2 Subdivision applications were processed. Public hearings were held on average within 30 days of application receipt, decisions were issued within 9 days of the close of the public hearing, with written decisions filed with the Town Clerk within 9 days of permit issuance. Although the goal of recording all decisions with the Town Clerk within 5 days of permit issuance was not met (9 day average actual) this delay was due to pandemic related issues which are not anticipated to continue into FY 2022. Total average time required to process an application was 56 days with a minimum of 20 days and a maximum of 87 days. The Department plans to continue to track these items and will submit a similar report with its FY2022 budget request.

#### **Conservation Division**

The Needham Conservation Division is primarily tasked with providing dedicated professional, administrative, and technical assistance to the Town and Conservation Commission in accordance with the MA Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the Needham Wetlands Protection Bylaw (Article 6), and their respective regulations, guidelines, and policies.

Additionally, the Division provides support in office administration and organization, public assistance, grant administration, committee and community support, and land conservation and management.

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Select Board to staggered three-year terms. The Commission's primary responsibility involves ensuring compliance with the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). As the administrative and technical support agency to the Commission, the Conservation Division undertakes the following tasks pertaining to wetlands permitting:

- Reviews Notice of Intent applications and other filings for completeness and compliance with wetland statutes and associated regulations.
- Assures legal requirements are met including postings, hearing and permit timeframes, minutes, and other records.
- Schedules and attends twice monthly meetings of the Conservation Commission and transcribes meeting minutes.
- Maintains case files and materials including computer databases.

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- Arranges and conducts on-site inspections related to filings.
- Reviews wetland delineations.
- Drafts permits with associated conditions and other documents.
- Monitors construction to ensure compliance with permits.
- Reviews building permits for projects occurring within the Commission's jurisdiction to reduce the amount of Enforcement Orders issued and provide better public outreach.
- Responds to complaints and investigates potential violations.
- Keeps regular office hours to provide assistance to the regulated community.
- Collaborates with other Town Departments, Boards and Committees on matters pertaining to permitting municipal projects and activities.

In addition to wetland permitting, the Conservation Division undertakes broader environmental and land management functions including the following:

- Oversees/carries out management tasks such as trail building and maintenance, signage, and cleanup.
- Participates in various committees, including Trail Advisory Group and the Town's Integrated Pest Management Committee.
- Assures compliance with rules and regulations for conservation lands; issues needed permits; and addresses user problems.
- Assists the Commission in planning, acquisition, administration, and management of municipal conservation land.
- Assists in preparation of Open Space and Recreation Plans to meet criteria for approval.
- Researches and conducts on-site evaluations for parcels under consideration for acquisition, donation, conservation, or agricultural preservation restrictions.
- Researches, pursues, and coordinates grant and other funding opportunities; writes proposals and manages grants.
- Collaborates with other Town Departments, Boards and Committees on matters pertaining to the use, management and protection of the Town's natural resources and open space.
- Educates the public about the importance of protecting wetlands and other open space.

Under both the state and local statutes, the Conservation Commission has a maximum of 21 days from receipt of a completed application to open a public hearing on that application. A hearing may be continued with the consent of the Applicant to allow for the submittal of additional information. After closing the public hearing, the Commission has 21 days to issue an Order of Conditions. In FY2021, all Orders of Conditions were completed within the noted timeline with no requests for additional time requested.

The Conservation Division makes every effort to assist Applicants with the filing process. The Division's staff meets frequently with property owners and potential applicants to explain the filing process or to provide input on which application would be most appropriate (for a particular site or project). The Conservation Division conducts well over one hundred site visits each year to review projects associated with both the MA Wetlands Protection Act and the Needham Wetlands Protection Bylaw.

The collective knowledge and experience of the Conservation Division serves to benefit the regulated community including the Town of Needham as it provides professional expertise in a growing and more restrictive environmental regulatory time period.

#### FY2021 Achievements

Due to the Covid-19 pandemic that overtook the country in March of 2020, Town offices remained closed to the public until July 1, 2021. Prior to the re-opening, priorities continued to gear towards

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communication with the public regarding everything from general wetland inquires to assisting them through the Permit process. After the uncertainty and confusion that came with the beginning of the pandemic, the Commission and staff quickly adapted and worked together to create new strategies to ensure customer service never faltered. Staff were careful to stay up to date regarding any State and/or Federal Regulation changes due to the pandemic and relay them to the Commission in a timely manner. The Commission and staff continued hosting remote meetings and have gotten all the permits issued to Applicants within the historical time frame. Staff has continued to conduct site visits as necessary.

Due to Covid-19, several Conservation Commission and staff goals for the Fiscal Year 2021 were left incomplete or postponed. With conditions similar during Fiscal Year 2022, the focus of staff and Commission efforts continued to be on customer service and less on working towards long term goals.

The Committee known as the "Total Watershed Management Committee that was formed in November of 2019 and made up of staff from the Engineering, Water & Sewer, and Conservation Departments continued to meet remotely and to research and then implement practices to improve stormwater quality before it discharges into water bodies. This Committee includes public participation and education. Conservation staff have actively participated in this effort.

The Conservation Specialist worked closely with an Eagle Scout candidate on his chosen project to construct an ADA Accessible picnic table and to install it at the Needham Accessible Reservoir Trail (NART) under very strict guidelines from scout leaders. In addition, the Scout installed the base material around the picnic table, planted native, high wildlife value shrubs to enhance the location and installed a metal commemorative plaque to the picnic table.

The Conservation Commission was excited to get another step closer to realizing a long-term goal of creating a cohesive identification system for the trail signage, trail blaze design, kiosks, and mapping on Town owned properties they anticipate will encourage the public to visit and explore. This past fiscal year, CPC funding for hiring of a consulting firm to aid in preparing designs for the identification system was overwhelming approved.

Conservation staff continued to install trail cameras to capture wildlife usage of the various Conservation-owned properties. As many members of the public have discovered while out exploring nature on these beautiful properties during the pandemic, the variety of species making Needham their home is quite surprising including everything from a bobcat, to bald eagles, otter, and beavers. There are a number of amazing photographers that share the photos they take of Needham wildlife and landscape on various platforms including the Needham Wildlife page on Facebook.

#### Performance Factors

The following Table 5 reflects the number of permit application filings and requests received by the Conservation Commission in each of the last three fiscal years. Over the course of Fiscal Year 2021, the Commission once again saw a steady flow of applications, similar to the numbers seen in Fiscal Year 2019. There was a noticeable decline of applications in Fiscal Year 2020 (the beginning of Covid-19 pandemic). The Conservation staff continued to issue Administrative Approvals for minor projects located within the 100-foot Buffer Zone. This flexibility allows for a shorter, more streamlined experience for the public doing minor projects while maintaining compliance with the wetland rules and regulations. Administrative Approvals stayed strong with twenty-five (25) issued in Fiscal Year 2021. In the past, before the Administrative Approval mechanism was in place, many of these small projects would have gone before the Commission

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as Requests for Determination of Applicability and Notice of Intent filings requiring the issuance of Permits. During FY2021, the Conservation Commission met formally a total of twenty-one (21) times and held a total of thirty-two (32) public hearings.

Table 5: Conservation Commission Application Filings & Requests/

Type of Application Filing/Request	FY2019	FY2020	FY2021
Notice of Intent <sup>1</sup>	23	11	23
Request to Amend Order of Conditions <sup>1</sup>	1	3	1
Request for Determination of Applicability <sup>1</sup>	4	2	8
Abbreviated Notice of Resource Area Delineation <sup>1</sup>	0	0	1
Extension Permit <sup>1</sup>	2	5	3
Emergency Certification	3	0	0
Certificate of Compliance	27	18	31
Minor Modification Request	10	6	1
Enforcement Order	1	5	1
Trail Maintenance Notification Form	0	0	1
DPW Generic Permit Activity Notification Form	0	1	0
Administrative Approval	18	19	25
Conservation Restriction	0	0	0
Notice of Non-significance	0	0	0

<sup>&</sup>lt;sup>1</sup>Filing involved a public hearing

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend, or close out existing permits. The Commission handled thirty-five (35) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2021, one (1) project required the issuance of an Enforcement Order to restore or protect wetland resource areas.

During the first half of FY 2021, the Conservation Division staff continued to issue standardized post cards to permit holders alerting them of various permit requirements or permit expiration dates. The goal of this program is to encourage voluntary compliance and project close-out that saves permit holders time and money, while reducing the need for enforcement actions by the Conservation Commission.

#### **Zoning Board of Appeals Division**

The Zoning Board of Appeals is a quasi-judicial body that hears and renders decisions on: 1) Appeals from Building Inspector administrative decisions; 2) Applications for Special Permits or

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Variances under M.G.L. Chapter 40A and the Needham Zoning By-Laws; and 3) Requests for Comprehensive Permits under M.G.L. Chapter 40B (affordable housing) as well as hearing amendment and de minimis change requests. The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen as authorized and established by General Laws, Chapter 40A, the Home Rule Charter Act and Article VIII of the General By-Laws.

The Division provides guidance to applicants on all zoning matters, including assistance with the application and hearing process; reviews and analyzes applications for completeness and compliance to established zoning guidelines; coordinates the interdepartmental administrative review process, conducts site reviews; organizes the production of Special Permits and Board determinations post-public hearings; provides professional staffing to Board members, provides management and coordination of Comprehensive Permits projects, designs procedures for any new zoning review processes, produces technical reports, conducts research, and maintains and manages all Board data bases, communications and legal documents. Virtually all matters that come before the Board are initiated by residents or businesses seeking relief from the Zoning By-Law. Each application is processed in accordance with the legal requirements and timetables established under the Massachusetts Zoning Act, the Town of Needham Zoning By-Law, and Zoning Board of Appeals Rules and Regulations.

## Performance Factors

The Board amended its Rules to require a consultation with the Building Inspector prior to submitting an application to the Board. The Application form was updated to reflect the new requirement.

As a result of the adopted Accessory Dwelling Units (ADU) Zoning Amendment, the ZBA granted six (6) Special Permits for the creation of ADUs.

In FY2021, the Board held thirty-two (32) public hearings and five (5) informal hearings (refer to Table 4). Due to the pandemic, all the Board meetings were held remotely except for a site visit in August 2020 and for a hybrid meeting held in June 2021. The informal matters consisted of permit renewals, document reviews, plan substitutions or corrections. The Board of Appeals received twenty-eight (28) applications relating to Special Permits; and three (3) Variances (refer to Table 6). Twenty-two (22) applications were for residential use; seven (7) were for commercial use.

In addition, there was no Appeal of a Building Inspector's Decision. The Board issued twenty-seven (27) Decisions in FY2021.

The Division continues to coordinate the conditions associated with the 40B Comprehensive Permits issued by the ZBA –

- 700 Greendale Avenue, a 136-unit residential development consisting of 52 townhouses and 84 units in a multi-story building. Twenty-five percent of the units are affordable, and the project was completed.
- 1180 Great Plain Avenue, an existing vacant one-story building conversion to 16 rental units, consisting of eight one-bedroom units and eight two-bedroom units with 28 parking spaces. Four units (25%) will meet the definition of low- and moderate-income housing. The Decision is under appeal.

Department Information

	DSR1									
Department Planning and Community Development										
Table 6: Number of Permit Application Filings FY2014 - FY2021										
Fiscal Year	Number of Meetings	Special Permit Applications	Variance Applications	Appeals of Building Inspector Decisions	40B Applications	Withdrawals	Decisions			
2018	11	19	1	1	0	3	18			
2019	12	25	0	0	1	5	23			
2020	9	21	1	0	1	0	23			
2021	12	28	3	0	0	2	27			
			Spending I	Request Reca	<u>p</u>					
Description			Base Reques DSR2	t Addition	onal Request DSR4	Total (DSR2 + DSR4)				
a) Salary and Wages			506,9	506,928 9,021						

36,850

543,778

9,021

552,799

V2023

b) Expenses

e) Total DSR2 & DSR4

Request (a through d)

c) Capital

d)

Department Expenditure Detail DSR2													
Department	Planning and Community Development												
Object						De	esc	ription			Am	Amount	
	DSR2A												
		Year (FY							Year (FY2				
Permanent	FT Head Count	PT Head Count	Full Time Equivalen			PT Head Count		Full Time Equivalent	FT Head Count		PT Head Count	Full Time Equivalent	
Personnel	Count	Count	(FTE)	Count		Courn	_	(FTE)	Count		Count	(FTE)	
	5	2	6.4	4		2		5.4	4		2	5.4	
Non-Budget I	on Budget Dercennel: Will the denortment rely on 1 YAS 1 NO 1								FT Head Count	PT Head Count			
grant/revolvi			•					Х			Count	1	
Union Positio	ns:	BCTIA	Fire A	Fire C		ITWA	Х		Police		Police Superior	NA	
1. Salary and	l Wage Pe	ermaner	t Position	S.				l l	I				
a. PRD1 Sala												459,060	
b. PRD1 Diffe		(Conditi	ons, Requ	irements,	S	hifts)							
c. PRD1 Edu													
d. PRD1 Extr		/										600	
e. PRD1 Long f. PRD1 Sno		m										600	
g. PRD1 Unif		111											
h. PRD1 Oth		ensation											
i. PRD1 Bud												1,768	
								PRD	1 Sub	Tota	al	·	
j DSR3 Oth	er Compe	ensation							Cub Ta	-4-1	1	461 420	
2. Salary and	l Wage Si	oaconal	& Tampor	ary Positi	on	c (Itan	niz		Sub To	otai	<u> </u>	461,428	
a. Recording					UII	s (Itel	IIIZ	eu below)				7,150	
b. Recording												6,300	
c. Housing S			<u> </u>									25,500	
d.												·	
e. DSR3 Tota	al												
2 6 1			(T) :						Sub To	otal	2	38,950	
3. Salary and													
<ul><li>a. Schedule</li><li>b. Training a</li></ul>				bilgateu)									
c. Additiona												1,300	
d.												_,555	
e. DSR3 Tota	al												
_									Sub To	otal	3	1,300	
4. Other Sala			enses – (	Itemized I	Be	low)							
a. Incentive												F 252	
b. Pay In Lieu of Accrued Leave 5,250													
c. Program Stipend d. Tuition Reimbursement													
e. Working C													
f. DSR3 Oth													
									Sub To	otal -	4	5,250	

Depa	rtment Expenditure Detail DSR2	
Department	Planning and Community Development	
5. Total Salary and Wages (1+2+3+4)		506,928
	DSR2B	
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)		
Rental & Leases (527X)		
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	Planning (\$6,000) Con Comm (\$2,700) BOA (\$500) Planning Studies and Complex Project Technical Assistance	9,200
Communications (534x)	Wireless Communications (\$2,700) Printing and Mailing (\$2,350) Legal Notices (\$5,200) Postage (\$5,100)	15,350
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)		
Office Supplies (542x)	Planning (\$2,000) Con Comm (\$500) BOA (\$500)	3,000
Building & Equipment Supplies (543x)	Con Comm (\$500) Student Conservation Core Trail Upgrade and Bridge Restoration Equipment	500
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)		
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Planning (\$1,300) Con Comm (\$1,200) Conservation Field Supplies and Clothing, Legal Publication Updates, Magazine Subscriptions and File Cabinet Shelving	2,500
Governmental Charges (569x)	Planning (\$100) Con Comm (\$100) BOA (\$100) Norfolk County Registry Document Retrieval Services	300
Travel & Mileage (571x - 572x)	Conf In State (\$600) Mileage (\$1,000) Conf Out-State \$1,300 Conferences including APA, SNEAPA, MACC and AMWS	2,900

Department Expenditure Detail DSR2							
Department	Planning and Community D	lanning and Community Development					
Dues & Subscriptions (573X)	3,100						
Other Expenses (574 X - 579x)							
6. Total Expenses	36,850						
	DSR2C						
Capital Equipment Replacement (587X)							
7. Total Operating Budget Capital							
8. Total Base Request (Line 5 + Line 6	543,778						
Does the Department depend on any provide services?	NO	Х					
Did the Department submit any req replacement or upgrade of technol Information Technology Center?	NO	X					
Did the Department submit any red Department of Public Works/Building improve or upgrade a public building or	NO	X					
					V2023		

	Perform	ance Improvement Fund DSR4	ing Requ	est		
Department		ng and Community opment	2023			
Title	Zoning	g Specialist: Increase in	1			
		DSR4				
Expenditure Classification	FTE	Total Amount (A + B)				
<ol> <li>Salary and Wage</li> </ol>		\$9,021			\$	9,021
2. Expense						
<ol><li>Operating Capital</li></ol>						
<ol> <li>Department Total (1+2+3)</li> </ol>		\$9,021			\$9,021	
5. Other Costs						
Budgetary Consideration	Yes	No				
Does this request address a				mittee?	X	
If yes, which Board or Comm		Board of Appeal			Т	1
Has this request been submit						Х
Are there additional costs to costs which would be ongoing request?						Х
Will the assistance of anothe or financial) for this request	o be impl	emented?				Х
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subr	nission) be	e required		Х
Does the request support act	ivities wh	ich produce revenue for the	e Town?		Χ	
If the request is not approve	•		•			X
Is there an increased exposu		•				X
Is specialized training or lice		` ,	chase)?			X
Does this request address a	document	ed health or safety issue?				X

## All "YES" responses above must be explained in the narrative below

#### Description and Explanation

On September 14, 2021 the Personnel Board approved the retitle and reclassification of the *Administrative Specialist* I-05 for the Zoning Board of Appeals (ZBA) to a *Zoning Specialist* GT-06 to adequately meet the professional and administrative demands of the ZBA. This request is to fund the expanded professional planning functions by 5 hours per week for a total of no more than 30 hours per week.

Currently this sole staff to the ZBA is a 25-hour part-time position providing administrative support to the Zoning Board of Appeals, a five-member board which reviews approximately 25-30 Special Permits, Comprehensive Permits, Variances and Building Commissioner Appeals – ranging in complexity from multi-unit housing complexes to simple home additions – and collecting nearly \$10,000 in fees annually. The ZBA is one of three Needham Boards whose regular meetings are covered by the Needham Cable. The reclassified position will not only continue to provide administrative support under the 25-hours but will also provide professional planning functions which spill over the 25-hours. This includes:

 Coordination and consultation, as part of the ZBA application technical review, with permitting departments, Boards and Commissions; facilitates communications between permitting department, board and applicant to ensure concerns raised are adequately addressed prior to the public hearing;

Performance Improvement Funding Request DSR4							
Department	Fiscal Year	2023					
Title	Zoning Specialist: Increase in Hours	Priority	1				

- Engages Town Counsel on behalf of ZBA request for legal counsel on matters before the Board or for legal consultation;
- Attends monthly Planning Administrative Review meetings updating the Town's building construction team on ZBA projects;
- Coordinates and conducts site visits to analyze and assess proposed conditions and acts as resource to the ZBA:
- Works with permitting departments staff to verify compliance with ZBA conditions; reviews and authorizes ZBA compliance on the Building Department's electronic permitting system for building and occupancy reviews;
- Responsible for updating and maintaining all ZBA official documents to reflect current Zoning By-Laws and ZBA Rules and Regulations. Drafts proposed revisions and newly created By-laws based on policy direction of the ZBA. (example: Accessory Dwelling Unit, Retaining Wall, Big-House Zoning Amendments);
- Coordinates with Needham Cable's municipal producer to insure the successful broadcast to the ZBA, a most needed coordination during the Pandemic and hybrid periods.

The Board of Appeals has made securing the above-described professional services a high priority as it implements its regulatory function. Accordingly, the Department of Planning and Community Development has requested an increase of 5 hours per week for the Zoning Specialist position so that the additional professional responsibilities envisioned for the position by the reclassification can be met.

V2023

	Perform	ance Imp	orover		Fundin SR4S	g Re	eque	est Supple	ement		
Position Title	Zonin	Zoning Specialist							Priority		1
Classification	GT-0	GT-06, Step 4				PT	PT X		Seasonal		
Part Time /Seasonal	Hours	Hours Per Week 5 Number of Weeks Per Year						52.2			
	_		Con	npens	ation D	etail					
Base Rate	\$34	.56									\$9,021
Other											
Other											
Other											
Other											
Other											
Other											
Other											
Salary and Wage To	otal										\$9,021
	If Funded	the Position	on Will	l Requ	ire the	Follo	wing	g Additiona	al Item		
Description	No	Yes		Explai	n		Start Up Cost \$		Annual Recurring Cost \$		
Workstation	X										•
Vehicle	X										
Computer	X										
Software	Х										
Mobile Communication Device	Х										
Uniform	X										
Tools	X										
Equipment	Х										
Other	Х										
Other	Х										
Other	Х					1					
Totals	•										
	Est	imated Ar	nnual B	Benefit	t Cost			\$0	.00		\$0.00
					nd Expl	anat	ion				,

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Performance Improvement Funding Request Supplement  DSR4S  Desiring Titles - Zaning Coordinates - 1			
Position Title	Zoning Specialist	Priority	1

- Coordination and consultation, as part of the ZBA application technical review, with permitting departments, Boards and Commissions; facilitates communications between permitting department, board and applicant to ensure concerns raised are adequately addressed prior to the public hearing;
- Engages Town Counsel on behalf of ZBA request for legal counsel on matters before the Board or for legal consultation;
- Attends monthly Planning Administrative Review meetings updating the Town's building construction team on ZBA projects;
- Coordinates and conducts site visits to analyze and assess proposed conditions and acts as resource to the ZBA:
- Works with permitting departments staff to verify compliance with ZBA conditions; reviews and authorizes ZBA compliance on the Building Department's electronic permitting system for building and occupancy reviews;
- Responsible for updating and maintaining all ZBA official documents to reflect current Zoning By-Laws and ZBA Rules and Regulations. Drafts proposed revisions and newly created By-laws based on policy direction of the ZBA. (example: Accessory Dwelling Unit, Retaining Wall, Big-House Zoning Amendments);
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V2023

Planning & Community Development	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	461,428.00	9,021.00	470,449.00	19,855		450,594.00	503,194.49	435,190.57	442,685.58
Salary & Wage Temporary	38,950.00		38,950.00	1,450		37,500.00	34,149.98	32,351.45	38,781.50
Salary & Wage Overtime	1,300.00		1,300.00	240		1,060.00		435.57	216.67
Salary & Wage Other	5,250.00		5,250.00			5,250.00	7,069.49	8,503.94	6,899.81
Salary and Wage Total	506,928.00	9,021.00	515,949.00	21,545	4.4%	494,404.00	544,413.96	476,481.53	488,583.56
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical	9,200.00		9,200.00	1,500		7,700.00	9,402.00	2,992.00	9,320.00
Communications	15,350.00		15,350.00	100		15,250.00	11,928.50	9,092.42	9,386.66
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies	3,000.00		3,000.00			3,000.00	1,562.04	659.03	1,463.26
Building & Equipment Rprs/Sp	500.00		500.00			500.00			
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	2,500.00		2,500.00	600		1,900.00	3,756.87	619.99	1,822.74
Governmental Charges	300.00		300.00	(400)		700.00			76.00
Travel & Mileage	2,900.00		2,900.00	200		2,700.00	3.92	183.87	1,015.12
Dues & Subscriptions	3,100.00		3,100.00	400		2,700.00	1,706.00	1,815.00	2,074.00
Other									
Expense	36,850.00		36,850.00	2,400	7.0%	34,450.00	28,359.33	15,362.31	25,157.78
TOTAL	543,778.00	9,021.00	552,799.00	23,945	4.5%	528,854.00	572,773.29	491,843.84	513,741.34

Position Register Summary	Sch	FY23	FY23	FY23	FY22	FY22	FY21	FY21
Description	Grd	FTE	Estimate	%	FTE	Current	FTE	Final Budget
Director of Planning & Community Development	13	1.00	129,038	0.0%	1.00	129,038	1.00	129,038
Conservation Manager (Director of Conservation)	9	1.00	89,447	2.6%	1.00	87,185	1.00	89,175
Director of Economic  Development							1.00	97,536
Administrative Assistant	13	0.73	44,502	3.7%	0.73	42,900	0.73	42,085
Administrative Specialist	15						0.67	42,003
Assistant Town Planner	7	1.00	80,828	2.1%	1.00	79,170	1.00	78,022
Conservation Specialist	16	1.00	70,317	4.3%	1.00	67,392	1.00	65,579
Zoning Specialist	6	0.67	44,928	5.0%	0.67	42,783		
Longevity			600	50.0%		400		400
Differential								
Education								
Extra Holiday								
Other Pay								
Stipends	_	_		_	_		_	
Budget Adjustment			1,768	2.4%		1,726		2,075
Total		5.40	461,428	2.4%	5.40	450,594	6.40	545,913

### **Blank Insert**

Department Information DSR1					
Department	Police Department				

#### Department Mission

The Needham Police Department is committed to excellence in everything we do. We pledge to maintain a close working relationship with the community to protect life and property and maintain a safe and peaceful environment for all. We will perform our sworn duties ethically, maintaining respect for individual rights, human dignity, cultural diversity, and community values

#### On the Horizon

As we enter a period that will focus on social justice and police reform, I anticipate that our department may be faced with numerous changes to regulations, certifications, mandatory training, police use of force and accountability. With change will come added yearly increases in expenses for mandatory training and overtime. With reform and increased negativity to law enforcement our recruitment and retention of current officers will be negatively impacted.

We are starting to see the impact of the negative view of law enforcement. It is a real challenge not just in Needham but throughout the state to recruit and retain qualified officers. There is a trend that is emerging that officers want to leave the profession or go to the departments that have the highest pay scale.

A year later and we are still trying to navigate Covid-19 and its current impact to staff and the community. I believe that we will be dealing with Covid-19 for the foreseeable future which makes an already difficult job even tougher. We continue to see increased mental health related calls that at times impact operations. This will continue to be an issue as BI Needham at times is overwhelmed with mental health patients from jurisdictions that were serviced by the Norwood Hospital and often request help to deal with violent and unruly patients.

#### **Budget Statement**

The FY 2023 Budget request is \$ 7,901,280 which is \$212,998 above the FY 2022 budget. Included in the overall budget is a DSR 4 request for a part time (.5) Law Enforcement Clinical Support position.

Salary and wage amount requested is \$7,135,569 which is -\$24,907 below FY 2022. This is a result of the collective bargaining agreement expiring in June of 2021. We had several members of the department retire in the last year who were at top step and are being replaced at lower steps.

COLA increase for civilian administrative staff and salary step increases for public safety dispatchers. As part of the reclassification process dispatchers were reclassified which included wage increases for 5 full-time dispatchers.

The operating capital request is \$257,884 which is up \$144,728 from FY 2022. This is a result of replacing four front line cruisers in accordance with the replacement schedule compared to two vehicles in FY 2022.

The expense request is \$ which is up \$48,177 from FY 2022. This is a result of gasoline price increase (\$25,877) and cost of maintenance (\$ 15,300) at all microwave tower sites which is covered by police department budget.

Department Information
DSR1

Department Police Department

Division	Description	Change From FY22	Comments
ADMIN	Hardware Maint.	\$ 1,200.00	Additional Copy Machine Maint. Contract
DISPATCH	Repairs and Maint.	\$ 15,300.00	Cost of Maint. at all Microwave Sites paid by PD
DISPATCH	Rentals & Leases	\$ 1,500.00	Radio Tower Rental increase (3%)
ADMIN	Recreation	\$ 1,000.00	Addition of Citizens Academy
PP&E	Other Purchase SVCS	\$ 800.00	Increase for Towing Costs
B G & M	Gasoline	\$ 25,877.00	3 yr. avg Gallons 23,127 x FY23 Price \$3.67
ADMIN	Dues & Subscriptions	\$ 2,500.00	Accreditation Membership Cost

Needham was awarded \$25,000 through the **Municipal Road Safety Grant** through the National Highway Traffic Safety Administration to help reduce roadway crashes, injuries, fatalities, and their associated economic losses in Massachusetts. The Needham Police utilized this grant for mobilizations- Drink Sober or Get Pulled Over, Distracted Driving, Click it or Ticket, and Speed enforcement. In addition, to increase speed enforcement, 7 new lidar speed guns were also purchased.

Needham was awarded 2 grants through State 911. The total amount awarded through the **Training and EMD Grant** was \$34,442. This grant assists the department to receive reimbursement for training-related costs associated with the 9-1-1 system. The total amount through the **Support and Incentive Grant** was \$98,451. This grant is designed to assist public safety answering points in providing enhanced 9-1-1 services.

Through the **Bulletproof Vest Partnership Grant**, Needham was awarded \$9,845 in FY20 and \$5817 in FY21 to provide uniquely fitted bulletproof vests for officers.

#### Accomplishments and Activities

We are in the second year of the community outreach position being staffed and have seen impressive results. In this last year our outreach officer in conjunction law enforcement clinical support specialist have conducted over seventy in the field contacts or follow ups. We were able to hold our junior police academy and started a citizen police academy which is scheduled from October 13<sup>th</sup> through November 10<sup>th</sup>. Officer David Forte received the "Commendation for Excellence in CIT" award today form the Norfolk County CIT-TTAC. It was rewarded in recognition of Officer Forte's contributions to the department and community in the principles of the CIT (Crisis Intervention Training) Model, in providing compassionate and informed service to the Town of

Department Information DSR1								
Department	Department Police Department							
Needham. The Chief received the Hector Pelletier Award for outstanding service to the Jimmy Fund								
	Spending Reque	est Recap						
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)					
a) Salary and Wages	7,135,569		7,135,569					
b) Expenses	462,827	45,000	507,827					
c) Capital	257,884		257,884					
d)								
e) Total DSR2 & DSR4 Request (a through d)	7,856,280	45,000	7,901,280					
			V2023					

			Depar	tment Exp DS	penditure R2	Detail				
Department				Police De	partment					
	Obje	ct			Des	cription	1		An	nount
				DSF						
	Last	Year (FY	2021)		nt Year (F	Y2022	)	Next	Year (FY2	2023)
Permanent	FT Head	PT Head	Full Time	FT Head	PT Head	Full T		FT Head	PT Head	Full Time
Personnel	Count	Count	Equivalent	Count	Count	Equiv		Count	Count	Equivalent
1 CI SOIIIICI	62	- 1	(FTE)	6.2	1 5	(FT		6.2	1 5	(FTE)
	63	1	63	63	1.5	6.		63	1.5 FT Head	63 PT Head
Non-Budget grant/revolvi			•	•		Ye	S	No	Count	Count
Union Positio	ns:	ВСТІА	Fire A	Fire C	ITWA 3	NIPEA		Police 48	Police Superior	3 NA 9
1. Salary and	l Wage Pe	ermaner	t Positions	!	1.1		1		Superior	1 1 1
a. PRD1 Sala				•					4	796,706
b. PRD1 Diffe				rements	Shifts)					247,148
c. PRD1 Edu		Condict	ons, requi	ciricito,	Jillits)					574,008
d. PRD1 Extr		,								14,633
e. PRD1 Lon		'								47,641
f. PRD1 Sno		m								77,071
g. PRD1 Unif										
h. PRD1 Oth		nsation								59,120
i. PRD1 Bud										22,074
ii ji karada	geenajas	Jerrienes -					PRD	1 Sub Tot	tal 5,	761,330
j DSR3 Oth	er Compe	ensation						Sub Total	1 5	761,330
2. Salary and	l Wage S	easonal	& Tempora	ary Positio	ns (Itemi:	red Be	low)	Sub Total	I	701,550
a. Matrons	vvage 5	casoriai	& rempore	iry rosicio	113 (10011112	cu be	1011)			1,600
b. Parking E	nforceme	nt								54,000
	upervisor									206,158
d. Evidence										31,616
e. DSR3 Tota		опрроге								31,010
J.   2 J. 10 J. 10 J.								Sub Total	2	293,374
3. Salary and	d Wage O	vertime	(Itemized	Below)						
a. Schedule	d Overtin	ne (cont	ractually o	bligated)						584,454
b. Training	and Deve	lopment								192,308
c. Vacation	and NOS	L Backfil	ling							267,903
d. Elections										8,200
e. DSR3 Tota	al									
								Sub Total	3 1,	052,865
4. Other Sala			enses - (I	temized E	Below)					
a. Incentive										15,000
b. Pay In Lie		ued Lea	/e							13,000
c. Program S										
d. Tuition Re										
e. Working C										
f. DSR3 Oth	er Compe	ensation						I <b>_</b>		
								Sub Total	4	28,000

Dep	artment Expenditure Detail DSR2	
Department	Police Department	
5. Total Salary and Wages (1+2+3+4)		7,135,569
, 5	DSR2B	
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Copier 2400 Motorola Maint 34000 CJIS 3000 Radar/Lidar 6000 Lift Maint/Insp. 1500 Vehicle Repair 8500	55,400
Rental & Leases (527X)	QLT, Ready Refresh, Pitney Bose 2000 Range 3000 Motorcycle 5500 Tower (3%increase) 49500 Form Approvals 3000	63,000
Other Property Related Services (529x)	Hazmat 2500	2,500
Professional & Technical Services (530x – 531x)	Admin Training 2000 Blue Team/SHI 6100 PPE Training 27,500 Animal Control 300	35,900
Communications (534x)	Postage 5000 Verizon, MCI 8500 Wireless 16500 Letterhead, Business Cards, Slips 9000	39,000
Recreational & Cultural Services (535x)	Junior Police / Citizens Academy 3500	3,500
Other Purchased Services (538x)	Towing and Service 3300 Landscaping/Seasonal 900 Animal Services 800	5,000
Office Supplies (542x)	All Office Supplies 9000	9,000
Building & Equipment Supplies (543x)	Harveys 1000	1,000
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)	Grounds Keeping 700	700
Vehicular Supplies (548x)	Cruiser Supplies and Parts 19000	19,000
Gasoline and Diesel Fuel (5481)	3.67/gal Fuel 84877	84,877
Food and Service Supplies (549x)	Meeting and Incidents 700	700
Medical Supplies (550x)	Narcan, Med Supplies, DFib 6000	6,000
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Vest Replacement 15000 Ammo, Range Equip 14200	93,800

Department Expenditure Detail DSR2						
Department	Police Department					
	Recruit, Transfers & Emerg Detectives 1900 Dispatch Uniforms 2000 B&G Uniforms 500 Traffic Supervisors 6000 Animal Control 500	Dispatch Uniforms 2000 B&G Uniforms 500 Fraffic Supervisors 6000				
Governmental Charges (569x)	Police ID 350 State Charges 2000				2,350	
Travel & Mileage (571x - 572x)	Admin 500 Training 1000 PPE 900 Court 1200	Admin 500 Training 1000 PPE 900				
Dues & Subscriptions (573X)	GBPC, Metro, IACP, SSPI FBI, Mass Chiefs Assn 150 MPAC 2500	GBPC, Metro, IACP, SSPI FBI, Mass Chiefs Assn 15000				
Other Expenses (574 X - 579x)	Detail Contingency 20000			2	20,000	
6. Total Expenses				46	52,827	
	DSR2C					
Capital Equipment Replacement (587X	)  Four Vehicles			257,88		
7. Total Operating Budget Capital				25	57,884	
8. Total Base Request (Line 5 + Line 6	+ Line 7)			7,85	6,280	
Does the Department depend on any Federal or State grants to provide services?					Х	
Did the Department submit any requests for FY2023 for the replacement or upgrade of technology or software to the YES Information Technology Center?					х	
	Did the Department submit any requests for FY2023 to the Department of Public Works/Building Maintenance division to YES					
					V2023	

	Perform	ance Improvement Fund DSR4	ing Requ	est		
Department	Police	Police Department Fiscal Year			FY 20	023
Title	Law E	v Enforcement Clinical Support Priority			1	
DSR4						
Expenditure Classification	FTE	Frequency Recurring Amount (A)  Frequency One Time Only Amount (B)			Total Amount (A + B)	
<ol> <li>Salary and Wage</li> </ol>						
2. Expense		45,000			4	5,000
3. Operating Capital						
4. Department Total (1+2+3)		45,000				5,000
5. Other Costs						
Budgetary Considerations						No
Does this request address a		e Select Board or other Boa	rd or Com	mittee?		Х
If yes, which Board or Comm					T	ı
Has this request been submit						Х
Are there additional costs to costs which would be ongoing request?						x
Will the assistance of another or financial) for this request	to be impl	emented?				х
Will additional staff (beyond if the request is approved?	Will additional staff (beyond the staff requested in this DSR4 submission) be required					
Does the request support act						Х
If the request is not approve						Х
Is there an increased exposu		•	• •			Х
Is specialized training or licer			chase)?			Х
Does this request address a	document	ed health or safety issue?				Х

### All "YES" responses above must be explained in the narrative below

#### Description and Explanation

The Needham Police Department (NPD) proposes a regional collaboration with the Dedham Police Department (DPD) and Riverside Community Care (RCC - the regional Emergency Services Program provider as designated by the Massachusetts Department of Mental Health) to advance the towns' shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated.

In the last year this program has been impactful not only for the community but has been a great resource for the department. Officer Forte along with the clinician have conducted more than 90 follow ups or contacts with individuals that are in crisis. These numbers do not take into consideration the time spent on phone calls or email which exceeded 750 hours in the last year. In the past most of these phone calls would be placed to dispatch to handle amidst their other duties within the dispatch center. Officer Forte's time spent with these individuals build trust and relieves patrol officers and dispatchers from having to respond by phone or in person.

The proposed initiative is for a Law Enforcement Clinical Support (LECS) program to be shared between the two communities and collaboratively overseen by Needham Police Chief John

Performance Improvement Funding Request DSR4						
Department	Police Department	Fiscal Year	FY 2023			
Title	Law Enforcement Clinical Support	Priority	1			

Schlittler and Dedham Police Chief Mike D'Entremont. A Master's level clinician assigned to this project would be an employee of Riverside Community Care, the state-designated emergency services provider. Needham and Dedham would enter into a shared services contract with Riverside if this request were approved.

This initiative will significantly enhance each community's real-time response to calls from behavioral health-involved individuals with mental illness and/or co-occurring substance use disorders by initiating a co-response program that embeds an experienced clinical social worker with experience treating those struggling with addiction, into the departments to support police officers in addressing the region's increasingly complex behavioral health needs. The primary goal of this regional collaboration is to divert appropriate individuals from the criminal and juvenile justice systems prior to the point of arrest into appropriate community-based treatment services and other care options. Both communities are committed to this model and have already taken considerable steps toward enhancing the well-being of residents with behavioral health challenges and their families.

Both communities' long-term goals for the project are to:

- Enhance connections between local behavioral health, social and emergency service providers to improve communication and coordination between entities and fill in existing gaps in service.
- Ensure responsible use of resources by obtaining appropriate behavioral health staff support and training for law enforcement such that roles and responsibilities within the departments are clear and well-articulated; and
- Proactively reach individuals and families with behavioral health challenges to provide support and resources and prevent the need for a critical response, when possible.

This project will allow the Needham and Dedham Police Departments to consistently provide safe, effective crisis response services to citizens with behavioral health challenges. It will also:

- provide opportunities for increased collaboration and communication between NPD, DPD, RCC and other behavioral health providers;
- increase the number of NPD and DPD officers and other first responders trained in new skills and intervention options that minimize the use of force through training in behavioral health topics;
- increase the number and type of high-quality trainings available;
- support NPD, DPD and other first responder departments in developing policies that increase safety and effectiveness when responding to persons with behavioral health challenges; and
- ultimately divert greater numbers of such citizens from arrest, whenever possible.

As a result of this project, NPD and DPD expect to see increases in the number of behavioral-health related calls that receive a co-response, as well as participation by the embedded social worker (ESW) in follow-up visits and wellness checks. Success will mean fewer such calls resulting in the use of force, arrest, physical injury to any first responders, and emergency room visits when that level of care is not indicated.

Performance Improvement Funding Request DSR4						
Department	Police Department	Fiscal Year	FY 2023			
Title	Law Enforcement Clinical Support	Priority	1			

Additional results will include increased engagement and stronger relationships with project partners, including the development of formal partnerships and regular meetings/communication with local stakeholders to better meet the behavioral health needs of individuals and families in these communities.

The LECS Clinician (LECSC) will work collaboratively with the Community Crisis Intervention Team (CCIT), Community Outreach Officer, local law enforcement, and the community. LECSC representative duties and responsibilities:

- 1. Provide flexible mobile or station-based intervention, counseling, assessment, triage, referral, and education to the community as requested by the police department.
- 2. Work collaboratively with the departments Community Outreach Officer and School Resource Officers as needed.
- 3. Meet with the family members of a struggling minor in the community at an agreed-up location, which may include school, home, or the library.
- 4. Assist with referrals for mental health treatment and support services.
- 5. Respond with law enforcement to calls requiring mental health support.
- 6. Outreach with community members to provide guidance in the development of safety plans.
- 7. Provide crisis evaluation and assistance to community members seeking substance abuse treatment.

V2023

Police Department	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	5,752,350.00		5,752,350.00	(31,008)		5,783,358.00	5,402,667.82	5,207,297.71	4,927,870.18
Salary & Wage Temporary	293,374.00		293,374.00			293,374.00	146,287.16	203,825.18	189,655.79
Salary & Wage Overtime	1,052,865.00		1,052,865.00	6,101		1,046,764.00	642,663.08	833,383.95	926,536.16
Salary & Wage Other	36,980.00		36,980.00			36,980.00	153,660.23	68,159.56	232,767.83
Salary and Wage Total	7,135,569.00		7,135,569.00	(24,907)	-0.3%	7,160,476.00	6,345,278.29	6,312,666.40	6,276,829.96
Energy									
Non Energy Utilities									
Repairs and Maintenance	55,400.00		55,400.00	16,500		38,900.00	11,608.69	19,920.37	29,225.23
Rental and Leases	63,000.00		63,000.00	1,500		61,500.00	47,985.51	22,218.53	8,428.40
Other Property Related	2,500.00		2,500.00			2,500.00			
Professional & Technical	35,900.00	45,000.00	80,900.00	45,000		35,900.00	79,541.58	20,810.02	20,180.70
Communications	39,000.00		39,000.00			39,000.00	23,893.32	24,172.33	22,405.58
Recreation	3,500.00		3,500.00	1,000		2,500.00	309.27	837.55	1,399.98
Other Purchased Services	5,000.00		5,000.00	800		4,200.00	5,301.50	4,140.00	2,561.00
Energy Supplies									
Office Supplies	9,000.00		9,000.00			9,000.00	6,773.39	8,360.00	4,631.21
Building & Equipment Rprs/Sp	1,000.00		1,000.00			1,000.00	1,106.19	810.17	1,790.72
Custodial Supplies									
Grounds Keeping Supplies	700.00		700.00			700.00			
Vehicular Supplies	103,877.00		103,877.00	25,877		78,000.00	45,606.66	59,070.50	76,661.08
Food & Service Supplies	700.00		700.00			700.00	1,316.80	751.01	710.44
Medical Supplies	6,000.00		6,000.00			6,000.00	1,033.04	8,184.67	4,054.58
Educational Supplies								3,347.20	
Public Works Supplies									
Other Supplies & Equipment	93,800.00		93,800.00			93,800.00	77,759.74	52,860.08	67,693.89
Governmental Charges	2,350.00		2,350.00			2,350.00	2,151.85	798.60	1,788.40
Travel & Mileage	3,600.00		3,600.00			3,600.00	1,457.53	5,589.13	4,555.55
Dues & Subscriptions	17,500.00		17,500.00	2,500		15,000.00	13,249.00	11,599.00	10,494.00
Other	20,000.00		20,000.00	_		20,000.00	15,126.98	13,068.66	17,612.27
Expense	462,827.00	45,000.00	507,827.00	93,177	22.5%	414,650.00	334,221.05	256,537.82	274,193.03
Capital Equipment	257,884.00		257,884.00	144,728		113,156.00	263,388.36	129,299.62	137,515.67
Budget Capital	257,884.00		257,884.00	144,728	127.9%	113,156.00	263,388.36	129,299.62	137,515.67
TOTAL	7,856,280.00	45,000.00	7,901,280.00	212,998	2.8%	7,688,282.00	6,942,887.70	6,698,503.84	6,688,538.66

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
				70				
Police Chief	С	1.00	164,625	-0.2%	1.00	165,020	1.00	165,052
Deputy Police Chief	1	1.00	140,400		1.00	140,400		
Police Lieutenant	Р3	3.00	399,012	6.7%	4.00	373,888	4.00	530,250
Police Sergeant	P2	7.00	607,691	-1.1%	7.00	614,535	7.00	613,061
Administrative Analyst	6	1.00	69,615	29.6%	1.00	53,703		
Administrative Assistant	13	1.00	59,085	4.1%	1.00	56,745	1.00	54,620
Animal Control Officer	7	1.00	70,762	3.6%	1.00	68,307	1.00	66,906
Maintenance Assistant	3	1.00	65,354	2.0%	1.00	64,064	1.00	63,026
Office Assistant	I2						1.00	52,826
Police Administrative Specialist	I6	1.00	72,423	4.0%	1.00	69,615	1.00	68,874
Police Officer	P1	41.00	2,816,936	-0.7%	41.00	2,836,911	41.00	2,838,098
Public Safety Dispatcher	7	5.00	330,803	4.7%	5.00	316,072	5.00	281,399
Longevity			47,641	-12.1%		54,217		54,934
Differential			247,148	-9.1%		271,826		266,050
Education			574,008	-6.8%		615,709		559,068
Extra Holiday			14,633	16.4%		12,571		12,068
Other Pay			31,070			31,070		30,030
Stipends			28,050	10.0%		25,500		27,100
Budget Adjustment			22,074	-0.5%		22,185		22,044
Total		63.00	5,761,330	-0.5%	64.00	5,792,338	63.00	5,705,406

### **Blank Insert**

	Department Information DSR1
Department	Fire Department
Donartmont Mission	

To provide the Town of Needham with an effective, well trained team of professionals to protect the lives and property of its residents. This mission is achieved through providing fire suppression, emergency medical services, emergency disaster preparedness, fire inspections, and fire safety education in the most effective manner possible.

#### On the Horizon

Maneuvering through the COVID-19 era has been and will continue to be challenging for the Fire Department. Early in the pandemic the Fire department became acutely aware of supply chain issues with the sudden shortages of PPE and other related EMS supplies. These shortages were quickly resolved, and we were able to maintain our services effectively and safely. As we move forward, we are well prepared to withstand any similar PPE shortages. However, delays in procuring various other tools, equipment and supplies essential to our mission are becoming longer, requiring us to focus on forecasting our needs well in advance.

The transfer of personnel and equipment from the temporary quarters at the old Hillside school site to the newly constructed Fire Station II on Highland Avenue is expected to be completed in second quarter of FY22. This building, much like Fire Headquarters, has a significant number of design features geared toward fitness and wellness. This will allow personnel the opportunity to maintain health and fitness throughout their careers, thereby having a positive effect towards reducing injuries and disability retirements. Further, the new Fire Station II offers several training features that will help maintain efficiency and effectiveness of personnel. Finally, the new facility is equipped with a repair bay, where department mechanics will be able to repair and maintain apparatus and equipment. The investment made by the Town in this building will have a significant positive impact on costs for many years to come, as equipment maintenance will be improved, personnel fitter and better trained.

#### **Budget Statement**

The Fire Department has three main sources of revenue for the Town: ambulance services, fire inspection permits and fire alarm master box fees. In FY21 we collected \$1,046,564 in revenue from ambulance services (down by \$22,810), \$52,385 for fire inspection permits (up by \$11,488) and \$9,120 for fire alarm master box fees (down \$31,680).

#### **DSR2: Services and Supplies**

- The Salary and Wage Permanent Positions are based on FY20 salaries, as Local 1706 is without a contract for FY21. It does, however, include step and longevity raises.
- The Scheduled Overtime line item on the DSR2 includes overtime necessary to cover all vacations and personal days, as well as the estimated costs to cover sick leave within the fallback, mutual aid call backs, holdovers, storm coverage, 111F, mechanics and meeting/court coverage for members of Unit A & C.
- Training and Development decreased from the previous fiscal year due to the number of Paramedics needing to biennially recertify is lower.
- Working-Out-Of-Grade was based on last year's costs. This shows a decrease from FY21 which had gone up due to earlier COVID 19 quarantine guidelines.
- The line-item Salary and Wage Seasonal & Temporary Positions has been increased due to the retirement of the Fire Business Manager and the need to assist and train her successor over the next year.
- Civilian Dispatch overtime has increased due to salary reclassification increases.

Department Information DSR1							
Department		Fire Department					
	Description	Change from FY22	Comments	Net Change			
	Repair/maintain FF equipment	\$2,538	Increase due to maintenance service increases				
Donair and	Outside vehicle repairs	(\$2,535)	Based on 3-year average. More repairs being done in-house				
Repair and Maintenance Services	Radio maintenance contract	\$4,017	Although everything is new, the warranties will expire in Oct 2021. Due to the complex nature of the new system, the cost of the maintenance contract is more.	\$3,624			
	Defibrillator maintenance contract	(\$396)	Service contract based on quote				
	New hire psychological PAT, FFI & II		Decrease in the number of new hires				
	Attendance at various conferences	(\$3,766)	Based on conferences/seminars offered and monies diverted to DSR4 for our certified instructor Paramedics to teach				
	PharmLogs	\$730	Drug log software				
	Medical Oxygen	\$47	Based on 3-year average				
Professional and Technical	EMT/Paramedic Refresher Course/ACLS/CPR	(\$2,514)	Decrease based on number of EMT's/Paramedics	\$4,411			
Services	EMS continuing education program	\$2,513	Increase cost in online delivery platform				
	Police Details	\$56	Based on current detail rate				
	EMD Software maintenance for Dispatch Center	(\$1,438)	Based on requirement and quote				
	Civilian Dispatch continuing education	(\$309)	Some training hours mandated every other year				
	RAVE	\$1,500	Increase cost in Emg Mgt callback system				

Department Information DSR1							
Department	Fi	re Department	-				
	EOP (Emg Mgt) software	(\$175)	Decrease based on quote				
	Cable/Internet	(\$1,875)	Due to decrease in requested services				
Communications	Postage	(\$100)	Based on average usage	(\$1,900)			
	Printing/Mailing	\$75	Based on average usage				
Other Purchased	Tailoring/Embroidery	\$170	Based on 3-year average	\$170			
Services	Medical Waste Pick-up	\$1,000	Private pick-up for medical waste	\$1,000			
Vehicular Supplies	Vehicle Supplies	\$3,648	Based on 3-year average	\$3,648			
Gasoline and Diesel Fuel	Gasoline and Diesel Fuel	\$9,902	Increase based on 3- year average for consumption for unleaded and diesel fuel (used provided cost dollar amounts)	\$9,902			
Medical Supplies	Medical Supplies	\$2,000	Increased call volume: more supplies being used; keep all rescues stocked at Station 1 and 2 and have back- up supplies	\$2,000			
	General Firefighting Supplies	\$10,661	Increases in pricing, along with the purchase of some larger ticket items				
Other Supplies and Equipment	Uniforms	\$1,538	3 <sup>rd</sup> year of clothing contract expires in 12/22, plus increase in cost of nametags, badges, etc.	\$12,389			
	NFPA Link Team Plan	(\$1,010)	New platform for online access to NFPA Codes and Standards				
	EMS Other Supplies	\$1,200	Supply closet organizers for Sta 2 and CPR cards				
Governmental Charges	EMT/Paramedic State/National recertification	(\$1,305)	Recertification fee changes yearly based on the number of	(\$1,305)			

		DSR1		
Department	I	Fire Departmen	t	
			EMT/Paramedics needing to recertify	
Dues and Memberships	MetroFire	\$2,500	Increase in "membership" for mutual aid	\$2,500
Capital Expenses	Personal Protective Structural FF Gear	\$2,550	Additional gear needed for potential hiring of five new firefighters and six promotions	\$2,550

#### Accomplishments and Activities

In the late summer of 2020, fire administration and station one personnel moved into the new Fire Headquarters portion of the soon to be completed Public Safety building. The new facility provides expanded office space and improved technology from what the department had available in the old headquarters building. Further, the building was designed with a "Hot" and "Cold" zone thought process to keep contaminated equipment, apparatus and bunker gear away from the firefighters living quarters and the fire administration suite. A state-of-the-art bunker gear contaminant extractor and drying cabinet were installed in the new building, along with an SCBA and small equipment washer. This equipment is in keeping with the goal of reducing the potential for occupational cancer that has become more widely understood in recent years. Personnel were trained in the proper usage of this and other equipment and processes of the new building to ensure effectiveness.

As part of our fleet replacement program, the department took receipt of a new E-One Typhoon Fire Engine which personnel spent several weeks training on prior to deployment in our station two service zone. New equipment on the engine included electric powered Amkus Jaws of Life tools and a Multi-Force air lifting bags. The electric Amkus Jaws of Life tools allow personnel to make entry into vehicles after an accident quickly and without the noise attached with the gas-powered version. This is a plus for personnel communication on scene without giving up effectiveness. The Multi-Force air lifting bags are designed for quick deployment and can lift vehicles or other hazards quickly and safely. All four working groups received training on these extrication tools prior to putting them in service.

Department Information DSR1							
Department	Fire Departmen	t					
	Spending Requ	est Recap					
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)				
a) Salary and Wages	9,403,525		9,403,525				
b) Expenses	425,467	20,000	445,467				
c) Capital	35,334		35,334				
d)							
e) Total DSR2 & DSR4 Request (a through d)	9,864,326	20,000	9,884,326				
			V2023				

			Dep	art	ment Ex	(pe SR:		e D	etail				
Department					Fire Dep	art	ment						
	Obje	ct					De	esc	ription			Am	ount
	0.2,50				DS	R2						7	
	Last	Year (F)	(2021)				t Year	(FY	(2022)	N <sub>6</sub>	ext '	Year (FY2	(023)
Permanent	FT Head	PT Head		ne	FT Head		PT Hea		Full Time	FT He		PT Head	Full Time
Personnel	Count	Count	Equival		Count		Count	t	Equivalent	Coun	nt	Count	Equivalent
Personner			(FTE)						(FTE)				(FTE)
	80		74		80				74	80			74
Non-Budget I grant/revolvi							1		Yes	No		FT Head Count	PT Head Count
grandrevorvi	ng rana p	1 1	10 0101	T	1	· ·	1			X		Dalias I	
Union Positio	ns:	BCTIA	Fire A	Х	Fire C	X	ITWA	Χ	NIPEA	Police	9	Police Superior	NA X
1. Salary and	d Wage Pe	ermaner	nt Positio	ns								_	
a. PRD1 Sala	ary and W	ages Ba	ase									6,	059,888
b. PRD1 Diffe	erentials	(Conditi	ons, Red	uir	ements,	SI	hifts)						502,867
c. PRD1 Edu	cation												424,013
d. PRD1 Extr	a Holiday	/											536,095
e. PRD1 Lon	gevity												110,082
f. PRD1 Sno	w Progra	m											
g. PRD1 Unif	orm												
h. PRD1 Oth	er Compe	ensation											23,200
i. PRD1 Bud	get Adjus	stments											29,459
									PRD	1 Sub	Tota	al 7,	685,604
j DSR3 Oth	er Compe	ensation											
										Sub To	tal	1	
2. Salary and						on:	s (Iten	nize	ed Below)				
a. Temp PT S													22,430
b. Temp PT 9	Special As	ssign Su	ıpport -	Fire	Alarm								2,880
C.													
d.													
e. DSR3 Tota	al												
										Sub To	tal :	2	25,310
3. Salary and													
a. Schedule				ot/	oligated)							1,	265,385
b. Training a		_	t										
c. Fire Alarm													10,000
d. Fire Admir		Overtin	ne										9,276
e. DSR3 Tota	al												80,340
4 011 01				/	<del></del>	_				Sub To	ital .	3 1,	365,001
4. Other Sala			enses –	(It	emized	вe	iow)					1	
a. Incentive												-	
b. Pay In Lie		ued Lea	ve										1.500
c. Program S												+	1,500
d. Tuition Re													2.000
e. Working C												1	3,000
f. DSR3 Oth	er Compe	ensation								0 1 =			323,110
										Sub To	tal 4	4	327,610

Department Expenditure Detail DSR2							
Department	Fire Department						
5. Total Salary and Wages (1+2+3+4)		9,403,525					
	DSR2B						
Object	Description	Amount					
Energy (521x)							
Repairs & Maintenance Services (524x – 525x)	Copier/maintenance contract (465) Repair/maintain FF equipment including, but not limited to: self-contained breathing apparatus (SCBA) flow, fit and hydrostatic testing; air compressor maintenance contract; service for Amkus tools; annual calibration of CO monitors; recharging fire extinguishers; and, small equipment repair (15,920) Vehicle inspections (7,265) Outside vehicle repairs including, but not limited to: towing/service calls; motor, chassis, brakes, exhaust, body, pump and aerial repairs, as well as scheduled maintenance (16,069) Municipal fire alarm outside repairs (4,000) Radio maintenance contract (10,517) Radio and box repairs (3,000) Defibrillator and Lucas maintenance contract (7,380)	64,616					
Rental & Leases (527X)	Acetylene tank rental (169) Medical oxygen tank rental (677)	846					
Other Property Related Services (529x)							
Professional & Technical Services (530x - 531x)	Regional shared resource (1,200) New hire psychological, PAT, firefighter certification as Firefighter I and II, and Haz Mat certification (3,075) Monthly meetings for Fire Chiefs' Association of MA and Fire Prevention Association (960) Annual conferences including International Association of Fire Chiefs, FDIC international Conference, Fire Prevention Association, and International Association of Emergency Managers, as well as various professional development training for officers and firefighters (10,935) Emergency Medical Billing Services (ESO) billing software license and user fee (7,874) PharmLogs – drug log software (730) Medical oxygen (890) EMT/Paramedic Refresher	87,983					

Dep	artment Expenditure Detail DSR2	
Department	Fire Department	
Department	Course/ACLS/CPR (6,586) Monthly EMS continuing education program (7,200) Police details (412) Instructor fees (4,500) Emergency Medical Dispatcher (EMD) software and maintenance (160) Civilian Dispatch continuing education (required) (1,690) Emergency Management training for schools and Town personnel (2,000) Emergency Management full scale exercise (16,000) RAVE – Emergency notification system (8,660) EOP – Emergency Management software (3,500) Crewsense – computer generated	
	callback system (4,611) Wellness training (7,000)	
Communications (534x)	All wireless communications (11,190) Cable/Internet (765) Postage (500) Printing and mailing (1,300)	13,755
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Uniform tailoring and embroidery (1,670) Medical waste pick-up (1,000)	2,670
Office Supplies (542x)	General office supplies including, but not limited to: pens, paper, file folders, paper clips, tape, staples, notebooks, etc. (1,650)	1,650
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x) Vehicular Supplies (548x)	Plantings (500)  Vehicle parts including, but not limited to: fluids, mechanical parts, electrical components, lighting, tires etc. (41,832)	500 41,832
Gasoline and Diesel Fuel (5481)	Unleaded fuel (24,043) Diesel fuel (22,834)	46,877
Food and Service Supplies (549x)  Medical Supplies (550x)	Medical supplies to stock rescues at both stations including, but not limited to: gloves, gowns, saline, sharps, syringes, electrodes, cervical collars, splints, suction units, laryngoscopes, masks, nasal cannulas, EPI-pens, Narcan, defib pads, EZ-IO needles, bandages, etc.	44,000

Depai	tment Expenditure Detail DSR2	
Department	Fire Department	
	(44,000)	
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Firefighting supplies including, but not limited to: SCBA facepieces and accessories, foam, saws, gas meters, batteries, etc. (34,187) All work and dress uniforms including, but not limited to: dress pants, dress coats, dress shirts, work pants, work shirts, sweatshirts, jackets, hats, gloves, ties, etc. (49,609) NFPA Link Team – format to get codes online (485) Fire Prevention supplies (400) Public education supplies (1,600) Fire Alarm supplies (1,050) EMS Supplies (2,000) Emergency Management supplies (1,100)	90,431
Governmental Charges (569x)	Licenses for rescues (1,400) Food and Drug License (600) EMT/Paramedic State Recertification 5,160)	7,160
Travel & Mileage (571x - 572x)	Hotels, airfare, mileage, parking and tolls for conferences and meetings (11,828) Mileage for Emergency Management seminars and conferences (500) Hotels, air fare and parking for Emergency Management Administrator for out of state travel (1,500)	13,392
Dues & Subscriptions (573X)	Fire Chiefs Association of MA (500) Norfolk County Fire Chiefs' Association (500) International Association of Fire Chiefs' (1,630) National Fire Protection Association (1,125) Fire Prevention Association (100) MetroFire (5,000) International Association of Emergency Managers (200)	9,055
Other Expenses (574 X - 579x)	Meeting and special events refreshments (700)	700
6. Total Expenses		425,467
	DSR2C	
Capital Equipment Replacement (587X)	Personal Protective Structural FF Gear for Promotions and New Hires (35,334)	35,334

Department Expenditure Detail DSR2						
Department Fire Department						
7. Total Operating Budget Capital				35,334		
8. Total Base Request (Line 5 + Line 6 + Line 7)	9,864,326					
Does the Department depend on any Federal or State grants to provide services?	NO	Х				
Did the Department submit any requests for FY2023 for the replacement or upgrade of technology or software to the Information Technology Center?			NO	Х		
Did the Department submit any requests for FY2023 to the Department of Public Works/Building Maintenance division to improve or upgrade a public building or facility?			NO	Х		
				V2023		

	Depart	tment Personnel Suppler DSR3	ment				
De	partment	Fire Department					
	Description		Amount	Amount Reflected DSR2A Section			
				1	2	3	4
	Certified Paramedic Instructors		4,000			Х	
	Civilian Dispatch Overtime		76,340			Χ	
3	Training and Development		323,110				Χ
4							
5							
6							
7							
8 9							
9 10							
$\frac{10}{11}$							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Ι		Total	403,450				
		tions	1				,
	Amount Reported Under DSR2A Secti			1	1		
	Amount Reported Under DSR2A Secti						
	Amount Reported Under DSR2A Secti		80,340				
	Amount Reported Under DSR2A Secti		323,110			4	<b>\</b>
II		Total	403,450	<u> </u>		1/2	023
						٧Z	023

	Perform	ance Improvement Fund DSR4	ing Requ	est		
Department	Fire			Fiscal Year	202	23
Title	Enhan Softwa	ced Fire Records Manago are	ement	Priority	1	
		DSR4				
Expenditure Classification	Fime Only ount (B)	Total Ai (A +				
<ol> <li>Salary and Wage</li> </ol>						
2. Expense		20,000			2	0,000
3. Operating Capital						
<ol> <li>Department Total (1+2+3)</li> </ol>		20,000	20,000			
5. Other Costs						
Budgetary Consideration					Yes	No
Does this request address a		e Select Board or other Boa	rd or Com	mittee?		X
If yes, which Board or Comm					1	
Has this request been submit						X
Are there additional costs to costs which would be ongoing request?						Х
Will the assistance of another or financial) for this request	to be impl	emented?				Х
Will additional staff (beyond if the request is approved?				e required		Х
Does the request support act			X			
If the request is not approve	•					X
Is there an increased exposu		•	• •			X
Is specialized training or licer		` '	chase)?			X
Does this request address a	document	ed health or safety issue?				X

#### All "YES" responses above must be explained in the narrative below

#### Description and Explanation

This request is for a yearly subscription for enhanced fire records management software. This software we seek will allow us to better track equipment inventory, scheduling, training, personnel performance, communications, certifications, and licenses. In addition, this software will allow field personnel to receive real-time site-specific data in the field. Our current CAD and incident reporting software is effective for certain modalities, such as incident reporting and dispatching of apparatus from a desk top environment but lacks flexibility in the field and is limited when compared to more modern software packages used throughout the Fire Service. By taking advantage of a more robust cloud-based fire software service, we believe we will be better able to meet the ever increasing demands for data of our personnel and those who we serve.

V2023

Fire Department	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	7,685,604.00		7,685,604.00	266,772		7,418,832.00	6,566,882.89	6,799,683.05	6,025,928.68
Salary & Wage Temporary	25,310.00		25,310.00	14,745		10,565.00	7,713.40	27,315.93	6,891.73
Salary & Wage Overtime	1,365,001.00		1,365,001.00	171,965		1,193,036.00	1,523,154.95	1,024,338.65	1,263,159.60
Salary & Wage Other	327,610.00		327,610.00	(29,459)		357,069.00	371,926.71	519,615.06	419,443.25
Salary and Wage Total	9,403,525.00		9,403,525.00	424,023	4.7%	8,979,502.00	8,469,677.95	8,370,952.69	7,715,423.26
Energy									
Non Energy Utilities									
Repairs and Maintenance	64,616.00		64,616.00	3,624		60,992.00	40,692.38	43,832.75	50,910.71
Rental and Leases	846.00		846.00			846.00	772.07	894.00	421.00
Other Property Related									
Professional & Technical	87,983.00	20,000.00	107,983.00	15,589		92,394.00	55,602.99	65,781.20	55,831.78
Communications	13,755.00		13,755.00	(1,900)		15,655.00	15,189.38	15,564.20	30,994.44
Recreation									
Other Purchased Services	2,670.00		2,670.00	1,170		1,500.00	3,940.00	1,598.00	2,805.00
Energy Supplies									
Office Supplies	1,650.00		1,650.00			1,650.00	2,574.99	2,204.66	1,725.00
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies	500.00		500.00			500.00	66.53		250.00
Vehicular Supplies	88,709.00		88,709.00	13,550		75,159.00	86,578.19	91,715.36	70,145.48
Food & Service Supplies							150.00	421.10	313.34
Medical Supplies	44,000.00		44,000.00	(1,329)		45,329.00	49,497.13	35,367.54	53,365.55
Educational Supplies								129.65	
Public Works Supplies									
Other Supplies & Equipment	90,431.00		90,431.00	12,389		78,042.00	71,137.74	96,036.13	85,930.85
Governmental Charges	7,160.00		7,160.00	(1,305)		8,465.00	6,255.00	6,865.00	5,705.00
Travel & Mileage	13,392.00		13,392.00			13,392.00	1,055.11	3,554.03	7,297.72
Dues & Subscriptions	9,055.00		9,055.00	2,500		6,555.00	4,925.00	5,355.00	5,423.00
Other	700.00		700.00	_		700.00	_	1,561.00	
Expense	425,467.00	20,000.00	445,467.00	44,288	11.0%	401,179.00	338,436.51	370,879.62	371,118.87
Capital Equipment	35,334.00		35,334.00	2,550		32,784.00	18,000.00		23,778.00
Budget Capital	35,334.00		35,334.00	2,550	7.8%	32,784.00	18,000.00		23,778.00
TOTAL	9,864,326.00	20,000.00	9,884,326.00	470,861	5.0%	9,413,465.00	8,826,114.46	8,741,832.31	8,110,320.13

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Fire Chief	С	1.00	213,130		1.00	213,130	1.00	204,933
Deputy Fire Chief of Operations	F5	1.00	116,646		1.00	116,646	1.00	116,158
Deputy Fire Chief	F4	4.00	424,484	0.0%	4.00	424,484	4.00	418,708
Fire Captain	F3	2.00	185,684		2.00	185,684	2.00	183,095
Fire Lieutenant	F2	6.00	508,874	0.6%	6.00	505,598	6.00	501,335
Fire EMS Administrator	F1	1.00	72,072		1.00	72,072	1.00	71,764
Fire Inspector	F1	2.00	144,144		2.00	144,144	2.00	143,528
Firefighter	F1	55.00	3,794,604	1.7%	55.00	3,729,607	55.00	3,703,522
Administrative Assistant	13	1.00	60,684	3.7%	1.00	58,500	1.00	55,985
Emergency Management Administrator	11	1.00	90,519	2.6%	1.00	88,199	1.00	93,556
Fire Business Manager	9	1.00	95,219	-6.0%	1.00	101,244		
Fire Director of Administrative Services							1.00	98,300
Public Safety Dispatcher	7	4.00	270,545	4.2%	4.00	259,529	4.00	249,463
Public Safety Dispatcher Supervisor	10	1.00	83,283	4.0%	1.00	80,106	1.00	78,151
Longevity			110,083	-0.4%		110,549		119,305
Differential			502,867	2.4%		491,112		439,231
Education			424,013	-1.8%		431,780		409,547
Extra Holiday			536,095	1.4%		528,926		524,919
Other Pay			14,200			14,200		48,653
Stipends			9,000			9,000		9,000
Budget Adjustment			29,459	-120.5%	(2.00)	(143,693)	(4.00)	(276,447)
Total		80.00	7,685,605	3.6%	78.00	7,420,817	76.00	7,192,706

Department Information DSR1					
Department	Building Department				
Department Mission					

#### Department Mission

The Building Department oversees several functions of public safety, and the enforcement of their applicable codes:

#### Massachusetts State Building Code National Electric Code Commonwealth of Massachusetts FUEL GAS and Plumbing Code

The purpose of these codes and enforcement are to establish minimum requirements to safeguard the public safety, health and general welfare of residents, businesses and public buildings in our jurisdiction.

Department staff issues all the required permits and performs all the requested inspections of structures undergoing construction, certificates of occupancy are issued for all building permits when work is complete, and the work in compliant with the approved plans and the applicable codes. In addition, the Department also performs inspections on places of assembly used for the gathering of persons such as civic, social or religious functions, recreation, food and drink consumption, education, adult/ children day care and camps.

Additional Department activities include the interpretation and enforcement of the Zoning and General By-laws, which include dimensional and use requirements for all structures and parcels of land in the community. Enforcement of Storm water and signs also fall under the Department functions including violations of the Town By-laws.

#### On the Horizon

The Building Department is anticipating a busy upcoming year. While the Covid pandemic caused high material prices and shortages in the construction industry, low interest rates are keeping residential building and remodeling active. Needham continues to attract home buyers; teardown and replacement of existing homes continues to remain strong with premium prices being paid for existing homes. Commercial projects expected to start would be the renovation of the old Carter building adding residential units with assisted living. Children's Hospital is also expected to break ground on the multi-story building located in the New England Business Center next to Trip Advisor. The Department is seeing many commercial renovations to existing buildings in the Business Center, as companies reconfigure their space and business models with the ever-changing work force. Two municipal projects will finish in the spring of 2022, this construction is the completion of the Police and Fire headquarters and the completion of Fire Station 2. Upon occupancy of the buildings the temporary Fire and Police stations located at the Hillside School property will be dismantled and decommissioned.

#### **Budget Statement**

The Building Department is funded by its fiscal operational budget.

The FY20 Budget was \$793,620
The FY21 Budget was \$812,278
The FY22 Budget was \$839,582
The FY23 Budget submittal is \$848,757

The increase of \$9,175 is Union Contract and Step Increases

	Department Information DSR1
Department	Building Department

Accomplishments and Activities

Monies generated by the Building Department are by means of permit fees and misc. fees.

Total Fees collected in FY19 - \$2,311,966

Total Fees collected in FY20 – \$2,426,241

Total Fees collected in FY21 - \$1,885,717

#### **Building Activity – New Construction:**

FY19 Residential Single-Family Dwellings - 74

FY19 Residential Two-Family Dwellings - 9

FY19 Commercial Buildings - 3

FY20 Residential Single-Family Dwellings - 78

FY20 Residential Two-Family Dwellings - 13

FY20 Commercial Buildings - 2

FY21 Residential Single-Family Dwellings - 72

FY21 Residential Two-Family Dwellings - 10

FY21 Commercial Buildings - 0

#### Demolition:

FY19 Residential - 78

FY19 Commercial - 3

FY20 Residential - 66

FY20 Commercial – 2

FY21 Residential -74

FY21 Commercial - 0

#### **Number of Permits Issued:**

FY19 – 4,596 This does not include 79 Certificates of Inspection, 64 Sign Permits and 14 Swimming Pool Permits

FY20 – 4,789 This does not include 61 Certificates of Inspection, 46 Sign Permits and 15 Swimming Pool Permits

FY21 – 4,265 This does not include 76 Certificates of Inspection, 59 Sign Permits and 39 Pool Permits.

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	\$797,717		\$797,717
b) Expenses	\$51,040		\$51,040
c) Capital			
d) [ ]			
e) Total DSR2 & DSR4 Request	\$848,757	[]	\$848,757
			V2023

V2023

			Depar	tment Exp DSI	enditure D R2	etail			
Department				Building D	epartment	Ц			
	Object Description							Am	nount
				DSR					
		Year (FY			nt Year (FY			Year (FY2	
Permanent Personnel	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)
	8	3	9.8	8	3	9.8	8	3	9.8
Non-Budget I grant/revolvi						Yes	No	FT Head Count	PT Head Count
Union Positio	ns:	BCTIA	Fire A	Fire C	ITWA 3	NIPEA	Police	Police	NA 6.8
1. Salary and	l Wage Pe	ermaneni	Positions	<u> </u>	1.1	1 1 1	[ [ ]	Superior	11
a. PRD1 Sala				'•				\$	762,785
b. PRD1 Diffe				rements, S	Shifts)			1	
c. PRD1 Edu	cation	•	•	,	,				
d. PRD1 Extr	a Holiday	/							
e. PRD1 Lone									\$600
f. PRD1 Sno		m							
g. PRD1 Unif									
h. PRD1 Oth									
i. PRD1 Bud	get Adjus	tments							\$2,936
1 0000 011						PRD	1 Sub Tot	al \$	766,321
J DSR3 Oth	er Compe	ensation					Sub Total	1 ¢	766,321
2. Salary and	d Wage S	easonal 8	k Tempora	ry Positio	ns (Itemize		Sub Total	<u> -                                   </u>	700,321
			actually ol	_	`				
b. Training a	and Deve	lopment	•	-					
c. On Call Ir	nspectors								\$20,842
d.									
e. DSR3 Tota	al								
			·				Sub Total	2	\$20,842
3. Salary and									
			actually ol	bligated)					
b. Training a				cc i		C C :1:1			
		_	,		nspections d Fire Dep				\$10,554
d.	1110410		y can mon	. r once an	<u></u>	41 (111011101			
e. DSR3 Tota	al								
							Sub Total	3	\$10,554
4. Other Sala			enses – (I	temized B	elow)				
a. Incentive									
b. Pay In Lie		rued Leav	/e						
c. Program									
d. Tuition Re									
e. Working C									
f. DSR3 Oth	er compe	ensation							

Depai	tment Expenditure Detail DSR2	
Department	Building Department	
	Sub Total 4	\$0
5. Total Salary and Wages (1+2+3+4)		\$797,717
	DSR2B	
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)		
Rental & Leases (527X)		
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	Registration fees for monthly continuing education seminars & meetings. (\$3231) Annual conferences (\$2000) Fire Protection Engineer Consultant (\$20,000)	\$25,231
Communications (534x)	Cell phones (\$2,200) postage & constable service (\$685) Printing services for State permit applications, and business cards. (\$3,284)	\$6,169
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)		
Office Supplies (542x)	Office Supplies (\$3,149)	\$3,149
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)		
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Jackets, vests, shirts, safety glasses, flashlights, first aid supplies (\$1,500)	\$1,500
Governmental Charges (569x)	Contract with Massachusetts Division of Weights and Standards (\$12,000)	\$12,000
Travel & Mileage (571x - 572x)	Mileage, Lodging, meals, tolls, parking and transportation for conferences and educational seminars. (\$2,111)	\$2,111
Dues & Subscriptions (573X)	Annual Memberships fees for SEMBOA, MBCIA, MWBOA, IAPMO, & IAEI Updated Code books and Amendments. (\$880	\$880
Other Expenses (574 X – 579x)		
6. Total Expenses		\$51,040
	DSR2C	
Capital Equipment Replacement (587X)		
7. Total Operating Budget Capital		
8. Total Base Request (Line 5 + Line 6 -	Line 7)	

Department Expenditure Detail DSR2								
Department E	Building Department							
Does the Department depend on any Fe provide services?	ederal or State grants to	YES		NO	x			
Did the Department submit any requereplacement or upgrade of technology Information Technology Center?		YES		NO	[ <b>x</b>			
Did the Department submit any requ Department of Public Works/Building improve or upgrade a public building or fa	Maintenance division to	YES	[	NO	[ <b>x</b>			
	·				V2023			

Building Department	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	766,321.00		766,321.00	9,175		757,146.00	642,357.77	634,339.40	572,681.10
Salary & Wage Temporary	20,842.00		20,842.00			20,842.00	3,107.00	6,370.00	9,795.50
Salary & Wage Overtime	10,554.00		10,554.00			10,554.00	1,953.51	10,465.74	20,016.73
Salary & Wage Other							· · · · · · · · · · · · · · · · · · ·	177.50	9,024.20
Salary and Wage Total	797,717.00		797,717.00	9,175	1.2%	788,542.00	647,418.28	651,352.64	611,517.53
Energy									
Non Energy Utilities									
Repairs and Maintenance								3,399.06	500.00
Rental and Leases									
Other Property Related									
Professional & Technical	25,231.00		25,231.00			25,231.00	4,935.00	11,757.00	11,055.00
Communications	6,169.00		6,169.00			6,169.00	5,715.17	7,037.57	5,232.10
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies	3,149.00		3,149.00			3,149.00	596.53	2,600.00	610.67
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	1,500.00		1,500.00			1,500.00	610.34	2,039.90	5,369.44
Governmental Charges	12,000.00		12,000.00			12,000.00		12,000.00	12,000.00
Travel & Mileage	2,111.00		2,111.00			2,111.00		561.78	539.98
Dues & Subscriptions	880.00		880.00			880.00	421.70	1,400.00	320.00
Other									
Expense	51,040.00		51,040.00			51,040.00	12,278.74	40,795.31	35,627.19
Capital Equipment									
Budget Capital									
TOTAL	848,757.00		848,757.00	9,175	1.1%	839,582.00	659,697.02	692,147.95	647,144.72

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Building Commissioner	12	1.00	121,573		1.00	121,573	1.00	121,573
Assistant Building Commissioner	10	1.00	96,057	2.3%	1.00	93,893	1.00	91,849
Administrative Specialist	15	1.00	64,818	4.6%	1.00	61,952	1.00	58,227
Inspector of Plumbing & Gas	7	1.60	124,691	-0.1%	1.60	124,800	1.60	117,573
Inspector of Wires	7	1.60	123,287	-1.2%	1.60	124,800	1.60	121,273
Local Building Inspector	6	1.60	125,050	1.3%	1.60	123,471	1.60	118,469
Office Assistant	I2	2.00	107,309	4.0%	2.00	103,156	2.00	97,695
Longevity			600			600		400
Differential								
Education								
Extra Holiday								
Other Pay								
Stipends								
Budget Adjustment			2,936	1.2%		2,901		2,783
Total		9.80	766,321	1.2%	9.80	757,146	9.80	729,842

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Department Information DSR1		
Department	Building Design & Construction Department	

#### Department Mission

The Building Design and Construction Department mission is to provide comprehensive project management support and oversight services to the Permanent Public Building Committee, advise and support the Town Manager, on municipal facility renovation, construction, planning and operational needs on renovation/construction building projects having a total project cost of \$500,000 or more. The overall goal of the department is to provide a high level of project management services and completing renovation and construction projects on time and within budget. The Department strives to investigate and resolve issues that arise in the design, permitting, construction and commissioning of buildings as quickly and prudently as possible. The Construction Division works to provide comprehensive project management and oversight on all the municipal renovation/construction projects it is charged with.

#### On the Horizon

The Department will be involved in closeout activities for the Needham Police Department at 88 Chestnut Street and Fire Station 2 at 707 Highland Avenue.

Future projects will include the renovation of the Emery Grover building, renovation of the Hillside School as swing space for school administration, and implementation of the School Master Plan, which is targeted for the renovation of Pollard Middle School and rebuild of the Mitchell Elementary School. The department will also manage the demolition of Ridge Hill and oversee a refresh of the proposed future deployment of the DPW assets from the DPW Master Plan Study.

The department will continue to support efforts on the School Master Plan of renovations to the Pollard Middle School and rebuild of the Mitchell Elementary School and efforts regarding the Emery Grover Building renovation for the school administration/operations. The department is working with the Facility Financing Working Group on financing options for these projects.

A member of the department will provide staff support to the new Climate Action Plan Committee during the coming year.

The department has assisted the DPW/Town Manager in installing eight electric vehicle charging stations; two at the Rosemary Recreation Complex, two at the public parking lot on Chestnut Street and four at the Public Services Administration Building. It continues to support the investigation to install solar panels on the Jack Cogswell Storage Building on Central Avenue.

Permanent changes to the department's operations due to the COVID 19 pandemic are not anticipated.

#### **Budget Statement**

The Department budget has decreased from FY2022 to FY2023 by 9.2% due to the staff reduction of .25 FTE. Continuance of duties to satisfy the workload demands would be satisfied with the caveat that should the School Master Plan be advanced, additional support will be necessary.

In FY2021 38% of Salary & Wages was allocated to capital projects.

#### Accomplishments and Activities

The recent completion of the Sunita L. Williams Elementary School, the Needham High School expansion, the Memorial Park Field House, the Jack Cogswell Storage Facility, the addition of Mitchell Elementary School Modular Classrooms, the Rosemary Recreation Complex, the Needham

	Department Information DSR1
Department	Building Design & Construction Department

Fire Department Headquarters, the temporary facility at the Hillside School site to house the Needham Police Department and Fire Station 2 personnel, the School Master Plan Study, the Emery Grover Building Study the upcoming completion of Fire Station 2 and the Needham Police Department building in FY22, restoration of the temporary Fire Station 2 site at the Hillside School parking lot and the solar array investigation efforts for the Jack Cogswell Storage Facility, illustrate the Departments accomplishments over the last four years.

The department assisted the Building Maintenance Department with retro commissioning of schools enabling them to reopen during the COVID 19 pandemic.

The department has supported efforts in the School Master Plan of renovations to the Pollard Middle School and rebuild of the Mitchell Elementary School and efforts regarding the Emery Grover Building renovation for the school administration/operations and will continue to do so.

The Department personnel working as the Town's OPM has realized <u>over</u> \$3M in savings to the Town over the last four years based on over \$130M in construction spending. The \$3M is based on the customary fee of 3.5 - 5% being paid to third party project management consultants acting for the Town as the obligatory OPM on construction projects over \$1.5M pursuant to state law, and the offsetting Department payroll contributions being spent on Department personnel.

Spending Request Recap					
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)		
a) Salary and Wages	\$342,389		\$342,389		
b) Expenses	\$15,175		\$15,175		
c) Capital					
d)					
e) Total DSR2 & DSR4 Request (a through d)	\$357,564		\$357,564		
			V2023		

			Depar	tment Exp DS	oenditure D R2	Detail					
Department	Department Building Design & Construction Department										
	Object Description						Am	Amount			
	, and the second			DSF	R2A	•				•	
		Year (FY			nt Year (F)					Year (FY2	
Permanent	FT Head Count	PT Head Count	Full Time Equivalent	FT Head Count	PT Head Count	Full Tin Equivale		FT H Cou		PT Head Count	Full Time Equivalent
Personnel	Count	Count	(FTE)	Count	Count	(FTE)		Cot	unc	Count	(FTE)
	5		5	3.25		3.25	,	3	3		3
Non-Budget						Yes		N	0	FT Head Count	PT Head Count
grant/revolvi	ng fund p	ositions	to provide	services	<u> </u>			Χ	(		
Union Positio		BCTIA	Fire A	Fire C	ITWA 1	NIPEA	F	Police		Police Superior	NA 2
1. Salary and				•						<u>.</u>	
a. PRD1 Sala					CI-:CI-)					\$	333,877
b. PRD1 Diff c. PRD1 Edu		(Conditio	ns, Requii	rements, s	Snirts)						
d. PRD1 Edu		,									
e. PRD1 Lon		<u> </u>									\$600
f. PRD1 Sno		m									φοσσ
g. PRD1 Unit											
h. PRD1 Oth	er Compe	ensation									\$6,600
i. PRD1 Bud	lget Adjus	stments									\$1,312
						P	RD1	1 Sut	) Tot	:al \$	342,389
j DSR3 Oth	er Compe	ensation					Ç	Sub 1	Гotal	1 \$	342,389
2. Salary and	d Wage S	easonal	& Tempora	ry Positio	ns (Itemiz	ed Belo	w)			'	
a.											
b.											
C.											
d.	- l										
e. DSR3 Tot	dl						9	Sub T	Гotal	2	
3. Salary and	d Wage O	vertime	(Itemized	Below)							
			actually o	bligated)							
b. Training	and Deve	lopment									
C.											
d. e. DSR3 Tot											
C. DSRS TOO	Sub Total 3										
4. Other Sala	ary and W	age Exp	enses - (I	temized B	Below)						
a. Incentive	Programs	5	,		•						
	p. Pay In Lieu of Accrued Leave										
	c. Program Stipend										
	d. Tuition Reimbursement										
e. Working (											
f. DSR3 Oth	er compe	:115411011					S	Sub T	Γotal	4	

Depa	artment Expenditure Detail DSR2			
Department	Building Design & Construc	tion Departme	nt	
5. Total Salary and Wages (1+2+3+4)		\$34	42,389	
,	DSR2B		·	·
Object	Description		Amo	unt
Energy (521x)				
Repairs & Maintenance Services (524x – 525x)				
Rental & Leases (527X)				
Other Property Related Services (529x)				
Professional & Technical Services (530x -	Seminars & Training (\$3,42	20)	9	\$3,920
531x)	Advertising Legal Notices (	\$500)		
Communications (534x)	Postage (\$400) Wireless Communication (\$	3,060)		\$3,460
Recreational & Cultural Services (535x)		•		
Other Purchased Services (538x)	Other Purchased Services (	\$1,600)	Ş	\$1,600
Office Supplies (542x)	Office Supplies (\$1,000)			\$1,000
Building & Equipment Supplies (543x)				,
Custodial Supplies (545x)				
Grounds Keeping Supplies (546x)				
Vehicular Supplies (548x)				
Gasoline and Diesel Fuel (5481)				
Food and Service Supplies (549x)				
Medical Supplies (550x)				
Public Works Supplies (553x)				
Other Supplies & Equipment (558x)	Other Supplies & Equipmer	nt (\$300)		\$300
Governmental Charges (569x)		,,		•
Travel & Mileage (571x - 572x)	Conferences (\$2,000) Mileage Reimbursement for	use of	9	\$3,000
Dues & Subscriptions (573X)	personal vehicle (\$1,000)	יסר)		+1 00F
Other Expenses (574 X – 579x)	Dues & Subscriptions (\$1,8	195)	\$1,895	
			φ.	15 175
6. Total Expenses	DCB3C		<b>)</b>	15,175
Capital Equipment Deplacement (597V)	DSR2C			
Capital Equipment Replacement (587X) 7. Total Operating Budget Capital	)			
7. Total Operating Budget Capital				
8. Total Base Request (Line 5 + Line 6	+ Line 7)		\$35	7,564
Does the Department depend on any	NO	X		
provide services?				
Did the Department submit any requests for FY2023 for the replacement or upgrade of technology or software to the YES				Х
Information Technology Center?				
Did the Department submit any re Department of Public Works/Building improve or upgrade a public building of	g Maintenance division to	YES	NO	Х
improve or approve a public building of	i lacility:			V2023

Building Design & Construction Department	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	335,789.00		335,789.00	(34,723)		370,512.00	435,483.28	273,119.96	254,235.55
Salary & Wage Temporary									
Salary & Wage Overtime								623.51	492.14
Salary & Wage Other	6,600.00		6,600.00			6,600.00	26,441.80	29,710.26	17,503.94
Salary and Wage Total	342,389.00		342,389.00	(34,723)	-9.2%	377,112.00	461,925.08	303,453.73	272,231.63
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical	3,920.00		3,920.00			3,920.00	1,399.00	1,190.64	4,520.00
Communications	3,460.00		3,460.00			3,460.00	6,438.83	7,151.61	7,443.33
Recreation									
Other Purchased Services	1,600.00		1,600.00			1,600.00		233.00	
Energy Supplies									
Office Supplies	1,000.00		1,000.00			1,000.00	1,000.00	448.86	651.37
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	300.00		300.00			300.00	2,148.21	671.86	18.49
Governmental Charges							75.00	628.00	1,113.00
Travel & Mileage	3,000.00		3,000.00			3,000.00		44.13	3,084.20
Dues & Subscriptions	1,895.00		1,895.00			1,895.00			
Other									500.00
Expense	15,175.00		15,175.00			15,175.00	11,061.04	10,368.10	17,330.39
Capital Equipment									
Budget Capital									
TOTAL	357,564.00		357,564.00	(34,723)	-8.9%	392,287.00	472,986.12	313,821.83	289,562.02

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Director of Design & Construction	13	1.00	143,425		1.00	143,425	1.00	143,425
Senior Project Manager	12	1.00	123,489		1.00	123,489	2.00	232,164
Project Manager	10			-100.0%	0.25	36,756	2.00	192,990
Administrative Specialist	15	1.00	66,963	4.3%	1.00	64,175	1.00	63,005
Longevity			600			600		600
Differential								
Education								
Extra Holiday								
Other Pay			6,600			6,600		15,600
Stipends								
Budget Adjustment			1,312	-36.5%		2,067	(1.00)	(109,663)
Total		3.00	342,389	-9.2%	3.25	377,112	5.00	538,121

Department Information DSR1		
Department	Department of Public Works – General Fund	

**Department Mission** 

The Department of Public Works consists of nine different divisions, seven of which are budgeted under the general fund and two of which are independent enterprise funds (Water and Sewer). Within the general fund, there are three support divisions (Administration, Engineering, and Fleet) which provide support services to all of the operating divisions, regardless of their funding source, and four operations divisions (Building Maintenance, Highway, Parks & Forestry, and Recycling & Solid Waste). Overall missions and references to DPW refer to all nine divisions, regardless of funding.

Needham DPW strives to maintain and improve the built environment so that Needham continues to be a healthy, safe, and enjoyable place to live. The built environment refers to the roads, bridges, sidewalks, sewer systems, water systems, stormwater infrastructure, trash disposal, recycling, parks, trees, fields, and all School and Town buildings. DPW is preparing to thrive by 2025, creating institutional systems to provide continuity and innovation. The Administration Division aims to provide clear and consistent administrative support to the operations divisions of DPW. The Building Maintenance Division aims to provide reliable, consistent, effective operations of the buildings, ensuring comfort for all occupants. The Engineering Division aims to continue making Needham a welcoming environment. The Fleet Division aims to provide green, elite, vehicle servicing. The Highway Division aims to construct surface infrastructure in an all-inclusive, multimodal manner. The Parks & Forestry Division aims to maintain the "front yard of Needham" as welcoming, safe, accessible, and aesthetically pleasing. The Recycling & Solid Waste Division aims to keep Needham clean and green by providing efficient, safe, sustainable, progressive, and practical solid waste disposal and recycling.

#### On the Horizon

The last year has presented some real challenges to DPW in the "new normal" of life after the initial waves of the COVID-19 pandemic. Some of these challenges we had been anticipating for years, including an accelerated increase in staff turnover, as many of our senior staff members have approached retirement, which has now been accelerated due to post-pandemic life. Other challenges have appeared almost out of nowhere, such as massive labor shortages, in the private sector, supply chain issues, extensive use of outdoor spaces, a glut of projects in the public sector, and steep price increase in materials. Additionally, the DPW has had to combat unpredictable weather due to climate change, including increased storms causing flooding, out of season temperatures, increase in windstorms and wind damage, and hard to predict snow seasons.

The budget we are presenting for FY23 represents DPW's best attempt at trying to navigate these challenges in the upcoming year with minimal increase. Our service enhancement requests as presented in our DSR4s are really to address shortcomings in meeting the needs of the community and to prepare for the future. The Public Works leadership believes that the residents of Needham continue to expect a high-quality infrastructure that enables a high quality of life through well engineered and constructed roads, sidewalks, and bridges; safe drinking water and sewers; improved stormwater quality; beautiful and well-maintained parks, fields, and trees; access to sustainable waste removal; and well operated, sustainable Town and School buildings.

The base budget provides for a level of service, which based on the challenges DPW faces, will fall behind the expectations of many of our residents. There has been increased demand for more projects related to pedestrian accommodations, complete streets, athletic facility improvements, trails, and other value-added services in addition to our mandated and safety related projects to update our aging water, sewer and drains infrastructure, roads, existing sidewalks, and bridges.

	Department Information DSR1
Department	Department of Public Works – General Fund

While the base budget provides for adequate service, it does not address sufficient staff capacity to manage the high volume of projects funded either through the CIP, grants, CPA requests, and citizen and board requests. Additionally, it does not provide the added capacity needed to begin to develop our staff as we approach a significant number of high-level, high-skilled staff retirements in the upcoming years or address the private sector market issues that we are experiencing where outsourcing some of this work is no longer feasible or financially viable. Our base budget will continue to provide services to the residents in Needham but may fail to meet expectations where DPW must prioritize areas of safety and infrastructure over quality enhancements for the community.

Throughout the COVID-19 pandemic, the DPW has continued to provide consistent services to the public while balancing the safety of their staff. Social distancing caused the Department to get creative in ways to continue to work in crews, including spreading staff out between multiple locations and adjusting shifts slightly to avoid unnecessary interaction. The Recycling and Transfer Station remained open throughout the pandemic. The Schools have reopened and stayed open successfully. Town buildings have reopened to the public without appointment. Parks throughout Needham have continued to see an increase in usage. The DPW has received FEMA and CARES reimbursements, to assist with the costs associated with continuing to provide services through the COVID-19 pandemic.

Throughout all of the divisions, the DPW plans to perform the daily maintenance tasks, both proactive and reactive. The items below detail additional and specific work that the divisions will be undertaking in the upcoming fiscal year.

#### **Administration**

The Administration Division will continue to research, apply for, and administer grants for DPW to provide additional financial assistance for projects, specifically with a focus on Green Communities, Shared Streets, Complete Streets, and Chapter 90 funds. The Division will provide ongoing assistance in project tracking, coordination, and long-term planning across the Department. With the implementation of a new work order system across all divisions, Admin will provide oversight and guidance throughout all phases of the roll out. Admin will also promote succession planning within DPW to help fill upcoming vacancies and promote professional development.

#### **Building Maintenance**

The Building Maintenance Division will be launching an updated work order system, which will incorporate data and information collected through facilities assessments. This work order system includes asset tagging to more efficiently, track, maintain, and replace equipment, as well as an improved preventative maintenance program. The Division is looking to continue to improve their comprehensive HVAC maintenance plan, evaluating their supervisory needs, the balance between outsourcing and in house HVAC work, and the organizational structure. This is partially fueled by the need to determine a new plan with regards to air quality in the buildings during this "new normal". Since the School Facilities Master Plan, the Building Maintenance Division has been determining the best maintenance plans for the school buildings. As decisions continue to be made about the future of certain schools, the Division will continue to adapt and adjust their long-term maintenance plans.

Department Information DSR1	
Department	Department of Public Works – General Fund

#### **Engineering**

The Engineering Division will be working to complete the construction phase of the Town Wide Pedestrian Safety Audit, while also working on Phase 2 of the Downtown Project and improvements to the Needham Heights Streetscape. As major infrastructure projects continue to occur throughout Town, the Engineering Division is faced with an increased project load and determining how best to manage outsourced and in house oversight to ensure the projects are completed efficiently and up to the Town's standard. The Division will also see the start of the Muzi Ford project. The Engineering Division will continue to partner with other divisions in DPW, including the Recycling and Solid Waste Division to work on property improvements at the transfer station and the Water and Sewer Divisions to improve the water distribution system, sewer pump stations, and continue the Route 128 Sewer Interceptor Project. Implementation of the National Pollutant Discharge Elimination System (NPDES) permit will also continue.

#### Fleet

The Fleet Division will continue to improve the usage of the fleet software data to improve their proactive maintenance measures towards the reduction of more costly reactive repairs. The Division will continue their efforts to standardize fleet replacement types. As the technologies in vehicles continue to advance and improve, the Fleet Division will increase training opportunities in order to remain up to date on new technologies. Due to the COVID-19 pandemic, there has been a worldwide shortage on vital parts in vehicles that is directly affecting the availability of new vehicles, used vehicles, and replacement parts. The Division will have to determine how best to adapt to this in order to keep our vehicles safe. The Fleet Division is looking to streamline their pool vehicle program.

#### **Highway**

The Highway Division will continue to pursue Federal funding opportunities through the Transportation Improvement Program (TIP) for the reconstruction of Highland Avenue from Great Plain Avenue to Webster Street. The Highway Division will continue to maintain the public way, including sidewalk and curbing repairs, surface improvements, and roadway preparation for surface treatments. The Division will continue to work towards their goal of increasing their surface treatment maintenance and rehabilitation area to over 50%. The Highway Division will continue to conduct more frequent roadway sweepings to address environmental and flooding concerns, and to improve bicycle safety according to Shared Streets standards. Apart from these public way maintenance improvements, several traffic system improvements are planned, including mounting and installing new signs and additional sets of pedestrian safety signals (Rectangular Rapid Flashing Beacons, or "RRFBs") at locations identified in the Pedestrian Safety Audit and at other high-use locations. They will also refurbish traffic markings across Town to incorporate Complete Street and traffic calming measures, and upgrade traffic signals at Chestnut St and South St, South St and Dedham Ave, and Central Ave and Charles River St. Always working towards a more effective Snow & Ice program, the Division will expand the coverage of their brine pre-treat antiicing plan, update their plow equipment to improve performance, and implement structural changes to the plow program with increased training. The Highway Division is seeing a decrease in the number of contractors participating in the snow program, causing the Division to rethink their snow operations.

#### Parks & Forestry

The Parks & Forestry Division will continue to maintain the trees, parks, fields, and forest of the Town. With an increase in unpredictable weather and storms, the Division will continue to adjust their operations to deal with increased tree damage. The Division is looking forward to

	Department Information DSR1
Department	Department of Public Works – General Fund

incorporating the new bucket truck into their daily Forestry operations. With the implementation of the new consolidated work order system, the Parks & Forestry Division will be able to memorialize their preventative maintenance and routine maintenance work. Throughout the COVID-19 pandemic, the Division has seen an increased usage of the parks, fields, and public spaces in Town, which they will continue to support clean, safe, and aesthetically pleasing public spaces that are accessible to all.

#### Recycling & Solid Waste

The Recycling & Solid Waste Division will continue to make operational and structural improvements to the Recycling and Transfer Station (RTS), including updating and replacing signage, partnering with Building Maintenance on repairs to the transfer building, starting a new residential food waste recycling drop off program, and researching a new Styrofoam recycling program. The Division will collaborate with Engineering to establish protocols for improving the cleanout of stormwater detention basins program. The Division will also collaborate with the Highway Division to repair crack sealing, maintain line painting, and repair granite curbing and paving. Throughout the COVID-19 pandemic, the Recycling & Solid Waste Division has continued to provide services to the resident of Needham.

#### **Budget Statement**

Salaries & Wages increasing \$200,745, 2.06% Expenses & Services increasing \$757,624, 10.31% Operating Capital increasing \$12,499, 7.02% Total Budget Submission increasing \$970,868, 5.62 % \*not including snow & ice

#### Salaries

A new compensation and classification study was implemented for all DPW staff except BCTIA. The increase in Salaries and Wages is primarily due to this compensation and classification study, which lead to most employees seeing a pay increase and many employees who were previously maxed out at the top of their pay scale see room for growth. The total increase for Regular Salaries is \$163,600, 1.88%.

The overtime programs from the prior year remain in place with small increases in order to better serve the needs of the community. The increases in base salary pay have led to additional increases to the budget. The Overtime Budget has increased by \$32,272, 3.92%.

The Other Salary and Wages has not increased as this reflects one-time benefit costs for items such as snow program participation, sick time incentive, and personal vehicle use stipends.

The base salary for temporary help has increased while the program has remained the same. The total increase for Temporary Salaries has increased by \$4,873, 2.5%.

Department Information DSR1		
Department	Department of Public Works – General Fund	

#### **Expenses & Services**

#### Energy

Fuel Type	3 Year Average Consumption	Cost per Unit	Budgeted Amount	Difference from Prior Year Submission
Oil	30,288	\$3.29	\$99,648	\$408

#### Vehicular Supplies

Division	Fuel Type	3 Year Average Consumption	Cost per Unit	Budgeted Amount	Difference from Prior Year Submission
Admin	Gasoline	768	\$3.67	\$2,819	\$1,363
BMD	Gasoline	7,126	\$3.67	\$26,152	\$8,167
Engineering	Gasoline	1,174	\$3.67	\$4,309	\$1,175
Fleet	Diesel	1,265	\$3.60	\$4,554	\$407
Fleet	Gasoline	4,525	\$3.67	\$16,607	\$3,757
Highway	Diesel	12,629	\$3.60	\$45,464	\$4,761
Highway	Gasoline	2,118	\$3.67	\$7,773	\$3,375
Parks & Forestry	Diesel	4,970	\$3.60	\$17,892	-\$3,054
Parks & Forestry	Gasoline	8,172	\$3.67	\$29,991	\$11,594
RSW	Diesel	14,770	\$3.60	\$53,172	-\$667
RSW	Gasoline	837	\$3.67	\$3,072	\$1,215

#### Administration

The main increase to the Administration budget is the increased fees for the new consolidated work order system (16,000). Additionally, posting for bids through Legal Ads (4,035) has been consolidated under Admin from the other divisions. There were some one-time costs that were in the budget last year that have been removed.

Net Increase \$5,899

#### **Building Maintenance**

The largest increase to the BMD budget is an increase in HVAC Maintenance (256,837) which is due to a formal contract was put in place during FY21 for the outsourcing of filter changes and preventative maintenance on HVAC equipment throughout Town. Additionally, an increase is seen in the Contracted Cleaning Services (20,750) due to an increase to the contract pricing. Many of the other increases are due to updated contract prices or inflation.

Net Increase \$335,650

	Department Information DSR1
Department	Department of Public Works – General Fund

#### **Engineering**

There are only incremental changes to the Engineering budget. The largest increase is seen in Gasoline (1,175).

Net Increase \$1,275

#### Fleet

There largest increase in Fleet budget is seen in the additional GPS Equipment (2,000) and costs for GPS Monitoring Services (3,000). An increase is also seen for Vehicle Tires (5,000), Vehicle Repair (5,000), and an increased need of Seminars & Training to keep up to date with new technology (1,000).

Net Increase \$32,889

#### Highway

There are significant increases in the Highway budget that are due to a drastic increase in the market cost of construction materials, specifically Asphalt (40,344), Roadway Paving (87,860), and Concrete & Masonry Supplies (40,344). The Division is seeing increases in materials in the 30% to 40% range. There were also contractual increases in Roadway Markings (10,792).

Net Increase \$192,850

#### Parks & Forestry

The largest increase in the Parks & Forestry budget is seen in Contracted Mowing and Mulching (20,451) due to updated contract pricing and an increase in areas being serviced. There was also an increase in supplies such as Fertilizer & Grub Control (4,988), Seed, (1,742), and Infield Mix (3,000) due to increase in pricing.

Net Increase \$48,811

#### Recycling & Solid Waste

The majority of the increase is due to an updated contract for Municipal Solid Waste Hauling (62,010) and Recycling Hauling (19,975). There was also an increase due to a new contract for Municipal Solid Waste Disposal (50,127). The division did see a decrease in the cost of Recycling Disposal (-61,885) due to the recycling market.

#### MSW Disposal

Average Tons	FY23 Anticipated	MSW Disposal	Difference from Prior
	Tipping Fee	Budgeted Amount	Year Submission
9,720*	\$71.15**	\$691,606	\$50,127

<sup>\*</sup>Due to the closure of the Dedham facility, the RTS is seeing a significant increase in contractor trash disposal. For budgetary purposes, the increased tonnage seen in FY21 is used here.

<sup>\*\*</sup>Increase from prior year tipping fee of \$71.04.

# Department Information DSR1

Department of Public Works – General Fund

Cost per Load	Est. Number of Loads	MSW Hauling Budgeted Amount	Difference from Prior Year Submission
\$495*	423**	\$209,385	\$62,010

<sup>\*</sup>Increase from prior year's budgetary cost of \$375 per load

#### Recycling

Material	3 Year Average Tons	Estimated Cost per Ton	Estimated Value	Difference from Prior Year Submission
Corrugated Cardboard	422	-\$47.15*	-\$19,897	-\$11,917
Mixed Paper	1,109	\$7.30**	\$8,096	-\$26,425
Commingle Containers	760	\$47.35***	\$35,986	-\$12,548
Single Stream Recycling	185	\$36.67***	\$6,784	-\$10,995
Rigid Plastics	0	\$85.00	\$0	\$0

<sup>\*</sup>Increase in revenue from prior year's budgetary revenue value of \$20 per ton.

<sup>\*\*\*\*</sup>Decrease in cost from prior year's budgetary value of \$64.65 per ton.

Cost per Load	Estimated Number of Loads	Recycling Hauling Budgeted Amount	Difference from Prior Year Submission
\$495*	242**	\$119,790	\$19,976

<sup>\*</sup>Increase from prior year's budgetary cost of \$400.86 per load.

#### Net Increase \$140,250

Line Item	Division	Description	Change from FY 22	Comments	Net Change
Energy	BMD	Oil	\$408	Based on 3 year consumption average	\$408

<sup>\*\*</sup>Estimated figure of 23 tons per load.

<sup>\*\*</sup>Decrease in cost from prior year's budgetary value of \$29.23 per ton.

<sup>\*\*\*</sup>Decrease in cost from prior year's budgetary value of \$63.86 per ton.

<sup>\*\*</sup>Estimated figure of 23 tons per load.

# Department Information DSR1

Department of Public Works – General Fund

Line Item	Division	Description	Change from FY 22	Comments	Net Change
	BMD	Alarm & Sprinkler Servicing	\$3,878	Based on current contract pricing & 3.5% inflation	
	BMD	Building Repairs	\$3,616	Based on current contract pricing & 3.5% inflation	
	BMD	Door Access Systems	\$1,351	Based on current contract pricing & 3.5% inflation	
	BMD	Door Repairs	\$2,388	4.4% inflation based on previous inflation	
	BMD	Electrical Repair	\$1,996	Based on current contract pricing & 3.5% inflation	
	BMD	Elevator Repair	\$40,523	Based on contract pricing	_
	BMD	Generator Repair	\$1,075	Based on current contract pricing & 3.5% inflation	
Repairs &	BMD	Hardware Maint. Agree.	\$2,418	4.4% inflation based on previous inflation	
Maint.	BMD	HVAC Maintenance	\$256,837	Based on contract pricing	\$348,729
Services	BMD	Masonry Repairs	\$561	Based on contract pricing	
	BMD	Plumbing Repairs	\$1,394	Based on current contract pricing & 3.5% inflation	
	Fleet	Fuel Tank Maintenance	\$1,000	Increased need due to expired warranty	
	Fleet	Vehicle & Equipment Inspections	\$5,000	Based on increased need	
	Fleet	Vehicle Repair	\$5,000	Based on increased need	
	Highway	Message Board Repairs	\$2,000	Calling this item out, was previously under misc.	
	Highway	Roadway Markings	\$10,792	Based on contract pricing	
	P&F	Fence Repair	\$8,000	Based on increased need	
	RSW	Scale Calibration	\$600	Based on increase in cost	
	RSW	Scale Repair	\$300	Older scale, increased need	
Rentals &	Highway	Rentals of Specialty Equipment	\$4,000	Calling this item out, was previously under misc.	\$7,000
Leases	RSW	Misc. Equipment Rentals	\$3,000	Additional rentals needed	\$7,000

	Department Information DSR1
Department	Department of Public Works – General Fund

Line Item	Division	Description	Change from FY 22	Comments	Net Change
	BMD	Contract Cleaning	\$20,750	Based on contract pricing	
	BMD	Irrigation Systems	\$445	Based on contract pricing	
	BMD	Pest Control Services	\$843	Based on current contract pricing & 3.5% inflation	
	BMD	Playground Repairs	(\$6,000)	moved to Park & Rec budget	
	Highway	Crack Seal	\$7,132	10% inflation based on current market inflation	
	Highway	Disposal of Street Sweepings	\$1,300	Based on contract pricing	
	Highway	Road Surface Treatments	\$10,843	10% inflation based on current market inflation	
	Highway	Roadway Paving	\$87,680	30% inflation based on current market inflation	
	Highway	Sidewalk, Curb, & HP Improvements	\$15,656	20% inflation based on current market inflation	
Other	Highway	Street Sweeping	\$1,425	Based on contract pricing	
Property Related	P&F	Contracted Mowing/Mulching	\$20,451	Increased responsibility from new Public Safety & Fire #2	\$286,654
Services	P&F	Fertilizer & Grub Control	\$4,988	Based on current contract pricing & 3.5% inflation	
	P&F	Top Dressing	\$1,488	Based on contract pricing	
	P&F	Wetting Agent	\$426	Based on current contract pricing & 3.5% inflation	
	RSW	Landfill Mowing	\$2,000	Increase to cover twice a year mowing	
	RSW	MSW Disposal	\$50,127	Based on updated pricing and FY21 tonnage	
	RSW	MSW Hauling	\$62,010	Based on updated pricing and FY21 tonnage	
	RSW	Organics Recycling Program	\$47,000	Based on contract pricing	
	RSW	Recycling Disposal	(\$61,885)	Based on updated recycling revenue rates	
	RSW	Recycling Hauling	\$19,975	Based on updated pricing	

	Department Information DSR1
Department	Department of Public Works – General Fund

Line Item	Division	Description	Change from FY 22	Comments	Net Change	
	Admin	Consolidated Work Order System	\$16,000	Based on updated pricing		
	Admin	Implementation of Work Order System	(\$21,000)	One time cost for implementation		
Professional & Technical	Admin	Seminars & Training	\$8,000	Was removed last year due to COVID	\$5,500	
Services	BMD	Software Licenses	(\$1,500)	Decreased subscription needs	75,500	
	Fleet	GPS Monitoring Services	\$3,000	Based on increased pricing		
	Fleet	Seminars & Training	\$1,000	Increased to learn more about upgraded technologies		
	Admin	Legal Ads	\$4,035	Consolidated under Admin		
	BMD	Cable/Internet	\$11,000	Based on prior year spending		
	BMD	Legal Notices	(\$1,500)	Consolidated under Admin		
	Eng.	Legal Ads (\$400) Consolidated		Consolidated under Admin		
Communicat-	Fleet	Cell Phones	\$200	Based on current rates	\$12,300	
ions	Fleet	Legal Ads	(\$50)	Consolidated under Admin	\$12,300	
	Highway	Legal Ads	(\$850)	Consolidated under Admin		
	P&F	Legal Ads	(\$700)	Consolidated under Admin		
	RSW	Cell Phones	\$1,100	Based on current rates		
	RSW	Legal Notices	(\$535)	Consolidated under Admin		
	Highway	Police Details	\$3,212	Updated police detail rates		
	P&F	Police Details	\$876	Updated police detail rates		
	RSW	E-Waste	\$5,000	Based on an increase in electronics waste		
	RSW	HH Hazardous Waste	\$3,000	Based on prior year's spending		
Other Purchased	RSW	Paint Disposal (Oil)	\$1,500	Based on increase in disposal costs	\$18,598	
Services	RSW	Police Details	\$190	Updated police detail rates	050,016	
30. 11003	RSW	Refrigerant Disposal	\$2,500	Increase in disposal costs and increased need		
	RSW	Tailings Disposal	\$720	Based on contract pricing		
	RSW	Universal Waste Disposal	\$1,500	Based on an increase in disposal costs		
	RSW	Waste Oil Burner Maint.	\$100	Based on contract pricing		

# Department Information DSR1

Department of Public Works – General Fund

Line Item	Division	Description	Change from FY 22	Comments	Net Change
Office Supplies	Admin	Office Supplies	(\$2,500)	Removed one time only cost	(\$2,500)
Grounds	P&F	Infield Mix	\$3,000	Based on increased need	
Keeping Supplies	P&F	Seed	\$1,742	Based on current contract pricing & 3.5% inflation	\$4,742
	Fleet	GPS Equipment	\$2,000	Based on an increased need to purchase GPS equipment for older vehicles	
Vehicular Supplies	Fleet	Vehicle Repair Parts & Batteries	\$5,000	Based on prior year's spending	\$13,500
Supplies	Fleet	Vehicle Tires	\$5,000	Based on prior year's spending	
	RSW	Cutting & Rubber Edges	\$1,500	Based on prior year's spending	
	Admin	Gasoline	\$1,364	Based on 3 year consumption average	
	BMD	Gasoline	\$8,167	Based on 3 year consumption average	
	Eng.	Gasoline	\$1,175	Based on 3 year consumption average	
	Fleet	Diesel	\$407	Based on 3 year consumption average	
	Fleet	Gasoline	\$3,757	Based on 3 year consumption average	
Gasoline & Diesel Fuel	Highway	Diesel	\$4,761	Based on 3 year consumption average	\$32,094
	Highway	Gasoline	\$3,375	Based on 3 year consumption average	
	P&F	Diesel	(\$3,054)	Based on 3 year consumption average	
	P&F	Gasoline	\$11,594	Based on 3 year consumption average	
	RSW Diesel		(\$667)	Based on 3 year consumption average	
	RSW	Gasoline	\$1,215	Based on 3 year consumption average	

Department Information DSR1		
Department	Department of Public Works – General Fund	

Line Item	Division	Description	Change from FY 22	Comments	Net Change
Eng.		Drafting, Engineering, & Surveying Supplies	\$500	Based on increased need	
	Fleet	Hardware Supplies	\$500	Based on increased need	
Public Works	Fleet	Shop Supplies	\$575	Based on increased need	\$43,599
Supplies	Fleet	Welding Supplies	\$500	Based on increased need	۶ <del>4</del> 5,333
	Highway	Asphalt	\$40,344	30% increase on current market inflation	
	Highway	Granite Curbing	\$1,180	20% increase on current market inflation	
Other	BMD	Playground Supplies	(\$5,000)	Moved to Park & Rec budget	(\$13,000)
Supplies & Equipment	BMD	Wood Fiber Surfacing	(\$8,000)	Moved to Park & Rec budget	(\$15,000)

#### **Operating Capital**

#### Building Maintenance – Utility Trailer

This request is to replace the existing utility trailer that is over 30 years old. This piece of equipment is vital in transporting gym equipment and other very large items.

#### Building Maintenance – Utility Tractor

This request is for a utility tractor that would be used in snow removal at the schools.

#### Parks & Forestry - Batting Cages

This request is to repair/replace existing batting cages throughout Town on a rotating schedule.

#### Parks & Forestry – Electric Mower

This request is for an electric mower. The Town's grass cutting and trimming program is completed with small zero turn mowers and this would replace an existing zero turn mower with an all electric zero turn mower.

#### Recycling & Solid Waste – Open Top Trailer

This request is to replace an existing open top trailer, on a seven-year replacement schedule. These trailers are used to haul trash around the Recycling and Transfer Station and to the recycling plant or incinerator for processing. The new trailer may have an automatic tarping feature that should allow the tarps to last longer.

#### Recycling & Solid Waste - Roll Off Containers

This request is to purchase two 40-yard roll-off containers as part of the long-term effort to replace and maintain its inventory of trash and recycling containers.

Department Information DSR1		
Department	Department of Public Works – General Fund	

#### DSR4s

#### Admin - Sustainability Coordinator

This request is for a Sustainability Coordinator to help implement the action items in the forthcoming Climate Action Plan and assist in coordinating any and all projects related to sustainability.

#### Building Maintenance - Public Safety Weekend Cleaning

This request is for additional overtime to clean the Public Safety Building and Fire Station #2 on the weekends.

#### Building Maintenance – HVAC Supervisor

This request is for an HVAC Supervisor to provide oversight to both in house and outsourced HVAC work.

#### <u>Building Maintenance - Custodian</u>

This request is for a Float Custodian that would backfill absences and provide additional cleaning in all buildings.

#### Engineering - Survey Party Chief

This request is for an additional Survey Party Chief to help provide oversight on construction projects in the field.

#### Engineering – Administrative Analyst

This request is for an Administrative Analyst to help provide contract management on projects through the Engineering division.

#### Fleet - Administrative Analyst

This request is for an Administrative Analyst that would provide oversight and coordination for purchasing parts, tracking the pool vehicles, processing invoices, coordinating inspections, and other administrative tasks.

#### Highway – Laborer 3

This request is for an additional Laborer 3 position to provide the ability to run two full crews during the construction season and the provide much needed additional snow support.

#### Parks & Forestry – High School Athletics Gameday Support

This request is for additional overtime to provide additional services during High School Athletics Gamedays.

#### Recycling & Solid Waste - Early Release Day

This request is for additional overtime to provide additional trash pickup on early release days.

#### Accomplishments and Activities

The divisions performed regular tasks in addition to larger projects and impromptu projects for the benefit of the public. The divisions all responded to work order requests initiated through the Town's online reporting tools, SeeClickFix and SchoolDude.

Department Information DSR1		
Department	Department of Public Works – General Fund	

At the beginning of FY21, the DPW saw the retirement of its Director, Rick Merson, after 48 years of service with the Town. After taking on the acting roll, in the middle of FY21 Carys Lustig was named the new Director of Public Works.

#### **Administration**

The Administration Division saw many personnel changes that lead to a slight restructuring. Due to the personnel changes, the Division has started to formalize their policies through the creation of Standard Operating Procedures (SOPs) for the entire Department. The Division pursued many grant opportunities and was able to install two parklets on Great Plain Avenue for residents to sit outside through the Shared Streets Grant as well as was able to upgrade the lighting to LED in classrooms at the Newman, Pollard, and Mitchell through the Green Communities Designation Grant. Throughout the COVID-19 pandemic, the Division oversaw the tracking of COVID related spending within the Department and worked with the Finance Department to receive reimbursement funds through both FEMA and the CARES Act.

#### **Building Maintenance**

The Building Maintenance Division oversaw the HVAC and cleaning concerns related to the COVID-19 pandemic, including implementing an increase in air flow to the schools to help combat the virus, providing regular testing and balancing reports to the schools, implementing an updated filter changeout program, and enhanced custodial services. The Division has improved their customer service and responsiveness to building managers. The Division was able to fill all vacancies within their management and custodial staff. Over FY21 and FY22, a new work order and asset management system has been initiated, including asset tagging, improved preventative maintenance programs, and facility assessments. The Building Maintenance Division has upgraded their HVAC systems to operate more efficiently and has implemented an outsourced HVAC maintenance program.

The Division saw the new Public Safety Building and Fire Station #2 come online and provided extensive support. Additionally, the Division started to actively participate in Public Permanent Building Committee (PPBC) meetings and improved coordination with Building Design and Construction for more efficient transition between projects.

#### **Engineering**

The Engineering Division completed multiple projects including drain system rehabilitation, several NPDES related works, and the installation of rapid rectangular flashing beacons. The Division also completed a survey plan for Central Avenue and Hunnewell Street, final inspections of the Eversource Redundancy Project, reviews of dozens of Eversource Gas Main projects, and a traffic signal plan for Needham Heights. The Engineering Division reviewed the Heather Lane, Hutter Ridge, and Sunrise Terrace subdivision work as well as multiple traffic impact studies, including the Muzi Ford Redevelopment proposal and the post-development Route 128 Add-A-Lane studies. The Fisher Street Trailhead and Central Avenue/Centre Street Bridge Safety Analysis were also completed. Due to COVID-19, the Division worked on providing several outdoor dining plans and social distancing plans.

#### <u>Fleet</u>

The Fleet Division increased the reporting of the data in their fleet management system. The Division utilized Municibid to sell used equipment, not only bringing in revenue to the Town but also helping out other municipalities in the process. The Fleet Division continued to improve their

Department Information DSR1		
Department	Department of Public Works – General Fund	

maintenance program and snow and ice inspections. The COVID-19 pandemic has caused a shortage in necessary parts, equipment, and new vehicles which the Division has successfully navigated.

#### **Highway**

The Highway Division was very busy in the field as they prepared and surface treated 13.42 lane miles of roadway and rehabilitated another 5.9 lane miles, including on Greendale Ave from the Town of Dedham to Great Plain Ave, West St, Maple St, Beaufort Ave, Hawthorn Ave, Sunset Rd, Cefalo Rd, Taylor St, Willow St, Hamlin Ln, and Hampton Ave. Oak St was fully reconstructed, with new granite curbing, curb cuts, drainage, sidewalk, traffic markings and signs. The Division continued in their efforts to enable safe and sustainable multimodal travel, including biking and walking by reducing vehicle lane widths where feasible and adding bike lanes and continental cross walks on Greendale Ave, Oak St, First Ave, B St, Third Ave, Central Ave, and South St. They reconstructed dozens of sidewalk sections to remove tripping hazards and repaired traffic signals while maintaining meters within the budget. Progress was made toward longer-term goals as well. The Highway Division completed the last phase of the Town-wide sign upgrade program, increased town-wide street sweeping to improve surface drainage and bicycling lane safety, and saw significant improvements from lessons learned in their sidewalk snow clearing pilot in the business area. The design for the MassDOT-funded Complete Streets project is ongoing and should be ready to begin construction in the spring of 2022.

While all these planned projects were being worked on, the Highway Division remained responsive to resident concerns and specific areas of need, receiving 1,463 maintenance of public ways and 246 traffic SeeClickFix work order requests. 100% of pothole requests were closed within 3 days and all traffic safety items within 24 hours. There are sidewalk and curbing requests that had to be placed on hold or for future work due to their order of magnitude, but they continue to be monitored.

#### Parks & Forestry

The Parks & Forestry Division worked hard to balance their demanding operational responsibilities with their longer-term plans. Despite being down a full-time employee from their 4-person Forestry team, the Division managed to avoid any major interruptions to their daily service to the community or their Storm Standby duties. They successfully maintained the athletics schedules for youth groups and Needham High School Athletics all while combatting excessive rains that led to excessive growth and major equipment issues for the majority of the growing year. Even with these challenges, Parks & Forestry took on a full slate of projects and initiatives. The Division instituted new methods for maintaining weed control and diamond conditions at Needham's 24 baseball and softball fields, resulting in more playable and safer weed-free environments. They raised, repaired, and leveled all irrigation sprinkler heads at the High Rock soccer field and continued to work through irrigation issues at Memorial Park field to account for the new Park building PPBC project. Parks & Forestry held meetings with Memorial Park user groups, the High School, Park & Recreation, and the Park trustees to work on securing the dugouts by adding lockable fencing at each location to protect the area from vandalism. New security gates were also installed at Cricket Field in response to an incident where a trespassing car damaged much of the new field.

While all of this work was being planned and executed, the Parks & Forestry Division remained responsive to resident concerns and specific areas of need, resolving over two hundred SeeClickFix requests and work orders. They were also involved in a number of community events in April 2021

Department Information DSR1		
Department	Department of Public Works – General Fund	

celebrating Earth Day and Arbor Day, providing a valuable service in representing the Department of Public Works and fostering an appreciation for trees and the natural environment. The Division collaborated with Park & Recreation to lead the "Town-Wide Clean-up Day" and supply tree saplings and planting information at the Rosemary Pool complex. They also combined forces with event cohosts Hartney Greymont and Eversource Electric to plant trees and shrubs, perform landscaping improvements, and spread mulch at play areas in Riverside Park, celebrated with 2<sup>nd</sup> grade students and staff at Mitchell Elementary School by planting several trees including a Japanese Tree Lilac and an Autumn Cherry, and helped members of the Needham Soccer Club plant 5 new trees at Memorial Park.

As a result of these and other year-round efforts, the Parks & Forestry Division was honored as a Tree City USA-recognized community for the 26th year.

#### Recycling & Solid Waste

The Recycling & Solid Waste Division provided operational support to multiple capital projects, including clearing the project site, hauling compost tailings to Ridge Hill and spreading ground mulch, moving more than 800 cubic yards of clay waste, and prepared and oversaw delivery of approximately 125 tri-axle loads of millings. Additionally, the Division created temporary waste tipping and storage areas to manage inflow of bulky waste, increased Monday availability for contractor bulky waste drop off, and constructed an interlocking concrete block bin to unload commercial bulky waste loads.

The Recycling & Solid Waste Division oversaw the disposal of 619 mattresses, 606 tons of scrap steel, 4,150 cubic yards of compost, 15 tons of tires, 59 tons of cathode ray tube devices (CRTs), 15 tons of paint, 3,374 tons of compost tailings, and 377 units of propane tanks. The Division oversaw the processing of 331 tons of interdivisional organics, 307 tons of commercial organics, and 58 tons of interdivisional non-organics. The Division also ran a successful Household Hazardous Waste Day, serving 301 vehicles. The Recycling & Solid Waste Division partnered with Building Maintenance and the School Department on cleanouts, delivering roll off containers. Despite the COVID-19 pandemic, the Recycling & Solid Waste Division kept the RTS open to the public and contractors and reopened the Swap Shop.

Spending Request Recap					
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)		
Salary and Wages	9,940,840	571,972	10,512,812		
• Expenses	8,109,514	70,550	8,180,064		
• Capital	190,499	[0]	190,499		
• Snow & Ice	433,139	[0]	433,139		
Total DSR2 & DSR4     Request (a through d)	18,673,992	[642,522]	[19,316,514]		
			V2023		

Department Expenditure Detail DSR2									
Department			Departme	Department of Public Works – General Fund					
	Objec	ct			Des	cription		Am	ount
				DSF					
	Last	Year (F	(2021)		nt Year (F	Y2022)	Next	Year (FY2	2023)
Permanent	FT Head	PT Head			PT Head	Full Time	FT Head	PT Head	Full Time
Personnel	Count	Count	Equivaler	nt Count	Count	Equivalent	Count	Count	Equivalent
reisonnei	4.4.0		(FTE)	101		(FTE)	101		(FTE)
	119		119	121		121	121	FT 11 1	121
Non-Budget						Yes	No	FT Head Count	PT Head Count
grant/revolvi	ng runa p	ositions	to provid	ie services	·		X		
Union Positio	ns:	ВСТІА	X Fire A	Fire C	[] ITWA [	( NIPEA X	Police []	Police Superior	[] NA []
1. Salary and	d Wage Pe	ermanei	nt Positior	ıs.	<u> </u>	<u> </u>		•	, ,
a. PRD1 Sala								8,	569,415
				uirements,	Shifts)			,	,
c. PRD1 Edu				,	,				
d. PRD1 Exti	ra Holiday	,							20,110
e. PRD1 Lon									88,956
f. PRD1 Sno		m							102,000
g. PRD1 Unit									,
h. PRD1 Oth	er Compe	ensation							30,900
i. PRD1 Bud									33,891
	<u> </u>					PRE	1 Sub Tota	al 8,	845,272
j DSR3 Other Compensation					, 0				
Sub Total 1						1 8,	845,272		
2. Salary and	d Wage S	easonal	& Tempo	rary Positio	ns (Itemiz	ed Below)			,
a.	<u> </u>								
b.									
c.									
d.									
e. DSR3 Tota	al								199,572
•							Sub Total		199,572
3. Salary and	d Wage O	vertime	(Itemized	d Below)				•	,
				obligated)					81,959
b. Training									•
c.		•							
d.									
e. DSR3 Tota	al								772,837
							Sub Total		854,796
4. Other Salary and Wage Expenses – (Itemized Below)									
a. Incentive Programs							41,200		
b. Pay In Lieu of Accrued Leave									
c. Program Stipend									
d. Tuition Reimbursement									
	e. Working Out of Grade								
f. DSR3 Oth									
							Sub Total	4	41,200
				· · · · · · · · · · · · · · · · · · ·					

Depa	rtment Expenditure Detail DSR2		
Department	Department of Public Works – General Fund		
5. Total Salary and Wages (1+2+3+4)		9,940,840	
	DSR2B		
Object	Description	Amount	
Energy (521x)	Building Maintenance:  • Oil (99,648)	99,648	
Repairs & Maintenance Services (524x – 525x)	Administration	1,873,318	

Dep	artment Expenditure Detail DSR2
Department	Department of Public Works – General Fund
	<ul> <li>Irrigation Repair (20,000)</li> <li>Recycling &amp; Solid Waste</li> <li>Loader Repair (8,000)</li> <li>Other Equipment Repair (3,000)</li> <li>Other Vehicle Repair (7,000)</li> <li>Packer Repair (2,000)</li> <li>Power Washer Repair (1,000)</li> <li>Scale Calibration (3,000)</li> <li>Scale Repair (1,000)</li> <li>Tire Repair &amp; Install (27,000)</li> <li>Trailer Inspections (1,500)</li> <li>Trailer Tarp Repair (5,000)</li> <li>Trommel Repair (10,000)</li> </ul>
Rental & Leases (527X)	Building Maintenance  Rentals of Specialty Equipment (5,100)  Fleet  Shop Supplies, Gas, & Welding Supplies (1,500)  Highway Rentals of Specialty Equipment
	(4,000) Recycling & Solid Waste  Misc. Equipment Rentals (9,000)  Oxygen & Acetylene Tank Rental (600)  Water Cooler Rental (500)
Other Property Related Services (529x)	Building Maintenance

Depa	artment Expenditure Detail DSR2	
Department	Department of Public Works – General Fur	nd
Professional & Technical Services (530x – 531x)	Parks & Forestry Contracted Mowing/Mulching (271,308) Crane Work - Trees (20,000) Diamond Maintenance (10,000) Fertilizer & Grub Control (147,507) Field Work (54,102) Invasive Weed Control - Carol Brewster (4,900) Rail Trail Maintenance (12,000) Sod Installation (4,000) Soil Sampling (1,773) Top Dressing (25,096) Tree Spade (6,000) Wetting Agent (12,616) Winter Moth Spray (1,200) Xeriscape Plantings (4,000) Recycling & Solid Waste Landfill Mowing (10,000) MSW Disposal (691,606) MSW Hauling (209,385) Organics Recycling Program (94,000) Paper Shredding (2,000) Recycling Disposal (30,968) Recycling Hauling (119,790) Administration Consolidated Work Order System (48,000) PeopleGIS - PeopleForm Licenses (5,000) Seminars & Training (8,000) Building Maintenance Engineering Consulting (31,000) HVAC Programming (111,863) Licensed Professional Services (45,000) Professional & Technical (34,534) Seminars & Training (9,000) Software Licenses (9,000) Engineering Inspectional Services - Street Permits (45,000) Right-of-Way & Property Surveys (30,000) Seminars & Training (1,000) Fleet Annual Licensing for Electronic	475,622

	Department Expenditure Detail DSR2
Department	Department of Public Works – General Fund
	Diagnostic Tool (6,500)  Fuel Management Software (10,850)  GPS Monitoring Services (16,000)  Seminars & Training (4,000)  Vehicle Maintenance Software (10,275)  Highway  Seminars & Training (2,500)  Parks & Forestry  Consulting (4,000)  Seminars & Training (2,000)  Recycling & Solid Waste  Landfill Groundwater Monitoring & Testing (37,000)  PC Scale Annual Contract (900)
	Seminars & Training (3,200)  Self & Compact Tasting (1,000)
Communications (534x)	• Soil & Compost Testing (1,000)  Administration • Legal Ads (4,135) • Postage (500) • Printing (350) • Wireless Communications (3,200)  Building Maintenance • Cable/Internet (20,000) • Landline Telephone (135,400) • Postage (1,600) • Printing & Mailing (400) • Wireless Communications (17,490)  Engineering • Cell Phones (4,000) • Postage (300) • Printing (200)  Fleet • Cell Phones (3,100) • Postage (50) Highway • Cell Phones (4,500) • Postage (500) • Printing – Payroll Books (250) • Telephones (600)  Parks & Forestry • Cell Phones (3,900) • Postage (150) • Telephones (505)  Recycling & Solid Waste • Business Cards (100) • Cell Phones (3,900)

Dep	partment Expenditure Detail DSR2	
Department	Department of Public Works – General Fund	[t
Recreational & Cultural Services (535x)	<ul> <li>Disposal Stickers (1,000)</li> <li>Fax Line (2,500)</li> <li>Other Printed Material (1,000)</li> <li>Postage (150)</li> </ul>	
	Duilding Maintanange	270 200
Other Purchased Services (538x)	Building Maintenance     Other Purchase of Service (8,000)     Water Filtration (4,600) Fleet     Towing Services (6,100)     Vehicle Washing (30,000) Highway     Police Details (25,212) Parks & Forestry     Goose Management Program (20,000)     Police Details (6,876) Recycling & Solid Waste     Crack Sealing Pavement (1,000)     E-Waste (20,000)     Granite Curbing Maintenance (6,000)     HH Hazardous Waste (20,000)     Line Painting (4,000)     Log & Brush Grinding (30,200)     Mattress Recycling Program (14,500)     Medical Waste Disposal (2,100)     Paint Disposal (Oil) (7,000)     Police Detail (1,490)     Refrigerant Disposal (9,500)     Rock Crushing/Material Processing (25,000)     Septic Tank Pumping (9,000)     Tailings Disposal (20,720)     Tire Disposal (3,000)	279,298
	<ul><li>Universal Waste Disposal (3,500)</li><li>Waste Oil Burner Maintenance</li></ul>	
Office Supplies (542x)	(1,500) Administration  • Office Supplies (27,600)	27,600
Building & Equipment Supplies (543x)	Building Maintenance  Carpentry Supplies (87,000)  Electrical Supplies (94,500)  Flooring & Carpet Supplies (10,000)  Glass & Glazier Supplies (10,700)  HVAC Supplies (137,500)  Misc. Supplies (83,093)	499,993

De	epartment Expenditure Detail DSR2	
Department	Department of Public Works – General Fu	nd
	<ul> <li>Plumbing Supplies (64,000)</li> <li>Parks &amp; Forestry</li> <li>Light Bulbs, Paint, &amp; Hardware (700)</li> <li>Recycling &amp; Solid Waste</li> <li>Gates &amp; Signs (7,500)</li> <li>Misc. Supplies (5,000)</li> </ul>	
Custodial Supplies (545x)	Building Maintenance	275,137
Grounds Keeping Supplies (546x)  Vehicular Supplies (548x)	• Custodial Supplies (275,137)  Building Maintenance • Grounds Keeping Supplies (9,100)  Highway • Seed & Fertilizer (1,000)  Parks & Forestry • Infield Mix (8,000) • Irrigation Supplies (5,000) • Loam, Sod, & Soil Additives (5,000) • Marking Lime (400) • Mulch (2,900) • Quick Dry Clay (1,500) • Rubber Crumb Top Dressing (4,500) • Sand (350) • Seed (51,499) • Trees & Shrubs (10,000)  Fleet • Fuel Additives & DEF Fluids (10,000) • GPS Equipment (2,000) • Vehicle Repair Parts & Batteries (95,000) • Vehicle Tires (30,000)  Highway • Cutting Edges & Related Accessories (11,036) • Sweeper Brooms & Wear Parts (6,670)  Parks & Forestry • Parts & Supplies, Fuel Additives (2,100)  Recycling & Solid Waste • Additives & Fluids (6,000) • Cutting & Rubber Edges (7,500) • Trommel Parts (4,000)	99,249
Gasoline and Diesel Fuel (5481)	Waste Handling Dozer Parts     (5,000)  Administration	211 005
Dasonine and Dieser Luci (3401)	Administration	211,805

Dep	artment Expenditure Detail DSR2	
Department	Department of Public Works – General Fu	nd
	<ul> <li>Gasoline (2,819)</li> <li>Building Maintenance</li> <li>Gasoline (26,152)</li> <li>Engineering</li> <li>Gasoline (4,309)</li> </ul>	
	Fleet	
	Parks & Forestry	
Food and Service Supplies (549x)	Administration     Food & Service Supplies (500)  Building Maintenance     Food & Service Supplies (500)  Recycling & Solid Waste     Water (500)	1,500
Medical Supplies (550x)	Fleet	3,350
Public Works Supplies (553x)	Engineering  Drafting, Engineering, & Surveying Supplies (1,600)  Fleet  Hardware Supplies (1,500)  Shop Supplies (7,000)  Welding Supplies (1,500)  Highway  Asphalt (174,825)  Concrete & Masonry Supplies (2,100)  Dead Animal Supplies (106)  Granite Curbing (7,081)  Lumber & Hardware (950)  Personal Safety Equipment (700)  Tools (2,250)  Traffic Control Supplies (5,000)	362,066

De	partment Expenditure Detail DSR2	
Department	Department of Public Works – General Fund	
Other Supplies & Equipment (558x)	<ul> <li>Traffic Marking Paint (3,617)</li> <li>Traffic Signal Equipment &amp; Supplies (5,744)</li> <li>Traffic Signs (22,843)</li> <li>Parks &amp; Forestry</li> <li>Lumber, Paint, Tools, Parts &amp; Accessories, Misc. Hardware, Field Marking Supplies (16,800)</li> <li>Recycling &amp; Solid Waste</li> <li>Calcium Chloride, Speedy Dry, Etc. (1,000)</li> <li>Carpentry Supplies (2,000)</li> <li>Gaylord Boxes for Paint (1,000)</li> <li>Landfill Flare Parts (1,000)</li> <li>Paint (250)</li> <li>Pay-per-Throw Supplies (84,000)</li> <li>Public Space Recycling Containers (1,000)</li> <li>Replacement Dumpsters &amp; Lids (5,000)</li> <li>Replacement Flares (8,200)</li> <li>Tarps &amp; Bungee Cords (5,000)</li> <li>Administration</li> <li>Other Supplies &amp; Equipment (2,300)</li> </ul>	36,825
Governmental Charges (569x)	Building Maintenance     Flags (780)     Uniforms (7,750)  Engineering     Plan Size Copy Paper, Large     Toner Bar, Books, & Manuals     (1,000)  Fleet     2-Way Radio Supplies (1,000)     Clothing Supplies (1,030)     Shop Equipment (3,000)  Highway     Clothing Supplies (2,345)  Parks & Forestry     Clothing, Work & Safety Gear,     Supplies & Equipment (9,270)     Dog Park & Other Recreation     Supplies (5,000)  Recycling & Solid Waste     Employee PPE Gear & Clothing     (3,350)  Building Maintenance	6,655
Governmental Charges (569x)	Building Maintenance  • Boiler Inspection (2,500) Engineering	6,655

De	epartment Expenditure Detail DSR2	
Department	Department of Public Works – General Fu	nd]
	<ul> <li>Registry of Deeds Fees (1,000)</li> <li>Fleet <ul> <li>Licenses &amp; Certifications (250)</li> </ul> </li> <li>Highway <ul> <li>Licenses &amp; Certifications (505)</li> </ul> </li> <li>Parks &amp; Forestry <ul> <li>Licenses &amp; Certifications (1,800)</li> </ul> </li> <li>Recycling &amp; Solid Waste</li> <li>Hoisting &amp; CDL Licensing (600)</li> </ul>	
Travel & Mileage (571x - 572x)	<ul> <li>Hoisting &amp; CDL Licensing (600)</li> <li>Administration <ul> <li>In State/Mileage (1,500)</li> <li>Out of State (5,000)</li> </ul> </li> <li>Building Maintenance <ul> <li>Conf In State (500)</li> <li>Conf Out of State (1,500)</li> <li>Mileage Reimbursement (1,250)</li> </ul> </li> <li>Engineering <ul> <li>Travel &amp; Mileage (500)</li> </ul> </li> <li>Fleet <ul> <li>Travel &amp; Mileage (50)</li> </ul> </li> <li>Parks &amp; Forestry <ul> <li>Travel &amp; Mileage (250)</li> </ul> </li> <li>Recycling &amp; Solid Waste</li> <li>Conf Out of State (2,500)</li> </ul>	13,050
Dues & Subscriptions (573X)	Administration  Professional Association Memberships (1,200) Building Maintenance APWA (800) MFAA (1,450) Engineering Professional Association Memberships (1,200) Fleet Professional Association Memberships (900) Highway Professional Association Memberships (1,000) Parks & Forestry Professional Association Memberships (2,000) Recycling & Solid Waste Professional Association Memberships (1,001)	9,551
Other Expenses (574 X – 579x)		0.100 514
6. Total Expenses	DSR2C	8,109,514
Capital Equipment Replacement (58	7X) Building Maintenance: Utility Tractor	190,499

Depar	tment Expenditure Detail DSR2				
Department of Public Works – General Fund					
	(27,000) Building Maintenance: Utilit (4,999) Parks & Forestry: Batting C (30,000) Parks & Forestry: Electric N (37,000) Recycling & Solid Waste: O Trailer (75,000) Recycling & Solid Waste: R Containers 2 (16,500)	Cages Nower pen Top			
7. Total Operating Budget Capital				19	90,499
8. Total Base Request (Line 5 + Line 6 +	Line 7)			18,24	0,853
Does the Department depend on any I provide services?	Federal or State grants to	YES		NO	Х
Did the Department submit any requ replacement or upgrade of technologi Information Technology Center?		YES		NO	Х
Did the Department submit any requirement of Public Works/Building improve or upgrade a public building or	Maintenance division to	YES		NO	Х
					V2023

Department Personnel Supplem DSR3	nent			
epartment of Public Works – General Fund				
Description	Amount	Amo Reflected Sec 1 2	d DSR	R2A
1 Administration – Vacation Fill-In (1 person for 8 weeks)	3,755	Х		
2 Building Maintenance – Summer Help (4 people for 8 weeks)	19,008	Х		
3 Building Maintenance – Co-Op	10,692	Х		
4 Building Maintenance – Building Monitors – Town Hall	10,933	Х		
5 Building Maintenance – Building Monitors – PSAB	5,307	Х		
6 Building Maintenance – Building Monitors – CATH	5,467	Х		
7 Building Maintenance – Building Monitors – Rosemary	17,308	X		
8 Building Maintenance – Building Monitors – Memorial Park	20,182	Х		
9 Engineering – Summer & Winter Help (2 people for 12 weeks)	14,256	Х		
10 Fleet – Summer Help (1 person for 12 weeks)	7,128	Х		
11 Fleet - Co-Op	10,692	Х		
12 Highway – Summer Help (2 people for 12 weeks)	14,256	Х		
13 Parks & Forestry – Summer Help (6 people for 12 weeks)	42,768	X		
14 Parks & Forestry – Co-Op	10,692	X		
Recycling & Solid Waste – Summer Help (1 person for 12 weeks)	7,128	X		
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
I Total	972,409			
Sections				,
Amount Reported Under DSR2A Section 1				
Amount Reported Under DSR2A Section 2	199,572			
Amount Reported Under DSR2A Section 3	772,837			
Amount Reported Under DSR2A Section 4			1	

Total

972,409

	Department Personnel Supplem DSR3	nent				
Department of Public Works – General Fund						
	Description	Amount	Refle	Amo ected Sect 2	DSR	2A 4
1	Administration – Complete Overflow Work	10,255			X	•
	Building Maintenance – Sunday Coverage at Library	14,083			Х	
	Building Maintenance – Snow Program	75,745			Χ	
	Building Maintenance – Man Out Coverage	66,408			Χ	
	Building Maintenance – Additional Trades Work	35,770			Χ	
	Building Maintenance – Non-Billable Permit Coverage	39,845			Χ	
7	Building Maintenance - Boiler Watch	28,180			Χ	
8	Building Maintenance - Saturday Program	133,342			Χ	
9	Building Maintenance – CATH Coverage	12,999			Χ	
10	Building Maintenance – Memorial Park Coverage	10,625			Χ	
11	Building Maintenance – Remove Pool Equipment	3,984			Χ	
12	Engineering – Contractor Oversight	5,371			Χ	
13	Engineering – Complete Overflow Work	1,709			Χ	
14	Fleet – Seasonal Equipment Services	9,907			Χ	
	Fleet - RMV Pre-Inspection	3,302			Χ	
16	Fleet - PM Service	6,605			Χ	
17	Highway – Emergency OT	9,812			Χ	
18	Highway – Animal Pick-Up	4,906			Χ	
	Highway - Street Sweeping	17,359			Χ	
20	Highway – Special Events	7,548			Χ	
	Highway – Construction Inspection	19,342			Χ	
22	Highway – Maintenance of Public Ways	6,605			Χ	
23	Highway – DPW Markings	21,135			Χ	
	Highway – Street Sign Program	3,774			Χ	
25	Highway – Traffic Signal Repair	3,397			Χ	
Ι	Total	972,409				
	Sections					,
	Amount Reported Under DSR2A Section 1			1		
	Amount Reported Under DSR2A Section 2	199,572				
	Amount Reported Under DSR2A Section 3	772,837				
	Amount Reported Under DSR2A Section 4					
II	Total	972,409				UJZ

V2023

Department Personnel Supplem DSR3	ent				
epartment of Public Works – General Fund					
Description	Amount		Amo ected Sect 2	DSR	2A 4
1 Highway – Downtown Sweeping	9,812	_		X	•
2 Parks & Forestry – Pruning, Removals, Planting	6,692			X	
3 Parks & Forestry – Storm Damage Clean Up	8,922			Х	
4 Parks & Forestry - Mowing, Leaves, Watering, Diamond Work	25,279			Χ	
Parks & Forestry – Problems Relating to Irrigation Systems or Buildings, Electrical/Plumbing, & Vandalism	2,355			X	
6 Parks & Forestry – Dog Park	5,948			Χ	
7 Parks & Forestry – Special Events	1,487			Χ	
8 Parks & Forestry – July 4 Celebration	4,958			Χ	
9 Parks & Forestry – Leaf Clean Up at Jack Cogswell	2,974			Χ	
10 Parks & Forestry - Carol Brewster Maintenance	8,922			Χ	
11 Recycling & Solid Waste – Additional Staff Support on Saturday	38,286			Χ	
12 Recycling & Solid Waste – Additional Staff for Paint Collection Days	7,701			Х	
Recycling & Solid Waste – Staffing for Household Hazardous Waste Day	825			X	
14 Recycling & Solid Waste – Absence Staff Support (Saturdays Only)	16,136			X	
15 Recycling & Solid Waste – Leaf Collection (Sundays)	8,801			Χ	
16 Recycling & Solid Waste – Monday Equipment Maintenance	38,286			Χ	
17 Recycling & Solid Waste – Landfill Flare Inspections & Maintenance	2,200			Х	
18 Recycling & Solid Waste – Unscheduled Overtime	2,934			Χ	
19 Recycling & Solid Waste – Weekly Sweeping	9,571			Χ	
20 Recycling & Solid Waste – Monday Custodial Staff	9,571			Χ	
21 Recycling & Solid Waste – Sunday Supplemental Trash Service	8,802			Χ	
22 Recycling & Solid Waste – Town Fairs Container Assistance	367			Χ	
23				Χ	
24					
25					
I Total	972,409	1			
Sections			•		•
Amount Reported Under DSR2A Section 1		1	1		
Amount Reported Under DSR2A Section 2	199,572	1		K	
Amount Reported Under DSR2A Section 3	772,837	4			
Amount Reported Under DSR2A Section 4	072 400			-	

972,409

Total

	Perform	ance Improvement Fund DSR4	ing Requ	est		
Department		tment of Public Works – al Fund	Fiscal Year	202	23	
Title	Public	Safety Weekend Cleanin	ng OT	Priority	1	
		DSR4		1		
Expenditure Classification  FTE  Recurring Amount (A)  Amount (B)						mount B)
<ol> <li>Salary and Wage</li> </ol>	0	17,332			1	7,332
2. Expense						
<ol><li>Operating Capital</li></ol>						
<ol> <li>Department Total (1+2+3)</li> </ol>	0	17,332				
5. Other Costs				1	7,332	
Budgetary Consideration	S				Yes	No
Does this request address a			rd or Com	mittee?	X	
If yes, which Board or Comm		Select Board			T	1
Has this request been submit						X
Are there additional costs to costs which would be ongoing request?	implemen g if fundin	t this request (except for fu g is approved) which are N	iture year OT include	operating ed in this		Х
Will the assistance of anothe or financial) for this request	to be impl	emented?				Х
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subr	nission) be	e required		Х
Does the request support act			X			
If the request is not approve	•					X
Is there an increased exposu			X			
Is specialized training or licer			X			
Does this request address a	document	ed health or safety issue?				X

#### All "YES" responses above must be explained in the narrative below

#### Description and Explanation

This request is to add an overtime budget to accommodate weekend cleaning at the new Public Safety Building and Fire Station #2. During the COVID-19 pandemic, Building Maintenance had been providing enhanced cleaning at these locations, whereas they were previously not serviced on the weekends. In order to properly maintain these brand new buildings, custodial services are being added to the weekends. The new building is open 24 hours a day and 7 days a week, operating outside of normal business hours thus requiring staff to be on both day and night shifts.

This position would address Goal #1 of the Select Board. This position will allow us to maintain buildings and infrastructure more effectively and efficiently.

Performance Improvement Funding Request DSR4								
Department		tment of Public Works – al Fund	Fiscal Year	2023				
Title	Labore	er 3	Priority	2				
Expenditure Classification  FTE  Recurring Amount (A)  Amount (B)						mount B)		
1. Salary and Wage	1	67,254			6	7,254		
2. Expense		150				150		
3. Operating Capital								
4. Department Total (1+2+3)	1	67,404	67,404					
5. Other Costs		33,193		3	3,193			
Budgetary Consideration	Yes	No						
Does this request address a			rd or Com	mittee?	X			
If yes, which Board or Comm		Select Board			T			
Has this request been submit		•				Х		
Are there additional costs to costs which would be ongoing request?						Х		
Will the assistance of another or financial) for this request t	o be impl	emented?				Х		
Will additional staff (beyond to if the request is approved?	the staff r	equested in this DSR4 subr	nission) be	e required		Х		
Does the request support act			Х					
If the request is not approved			Χ					
Is there an increased exposu		•	• •			X		
Is specialized training or licer			X					
Does this request address a	document	ed health or safety issue?				X		

#### Description and Explanation

This request is for a Laborer 3 for the Highway Division. The Highway Division presently operates with 10 union staff. With that staff, it maintains 260 lane miles of roadway, 140 linear miles of sidewalk and 246 miles of grass, curbing and parking lots. This expansive scope of work is accomplished by a combination of Town staff and contractors, but in recent years the Division has been unable to recruit and retain as many contractors as before, while also being unable to offset these losses with additional in-house staff.

Currently, due to lack of staff, the Highway Division does not have the ability to deploy two full crews in the summer, when the majority of their work is scheduled. This results in inefficiencies such as being forced to use one unnecessarily large work crew or one full crew and one skeleton crew with a limited level of productivity. Adding more Laborers would enable the Division to assign multiple crews with their full capabilities to separate simultaneous projects.

The Highway Division has also been identified by DPW as lacking an entry point onto the ladder to higher positions of responsibility, such as an HMEO. Creating a position for an additional Laborer would allow the Division to recruit and retain an entry-level pool of talent (for those without hoisting licenses, etc.) that could be developed into more specialized roles

Performance Improvement Funding Request DSR4							
Department	Department of Public Works – General Fund						
Title	Laborer 3	Priority	2				

as needed, such as a Craftsworker. These higher-level positions are more difficult to fill externally than they are with those who already have experience working within the Division and for the Town.

As an important added benefit, this additional staff person would support the Snow and Ice Program as well. During major events, the Town depends on all DPW staff, not just union employees, for snow removal operations. Even though union staff is limited in the amount of vacation they can take during the winter months, there is inevitably some absenteeism due to vacation or sick time. This staff person would be an additional CDL driver, which are vital during snow events.

This is in support of the Select Board goal 2.3 "Evaluate Expansion of Snow Removal Efforts, including sidewalk plowing strategies." The ability of the Snow & Ice Program to devote additional resources to keep the downtown sidewalks clear has been explored but has so far been hamstrung by a lack of staff and a large area of coverage that must be maintained for public safety. The additional Laborer would expand the capacity of the Division to clear snow from these central areas with high levels of pedestrian traffic.

	Perform	ance Im	prove	ment Fu DSR4		Re	equest Supplemen	it		
Position Title	Labor	er 3					Pr	iority	2	
Classification	X	FT		PT			Seasonal			
Part Time /Seasonal	Hour	s Per We	ek				Number of Weeks			
	-		Co	mpensati	on Det	ail				
Base Rate		N3 Step 10								,354
Other		Incentiv							1	,500
Other	Sick 1	Incentive	9							400
Other										
Other										
Other										
Other										
Other										
Salary and Wage Total									67	,254
	If Funded	the Posit	ion Wi	ll Require	the Fo	ollo	wing Additional Iter			
Description	No	Yes		Explain			Start Up Cost \$	Annu	ıal Recur Cost \$	ring
Workstation	X									
Vehicle	X									
Computer	X									
Software	X									
Mobile Communication Device	[X									
Uniform		[X		Shirts Jacke						150
Tools	X									
Equipment	X									
Other										
Other										
Other										
Totals										150
	Est	imated A	nnual	Benefit Co	ost				33	,193
			Descri	ption and	Explai	nat	ion			
This position would	only req	uire unif	orms	as neede	ed.					
										V2023

Performance Improvement Funding Request DSR4								
Department	•	tment of Public Works – al Fund	Fiscal Year	202	23			
Title	Surve	y Party Chief	Priority	3				
	l I							
Expenditure Classification	FTE	Freque Recurring Amount (A)	Total Ar (A +					
1. Salary and Wage	1	80,106			8	0,106		
2. Expense		2,650		5,000		7,650		
3. Operating Capital				45,000	4	5,000		
4. Department Total (1+2+3)		82,756 50,000				2,756		
5. Other Costs	sts 35,583							
Budgetary Consideration	Yes	No						
Does this request address a		1	rd or Com	mittee?	X			
If yes, which Board or Comm		Select Board			1	ı		
Has this request been submit						Х		
Are there additional costs to costs which would be ongoing request?						Х		
Will the assistance of another or financial) for this request t	o be impl	emented?				Х		
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subn	nission) be	e required		Х		
Does the request support act		X						
If the request is not approved		X						
Is there an increased exposu		X						
Is specialized training or licer		X						
Does this request address a	document	ed health or safety issue?				X		

#### Description and Explanation

This request is for an additional Survey Party Chief for the Engineering Division. Currently there are two Survey Party Chiefs, but with the increased workload from the many projects the Division has taken on, they are limited in their capacity to work on and supervise all of them simultaneously. To keep up with the demands on their time, the Division needs to expand their staff and their surveying and oversight capabilities.

The Survey Party Chief would review land and topographic surveys and engineering projects to determine the personnel, equipment and materials required. They would train, schedule, and direct the activities of the survey party to ensure the accuracy and completeness of survey projects. Additionally, this position would provide assistance with research, the design of sewer and water lines, roads, parking lots, traffic lights, and grade crossings. Acting as a liaison between the Town, governmental agencies, and contractors, the Survey Party Chief would assist in preparing contracts and specifications as well as in inspecting construction work performed by Town personnel and outside contractors to ensure compliance with all applicable Town, state, and federal standards and regulations, such as ADA, wetlands, etc.

The Survey Party Chief's duties are essential to the operations of the Engineering Division, and an additional position is necessary to support the Division's expanding responsibilities and

Performance Improvement Funding Request DSR4							
Department	Department of Public Works – General Fund						
Title	Survey Party Chief	Priority	3				

number of projects they are to manage.

Yes, this request is in response to Select Board goal 3.4 – Evaluate Future Use of the Rail Corridor between Dover and Newton, and 3.5 Implement the Downtown Redesign Phase 2. Those projects are complicated, time-intensive, and will require additional surveying support and oversight that the Engineering Division's Survey Party Chiefs would otherwise be focusing on their backlog of other projects.

	Perform	ance Im	iprovei	ment Fu DSR4		Rec	ıuest Supplen	nent			
Position Title	Surve	ey Party	Chief					Priority	/	3	
Classification	Х	FT		PT		9	Seasonal				
Part Time	Hour	s Per We	eek Number of \					eks Per	Year		
/Seasonal	Tioui	3101 110		1	_		Transci of W	CRS I CI	rear		1
D D :		6.61		<u>mpensati</u>	on Det	<u>ail</u>				0.0	100
Base Rate	Grade	e 6 Step	11							80	,106
Other						-					
Other											
Other											
Other											
Other											
Other											
Other											
Salary and Wage To								_		80	,106
	If Funded	the Posit	tion Wil	I Require	the Fo	ollow	ing Additional	Items	Λ	- L D	
Description	No	Yes		Explain					ual Recurring Cost \$		
Workstation		X	W	orkstati Need			2,50	0		'	[
Vehicle	X										
Computer	[	X		Compu Need	ed		2,50	0			
Software	[	X		AutoC Licen				[		]2	2,000
Mobile Communication Device		X		Cell Pho	ne			[			650
Uniform											
Tools				r			<u> </u>				
Equipment		X			PS		23,00				
Other		X	То	tal Stati	on		22,00	0			
Other											
Other			L							1	
Totals							50,00	0		2	,650
	Fet	imated A	nnual F	Benefit C	ost					3 -	5,583
	LSt			otion and		natio	n				,,505

This position would require a workstation (as one is not currently available), computer, a cell phone, and two pieces of important surveying equipment: a Topcon HiPer HR network rover GPS receiver and a Topcon GM-101 total station.

The GPS receiver device processes signals from navigation satellites to provide data related to the surveyed area's position, velocity, and time. It would be used to connect to the State's network in the field and collect hyper-accurate survey data in real time that would be used for design work, the establishment of monuments and boundaries, construction inspections, and for as built construction layouts. This type of GPS unit and its data collector is compatible with the Engineering Division's existing collectors and software setup.

A total station is an optical surveying instrument that uses electronics to calculate angles and distances between points. It also has an integrated microprocessor, data collector, and storage system that allows measurements to be stored on the device and uploaded to a computer for

	Performance Improvement Funding Request Supplement DSR4S							
Position Title	Survey Party Chief	Priority 3						

further processing. The requested type of total station is compatible with the requested and existing GPS units, allowing the Division's surveyors to alternate the collection style of data per best industry standards.

Both of these are necessary to perform efficient and accurate surveys that will properly inform and guide Town projects, as they have complementary strengths and weaknesses. The GPS equipment reduces the need for traversing across large survey areas to establish reference control points with multiple setups, and the total station eliminates disadvantages posed by overhead obstructions like tree canopies, buildings, etc.

The pieces of equipment can be operated independently by single surveyors, allowing the Division to cover multiple projects and surveys simultaneously. This is becoming increasingly necessary with the Division's expanding workload and responsibilities. However, the Engineering Division's existing GPS receivers and total stations are outdated, unreliable, and unwieldy. An additional Survey Party Chief would require new pieces of equipment in order to be useful to the Division's operations and effective in their duties for the Town.

Included in this request is a wireless internet hotspot for the Survey Party Chief's cell phone, which is needed to connect the GPS unit to the State's network, as well as an AutoCAD license, which is needed to analyze and map the collected survey data.

	Performa	ance Improvement Fund DSR4	ing Requ	est				
Department		tment of Public Works – ng Maintenance Division	Fiscal Year	FY20	)23			
Title	HVAC	Supervisor	Priority	4				
Expenditure Classification								
<ol> <li>Salary and Wage</li> </ol>	1	98,219			9	8,219		
2. Expense		650		2,500		3,150		
<ol><li>Operating Capital</li></ol>								
4. Department Total (1+2+3)		98,869		2,500	101,369			
5. Other Costs	Other Costs 37,459							
Budgetary Consideration	Yes	No						
Does this request address a		Select Board or other Boa	rd or Com	mittee?	Χ			
If yes, which Board or Comm		Select Board						
Has this request been submit		•				X		
Are there additional costs to costs which would be ongoing request?						Х		
Will the assistance of another or financial) for this request	o be impl	emented?				Х		
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subn	nission) be	e required		Х		
Does the request support act		X						
If the request is not approve	•					X		
Is there an increased exposu		•	•			X		
Is specialized training or licer		X						
Does this request address a	document	ed health or safety issue?				X		

#### Description and Explanation

This request is for a new HVAC Supervisor for the Building Maintenance Division. Currently, the Division has four HVAC technicians who report to the Building Maintenance Supervisors. As the square footage and number of buildings increases in Town, there becomes a need for additional trades staff. HVAC systems continually increase in complexity and require more programming and controls knowledge than previously. Additionally, COVID-19 has lead to a need for additional oversight for air quality control. An HVAC Supervisor would allow one primary point of contact for all HVAC needs, including oversight of in house HVAC technicians and outsourced HVAC contractors. This position would coordinate all HVAC technicians and contractors, triaging emergency calls, provide additional training, oversee the preventative maintenance program for HVAC equipment, and provide daily oversight and troubleshooting of the Building Management System.

This request includes the salary (98,219), on time set up costs (2,500), recurring cell phone (650), and a vehicle stipend (3,000)

#### Responsibilities

- Oversee HVAC technicians and their workload
- Coordinate outsourced HVAC contractors, scheduling and calling out repairs as

Performance Improvement Funding Request DSR4							
Department	Department of Public Works – Building Maintenance Division						
Title	HVAC Supervisor	Priority	4				

#### necessary

- Oversee the HVAC preventative maintenance program
- Provide daily oversight and troubleshooting of the Building Management System
- Coordinate filter replacements
- Generate HVAC work orders and oversee work order completion
- Serve as liaison between School and Town buildings for all HVAC concerns
- Oversee purchasing of any parts and equipment for HVAC repairs
- Respond to emergency HVAC calls

This position would address the Select Board goal 1: "Needham plans for and invests in safe, well-maintained and attractive buildings and infrastructure that accommodate a diverse set of community needs."

	Perform	ance Imp	rovement Fu DSR		j Ro	equest Suppleme	nt		
Position Title	HVAC	Supervis	or			Р	riority	4	
Classification	X	FT	PT			Seasonal			
Part Time	Hour	s Per Week	.			Number of Weel	s Per Year		Ī
/Seasonal	Tiour	- Week	1			Tramber of Weer			1
Dana Data	DTO	Chan 11	Compensat	ion De	taıl			٥٢	210
Base Rate Other		Step 11 cle Stipen							219
	veni	cie Stipeni	<u>a</u>					[3,	,000
Other									
Other									
Other									
Other									
Other									
Other									240
Salary and Wage To		H D'L'.	- Will Danie					98,	219
	If Funded	the Positio	n Will Require	e the F	OIIO	owing Additional Ite		al Recuri	ina
Description	No	Yes	Explain	,		Start Up Cost \$		Cost \$	ing
Workstation	X								
Vehicle	X		r						
Computer		×	Compu Need			2,500			
Software		Х							
Mobile Communication Device		[X	Cell Pho	one					650
Uniform		Χ							
Tools									
Equipment									
Other									
Other									
Other									
Totals	-			,		2,500			650
				'		,	•		1
	Est	imated Ani	nual Benefit C	Cost				31.	967
		D	escription and	d Expla	na	tion			
This position would requirements due texperienced HVAC	o COVID	e cell phor 19, and tl	ne, and a un he Town's so	iform.	As	new HVAC techi			
•	'		1						V2023

	Perform	ance Improvement Fund DSR4	ing Reque	est			
Department		rtment of Public Works – al Fund	Fiscal Year	202	23		
Title	Admii	nistrative Analyst	Priority	5	)		
Expenditure Classification	Total Ar (A +						
<ol> <li>Salary and Wage</li> </ol>	1	80,106			8	0,106	
2. Expense		650		5,000		5,650	
3. Operating Capital							
4. Department Total (1+2+3)	1	80,756		5,000	85,756		
5. Other Costs							
Budgetary Consideration	Yes	No					
Does this request address a		Select Board or other Boa	rd or Com	mittee?	Χ		
If yes, which Board or Comm		X					
Has this request been submit		•			Χ		
Are there additional costs to costs which would be ongoing request?						Х	
Will the assistance of another or financial) for this request	to be impl	emented?				Х	
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subn	nission) be	erequired		Х	
Does the request support act			X				
If the request is not approve	•			pacted?		X	
Is there an increased exposu			X				
Is specialized training or licer		X					
Does this request address a	documente	ed health or safety issue?				X	

#### Description and Explanation

This request is for a new Administrative Analyst position within the Fleet Division. Currently, there are four mechanics and one master mechanic servicing over 200 vehicles. The costs of this position include salary (80,106), cell phone service (650), and a one time cost to set up office space (5,000).

All mechanics are responsible for parts management at this time. Often, mechanics are taken away from performing mechanical tasks to place orders and receive parts. Fleet projects have been delayed due to parts availability. Parts management would be centralized under this new position, thus reducing lag time in placing orders. Centralizing these tasks will lead to better managed inventory controls and more opportunity to conduct research on best sourcing of products and supplies.

The responsibilities and level of service from the Fleet Division have increased over time, including assistance with all fleet related issues within the DPW as well as other Town Departments. The vehicles serviced by the Fleet Division have become more sophisticated and require higher level of technical expertise. The Town's vehicle inventory has also become more diverse with multiple fuel types including gas, diesel, hybrids, and plug in electric vehicles, along with heavy construction and specialty equipment.

Performance Improvement Funding Request DSR4								
Department	Department of Public Works – General Fund	Fiscal Year	2023					
Title	Administrative Analyst	Priority	5					

### General Summary

The Administrative Analyst position is responsible for tracking and updating the Division's maintenance, parts, and fuel software systems to ensure efficiency, proper record keeping, and repair tracking for all Fleet assets and accessories. This position will monitor the Town's fuel depot product levels and coordinate delivers to meet standard and seasonal demands. The Administrative Analyst will order necessary parts and service supplies to ensure schedules are maintained, will track all parts and service orders, process invoices, track Division spending, research cost efficient and appropriate parts, and track inventory. This position will coordinate annual State/DOT inspections to insure compliance and safe operating condition as well as coordinate and schedule preventative maintenance throughout the Town. Perform other duties as required.

#### Responsibilities

- Maintain vehicle, maintenance, repairs, parts, and fuel records utilizing the appropriate software to ensure accurate and required documentation.
- Facilitates the purchasing and maintenance of repair parts and shop supply inventories to meet scheduling demands.
- Utilize the Town's purchase order software to procure necessary material and services while working within approved budget funding.
- Prompt processing of vendor parts and services invoices.
- Manage the Town's fuel depot inventory levels and inspects fuel deliveries to verify accuracy and DEP protocols.
- Assists in managing the Department of Public Works pool vehicles.
- Maintain the Division's Safety Data Sheet (SDS) files.
- Research cost effective and appropriate purchasing options for the Division.

This request is in support of the Select Board goal that Needham "Models stewardship and sustainability of the Town's financial, human, information and physical assets."

Yes, this request has been previously submitted as a "Fleet Services and Parts Manager".

	Performance Improvement Funding Request Supplement DSR4S											
Position Title	Adm	inistrativ	e Ana				Pr	iority	5			
Classification	X	FT		PT			Seasonal					
Part Time /Seasonal	Hour	s Per We	ek	Ī		·	Number of Weeks	Per Year		Ī		
				npensati	on De	tail			,			
Base Rate	Grade	e 6 Step	11						80	,106		
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Salary and Wage To	tal						80,106					
,	If Funded	the Posit	ion Wil	l Require	the F	ollo	owing Additional Iter	ns		•		
Description	No	Yes		Explain			Start Up Cost \$	Annı	ial Recur Cost \$	ring		
Workstation	[	[ <b>x</b>	W	orkstati/ need			2,500					
Vehicle	X											
Computer		[ <b>x</b>		Comput			2,500					
Software												
Mobile Communication Device		[ <b>x</b>		Cell Pho	ne					650		
Uniform	X											
Tools	X											
Equipment	X											
Other	, i											
Other												
Other												
Totals							5,000			650		
	Est	timated A					33,645		33	,645		
This was a constant				otion and								
This request would	require a	workst	acion, a	a compl	iter, a	amc	i a ceii phone.			1/2022		
										V2023		

	Performa	ance Improvement Fund DSR4	ing Requ	est				
Department		tment of Public Works – ng Maintenance Division		Fiscal Year	20	23		
Title	Custo	dian		Priority	6			
		DSR4						
Expenditure Classification	FTE	Freque Recurring Amount (A)	One T	Fime Only ount (B)	Total Amount (A + B)			
<ol> <li>Salary and Wage</li> </ol>	1	57,248						
2. Expense	Expense 800							
<ol><li>Operating Capital</li></ol>								
<ol> <li>Department Total (1+2+3)</li> </ol>	1	58,048		5	8,048			
5. Other Costs		31,967			3	1,967		
Budgetary Consideration					Yes	No		
Does this request address a			rd or Com	mittee?	X			
If yes, which Board or Comm		Select Board			T	1		
Has this request been submit		•				X		
Are there additional costs to costs which would be ongoing request?						Х		
Will the assistance of another or financial) for this request t	to be impl	emented?				Х		
Will additional staff (beyond if the request is approved?		•		e required		Х		
Does the request support act	ivities whi	ich produce revenue for the	Town?			Χ		
If the request is not approve	•		•			X		
Is there an increased exposu		•				X		
Is specialized training or licer			chase)?			X		
Does this request address a	document	ed health or safety issue?				X		

#### Description and Explanation

This request is for an additional Custodian position that would be considered a Float Custodian. The Float Custodian position consists of a staff member that is assigned to town or school buildings depending on the need. If a custodian is out on sick, personal, vacation, FMLA, or workers comp, a Float Custodian would allow for Building Maintenance to have a custodian who can fill in when needed. On average, Building Maintenance experiences around 6.57 custodial absences every day. This position would aid in relieving the workload of existing custodians and decrease the amount of overtime needed to properly upkeep the town and school buildings. Additionally, this will increase efficiency and allow for management to focus on other areas as opposed to spending significant time coordinating staffing. Lastly, we believe that this position will improve morale among custodial staff. As the square footage and number of buildings increases in Town, there becomes a need for additional custodial staff at any given time, on any given day, at any building. A Float Custodian would allow for the Division to have a custodian who can fill in when needed, backup buildings with custodial staff out, respond to emergency situations, and provide additional support to any building. This request includes the salary (55,848), and recurring cell phone and uniform costs (800).

This position would address Goal #1 of the Select Board. This position will allow us to maintain buildings and infrastructure more effectively and efficiently.

Position Title Classification Part Time /Seasonal  Base Rate Other	Hour BCS Snor Sick	rs Per W  1 Step w Incer Incent	8 ntive	PT   compensati		tail	Seasonal Number of W		ority Per Year		,848 ,000 400
Part Time /Seasonal  Base Rate Other Other Other Other Other Other Other Other	BCS Snor Sick	rs Per W  1 Step w Incer	8 ntive		on De	tail		eeks	Per Year		,000
/Seasonal  Base Rate Other Other Other Other Other Other Other Other	BCS Snor Sick	1 Step w Incer	8 ntive	ompensati	on De	tail	Number of W	eeks	Per Year		,000
Base Rate Other Other Other Other Other Other Other Other	Snov	w Incer	8 ntive	ompensati	on De	tail					,000
Other Other Other Other Other Other Other	Snov	w Incer	ntive								,000
Other Other Other Other Other	Sick									[1]	
Other Other Other Other	I	Incent	ive								400
Other Other Other											
Other Other											
Other											
Other											
Salary and Wage Total	Funder									57	,248
<u>If F</u>	unuet	the Pos	sition W	ill Require	the F	ollo	wing Additional	Iten			
Description	No	Yes		Explain			Start Up Cost \$			al Recur Cost \$	ring
Workstation	X										
Vehicle	X										
Computer	X										
Software	X										
Mobile Communication Device		×		Cell Pho	ne						650
Uniform		X		Shir Jack							150
Tools											
Equipment											
Other											
Other											
Other											
Totals											800
	Es	timated		Benefit C						31	,967
				ription and							
This position would re buildings increases in time, on any given da custodian who can fill emergency situations,	Town ay, at a in wh	, there any bui en need	becom lding. ded, ba	es a nee A Float C ackup bu	d for Custoo ilding	add dian s wi	itional custodi would allow f ith custodial si	al st or th	aff at an ne Divisio	y giver on to h	1

	Perform	ance Improvement Fund DSR4	ing Requ	est		
Department		tment of Public Works – ling and Solid Waste Divi	ision	Fiscal Year	2023	
Title	RTS O	vertime – Early Release	Day	Priority	7	
		DSR4				
Expenditure Classification	FTE	Freque Recurring Amount (A)	One T	Fime Only ount (B)	Total Amount (A + B)	
<ol> <li>Salary and Wage</li> </ol>	0	2,750				2,750
2. Expense						
<ol><li>Operating Capital</li></ol>						
<ol> <li>Department Total (1+2+3)</li> </ol>	0	2,750				2,750
5. Other Costs						
Budgetary Consideration		Yes	No			
Does this request address a			rd or Com	mittee?	X	
If yes, which Board or Comm		Select Board			1	_
Has this request been submit						X
Are there additional costs to costs which would be ongoing request?						Х
Will the assistance of anothe or financial) for this request	to be impl	emented?				Х
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subr	nission) be	e required		Х
Does the request support act	ivities wh	ich produce revenue for the	Town?			X
If the request is not approve	•		•			X
Is there an increased exposu		•				X
Is specialized training or lice		• • • • • • • • • • • • • • • • • • • •	chase)?			X
Does this request address a	document	ed health or safety issue?				X

#### Description and Explanation

This request is to add an overtime budget to accommodate extra trash created by early release days. Early release results in students congregating in public places, often eating food bought in local stores. These public spaces are primarily the Town Hall Common, Greene's Field, Memorial Field and Needham Heights. Trash is primarily left around these areas, or stacked atop overflowing barrels, necessitating RTS staff to empty overflowing barrels and clear litter throughout these areas. The trash collection service is necessary to ensure that the trash does not become a windblown nuisance and does not attract vermin to the public spaces. This overtime supplemental trash collection is performed by two RTS staff, and resources are devoted to ensuring every early release date is covered.

This request does support the Select Board Goal 1.6: "Explore options for reducing amount of public litter including General By-law re: Household trash and Funding for trash removal efforts."

Performance Improvement Funding Request DSR4									
Department	•	tment of Public Works – al Fund		Fiscal Year	2023				
Title	High S Suppo	School Athletics Gameday rt OT	/	Priority	8	3			
		DSR4							
Expenditure Classification	FTE	Freque Recurring Amount (A)	One 7	Time Only ount (B)	Total Amount (A + B)				
<ol> <li>Salary and Wage</li> </ol>	0	4,461		0		4,461			
2. Expense									
<ol><li>Operating Capital</li></ol>									
4. Department Total (1+2+3)		4,461		0		4,461			
5. Other Costs									
Budgetary Consideration		Yes	No						
Does this request address a	goal of the	Select Board or other Boa	rd or Com	mittee?		X			
If yes, which Board or Comm									
Has this request been submit						X			
Are there additional costs to costs which would be ongoing request?						Х			
Will the assistance of another or financial) for this request t	o be impl	emented?				Х			
Will additional staff (beyond to if the request is approved?	the staff r	equested in this DSR4 subn	nission) be	e required		Х			
Does the request support act						X			
If the request is not approved	•					X			
Is there an increased exposu		•	• •			X			
Is specialized training or licer		• • • • • • • • • • • • • • • • • • • •	chase)?			X			
Does this request address a	document	ed health or safety issue?				X			

#### Description and Explanation

This request is to add a new type of overtime into the Parks & Forestry Division's budget to support High School Athletics gameday activities. This would fund twelve hours of field and event support per week for eight weeks a year.

This overtime opportunity would be dedicated to High School game events with large crowds of spectators in the evenings and off hours, such as Senior Night and the Thanksgiving Day football game. Assigned staff would work to make sure the field is set up properly prior to these events, with any bollards, trash barrels, safety fencing or other necessary items in place. Additionally, Parks' staff would manage trash cleanup during and after the games. This would be done to ensure that the games run smoothly and safely, while minimizing the impact that the large crowds have on the field area.

The Division has done this work to support athletics events for many years without formalizing a program and calling it out in their budget. As a result, they have lost time that would have been devoted to their core operational duties to carry out these responsibilities. The High School relies on Parks staff to cover this work because they lack the staff to do so themselves, and so an overtime program would provide a more secure and incentivized commitment.

	Perform	ance Improvement Fund DSR4	ing Requ	est			
Department		tment of Public Works – al Fund		Fiscal Year	202	23	
Title	Admin	istrative Analyst		Priority	9	)	
		DSR4					
Expenditure Classification	FTE	Freque Recurring Amount (A)	One 7	Time Only ount (B)		Total Amount (A + B)	
<ol> <li>Salary and Wage</li> </ol>	1	80,106			8	0,106	
2. Expense				2,500		2,500	
3. Operating Capital							
4. Department Total (1+2+3)		80,106	8	2,606			
5. Other Costs		33,645			3	3,645	
Budgetary Consideration					Yes	No	
Does this request address a			rd or Com	mittee?	X		
If yes, which Board or Comm		Select Board			1	ı	
Has this request been submit						Х	
Are there additional costs to costs which would be ongoing request?						Х	
Will the assistance of another or financial) for this request t	o be impl	emented?				Х	
Will additional staff (beyond to if the request is approved?	the staff r	equested in this DSR4 subr	nission) be	e required		Х	
Does the request support act		•				X	
If the request is not approved						Χ	
Is there an increased exposu		•	• •			Х	
Is specialized training or licer		, ,	chase)?			Х	
Does this request address a	document	ed health or safety issue?				X	

#### Description and Explanation

This request is for an Administrative Analyst for the Engineering Division. The Division currently has only one Contract Administrator that needs additional support. With the increased workload from the many projects and contracts that the Division has taken on, the Contract Administrator is limited in their capacity to supervise and manage all of them simultaneously.

The Administrative Analyst would primarily assist the Contract Administrator in their duties, helping to develop and coordinate all of the non-operational components of the Division's responsibilities. These include preparing grant applications and budget requests, tracking advertisements, developing specifications, facilitating pre-bid meetings, site visits and bid openings, reviewing qualifications, drafting award notices, and managing design and construction contracts. The position would also support the Contract Administrator in coordinating pre-construction conferences, detour plans, and abutter notifications, tracking construction schedules and milestones, processing payment requisitions and change orders, monitoring compliance with contract documents, and administering project close-outs.

The addition of an Administrative Analyst would reduce the demands on the Contract Administrator's time, allowing them to focus on their more specialized duties and increasing the capacity of the Division to execute and ensure the quality of their large number of assigned

Performance Improvement Funding Request DSR4								
Department	Department of Public Works – General Fund	Fiscal Year	2023					
Title	Administrative Analyst	Priority	9					

### projects.

### Responsibilities

- Provide support in contract administration
- Coordinate meetings with contractors, including pre-construction meetings, site visits, and close outs
- Develop specifications for bids
- Assist in the bidding process, following all procurement law
- Oversee bid review and qualifications
- Coordinate construction schedules
- Process payment requisitions and change orders for projects
- Monitor compliance with contract documents
- Monitor contract status

This request supports the Select Board goal 1: "Coordinates major infrastructure projects and communicates with impacted members of the Needham community".

	0Perforn	nance Ii	mprov	ement Fu DSR4		g Ro	equest Supplemer	nt		
Position Title	Admi	nistrativ	e Ana				Pr	iority	9	
Classification	X	FT		PT			Seasonal	,		
Part Time		I	ماد	Ī				Don Voor	l	Ī
/Seasonal	Hour	s Per We	ек				Number of Weeks	Per Year		
	1			ompensati	on Det	ail				
Base Rate	Grade	e 6 Step	11						80	,106
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage To									80	,106
	<u>If Funded</u>	the Posi	tion W	ill Require/	the Fo	ollo	wing Additional Iter			
Description	No	Yes		Explain			Start Up Cost \$		al Recur Cost \$	ring
Workstation	Х									
Vehicle	X									
Computer		[X		Comput Need			2,500			
Software										
Mobile Communication Device	[ <b>x</b>	[								
Uniform	Х									
Tools	X									
Equipment	X									
Other										
Other										
Other										
Totals	"	"					2,500			
	Est	imated A		Benefit C					33	,645
				ription and						
This position would could work.	This position would just require a computer, as there is already an existing space where they could work.									
										V/2023

	Perform	ance Improvement Fund DSR4	ing Reque	est				
Department		tment of Public Works – al Fund		Fiscal Year	202	23		
Title	Sustai	nability Coordinator		Priority	0			
		DSR4						
Expenditure Classification	FTE	Freque Recurring Amount (A)	One 7	Time Only ount (B)	Total Amount (A + B)			
1. Salary and Wage	1	80,106			8	0,106		
2. Expense		650	650 5,000					
3. Operating Capital								
4. Department Total (1+2+3)	1	80,756	8	5,756				
5. Other Costs		33,657		0	3	3,657		
Budgetary Consideration	Yes	No						
Does this request address a			rd or Com	mittee?	X			
If yes, which Board or Comm		Select Board				ı		
Has this request been submit						X		
Are there additional costs to costs which would be ongoing request?						x		
Will the assistance of another or financial) for this request t	to be impl	emented?						
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subr	nission) be	e required		Х		
Does the request support act	ivities whi	ich produce revenue for the	Town?			X		
If the request is not approve	•			pacted?		Χ		
Is there an increased exposu		•	• •			X		
Is specialized training or licer		• • • • • • • • • • • • • • • • • • • •	chase)?			X		
Does this request address a	document	ed health or safety issue?				X		

#### Description and Explanation

This request is for a Sustainability Coordinator. The Town is seeking to fund this position in response to the Select Board's decision to develop a Climate Action Plan. The Sustainability Coordinator would help implement the action items from the forthcoming Climate Action Plan and would assist in coordinating any and all projects related to sustainability.

The Sustainability Coordinator would be responsible for implementing programs and policies that focus on greenhouse gas reduction goals and climate resilience planning with regards to the following areas:

- Energy, including reduction, source, and generation;
- Built environment including permitting, zoning, siting and code for new construction and renovations for municipal, school, commercial, industrial, and residential structures;
- Transportation systems;
- Land use;
- Water, Sewer, & Stormwater;
- Waste management;
- Infrastructure; and
- Open space, agriculture, and forestry

Performance Improvement Funding Request DSR4							
Department	Department of Public Works – General Fund	Fiscal Year	2023				
Title	Sustainability Coordinator	Priority	0				

In partnership with the Climate Action Plan Committee (CAPC), this position would oversee the development, prioritization, and implementation of the programs, plans, and policies necessary to work towards the Town's sustainability objectives. This would include the coordination of projects and policies focusing on: energy efficiency, waste reduction, water conservation, greenhouse gas reduction, climate adaptation, and resiliency projects across all Town and School departments, as well as in residential and commercial sectors.

As part of their responsibilities, the Sustainability Coordinator would also oversee data analysis, including the collection of data related to sustainability throughout all sectors (Town, School, residential, and commercial), establishing goals, and measuring progress against key performance indicators. They would identify opportunities for sustainability-related funding (local, state, or private), and coordinate application processes and grant administration. This position would partner with other departments, committees, and boards to advance sustainability goals on any and all Town projects. Any analysis and progress updates would be reported on by the Sustainability Coordinator to the Town, the CAPC, any other boards and committees, and the public on a regular basis.

This position may ultimately end up in another Department, but is being submitted under DPW for now.

Yes, this request is in response to Select Board goal 7.1 – Develop a Climate Action Plan.

	Perform	ance Im	provement Fur DSR4	_	Request Supplemen	t		
Position Title	Susta	inability	Coordinator		Pri	iority	0	
Classification	X	FT	PT		Seasonal			
Part Time	Hour	s Per Wee	·k		Number of Weeks	Per Year		Ī
/Seasonal	110011		1					I
Dana Data	Cundo	Ch-	Compensatio	n Deta	<u>                                     </u>		00	100
Base Rate	Grade	e 6 – Ste	рш				80,	,106
Other Other								
Other								
Other								
Other								
Other								
Other								
	stal						90	106
Salary and Wage Total 80,10  If Funded the Position Will Require the Following Additional Items								,100
Description	No	Yes	Explain	che i oi	Start Up Cost \$	Annu	al Recuri	ring
		_	Workstatio	'n			Cost \$	
Workstation		X	Workstatic Neede		2,500			
Vehicle								
Computer		[ <b>x</b>	Compute		2,500			
Software								
Mobile	,		,	•	,			į.
Communication Device		X	Cell Phor	ie				650
Uniform								
Tools								
Equipment								
Other								
Other								
Other								
Totals	•				5,000			650
	Est		nnual Benefit Co				33,	,657
This was it is			Description and			J		
This position will re space. This position	•		• 1	uter, a	s there is not alread	ay an ex	isting	
								V2023

DPW General Fund	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	8,845,272	542,345.00	9,387,617	705,945		8,681,672	7,659,216.71	7,249,705.75	6,211,344.72
Salary & Wage Regular Salary & Wage Temporary	199,572	4,284.00	203,856	9,157		194,699	41,858.36	90,439.62	84,538.54
Salary & Wage Overtime	854,796	24,543.00	879,339	56,815		822,524	1,036,276.52	929,312.83	986,413.27
Salary & Wage Other	41,200	800.00	42,000	800		41,200	276,156.37	126,288.78	130,808.36
Salary and Wage Total	9,940,840	571,972.00	10,512,812	772,717	7.9%	9,740,095	9,013,507.96	8,395,746.98	7,413,104.89
Energy	99,648	371,372.00	99,648	408	7.570	99,240	54,500.00	91,096.07	80,685.80
Non Energy Utilities	33,040		33,040	400		33,240	34,300.00	31,030.07	00,003.00
Repairs and Maintenance	1,873,318		1,873,318	348,729		1,524,589	1,217,231.20	1,073,282.11	1,077,624.53
Rental and Leases	20,700		20,700	7,000		13,700	13,127.50	39,809.14	43,141.95
Other Property Related	3,425,961		3,425,961	286,654		3,139,307	3,451,950.85	2,646,051.62	1,529,797.28
Professional & Technical	475,622	2,000.00	477,622	7,500		470,122	432,594.07	247,537.72	208,971.20
Communications	208,880	3,250.00	212,130	15,550		196,580	191,226.54	148,616.95	147,204.08
Recreation	<u> </u>	<u> </u>		<u> </u>			<u> </u>	<u> </u>	
Other Purchased Services	279,298		279,298	18,598		260,700	241,574.05	176,694.88	78,962.59
Energy Supplies	<u> </u>		<u> </u>					<u> </u>	
Office Supplies	27,600	20,000.00	47,600	17,500		30,100	10,346.34	13,939.52	19,172.41
Building & Equipment Rprs/Sp	499,993		499,993			499,993	408,613.16	307,371.19	402,771.90
Custodial Supplies	275,137		275,137			275,137	310,575.82	144,940.46	198,461.30
Grounds Keeping Supplies	99,249		99,249	4,742		94,507	106,997.14	91,289.45	101,519.29
Vehicular Supplies	391,111		391,111	45,594		345,517	360,099.24	254,074.77	230,338.45
Food & Service Supplies	1,500		1,500			1,500	8,123.07	20,427.62	2,185.91
Medical Supplies	3,350		3,350			3,350	500.00	500.00	530.37
Educational Supplies							273.90		
Public Works Supplies	362,066	45,000.00	407,066	88,599		318,467	308,670.68	274,249.86	209,514.16
Other Supplies & Equipment	36,825	300.00	37,125	(12,700)		49,825	43,218.24	40,481.44	40,221.29
Governmental Charges	6,655		6,655			6,655	5,025.00	3,065.00	6,150.00
Travel & Mileage	13,050		13,050			13,050	40.02	8,689.15	7,196.91
Dues & Subscriptions	9,551		9,551			9,551	5,883.50	6,131.00	5,760.40
Other							1,700.00	3,590.00	12,345.00
Expense	8,109,514	70,550.00	8,180,064	828,174	11.3%	7,351,890	7,172,270.32	5,591,837.95	4,402,554.82
Capital Equipment	190,499		190,499	12,499		178,000	149,330.02	115,649.00	15,612.41
Budget Capital	190,499		190,499	12,499	7.0%	178,000	149,330.02	115,649.00	15,612.41
Snow and Ice	433,139		433,139	4,289.00		428,850	800,710.77	405,171.57	724,023.83
TOTAL	18,673,992	642,522	19,316,514	1,617,679	9.1%	17,698,835	17,135,819	14,508,406	12,555,296

DPW ADM Div	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	972,608	80,106.00	1,052,714	192,126		860,588	807,638.17	812,992.31	732,820.18
Salary & Wage Temporary	3,755		3,755			3,755		5,002.50	4,534.50
Salary & Wage Overtime	10,255		10,255	843		9,412	7,116.79	563.56	1,193.43
Salary & Wage Other							117,045.61	10,545.30	6,213.13
Salary and Wage Total	986,618	80,106.00	1,066,724	192,969	22.1%	873,755	931,800.57	829,103.67	744,761.24
Energy									
Non Energy Utilities									
Repairs and Maintenance	6,000		6,000			6,000	1,484.90	2,543.62	5,442.19
Rental and Leases								308.00	296.00
Other Property Related									
Professional & Technical	61,000		61,000	3,000		58,000	38,423.81	45,789.56	27,448.00
Communications	8,185	650.00	8,835	4,685		4,150	5,218.78	3,004.73	4,048.17
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies	27,600	20,000.00	47,600	17,500		30,100	9,900.00	11,543.46	12,642.36
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies	2,819		2,819	1,364		1,455	1,745.22	1,105.99	1,062.16
Food & Service Supplies	500		500			500	223.07	587.61	1,185.91
Medical Supplies									
Educational Supplies							273.90		
Public Works Supplies									399.00
Other Supplies & Equipment	2,300		2,300			2,300	948.85	3,987.37	410.33
Governmental Charges							100.00	150.00	200.00
Travel & Mileage	6,500		6,500			6,500		5,482.21	5,534.68
Dues & Subscriptions	1,200		1,200			1,200	1,031.25	972.50	957.34
Other							200.00	500.00	700.00
Expense	116,104	20,650.00	136,754	26,549	24.1%	110,205	59,549.78	75,975.05	60,326.14
Capital Equipment									
Budget Capital									
Snow and Ice									
TOTAL	1,102,722	100,756	1,203,478	219,518	22.3%	983,960	991,350	905,079	805,087

DPW BM Div	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	3,789,688	155,067.00	3,944,755	80,150		3,864,605	3,206,294.28	2,949,265.46	2,692,082.42
Salary & Wage Temporary	88,897		88,897	1,059		87,838	10,280.18	12,105.50	5,396.61
Salary & Wage Overtime	420,981	17,332.00	438,313	21,420		416,893	603,965.68	544,074.04	746,009.32
Salary & Wage Other	26,800	400.00	27,200	400		26,800	71,982.49	49,917.44	61,497.64
Salary and Wage Total	4,326,366	172,799.00	4,499,165	103,029	2.3%	4,396,136	3,892,522.63	3,555,362.44	3,504,985.99
Energy	99,648		99,648	408		99,240	54,500.00	91,096.07	80,685.80
Non Energy Utilities									
Repairs and Maintenance	1,447,667		1,447,667	316,037		1,131,630	1,008,854.56	901,547.99	950,873.66
Rental and Leases	5,100		5,100			5,100	1,798.65	946.00	39,084.98
Other Property Related	958,812		958,812	16,038		942,774	1,278,004.91	773,216.21	691,561.79
Professional & Technical	240,397		240,397	(1,500)		241,897	273,049.13	94,096.99	98,425.38
Communications	174,890	1,300.00	176,190	10,800		165,390	162,112.07	121,450.30	124,189.91
Recreation									
Other Purchased Services	12,600		12,600			12,600	4,655.00	4,875.67	18,939.81
Energy Supplies									
Office Supplies								2,396.06	6,530.05
Building & Equipment Rprs/Sp	486,793		486,793			486,793	406,913.16	306,833.69	402,771.90
Custodial Supplies	275,137		275,137			275,137	310,575.82	144,940.46	198,461.30
Grounds Keeping Supplies	9,100		9,100			9,100	5,078.98	4,000.00	10,500.00
Vehicular Supplies	26,152		26,152	8,167		17,985	14,932.48	14,557.74	24,426.49
Food & Service Supplies	500		500			500	6,000.00	8,500.00	
Medical Supplies									
Educational Supplies									
Public Works Supplies							4,049.80	35.70	1,000.00
Other Supplies & Equipment	8,530	150.00	8,680	(12,850)		21,530	1,302.23	10,574.88	21,857.47
Governmental Charges	2,500		2,500			2,500	2,150.00	100.00	4,455.00
Travel & Mileage	3,250		3,250			3,250		75.00	1,002.83
Dues & Subscriptions	2,250		2,250			2,250	218.75	767.50	469.12
Other							500.00	1,000.00	
Expense	3,753,326	1,450.00	3,754,776	337,100	9.9%	3,417,676	3,534,695.54	2,481,010.26	2,675,235.49
Capital Equipment	31,999		31,999	31,999					
Budget Capital	31,999		31,999	31,999					
Snow and Ice									
TOTAL	8,111,691	174,249	8,285,940	472,128	6.0%	7,813,812	7,427,218	6,036,373	6,180,221

DPW Engineering	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	861,993	160,212.00	1,022,205	164,255		857,950	778,903.63	777,353.43	799,095.31
Salary & Wage Temporary	14,256	4,284.00	18,540	4,793		13,747	6,687.82	30,285.51	26,547.93
Salary & Wage Overtime	7,080		7,080	769		6,311	4,664.24	5,018.56	4,508.32
Salary & Wage Other							11,516.35	11,802.07	8,460.64
Salary and Wage Total	883,329	164,496.00	1,047,825	169,817	19.3%	878,008	801,772.04	824,459.57	838,612.20
Energy									
Non Energy Utilities									
Repairs and Maintenance	930		930			930		770.00	
Rental and Leases									
Other Property Related							13,860.00		
Professional & Technical	76,000	2,000.00	78,000	2,000		76,000	56,159.99	38,101.03	71,916.66
Communications	4,500	650.00	5,150	250		4,900	4,425.81	4,413.90	4,570.44
Recreation									
Other Purchased Services							500.00	492.00	148.00
Energy Supplies									
Office Supplies							446.34		
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies	4,309		4,309	1,175		3,134	1,566.38	2,454.72	3,015.45
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies	1,600	45,000.00	46,600	45,500		1,100	4,450.00	4,623.35	1,332.65
Other Supplies & Equipment	1,000		1,000			1,000	1,097.17		
Governmental Charges	1,000		1,000			1,000	500.00		
Travel & Mileage	500		500			500	40.02	1,390.82	
Dues & Subscriptions	1,200		1,200			1,200	1,332.25	1,313.50	1,258.34
Other							200.00	250.00	9,605.00
Expense	91,039	47,650.00	138,689	48,925	54.5%	89,764	84,577.96	53,809.32	91,846.54
Capital Equipment									
Budget Capital									
Snow and Ice									
TOTAL	974,368	212,146	1,186,514	218,742	22.6%	967,772	886,350	878,269	930,459

DPW Fleet	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	400,649	80,106.00	480,755	88,339		392,416	379,618.25	366,596.60	349,737.21
Salary & Wage Temporary	17,820		17,820	635		17,185			3,680.18
Salary & Wage Overtime	19,814		19,814	675		19,139	12,148.23	6,976.07	7,173.56
Salary & Wage Other	1,600		1,600			1,600	7,878.00	6,000.00	6,000.00
Salary and Wage Total	439,883	80,106.00	519,989	89,649	20.8%	430,340	399,644.48	379,572.67	366,590.95
Energy									
Non Energy Utilities									
Repairs and Maintenance	98,000		98,000	11,000		87,000	69,938.51	52,649.40	49,069.35
Rental and Leases	1,500		1,500			1,500	873.85	1,000.00	1,100.00
Other Property Related								5,760.00	
Professional & Technical	47,625		47,625	4,000		43,625	27,362.14	24,966.00	5,612.31
Communications	3,150	650.00	3,800	800		3,000	3,234.50	2,840.00	2,322.85
Recreation									
Other Purchased Services	36,100		36,100			36,100	4,422.95	6,400.00	8,400.00
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp							1,700.00	537.50	
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies	158,161		158,161	16,164		141,997	141,378.72	118,612.90	127,282.00
Food & Service Supplies							500.00	9,940.01	1,000.00
Medical Supplies	2,000		2,000			2,000			378.90
Educational Supplies									
Public Works Supplies	10,000		10,000	1,575		8,425	11,855.08	12,135.98	16,570.00
Other Supplies & Equipment	5,030		5,030			5,030	32,117.67	18,651.99	4,157.78
Governmental Charges	250		250			250	25.00	25.00	
Travel & Mileage	50		50			50			
Dues & Subscriptions	900		900			900		212.50	194.12
Other							200.00	340.00	40.00
Expense	362,766	650.00	363,416	33,539	10.2%	329,877	293,608.42	254,071.28	216,127.31
Capital Equipment									
Budget Capital									
Snow and Ice									
TOTAL	802,649	80,756	883,405	123,188	16.2%	760,217	693,253	633,644	582,718

DPW Highway	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	907,620	66,854.00	974,474	92,324		882,150	814,335.29	724,785.98	687,934.87
Salary & Wage Temporary	14,256		14,256	509		13,747		7,039.57	11,000.06
Salary & Wage Overtime	128,221		128,221	5,081		123,140	113,501.26	116,055.48	128,604.65
Salary & Wage Other	4,000	400.00	4,400	400		4,000	27,888.77	16,643.35	26,280.73
Salary and Wage Total	1,054,097	67,254.00	1,121,351	98,314	9.6%	1,023,037	955,725.32	864,524.38	853,820.31
Energy									
Non Energy Utilities									
Repairs and Maintenance	193,421		193,421	12,792		180,629	33,980.00	38,061.25	41,451.95
Rental and Leases	4,000		4,000	4,000			1,400.00	3,553.70	2,660.97
Other Property Related	734,898		734,898	124,036		610,862	714,779.85	503,283.94	573,451.62
Professional & Technical	2,500		2,500			2,500	1,160.75	2,294.00	2,638.90
Communications	5,850		5,850	(850)		6,700	6,414.43	7,022.81	8,060.50
Recreation									
Other Purchased Services	25,212		25,212	3,212		22,000	22,295.00	23,101.32	28,474.78
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies	1,000		1,000			1,000			639.86
Vehicular Supplies	70,943		70,943	8,136		62,807	43,491.32	26,808.81	38,041.49
Food & Service Supplies									
Medical Supplies	100		100			100			151.47
Educational Supplies									
Public Works Supplies	225,216		225,216	41,524		183,692	157,670.87	135,935.41	173,488.10
Other Supplies & Equipment	2,345	150.00	2,495	150		2,345	2,442.38	2,610.64	5,374.87
Governmental Charges	505		505			505	485.00	345.00	410.00
Travel & Mileage									
Dues & Subscriptions	1,000		1,000			1,000	918.75	720.00	858.24
Other							200.00	250.00	2,000.00
Expense	1,266,990	150.00	1,267,140	193,000	18.0%	1,074,140	985,238.35	743,986.88	877,702.75
Capital Equipment				(30,000)		30,000	45,782.00	33,650.00	8,369.71
Budget Capital				(30,000)	-100.0%	30,000	45,782.00	33,650.00	8,369.71
Snow and Ice									
TOTAL	2,321,087	67,404	2,388,491	261,314	12.3%	2,127,177	1,986,746	1,642,161	1,739,893

DPW Parks & Forestry	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	1,178,244		1,178,244	52,278		1,125,966	1,037,147.23	1,015,020.16	949,674.73
Salary & Wage Temporary	53,460		53,460	1,907		51,553	24,890.36	31,469.07	33,379.26
Salary & Wage Overtime	67,537	4,461.00	71,998	9,227		62,771	82,545.33	63,648.25	98,923.99
Salary & Wage Other	5,600		5,600			5,600	25,944.33	15,500.00	22,356.22
Salary and Wage Total	1,304,841	4,461.00	1,309,302	63,412	5.1%	1,245,890	1,170,527.25	1,125,637.48	1,104,334.20
Energy									
Non Energy Utilities									
Repairs and Maintenance	58,800		58,800	8,000		50,800	37,098.52	17,133.73	30,787.38
Rental and Leases									
Other Property Related	574,502		574,502	27,353		547,149	407,891.09	382,738.96	264,783.87
Professional & Technical	6,000		6,000			6,000	333.00	6,297.00	2,929.95
Communications	3,655		3,655	(700)		4,355	4,072.40	4,180.95	4,012.21
Recreation									
Other Purchased Services	26,876		26,876	876		26,000	18,500.00	20,518.00	23,000.00
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp	700		700			700			
Custodial Supplies									
Grounds Keeping Supplies	89,149		89,149	4,742		84,407	98,543.16	85,789.45	90,379.43
Vehicular Supplies	49,983		49,983	8,540		41,443	25,420.86	27,361.35	36,510.86
Food & Service Supplies									
Medical Supplies	750		750			750			
Educational Supplies									
Public Works Supplies	16,800		16,800			16,800	15,942.59	15,767.10	16,724.41
Other Supplies & Equipment	14,270		14,270			14,270	3,264.63	2,278.76	8,420.84
Governmental Charges	1,800		1,800			1,800	1,520.00	2,025.00	1,085.00
Travel & Mileage	250		250			250			659.40
Dues & Subscriptions	2,000		2,000			2,000	2,113.75	2,095.00	2,023.24
Other							200.00	950.00	
Expense	845,535		845,535	48,811	6.1%	796,724	614,900.00	567,135.30	481,316.59
Capital Equipment	67,000		67,000	10,500		56,500	11,351.02		7,242.70
Budget Capital	67,000		67,000	10,500	18.6%	56,500	11,351.02		7,242.70
Snow and Ice									
TOTAL	2,217,376	4,461	2,221,837	122,723	5.8%	2,099,114	1,796,778	1,692,773	1,592,893

DPW RSW	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	734,470		734,470	36,473		697,997	635,279.86	603,691.81	
Salary & Wage Temporary	7,128		7,128	254		6,874		4,537.47	
Salary & Wage Overtime	200,908	2,750.00	203,658	18,800		184,858	212,334.99	192,976.87	
Salary & Wage Other	3,200		3,200			3,200	13,900.82	15,880.62	
Salary and Wage Total	945,706	2,750.00	948,456	55,527	6.2%	892,929	861,515.67	817,086.77	
Energy									
Non Energy Utilities									
Repairs and Maintenance	68,500		68,500	900		67,600	65,874.71	60,576.12	
Rental and Leases	10,100		10,100	3,000		7,100	9,055.00	34,001.44	
Other Property Related	1,157,749		1,157,749	119,227		1,038,522	1,037,415.00	981,052.51	
Professional & Technical	42,100		42,100			42,100	36,105.25	35,993.14	
Communications	8,650		8,650	565		8,085	5,748.55	5,704.26	
Recreation									
Other Purchased Services	178,510		178,510	14,510		164,000	191,201.10	121,307.89	
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp	12,500		12,500			12,500			
Custodial Supplies									
Grounds Keeping Supplies							3,375.00	1,500.00	
Vehicular Supplies	78,744		78,744	2,048		76,696	131,564.26	63,173.26	
Food & Service Supplies	500		500			500	1,400.00	1,400.00	
Medical Supplies	500		500			500	500.00	500.00	
Educational Supplies									
Public Works Supplies	108,450		108,450			108,450	114,702.34	105,752.32	
Other Supplies & Equipment	3,350		3,350			3,350	2,045.31	2,377.80	
Governmental Charges	600		600			600	245.00	420.00	
Travel & Mileage	2,500		2,500			2,500		1,741.12	
Dues & Subscriptions	1,001		1,001			1,001	268.75	50.00	
Other							200.00	300.00	
Expense	1,673,754		1,673,754	140,250	9.1%	1,533,504	1,599,700.27	1,415,849.86	
Capital Equipment	91,500		91,500			91,500	92,197.00	81,999.00	
Budget Capital	91,500		91,500			91,500	92,197.00	81,999.00	
Snow and Ice									
TOTAL	2,710,960	2,750	2,713,710	195,777	7.8%	2,517,933	2,553,413	2,314,936	

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Director of Public Works	15	1.00	144,859	-6.4%	1.00	154,780	1.00	167,790
Assistant Director of Public Works/Building Maintenance	13	1.00	135,120		1.00	135,120	1.00	135,120
Assistant Director of Public Works/Operations	13	1.00	143,425		1.00	143,425	1.00	143,425
Town Engineer	13	1.00	143,425		1.00	143,425	1.00	143,425
Division Super Highway	12	1.00	119,016		1.00	119,016	1.00	119,002
Division Super Parks & Forestry	12	1.00	117,288	0.0%	1.00	117,288	1.00	117,272
Division Super Solid Waste & Recycling	12	1.00	103,944		1.00	103,944	1.00	103,923
Business Manager (Director of Administration & Finance Public Services)	11	1.00	102,902	2.0%	1.00	100,893	1.00	119,892
Fleet Supervisor	10	1.00	100,997	0.4%	1.00	100,608	1.00	100,586
Assistant Town Engineer	11	1.00	102,902	2.0%	1.00	100,901	1.00	98,308
Building Maintenance Manager	11	1.00	96,135	2.9%	1.00	93,434	1.00	103,000
Assistant Superintendent	9	3.00	265,689	2.6%	3.00	258,891	3.00	251,547
Building Maintenance Supervisor	9	2.00	178,894	2.6%	2.00	174,388	2.00	169,121
Administrative Analyst	6	1.00	67,392	-0.3%	1.00	67,626	1.00	65,678
Administrative Assistant	I3	1.00	62,147					
Administrative Specialist	I5	1.00	66,963	4.3%	1.00	64,175	1.00	63,005
Arborist	N5	2.00	132,372	3.7%	2.00	127,642	2.00	122,180
Auto Cad Technician	4	1.00	69,098	2.1%	1.00	67,662	1.00	65,236
Carpenter	B4	1.00	83,762	2.5%	1.00	81,744	1.00	77,938
Civil Engineer	7	2.00	161,656	2.1%	2.00	158,330	2.00	156,062
Compliance Coordinator	6	1.00	81,804	-2.1%	1.00	83,519	1.00	79,135
Contract Administrator	8	1.00	92,206	0.3%	1.00	91,897	1.00	91,860
Crafts Worker Building Maintenance	В2	4.00	260,124	0.4%	4.00	259,023	3.00	181,937
Custodians	BC1	24.00	1,298,087	0.8%	24.00	1,287,291	24.00	1,255,211
Electrician	B4	1.00	81,744	2.4%	1.00	79,851	1.00	76,107
Engineering Aide	2	1.00	63,003		1.00	63,003	1.00	63,026
Equipment Mechanic	N4	3.00	206,106	3.0%	3.00	200,162	3.00	195,873
Finance Assistant	I4	1.00	61,094	-45.3%	2.00	111,618	2.00	109,240
Glazier							1.00	65,437
Heavy Motor Equipment Operator	N4	11.00	681,429	3.3%	10.00	659,602	10.00	588,870

Position Register Summary	Sch	FY23	FY23	FY23	FY22	FY22	FY21	FY21
Description	Grd	FTE	Estimate	%	FTE	Current	FTE	Final Budget
HVAC Technician	B4	4.00	336,816	1.2%	3.00	332,822	3.00	239,242
Laborers	N2/3	4.00	238,618	10.6%	5.00	215,823	4.00	247,206
Management Analyst	8	1.00	73,827	4.3%	1.00	70,766		
Master Mechanic	N6	1.00	80,101	2.2%	1.00	78,356	1.00	76,565
Office Assistant	I2	1.00	56,492	3.4%	1.00	54,620	1.00	52,826
Plumber	B4	2.00	167,482	-2.0%	2.00	170,900	2.00	155,231
Project Manager	10	1.00	99,977	-6.2%	1.00	106,552		
Public Works Craftsworker	N4	8.00	505,794	3.6%	8.00	488,189	8.00	473,306
Public Works Technician	N4	1.00	68,702	3.0%	1.00	66,728	1.00	65,291
Scalehouse Attendant	N3	1.00	62,442	3.0%	1.00	60,632	1.00	58,677
Senior Administrative Coordinator							1.00	68,874
Senior Autocad Technician	6	1.00	80,106	2.0%	1.00	78,520	1.00	78,017
Senior Custodians	BC2	14.00	867,154	0.5%	14.00	862,952	14.00	840,838
Senior Custodians 1	ВС3	3.00	194,250		3.00	194,250	3.00	189,510
Survey Party Chief	6	2.00	138,694	-2.8%	2.00	142,751	2.00	142,158
Working Foreman	N7	5.00	375,377	3.4%	5.00	363,015	5.00	349,668
Longevity			88,956	6.7%		83,387		73,985
Differential			102,000					
Education								
Extra Holiday			20,110	51.2%		13,296		10,446
Other Pay			30,900	-73.8%		118,000		112,000
Stipends				-100.0%		900		900
Budget Adjustment			33,891	1.6%		33,355		32,493
Total		121.00	8,845,272	1.8%	120.00	8,685,072	118.00	8,296,439

	Department Spending Request Short Form
Budget	Municipal Parking Program
B	

Purpose

The Town operates and maintains a number of municipal lots in and around the business districts for customer, visitor, and employee parking. The Town issues parking permits to local businesses for their employees at a fee. The Town maintains and enforces parking regulations in these lots. These parking lots include: Lincoln/Chestnut Street, Eaton Square, Mark Lee, Dedham Avenue, Chapel Street, and Kimball Lot.

### **Budget Statement**

Salaries & Wages increasing \$1,516, 6.56%.

Expenses & Services increasing \$15,710, 14.09%.

Total Budget Submission increasing \$17,226, 12.8%.

#### **Salaries**

A new compensation and classification study was implemented for all NIPEA staff who provide the overtime services under the Municipal Parking budget. Therefore, even though the overtime programs have remained the same, the costs have increased as the base salaries have increased.

#### **Expenses & Services**

The main increase is seen in Mulching & Weeding (14,393) due to updated contract pricing to provide services to these lots. The other increase is seen in updated contract pricing for the Rental & Leases (566) of the lots.

Line Item	Description	Change from FY22	Comments	Net Change
	Lease for Dedham Ave.	\$581	Updated Lease Pricing	
Rentals & Leases	Lease for Library Lot	(\$158)	Updated Lease Pricing	\$566
Nemais & Leases	Lease for MBTA for Heights	\$143	Updated Lease Pricing	7500
Other Property	Paint Markings	\$751	7.6% increase based on updated contract pricing	Ć1F 144
Related Services	Mulching & Weeding	\$14,393	120% increase based on updated contract pricing	\$15,144

#### Accomplishments and Activities

The Municipal Parking Program repurposed spaces to allow restaurants to provide outdoor dining due to COVID-19. Additionally, the Program partnered with DPW to install two parklets through the Shared Streets Grant to provide outdoor seating to the public

Description	Purpose	Amount
Overtime	Highway - Service All Lots	6,793
Overtime	Parks & Forestry - Service All Lots	17,844
Repairs & Maintenance Services	Fence & Guardrail Repair	10,000
Rentals & Leases	Lease for Dedham Ave	19,400
Rentals & Leases	Lease for Library Lot	12,450
Rentals & Leases	Lease for MBTA for Heights	24,000
Other Property Related Services	Paint Markings	10,637

Department Spending Request Short Form						
Budget   Municipal Parking Program						
Other Property Related Services	Pavement, Curbing, & Sidewalk Repair			9,000		
Other Property Related Services	Plantings			5,000		
Other Property Related Services	Mulching & Weeding		26,393			
Other Property Related Services	Misc.		5,000			
Grounds Keeping Supplies	Mulch		2,500			
Public Works Supplies	Parking Meter Supplies			1,000		
Public Works Supplies	Signs			1,800		
Total Request				151,818		
Spending Request Recap						
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)			
a) Salary and Wages	24,638	0		24,638		
b) Expenses	127,180	0		127,180		
c) Total DSR2 & DSR4	151,818	151,818		151,818		
V2023						

Department Information DSR1			
Department Health & Human Services			
Department Mission	·		

The **Needham Department of Health & Human Services (HHS)** provides programs and services that support and enhance the quality of life in Needham. HHS includes the following divisions: Aging Services, Public Health, Veterans' Services, and Youth & Family Services. Its mission is to protect, preserve, and promote the health, wellness, and social and emotional wellbeing of all Needham residents.

### **Aging Services Division**

## Mission:

The mission of Aging Services is to respond to the needs of Needham's older residents by providing a welcoming, inclusive, and safe environment with programs, services, and resources that enhance their quality of life and provide opportunities for growth. The Center at the Heights serves as a focal point for supporting aging in the community.

## On the Horizon:

During the Covid lock-down, the Aging Services Division provided a wide range of remote services. Meals were delivered, programs were streamed on online platforms, and social work services were offered remotely. Collaboration with community partners included work with Needham Community Council, JFK Taxi, Springwell Elder Services, the Newton Needham Chamber of Commerce, Riverside Emergency Services, BID-Needham, and the Needham Community Crisis Intervention Team.

Covid disproportionately impacted older adults in risk to physical, mental, and emotional health. When the Center at the Heights re-opened in July 2021, Aging Services continued to provide remote services while adding in-person programs through a hybrid service model.

To address ongoing concern food insecurity, older adults are able to have a free lunch delivered to their home or enjoy a continental breakfast and/or lunch at the center. Aging Services facilitates the disbursement of over 90 meals a day to older adults.

The Social Work department is offering remote and in-person services including case management, counseling, long term care planning, substance use and mental health consultations, health benefits counseling, psychosocial support and more.

The SHINE program, also operating on a hybrid model, provides health insurance counseling for Medicare beneficiaries.

Aging Services continues to work towards obtaining national accreditation through the National Council on Aging; increasing transportation services and volunteer opportunities; creating new programs; and continuing to host the MetroWest Regional SHINE program. Aging Services staff will continue to seek out and apply for grants to expand services and promote healthy aging.

## **Budget Statement:**

This year's base budget submission for the Aging Services Division reflects modest reductions

Department Information DSR1		
Department	Health & Human Services	

in three spending categories and a modest increase in one spending category to more closely align with a combination of historical spending levels and projected expenses. Projections largely were based on usage of supplies and materials and related spending from FY 2019 and the first half of FY 2020, with the anticipation that FY 2022 will be largely "post COVID".

## **Aging Services Division**

Line	Division	Description	Change from FY2022	Comments
Postage	Aging Services	Postage and Mailing	\$350	Modest reduction reflects increasing use of e-newsletters and email list servs to distribute info to Needham's seniors
Printing & Mailing	Aging Services	Printing & Photocopying	\$250	Reduction reflects cost of printing and production of flyers and educational materials pre-COVID
Vehicle Supplies	Aging Services	Vehicular Supplies throughout Year	\$250	Vehicle supplies and maintenance are projected to come in slightly higher in FY 2023, based on pre-COVID travel volume
Gasoline/Diesel	Aging Services	Gasoline for the Aging Services Vans	(\$2,250)	Spending on gas revised down based on FY 2020 & FY 2021 actual usage and FY 22 projected usage. Projected usage is slight increase on FY 2019 level.

There are no DSR4 budget requests for the Aging Services Division.

### Accomplishments and Activities:

## **PROGRAMMING**

- The Programming Department coordinates approximately 50 regular programs, through a combination of in-person and virtual mechanisms.
- Aging Services partnered with the Needham Community Council and received a grant from MetroWest Health Foundation to fund the Tablets and Tutors program, providing Needham residents in need with a free tablet and technology support. Over 125 tablets have been distributed in the community.
- Daily Highlights emails: The Programming Department sends a daily email that includes health updates, links to remote classes, exercise videos, and entertainment. There are

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Department	Health & Human Services	

more than 2,000 subscribers.

## **TRANSPORTATION**

- Aging Services received a grant from MAPC to partner with JFK Taxi to provide free transportation to Needham residents. Rides are available to medical appointments and other essential errands within a 25-mile radius. 718 rides were provided and paid for.
- Aging Service drivers and volunteers delivered 21,141 meals, 2,668 bags of fresh produce in partnership with Katsirobous Bros., 560 meals from Volantes Farm for the Sunday Supper Club, 1,957 bags of groceries from Trader Joe's, and 1,914 bags of recreational activities for the Wonderful Wednesdays Program.

### SOCIAL SERVICES

- Aging Services became an intake site for the Massachusetts Supplemental Nutrition Program (SNAP) and now receives reimbursement from them.
- In FY21 the Social Work department logged 3,864 interactions and served 483 individuals. Social workers have resumed seeing residents in person both at the CATH and in their homes.

### **VOLUNTEERS**

Aging Services was supported by 49 volunteers in FY21 who gave over 1,700 hours. While the Center at the Heights was closed, volunteers assisted in packing and delivering groceries, meals, essential items; making check in calls; assisting residents in registering for the COVID-19 vaccine; providing remote technology support; and more. Since the center reopened, volunteers have resumed working at the front desk, serving meals, and working in the gift shop.

## SHINE PROGRAM

- In FY21, the SHINE Program trained 18 new counselors, bringing the total current counselors to 68 in the MetroWest region.
- SHINE began FY21 operating fully remotely, but transitioned to a hybrid model, as sites in Metro-west have re-opened. In FY21, a total of 6,444 beneficiaries were assisted region wide
- An estimated \$2,001,499 in savings resulted from assisting beneficiaries with drug plan enrollments during the fall 2020 Open Enrollment.

### On the Horizon

### **Public Health Division**

#### Mission:

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations.

The mission of the Division is to prevent disease, promote health, and protect the public health and the social well-being of Needham residents, especially those who are most vulnerable. Public Health staff work toward fulfilling this mission through collaboration with state and local agencies and community partners. The work largely consists of promoting health practices based on

	Department Information DSR1
Department	Health & Human Services

research and evidence, enforcing local and state regulations, and advocating for policy and regulatory changes that promote health and well-being.

## On the Horizon:

In typical times, the Public Health Division and the Board of Health adapt programs and services as emerging issues or new research indicate needs. Recent examples of emerging issues have included concerns about hoarding and mental health, concussions, the potential dangers of vaping, pest management, worrisome infectious diseases, and increasing domestic violence and homelessness.

However, the continued threat is the COVID-19 pandemic which has threatened to eclipse other public health issues.

As the public health community continues work to contain the virus, and as public health staff adjust and readjust to pandemic demands, other issues to be addressed include utilizing funding for continuing vaccination clinics; researching, reviewing, and updating policies, procedures, and regulations; acquiring funding to address ongoing and emerging concerns about domestic violence, hoarding, and homelessness; and pursuing public health accreditation.

### Budget Statement:

This year's budget submission for the Public Health Division reflects modest reductions in four spending categories (Postage, Printing and Mailing, Legal Notices, and Other Supplies) to align with a combination of historic spending levels and projected expenses. The budget submission also includes four increases:

- 1) a sizable increase of \$3,720 for the *Food Code Pro* software program and additional licenses for part-time EH Inspector (approved in FY 2020 budget but hiring delayed due to COVID) and EH intern;
- 2) an increase of \$1,000 to reflect the increased costs of environmental health sampling, which have increased from approximately \$6,500 in FY 2020 to \$7K in FY 2021 and more than \$8K in FY 2022;
- 3) an additional \$500 in medical supplies to reflect the increased per unit costs for certain nursing clinic supplies (largely driven by inconsistent supply chain function and continued allocation limits from medical suppliers); and
- 4) an additional \$500 in Out-of-State Travel to support the cost of part-time Environmental Health staff to attend New England regional EH training sessions.

### **Public Health Division**

Line	Division	Description	Change from FY2022	Comments
Software License & User Fees	Public Health	Software and license costs for <i>Food Code Pro</i> inspection platform	\$3,720	Costs have increased substantially for Food Code Pro with the addition of a part-time EH inspector (approved in FY 2020

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Department	He	ealth & Human Serv	vices	
Professional/Technical - Licensed Professional Services	Public Health	Environmental testing for synthetic turf	\$1,000	budget, hiring delayed due to COVID-91) and an EH intern.  Costs have increased by \$1,000 due to the increased cost of environmental testing for synthetic turf which has increased from just under \$7,000 in FY 2020 to just over \$8,000 in FY
Postage	Public Health	Postage	(\$250)	Postage costs have decreased by \$250 because of reduced need to mail permits and licenses and renewal applications on account of permitting software.
Printing & Mailing	Public Health	Printing, Inspection Forms, Flyers & Cards	(\$500)	Extensive use of electronic permitting software was reduced the printed material needs of the Public Health Division.
Legal Notices	Public Health	Legal Notices	(\$250)	Costs for posting Legal Notices are challenging to anticipate, and generally cost about \$750 per regulation revised. Projected spending level is based upon an estimate of five regulations updated or revised.
Medical Supplies  Other Supplies	Public Health  Public Health	Medical Supplies and Heath Materials Wellness	\$500 (\$125)	Supply chain challenges have increased the costs for many public health nursing items, everything from needles and syringes to alcohol wipes and blood pressure cuffs. Budget revised lower

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Department	Department Health & Human Services				
		Supplies		to reflect reduced use of promotional items and handouts in time of COVID (with the exception of masks and personal hand sanitizer promotional items)	
Conference Out-of- State	Public Health	Out of State Travel	\$500	Slight increase in projected conference spending to allow additional part-time Env. Health staff to attend New England regional training	

There are no DSR4 budget requests for the Public Health Division.

## Accomplishments and Activities:

FY 2021 and FY 2022 has been dominated by the coronavirus pandemic with the entire Public Health Division involved in the response. The Director of Health and Human Services, along with the Assistant Director of Public Health for Nursing and Behavioral Health, the Public Information Officer, the Town Manager, and the Emergency Management Administrator, established a command center through which all response efforts were organized.

- The Public Health Nursing team was supplemented by per diem nurses and MRC volunteers to continue COVID-19 investigation and vaccination clinics. The nursing staff and volunteers have provided over 7,500 vaccinations and conducted communicable disease investigation to over 2,000 COVID-19 confirmed cases.
- Environmental Health staff continued to work with local businesses, restaurants, and other Town departments, to advise on operating safely under the frequent changes in state COVID-19 guidelines. This included reviewing restaurant outdoor seating plans and contact-free curbside pick-up options which helped food establishments stay in business.
- The Environmental Health Team was able to secure U.S. Food and Drug Administration grants to continue work on the nine Voluntary National Retail Food Regulatory Program Standards. These standards are an important component of a strategic approach to help ensure the safety and security of the food supply at the retail level.
- The Traveling Meals program adopted contact-free delivery protocols even as enrollment in the program increased. Program staff assisted the Aging Services Division, sharing safe meal delivery protocols to incorporate in the meal delivery programs as they addressed increased food insecurity among older adults.
- The Substance Use Prevention team continued working to prevent youth substance use. The Public Health Division received a MassCall3 Grant to support substance use prevention for four towns (Needham, Dedham, Walpole, and Westwood). The Prevention team also received the Federal STOP Act Grant to work on prevention of underage alcohol use.

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- Nursing and Environmental Health both played essential roles in educating the public about social distancing and other protective behavior. They continue to help businesses and residents as the pandemic and regulations regarding COVID-19 change.
- The Director of Health and Human Services, along with Nursing and Environmental Health, worked closely with the School Department as rules and advice on in-person instruction changed. The Public Health leadership team also worked closely with Town leaders and Town Meeting to guide safe practices in public interface and large meetings. And, in partnership with the Park and Recreation Department, ensured safe practices in summer activities, including pool use.
- The dedicated Public Health volunteers never faltered as their responsibilities were transformed to meet new standards and demands. In FY 2021 the Nursing team held over 50 vaccination clinics that included more than 600 volunteers. During FY22 staff and volunteers have continued with COVID-19 vaccinations including booster clinics. They are also running the annual flu vaccination clinics.
- The Public Health Division has received federal and state funding to continue to work on the Town's pandemic response. (Please see chart below). In addition to the grants outlined below, in late summer/early Fall 2021 the Public Health Division received two multi-year regional grants from MA DPH -- \$140K per year for COVID-19 case investigation, and \$150K per year for shared public health services.

Grantor	Received	Amount	Comments
MetroWest Health Foundation	Spring 2020	\$10,000.00	COVID-19 Response Grant EM Staffing
MA Health Officers Association (state pass-through)	Spring 2020	\$23,855.00	COVID-19 grant for personal protective equipment, staffing, and coordination
MAPC Transportation	Fall 2020	\$39,339.00	Medical transportation costs (via taxi) during COVID
MetroWest Health Foundation	Fall 2020	\$20,000.00	Responsive grant to fund part-time Epi to assist with COVID
Region 4AB Public Health (through MA Health Officers Association)	Winter 2021	\$16,734.00	COVID-19 grant for personal protective equipment, public communication and education
MA Health Officers Association (state pass-through)	Winter 2021	\$1,500.00	COVID-19 Public Education mini-grant
ARPA via Town of Needham	Late Summer 2021	\$210,000.00	Town dedicated funds for 12-month period for epi support, nursing, and contact tracing
	Total	\$321,428.00	

	2021		epi support, narsing, and contact tracing
	Total	\$321,428.00	
Budget Statement			
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### **Veterans Services Division**

#### Mission:

The mission of the Veterans Services Division is to provide services determined by Massachusetts law including: the administration of benefits for veterans and their families who meet eligibility criteria; the care of veterans' graves, ensuring the burial of indigent veterans and their eligible family members; the ceremonial observance of national and state holidays dedicated to veterans and patriotic purposes; to take such actions as may be necessary to ensure the well-being of Needham's veterans; and to actively pursue available federal benefits for veterans and their families.

Needham is a member of the West Suburban Veterans District, which was established in fiscal year 2010. The District also includes Wellesley, Weston, and Wayland, and has recently expanded to include the Town of Westwood which has resulted in significant savings (~ \$20K) on Governmental Charges due to administrative costs being spread across five communities instead of four.

### On the Horizon:

Long-term challenges including providing support and services to the population of post-9/11 veterans in Needham and meeting the needs of a larger population of pre-9/11 veterans as they continue to age in our community. On the latter front, existing and new collaborations with the Aging Services Division on programs like a Veterans Writing Group have been a valuable arena for engaging veterans.

### Budget Statement:

As a member of the West Suburban Veterans District (WSVD), Needham receives dedicated support for the administration of benefits and services to veterans and their families. The vast majority of the Veterans Services budget is consumed with those two cost categories (veterans' benefits and district administration costs), and there is a modest amount of additional funding available in the budget to support other programs and expenses. Some of the funds spent on veterans' benefits and other services are eligible for up to 75% reimbursement from the Commonwealth. The WSVD has notified Needham that its FY 2023 Assessment will be \$67,100 (rounded from \$67,104), which is allocated across the five member communities based on the 2020 US Census population figures.

This budget was developed based on the FY 2023 WSVD assessment, the surplus that was available in FY 2021 from the two primary funding lines (Governmental Charges and Veterans' Benefits) and the projected spending levels in FY 2022. Overall, comparing FY 2023's requested budget to FY 2021's budget shows a reduction in Governmental Charges from \$82,500 to \$67,100 and a reduction in Veterans Benefit costs from \$48,000 to \$25,000. The difference between the FY 2022 budget and the FY 2023 request is \$5,127 in Governmental Charges line.

## **Veterans Services Division**

Total and Gol Flood Bittleton						
Line	Division	Description	Change from FY2022	Comments		
Governmental Charges	Veteran	Governmental Charges for	\$5,127	FY23 WSVD budget increased by 2.2%		

	Department Information DSR1	on
Department	Health & Human Servi	ces
	Veterans	over FY22 and community allocations were updated to reflect 2020 census population counts

There are no DSR4 budget requests for the Veterans Services Division.

## Accomplishments and Activities

## Youth & Family Services Division

### Mission:

To provide leadership and a community focus on youth and family issues, and to promote community wellness by: advocating for youth and family interests; developing and implementing quality programs and clinical services; educating and communicating with the public regarding youth and family issues; identifying and addressing youth and family needs; and partnering with agencies that serve youth and families

## On the Horizon:

The COVID-19 pandemic has led to a significant increase in the community's mental health needs including depression, anxiety, and suicidal ideation. As children return to school, there are lingering effects of the loss of loved ones and long periods of isolation. Youth & Family Services is currently seeing a significant increase in acuity along with general mental health needs. The post-covid effects will likely continue for the next several years.

Through the pandemic, Youth & Family Services (YFS) pivoted from in-person to virtual delivery of services and programs. While this was not ideal for many people, the ability to access therapy from their own homes increased accessibility for some. Following those changes necessitated by the pandemic, Youth and Family Services is continuing to offer mental health counseling and other programs virtually, thus enabling more residents to access our services and increasing the impact on the community.

In addition to mental health services, much collaborative work with other organizations and town departments also occurred virtually. This helped to increase the range of services for the community.

As Youth & Family Services continues to assess the needs of the community, the hope is for more new and innovative programming. This past year has also shown the need for ongoing staff training, especially as three new staff members join the team. The goal is to help the entire staff manage the changing needs and increased acuity, thus allowing the team to provide the best possible treatment and services to Needham families.

#### Budget Statement:

This budget submission reflects increases in two spending categories, training and cell phones. Increasing the training budget better prepares the division to meet the service needs and acuity. And, given the need for more community-based services, cell phones will provide clinical staff

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Department	Health & Human Services

with greater flexibility to communicate and see clients virtually. Some of these additional costs may be offset by slight decreases in other areas due to an increase in electronic communication.

## **Youth & Family Services Division**

Line	Division	Description	Change from FY2022	Comments
Trainings and Seminars	Youth & Family	Professional trainings for staff members	\$1,000	An increase in cost to insure best practices and informed treatment
Postage	Youth & Family		(\$200)	Slight decrease in projections due to more electronic communication
Wireless communication	Youth & Family	Mobile phones for staff members	\$700	Updated cost due to an increase in community involvement and outreach for all staff
Printings and Mailings	Youth & Family	For external printing of brochures and program flyers	(\$100)	Slight decrease in projections due to more electronic communication
Governmental Charges	Youth & Family	Licensure of SWs	(\$100)	Slight decrease in projections due to multi- year license renewal cycles

There are no DSR4 budget requests for the Youth & Family Services Division.

## Accomplishments and Activities:

Youth & Family Services has seen a significant increase in families served as the pandemic has impacted overall mental health in the community.

- YFS has increased the number of clients and families served.
- There has been a significant increase in crisis and urgent response.
- Involvement has increased in larger community projects to build awareness of mental health and resilience. This includes the Bay Colony Rail Trail Mural Project which involved over 100 residents.
- The Crisis Donation Fund was created to help individuals and families with urgent needs

	Department Information DSR1
Department	Health & Human Services

- YFS has adjusted all programs to meet the community need some are in person, some are virtual, and some are hybrid.
- YFS has trained 36 adults on Youth Mental Health First Aid, which teaches adults how to respond to youth experiencing mental health difficulties. YFS has worked with many local organizations to train a wide range of staff and community members.

	Spending Request Recap					
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)			
a) Salary and Wages	\$1,985,557		\$1,985,557			
b) Expenses	\$434,735		\$434,735			
c) Capital						
d)						
e) Total DSR2 & DSR4 Request (a through d)	\$2,420,292		\$2,420,292			
			V2023			

			Depar	tment Exp DSI	enditure D R2	Detail			
Department			Health &	Human Se	ervices				
	Object				Desc	ription		An	nount
				DSR		-			
	Last	Year (FY	2021)	Curre	nt Year (F)	(2022)	Next	Year (FY	
Permanent	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time
Personnel	Count	Count	Equivalent (FTE)	Count	Count	Equivalent (FTE)	Count	Count	Equivalent (FTE)
	17	3	18.42	17	3	18.67	17	3	18.67
Non-Budget						Yes	No	FT Head Count	PT Head Count
grant/revolvi	ng fund p	ositions	to provide	services?	)	X		3	5
Union Positio	ns:	BCTIA	Fire A	Fire C	[  ITWA   X	NIPEA	Police	Police Superior	NA
1. Salary and								1	
a. PRD1 Sala								\$1,	860,948
b. PRD1 Diffe		(Condition	ns, Requii	rements, S	Shifts)				
c. PRD1 Edu									
d. PRD1 Extr	•	/							фE 12E
e. PRD1 Lone f. PRD1 Sno		m							\$5,125
		111							
h. PRD1 Unif		ensation							\$8,500
i. PRD1 Bud								(\$3	251,917)
ii   i itbi baa	get rajus	Jerrieries -				PRD	1 Sub Tota		622,653
j DSR3 Oth	er Compe	ensation							,
							Sub Total	1 \$1,	622,656
2. Salary and									
a. Aging Services – Recording Secretary at \$2,960 plus DSR3 costs listed below					'	\$2,960			
Public He b. \$2,960, P plus DSR3	rof/Tech	Support	Specialist		), Recordir 5 (includes			) [	\$42,985
c. Youth & F	Family Se	rvices -	Recording	Secretary	at \$2,960	)			\$2,960
d.									
e. DSR3 Tota	al								296,196
			/=:	<u> </u>			Sub Total	2  \$	345,101
3. Salary and									¢2.000
			actually ol	bligated)					\$3,000
	and Deve	юртнени							
c. d.									
e. DSR3 Tota	al								
CI  DONO TOL	<u> </u>						Sub Total	3	\$3,000
4. Other Sala	ary and W	age Exp	enses – (I	temized B	elow)			-	70,000
a. Incentive									
b. Pay In Lieu of Accrued Leave						\$11,800			
							\$3,000		
d. Tuition Re									
e. Working C									
f. DSR3 Oth	er Compe	ensation							

Department Expenditure Detail DSR2				
Department	Health & Human Services			
	Sub Total 4	\$14,800		
F. Total Calany and Wagos (1   2   2   4)		¢1 005 557		
5. Total Salary and Wages (1+2+3+4)	DSR2B	\$1,985,557		
Object	Description	Amount		
Energy (521x)				
Repairs & Maintenance Services (524x – 525x)	5245 – Maintenance @ \$500) Maintenance and Calibrations on Monitoring Equipment for Environmental Health Inspections needed every other year. This is an on-year for equipment calibration. (PH)	\$500		
Rental & Leases (527X)	F200 Deat Control @ #15 500 (DII)	#1C 000		
Other Property Related Services (529x)	5290 - Pest Control @ \$15,500 (PH)  Veterans' Event \$1,400 (Vet)	\$16,900		
Professional & Technical Services (530x – 531x)	5300 – Professional & Technical @ \$28,000 for data surveys, technical consultant (PH)  5300 – Professional & Technical @ \$8,500 for group activities (Youth)  5300 – Professional & Technical @ \$7,750 for group activities (Aging)  5303 – Seminars & Trainings @ \$4,000 (PH)  5303 - Seminars & Trainings @ \$2,000 (Aging)  5303 – Seminars & Training @ \$2,800 increased by \$1,000 to accommodate increase costs of staff training (Youth)  5305 – Software License Fee @ \$9,720 increased by \$3,720 to accurately reflect the FY 2022 costs of Food Code Pro inspection software for all EH staff (PH)  5305 – Software License Fees @ \$4,000 (Youth)  5309-Licensed Professional Services @ \$96,500 (Riverside, Fuss & O'Neil, etc.) increased by \$1,000 to accommodate the increased cost of environmental testing for synthetic turf	\$167,770		

	Department Expenditure Detail DSR2	
Department	Health & Human Services	
	which has increased from \$6,500 in FY 2020 to just over \$8,000 in FY 2022 (PH);	
	5311 – Advertising of flu clinics, public health forums, healthy notes @ \$4,500 (PH)	
Communications (534x)	5340 – Graphic Design @ \$6,000 to support the design of community education materials and public health awareness campaigns (PH)	\$39,650
	5341 – Postage @ \$1,250 (decrease of \$250) because of reduced need to mail permits and licenses and renewal applications on account of permitting software (PH)	
	Postage @ \$2,500 (decrease of \$350) to reflect less targeted mailing and increasing use of electronic newsletters for CATH patrons (Aging)	
	Postage @ \$100 (Vet)	
	Postage @ \$800 (decrease of \$200) to reflect reduce cost of postage for community updates (Youth)	
	5344 – Wireless Communications @ \$9,500 (increase of \$3,825) to cover significantly increased wireless costs for staff smart phones, data-plan enabled iPads for inspections, and mobile hot spots for use at off-site vaccination clinics (PH)	
	Wireless Communications @ \$6,000 (unchanged) covering costs of smart phones and data plan for Director, all social workers, and three of four vans (Aging)	
	Wireless Communications @ \$3,200 (increase of \$700) to cover costs of one additional smart phone and data plan for per diem mental health clinicians (Youth)	
	5345 – Mailing, Printing, and	

Depa	artment Expenditure Detail DSR2	
Department	Health & Human Services	
	Photocopying @ \$4,500 (decrease of \$500) for both internal (photocopier) and external printing (includes copying of inspection forms, business cards, and posters). Reduction due to assessment of previous years' spending patterns. (PH)	
	Mailing, Printing, and Photocopying @ \$2,000 (decrease of \$250) for external printing, includes printing of certain program flyers or materials that cannot be produced "in-house" as well as business cards. Reduction due to assessment of previous years' spending patterns (Aging)	
	Mailing, Printing, and Photocopying @ \$300 (decrease of \$100) for external printing of brochures and program flyers or materials that cannot be produced "inhouse" as well as business cards. Reduction due to assessment of previous years' spending patterns (Youth)	
	5347 - Legal Notices @\$3,750 for mandated posting of Board of Health regulationseverytime the BOH adopts a new regulation or revises an existing regulation there is a two-week public notice period pre-hearing and at least a one week posting period post hearing, which costs at least \$657 to post in the Needham Times and Hometown Weekly. Fewer regulations were adopted during COVID and thus costs were down. The projected spending level in FY 2023 is reduced by \$250. (PH)	
Recreational & Cultural Services (535x)	Memorial Day Luncheon \$500 (Vet)  Program instructors, vendors, and partial costs for Fitness Program at CATH @	\$52,500
Other Purchased Services (538x)	\$52,000 (Aging) 5380 – Nuisance Abatement @ \$1,000	\$1,000
Office Supplies (542x)	(PH) 5420 – Office Supplies and equipment for 7 full time, 3 part-time regular, and 10 part-time/per diem employees, as well as for three committees – Domestic	\$8,900

Dep	partment Expenditure Detail DSR2	
Department	Health & Human Services	
	Violence Action Committee, Coalition for Suicide Prevention, and Substance Prevention Alliance of Needham @ \$5,000 (PH)	
	Supplies and equipment necessary for the program and service delivery such as but not limited to paper, pens, files, labels @ \$3,000 (Aging)	
	To purchase basic office supplies paper, pens, folders, mailers, etc @ \$800 (Youth)	
	Office Supplies @ \$100 (Vet)	
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)	5480 – Parts such as tires, brakes, batteries, inspection stickers for Aging Vans @ \$2,750 (an increase of \$250) (Aging)	\$2,750
Gasoline and Diesel Fuel (5481)	5481 – Gasoline for the Aging Vans @ \$7,000; this represents a decrease of \$2,250 to reflect better estimates of costs based on FY 2019 and partial FY 2020 usage (Aging)	\$7,000
Food and Service Supplies (549x)	5490 – Supplies related to program operation @ \$300 Aging and @ \$2,200 Youth	\$2,500
Medical Supplies (550x)	5500 – Medical Supplies and health materials, largely for public health nursing purposes @ \$2,500, an increase of \$250 to reflect increased costs of materials (PH)	\$2,750
Dublic Works Cumpling (FF2v)	Supplies related to medical purposes such as first aid kits @ \$250 (Aging)	
Public Works Supplies (553x) Other Supplies & Equipment (558x)	5580 - Other Supplies & Equipment @ \$11,800	\$11,800
	Other Supplies & Equipment @ \$2,300, reduced by \$125, for Wellness Supplies (examples include Stress Balls, Hand Sanitizer Kits) and unexpected expenses like the purchase of Sharps Disposal Containers to be provided free of charge for residents with limited resources and	

Dep	artment Expenditure Detail DSR2	
Department	Health & Human Services	
	the purchase of water bottles as gift to sports coaches that attended a concussion training offered by the Public Health Department. (PH)	
	Flags and Holders @ \$4,000 (Vet)	
	For a variety of expenses including program materials, off-site printing, etc. To purchase books, manuals, and literature regarding youth/family issues and treatment @ \$3,250 (Youth)	
	Special Event and Public Recognition Expenses @ \$2,250 (Aging)	
Governmental Charges (569x)	5690 – Governmental Charges for the annual cost for Environmental Health Agent licensure for MA Division of Professional Licensure for Environmental Health Agent and for Public Health Specialist @ \$200 (PH)	\$68,000
	West Suburban Veterans' District Assessment @ \$67,100 (increase of \$5,127). New level of assessment cost (previous was greater than \$80K) based on the increase in cost sharing between five communities instead of the previous four-way share (Vet)	
	Licensure for Social Workers @ \$700 (decrease of \$100) (Youth)	
Travel & Mileage (571x - 572x)	5710 – In-State Travel Expenses @ \$2,800 for in-state registration fees (PH)	\$21,550
	In-State Travel Expenses @ \$1,000 for in-state registration fees (Aging)	
	In-State Travel Expenses @ \$1,500 for in-state registration fees (Youth)	
	5711 – Mileage @ \$3,850 7 full time, 3 part-time regular, and 10 part-time/per diem employees (PH)	
	Mileage @ \$1,300 (Youth)	
	Mileage @ \$1,000 (Aging)	

Department Expenditure Detail DSR2				
Department	Health & Human Services			
	Mileage @ \$100 (Vet)			
	5720 – Out-of-State Travel Expenses @ \$3,000 for the cost of attendance for one staff member at regional or national event such as training (Youth)			
	Out-of-State Travel Expenses @ \$7,000 (an increase of \$500) for the cost of attendance for one staff member at regional or national events and trainings such as National Association of County and City Health Officials Annual Meeting or the CADCA Leadership Institute in Washington D.C (PH)			
Dues & Subscriptions (573X)	5730 – Dues & Subscriptions for Departmental and staff membership in professional associations and organizations, including the MA Environmental Health Association, the National Association of Local Boards of Health, and the Community Anti-Drug Coalitions of America @ \$3,105 (PH)  Professional Subscriptions such as National Association of Social Workers \$1,500 (Aging)  Veterans' Association @ \$60 (Vet)  Professional Subscriptions and NASW	\$5,665		
Other Expenses (574 X - 579x)	Membership @ \$1,000 (Youth)  5740 - \$500 for Transponder charges for COA Vans (Aging)  5780 - Veterans' Benefits @ \$25,000 reduced substantially (\$20K) from FY 2021 and previous years to better reflect annual spending (Vets)	\$25,500		
6. Total Expenses	\$434,735			
Canital Favinasant Davidasant (50)	DSR2C			
Capital Equipment Replacement (58)	/X)			
7. Total Operating Budget Capital		\$0		
8. Total Base Request (Line 5 + Line	e 6 + Line 7)	\$2,420,292		

Department Expenditure Detail DSR2					
Department	Health & Human Services				
Does the Department depend on any f provide services?	YES	X	NO		
Did the Department submit any requests for FY2023 for the replacement or upgrade of technology or software to the Information Technology Center?				NO	X
Did the Department submit any requests for FY2023 to the Department of Public Works/Building Maintenance division to improve or upgrade a public building or facility?			[	NO	X
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Aging Services – Kitchen Assistant/Building Monitor (19.5 hrs/week)  Aging Services – Program Support Assistant III (Evenings 19.5 hrs/week)  Aging Services – Program Support Assistant II (Weekend 10.0 hrs/week)  Aging Services – Van Drivers 66 hrs/week  Public Health – Per Diem and Substitute Nurses for Vaccination and Wellness Clinics  Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health – Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$19,140 \$28,710 \$11,670 \$68,718 \$55,840 \$10,368 \$32,310 \$28,710	Refle	Amorected Sect 2 X X X X	DSF	R2A
Aging Services – Kitchen Assistant/Building Monitor (19.5 hrs/week)  Aging Services – Program Support Assistant III (Evenings 19.5 hrs/week)  Aging Services – Program Support Assistant II (Weekend 10.0 hrs/week))  Aging Services – Van Drivers 66 hrs/week  Public Health – Per Diem and Substitute Nurses for Vaccination and Wellness Clinics  Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health – Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$19,140 \$28,710 \$11,670 \$68,718 \$55,840 \$10,368 \$32,310	Refle	Sected Sect 2 X X X X X X X	DSI ion	
hrs/week)  Aging Services – Program Support Assistant III (Evenings 19.5 hrs/week)  Aging Services – Program Support Assistant II (Weekend 10.0 hrs/week))  Aging Services – Van Drivers 66 hrs/week  Public Health – Per Diem and Substitute Nurses for Vaccination and Wellness Clinics  Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health – Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$28,710 \$11,670 \$68,718 \$55,840 \$10,368 \$32,310	1	X X X X	3	4
hrs/week)  Aging Services – Program Support Assistant III (Evenings 19.5 hrs/week)  Aging Services – Program Support Assistant II (Weekend 10.0 hrs/week))  Aging Services – Van Drivers 66 hrs/week  Public Health – Per Diem and Substitute Nurses for Vaccination and Wellness Clinics  Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health – Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$28,710 \$11,670 \$68,718 \$55,840 \$10,368 \$32,310		X X X X		
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Aging Services – Van Drivers 66 hrs/week Public Health – Per Diem and Substitute Nurses for Vaccination and Wellness Clinics Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks) Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week) Public Health – Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week) Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$68,718 \$55,840 \$10,368 \$32,310		X X		
Public Health – Per Diem and Substitute Nurses for Vaccination and Wellness Clinics  Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health –Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$55,840 \$10,368 \$32,310		X		
Vaccination and Wellness Clinics  Public Health – Traveling Meals Program Summer Drivers (approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health –Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$10,368 \$32,310		X		
(approximately 44 hrs/week over ~ 12 weeks)  Public Health – Environmental Health Inspections – After Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health –Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$32,310				
Hours & Additional Hours (one EH Inspector at 8 hrs/week and one EH Inspector at 10 hrs/week)  Public Health –Substance Prevention Alliance of Needham Program Support Assistant III (19.5 hrs/week)  Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)			×		
Program Support Assistant III (19.5 hrs/week) Youth & Family Services – Part-time and After-Hours Social Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)	\$28,710				
Workers (approximately 25 hrs/week spread across 5+ Per Diem Clinicians)			Х		
	\$40,730		X		
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Total	\$296,196				
Sections			•		,
Amount Reported Under DSR2A Section 1					
Amount Reported Under DSR2A Section 2			7		
Amount Reported Under DSR2A Section 3					
Amount Reported Under DSR2A Section 4		<u> </u>		4	<b>L</b>

Total

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Health and Human Services	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	1,614,156.00		1,614,156.00	39,174		1,574,982.00	1,541,095.86	1,331,537.35	1,193,902.35
Salary & Wage Temporary	345,101.00		345,101.00			345,101.00	248,438.41	234,421.24	216,454.45
Salary & Wage Overtime	3,000.00		3,000.00			3,000.00	6,206.17	1,038.93	181.33
Salary & Wage Other	23,300.00		23,300.00			23,300.00	20,056.39	24,266.90	14,105.24
Salary and Wage Total	1,985,557.00		1,985,557.00	39,174	2.0%	1,946,383.00	1,815,796.83	1,591,264.42	1,424,643.37
Energy									500.00
Non Energy Utilities									
Repairs and Maintenance	500.00		500.00			500.00	2,985.00	2,569.26	2,411.12
Rental and Leases							216.00		1,480.50
Other Property Related	16,900.00		16,900.00			16,900.00	1,629.27	200.00	1,684.40
Professional & Technical	167,770.00		167,770.00	5,720		162,050.00	84,792.68	145,681.73	138,920.04
Communications	39,650.00		39,650.00	2,625		37,025.00	29,928.87	18,653.86	18,590.01
Recreation	52,500.00		52,500.00			52,500.00	3,005.98	5,425.96	917.67
Other Purchased Services	1,000.00		1,000.00			1,000.00	15,975.51	474.80	653.54
Energy Supplies									
Office Supplies	8,900.00		8,900.00			8,900.00	7,118.06	10,342.28	9,885.97
Building & Equipment Rprs/Sp									
Custodial Supplies									22.53
Grounds Keeping Supplies									
Vehicular Supplies	9,750.00		9,750.00	(2,000)		11,750.00	4,018.88	4,541.86	6,217.00
Food & Service Supplies	2,500.00		2,500.00			2,500.00	12,715.31	3,621.03	6,079.32
Medical Supplies	2,750.00		2,750.00	500		2,250.00	62,122.01	400.51	
Educational Supplies							445.95		
Public Works Supplies									
Other Supplies & Equipment	11,800.00		11,800.00	(125)		11,925.00	55,721.02	16,048.78	27,291.96
Governmental Charges	68,000.00		68,000.00	5,027		62,973.00	74,135.98	73,335.55	72,136.00
Travel & Mileage	21,550.00		21,550.00	500		21,050.00	1,554.47	10,380.81	10,527.84
Dues & Subscriptions	5,665.00		5,665.00			5,665.00	2,978.90	5,870.52	2,750.00
Other	25,500.00		25,500.00			25,500.00	24.00	672.88	26,085.37
Expense	434,735.00		434,735.00	12,247	2.9%	422,488.00	359,367.89	298,219.83	326,153.27
Capital Equipment									
Budget Capital									
TOTAL	2,420,292.00		2,420,292.00	51,421	2.2%	2,368,871.00	2,175,164.72	1,889,484.25	1,750,796.64

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Description	Glu	116	LStillate	%	IIE	Current	TIE	i illai buuget
Director of Health & Human Services	14	1.00	128,508		1.00	128,508	1.00	128,508
Director of Aging Services	13	1.00	107,021	3.0%	1.00	103,904	1.00	103,421
Director of Youth & Family Services	12	1.00	102,539		1.00	102,539	1.00	102,539
Assistant Director for Counseling & Volunteers	11	1.00	87,458	3.1%	1.00	84,864	1.00	82,389
Assistant Director of Public Health for Community & Environmental Health	11	1.00	100,893	2.3%	1.00	98,631	1.00	98,380
Assistant Director of Public Health for Nursing & Behavioral Health	11	1.00	100,893	2.3%	1.00	98,631	1.00	83,519
Assistant Director for Programs & Transportation	10	1.00	83,285	2.2%	1.00	81,491	1.00	76,805
Administrative Analyst	6	1.00	73,632	2.7%	1.00	71,702	1.00	69,326
Administrative Assistant	13	2.40	121,368	3.7%	2.40	117,000	2.40	134,590
Assistant Program Coordinator	7	0.80	52,494	16.1%	0.80	45,209	0.80	45,224
Clinicians	17	4.00	336,325	2.6%	4.00	327,894	4.00	316,486
Environmental Health Agent	17	1.00	83,265	3.0%	1.00	80,828	1.00	76,811
Program Coordinator Meals	5	0.60	42,506	3.6%	2.40	41,015	2.40	
Program Coordinator Shine	8	0.80	57,377	23.1%	2.40	46,613	2.40	153,438
Program Coordinator Transportation	6	1.00	69,615	3.3%	2.40	67,392	2.40	
Public Health Nurse	19	1.67	142,324	144.9%	0.67	58,123	0.67	57,070
Substance Use Prevention Program Coordinator	8	2.00	171,445	2.8%	2.00	166,784	2.00	159,355
Longevity			5,125	11.2%		4,607		5,149
Differential								
Education								
Extra Holiday								
Other Pay			8,500	21.4%		7,000		7,000
Stipends				-100.0%		1,500		1,500
Budget Adjustment		(3.60)	(251,917)	67.1%	(2.60)	(150,753)	(2.85)	(190,040)
Total		18.67	1,622,656	2.5%	23.47	1,583,482	23.22	1,511,470

Department Spending Request				
Short Form				
Budget Commission on Disabilities				
Dumpaga				

Purpose

The Commission on Disabilities purpose is to promote full integration and improve accessibility for the disabled population in the Town of Needham. Through advocacy and special projects and programs, the Commission provides resources in all matters related to disability issues, promotes awareness and addresses the needs of persons with disabilities in the community.

### **Budget Statement**

The Town's allocated budget for the Commission on Disabilities is augmented by the funds received from the handicapped parking fines. These fines are generally used to fund grants for Needham organizations, schools, and special projects to promote disability awareness and assist with special programs and needs for the disabled in the Town of Needham..

## Accomplishments and Activities

Extracts from the Town Report

Worked in conjunction with the Metro West Center for Independent Living and the Massachusetts Office on Disability (MOD) on all legal and technical matters pertaining to the disabled.

Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations including Needham High School, the Williams School and the Needham Public Library.

Responded to advocacy calls on a variety of concerns including renovating a historical home in an accessible manner, need for improved accessible doors at the Kendrick apartments, installing an accessible bathtub and waiting in line at Trader Joe's for a person with a disability.

Participated in the Downtown Streetscape Committee and the Local Emergency Planning

Committee to promote awareness of disability issues.

committee to promote awarenes	os or alsability issaes:	
Description	Purpose	Amount
Salary and Wages	Committee Liaison stipend	1,500
Communications	Training and professional development registrations	200
Office Supplies	Supplies for Committee activities	100
Public Works Supplies	Handicap signs	150
Travel & Mileage	Expenses incurred for travel to trainings	100
T		2.050
Total Request		2.050

rotal Nequest	2,030						
Spending Request Recap							
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)				
a) Salary and Wages	[1,500]		[1,500]				
b) Expenses	[550		550				
c) Total DSR2 & DSR4	2,050		2,050				
V2023							

Commission on Disabilities	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular									
Salary & Wage Temporary									
Salary & Wage Overtime									
Salary & Wage Other	1,500.00		1,500.00			1,500.00	1,500.00	1,500.00	1,500.00
Salary and Wage Total	1,500.00		1,500.00			1,500.00	1,500.00	1,500.00	1,500.00
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical							15.42		
Communications	200.00		200.00			200.00			
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies	100.00		100.00			100.00			54.74
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies	150.00		150.00			150.00			
Other Supplies & Equipment								275.00	
Governmental Charges									
Travel & Mileage	100.00		100.00	100					
Dues & Subscriptions									
Other				(100)		100.00		200.00	
Expense	550.00		550.00			550.00	15.42	475.00	54.74
TOTAL	2,050.00		2,050.00			2,050.00	1,515.42	1,975.00	1,554.74

Department Spending Request Short Form			
Budget Historical Commission			
Purnose			

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage.

The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Select Board for three year, staggered terms.

## **Budget Statement**

This budget provides a modest funding amount for expenses that the committee may incur in course of its activities.

## Accomplishments and Activities

The Committee conducted a review of the Town's demolition delay bylaw (2.11.5) and a consideration of Local Historic Districts as a way to improve the process of historic preservation. The Committee completed a third review of homes for potential addition to the Historic Inventory, and an informational event for owners of historic houses in Needham (on the Inventory or not) to raise awareness/appreciation for the town's historic assets. Acknowledging that owners of homes on the Needham Inventory are not always aware of the home's historic status, especially if the house has recently changed hands, the Commission drafted a letter to be sent to all owners/new owners informing them of the house's Inventory status and its implications under Needham bylaw 2.11.5 (demolition delay bylaw). Needham's Assessor has agreed to provide the Commission with a quarterly transaction report, so that we can identify sales of historic houses and notify the owner.

Description	Purpose	Amount
Communications	Postage (50) and Printing (300)	350
Office Supplies	Supplies and Materials for Committee Activities	250
Other Supplies & Equipment	Signs and House Plaques	450
Total Request	<u> </u>	1 050

1,050								
Spending Request Recap								
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)					
a) Salary and Wages								
b) Expenses	[1,050]		[ 1,050					
c) Total DSR2 & DSR4	[1,050]		[1,050]					
	V2023							

Historical Commission	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular									
Salary & Wage Temporary									
Salary & Wage Overtime									
Salary & Wage Other									
Salary and Wage Total									
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical									
Communications	350.00		350.00	(450)		800.00		55.20	
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies	250.00		250.00			250.00			
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies				-					
Other Supplies & Equipment	450.00		450.00	450					
Governmental Charges									
Travel & Mileage									
Dues & Subscriptions									
Other									
Expense	1,050.00		1,050.00			1,050.00		55.20	
TOTAL	1,050.00		1,050.00			1,050.00		55.20	

	DSR1
Department Librar	ry

Department Mission

Mission Statement: The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

Vision Statement: The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas. The library will be a vibrant and welcoming place for all people to gather, meet, and learn. The library will create opportunities for programs, services, and outreach by building partnerships with institutions, such as school, businesses, and organizations.

#### On the Horizon

The library has been operating in its current building since March 2006. Due to the Pandemic the library closed its doors on March 13, 2020, offering only reference services via telephone. On June 1, 2020, the library began offering checked out materials to the public, using a service called curbside pickup. People called in or placed requests for the items wanted, the staff placed the items in paper shopping bags (labeled with the borrower's name) on a table by the parking lot entrance. By the close of curbside pickup on May 31, 2021, borrowers were checking out 26,000 to 30,000 items per month. The circulation figures rose to 42,000 to 49,000 when the library reopened its doors on June 1, 2021 with an almost normal open hour's schedule. On September 7, 2021 the library resumed its normal 69.5 open hour's schedule. Even though the library is now open to the public, virtual programming is still being done, as there are people who do not want to gather in groups. Most children's programming is in person, as this has proven to be more successful than virtual. Adult virtual programs are enjoyed by large numbers of people, sometimes more than 200. Thanks to the Library Friends and Library Foundation, the library recently was able to start using a new website that is able to meet the many needs of a public library.

During FY2021 the Children's Department of the library received a \$3,475.00 Cares Act grant that funded two storywalks, two diversity programs, and the purchase of *Brainfuse* online tutoring for all ages K to adult.

The most important "On the Horizon" item for the library is the fact that a new director will start work at the library on Monday, November 8.

**Budget Statement** 

The FY2023 Budget requests include the following changes from FY2022									
Category	Fy2022	Comments	FY2023	Net Change					
	Budget		Request						
5110—Library Salaries, Regular	\$1,122,839	The increase is the normal step- raise, longevity amount	\$1,159,278	\$36,439					
5120—Library Salaries, Temporary	\$557,806	The decrease in the amount for this budget is dependent on two things. 1. The calendar. For example, more part-timers work on Monday than on other days. In FY2023 there are three less Mondays than in FY2022. and 2. The Library trustees voted to close one hour earlier on Sundays.	\$536,306	(\$21,500)					

Department Information DSR1								
Department Library								
5305—Library P&T Software License Fee	cov add Mir an bud for	e increase in this budget will ter the cost of adding an ditional connection to the nuteman Library Network and increase in the Minuteman dget. The connection is needed the newly added self-check-computer on the second floor.	\$76,232	\$1,232				

	ļ	Adult Ref	Adult Circ	Adult Page		CR Ref	Cr Page	N	Itwrk trans pick list	Tech Serv	Adm Asst.	Hours Total	Amount
Monday		473	1354.5	365.5		322.5	215		172			2902.5	
43	\$	15,490.76	\$ 25,870.95	\$ 5,332.65	\$	10,561.88	\$ 3,136.85	\$	2,509.48				\$ 62,902.57
Tuesday		364	1638	442	2	208	260		208	416		3536	
52	\$	11,921.00	\$ 31,285.80	\$ 6,448.78	\$	6,812.00	\$ 3,793.40	\$	3,034.72	\$ 7,945.60			\$ 71,241.30
Wednesday		364	1638	442	:	208	260		208	416		3536	
52	\$	11,921.00	\$ 31,285.80	\$ 6,448.78	\$	6,812.00	\$ 3,793.40	\$	3,034.72	\$ 7,945.60			\$ 71,241.30
Thursday		357	1428	433.5		382.5	255		204	408		3468	
51	\$	11,691.76	\$ 27,274.80	\$ 6,324.77	\$	12,526.88	\$ 3,720.45	\$	2,976.36	\$ 7,792.80			\$ 72,307.82
Friday		390	1092	338	:	442	260		156	416		3094	
52	\$	12,772.50	\$ 20,857.20	\$ 4,931.42	\$	14,475.50	\$ 3,793.40	\$	2,276.04	\$ 7,945.60			\$ 67,051.66
Saturday - winter		196	1036	296	1	70	111					1709	
37	\$	6,419.00	\$ 19,787.60	\$ 4,318.64	\$	2,292.50	\$ 1,619.49						\$ 34,437.23
Saturday - summer		196	392	112	1	98	42					840	
14	\$	6,419.00	\$ 7,487.20	\$ 1,634.08	\$	3,209.50	\$ 612.78						\$ 19,362.56
Sunday - winter		400	800	200	)	200	200					1800	
40 *	\$	19,652.00	\$ 22,920.00	\$ 4,378.00	_	,	\$ 4,378.00						\$ 61,154.00
Sunday - summer		64	128	32	:	32	32					288	
8 *	\$	3,144.32	\$ 3,667.20	\$ 700.48	\$	1,572.16	\$ 700.48						\$ 9,784.64
Adm. Asst.											\$ 988.00	988	
											\$26,132.60		\$ 26,132.60
CRProgram						988						988	
					\$	32,357.00							\$ 32,357.00
Vac Fill-ins		108.5	66.5			28						203	
	\$	3,553.38	\$ 1,270.15		\$	917.00							\$ 5,740.53
Training/Meeting		50	50									100	
	\$	1,637.50	\$ 955.00										\$ 2,592.50
Total Hours		2962.50	9623	2661		2979	1635		948	1656			
FTE		1.5	4.9	1.4		1.5	0.8		0.5	0.9			
Total \$	\$:	104,622.22	\$192,661.70	\$40,517.60	\$	101,362.42	\$25,548.25	\$	13,831.32	\$31,629.60	\$26,132.60		\$536,305.71

<sup>\*</sup>Sunday hours are time and a half

## Accomplishments and Activities

The library's most notable FY2021 accomplishment was opening its doors to the public following two and a half months of being totally closed and twelve months of offering curbside pickup service. In May of 2021, with curbside pickup, the library checked out 26,657 items. In June of 2021, with people being able to come in the library, item checkout rose to 42,486, an increase of 15,829 items (+59.4%). People were grateful for being able to pick up items; however, they obviously enjoyed coming into the building even more. The circulation figure continues to climb in the new fiscal year.

The Children's, Young Adult, and Adult departments continued to offer a quality variety of virtual programming.

	Department Information DSR1
Department	Library

During FY2021, electronic circulation of books, magazines, movies rose to 29% of the total circulation. In FY2019, the last complete fiscal year before COVID, electronic circulation was 19.3% of the total.

During FY2021, the library trustees voted to abolish library fines for the late return of materials. Studies have shown that library fines inhibit, rather than encourage, the return of overdue materials.

The trustees also voted to discontinue the Friends Rental Collection of new books. Dissolving of this collection made the library a more equitable service.

The Diversity and Discussion Book Club had another successful year, as did the NPL Book Group and the NPL Evening Book Club.

	Spending Reque	est Recap	
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	\$1,695,584	\$139,933	\$1,835,517
b) Expenses	\$375,863	\$61,760	\$437,623
c) Capital			
d) [ ]	[[		
e) Total DSR2 & DSR4 Request (a through d)	\$2,071,447	\$201,693	\$2,273,140
			V2023

			Depar	tment Exp DS	enditure D R2	etail					
Department				Public Lib	rary						
	Obje	ct			Desc	ription		Am	ount		
				DSR	2A						
		Year (FY			nt Year (F)			Year (FY2			
Permanent	FT Head Count	PT Head Count	Full Time Equivalent	FT Head Count	PT Head Count	Full Time Equivalent	FT Head Count	PT Head Count	Full Time Equivalent		
Personnel	Count	Count	(FTE)	Count	Count	(FTE)	Count	Count	(FTE)		
	15	35	27	15	35	27	15	35	27		
Non-Budget						Yes	No	FT Head Count	PT Head Count		
grant/revolvi	grant/revolving fund positions to provide services?										
Union Positions: BCTIA   Fire A   Fire C   ITWA   NIPEA   Police   Police Superior   NA											
1. Salary and											
a. PRD1 Sala					-1.46. \			\$1,	143,263		
b. PRD1 Diffe		(Condition	ons, Requi	rements, s	Shifts)						
c. PRD1 Edu d. PRD1 Extr		,									
e. PRD1 LXII		<u>/</u>							\$11,573		
f. PRD1 Sno		m							Ψ11,373		
g. PRD1 Unit											
h. PRD1 Oth	er Compe	ensation									
i. PRD1 Bud	get Adjus	stments							\$4,442		
						PRD	1 Sub Tota	al \$1,	159,278		
j DSR3 Oth	er Compe	<u>ensation</u>					Sub Total	1 \$1,	159,278		
2. Salary and	d Wage S	easonal	& Tempora	ry Positio	ns (Itemiz			,	,		
a. Tempora	ry depart	ment co	verage, Pa	rt-Time, M	1on - Sat			\$	465,368		
b. Sunday F	art-Time	Hours							\$70,938		
C.											
d. e. DSR3 Tota	- I										
e. DSR3 TOL	<u>aı                                      </u>						Sub Total	2 ¢	536,306		
3. Salary and	d Wage O	vertime	(Itemized	Below)			Sub Total	<u>~                                     </u>	330,300		
			ractually o								
b. Training				-							
c.											
d.	_										
e. DSR3 Tota	<u>al</u>						C   T	2			
4. Other Sala	ary and M	lage Evn	Ansas – (T	temized P	elow)		Sub Total	3			
a. Incentive			c11362 - (I	terrizeu D	CIOW)						
b. Pay In Lie			/e								
c. Program S											
d. Tuition Re	imburser										
e. Working (											
f. DSR3 Oth	er Compe	ensation					0.1				
							Sub Total	4			

Depa	rtment Expenditure Detail DSR2	
Department	Public Library	
5. Total Salary and Wages (1+2+3+4)		\$1,695,584
	DSR2B	
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Computer Hardware Maintenance: \$607 Community Room Audiovisual Maintenance: \$4,200 Equipment Repairs and Copy Machine Maintenance: \$1,489	
Rental & Leases (527X)	Iron Mountain and NEDCC Microfilm \$500	\$500
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	P&T Seminars and Training: \$1,500 Minuteman Library Network: \$64,232 Computer Software Licenses: \$12,000	
Communications (534x)	Postage: \$900 Wireless Communications: \$2,092 Printing: \$1,900	\$4,892
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Bindery: \$5,000 Microfilming Needham Newspapers:\$800	\$5,800
Office Supplies (542x)	Paper (copier and other) Pens, Pencils, Calendars, File Folders, etc:	\$8,200
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)		
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Supplies for processing Books, Periodicals, and AV items: \$7,300  Library Materials Budget: Library Subscriptions: \$26,000 Books: \$131,043 Audiovisual: \$44,000 Databases: \$45,000 Total Materials: \$246,043	\$269,843
Consequented Character (FCC)	Computer Supplies and Equipment: \$16,500	
Governmental Charges (569x)		
Travel & Mileage (571x - 572x)	Conference In-State: \$400 Mileage: \$1,600	\$2,000
Dues & Subscriptions (573X)	American Library Assoc. Memb: \$400 Digital Commonwealth Memb: \$200	\$600

Department Expenditure Detail DSR2									
Department	Public Library								
Other Expenses (574 X - 579x)									
6. Total Expenses				\$37	75,863				
	DSR2C								
Capital Equipment Replacement (587X)									
7. Total Operating Budget Capital									
8. Total Base Request (Line 5 + Line 6 +	\$2,071,447								
Does the Department depend on any f provide services?	Federal or State grants to	YES	[ x	NO					
Did the Department submit any requ replacement or upgrade of technological Information Technology Center?	NO	X							
Did the Department submit any requirement of Public Works/Building improve or upgrade a public building or	Maintenance division to	YES	[ x	NO	[				
		•			V2023				

Performance Improvement Funding Request DSR4								
Department	Public	Library	Fiscal Year	FY 2023				
Title	Reference Librarian/Digital Communications Specialist Priority							
Expenditure Classification	Total Ai (A +							
<ol> <li>Salary and Wage</li> </ol>	1.0	\$62,283			\$6	2,283		
2. Expense				\$3,260	\$	3,260		
<ol><li>Operating Capital</li></ol>								
<ol> <li>Department Total (1+2+3)</li> </ol>		\$62,638		\$3,260	\$65,543			
5. Other Costs								
Budgetary Consideration	S				Yes	No		
Does this request address a		•			Χ			
If yes, which Board or Comm		Select Board & Li			1	1		
Has this request been submit					X			
Are there additional costs to costs which would be ongoing request?						Х		
Will the assistance of anothe or financial) for this request	o be impl	emented?				Х		
Will additional staff (beyond if the request is approved?	the staff r	equested in this DSR4 subn	nission) be	e required		Х		
Does the request support act	ivities wh	ich produce revenue for the	Town?			X		
If the request is not approve	•					X		
Is there an increased exposu						X		
Is specialized training or lice			chase)?			X		
Does this request address a	document	ed health or safety issue?				X		

# All "YES" responses above must be explained in the narrative below

### Description and Explanation

Addition of this full-time position would enhance the library's Mission to "provide access to materials, resources and information...to expand minds," as well as its Vision to "discover and share new ideas." It would add to the Select Board's goals of "[supporting] an environment for creativity, innovation, and entrepreneurship" and "[promoting] a well-educated skilled and diverse work force that meets employers' needs."

With the advent of a new website, it is more important than ever to fill this position. The person would contribute to the library's website and manage the library's social networking platforms. In addition to providing standard reference service to the public, the person would enhance the library's online presence by providing guidance to forthcoming innovative technologies and user-focused web services. The person would be responsible for the library's digital initiatives and organization of online resources that would improve access to the collections, promote the library in the community, and enhance patrons' online experiences. The person would develop and implement a suite of technology programs that would expand the community's digital learning capabilities from basic competencies to advanced skills. The person would have the ability to translate new and emerging technologies into services that align with the library's Mission and Vision, as well as with community needs.

V2023

	Performance Improvement Funding Request Supplement DSR4S									
Position Title		c Library Refe nunications S		rian/ Digital	n/ Digital Priority 1					
Classification	Х	FT	PT	Seasonal						
Part Time /Seasonal	Hour	s Per Week	37.5	Number	Number of Weeks Per Year 52					
		C	Compensation	Detail						
Base Rate	\$62,	283								
Other	\$32,	319								
Other	\$3,2	60								
Other										
Other										
Other										
Other										
Salary and Wage To	otal						\$9	7,862		
	If Funded	the Position V	Vill Require th	e Following Additi	onal Item		•			
Description	No	Yes	Explain	Start Up Co	st \$	Annu	al Recu Cost \$	rring		
Workstation		X		\$	1,000					
Vehicle	X									
Computer		X		\$	2,000					
Software		X						\$260		
Mobile Communication Device	X									
Uniform	X									
Tools	X									
Equipment	X									
Other										
Other										
Totals				\$	3,000			\$260		
	Est	timated Annua	l Benefit Cost				\$3	2,319		
		Desc	ription and Ex	planation						

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V2023

Performance Improvement Funding Request DSR4										
Department	Public	Library	Fiscal Year	FY2023						
Title	FT Adr	ministrative Assistant	Priority	2						
		DSR4								
Expenditure Classification	FTE	Frequence Recurring Amount (A)	One 7	Fime Only ount (B)	Total Amount (A + B)					
<ol> <li>Salary and Wage</li> </ol>	1.0	\$63,235			\$63,235					
2. Expense										
3. Operating Capital										
<ol> <li>Department Total (1+2+3)</li> </ol>		\$63,235			\$63,235					
5. Other Costs		\$32,389				_				
Budgetary Consideration	Yes	No								
Does this request address a	X									
If yes, which Board or Comm	T	1								
Has this request been submit		Х								
Are there additional costs to costs which would be ongoing request?		Х								
Will the assistance of another or financial) for this request		Х								
Will additional staff (beyond if the request is approved?		Х								
Does the request support act		X								
If the request is not approve		X								
Is there an increased exposu		Х								
Is specialized training or licer		X								
Does this request address a documented health or safety issue?										

## All "YES" responses above must be explained in the narrative below

### Description and Explanation

Adoption of this full-time position would add to the Select Board's goals of [promoting] "a well-educated skilled and diverse work force that meets employers' needs."

This position is currently a part-time 19-hour-a-week position. Several years ago the position was a full-time position. When the full-timer who occupied the position resigned, the library was asked if it could manage with a part-timer. The director said that was ok but to remember that doing so would increase the director's work. The person in this position administers the weekly payroll, and manages the department's purchase orders, prepares the invoices for payment, and tracks the budget spending for eight employees. In addition to relieving the library director of having to track Trust Fund expenses, budget processes, and personnel anniversary dates, a full-time person would be able to be involved in formulating the yearly budget. This becomes particularly important with a new library director beginning work on November 8, 2021. The Administrative Assistant would be able to assist the new person through the financial and personnel set up of the library, as well as increasing efficiency by centralizing the ordering of supplies for all departments.

V2023

	Perform	ance Imp	rovement F DSI	unding R R4S	equest Supple	ement		
Position Title	Publi	ic Library	Administra		tant	Priority 2		
Classification	Х	FT	PT		Seasonal	•		
Part Time /Seasonal	Hour	s Per Weel	37.5		Number of V	Weeks Per Year		52
7000001101	I		Compensa	tion Detai	l			l
Base Rate	\$63,	235	•					
Other		\$32,389						
Other								
Other								
Other								
Other								
Other								
Other								
Salary and Wage							\$9	5,624
-	If Funded	the Position	on Will Requi	re the Foll	owing Additiona			•
Description	No	Yes	Explain		Start Up Cost \$  Annual Recurring Cost \$			
Workstation								
Vehicle								
Computer								
Software								
Mobile Communication Device								
Uniform								
Tools								
Equipment								
Other								
Other								
Other								
Totals								
	F-1	imated A.	nual Banafit	Cost			#2	2 200
	ESI		nual Benefit escription ar		ation		<b>\$</b> 3	2,389

Description and Explanation

Increase in hours from 19 per week to 37.5 per week. No equipment needed, as part-timer already has computer, desk, and work area. Adoption of this full-time position would add to the Select Board's goals of [promoting] "a well-educated skilled and diverse work force that meets employers' needs."

This position is currently a part-time 19-hour-a-week position. Several years ago the position was a full-time position. When the full-timer who occupied the position resigned, the library was asked if it could manage with a part-timer. The director said that was ok but to remember that doing so would increase the director's work. The person in this position administers the weekly payroll, and manages the department's purchase orders, prepares the invoices for payment, and tracks the budget spending for eight employees. In addition to relieving the library director of having to track Trust Fund expenses, budget processes, and personnel anniversary dates, a full-time person would be able to be involved in formulating the yearly budget. This becomes particularly important with a new library director beginning work on November 8, 2021. The Administrative Assistant would be able to assist the new person through the financial and personnel set up of the library, as well as increasing efficiency by centralizing the ordering of supplies for all departments.

	Performance Improvement Funding Request DSR4						
Department	Public	Libra	ary		Fiscal Year	FY2023	
Title	OverD	rive	Basic Subscription		Priority	3	
			DSR4				
Expenditure Classification	FTE	F	Freque Recurring Amount (A)	One 7	Fime Only ount (B)	Total A (A +	
1. Salary and Wage							
2. Expense			\$33,000			\$3	3,000
3. Operating Capital							
4. Department Total (1+2+3)			\$33,000			\$3	3,000
5. Other Costs							_
Budgetary Considerations							No
Does this request address a		Sele				X	
If yes, which Board or Comm			Select Board & Li			T	
Has this request been submit						Х	
Are there additional costs to costs which would be ongoing request?							X
Will the assistance of another				support (p	ersonnel		Х
or financial) for this request t							
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?							X
Does the request support activities which produce revenue for the Town?							Х
If the request is not approved, will current Town revenues be negatively impacted?							X
Is there an increased exposure for the Town if the request is not approved?							X
Is specialized training or licensing required (beyond the initial purchase)?							X
Does this request address a	document	ed he	alth or safety issue?				X
All "YES" re	esponses	abou	ve must be explaine	d in the n	arrative belo	DW .	

### Description and Explanation

Addition of this service to the library's budget would enhance the Select Board's goals of:

- 1. Supporting an environment for creativity, innovation and entrepreneurship.
- 2. Cultivating a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups.

The library trustees are committed to providing the services that its patrons demand. Use of the OverDrive downloading book and DVD service was incredibly important during the COVID time that the library's doors were closed (March 14, 2020 to May 31, 2021). While people made use of the curbside service, use of the library's electronic services increased dramatically. "Normal" usage before March 2020 hovered around 14% of total circulation. During the shutdown, usage increased to 29% of circulation for FY2021. When the library reopened its doors on June 1, 2021, electronic circulation dropped back to 17.6% of circulation and it has stayed at that point during the early months of FY2022. Usage has increased to the point where this service to the public should become a standard part of the library's budget.

There are two components to OverDrive: (1) The basic charge for use of a basic library that contains a variety of books and films (new items are added every month) and (2) An additional charge plan for purchasing multiple copies of books currently in demand. This request is for

Performance Improvement Funding Request DSR4						
Department Public Library Fy2023 FY2023						
Title OverDrive Basic Subscription Priority 3						

the basic charge which is currently being paid from the library's State Aid Account.

This request has been submitted for the past several years. It is a basic library service and deserves to be part of the library's town-appropriated budget.

Performance Improvement Funding Request DSR4						
Department	Public	Library		Fiscal Year	FY20	)23
Title	OCLC	WorldCat		Priority	4	
		DSR4				
Expenditure Classification	FTE	Freque Recurring Amount (A)	One 1	Time Only ount (B)	Total Ar (A +	
<ol> <li>Salary and Wage</li> </ol>						
2. Expense		\$3,500			\$	3,500
3. Operating Capital						
4. Department Total (1+2+3)	• • • • • • • • • • • • • • • • • • • •					
5. Other Costs						
Budgetary Considerations						No
Does this request address a				mittee?	X	
If yes, which Board or Comm		Library Trustees			1	1
Has this request been submit		•			X	
Are there additional costs to costs which would be ongoing request?						Х
Will the assistance of another or financial) for this request t	o be impl	emented?				Х
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?						Х
Does the request support activities which produce revenue for the Town?						X
If the request is not approved, will current Town revenues be negatively impacted?						X
Is there an increased exposure for the Town if the request is not approved?						X
Is specialized training or licer		• •	chase)?			X
Does this request address a	document	ed health or safety issue?				X

### All "YES" responses above must be explained in the narrative below

#### Description and Explanation

OCLC (Online Computer Library Center) is a "collective collection of the world's libraries, built through the contributions of librarians, expanded and enhanced through individual, regional, and national programs." It contains more than two billion records. Needham's Reference Department uses this database to find items that are not available locally that have been requested by patrons. The Needham Technical Services Department (formerly known as the Catalog Department) uses the database when cataloging items that are not found in the Minuteman Library Network. In order to add a record to the Minuteman database, local libraries are required to search through the OCLC database, find the item (99.9% success rate), and provide the item number, so that Minuteman may add the correct electronic record to its catalog. OCLC WorldCat is of particular use when cataloging World Language books. In answer to popular demand, Needham has been adding World Language books to its collection and plans to continue doing so. As OCLC WorldCat is an integral part of library operations, it should be added to the library's Town-appropriated budget, rather than continuing to depend on State Aid and/or Trust Funds for payment.

World Language literature is an important part of the trustee diversity goals. OCLC records are frequently the only records to be found when cataloging these materials.

Performance Improvement Funding Request DSR4						
Department	Public	Library		Fiscal Year	FY2023	
Title	OverD	rive Advantage		Priority	5	
		DSR4				
Expenditure Classification	FTE	Freque Recurring Amount (A)	One 7	Time Only ount (B)	Total Ar (A +	
<ol> <li>Salary and Wage</li> </ol>						
2. Expense		\$22,000			\$2	2,000
3. Operating Capital						
<ol> <li>Department Total (1+2+3)</li> </ol>		\$22,000			\$22,000	
5. Other Costs						
Budgetary Considerations						No
Does this request address a					X	
If yes, which Board or Comm		Select Board & L				Ι
Has this request been submit					Х	
Are there additional costs to costs which would be ongoing request?						Х
Will the assistance of another or financial) for this request t	o be impl	emented?				Х
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?						X
Does the request support activities which produce revenue for the Town?						Χ
If the request is not approved, will current Town revenues be negatively impacted?						X
Is there an increased exposure for the Town if the request is not approved?						X
Is specialized training or licensing required (beyond the initial purchase)?						Χ
Does this request address a	document	ed health or safety issue?				X

All "YES" responses above must be explained in the narrative below

#### Description and Explanation

Addition of this service to the library's budget would enhance the Select board's goals of:

- 1. Supporting an environment for creativity, innovation, and entrepreneurship
- 2. Cultivating a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups.

A library that signs up for the OverDrive Advantage program is able to purchase additional copies of the books offered by the OverDrive program. A library would purchase additional electronic copies, if the library had a long reserve list of people waiting for the electronic copy. The extra copies that the library purchases are only available to Town residents of the purchasing library. In FY2021, the Friends and the library combined spent \$21,368 for Advantage program copies to fill customer demand. The charges are currently being paid by the library's State Aid account. The OverDrive Advantage program is an integral part of library service to the people of Needham and should be a part of the library's Town-appropriated budget.

This request has been submitted for the past several years.

	Performance Improvement Funding Request DSR4						
Department	Public	Libr	ary		Fiscal Year	FY20	023
Title	Public	Libra	ary Page		Priority	6	
			DSR4				
Expenditure Classification	FTE	F	Frequence   Freque	One 7	Time Only ount (B)	Total A (A +	
1. Salary and Wage	.5		\$14,415			\$1	4,415
2. Expense							
3. Operating Capital							
4. Department Total (1+2+3)			\$14,415			\$1	4,415
5. Other Costs \$1,125						\$	1,125
Budgetary Considerations						Yes	No
Does this request address a		Sele				X	
If yes, which Board or Comm			Select Board & I			1	
Has this request been submit			•			X	
Are there additional costs to costs which would be ongoing request?							X
Will the assistance of another or financial) for this request t	to be impl	emen	ted?				Х
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?							Х
Does the request support activities which produce revenue for the Town?							X
If the request is not approved, will current Town revenues be negatively impacted?							Χ
Is there an increased exposure for the Town if the request is not approved?							Χ
Is specialized training or licensing required (beyond the initial purchase)?							X
Does this request address a	documente	ed he	alth or safety issue?				X
All "YES" re	esponses	abov	ve must be explaine	d in the n	narrative belo	DW .	

### Description and Explanation

This supports the Select Board's goals of:

- 1. Supporting an environment for creativity, innovation, and entrepreneurship.
- 2. Cultivating a wide range of recreational cultural, educational, civic, and social opportunities for all socioeconomic and age groups.

The incoming bins contain Needham materials that have been returned to other libraries in the State and materials that are being sent to Needham from other libraries to fill requests for Needham citizens. The outgoing bins contain Needham materials that are being sent to other libraries to fill requests and other libraries' materials that have been returned to Needham. In FY2021, 92,895 items were sent out to other libraries to fill requests, while Needham received 96,540 items to fill requests made by Needham residents. These 189,435 items represent one-half of the items in the delivery boxes; the other half is materials that were returned to Needham but belong to other libraries and Needham materials that were returned to other libraries. This position is currently being funded by the library's State Aid account.

Performance Improvement Funding Request Supplement DSR4S										
Position Title	Public	Librar	y Page				Pri	ority	6	
Classification		FT	X	PT	Х		Seasonal	•		
Part Time /Seasonal	Hour	s Per W	eek	19			Number of Weeks	Per Year		52
•			Со	mpensati	on Det	ail				
Base Rate	FY2023 hour =			\$14.59	per				\$1	4,415
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage To	tal								\$1	4,415
]	If Funded	the Pos	sition Wi	ll Require	the Fo	ollo	wing Additional Item			
Description	No	Yes		Explain			Start Up Cost \$		al Recu Cost \$	ırring
Workstation	X									
Vehicle	X									
Computer	X									
Software	Х									
Mobile Communication Device	X									
Uniform	Х									
Tools	Х									
Equipment	Х									
Other	Х									
Other	Х									
Other	Х									
Totals			•							
	Est	imated	Annual	Benefit C	ost				\$	1,125
This request is for f				ption and				•		

This request is for funding for a 19-hour-a-week, part-time, non-benefitted library page to pack and unpack the 18-25 bins of materials that are delivered to and picked up from the library each Monday through Friday. This request has been submitted for several previous years, as it supports the efforts outlined in the Library Vision Statement "to provide and expand resources".

V2023

		i iscai	1 Cai 202	23 Proposi	eu Duc	iget			
Library	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	1,159,278.00		1,159,278.00	36,439		1,122,839.00	1,054,019.94	1,044,530.85	1,027,962.93
Salary & Wage Temporary	536,306.00		536,306.00	(21,500)		557,806.00	376,669.49	490,287.52	335,489.46
Salary & Wage Overtime								8,603.42	7,691.31
Salary & Wage Other							2,151.49		5,002.78
Salary and Wage Total	1,695,584.00		1,695,584.00	14,939	0.9%	1,680,645.00	1,432,840.92	1,543,421.79	1,376,146.48
Energy									
Non Energy Utilities									
Repairs and Maintenance	6,296.00		6,296.00			6,296.00	4,172.78	6,461.24	5,924.83
Rental and Leases	500.00		500.00			500.00	73.00	73.00	73.00
Other Property Related									
Professional & Technical	77,732.00		77,732.00	1,232		76,500.00	72,874.93	71,584.06	68,922.31
Communications	4,892.00		4,892.00			4,892.00	2,514.63	3,388.30	4,292.76
Recreation									
Other Purchased Services	5,800.00		5,800.00			5,800.00	1,116.00	3,511.13	7,794.55
Energy Supplies									
Office Supplies	8,200.00		8,200.00			8,200.00	6,208.90	3,404.81	7,430.57
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									20.28
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	269,843.00		269,843.00			269,843.00	279,424.29	235,250.84	261,019.05
Governmental Charges									
Travel & Mileage	2,000.00		2,000.00			2,000.00		461.95	1,213.87
Dues & Subscriptions	600.00		600.00			600.00	547.00	547.00	542.00
Other									
Expense	375,863.00		375,863.00	1,232	0.3%	374,631.00	366,931.53	324,682.33	357,233.22
Capital Equipment									
Budget Capital									
TOTAL	2,071,447.00		2,071,447.00	16,171	0.8%	2,055,276.00	1,799,772.45	1,868,104.12	1,733,379.70

Position Register Summary	Sch	FY23	FY23	FY23	FY22	FY22	FY21	FY21
Description	Grd	FTE	Estimate	%	FTE	Current	FTE	Final Budget
Director of Public Library	14	1.00	130,072		1.00	130,072	1.00	130,072
Assistant Director of Public Library	12	1.00	97,292	3.0%	1.00	94,458	1.00	91,849
Children's Librarian	7	1.00	68,309	4.1%	1.00	65,618	1.00	61,882
Children's Services Assistant	5	1.00	66,300	3.3%	1.00	64,175	1.00	63,031
Library Assistant	3	2.00	109,980	3.6%	2.00	106,171	2.00	105,715
Library Children's Supervisor	10	1.00	80,009	5.2%	1.00	76,050	1.00	69,997
Library Circulation Supervisor	9	1.00	76,206	5.2%	1.00	72,443	1.00	68,878
Library Reference Supervisor	10	1.00	76,050	5.5%	1.00	72,092	1.00	69,997
Library Technical Services Supervisor	10	1.00	83,285	4.1%	1.00	80,009	1.00	78,016
Library Technology Specialist Archivist	11	1.00	84,006	5.2%	1.00	79,853	1.00	78,016
Reference Librarian Digital Media Specialist	7	1.00	65,618	-0.1%	1.00	65,676	1.00	65,678
Reference Librarian Program Specialist	7	1.00	75,290	2.7%	1.00	73,291	1.00	71,206
Reference Librarian Young Adult	7	1.00	70,766	3.6%	1.00	68,309	1.00	63,730
Technical Services Assistant	3	1.00	60,080	2.7%	1.00	58,500	1.00	57,389
Longevity			11,573	-2.2%		11,836		8,680
Differential								
Education								
Extra Holiday								
Other Pay								
Stipends								
Budget Adjustment			4,442	3.6%		4,286		4,170
Total		15.00	1,159,278	3.2%	15.00	1,122,839	15.00	1,088,306

	Department Information DSR1
Department	Park and Recreation

#### Department Mission

The Park and Recreation Department's major responsibilities include providing diverse, inclusive and equitable, year-round programming and leisure services for residents of all ages; administering all Town athletic fields, including scheduling and permitting functions; managing Town playgrounds; providing seasonal employment and volunteer opportunities; administration of all Town trails; and providing support to community organizations.

The Park and Recreation Commission is a five-person elected board. The Commission has jurisdiction over approximately 300 acres of land, including the Town Forest. They set policies related to recreation facilities and programs, including the use of all athletic fields, except Memorial Park. Working with the Director, the Commission provides long-range planning for recreation facilities and services.

#### On the Horizon

The Park & Recreation Department continues to pivot our programming and departmental needs while operating within the staffing confines due to COVID. For the summer of 2021, we were able to safely achieve our goals of opening the pools and summer programs for a more-typical number of weeks than in FY2021.

For FY2023, we are preparing to open the Pools at Rosemary without COVID restrictions, though preparing for staffing and capacity limitations. We are also working towards shifting our summer programs into a more appropriate Summer Camp structure. Our school-year programming will continue to run as typical as possible while still adhering to any COVID regulations or protocols.

Since March 2021 the most challenging aspect of the pool complex has been hiring and training the part-time and seasonal staff necessary to fulfill our needs as a department. This includes but is not limited to, Lifeguards, Swim Instructors, Program Counselors and Event Coordinators.

Last year, The Park and Recreation Department hired an outside consultant to do a comprehensive playground assessment of our playgrounds. This assessment was neither an audit nor an inspection. The report provided a summary and recommendations for each site; categorizing each site using a 4- category ranking system which relates to its current maintenance and safety status. The assessment included a review of each individual playground with accompanying photographs and provide a general overall assessment of each site. The final report also provided a 'Status Grid' that lists the needs that are essential to bring the play areas into compliance. This assessment provides a clear picture of the necessary upgrades, renovations & maintenance projects needed to bring our 17 playgrounds into compliance. The Department & Commission will be working together to identify a priority list of projects, placing a high emphasis on ADA compliance, play features and surfacing.

Due to the success of our playground assessment, the Department and commission are looking into an Athletic Field Assessment to determine the exact needs of each of our thirty-five (35) fields. In addition to a field assessment and playground projects, the Department will be working on projects around town such as the Claxton Field Updates, Rosemary Boat Dock, Rosemary Beach upgrades & Tennis Court renovations.

**Seasonal**, **Temporary & Part-time Staff Salaries – Minimum Wage**: The minimum wage in Massachusetts is continuing to increase annually. The current rate is \$13.50/hour. On January 1, 2022 it will increase to \$14.25/hour. On January 1, 2023, \$15.00/hour. Because our summer pool and program seasonal salaries fall in two separate fiscal years each summer, these increases affect

	Department Information DSR1
Department	Park and Recreation

our budget twice. Additionally, most companies and organizations in the area are currently hiring between \$15-\$18/hour. Pools in the area are currently hiring from \$18-\$20/hour to start, with many of them offering signing bonuses. In order to hire and maintain quality and capable staff, we will need to increase our starting salary wages across all part-time and temporary staff.

TITLE	POSITIONS	CURRENT	SUMMER 2022	SUMMER 2023
Recreation	Program	\$13.50/hour	\$15.00/year 1	\$15.50/year 1
Specialist I	Counselor	\$14.00/year 2	\$15.63/avg 1-5	\$16.17/avg 1-5
Recreation	Pool Booth Staff,	\$14.50/hour	\$16.00/year 1	\$16.50/year 1
Specialist II	Pool Maintenance,	\$15.00/year 2	\$16.17/avg 1-5	\$16.71/avg 1-5
	Program Group			
	Leader			
Recreation	Lifeguard	\$15.50/hour	\$16.00/year 1	\$16.50/year 1
Specialist IIB		\$16.00/year 2	\$17.25/avg 1-5	\$17.79/avg 1-5
Recreation	Pool Head Guard,	\$16.50/hour	\$17.50/year 1	\$18.00/year 1
Specialist III	Pool Head	\$17.00/year 2	\$18.87/avg 1-5	\$19.41/avg 1-5
	Maintenance			
Recreation	Swim Instructor &	\$16.50/hour	\$18.00/year 1	\$18.00/year 1
Specialist IIIB	Program Director	\$17.00/year 2	\$19.41/avg 1-5	\$19.94/avg 1-5
Recreation	Assistant	\$18.50/hour	\$19.00/year 1	\$20.00/year 1
Specialist IV	Supervisor	\$19.00/year 2	\$20.48/avg 1-5	\$21.02/avg 1-5
	(Pool & Program)	-	_	_
Recreation	Supervisor	\$22.50/hour	\$21.00/year 1	\$22.00/year 1
Specialist V	(Pool & Program)	\$23.00/year 2	\$22.64/avg 1-5	\$23.18/avg 1-5

#### **Budget Statement**

The Park and Recreation Commission and department review program fees at least three times a year, adjusting fees as appropriate, with the intent of having the majority of programs be self-sustaining. The fees for the 2022 pool season were approved in October 2021. Most of the department's programs are in the Revolving Fund, but the major summer programs are all funded through the Operating Budget and the revenue is deposited into the General Fund.

**Revolving Fund:** The programs held in the Fall, Winter, and Spring, as well as some small summer programs, are operated through the fee-generated Revolving Fund (53D). The Revolving Fund also includes revenue and expenses related to Field Maintenance Fee, Tennis Badge Fee, Memorial Park Lights Fee, DeFazio Park Lights Fee, Claxton Lights Fee, and the Carleton Pavilion Fee.

**Gift Fund:** The Park and Recreation Commission has a Gift Fund for a variety of projects. The majority of the fund holds donations for the Arts in the Parks concert series and the Children's Theatre programs. The donation of \$20,000 from the estate of Harold J. A. Street is also in the fund, with a balance of approximately \$9,000.

The following information outlines the dollar changes to specific budget lines.

Line	Description	Change from FY21	Comments	Net Change
Admin Salaries	Full-time staff	\$27,829	Change in Office	\$27,829
Regular	salaries		Personnel	

		De	partment Info DSR1	rmation			
Department		Par	Park and Recreation				
Admin Salaries Temporary P&R	Part-time non- benefit staff salaries		\$28,000	Move Aquatics Specialist to Temporary Admin	\$28,000		
Admin Tuition Reimbursement	Reimbursement for Office Staff Tuition		(\$2,000)	Less anticipated reimbursements	(\$2,000)		
Pools Salaries Temporary	Summer Staff		(\$11,513)	Move Aquatics Specialist to Admin Temporary; Higher minimum wage for Pool staffing increase over LY by approximately \$17,000)	(\$11,513)		
Program Salaries Temporary	Summer Staff		\$5,626	High minimum wage for Program staffing	\$5,626		
Repairs and Maintenance	Playground/Fie /Park/Building Repairs	ld	\$1,500	Based on actual spending	\$8,500		
	Pool Repairs		\$7,000	Anticipated 5-year repairs			
Property Related Services	Park Restroom Cleaning		(\$8,739)	Contracted price came in lower than previous contract	(\$20,964)		
	Pool Opening/Closin	ıg	(\$12,225)	Contract price came in lower than previous contract			
Professional Technical	Pool Water Testing		\$700	Increased to cover mid- season testing as necessary	(\$4,300)		
	Pool On-Call Services		(\$5,000)	Reduce On-Call Services for Repairs			
Staff Training	Office Staff		\$1,500	Training and Development for new staff members	\$1,800		
	Pool Staff		\$300	Recertification of Lifeguards			
Other Services	Program Transportation		\$3,000	Additional trips for Summer Programs	\$3,000		

		Department In	formation	
Department	F	Park and Recre	ation	
Building & Equipment Supplies	Playground Supplies	\$5,000	Supplies to repair existing playgrounds	\$9,400
	Pool Balancing Chemicals	\$2,000	Estimated price increases for chemicals	
	Pool Testing Chemicals	\$400	Estimated price increase for chemicals	
	Pool CO2	\$1,500	Estimated increase to operate pool longer	
	Pool Repair Supplies	\$500	Anticipated costs for repairs	
Custodial and Groundskeeping Supplies	Park Restroom Supplies	(\$500)	Based on actual spending	\$2,000
	Playground Surfacing	\$2,500	Increase in cost of material	
Food Supplies	Program Snack	\$200	Based on actual spending	\$200
Medical Supplies	Pool Supplies	\$100	Based on actual spending for state required supplies at the Pools	\$100
Public Works Supplies	Portable Restrooms	\$9,400	Based on actual spending to support fields after Park Bathrooms are closed for the season	\$9,400
Other Supplies	Staff Clothing	\$2,000	Based on actual spending	\$5,000
	Lifeguard Uniforms	\$3,000	Department will purchase lifeguard suits in bulk to reduce overall expenditures and allow for a comprehensive uniform	
Travel and Mileage	Out-of-State Conferences	\$1,500	Anticipated travel for Director and Asst. Director	\$1,500
Dues & Memberships	Annual Memberships	\$350	Increase in department memberships	\$500
	Red Cross Membership	\$150	Required to have Swim Lessons	

	Department Information DSR1
Department	Park and Recreation

Accomplishments and Activities

In late April, the Department hired an Assistant Director. Fabien Desrouleaux joins us from Florida and was on the pool deck readying it for it's opening on his very first day!

As COVID regulations relaxed, but staffing concerns increased, the Department was able to open and operate the pools and programs under near-normal operating procedures during the summer of 2021. More than 50% of our 2021 pool and program staff were new to our department, but passionate and excited for a fun and successful season!

Programmatically, the Department collaborated with two school departments, the Post-Grad program and the Summer Bridges program. Our Post-Grads interned with us 2 days a week at the pool and in the office doing cleaning, shredding and general office organization. At Summer Bridges, children attending reading and math classes in the morning and then were able to come outside and join our summer programs in the afternoons. Both programs were a huge success and we are continuing with our Post-Grad interns through the school-year.

The Park and Recreation team were tremendously successful in running numerous passive and active recreational activities for community members ranging from young preschool to seniors.

The water levels and potential of lake flooding into the pools continues to be discussed. Currently, multiple Town Departments are collaborating to come to an appropriate resolution.

	Spending Requi	est Recap	
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	997,432	168,679	1,166,111
b) Expenses	238,336	2,150	240,486
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	1,235,768	170,829	1,406,597
			V2023

			Depa	rtment Exp DS		Detail					
Department				Park and	Recreation	า					
	Objec	ct			Desc	cription			Am	nount	
				DSF							
	Last `	Year (FY	2021)	Curre	nt Year (F	Y2022)	Nex	t Year	(FY2	2023)	
Permanent	FT Head	PT Head	Full Time	FT Head	PT Head	Full Time	FT Head		•	Full Ti	
Personnel	Count	Count	Equivalent	Count	Count	Equivalent	Count	Cou	ınt	Equiva	
	4.6	0	(FTE)	4.6	0	(FTE)	4.6	C	)	(FTE	=)
N. 5. 1. 1. 5	I		·	· I		\/	1	FT H		PT He	ead
Non-Budget F						Yes	No	Cou	ınt	Cour	nt
grant/revolvii	ng runa p	ositions	to provid	e services	<u> </u>		X				
Union Positio	ns:	ВСТІА	Fire A	Fire C	2. <sub>ITWA</sub>	NIPEA	Police	Police Superio		NA	
1. Salary and	Wage Pe	ermanen	t Position	S.							
a. PRD1 Sala										388,70	00
b. PRD1 Diffe		(Condition	ns, Requ	irements,	Shifts)						
c. PRD1 Educ											
d. PRD1 Extr		<u> </u>									
e. PRD1 Long											
f. PRD1 Snov		m									
g. PRD1 Unif											
h. PRD1 Othe										2,40	
i. PRD1 Bud	get Adjus	tments								-21,53	
						PRD	1 Sub To	otal		369,56	
j DSR3 Othe	er Compe	ensation					0171	1.4		3,50	
2.6.1			· -	D '11'	/TI :	101	Sub Tota	al 1		369,56	58
2. Salary and										12.00	20
a. Playground										12,00	
<ul><li>b. Aquatics S</li><li>c. Pools Staff</li></ul>					irs/ to wee	eks				28,00	
d. Summer P				( DSR3)						422,73 154,14	
e. DSR3 Tota		otan (Se	DSK3)							134,14	+2
e. DSKS TOLE	71						Sub Tota	al 2		986,44	13
3. Salary and	Wage O	vartima	(Itamizad	Ralow)			300 100	al Z		300,4-	+3
a. Scheduled											
b. Training a			accounty (	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
c. Overtime:			t. Rec. Si	nervisor A	Admin. Ass	st., DPW				7,48	38
d.		-	.,cc. oc			,				,, 1	
e. DSR3 Tota	al									7,48	38
2.13.30							Sub Tota	al 3		993,93	
4. Other Sala	ry and W	age Exp	enses - (	Itemized B	Below)					, - , -	
a. Incentive					<i>,</i>						
b. Pay In Lie			⁄e								
c. Program S				r						1,50	00
d. Tuition Re										2,00	
e. Working O	ut of Gra	ide									
f. DSR3 Othe											
							Sub Tota	al 4		997,43	31

Depa	ortment Expenditure Detail DSR2	
Department	Park and Recreation	
5. Total Salary and Wages (1+2+3+4)		997,431
	DSR2B	
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Playground Repairs (\$10,000) Parks Repairs (\$3,500) Field Repairs (\$5,000) Pool Repairs (\$10,000) RRC Building Repairs (\$1,000)	29,500
Rental & Leases (527X)		
Other Property Related Services (529x)	Park Restroom Cleaning (\$21,861) Pool Closing 2022 (\$18,990) Pool Opening 2023 (\$38,785)	79,636
Professional & Technical Services (530x – 531x)	Pool Water Testing (\$1,400) Pool On-Call Services (\$15,000) Office Staff Training (\$4,000)) Pool Seasonal Staff Training (\$1,500) Program Seasonal Staff Training (\$800) Parks/Trail Signage (\$1,500) Pool Signage (\$2,500)	26,700
Communications (534x)	Postage (\$350) Landline (\$400) Cable (\$200) Wireless Phones (\$1,700) Legal Ads (\$150)	2,800
Recreational & Cultural Services (535x)	Program Special Events (\$3,500)	3.500
Other Purchased Services (538x)	Conservation Permits (\$300) Program Transportation (\$6,000)	6,300
Office Supplies (542x)	Office Supplies (\$2,000)	2,000
Building & Equipment Supplies (543x)	Pool Chlorine (\$18,000) Pool Balancing Chemicals (\$5,000) Pool Testing Chemicals (\$1,000) Pool C02 (\$6,500) Pool Repair Supplies (\$1,000)	31,500
Custodial Supplies (545x)	Park Restroom Supplies (\$500)	500
Grounds Keeping Supplies (546x)	Playground Surfacing (\$15,000) Playground Sand (\$800)	15,800
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)	Program Snacks (\$2,000)	2,000
Medical Supplies (550x)	Pool Medical Supplies (\$900) Program Medical Supplies (\$600)	1,500
Public Works Supplies (553x)	Portable Restrooms (\$11,400)	11,400
Other Supplies & Equipment (558x)	Office Staff Clothing (\$5,000) Lifeguard Uniforms (\$4,000) Pool Program Supplies (\$3,000) Arts & Craft Supplies (\$1,000) Program Equipment (\$1,000)	14,000

Dep	artment Expenditure Detail DSR2					
Department						
Governmental Charges (569x)						
Travel & Mileage (571x - 572x)	Office Staff Conference (\$1 Mileage (\$750) Out of State Conference (\$	,		4,750		
Dues & Subscriptions (573X)	Annual Memberships (\$1,0 Swim Lessons (\$450)				1,450)	
Other Expenses (574 X - 579x)						
6. Total Expenses				252,390		
	DSR2C					
Capital Equipment Replacement (587X	)					
7. Total Operating Budget Capital						
8. Total Base Request (Line 5 + Line 6	+ Line 7)					
Does the Department depend on any provide services?	Federal or State grants to	YES		NO	Х	
Did the Department submit any re replacement or upgrade of technology Center?	х	NO				
Did the Department submit any re Department of Public Works/Buildin improve or upgrade a public building o		NO	Х			
					V2023	

Depar	tment Personnel Supplem DSR3	nent				
Department	Park and Recreation					
Description		Amount		Amo ected Sect 2	DSR	R2A
1 Playground Maintenance Specialist		\$12,000		X		
2 Aquatics Specialist		\$28,000		Х		
3						
4 Pool RS-V: Pool Supervisors (2)		\$24,597				
5 Pool RS-IV: Assistant Pool Supervisor	rs (4)	\$51,938				
6 Pool RS-IIIB: Swim Instructors (5)		\$41,365				
7 Pool RS-III: Head Guard/Head Mainte	enance (4)	\$38,938				
8 Pool RS-IIB: Lifeguards (26)		\$183,249				
9 Pool RS-II: Non-Aquatic Pool Staff (B	ooth, Maintenance) (8)	\$72,646				
10 POOLS SUBTOTAL (49):		\$412,733		Χ		
11						
12 Programs RS-V: Summer Recreation		\$101,236				
13 Program RS-IV: Assistant Summer Re		\$37,695				
14 Program RS-III: Program Directors (6	,	\$7,228				
15 Program RS-1: Program Counselors (	20)	\$7,983				
16 PROGRAMS SUBTOTAL (28)		\$154,142		Χ		
17						
18 Retention/Incentive Pool Bonus		\$10,000		Χ		
19						
20						
21						
22						
23 24						
25						
Z 5	Total	¢616 07E				
	tions	\$616,875				
Amount Reported Under DSR2A Secti			1			7
Amount Reported Under DSR2A Section  Amount Repo			-	1		
Amount Reported Under DSR2A Section  Amount Repo			1			
Amount Reported Under DSR2A Section  Amount Repo			1		1	
II	Total		† '	_		•
	. σται				V2	023

Department Title  Expenditure Classification		nd Recreation or Facilities Specialist (N DSR4 Freque	3)	Fiscal Year Priority	202	23
Expenditure		DSR4	3)	Priority		
	FTE				1	
	FTE	Froguo				
		Recurring Amount (A)	One 7	ime Only ount (B)	Total Aı (A +	
1. Salary and Wage	2	134,508				4,508
2. Expense		2,150		2,200		4,350
3. Operating Capital						
4. Department Total (1+2+3)	2	136,658		2,200	13	8,858
5. Other Costs		66,386			6	6,386
Budgetary Considerations					Yes	No
Does this request address a go					Χ	
If yes, which Board or Commit		Select Board and			Commissi	
Has this request been submitte		<u> </u>				X
Are there additional costs to in costs which would be ongoing request?						Х
Will the assistance of another or financial) for this request to	be imple	emented?			Х	
Will additional staff (beyond the if the request is approved?	ne staff re	equested in this DSR4 subn	nission) be	required		Х
Does the request support activities which produce revenue for the Town?						
If the request is not approved, will current Town revenues be negatively impacted?						
Is there an increased exposure		•	•		Χ	
Is specialized training or licens			chase)?			X
Does this request address a do	ocumente	ed health or safety issue?			X	

#### All "YES" responses above must be explained in the narrative below

#### Description and Explanation

The Outdoor Facilities Specialists (2) will be tasked with monitoring Needham's parks and open spaces, provide visitor support for park users, educate the public of pertinent rules and regulations, assist with daily maintenance and stewardship, and serve as a positive presence in the Town's parks, open spaces, and trails. The Park Ranger is responsible to:

- Patrol park and recreation areas by vehicle, foot or other means to promote public safety, ensure park cleanliness, protect the Town's capital park assets and inform and educate patrons about the rules and regulations governing the use of Town parks and facilities. In addition to regular park visitors, this includes monitoring the programs and various permitted activities such as athletic groups and permitted parties.
- Interact/engage with park visitors town-wide provide visitor support and knowledge regarding Park/Town facilities and policies. May provide staff support at Parks events and programs.
- Perform routine maintenance and care of facilities, grounds, pathways, picnic areas, and pavilions throughout the parks, open spaces, school grounds, public restrooms, porta-potties, and horticultural areas throughout the Town.
- Perform trail maintenance and improvement projects in parks.
- Reporting safety concerns, incidents, and maintenance needs to the department
  - Communicate and reporting issues to DPW including trash pick-ups and field

	Performance Improvement Funding Reque DSR4	est	
Department	Park and Recreation	Fiscal Year	2023
Title	Outdoor Facilities Specialist (N3)	Priority	1

maintenance.

- Interacting with the Town's work order system for asset management.
- Other duties as assigned

The funding of this position directly impacts and achieve a goal of both the Select Board and the Park & Recreation Commission.

Assistance from Human Resources will be needed for benefits.

This position will check in on proper permitting, or lack of, for our fields and outdoor spaces.

If this position is not funded, the town will continue to struggle with the increased trash accumulation at our outdoor facilities as well as over-time for staff and costs associated with vendor-tasked maintenance.

There has been a significant uptick in trash throughout town and as our facilities age, more and more maintenance is required. There could be potential exposure for the Town due to these concerns.

Trash and unsafe facilities are documented health and safety concerns.

	Perform	ance Ir	nprove	ment Fu DSR4		Request Supple	ement			
Position Title	Labor	er 3 (0	utdoor	Facilitie	s Speci	alist)	Prio	rity	1	
Classification	N 3	FT	1	PT		Seasonal				
Part Time /Seasonal	Hour	s Per We	eek			Number of \	Weeks P	er Year		
7			Co	mpensatio	on Deta	il				
Base Rate	N3 Ste	p 10							\$67	,254
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage To	tal									
	If Funded	the Pos	ition Wi	ll Require	the Fol	lowing Additiona	al Items			
Description	No	Yes		Explain		Start Up Cost	\$		al Recuri Cost \$	ring
Workstation	X									
Vehicle	X									
Computer	X									
Software	X									
Mobile Communication Device		×	V	Positi vould be the fie	in	\$5	575		\$	575
Uniform	X									
Tools		X	\	Will requisor sor additior too	ne nal	\$1,0	000		\$	500
Equipment	Х									
Other		Х	СР	SI Traini	ng	\$6	500			\$0
Other										
Other										
Totals						\$2,1	L75		\$1	,075
	Est	imated i		Benefit Co		\$33,1 ation	193		\$33	,193

The increase in trash, litter and vandalism has affected many departments within the town. Without having dedicated staff to take on these issues, our current staff in multiple departments have been tasked and taxed with trying to alleviate the problems. This position will not be able to solve all of the problems but will make a significant impact to the town and allow our current staff to return to their typical job duties and tasks.

In addition, this position will help support the needs identified in our playground assessment and our upcoming field assessment. It will also identify any non-permitted use of our fields and facilities, potentially bringing in additional revenue for the town.

	Perform	ance Ir	nprove	ment Fu DSR4		Request Suppl	ement			
Position Title	Laboi	er 3 (C	utdoor	Facilitie	s Spec	ialist)	Pric	ority	1	
Classification	N 3	FT	1	PT		Seasonal				
Part Time /Seasonal	Hour	s Per We	eek			Number of Weeks Per Year				
			Co	mpensatio	on Deta	ail				
Base Rate	N3 St	tep 10							\$67	,254
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage Tot	al									
		the Pos	ition Wi	II Require	the Fo	llowing Addition	al Items	S		
Description	No	Yes		Explain		Start Up Cost	\$		al Recuri Cost \$	ing
Workstation	Χ									
Vehicle	Χ									
Computer	Χ									
Software	Χ									
Mobile Communication Device		Х	V	Positi vould be the fie	in	\$.	575		\$	575
Uniform	Χ									
Tools		x	\	Will requi sor additior too	ne nal	\$1,	000		\$	500
Equipment	Х									
Other		Х	СР	SI Traini	ng	\$(	600			\$0
Other						1				
Other										
Totals		•	•			\$2,	175		\$1	,075
	Est	imated		Benefit Co		\$33,	193		\$33	,193

The increase in trash, litter and vandalism has affected many departments within the town. Without having dedicated staff to take on these issues, our current staff in multiple departments have been tasked and taxed with trying to alleviate the problems. This position will not be able to solve all of the problems but will make a significant impact to the town and allow our current staff to return to their typical job duties and tasks.

In addition, this position will help support the needs identified in our playground assessment and our upcoming field assessment. It will also identify any non-permitted use of our fields and facilities, potentially bringing in additional revenue for the town.

Performance Improvement Funding Request DSR4								
Department	Park a	and Recreation	Fiscal Year	FY20	)23			
Title		am Counselors (RS-1) (5 am Director (RS-3) (1)	) and	Priority	2			
		DSR4						
Expenditure Classification	Fime Only ount (B)	Total Amount (A + B)						
<ol> <li>Salary and Wage</li> </ol>		34,171			3	4,171		
2. Expense								
3. Operating Capital								
<ol> <li>Department Total (1+2+3)</li> </ol>		34,171						
5. Other Costs			_					
Budgetary Consideration					Yes	No		
Does this request address a					X			
If yes, which Board or Comm		Park and Recreat			T	1		
Has this request been submit					Х			
Are there additional costs to costs which would be ongoing request?						Х		
Will the assistance of another or financial) for this request	to be impl	emented?				Х		
Will additional staff (beyond if the request is approved?	e required		Х					
Does the request support act		X						
If the request is not approve		X						
Is there an increased exposu			X					
Is specialized training or licer		X						
Does this request address a	document	ed health or safety issue?				X		

#### All "YES" responses above must be explained in the narrative below

#### Description and Explanation

The Summer Programs offered by the Park and Recreation Department offer affordable recreation options for families in and surrounding Needham. To better serve the community, and continue to meet community needs, additional counselors are required to maintain a safe ratio that is suggested by the state. These increases will be supported by the ability to accept more registrations to the Summer Programs and ultimately increase revenue earned for the Town. Furthermore, the Commission is striving to move to a Summer Camp platform which would have mandatory state ratio requirements and other operation personnel changes.

The funding of this position directly impacts and achieves a goal of the Park & Recreation Commission.

Additional staffing for programs was requested in FY2021.

Yes, additional staffing will allow for increased capacity in our programs that will result in additional revenue for the Town.

Yes, without additional staffing, the earned revenue will not increase.

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Proc	ram Co	unselo				Priority	2	
Classification	R S - 1	FT		PT		Seasonal	,		
Part Time /Seasonal	Нои	ırs Per W	eek/	35.5		Number of W	leeks Per Year		1 0
				ompensatio	on Deta	il			
Base Rate	\$15	.63/\$16	.17					5	,471
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Tot									
]	<u>f Funde</u>	d the Pos	<u>sition W</u>	/ill Require	the Fo	llowing Additiona			
Description	No	Yes		Explain		Start Up Cost \$	Annu	ial Recuri Cost \$	ring
Workstation	X								
Vehicle	X								
Computer	X								
Software	Х								
Mobile Communication Device	Х								
Uniform	X								
Tools	X								
Equipment	X								
Other	X								
Other									
Other									
Totals									
	E:	stimated	Annual	Benefit Co	ost				
				ription and					
Each additional counselor allows for between five and ten additional registrations, depending on age. Counselors for our youngest group allows for 5 additional children, our middle group allows for eight additional children and for our oldest group, ten additional children. Each additional counselor could bring in \$2,000 per week.									

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Progr	am Counsel	or		Pri	ority	2		
Classification	R S - 1	FT	PT		Seasonal	,			
Part Time /Seasonal	Hour	s Per Week	35.5		Number of Weeks	Per Year		1 0	
			Compensatio	n Detai					
Base Rate	\$15.6	3/\$16.17					5	,471	
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Tot									
I	f Funded	the Position	Will Require t	the Foll	owing Additional Item				
Description	No	Yes	Explain		Start Up Cost \$		al Recuri Cost \$	ing	
Workstation	Χ								
Vehicle	Χ								
Computer	Χ								
Software	Χ								
Mobile Communication Device	X								
Uniform	Χ								
Tools	Χ								
Equipment	Χ								
Other	Χ								
Other									
Other									
Totals									
						•			
Estimated Annual Benefit Cost									
			cription and E			•			
Each additional coun age. Counselors for allows for eight addited	our youi	ngest group	allows for 5	addit	ional children, our i	middle gi	roup	g on	

additional counselor could bring in \$2,000 per week.

Performance Improvement Funding Request Supplement DSR4S										
Position Title	Progr	am Counse				Priority	2			
Classification	R S - 1	FT	PT		Seasonal	,				
Part Time /Seasonal	Hour	s Per Week	35.5		Number of Wee	ks Per Year		1 0		
	145		Compensation	Detai	1					
Base Rate	\$15.6	3/\$16.17					5	,471		
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage Tot										
<u>I</u>	f Funded	the Position	Will Require th	ne Foll	owing Additional It		al Dague	ring		
Description	No	Yes	Explain		Start Up Cost \$	Annu	al Recur Cost \$	ring		
Workstation	X									
Vehicle	Χ									
Computer	Χ									
Software	Χ									
Mobile Communication Device	X									
Uniform	Χ									
Tools	X									
Equipment	X									
Other	X									
Other										
Other										
Totals										
	Fct	imated Anni	ıal Benefit Cos	+						
			scription and E		tion					
Each additional coun	selor al					ations, de	pendin	a on		
age. Counselors for	our you	ngest group	allows for 5	addit	ional children, ou	r middle g	roup	<b>J</b>		

allows for eight additional children and for our oldest gro additional counselor could bring in \$2,000 per week.

Performance Improvement Funding Request Supplement DSR4S									
Position Title						2			
Classification	R S - 1	FT	PT		Seasonal	J. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	_		
Part Time /Seasonal	Hour	s Per Week	35.5		Number of Weeks	Per Year		1 0	
	ı		Compensation	on Detai	il				
Base Rate	\$15.6	3/\$16.17					5	,471	
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Tot									
I	f Funded	the Position	Will Require	the Foll	lowing Additional Item				
Description	No	Yes	Explain		Start Up Cost \$		al Recur Cost \$	ring	
Workstation	Χ								
Vehicle	X								
Computer	Χ								
Software	X								
Mobile Communication Device	Х								
Uniform	X								
Tools	Х								
Equipment	Χ								
Other	Х								
Other									
Other									
Totals									
	Est		ial Benefit Co						
E 1 1199			scription and						
Each additional cour age. Counselors for allows for eight addi	our you	ngest group	allows for	5 addit	ional children, our i	middle gi	roup	g on	

additional counselor could bring in \$2,000 per week.

Performance Improvement Funding Request Supplement DSR4S										
Position Title	Proc	ram Co	unselo	r			Priorit	V	2	
Classification	R S - 1	FT		PT		Seasonal				
Part Time /Seasonal	Hou	ırs Per W	/eek	35.5		Number of W	leeks Per	Year		1 0
	1			ompensati	on Deta	nil				
Base Rate	\$15.	.63/\$16	.17						5	,471
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage Tot										
]	<u>[f Funde</u>	d the Po	sition W	/ill Require	the Fo	llowing Additiona	l Items			
Description	No	Yes		Explain		Start Up Cost \$	5		al Recuri Cost \$	ing
Workstation	X									
Vehicle	X									
Computer	X									
Software	X									
Mobile Communication Device	Х									
Uniform	X									
Tools	X									
Equipment	X									
Other	X									
Other										
Other										
Totals										
	E:	stimated	Annua	l Benefit Co	ost					
			Desci	ription and	Explan	ation				
Each additional cour age. Counselors for allows for eight add additional counselor	our you	ungest ( children	group a	allows for or our olde	5 addi est gro	tional children,	our mide	dle g	roup	on on

Section 3 - 277

Performance Improvement Funding Request Supplement DSR4S										
Position Title	Prod	gram Dii	ector				Prio	rity	2	
Classification	R S - 3	FT		PT		Seasonal		•		
Part Time /Seasonal	Ноц	ırs Per W	eek	37.5		Number of V	Veeks P	er Year		1 0
	•			mpensatio	on Deta	ail				
Base Rate	\$18	.87/\$19	.41						6,	816
Other										
Other										
Other										
Other										
Other										
Other										
Other										
Salary and Wage Tot										
I	f Funde	d the Po	<u>sition Wi</u>	ll Require	the Fo	llowing Additiona	<u>l Items</u>			
Description	No	Yes		Explain		Start Up Cost 9	\$		al Recurr Cost \$	ing
Workstation	Х									
Vehicle	X									
Computer	X									
Software	Χ									
Mobile Communication Device	Х									ļ
Uniform	Х									
Tools	Х									
Equipment	Χ									
Other	X									
Other										
Other										
Totals										
	Е	stimated	Annual	Benefit Co	ost					
				ption and						
The additional couns one of our sites. All the residents. An ad program.	of ther	n togeth	ner wou	ld create	an ad	ditional program	m that	we cou	ld offei	

Park and Recreation Department	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	367,168.00	134,508.00	501,676.00	144,606		357,070.00	282,016.36	322,094.81	237,043.40
Salary & Wage Temporary	616,876.00		616,876.00	22,113		594,763.00	265,821.97	274,176.45	326,913.86
Salary & Wage Overtime	7,488.00	34,171.00	41,659.00	34,389		7,270.00	21,193.59	17,654.48	44,102.14
Salary & Wage Other	5,900.00		5,900.00	(2,000)		7,900.00	14,437.66	59,236.05	6,000.00
Salary and Wage Total	997,432.00	168,679.00	1,166,111.00	199,108	20.6%	967,003.00	583,469.58	673,161.79	614,059.40
Energy									
Non Energy Utilities									
Repairs and Maintenance	29,500.00		29,500.00	8,500		21,000.00	975.39		48.00
Rental and Leases							1,636.66	477.71	11,885.00
Other Property Related	79,636.00		79,636.00	(20,964)		100,600.00	78,194.00	59,865.00	22,023.36
Professional & Technical	26,700.00		26,700.00	(2,500)		29,200.00	14,199.00	10,500.00	4,280.00
Communications	2,800.00	1,150.00	3,950.00	1,150		2,800.00	6,204.39	2,621.33	2,507.74
Recreation	3,500.00		3,500.00			3,500.00		2,245.81	3,850.00
Other Purchased Services	6,300.00		6,300.00	3,000		3,300.00	25,045.16		1,375.73
Energy Supplies									
Office Supplies	2,000.00		2,000.00			2,000.00	1,557.45	2,700.00	3,276.52
Building & Equipment Rprs/Sp	36,500.00		36,500.00	9,400		27,100.00	26,119.45	1,690.79	12,582.97
Custodial Supplies	500.00		500.00	(500)		1,000.00		1,615.75	1,299.41
Grounds Keeping Supplies	15,800.00	1,000.00	16,800.00	3,500		13,300.00		810.50	13,740.00
Vehicular Supplies									
Food & Service Supplies	2,000.00		2,000.00	200		1,800.00		2,800.00	2,688.97
Medical Supplies	1,500.00		1,500.00	100		1,400.00	3,423.19		833.33
Educational Supplies									
Public Works Supplies	11,400.00		11,400.00	9,400		2,000.00			
Other Supplies & Equipment	14,000.00		14,000.00	5,000		9,000.00	26,158.65	42,210.67	18,425.90
Governmental Charges									
Travel & Mileage	4,750.00		4,750.00	1,500		3,250.00	1,298.44	534.92	1,135.03
Dues & Subscriptions	1,450.00		1,450.00	500		950.00	1,205.00	1,020.00	445.00
Other									
Expense	238,336.00	2,150.00	240,486.00	18,286	8.2%	222,200.00	186,016.78	129,092.48	100,396.96
Capital Equipment									
Budget Capital									
TOTAL	1,235,768.00	170,829.00	1,406,597.00	217,394	18.3%	1,189,203.00	769,486.36	802,254.27	714,456.36

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Director of Park & Recreation	12	1.00	107,100		1.00	107,100	1.00	119,892
Assistant Director of Park & Recreation	11	1.00	90,519	3.5%	1.00	87,458	1.00	76,850
Administrative Assistant	13	1.00	57,369	4.3%	1.00	54,990	1.00	53,040
Administrative Specialist	15	1.00	64,818	4.6%	1.00	61,952	1.00	59,982
Recreation Supervisor	18	1.00	68,894	5.3%	1.00	65,403	1.00	58,266
Longevity								
Differential								
Education								
Extra Holiday								
Other Pay			2,400	-39.5%		3,964		3,000
Stipends								1,500
Budget Adjustment		(0.40)	(21,532)	8.2%	(0.40)	(19,897)	(0.40)	(19,865)
Total		4.60	369,568	2.4%	4.60	360,970	4.60	352,665

Department Spending Request							
Short Form							
Budget	Budget Memorial Park Trustees						
Dumpaga							

In accordance with Part 5 section 33 of the Town of Needham Charter, the land known as the Memorial Park in the town of Needham shall continue to be under the jurisdiction of the Trustees of Memorial Park. The trustees shall continue to: (i) receive, hold and manage, with the approval of the town meeting, any devise, bequest or gift for the establishment or equipment of memorials for properly commemorating the service of members of the armed forces of the commonwealth and the armed forces of the United States; and (ii) maintain and operate, upon such portion of Memorial Park as they determine, an athletic field with suitable equipment and, in their discretion, to regulate its use for athletic games and other entertainment of a public nature, to which an admission fee may be charged upon such terms and conditions as the trustees may impose. There are five elected Trustees of Memorial Park each for a term of three years, plus the Chair of the Select Board, or designee.

The Park includes the memorial garden, site of annual ceremonies on Memorial Day and Veterans' Day, with an adjacent gazebo providing shade to those visiting the memorials, but also a location for musical performances. The Park also includes a natural grass 90' baseball diamond, a synthetic turf multi-purpose field (with lights), a synthetic turf 60' diamond, and a pedestrian path circling the Park. Further, the Park includes the Gateway Garden at the corner of Highland Avenue and Rosemary Street, with signboards announcing community and park events.

#### **Budget Statement**

The primary operating costs for the Memorial Park fieldhouse and the athletic fields are in the Department of Public Works (DPW) operating budget, primarily in the building maintenance and parks and forestry divisions, with a small portion covered by Park and Recreation. The primary expenses related to the building include electricity and heat. The electrical costs are under the Needham Electric, Light and Gas Program budget, and other expenses including cleaning and maintenance are covered by DPW.

In recent years, the Trustees of Memorial Park have voted to use their budget for the purchase of American and POW flags for the poles at the Park, but in some years the budget paid for small projects which benefit the park.

#### Accomplishments and Activities

With the goal of reducing the spread of COVID-19 and to ensure adequate space for social distancing, the May 1, 2021 Special Town Meeting and the 2021 Annual Town Meeting were held in the Memorial Park parking lot.

Trustees of Memorial Park meet approximately once a month at 7:00 p.m. in the Memorial Park Field House. The actual meeting dates are posted with the Town Clerk's Office and published on the Town's website.

Description	Purpose	Amount
Other Supplies & Equipment	American flags, POW flags	750
Total Request		750

Department Spending Request Short Form										
Budget   Memorial Park Trustees										
	Spending Request Recap									
Description  Base Request Additional Request Total DSR2  DSR4  DSR2 DSR4  DSR2 DSR4)										
a) Salary and Wages										
b) Expenses	750		750							
c) Total DSR2 & DSR4   750										
			V2023							

Memorial Park	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular									
Salary & Wage Temporary									
Salary & Wage Overtime									
Salary & Wage Other									
Salary and Wage Total									
Energy									
Non Energy Utilities									
Repairs and Maintenance									
Rental and Leases									
Other Property Related									
Professional & Technical									
Communications									
Recreation									
Other Purchased Services									
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp									
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies									
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies									
Other Supplies & Equipment	750.00		750.00			750.00	750.00		750.00
Governmental Charges									
Travel & Mileage									
Dues & Subscriptions									
Other		_		_			_		
Expense	750.00		750.00			750.00	750.00		750.00
TOTAL	750.00		750.00			750.00	750.00		750.00

### **Blank Insert**

Department Information DSR1				
Department	Sewer Enterprise			

#### Department Mission

The Sewer Division of the Department of Public Works is responsible for maintaining the Sanitary Sewer System (Sewer) and the Storm Sewer System (Drains) and all related programs and infrastructure.

#### On the Horizon

Throughout all the divisions, DPW will continue to perform the daily maintenance tasks, both proactive and reactive to keep our sewer and drain systems operating. The items below detail additional and specific work that the division will be undertaking in the upcoming fiscal year.

The MS4 (Municipal Separate Stormwater Systems) permit went into effect July 2018. The Sewer Division will continue to focus on accomplishing as many stormwater requirements as possible within the next year.

The Sewer & Drains Division will continue to perform flushing programs, inspect sewer and drain lines with the camera (CCTV) truck, thoroughly clean all sewer station wet wells annually, and clean and repair catch basins. The Division is planning to implement a monitoring system for all ten sewer pump stations in Town and will continue to utilize the sewer flow monitoring system at various locations throughout the Town.

#### **Budget Statement**

Salaries & Wages increasing \$38,514, 3.7%.

Expenses & Services increasing \$62,615, 12.2%.

Operating Capital remaining the same, 0%.

Total Budget increasing \$101,129, 6.3%.

#### Salaries

The Town implemented a new compensation and classification study that has been adopted by NIPEA and has gone into effect with non-represented and management employees. This led to an increase in salaries for most employees, including many who were previously at their maximum pay scale. The total increase for Regular Salaries is \$29,984, 3.4%.

The overtime programs from the prior year remain in place. Due to the increase in base salary pay, the budget for overtime programs has increased. The Overtime Budget has increased by \$7,894, 4.64%.

The Other Salary and Wages has not increased as this reflects onetime benefit costs for items such as snow program participation, sick time incentive, and personal vehicle use stipends.

The base salary rate for temporary help has increased, while the program has remained the same. The total increase for Temporary Salaries has increased by \$636, 3.7%.

#### **Expenses & Services**

### **Energy**

Energy Type	3 Year Average Consumption	Cost per Unit	Fixed Costs	Budgeted Amount	Difference from Prior Year Submission
Electric	526,687	\$0.23	\$1,500	\$122,638	\$14,339
Natural Gas	3,064	\$1.54	\$1,500	\$6,218	-\$1,731

Department Information DSR1			
Department	Sewer Enterprise		

### Vehicular Supplies

Division	Fuel Type	3 Year Average Consumption	Cost per Unit	Budgeted Amount	Difference from Prior Year Submission
Sewer	Diesel	3,192	\$3.60	\$11,491	\$835
Drains	Diesel	364	\$3.60	\$1,311	\$530
Sewer	Gasoline	2,284	\$3.67	\$8,383	\$3,034

### Highlighted Changes

There are incremental changes in the FY23 budget submission. The largest increase is due to an increased need for mechanical on call services (25,000). Due to transitions in staff, the Division is taking a different approach to routine maintenance. Another major increase is in public works supplies based on increases in market costs of some of these items as well as increased contractual changes.

Line Item	Division	Description	Change from FY 22	Comments	Net Change
Energy	Sewer	Electricity	\$10,916	Based on 3 year consumption average	¢10.517
	Sewer	Natural Gas	(\$399)	Based on 3 year consumption average	\$10,517
	Drains	Trench Restoration	\$1,000	Based on an increased need	
	Sewer	Alarm & Sprinkler Maint.	\$14	Based on current contract pricing & 3.5% inflation	
Repairs & Maint. Services	Sewer	Sewer Generator Maint.		Based on current contract pricing & 3.5% inflation	\$26,130
	Sewer	Mechanical On Call Services	\$25,000	Based on an increased need	
	Sewer	Overhead Door Maintenance	\$8	Based on current contract pricing & 3.5% inflation	
Other Property Related Services	Drains	Debris Disposal - Catch Basin	\$1,085 3.1% inflation based on current contract pricing		\$2,496
	Drains	Debris Disposal - Sweeping	\$1,411	4.3% inflation based on current contract pricing	\$2,49 <del>0</del>
Communicati- ons	Sewer	Cell Phone	\$400	Based on current pricing	\$400

# Department Information DSR1

Department Sewer Enterprise

Line Item	Division	Description	Change from FY 22	Comments	Net Change
	Drains	Street Sweeping	\$1,093	Based on current contract pricing & 3.5% inflation	
Other	Sewer	Police Details	\$730	Based on updated police detail rates	64.047
Purchased Services	Sewer	Sewer Flow Meter Annual Maint.	\$1,899	Based on current contract pricing & 3.5% inflation	\$4,947
	Sewer	Sewer Flow Meter Upgrades	\$1,225	Based on current contract pricing & 3.5% inflation	
Building & Equipment Supplies	Sewer	Pump Station Supplies	\$400	Based on an increased need	\$400
	Drains	Diesel	\$530	Based on 3 year consumption average	
Gasoline & Diesel Fuel	Sewer	Diesel	\$835	Based on 3 year consumption average	\$4,399
	Sewer	Gasoline	\$3,034	Based on 3 year consumption average	
	Sewer	Asphalt	\$3,000	10% increase on current market inflation	
Public Works	Sewer	Manhole Frames & Covers	\$217	Based on current contract pricing & 3.5% inflation	¢12.226
Supplies	Sewer	Pump Replacement Parts	\$10,000	Based on an increased need	\$13,326
	Sewer	Sewer Pipe	\$109	Based on current contract pricing & 3.5% inflation	

### **Operating Capital**

### Pump Replacement Program

The Sewer Division will be purchasing a new replacement pump as a back up for the pumps in our sewer stations.

### Accomplishments and Activities

The Sewer Division performed regular tasks in addition to larger projects and impromptu projects for the benefit of the public. The Division also responded to work order requests initiated through the Town's online reporting tool, SeeClickFix.

The Sewer Division continues to clean catch basins and remove sediment from the drainage system throughout the Town. The Sewer Division also replaces or repairs catch basins and manholes. The Sewer Division performs spot repairs on the sewer and drain lines. The Division continues to clean and camera the Town's sewer and drain system to ensure that it is working properly. Prior to any major roadway and sidewalk construction, the Division coordinates and investigates sewer and drain lines for defects that need repair prior to the project completion.

Department Information DSR1								
Department	Department Sewer Enterprise							
	Spending Reque	<u>est Recap</u>						
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)					
a) Salary and Wages	1,080,247	[0]	1,080,247					
b) Expenses	575,691	[0]	575,691					
c) Capital	[51,000]	[0]	51,000					
d) [MWRA]	6,614,690	[0]	6,614,690					
e) Debt	610,000	0	610,000					
f) Reserve Fund	35,000	0	35,000					
g) Total DSR2 & DSR4 Request (a through f)	8,966,628	[0]	8,966,628					
			V2023					

			Depar	tment Exp DS	enditure D R2	Detail			
Department				Sewer En	terprise				
	Objec	ct			Desc	ription		Am	ount
	0.250			DSF				7	
	Last	Year (F)	(2021)		nt Year (F)	(2022)	Next	Year (FY2	(023)
Permanent	FT Head	PT Head		FT Head	PT Head	Full Time	FT Head	PT Head	Full Time
Personnel	Count	Count	Equivalent	Count	Count	Equivalent	Count	Count	Equivalent
Personner			(FTE)			(FTE)			(FTE)
	11	0	11	11	0	11	11	0	11
Non-Budget grant/revolvi						Yes	No	FT Head Count	PT Head Count
grant/revolvi	ilig Tullu p	JOSILIOIIS	to provide	sei vices :			X		
Union Positio	ns:	BCTIA	Fire A	Fire C	[] ITWA []	NIPEA X	Police []	Police Superior	[] <b>NA</b> []
1. Salary and	d Wage Pe	ermaner	nt Positions	i					
a. PRD1 Sala	ary and W	lages Ba	ise						753,273
b. PRD1 Diff	erentials	(Conditi	ons, Requi	rements, s	Shifts)				
c. PRD1 Edu	cation								
d. PRD1 Ext	ra Holiday	/							
e. PRD1 Lon	gevity								26,329
f. PRD1 Snc		m							13,500
g. PRD1 Unit	form								
h. PRD1 Oth		ensation							
i. PRD1 Buc									3,370
						PRD	1 Sub Tot	al	796,472
j DSR3 Oth	er Compe	ensation							83,090
							Sub Total	1	879,562
2. Salary and	d Wage S	easonal	& Tempora	rv Positio	ns (Itemiz			1	,
			for 15 wee		`	,			17,820
b.									,
c.									
d.									
e. DSR3 Tot	al								
	<del></del>						Sub Total	2	17,820
3. Salary and	l Wage O	vertime	(Itemized	Below)					70-0
			ractually o						25,776
	and Deve			<u>-</u>					120/110
c.	20.0	- F e	-						
d.									
e. DSR3 Tot	al								152,209
C.	<b>4</b> 1						Sub Total		177,985
4. Other Sala	ary and W	age Exp	enses - (I	temized B	elow)				.,,,,,,
a. Incentive			,		•				4,880
b. Pay In Lie			ve						
c. Program S									
d. Tuition Re		nent							
e. Working (									
f. DSR3 Oth									
	- P						Sub Total	4	4,880
									,

Depai	tment Expenditure Detail DSR2	
Department	Sewer Enterprise	
5. Total Salary and Wages (1+2+3+4)		1,080,247
	DSR2B	
Object	Description	Amount
Energy (521x)	Sewer:	128,856
	<ul><li>Electricity (122,638)</li><li>Natural Gas (6,218)</li></ul>	
Repairs & Maintenance Services (524x -	Sewer:	114,755
525x)	<ul> <li>Alarm &amp; Sprinkler Maintenance (374)</li> <li>Electrical On Call Services (7,000)</li> <li>Generator Maintenance (3,183)</li> <li>Mechanical On Call Services (35,000)</li> <li>Overhead Door Maintenance (198)</li> <li>Pump Inspections (3,000)</li> <li>Vehicle Repairs (10,000)</li> <li>Wet Well Cleaning (20,000)</li> <li>Drains: <ul> <li>Contracting Special Services (15,000)</li> <li>Trench Restoration (11,000)</li> <li>Vehicle Repairs (10,000)</li> </ul> </li> </ul>	111,733
Rental & Leases (527X)	Sewer:	6,000
Tremai & Leases (327X)	<ul><li>Pump Rentals (3,000)</li><li>Drains:</li><li>Pump Rentals (3,000)</li></ul>	[0,000
Other Property Related Services (529x)	Drains:  Debris Disposal – Catch Basin (36,085)  Debris Disposal – Sweeping (31,425)	67,510
Professional & Technical Services (530x – 531x)	Sewer:  • MWRA/Mandated Sulfide Testing (3,000) • Seminars & Training (2,000) • Sewer SCADA Annual Software (6,510)  Drains: • PeopleGIS – PeopleForms (7,000) • Pond Treatment (4,000) • Seminars & Training (2,000)	24,510
Communications (534x)  Recreational & Cultural Services (535x)	Sewer:	10,015

De	partment Expenditure Detail DSR2	
Department	Sewer Enterprise	
Other Purchased Services (538x)	Sewer:  Police Details (5,730) Sewer Flow Meter Annual Maintenance (27,774) Sewer Flow Meter Upgrades (36,225) Drains: Street Sweeping (32,310)	102,039
Office Supplies (542x)	Sewer:  • Office Supplies (700)	700
Building & Equipment Supplies (543x)	Sewer:  • Pump Station Supplies (2,000)	2,000
Custodial Supplies (545x)	Sewer:  Rags for Spills, Cleaning Supplies, Disinfecting Supplies (1,000)	1,000
Grounds Keeping Supplies (546x)	Sewer:  • Grass Seed & Fertilizer (150)	150
Vehicular Supplies (548x)	Sewer:  CCTV Truck Supplies (4,000)  Vactor Truck Parts (1,000)  Drains:  CCTV Truck Supplies (4,000)  Vactor Truck Parts (1,000)	10,000
Gasoline and Diesel Fuel (5481)	Sewer:	21,185
Food and Service Supplies (549x)	1 Diesei (1/311)	
Medical Supplies (550x)	Sewer:  • Medical Supplies (150)	150
Public Works Supplies (553x)	Sewer:  Asphalt (13,000) Crushed Stone (2,000) Hardware Supplies, Paint, Etc. (3,250) Manhole Frames & Covers (6,427) Pump Replacement Parts (20,000) Sewer Pipe (3,214) Special Flushing & Roding Tools (3,000) Testing Equipment (2,000) Tools (4,500) Drains: Concrete Blocks (4,000) Crushed Stone (2,000) Manhole Frames & Covers (6,210) Precast Manholes (6,000)	78,601

Dep	artment Expenditure Detail DSR2					
Department	Sewer Enterprise					
	<ul><li>Sand &amp; Bagged Cem</li><li>Special Flushing &amp; R (2,500)</li></ul>					
Other Supplies & Equipment (558x)		<ul> <li>Clothing (2,000)</li> <li>Health/Safety Equipment (1,300)</li> <li>Safety Clothing (2,570)</li> </ul> Drains:				
Governmental Charges (569x)	Sewer:  • Certification & License	ses (40	0)		400	
Travel & Mileage (571x - 572x)	Sewer: • Conferences (200)	Sewer:				
Dues & Subscriptions (573X)						
Other Expenses (574 X - 579x)						
6. Total Expenses	•			57	75,691	
	DSR2C					
Capital Equipment Replacement (587X	)   Sewer: Pump Replacement	Prograi	m		51,000	
7. Total Operating Budget Capital					51,000	
8. Total Base Request (Line 5 + Line 6	+ Line 7)			1,70	6,938	
Does the Department depend on any provide services?	Federal or State grants to	YES		NO	[ x	
Did the Department submit any re replacement or upgrade of technology Center?	NO	[ X				
Did the Department submit any re Department of Public Works/Buildir improve or upgrade a public building of	[	NO	[ x			
					V2023	

	Department Personnel Supplement DSR3						
De	partment Sewer Enterprise						
	Description	Amount	Refle	Amo ected Sect 2	DSR	2A 4	
1	Sewer: Pumping Stations (Weekend & Holidays)	52,857			Χ		
2	Sewer: Unscheduled/Investigations of Blockages & Equipment Failures	4,148			X		
	Sewer: Night Sewer Cleaning/TV Camera Inspection	29,628			Χ		
4	Drains: Unscheduled/Investigations of Blockages & Equipment Failures	2,370			Χ		
	Drains: NPDES Night Investigations	63,206			Χ		
	Portion of Water Enterprise Salaries that Support Drains	83,090	X				
	Portion of Sewer Salaries that Support Drains Operations	257,210	Χ				
	Sewer Salaries Assigned to Drains Operations	-257,210	Χ				
9							
10							
11							
12 13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Ι	Total	152,209					
	Sections	02.000		•		•	
	Amount Reported Under DSR2A Section 1	83,090	1	1			
	Amount Reported Under DSR2A Section 2	152 200	1				
	Amount Reported Under DSR2A Section 3  Amount Reported Under DSR2A Section 4	152,209	1				

Total

235,299

Sewer Enterprise	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	879,562.00		879,562.00	29,984.00		849,578.00	709,672.24	784,816.96	750,824.38
Salary & Wage Temporary	17,820.00		17,820.00	636.00		17,184.00		6,694.50	8,020.18
Salary & Wage Overtime	177,985.00		177,985.00	7,894.00		170,091.00	141,763.08	136,969.33	145,987.57
Salary & Wage Other	4,880.00		4,880.00			4,880.00	38,774.88	12,520.45	14,228.60
Salary and Wage Total	1,080,247.00		1,080,247.00	38,514.00	3.7%	1,041,733.00	890,210.20	941,001.24	919,060.73
Energy	128,856.00		128,856.00	10,517.00		118,339.00	113,357.47	139,410.60	113,792.96
Non Energy Utilities									
Repairs and Maintenance	114,755.00		114,755.00	26,130.00		88,625.00	105,765.59	51,989.32	77,113.63
Rental and Leases	6,000.00		6,000.00			6,000.00	3,460.00		4,883.00
Other Property Related	67,510.00		67,510.00	2,496.00		65,014.00	14,817.43	16,733.52	21,215.16
Professional & Technical	24,510.00		24,510.00			24,510.00	14,882.90	16,877.00	34,513.97
Communications	10,015.00		10,015.00	400.00		9,615.00	7,368.94	8,144.22	7,858.64
Recreation									
Other Purchased Services	102,039.00		102,039.00	4,947.00		97,092.00	67,722.48	52,956.76	86,475.75
Energy Supplies									
Office Supplies	700.00		700.00			700.00			500.00
Building & Equipment Rprs/Sp	2,000.00		2,000.00	400.00		1,600.00			298.00
Custodial Supplies	1,000.00		1,000.00			1,000.00	78.40	400.00	
Grounds Keeping Supplies	150.00		150.00			150.00			
Vehicular Supplies	31,185.00		31,185.00	4,399.00		26,786.00	11,361.47	16,172.59	24,027.64
Food & Service Supplies									
Medical Supplies	150.00		150.00			150.00			5,820.00
Educational Supplies									
Public Works Supplies	78,601.00		78,601.00	13,326.00		65,275.00	67,987.44	35,854.77	49,419.29
Other Supplies & Equipment	6,620.00		6,620.00			6,620.00	2,387.96	200.00	7,232.60
Governmental Charges	400.00		400.00			400.00	315.00	326.00	603.99
Travel & Mileage	200.00		200.00			200.00			
Dues & Subscriptions	1,000.00		1,000.00			1,000.00	218.75	212.50	388.24
Other							200.00	700.00	
Expense	575,691.00		575,691.00	62,615.00	12.2%	513,076.00	409,923.83	339,977.28	434,142.87
MWRA Assessment	6,614,690.00		6,614,690.00			6,614,690.00	6,399,895.00	6,388,679.68	6,173,219.00
Capital Equipment	51,000.00		51,000.00			51,000.00	45,000.00	38,414.05	49,519.77
Operating Budget	8,321,628.00		8,321,628.00	101,129.00	1.2%	8,220,499.00	7,745,029.03	7,708,072.25	7,575,942.37
Debt Service	610,000.00		610,000.00			610,000.00	645,376.95	904,094.74	1,167,381.32
Reserve Fund	35,000.00		35,000.00	_		35,000.00		_	
TOTAL	8,966,628.00		8,966,628.00	101,129.00	1.1%	8,865,499.00	8,390,405.98	8,612,166.99	8,743,323.69

Sewer Only	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	539,262.00		539,262.00	(23,548.00)		562,810.00	470,187.86	488,560.71	452,983.44
Salary & Wage Temporary	17,820.00		17,820.00	636.00		17,184.00		6,694.50	8,020.18
Salary & Wage Overtime	112,408.00		112,408.00	4,985.00		107,423.00	112,669.03	98,356.23	85,023.08
Salary & Wage Other	2,920.00		2,920.00			2,920.00	33,534.51	7,118.84	7,514.30
Salary and Wage Total	672,410.00		672,410.00	(17,927.00)	-2.6%	690,337.00	616,391.40	600,730.28	553,541.00
Energy	128,856.00		128,856.00	10,517.00		118,339.00	113,357.47	139,410.60	113,792.96
Non Energy Utilities									
Repairs and Maintenance	78,755.00		78,755.00	25,130.00		53,625.00	105,765.59	51,989.32	74,556.55
Rental and Leases	3,000.00		3,000.00			3,000.00	3,460.00		4,883.00
Other Property Related							261.31	447.72	3,004.56
Professional & Technical	11,510.00		11,510.00			11,510.00	3,823.90	3,790.00	18,935.02
Communications	10,015.00		10,015.00	400.00		9,615.00	7,368.94	8,144.22	7,858.64
Recreation									
Other Purchased Services	69,729.00		69,729.00	3,854.00		65,875.00	45,554.48	28,620.00	33,716.75
Energy Supplies									
Office Supplies	700.00		700.00			700.00			500.00
Building & Equipment Rprs/Sp	2,000.00		2,000.00	400.00		1,600.00			
Custodial Supplies	1,000.00		1,000.00			1,000.00	78.40	400.00	
Grounds Keeping Supplies	150.00		150.00			150.00			
Vehicular Supplies	24,874.00		24,874.00	3,869.00		21,005.00	11,361.47	15,075.82	23,667.87
Food & Service Supplies									
Medical Supplies	150.00		150.00			150.00			5,820.00
Educational Supplies									
Public Works Supplies	57,391.00		57,391.00	13,326.00		44,065.00	55,281.56	22,259.51	40,503.99
Other Supplies & Equipment	5,870.00		5,870.00			5,870.00	2,387.96	100.00	7,232.60
Governmental Charges	400.00		400.00			400.00	207.50	250.50	372.50
Travel & Mileage	200.00		200.00			200.00			
Dues & Subscriptions	1,000.00		1,000.00			1,000.00	218.75	212.50	388.24
Other							200.00	700.00	
Expense	395,600.00		395,600.00	57,496.00	17.0%	338,104.00	349,327.33	271,400.19	335,232.68
MWRA Assessment	6,614,690.00		6,614,690.00			6,614,690.00	6,399,895.00	6,388,679.68	6,173,219.00
Capital Equipment	51,000.00		51,000.00			51,000.00	45,000.00	38,414.05	49,519.77
Operating Budget	7,733,700.00		7,733,700.00	39,569.00	0.5%	7,694,131.00	7,410,613.73	7,299,224.20	7,111,512.45
Debt Service	610,000.00		610,000.00			610,000.00	645,376.95	904,094.74	1,167,381.32
Reserve Fund	35,000.00		35,000.00			35,000.00			

Drains	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	340,300.00		340,300.00	53,532.00		286,768.00	239,484.38	296,256.25	297,840.94
Salary & Wage Temporary									
Salary & Wage Overtime	65,577.00		65,577.00	2,909.00		62,668.00	29,094.05	38,613.10	60,964.49
Salary & Wage Other	1,960.00		1,960.00			1,960.00	5,240.37	5,401.61	6,714.30
Salary and Wage Total	407,837.00		407,837.00	56,441.00	16.1%	351,396.00	273,818.80	340,270.96	365,519.73
Energy									
Non Energy Utilities									
Repairs and Maintenance	36,000.00		36,000.00	1,000.00		35,000.00			2,557.08
Rental and Leases	3,000.00		3,000.00			3,000.00			
Other Property Related	67,510.00		67,510.00	2,496.00		65,014.00	14,556.12	16,285.80	18,210.60
Professional & Technical	13,000.00		13,000.00			13,000.00	11,059.00	13,087.00	15,578.95
Communications									
Recreation									
Other Purchased Services	32,310.00		32,310.00	1,093.00		31,217.00	22,168.00	24,336.76	52,759.00
Energy Supplies									
Office Supplies									
Building & Equipment Rprs/Sp									298.00
Custodial Supplies									
Grounds Keeping Supplies									
Vehicular Supplies	6,311.00		6,311.00	530.00		5,781.00		1,096.77	359.77
Food & Service Supplies									
Medical Supplies									
Educational Supplies									
Public Works Supplies	21,210.00		21,210.00			21,210.00	12,705.88	13,595.26	8,915.30
Other Supplies & Equipment	750.00		750.00			750.00		100.00	
Governmental Charges							107.50	75.50	231.49
Travel & Mileage									
Dues & Subscriptions									
Other									
Expense	180,091.00		180,091.00	5,119.00	2.9%	174,972.00	60,596.50	68,577.09	98,910.19
MWRA Assessment									
Capital Equipment									
Operating Budget	587,928.00		587,928.00	61,560.00	11.7%	526,368.00	334,415.30	408,848.05	464,429.92
Debt Service									
Reserve Fund									
TOTAL	587,928.00		587,928.00	61,560.00	11.7%	526,368.00	334,415.30	408,848.05	464,429.92

Position Register Summary  Description	Sch Grd	FY23 FTE	FY23 Estimate	FY23 %	FY22 FTE	FY22 Current	FY21 FTE	FY21 Final Budget
Chief Wastewater Operator	7	1.00	78,042	1.9%	1.00	76,565	1.00	76,565
Heavy Motor Equipment Operator	N4	2.00	127,026	1.7%	1.00	124,875	1.00	61,090
Public Works Craftsworker	N4	4.00	254,052	2.3%	5.00	248,446	5.00	305,450
Public Works Inspector	N6	1.00	74,277	3.1%	1.00	72,019	1.00	70,491
Wastewater Operator	N4	1.00	68,702	2.9%	1.00	66,791	1.00	65,291
Working Foreman	N7	2.00	151,174	5.2%	2.00	143,646	2.00	140,982
Longevity			26,329	-3.5%		27,271		27,271
Differential			13,500	-18.2%		16,500		16,000
Education								
Extra Holiday								
Other Pay								
Stipends								
Budget Adjustment			86,460	17.7%		73,465		99,643
Total		11.00	879,562	3.5%	11.00	849,578	11.00	862,783

## **Blank Insert**

	Department Information DSR1
Department	Water Enterprise

### Department Mission

The Water Division of the Department of Public Works is responsible for maintaining the infrastructure associated with the water delivery system and the development and production of the water supply in the Charles River Well Field and supplemental water from the Massachusetts Water Resources Authority (MWRA).

### On the Horizon

Throughout all the divisions, the DPW will continue to perform the daily maintenance tasks, both proactive and reactive to keep our water systems operating. The items below detail additional and specific work that the divisions will be undertaking in the upcoming fiscal year.

Throughout the entire COVID-19 pandemic, the Water Division has been able to address emergencies and maintain all essential services as well as meet all regulatory requirements.

In FY23, the Water Division will continue to replace fire hydrants, water services, water mains, and water meters, as well as test all commercial, municipal, and industrial backflow prevention devices. Well #3A is scheduled to be redeveloped to restore pump capacity and improve its performance. The Massachusetts Department of Environmental Protection (MA DEP) as developed new Primary Drinking water regulations regarding PFAS (per- and polyfluoroalkyl substances) and are requiring monthly sampling.

### **Budget Statement**

Salaries & Wages increasing \$35,119, 2.41%.

Expenses & Services increasing \$66,585, 5.14%.

Operating Capital decreasing \$40,000, -100%.

Total Operating Submission increasing \$61,704, 2.21%

### Salaries

The Town implemented a new compensation and classification study that has been adopted by NIPEA and ITWA and has gone into effect with non-represented and management employees. This led to an increase in salaries for most employees, including many who were previously at their maximum pay scale. The total increase for Regular Salaries is \$34,102, 2.97%.

The overtime programs from the prior year remain in place, therefore the Overtime Salaries budget is remaining level.

The Other Salary and Wages has not increased as this reflects onetime benefit costs for items such as snow program participation, sick time incentive, and personal vehicle use stipends.

The base salary rate for temporary help has increased, while the program has remained the same. The total increase for Temporary Salaries has increased by \$1,017, 3.7%.

### **Expenses & Services**

## Energy

Energy Type	3 Year Average Consumption	Cost per Unit	Fixed Costs	Budgeted Amount	Difference from Prior Year Submission
Electric	1,901,929	\$0.23	\$2,200	\$439,644	\$46,366
Natural Gas	18,952	\$1.54	\$250	\$29,436	\$2,613

Department Information DSR1		
Department	Water Enterprise	

## Vehicular Supplies

Division	Fuel Type	3 Year Average Consumption	Cost per Unit	Budgeted Amount	Difference from Prior Year Submission
Water	Diesel	3,598	\$3.60	\$12,953	\$2,720
Water	Gasoline	7,050	\$3.67	\$25,874	\$8,300

## Highlighted Changes

There are incremental changes in the FY23 budget submission. The biggest change is an increased budget for public works supplies based on increases in market costs of some of these items as well as increased contractual changes.

Line Item	Description	Change from FY 22	Comments	r Ch
- France	Electricity	\$46,366	Based on 3 year consumption average	Ċ 10
Energy	Natural Gas	\$2,613	Based on 3 year consumption average	\$48
Repairs &	Electrical, Mechanical On Call Services	\$5,000	Based on an increased need	
Maint. Services	Fire/Security Monitoring, Generator Maint.	\$186	Based on current contract pricing & 3.5% inflation	\$5
Professional	Cross Connection Backflow Software	(\$13,400)	Based on updated pricing	
& Technical	Engineering Services	(\$5,000)	Separately into a different line	(\$13
Services	Water Quality Sampling	\$5,000	Called out from Engineering Services	
Other Purchased Services	Police Details	\$1,997	Based on updated police detail rates	\$1
Gasoline &	Diesel	\$2,720	Based on 3 year consumption average	Ċ11
Diesel Fuel	Gasoline	\$8,300	Based on 3 year consumption average	\$11

Line Item	Description	Change from FY 22	Comments	Net Change
	Asphalt	\$3,150	10% increase on current market inflation	\$12,803

	Department Information DSR1					
Department	t [	Water Enterp	prise			
	Meter Couplings	\$322	Based on current contract pricing & 3.5% inflation			
	Meter Parts - Various Sizes	\$249	Based on current contract pricing & 3.5% inflation			
	Treatment Process Chemicals: Hydroflousilcic	\$562	Based on current contract pricing & 3.5% inflation			
	Treatment Process Chemicals: Phosphate	\$522	Based on current contract pricing & 3.5% inflation			
	Treatment Process Chemicals: Sodium Hydroxide	\$4,341	Based on current contract pricing & 3.5% inflation			
Public Works	Treatment Process Chemicals: Sodium Hypochlorite	\$572	Based on current contract pricing & 3.5% inflation			
Supplies	Water Mains: Gate Valves	\$493	Based on current contract pricing & 3.5% inflation			
	Water Mains: Hydrant Parts/Boxes	\$574	Based on current contract pricing & 3.5% inflation			
	Water Mains: Repair Sleeves	\$530	Based on current contract pricing & 3.5% inflation			
	Water Services: Brass Fittings - Service Connections	\$1,164	Based on current contract pricing & 3.5% inflation			
	Water Services: Copper Tubing	\$156	Based on current contract pricing & 3.5% inflation			
	Water Services: Repair Sleeves	\$15	Based on current contract pricing & 3.5% inflation			
	Water Services: Service Valves/Boxes	\$153	Based on current contract pricing & 3.5% inflation			

## Accomplishments and Activities

The Water Division performed regular tasks in addition to larger projects and impromptu projects for the benefit of the public. The Division also responded to work order requests initiated through the Town's online reporting tool, SeeClickFix.

In FY21, the Charles River Water Treatment Facility produced and distributed 820 million gallons of water for consumption and fire protection needs. An additional 498 million gallons were supplied by the MWRA to supplant and meet seasonal demands. Submersible pump and motors were upgraded for Wells #1A and #3A. Well #2 was redeveloped and cleaned to restore its pump's

	Department Information DSR1
Department	Water Enterprise

capacity. Security and sanitary inspections were completed at both Birds Hill and Dunster Water storage tanks. A brand new cross-connection software program was implemented to improve the management of backflow testing, surveys, and to assist in the production of the annual DEP Annual Statistic Report (ASR). The annual water quality report was produced and can be viewed on the Town website.

Improvements to the water infrastructure at Alder Brook Lane, Country Way, and Concord Street were completed in house by the Water Division staff. This included the installation of new water mains, new fire hydrants, and new water gates and water service reconnections.

The Water Division continued to repair fire hydrants, replace fire hydrants, repair water services, and respond 24/7 to water main breaks or emergency issues. The Water Division continued to replace and install new water meters, test all backflow prevention devices, and survey facilities to ensure cross-connection compliance.

	Spending Reque	est Recap	
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	1,492,528		[1,492,528]
b) Expenses	1,361,349		1,361,349
c) Capital	[0]		[0]
d) [MWRA]	1,670,433		1,670,433
e) Debt	1,250,000		1,250,000
f) Reserve Fund	75,000		75,000
g) Total DSR2 & DSR4 Request (a through f)	5,849,310		5,849,310
			V2023

			Depart	tment Exp DS		e D	etail					
Department				Water En	terprise							
	Obje	ct			D	esc	ription			Am	nount	
				DSF	R2A							
		Year (FY			nt Year					Year (FY2023)		
Permanent	FT Head Count	PT Head Count	Full Time Equivalent	FT Head Count	PT Hea		Full Tim Equivale		lead unt	PT Head Count	Full Time Equivalent	
Personnel			(FTE)			·	(FTE)			Count	(FTE)	
	17	0	17	17	0		17	1	7	0	17	
Non-Budget I grant/revolvi			•	•			Yes	N >	0	FT Head Count	PT Head Count	
Union Positio		ВСТІА	Fire A	Fire C	ITWA	X	NIPEA )	Police	[]	Police Superior	    NA	
1. Salary and	l Wage Pe	ermaner	t Positions	<u> </u>		1, ,	I .	,		superior		
a. PRD1 Sala				-						1,	208,680	
b. PRD1 Diffe	erentials			rements,	Shifts)					,	,	
c. PRD1 Edu												
d. PRD1 Extr		/										
e. PRD1 Long											24,629	
f. PRD1 Sno g. PRD1 Unif		m									14,188	
h. PRD1 Oth		ensation									12,007	
i. PRD1 Bud	•										4,525	
	<u> </u>						PF	RD1 Sub	o Tota	al 1,	264,029	
j DSR3 Oth	er Compe	ensation									-83,090	
								Sub 7	Total	1 1,	180,939	
2. Salary and					ns (Iter	nize	ed Belov	v)		1	40.420	
a. Summer H			or 15 wee	KS)							49,439	
b. Co-Op (1 c.	position										10,692	
d.												
e. DSR3 Tota	al											
•								Sub 7	Total	2	28,512	
3. Salary and	l Wage O	vertime	(Itemized	Below)						_		
			ractually ol	oligated)							49,439	
b. Training a	and Deve	lopment										
c. d.												
e. DSR3 Tota	 al										229,318	
c. poro roce	<u> </u>							Sub 7	Total		278,757	
4. Other Sala	ry and W	age Exp	enses - (I	temized E	Below)			[			-,	
a. Incentive			•		•						4,320	
b. Pay In Lie		ued Lea	/e									
c. Program S												
d. Tuition Re												
e. Working C f. DSR3 Oth												
. poko om	ci compe							Sub 7	Гotal	4	4,320	
										·	,	

Dep	artment Expenditure Detail DSR2	
Department	Water Enterprise	
5. Total Salary and Wages (1+2+3+4)		1,492,528
	DSR2B	
Object	Description	Amount
Energy (521x)	Electricity (439,644) Natural Gas (29,436)	469,080
Repairs & Maintenance Services (524x – 525x)	Electrical, Mechanical On-Call Services (20,000) Fire/Security Monitoring, Generator Maintenance (5,506) Maintenance of Altitude/Actuator Valves (10,000) SCADA Maintenance & On-Call Services (12,500) Vehicle Repairs (5,000) Well Redevelopment (35,000)	88,006
Rental & Leases (527X)		
Other Property Related Services (529x)	Tree & Brush Clearing (7,000)	7,000
Professional & Technical Services (530x - 531x)	Backflow Testing and/or Cross Connection Survey for Facilities (4,000) Cross Connection Backflow Software (2,600) CRWTF Sewer Residuals – MWRA (7,000) Engineering Services (10,000) Filter Media Testing (500) Leak Detection (42,300) Mandated Wetlands Delineation (500) Seminars & Training (10,000) Tank Inspections at Dunster and Birds Hill (3,000) Water Meter Testing Program (10,000) Well/Pump Performance Testing (3,000) Water Quality Sampling (15,000) Water Treatment & Analysis (3,000)	110,900
Communications (534x)	Printing – CCR & misc. (4,000) Postage – CCR & misc. (5,000) Landlines (9,500) Legal Notices (300) Water Conservation Program (15,600) Wireless Communications (9,740)	44,140
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Plumbing Services (1,000) Police Details (15,677) Trench Restoration (20,000)	36,677
Office Supplies (542x)	Office Supplies (1,000)	1,000
Building & Equipment Supplies (543x) Custodial Supplies (545x)	CRWTF (900) Dedham Ave Pump Station (1,500) St. Mary's Pump Station (500)	2,900

De	epartment Expenditure Detail DSR2	
Department	Water Enterprise	
Grounds Keeping Supplies (546x)	Grass Seed & Fertilizer (1,000)	1,000
Vehicular Supplies (548x)	Vehicle Supplies, Tires, Batteries, etc. (10,000)	10,000
Gasoline and Diesel Fuel (5481)	Diesel (12,953) Gasoline (25,874)	38,827
Food and Service Supplies (549x)		
Medical Supplies (550x)	Medical Supplies (300)	300
Public Works Supplies (553x)	Asphalt (13,650) Chemical Feed Pump Kits (2,000) CPVC Pipe & Valves (2,000) Gravel Fill (6,000) Laboratory Chemicals: Reagents (5,000) Laboratory Equipment (4,600) Meter Couplings (9,525) Meter Parts – Various Sizes (7,356) Process Analyzers (1,100) Tools, Hardware, & Paint Supplies (7,500) Treatment Process Chemicals: Hydroflousilcic Acid (16,620) Treatment Process Chemicals: Phosphate (15,426) Treatment Process Chemicals: Sodium Hydroxide (128,361) Treatment Process Chemicals: Sodium Hypochlorite (16,922) Water Mains: Gate Valves (14,569) Water Mains: Hydrant Parts/Boxes (16,987) Water Mains: Repair Sleeves (15,682) Water Meters – Various Sizes (200,000) Water Services: Brass Fittings – Service Connections (34,426) Water Services: Copper Tubing (4,627) Water Services: Repair Sleeves (457) Water Services: Service Valves/Boxes (4,531)	527,339
Other Supplies & Equipment (558x)	Educational Supplies (200) Health & Safety Equipment, Prescription Safety Glasses (500) Safety Clothing/Vest, Gloves, & Hard Hats (2,000) Work Clothing (3,380)	6,080
Governmental Charges (569x)	Certification & Licenses (1,600) Other – DEP, SDWA (12,000)	13,600
Travel & Mileage (571x - 572x)	Seminars (1,100)	1,100
Dues & Subscriptions (573X)	Professional Association Memberships (3,400)	3,400

Department Expenditure Detail DSR2					
Department	Water Enterprise				
Other Expenses (574 X - 579x)					
6. Total Expenses				1,36	51,349
	DSR2C				
Capital Equipment Replacement (587X)					
7. Total Operating Budget Capital	7. Total Operating Budget Capital				
				1	1
8. Total Base Request (Line 5 + Line 6 + Line 7)					3,877
Does the Department depend on any F provide services?	ederal or State grants to	YES		NO	Х
Did the Department submit any requ replacement or upgrade of technolog Information Technology Center?		YES		NO	X
Did the Department submit any requ Department of Public Works/Building improve or upgrade a public building or f	Maintenance division to	YES		NO	Х
					V2023

	Department Personnel Supplement DSR3					
De	epartment Water Enterprise					
	Description Amount			Amount Reflected DSR2A Section 1 2 3 4		
1	CRWTF & Wells (Weekends & Holidays)	79,978			Χ	
	Uni-Directional Hydrant Flushing	72,737			Χ	
	Hydrant Dry Testing Program	15,911			Χ	
4	Unscheduled/Main Breaks, Leaks, Equipment Failures, Shutoffs, Resident Complaints, Etc.	49,327			Х	
5	Water Conservation	11,365			Χ	
6	Portion of Water Enterprise Salaries that Support Drains Operations	-83,090	Х			
7						
8						
9						
10						
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14						
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16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
Ι	Total	146,228				
	Sections			_		,
	Amount Reported Under DSR2A Section 1	-83,090				
	Amount Reported Under DSR2A Section 2			7		
	Amount Reported Under DSR2A Section 3	229,318	1		1	
	Amount Reported Under DSR2A Section 4	,	1		1	

Total

146,228

Water Enterprise Fund	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2022	Total % Change	Budget 2022	Expenditures 2021	Expenditures 2020	Expenditures 2019
Salary & Wage Regular	1,180,939.00		1,180,939.00	34,102.00		1,146,837.00	971,236.42	934,364.36	988,705.65
Salary & Wage Temporary	28,512.00		28,512.00	1,017.00		27,495.00	440.55	5,184.40	31,420.57
Salary & Wage Overtime	278,757.00		278,757.00			278,757.00	191,828.33	179,118.11	222,840.17
Salary & Wage Other	4,320.00		4,320.00			4,320.00	23,761.37	14,338.56	15,174.63
Salary and Wage Total	1,492,528.00		1,492,528.00	35,119.00	2.4%	1,457,409.00	1,187,266.67	1,133,005.43	1,258,141.02
Energy	469,080.00		469,080.00	48,979.00		420,101.00	336,300.50	464,233.25	373,238.56
Non Energy Utilities									
Repairs and Maintenance	88,006.00		88,006.00	5,186.00		82,820.00	158,387.39	125,117.35	105,676.01
Rental and Leases							1,200.00		
Other Property Related	7,000.00		7,000.00			7,000.00	7,228.97	525.96	7,637.38
Professional & Technical	110,900.00		110,900.00	(13,400.00)		124,300.00	67,231.92	63,726.57	75,687.21
Communications	44,140.00		44,140.00			44,140.00	22,587.32	22,319.14	20,273.71
Recreation									
Other Purchased Services	36,677.00		36,677.00	1,997.00		34,680.00	7,896.00	18,430.40	54,101.50
Energy Supplies									
Office Supplies	1,000.00		1,000.00			1,000.00		3,087.97	268.56
Building & Equipment Rprs/Sp							5,465.03	63.47	
Custodial Supplies	2,900.00		2,900.00			2,900.00	1,019.11	2,207.51	1,977.53
Grounds Keeping Supplies	1,000.00		1,000.00			1,000.00	2,350.00	520.00	800.00
Vehicular Supplies	48,827.00		48,827.00	11,020.00		37,807.00	19,806.25	20,212.39	34,672.60
Food & Service Supplies									
Medical Supplies	300.00		300.00			300.00	15.99		
Educational Supplies									
Public Works Supplies	527,339.00		527,339.00	12,803.00		514,536.00	339,676.89	428,392.42	435,063.04
Other Supplies & Equipment	6,080.00		6,080.00			6,080.00	1,959.17	2,220.96	8,355.48
Governmental Charges	13,600.00		13,600.00			13,600.00	12,758.55	10,548.60	10,932.36
Travel & Mileage	1,100.00		1,100.00			1,100.00		252.19	
Dues & Subscriptions	3,400.00		3,400.00			3,400.00	2,044.00	2,380.50	3,698.12
Other							200.00	500.00	250.00
Expense	1,361,349.00		1,361,349.00	66,585.00	5.1%	1,294,764.00	986,127.09	1,164,738.68	1,132,632.06
MWRA Assessment	1,670,433.00		1,670,433.00			1,670,433.00	1,122,902.00	1,412,327.00	856,049.00
Capital Equipment				(40,000.00)		40,000.00	15,000.00	15,000.00	20,000.00
Operating Budget	4,524,310.00		4,524,310.00	61,704.00	1.4%	4,462,606.00	3,311,295.76	3,725,071.11	3,266,822.08
Debt Service	1,250,000.00		1,250,000.00			1,250,000.00	1,244,543.07	1,177,829.44	1,384,916.70
Reserve Fund	75,000.00		75,000.00			75,000.00			
TOTAL	5,849,310.00		5,849,310.00	61,704.00	1.1%	5,787,606.00	4,555,838.83	4,902,900.55	4,651,738.78

Position Register Summary	Sch	FY23	FY23	FY23	FY22	FY22	FY21	FY21
Description	Grd	FTE	Estimate	%	FTE	Current	FTE	Final Budget
Division Super Water & Sewer	12	1.00	116,500	4.5%	1.00	111,453	1.00	102,985
Assistant Superintendent	9	1.00	82,095	3.5%	1.00	79,331	1.00	83,109
Administrative Analyst	6	1.00	65,052	4.1%	1.00	62,498	1.00	58,325
Finance Assistant	I4	1.00	61,094	4.6%	1.00	58,383	1.00	57,389
Heavy Motor Equipment Operator	N4	1.00	64,605	3.5%	1.00	62,434	1.00	61,090
Laborers	N2/3	4.00	242,528	7.7%	4.00	225,223	4.00	216,548
Public Works Craftsworker	N4	2.00	124,779	1.8%	2.00	122,615	2.00	122,180
Public Works Inspector	N6	1.00	74,277	3.2%	1.00	72,005	1.00	70,491
Public Works Technician	N4	1.00	68,702	3.0%	1.00	66,728	1.00	64,002
Water Treatment Facility Manager	10	1.00	96,057	1.9%	1.00	94,249	1.00	89,174
Water Treatment Operator	N4	2.00	137,404	2.9%	2.00	133,520	2.00	130,582
Working Foreman	N7	1.00	75,587	3.3%	1.00	73,182	1.00	70,491
Longevity			24,629	15.1%		21,399		19,298
Differential			26,195	-11.6%		29,633		29,299
Education								
Extra Holiday								
Other Pay								
Stipends								
Budget Adjustment			(78,565)	19.4%		(65,816)		(92,189)
Total		17.00	1,180,939	3.0%	17.00	1,146,837	17.00	1,082,774

## **Blank Insert**

Townwide Expense Budget			
Townwide Budget	Minuteman Assessment		
Durnosa of the Budget	•		

### Purpose of the Budget

Minuteman School is a public regional vocational/technical high school. The District includes nine member towns: Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham and Stow. In accordance with M.G.L. c. 74, Minuteman also provides services to surrounding non-member communities on a tuition basis. Minuteman is designed to provide a combination of career-focused high school learning and college preparation.

### **Budget Activities**

The Minuteman assessment is spread among the member towns and fluctuates based on the total change in the Minuteman budget versus member town enrollment. This budget estimate is based on budget growth assumptions and Needham's share of the total enrollment, as well as assumptions about Needham's share of the capital investment in the new High School. The final assessment will be available in early 2022. Historical full-time student enrollment is shown below:

### Full-Time High School Student Enrollment

2012/2013 School Year	27
2013/2014 School Year	34
2014/2015 School Year	22
2015/2016 School Year	24
2016/2017 School Year	21
2017/2018 School Year	20
2018/2019 School Year	21
2019/2020 School Year	24
2020/2021 School Year	27
2021/2022 School Year	31
Five Year Average	24.6
Ten Year Average	25.1

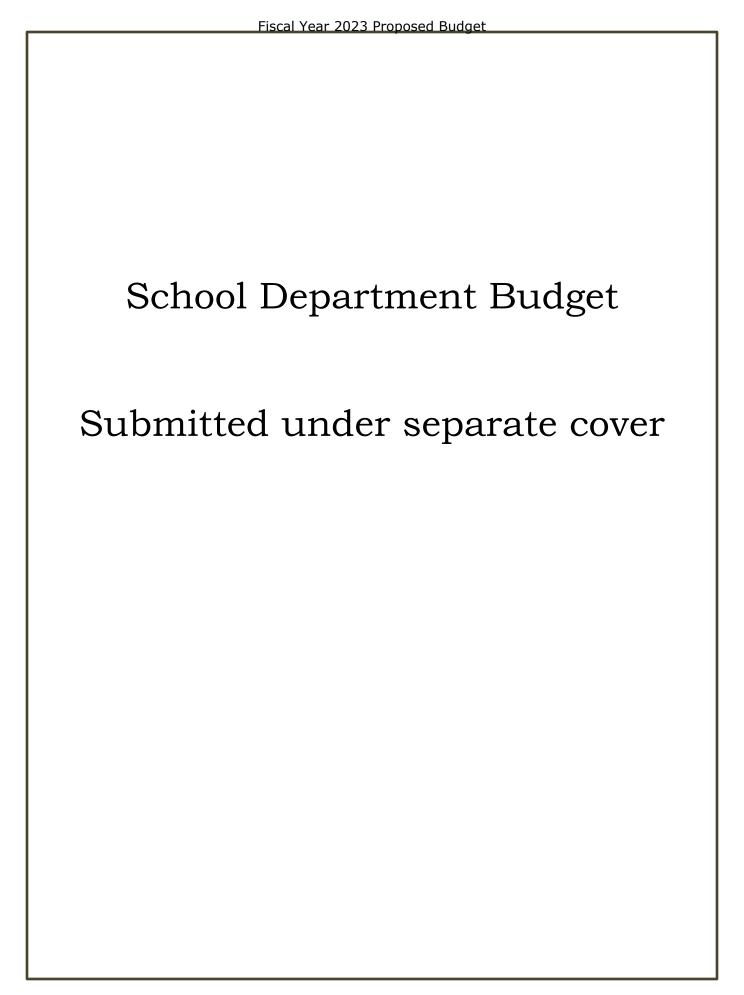
### **Budget Changes**

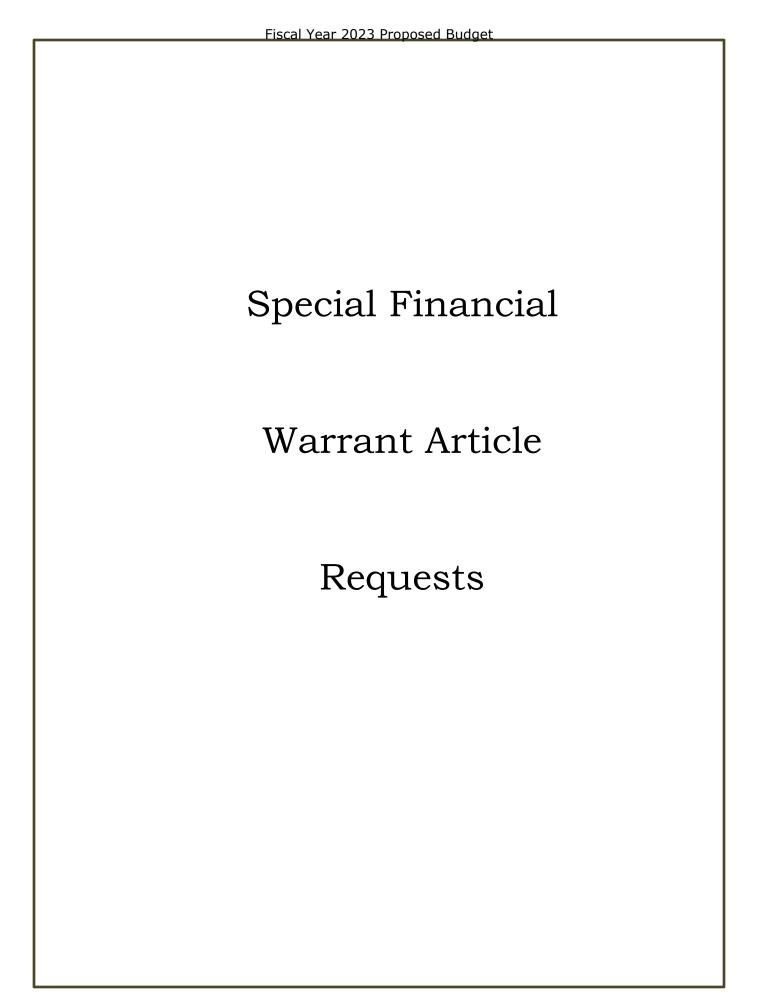
There are 653 students enrolled at Minuteman this year, 588 of whom are from member towns. School administrators believe that if total enrollment remains static, the entire enrollment will be from member communities within a few years. This would eliminate out of district tuition and capital fees, which may result in an increase in the Town's assessment.

The Minuteman Assessment is based on the following components: minimum required contribution, operating assessment, transportation, debt and capital assessment, building project debt, and post-graduate assessments. The Minuteman School District has not completed its estimate of the assessments for member towns. Based on early projections and increasing Needham enrollment, the estimated budget represents a 5% increase over the FY2022 per student cost. The budget request will be updated when preliminary assessments are released.

Spending Request Recap						
Description	Base Request	Related to DSR4	Total			
Minuteman Assessment	\$1,483,173		\$1,483,173			
V2						

Minuteman	FY2023 DSR2 Request	FY2023 DSR4 Request	FY2023 Total Request	Total \$ Change from FY2021	Total % Change	FY2022 Budgeted	FY2021 Expenditure	FY2020 Expenditures	FY2019 Expenditures
Assessment	1,483,173	0	1,483,173	252,886		1,230,287	1,112,549	1,084,783	914,236
TOTAL	1,483,173	0	1,483,173	252,886	20.6%	1,230,287	1,112,549	1,084,783	914,236





Special Financial Warrant Article Request DSR5						
Title Needham Council for Arts and Culture Programs						
Fiscal Year	2023	Department	Office of the Town Manager			
Funding Amount	\$25,000	Funding Source	General Fund			

### Article Information

Text of Proposed Article: "To see if the Town of Needham will vote to raise and/or transfer and appropriate the sum of \$25,000 for the purpose of funding expenses related to supporting community-based project and activities in the performing and visual arts, humanities, and interpretive sciences, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto."

The purpose of the Needham Council for Arts and Culture (NCAC) is to support community-based projects and activities in the performing and visual arts, humanities, and interpretive sciences to benefit the residents of Needham. The NCAC requests funding in the amount of \$25,000 to be used over the next three fiscal years to support local programming in Needham. The objective behind seeking multi-year funding is to allow the Council to implement longer term planning and have a bigger impact on the number of people its programming reaches. The request of \$25,000 is intended to match the anticipated amount the Massachusetts Cultural Council distributes to the Town annually, which was \$7,800 in 2021.

Supplementing the MCC's distribution with municipal funding would allow the NCAC to: (1) fund more of the grant requests received from local artists and community groups and (2) implement additional NCAC-led local programming, such as public art projects or a town-wide arts festival.

The NCAC funds projects and programs that support the cultural vitality of Needham. Individual grant requests typically range from \$150-\$750 and support individual artists and organizations that serve Needham residents young and old in local venues such as the Center at the Heights, Gorse Mills Studios, Needham Public Schools, Needham Public Library, Arlekin Players Theater, and Town Hall. Funding is dispersed directly to artists through the NCAC's program, which has received 450 grant requests since its inception in 1998. Due to limited funding, over 33% of grant requests have been denied, resulting in the majority of unfunded applicants reducing or canceling their programming. On average, the FY 2021 grants that were awarded were \$350.

All grants directly benefit the community through events, public art, and community art projects such as Arts in the Park, Needham Open Studios, New Years Needham, and Needham Diversity Initiative. Lectures, concerts, and performances such as these bring the community together. It is especially important, now more than ever, to nurture community connection and support those who have been disproportionally impacted by the pandemic.

Disclosures	YES	NO
Was this request submitted last year?		X
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?	X	
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	

Special Financial Warrant Article Request DSR5					
Title Needham Council for Arts and Culture Programs					
9. Is this required by a court or other jurisdictional order?					
10. Is this a personnel related request?					
11. Is this a local option		X			
12. Is this in support of	X				

All "YES" responses must be explained Below

### Disclosure Explanation

- 6. Is this a pilot program request? Yes, this is the first time the NCAC is requesting municipal funding to support its mission and expand its reach. If approved, the Council will use its experience utilizing this warrant article to inform future budget requests.
- 8. Is this a program that is planned to be in place for more than one year? Yes, the request is to be able to spend the funds over 3 fiscal years. This will allow the NCAC to provide supplemental funding across multiple rounds of grant applications and do more long-term planning and implementation of community art projects and events.
- 12. Is this in support of a goal of a Board or Committee? Yes, this supports the charge of the NCAC, "to support community-based projects and activities in the performing and visual arts, humanities and interpretive sciences to benefit the residents of Needham." It also aligns with the Select Board's FY 2022 Goal #4 for Needham to be a heathy and socially thriving community that "promotes the installation of art and community-led art projects."

Special Financial Warrant Article Request DSR5						
Title Diversity, Equity, and Inclusion Program						
Fiscal Year	2023	Department	Office of the Town Manager			
Funding Amount	\$100,000	Funding Source	General Fund			

### Article Information

Text of Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding expenses related to a diversity, equity, and inclusion program in Town, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto."

The Select Board created the Needham Unite Against Racism Initiative (NUARI) and an associated working group in 2020. The working group drafted a race equity vision for Needham that was adopted by the Select Board and by a resolution of Town Meeting. In concert with the NUARI working group, the Select Board voted to pursue a number of specific initiatives over the coming several years, to include:

Identify and implement strategies to hire, support, and retain diverse staff at every level of the organization; measure efforts and provide annual updates on progress.

Continue to provide diversity, equity, and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, antiracist, and anti-biased members of the Needham community.

Create a framework for how community members can effectively engage in conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.

Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.

Continue NUARI working group meetings for FY2022, reviewing and providing guidance on recommendations, and provide support to other Boards & Committees on how to apply NUARI principles to their work.

Encourage Needham non-profit organizations, civic groups, and businesses to adopt or endorse, as appropriate, the NUARI vision statement.

Include a question in the bi-annual Town survey to gauge residents' perceptions of how welcoming and inclusive the Needham community is.

Provide support to other Boards & Committees on how to apply NUARI principles to their work. Work with the Human Rights Committee to develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion; consult with the HRC on their role and next steps.

The proposed warrant article will support a multi-year effort to find new and creative ways to implement these objectives, focused on training, development and implementation strategies for Town staff, and for helping government and civic organizations review their programs and services to determine where there may be opportunities for increased diversity, equity, and inclusion.

Disclosures	YES	NO
1. Was this request submitted last year?		X
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X

	Special Financial Warrant Article Request DSR5			
Title	Diversity, Equity, and Inclusion Program			
5. Is this a revolving fund request?				
6. Is this a pilot progra	6. Is this a pilot program request?			
7. Is this a study?		X		
8. Is this a program the	X			
9. Is this required by a court or other jurisdictional order?			X	
10. Is this a personnel related request?			X	
11. Is this a local option acceptance request?			X	
12. Is this in support of	12. Is this in support of a goal of a Board or Committee?			

All "YES" responses must be explained Below

### Disclosure Explanation

- 6. Is this a pilot program request? Yes. The funding will support approximately two years of program implementation, which then can be evaluated and considered for extension or modification.
- 8. Is this a program that is planned to be in place for more than one year? Yes, the request is to be able to spend the funds over approximately two fiscal years.
- 12. Is this in support of a goal of a Board or Committee? Yes, this supports Select Board FY2022 FY2023 Goal #4:

**Healthy and Socially Thriving** - Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic and social opportunities for all socioeconomic and age groups.
- Supports the physical and mental well-being of its community members.
- Fosters inclusion, diversity and equity.

Promotes the installation of art and opportunities for community-led art projects.

Special Financial Warrant Article Request DSR5				
Title Parking Study				
Fiscal Year	2023	Department	Office of the Town Manager	
Funding Amount	\$135,000	Funding Source	General Fund	

### Article Information

Text of Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$135,000 for the purpose of funding expenses related to a study of parking in Town, to be spent under the direction of the Town Manager, and to meet this appropriation of that said sum be transferred from Free Cash; or take any other action relative thereto."

This article request is for funds for a study of the parking in Needham Center. This area includes Great Plain Avenue from Linden Street to Warren Street, Chestnut Street from School Street to Great Plain Avenue, Chapel Street from Great Plain Avenue to May Street, and Highland Avenue from Great Plain Avenue to May Street. This study would review and create an inventory of all forms of public parking, including on-street and metered spaces as well as town-owned lots and do the same for all privately owned parking throughout the downtown, including MBTA owned lots. It would analyze the utilization of parking in that area throughout various times of day, including peak business hours, overnight, and weekends.

The goal of the study is to inform the Select Board's decision-making with respect to public parking options in areas in and around Needham Center and Needham Heights, aligned with the new streetscape design, outdoor dining, and overall interest in more pedestrian-friendly amenities. Payment options would be considered as part of this study.

Disclosures	YES	NO
Was this request submitted last year?		Х
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?	Х	
8. Is this a program that is planned to be in place for more than one year?		X
9. Is this required by a court or other jurisdictional order?		X
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?	Х	

## All "YES" responses must be explained Below

### Disclosure Explanation

- 7. This is a study.
- 12. This is in support of the Select Board Goal 3.1: Seek Funding for a Parking Study that will evaluate parking needs, options, and types in the business districts and identify technology to manage parking.

Special Financial Warrant Article Request DSR5				
Title Small Repair Grant Program				
Fiscal Year	2023	Department	Planning & Community Development	
Funding Amount	\$50,000.00	Funding Source	Tax Levy	

### Article Information

The Small Repair Grant Program provides financial assistance to low-and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is currently available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older or have a disability with incomes at or below 80% of area median income. Grants are awarded during two funding rounds per year. This request seeks to provide funding for the program in the 2023 fiscal year. Program funding in the amount of \$50,000 was previously appropriated in the 2020 fiscal year and again in the 2022 fiscal year.

Because CPA funding is restricted to housing improvements involving properties that were acquired or built with CPA assistance, funds from the General/Enterprise Fund have been used. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab board, raised toilets, hand-held shower heads, among others.

The Small Repair Grant Program responds to findings and recommendations in the Council on Aging and Needham Public Health Division's Assessment of Housing and Transit Options for Needham seniors which indicated that one of the major barriers to aging in place involves the costliness of modifying existing homes to increase accessibility. Repairs made during the Program's first two years of operations indicate that most repairs related to accessibility including walkway and railing improvements for example. Most repairs also involved work on the exterior of homes which is not surprising given the pandemic. Almost all of the grants involve the maximum amount available or \$4,000 for the first year and \$5,000 for the second.

All of the funding from the 2020 fiscal year appropriation was encumbered with 13 initial participants, however, one participant dropped out due to limited capacity to follow through on the work and another ultimately did not require the full amount of the awarded grant. Consequently, almost \$6,000 was folded over to support 2022 fiscal year applicants.

The first round of the 2022 fiscal year involved six qualifying participants with a total funding commitment of \$25,418. The second round of funding was launched in October 2021 with applications due by November 1, 2021. It is anticipated that the current 2022 fiscal year appropriation will be committed during the program's second round.

Disclosures	YES	NO
1. Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X

	Special Financial Warrant Article Request DSR5		
Title	Small Repair Grant Program		
7. Is this a study?			X
8. Is this a program th	at is planned to be in place for more than one year?	X	
9. Is this required by a	court or other jurisdictional order?		X
10. Is this a personnel r	elated request?		X
11. Is this a local option acceptance request? X			
12. Is this in support of	a goal of a Board or Committee?	X	
All "YES" responses n	nust be explained Below		
	Disclosure Explanation		
The funding request community.	responds to a Select Board principle that the To	wn be an ag	ge-friendly
·			V2023

Special Financial Warrant Article Request DSR5				
Title Town Owned Land Surveys				
Fiscal Year	[2023]	Department	Department of Public Works – General Fund	
Funding Amount	[100,000]	Funding Source	General Fund	

### Article Information

Text of the Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding the Town Owned Land Surveys, said sum to be spent under the direction of the Town Manager, and take any other action relative thereto."

The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has done construction on a parcel that it has acquired, the survey has been incorrect, and this has created delays in the project. This request is to conduct surveys on land that the Town has acquired. This will reduce unnecessary expenses and assist in long range planning. The survey work would include performing research, field work, analysis, the installation of bounds or markers, drafting work and recording of the completed plan. The proposed amount of \$100,000 per year will support, on average, two surveys or one more complex survey.

### Top Priorities for Surveys

- Wooded Area at Great Plain Ave & Harris Ave
- Wooded Lot Northeast of Ridge Hill
- Wooded Lot in front of 478 Charles River St
- Hatfield Park
- Vesta Park
- Dedham Avenue Parking Lot
- Wooded Area between May St and Glendoon Ave
- Wooded Area at Birch St & West St
- 567 Central Ave
- 573 Central Ave
- 597 Central Ave
- 603 Central Ave

Disclosures	YES	NO
Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?		X
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?		X
All "YES" responses must be explained Below		
Disclosure Explanation		

1. Yes, this request was submitted last year.

Fiscal	Year	2023	Proposed	Budget
ııscai	ı caı	2023	11000364	Duudet

	Special Financial Warrant Article Request DSR5	
Title	Town Owned Land Surveys	
2. Yes, this is a recurring special financial warrant article. The Town has a backlog of surveys that need to be conducted, and this will take multiple years.  8. Yes, this is a multiple year program.		
	V2023	

Special Financial Warrant Article Request DSR5				
Title RTS Service Model Study				
Fiscal Year	2023	Department	Department of Public Works – General Fund	
Funding Amount	50,000	Funding Source	General Fund	

### Article Information

Text of Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding expenses related to a study of the Recycling and Transfer Station Service Model, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto."

This article request is for funds for a study to evaluate trash and recycling options, including town wide pick up, drop off, or a combination of both. This study would evaluate what infrastructure is needed to implement all options, what the costs (both start up and annual) would be, what staffing would be needed, and a timeline. The study would research the residents' preferred method of trash removal. It would also look at what options there are for the Recycling and Transfer Station in each possible option.

	T	
Disclosures	YES	NO
Was this request submitted last year?		X
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?	X	
8. Is this a program that is planned to be in place for more than one year?		X
9. Is this required by a court or other jurisdictional order?		X
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?	X	
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## All "YES" responses must be explained Below

### Disclosure Explanation

- 7. This is a study.
- 12. This is in support of the Select Board goal 1.05: Evaluate RTS Service Delivery Model to Guide Long-Term Investment and Review Operational Efficiencies in the Short-Term.

Special Financial Warrant Article Request DSR5				
Title Facilities Maintenance Warrant Article				
Fiscal Year	Department Department of Public Works – General Fund			
Funding Amount 1,000,000 Funding Source General Fund				

### Article Information

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

The Facilities Maintenance Program includes annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. In 2020, the School Facilities Master Plan was released, indicating a number of major repairs in the school buildings. DPW is requesting \$1,000,000 to continue to address the recommended repairs in the Master Plan as well as the planned projects. Projects such as replacing the domestic hot water heaters for the Newman School, heat wheels replacement in the Newman School, floor replacement at the Newman, and AC Upgrades at the Mitchell. The continued increase in funding is also so we can address the projects originally scheduled for this article, including duct cleaning at the Newman School and Town Hall, carpet replacement at the Library, and wood floor refinishing at various school building. Additional projects will be identified as the time gets closer.

Disclosures	YES	NO
Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?		X
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?	X	

### All "YES" responses must be explained Below

### Disclosure Explanation

- 1. Yes, this request was submitting last year.
- 2. Yes, this is a recurring special financial warrant article to perform annual maintenance on public buildings throughout the Town.
- 8. Yes, this program will continue to be in place for more than one year as maintenance on public buildings will be necessary every year. However, the specific maintenance items completed under this request will occur in cycles, and as a result, will vary year to year.
- 12. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

Special Financial Warrant Article Request DSR5				
Title	Title Transportation Network Company – Transportation Improvements			
Fiscal Year	Department Department of Public Works – General Fund			
Funding Amount	17,059.20	Funding Source	Commonwealth Transportation Infrastructure Enhancement Trust Fund - MassDOT	

#### Article Information

Text of Proposed Article: "To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Enhancement Trust Fund in the sum of \$17,059.20 for the purpose of infrastructure improvements, said sum to be spent under the direction of the Town Manager, and take any other action relative thereto."

The Transportation Network Companies ("TNCs") in Massachusetts for the 2017 calendar year and the requirement of a \$0.20 per-ride assessment. St. 2016, c. 187, § 8. The Transportation Network Company Division ("Division") of the Department of Public Utilities ("Department"), as the oversight authority for TNCs, has recently collected assessments from all TNCs and will be proportionately distributing the funds to municipalities.

Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund ("Fund"). St. 2016, c. 187, § 8(a). As required, each TNC has submitted to the Division the number of rides from the previous calendar year that originated within each city or town and a per-ride assessment of \$0.20, which has been credited to the Fund. St. 2016, c. 187, § 8(a). One-half ( $\frac{1}{2}$ ) of the amount received from the Fund will be distributed proportionately to each city and town based on the number of rides that originated in that city or town. St. 2016, c. 187, § 8(c)(i).

The distributed funds are special revenue. The funds must be used "to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in [G.L. c. 90I, § 1] and other programs that support alternative modes of transportation." St. 2016, c. 187, § 8(c)(i).

# The exact amount will be determined as the time gets closer and is dependent on the Commonwealth.

Disclosures	YES	NO
1. Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?		X

Special Financial Warrant Article Request DSR5				
Title Transportation Network Company – Transportation Improvements				
10. Is this a personnel related request? X				
11. Is this a local option acceptance request?				
12. Is this in support of a goal of a Board or Committee?				
All "YES" responses must be explained Below				

### Disclosure Explanation

- 1. This request was submitted last year.
- 2. This is a recurring special financial warrant article, as additional funds from the Commonwealth Transportation Infrastructure Enhancement Trust Fund may be available for the Town to spend in future years.
- 8. Yes, this program is planned to be in place for more than one year.

Special Financial Warrant Article Request DSR5					
Title NPDES Support					
Fiscal Year	2023 Department Sewer Enterprise				
Funding Amount	Funding Amount 195,000 Funding Source General Fund				

#### Article Information

Text of the Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto."

This Article request is for funds to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. The amount of phosphorus discharging to waterbodies and their tributaries from urbanized area stormwater must be reduced by 55%, and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural methods known as "Best Management Practices (BMP)."

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

7 11 61 61 61		
Disclosures	YES	NO
Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		Х
4. Is this a CPA funding request?		Х
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		Х
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?	X	
10. Is this a personnel related request?		Х
11. Is this a local option acceptance request?		Х
12. Is this in support of a goal of a Board or Committee?	X	

### All "YES" responses must be explained Below

### Disclosure Explanation

- 1. This request was submitted last year.
- 2. This is a recurring special financial warrant article.
- 8. This is a program planned to be in place for the upcoming years.
- 9. This request is in response to the NPDES permit.
- 12. This is in support of the Select Board's goal to develop a plan for NPDES compliance.

Special Financial Warrant Article Request DSR5				
Title Facilities Maintenance Warrant Article				
Fiscal Year	Department Department of Public Works – General Fur			
Funding Amount 1,000,000 Funding Source General Fund				

### Article Information

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

The Facilities Maintenance Program includes annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. In 2020, the School Facilities Master Plan was released, indicating a number of major repairs in the school buildings. DPW is requesting \$1,000,000 to continue to address the recommended repairs in the Master Plan as well as the planned projects.

The increase in funding is also so we can address the projects originally scheduled for this article, including duct cleaning at High Rock, Mitchell, PSAB, and the CATH Buildings, and wood floor refinishing at various school buildings. Additional projects will be identified as the time gets closer. Any remaining amount in the article is reserved for any additional repairs that come up and are above the usual operating budget

Disclosures	YES	NO
Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?		X
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?	X	

### All "YES" responses must be explained Below

### Disclosure Explanation

- 1. Yes, this request was submitting last year.
- 2. Yes, this is a recurring special financial warrant article to perform annual maintenance on public buildings throughout the Town.
- 8. Yes, this program will continue to be in place for more than one year as maintenance on public buildings will be necessary every year. However, the specific maintenance items completed under this request will occur in cycles, and as a result, will vary year to year.
- 12. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

Special Financial Warrant Article Request DSR5				
Title Facilities Maintenance Warrant Article				
Fiscal Year	2025 Department Department of Public Works – General Fur			
Funding Amount	General Fund			

### Article Information

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

The Facilities Maintenance Program includes annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. In 2020, the School Facilities Master Plan was released, indicating a number of major repairs in the school buildings. DPW is requesting \$1,000,000 to continue to address the recommended repairs in the Master Plan as well as the planned projects.

The increase in funding is also so we can address the projects originally scheduled for this article, including duct cleaning at the Needham High School, and wood floor refinishing at various school building. Additional projects will be identified as the time gets closer. Any remaining amount in the article is reserved for any additional repairs that come up and are above the usual operating budget

Disclosures	YES	NO
Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		Х
5. Is this a revolving fund request?		Х
6. Is this a pilot program request?		Х
7. Is this a study?		Х
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?		X
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?	X	

### All "YES" responses must be explained Below

### Disclosure Explanation

- 1. Yes, this request was submitting last year.
- 2. Yes, this is a recurring special financial warrant article to perform annual maintenance on public buildings throughout the Town.
- 8. Yes, this program will continue to be in place for more than one year as maintenance on public buildings will be necessary every year. However, the specific maintenance items completed under this request will occur in cycles, and as a result, will vary year to year.
- 12. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

Special Financial Warrant Article Request DSR5					
Title NPDES Support					
Fiscal Year	2024 Department Sewer Enterprise				
Funding Amount	Funding Amount 195,000 Funding Source General Fund				

#### Article Information

Text of the Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto."

This Article request is for funds to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. The amount of phosphorus discharging to waterbodies and their tributaries from urbanized area stormwater must be reduced by 55%, and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural methods known as "Best Management Practices (BMP)."

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

YES	NO
X	
X	
	X
	X
	X
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X	
X	
	X
	X
X	
	XXXX

## All "YES" responses must be explained Below

### Disclosure Explanation

- 1. This request was submitted last year.
- 2. This is a recurring special financial warrant article.
- 8. This is a program planned to be in place for the upcoming years.
- 9. This request is in response to the NPDES permit.
- 12. This is in support of the Select Board's goal to develop a plan for NPDES compliance.

Special Financial Warrant Article Request DSR5					
Title	NPDES Support				
Fiscal Year	2025	Department	Sewer Enterprise		
Funding Amount	195,000	Funding Source	General Fund		

#### Article Information

Text of the Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto."

This Article request is for funds to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. The amount of phosphorus discharging to waterbodies and their tributaries from urbanized area stormwater must be reduced by 55%, and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural methods known as "Best Management Practices (BMP)."

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

Disclosures	YES	NO
1. Was this request submitted last year?	X	
2. Is this a recurring special financial warrant article?	X	
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?		X
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	
9. Is this required by a court or other jurisdictional order?	X	
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X
12. Is this in support of a goal of a Board or Committee?	X	

## All "YES" responses must be explained Below

### Disclosure Explanation

- 1. This request was submitted last year.
- 2. This is a recurring special financial warrant article.
- 8. This is a program planned to be in place for the upcoming years.
- 9. This request is in response to the NPDES permit.
- 12. This is in support of the Select Board's goal to develop a plan for NPDES compliance.