Section 3
Department Budget Submissions
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Townwide Expense Budget	
Townwide Budget	Casualty, Liability, Property & Self-Insurance Program

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 to protect the Town and its assets from the negative effects of unpredictable and significant claims and losses.

Budget Activities

The Town is insured through the Massachusetts Inter-local Insurance Agency (MIIA), which is a self-insurance pool created under G.L. c. 40M (governmental units pooled insurance) 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.

The Risk Management Committee promotes a safe and healthy work environment, loss prevention and risk mitigation through training and promoting best practices. The Risk Management Committee makeup consists of employees across many departments including the School Department. As a member of MIIA, the Town may participate in the rewards program. The rewards program is designed to encourage discounts and savings on the insurance premium, by promoting workplace safety awareness and good maintenance practices. Credits are earned by the Town when employees attend training courses designed to increase awareness of safety issues and by following best practices to reduce risks.

	FY2019	FY2020	FY2021	FY2022	FY2023
Earned Rewards	$33,817	$33,417	$23,223	$25,966	$34,467

During FY2023, the Town earned $34,467 in credits through its participation in the MIIA rewards program, which was an increase of $8,501 over the $25,966 earned in FY2022. This was the highest reward credit earned in recent years. Town employees gradually went back to normal in-person work schedules after the Covid pandemic and have been attending in-person and online trainings, implementing preventive and maintenance programs, and updating their department policies.

During FY2023, the Town received 92 general liability claims, a decrease of nine from FY2022, which was largely due to the mild winter and fewer snowstorms and hence damage to property from snow plowing operations was less.

	FY2019	FY2020	FY2021	FY2022	FY2023
Liability Claims	116	88	84	101	92

Budget Changes

Premiums for fiscal year 2025 are not yet known, this information is usually received in the late

Townwide Expense Budget	
Townwide Budget	Casualty, Liability, Property & Self-Insurance Program

spring (June). Table 1 shows the change in the July 1 initial premium for the insurance coverage provided by MIIA, the actual total premium for the fiscal year which includes policy amendments, credits, and discounts, and the total budgetary expenditures for the immediate prior five fiscal years (2019 – 2023). FY2024 shows the initial premium and the amount the Town paid to date after applying credits and an early payment discount. 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 building loss experience. The new or remodeled facilities added over the past few years include 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), the new Fire Headquarters (2021), Fire Station #2 (2022), and the Police Station in the spring of 2022. The Emery Grover Building (school department administrative offices) was taken off the policy this year while it undergoes a complete reconstruction and expansion. The building is scheduled to reopen in FY2025 which will then be added back to the Town's property insurance policy.

Year	Budget	Initial Premium	Premium*	Change	Expenditure**	Change
FY2024	$922,490	$850,409	$829,149	5.2%		
FY2023	$834,262	$803,303	$787,802	11.2%	$802,155	8.0%
FY2022	$758,900	$736,456	$708,600	6.7%	$742,594	11.2%
FY2021	$665,795	$677,195	$664,190	13.3%	$667,584	9.8%
FY2020	$626,790	$579,700	$586,413	15.2%	$608,251	-2.7%
FY2019	$626,790	$545,607	$509,015	3.9%	$625,373	20.0%

*Premium after adjustments, amendments, and credits

**Expenditures reflective of all credits, paid settlements, policy amendments, transfers, and encumbrances for the fiscal year.

The annual premium is assumed to increase by 6.1% for FY2025 over the base policy for FY2024. This is reflective of the average change for the past ten years FY2015 through FY2024. We base the budget increase over a longer lookback period because the number of facilities that were added to the Town's policy over the immediate past five years was significant, but with the exception of the Emery Grover project, which is assumed to open mid FY2025, inflationary pressures, rather than new facilities will be the driver on the premium increase. The adjusted premium for FY2024 as of October 2023 increased by 5.2% which compares to the 11.2% increase for all of FY2023. The policy premium includes buildings, casualty and liability, special property, and vehicle coverages. As of July 2023, the total insured value of real property exceeds $477 million, an increase of 3.9% from the prior year. The budget request reflects the addition of the Emery Grover building which is anticipated to re-open in FY2025.

As of July 1, 2023, the Town's vehicle insurance policy covered 269 vehicles. During FY2023, 13 vehicles were added to the policy and nine vehicles were removed from the policy. The vehicle policy inclusive of vehicles and trailers has 7 assigned to the building department, 17 to school department, one to the planning and community development department, two to the finance

Townwide Expense Budget	
Townwide Budget	Casualty, Liability, Property & Self-Insurance Program

department, 28 to the fire department, 5 to the health and humans services department, 30 to the police department, and 179 to the public works department. The Town also carries special property coverage on certain heavy equipment vehicles, specialized equipment used by Fire, Health, Police, and Public Works departments, as well as certain independently appraised items such as fine arts in the Library and School Department This coverage also includes some infrastructure such as traffic lights.

The Town also carries general liability insurance as well as specialized policies for cybersecurity incidents, law enforcement liability, and school board liability.

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 reduced by $3,200 to $26,000. 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 ($972,560) General Insurance program budget request is $50,070 higher, approximately 5.4% more than the current budget of $922,490.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Administrative, Deductibles, and Insurance Expenses	952,560		952,560
Self-Insurance and Settlements	20,000		20,000
Total DSR2 & DSR4	972,560		972,560

V2025

Townwide Expense Budget	
Townwide Budget	Debt Service

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 equipment, 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 Emery Grover school administration building project is well underway at the time of submission of this budget. The building is anticipated to re-open in 2024. The final borrowing associated with this project is forecasted to be in 2025.

The Town approved funding for a major water distribution improvement project which encompasses South Street to Charles to Chestnut Street at the 2023 Annual Town Meeting. The cost of that project is $6.5 million. The appropriation was funded by cash ($2,500,000), and an authorization to borrow $4 million that will be paid from the Water Enterprise Fund budget. The Town also approved a $9 million borrowing authorization for the replacement of roof top units at the Braodmeadow and Eliot schools. The two school projects are anticipated to take 24 months to complete. The debt will be repaid from the General Fund within the levy limit (sometimes referred to as the 3% debt limit). The capital review process had not yet begun when this budget was submitted, but it is anticipated that debt authorizations may be sought for the Claxton Field project, Pollard School, and Public Works. There are also a major multi-year sewer system replacement and upgrades, Cooks Bridge sewer pump station replacement, and water supply development project planned to be presented for funding as early as May 2024, with funding planned over the next three years.

The last time that the Town issued bond was in April 2022. The bond issue had interest rates that ranged from a low of three percent to a high of five percent. We anticipate that when the Town goes to issue its next bond that interest rates will be higher and debt service payment will increase. However, the Town is able to lower the interest expense that will be incurred by the Emery Grover project, by transferring monies borrowed for the William School project which are no longer needed as the project is finished, all bills were paid, and the Town received final reimbursement from the MSBA which was higher than assumed. This action was requested on the October 30, 2023 Special Town Meeting. The result of this transfer will be to reduce the amount of debt that will be raised on the tax levy (the William School Project was funded by a debt exclusion) because the monies will not have been used for the William School, and the Emery Grover project was not funded by excluded debt, so effectively a credit will be applied against the Williams School debt reducing the amount to be paid by override. Conversely the original Emery Grover project debt authorization will be reduced by the same amount being transferred ($286,000) from the William School project to it. Meaning the project budget for Emery Grover remains the same. Because the funds were borrowed when interest rates were lower than they are now, the total interest to be paid related to the Emery Grover project will be less.

Budget Changes

The FY2025 total debt service of $19,633,332 is 1.2% more than the current year ($19,403,250). The FY2025 debt service budget, exclusive of enterprise fund debt, is $17,503,332, a 0.2%

Townwide Expense Budget	
Townwide Budget	Debt Service

decrease from the current year ($17,543,250). The decrease for FY2025 is due to the decline in excluded debt service. 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 the interest expense and helps to manage the Town's overall debt burden. 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 $6,320,358 and the excluded debt service is $9,794,892. The CPA supported debt totals $1,388,082. This request does not contain any funding for debt that may be authorized at the 2024 Annual Town Meeting or May 2024 Special Town Meeting. Debt service related to the Sewer ($670,000) and Water ($1,460,000) enterprise funds are contained in those budgets and are therefore not included in this budget.

The General Fund debt service, which is paid within the levy limit, is approximately 10.9% more than the current year and is in keeping with the Town's policy and financing plan. The General Fund excluded debt service portion of the budget ($9,794,892) is 9.0% less than budgeted for FY2024 ($10,764,226). There is no open debt excluded projects remaining to be borrowed. The combined total of debt within the levy limit and excluded from the levy limit is $16,115,250 which is $349,369 less (2.1%) than the FY2024 combined amount ($16,464,619) for those two categories of debt. The excluded debt budget will continue to decline year after year, unless new debt excluded funded projects are approved. The final borrowing related to debt excluded projects was done last year. The projects that were funded by excluded debt and still have annual payments to make are the Eliot School, High Rock and Pollard School, High School, Newman School HVAC project, Public Safety Buildings, and the Williams School. The final debt payment for the Broadmeadow School project is FY2024. The debt outstanding on the Eliot School project will be fully paid in FY2025. The last year for excluded debt payments for the High Rock and Pollard schools project is FY2029, the High School is FY2028, the Public Safety Buildings debt will be fully paid in FY2045, the Newman HVAC project will be FY2033, and the final year of debt payments related to the William School project (Owens Farm land purchase, 609 Central land purchase, and the construction of the school) is FY2044.

There are three projects that have been funded in part with CPA debt: Town Hall, Rosemary Recreational Complex (RRC), and Emery Grover. The CPA supported debt service for FY2025 is $1,388,082 which is $309,451 more than the amount for FY2024 ($1,078,631), an increase of approximately 28.7%. The debt outstanding on the Town Hall will be paid off by FY2031 and the debt on the RRC will be paid off by FY2039. The Emery Grover project is now underway, so the final borrowing and final payment have not yet been determined.

Debt	Levy Limt	Excluded	CPA	Sewer	Water	Total
Principal Payments	$2,043,000	$7,037,000	$665,000	$427,222	$485,634	$10,657,856
Interest Payments	$533,803	$2,757,892	$243,082	$69,784	$64,565	$3,669,126
Note Paydowns and Other New Debt Issues	$3,400,000		$280,000	$155,000	$825,000	$4,660,000
Short Term and Other New Interest	$343,555		$200,000	$17,994	$84,801	$646,350
Total	**$6,320,358**	**$9,794,892**	**$1,388,082**	**$670,000**	**$1,460,000**	**$19,633,332**

Townwide Expense Budget			
Townwide Budget	Debt Service		
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
General Fund Project Debt	$16,115,250		$16,115,250
CPA Project Debt	$1,388,082		$1,388,082
Sewer Project Debt	$670,000		$670,000
Water Project Debt	$1,460,000		$1,460,000
Sub Total	$19,633,332		$19,633,332
Less Enterprise Fund Debt	($2,130,000)		($2,130,000)
Total DSR2 & DSR4	$17,503,332		$17,503,332
			V2025

Townwide Expense Budget	
Townwide Budget	Group Health Insurance, Employee Benefits & 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 10% increase in health insurance premiums for FY2025 and includes a provision for the enrollment of 10 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 3.36% for the five-year period FY2020-FY2024, and decreasing approximately 0.70% from FY2023 to FY2024. In the current fiscal year there are 48 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 ten years.

While insurance rates are projected to increase by 10%, the health insurance portion of this budget is projected to increase by 3%. This projection is attributed to lower-than-expected growth in enrollment, the mix of participants within plans, and the level of participation in the opt-out program. The health insurance line is still estimated at this time, as actual health insurance rates will not be available until early CY2024.

Fiscal Year	Town	% Increase over Prior Year	School	% Increase over Prior Year	Total Actives	% Increase over Prior Year
FY2014	284	0.00%	509	-6.09%	793	-4.00%
FY2015	286	0.70%	531	4.32%	817	3.03%
FY2016	294	2.80%	530	-0.19%	824	0.86%
FY2017	286	-2.72%	544	2.64%	830	0.73%
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%
FY2023	290	0.69%	560	-0.88%	850	-0.35%
FY2024	288	-0.69%	566	1.07%	854	0.47%

Townwide Expense Budget						
Townwide Budget		Group Health Insurance, Employee Benefits & Administrative Costs				
10-Year Change (FY2015-FY2024)	2	0.70%	35	6.59%	37	4.53%
5-Year Change (FY2020-FY2024)	-10	-3.36%	9	1.62%	-1	-0.12%
1-Year Change (FY2023-FY2024)	-2	-0.69%	6	1.07%	4	0.47%

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. These lines are increasing by 5.3% and 5.2% respectively, based on a five-year average of expenses.

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 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 FY2024 based on salary growth projections.

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. The Workers Compensation line is projected to grow by 4%.

The May 1, 2021, Special Town Meeting approved the creation of a Special Injury Leave Indemnity Fund. Beginning in FY2023, funding for expenses relating to Injury on Duty benefits for public safety employees are segregated and the requested amount is appropriated to the fund. The Injury on Duty & 111F line is expected to grow by 4%.

Budget Changes

The planned merger of Harvard Pilgrim Health Care and Tufts Health Care may have an impact on this budget in the coming years. Moreover, enrollment tends to increase in periods of recession, so the state of the economy will impact this budget as well. The total increase in the budget over FY2024 is $693,062, 3.74%.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Insurance & Benefits	$18,254,537	$260,787	$18,515,324
Workers Compensation	$810,425	$37,304	$847,729

Townwide Expense Budget			
Townwide Budget	Group Health Insurance, Employee Benefits & Administrative Costs		
Injury on Duty & 111F	$165,792		$165,792
Total DSR2 & DSR4	19,230,754	298,091	19,528,845
			V2025

Townwide Expense Budget	
Townwide Budget	Needham Electric, Light & Gas Program

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 the public utility, Eversource. This budget also provides funds for the maintenance and repair of streetlights and electric vehicle charging stations. 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 last four years which include the Sunita L Williams School (FY2020), the Memorial Park Field House (FY2020), the modular classrooms at Mitchell School (FY2020), the Jack Cogswell Building (FY2020), the Fire Headquarters (FY2021), Fire Station #2 (November 2021), and in March 2022 the new Police Station. The increase in size and number of facilities has increased the energy load required to operate the facilities. Although the facilities are expected to be more efficient in the use of power, the demand increases because the types of systems being introduced to the buildings did not exist before or were limited (central air, elevators, technology, etc.). The Emery Grover Building (school administrative offices) will reopen after the complete interior reconstruction and exterior restoration in FY2025. The Town has also been adding electric vehicle charging stations at various municipal locations, including Public Services Administrative Building (PSAB), Rosemary Recreation Complex, and the Sunita L Williams School.

The total billed consumption (excluding sewer and water enterprise facilities) during FY2023 was 12,739,513 kWh which compares to 13,138,487 kWh for FY2022, and 11,397,642 kWh for FY2021. The usage for FY2023 was 3.0% less than FY2022. FY2022 usage was 15.3% more than FY2021. The total billed for FY2021 was 11,397,642 kWh, which was a 12.0% increase over the prior year.

Electric Usage

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
FY2022 Billed Usage - All Accounts Except Enterprise	13,138,487
FY2023 Billed Usage - All Accounts Except Enterprise	12,739,513

The Town closed many of its public facilities in response to the COVID Pandemic in March 2020, which resulted in a decline in total billed electric usage for FY2020 compared to FY2019 (10,174,524 kWh vs 10,811,781 kWh). However, energy use increased as public facilities were reopened during FY2021, and the demand for the heating and ventilation systems grew. The power demand grew in FY2022 by more than 1.7 million kWh over FY2021. Overall, electric use

Townwide Expense Budget	
Townwide Budget	Needham Electric, Light & Gas Program

for FY2022 (13,138,487 kWh) was approximately 22% more than FY2019 (10,811,781 kWh). The increase in usage during FY2022 was due to a combination of new facilities opening (Fire Station #2 and the Police Station), the running of air exchange systems all day as a continued response to COVID concerns, which Building Maintenance was requested to do. The Town saw a reduction in total electric consumption during FY2023 with 12,739,513 kWh which mainly was due to a scale back in the amount of air exchanging that was required. Improved air filtering and more timely replacement of air filters has helped to reduce the electric demand, because the equipment did not have to run as often to achieve the desired results.

The Town's contract for electric supply with Constellation is in effect until December 2024 (mid FY2025) at $0.0931 per kWh, which is very favorable compared to the current market with prices that have been as high as $0.26 per kWh. The regulated portions of electric services, transmission and distribution systems continue to climb as well. Based on current billings, the Town's all in kWh cost estimate will increase from $0.23 for FY2024 to $0.24 for FY2025. The power companies need to upgrade their systems, and secure new sources of supply in order to keep up with the changing demand. With the growth in electric powered vehicles and communities in the Eversource service area adopting "no fossil fuel" building codes, the charge for power will likely continue to increase notwithstanding the infrastructure improvements the public utilities have done.

The Town's usage of natural gas declined for the first time in several years. Usage was increasing year over year 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 (Fire HQ, Fire Station #2, Jack Cogswell Building, Memorial Park Field House, Police Station, and the Sunita L Williams School) and the expansion of existing facilities (High School and Mitchell School Modulars). Natural gas usage increased by 5.8% in FY2020 with 522,716 therms compared to 494,219 therms for FY2019. FY2021 usage of 667,531 therms was a 27.7% increase, which was followed by a 4.0% increase in FY2022 with 694,198 therms. The total usage for FY2023 was 550,987 therms, a decrease of 20.6%. This decrease is attributable to the warmer winter. Ironically, the 2022 fall season (FY2023) was cooler than usual and natural gas use was running higher than the prior year as the buildings heating systems kicked in much sooner than recent years. However, air temperatures were generally higher than usual during the winter months (2022 – 2023), which lowered the heating needs of the Town and School buildings. During the prime heating months (November – April) the Town's natural gas usage was running at approximately 77% of the usage during the prior year. However, the price per therm increased significantly in FY2023, which required a reserve fund transfer request that was approved by the Finance Committee to pay all the bills for FY2023.

Natural Gas Usage

FY2019 Building Consumption	494,219
FY2020 Building Consumption	522,716
FY2021 Building Consumption	667,531
FY2022 Building Consumption	694,198
FY2023 Building Consumption	550,987

Unlike electric consumption, which declined during FY2020 compared to FY2019, there was no decline in Natural Gas consumption which was attributable to several new facilities that opened in

Townwide Expense Budget	
Townwide Budget	Needham Electric, Light & Gas Program

FY2020, and that the building closures, due to COVID restrictions, 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 the facilities which came online during FY2020 and were open for all of FY2021. During FY2022, Fire Station #2 opened in November (start of the heating season), and the Police Station opened in March 2022 (at the end of the heating season).

The Town's natural gas supply contract will expire with the December 2023 readings. The supply contract provided the Town with an average cost of $1.95 per therm. The regulated portion of the natural gas service (provided by Eversource) had increased as well. The Town, has been seeking a new supply contract, but prices have remained high. The Town is likely to may revert back to Eversource as the natural gas supplier for the current year because the supply rate charge approved by the State that Eversource may charge customers is lower than the current market price offerings. We have kept the cost estimate at the same $3.30 per therm that was assumed for the FY2024 budget. Although supply costs have declined slightly, Eversource's charges (regulated services) have been increasing. We anticipate the State will approve a further increase in the natural gas rates.

Budget Changes

The budget request of $5,669,038 is $13,981 higher than the FY2024 budget ($5,655,057), only a 0.25% change. The primary factors which have influenced this budget submission are the increase in the average rate for electricity, level price for natural gas, lower consumption estimates for both electric and natural gas, and only one new building coming online during FY2025. We have decreased the budget for solar power generation by approximately 1%, based on the amount of power produced by Telsa which the Town pays approximately $0.09 kWh and in turn sells to Eversource on average at $0.35 kWh during FY2023. The payments the Town receives from Eversource are General Fund receipts and are part of the revenue estimate for the budget year.

Townwide Expense Budget	
Townwide Budget	Needham Electric, Light & Gas Program

Line Item	Description	Change from FY2024	Comments	Net Change
Energy	Solar Energy	($3,964)	Assumes a reduction in billable solar generation of one percent.	$14,341
	Electricity	$23,361	The consumption estimates are based on the three year average use (2021, 2022, 2023). Facilities open for less than three years is based on the highest year consumption. The per Kwh charge is level at $0.24. (current supply contract expires December 2024 bill rate $0.0931 Kwh) Emery Grover Building usage is assumed at 200,000 Kwh.	
	Natural Gas	($5,056)	The consumption estimates are based on the three year average use (2021, 2022, 2023). The per therm charge is level at $3.30 (current supply contract expires December 2023 bill rate $1.9501 Therm).	
Total				$14,341

The energy line amount ($5,555,038) is $14,341 or 0.26% higher than the current year ($5,540,697). The energy line represents approximately 98% of the total budget. This request includes the estimated cost for electric and natural gas services for the existing and the new school administrative offices. 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 1% lower at $392,455 for FY2025. A reduction of $3,964.00

The budget request for natural gas supply is $2,099,338 which is $5,056 less than the current budget, a decrease of 0.2%. The calculation for all municipal facilities, except Fire Station #2, was based on each facility's three–year average consumption (FY2021 – FY2023); Fire Station #2 (which has been open for less than three years) was based on the highest usage amount. There are no new facilities opening in FY2025 that will impact this budget line. The consumption estimate was multiplied by $3.30 per therm plus the basic service fees. The decrease is attributable to the lower three year consumption average for many buildings. The budget calculations for natural gas are shown below.

Townwide Expense Budget	
Townwide Budget	Needham Electric, Light & Gas Program

All Accounts Excluding Enterprise Funds	Therms	Rate	Use Charge	Account Charge	Total
1300 Central Ave. Claxton	2,262	$3.30	$7,464.60	$235	$7,700
Broadmeadow School	49,218	$3.30	$162,419.40	$235	$162,654
Center at the Heights	461	$3.30	$1,521.30	$235	$1,756
DPW 470 Dedham Avenue	22,887	$3.30	$75,527.10	$235	$75,762
DPW 480 Dedham Avenue	1,961	$3.30	$6,471.30	$235	$6,706
Eliot School	40,534	$3.30	$133,762.20	$235	$133,997
Fire Station #2	13,882	$3.30	$45,810.60	$235	$46,046
High Rock	30,580	$3.30	$100,914.00	$235	$101,149
High School	153,890	$3.30	$507,837.00	$235	$508,072
Jack Cogswell Building	4,878	$3.30	$16,097.40	$235	$16,332
Library	10,011	$3.30	$33,036.30	$235	$33,271
Memorial Park Building	2,859	$3.30	$9,434.70	$235	$9,670
Mitchell School	56,638	$3.30	$186,905.40	$235	$187,140
Newman	81,489	$3.30	$268,913.70	$235	$269,149
Newman Second	86	$3.30	$283.80	$235	$519
Pollard	92,567	$3.30	$305,471.10	$235	$305,706
Public Safety Building	23,041	$3.30	$76,035.30	$235	$76,270
Rosemary Recreation Pool	797	$3.30	$2,630.10	$235	$2,865
Sunita L William School	36,412	$3.30	$120,159.60	$235	$120,395
Town Hall	10,286	$3.30	$33,943.80	$235	$34,179
Totals	**634,739**		**$2,094,638.70**	**$4,700**	**$2,099,338**

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

In calculating the FY2025 electric budget for municipal (Town and School) buildings and facilities, we used the three-year average consumption (FY2021 – FY2023) to develop the budget. However, accounts which have been serviced 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 Fire Station #2, and the electric vehicle charging stations. We have assumed 200,000 kWh annual usage for the Emery Grover Building which reopens in FY2025. The streetlight usage was assumed 283,940 kWh. The estimated usage was multiplied by an average rate of $0.24 kWh plus the basic service fees. The requested amount is based on 12,662,669 kWh which is lower than the 13,113,667 kWh which the FY2024 budget was based. The decrease reflects a lower three year average and only one new building being added. The total amount for electricity is $3,063,245, an increase of $23,361 (0.8%). The budget calculations for electricity are shown at the end of this document.

Townwide Expense Budget	
Townwide Budget	Needham Electric, Light & Gas Program

Repairs and Maintenance Services FY2025	Estimate	Total
EV Charging Station Repairs and Professional Services	$6,000	
Light Fixtures on Pole Transfers	$8,000	
Other Repairs and Emergency Calls	$25,000	
Schools and Town Buildings	$5,000	
Street Lights and Municipal Facilities	$45,000	
		$89,000

The repairs and maintenance expenses ($89,000) were decreased by $360 for FY2025. This allowance pays for the annual maintenance and repairs costs for the Town's street and parking lot lights and now electric vehicle charging stations. 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.

Professional and Technical Services ($24,000) expense was level funded for FY2025. 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 FY2025. 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.

Townwide Expense Budget

Townwide Budget	Needham Electric, Light & Gas Program

All Accounts Excluding Enterprise Funds	KWH	Rate	Use Charge	Account Charge	Total
Broadmeadow	1,044,893	$0.24	$250,774.32	$235	$251,009
Center at the Heights	199,680	$0.24	$47,923.20	$235	$48,158
Communication Towers (2)	18,235	$0.24	$4,376.40	$470	$4,846
Daly Building	22,982	$0.24	$5,515.68	$235	$5,751
Eliot School	794,600	$0.24	$190,704.00	$235	$190,939
Emery Grover - NEW	200,000	$0.24	$48,000.00	$235	$48,235
EV Charging Stations	126,311	$0.24	$30,314.64	$705	$31,021
Fire Department (2)	818,968	$0.24	$196,552.32	$470	$197,022
High Rock (3)	622,910	$0.24	$149,498.40	$705	$150,203
High School (2)	2,978,059	$0.24	$714,734.16	$470	$715,204
Hillside School (3)	377,527	$0.24	$90,606.48	$705	$91,312
Library	550,984	$0.24	$132,236.16	$235	$132,471
Memorial Park (2)	32,262	$0.24	$7,742.88	$470	$8,213
Memorial Park Building	29,373	$0.24	$7,049.52	$235	$7,285
Mitchell School (3)	396,453	$0.24	$95,148.72	$705	$95,853
Municipal Parking Lots (5)	36,641	$0.24	$8,793.84	$1,175	$9,968
Newman School	1,011,420	$0.24	$242,740.80	$235	$242,976
Park and Recreation Facilities (3)	51,648	$0.24	$12,395.52	$705	$13,100
Police Department	1,234	$0.24	$296.16	$235	$531
Pollard School (3)	910,705	$0.24	$218,569.20	$705	$219,274
Public Services Administrative Building	189,920	$0.24	$45,580.80	$235	$45,816
Public Works (3)	163,419	$0.24	$39,220.56	$705	$39,925
Recycling and Transfer Station (2)	131,153	$0.24	$31,476.72	$470	$31,947
Ridge Hill Barn	299	$0.24	$71.76	$235	$307
Rosemary Recreation Complex	496,040	$0.24	$119,049.60	$235	$119,285
Sunita William School	707,803	$0.24	$169,872.72	$235	$170,108
Town Hall Main	386,373	$0.24	$92,729.52	$235	$92,965
Town Parks (8)	9,050	$0.24	$2,172.00	$1,880	$4,053
Town Street Lights	283,940	$0.24	$68,145.60	$2,585	$70,730
Traffic Controls and Signals (34)	69,787	$0.24	$16,748.88	$7,990	$24,738
Totals	**12,662,669**		**$3,039,040.56**	**$24,205**	**$3,063,245**

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Needham Electric, Light & Gas Program	$5,669,038		$5,669,038
Total DSR2 & DSR4	$5,669,038		$5,669,038

V2025

Townwide Expense Budget	
Townwide Budget	Retiree Insurance & Insurance Liability Fund

Purpose 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 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 $100 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.

Budget Activities

The Retiree Insurance & Insurance Liability Fund budget is based on the most recent actuarial valuation of June 30, 2022, with a measurement and reporting period date of June 30, 2023. The plan remains on target to reach full funding in FY2041.

Budget Changes

As of November 1, 2023, there are 606 retirees electing health insurance coverage for 867 unique subscriber plans (including retiree individual, retiree family, and retiree spouse plans), along with 38 surviving spouses. While survivors pay 100% of the insurance premium, their participation impacts both the rates calculated for subscribers and the OPEB liability.

The only change in actuarial assumptions in the current report is a modified assumption on future health care cost increase.

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 the June 30, 2023 reporting date, the Town's net OPEB liability was $72,328,590. This liability represents the difference between the total liability of $143,077,747 and assets of $70,749,157. This results in a funded ratio of 49.45%. The Town has been reducing the discount rate assumption steadily, from 7.75% in FY2017 to 6.25% for FY2024. The 6.25% discount rate continues for FY2025.

Townwide Expense Budget			
Townwide Budget	Retiree Insurance & Insurance Liability Fund		
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Assessment	$8,141,306	$54,370	$8,195,676
Total DSR2 & DSR4	$8,141,306	$54,370	$8,195,676
			V2025

Townwide Expense Budget	
Townwide Budget	Retirement Assessment

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. As of January 1, 2023, there were 749 active participants, 446 retirees, 35 disabled retirees, and 355 inactive participants. The average pension was $30,013. Chapter 176 of the Acts of 2011 changed the calculation of pension for employees hired after April 1, 2012. As of January 1, 2023, just over 60% of the System's active members were hired after that date, and their normal cost is lower than those hired prior to April 1, 2012.

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 2033. The unfunded actuarial accrued liability (UAAL) is $88,288,752. The market value of assets as of January 1, 2023, was $213.8 million-compared to the actuarial value of $225.1 million. The market value return for the year was -11.23% (6.37% for actuarial value return.) The requested appropriation of $13,305,237 represents:

Normal Cost: $4,354,395
3(8)(c) Transfers: $ 600,000
UAAL: $8,350,842.

Budget Changes

The Retirement Board voted to adopt a new actuarial schedule for FY2024 that included a reduction in the assumed rate of return (discount rate). The Retirement Board reduced the discount rate from 7.50% to 7.25% for FY2020. 6.50% for FY2022, and 6.25% for FY2024. The discount rate used in the FY2025 assessment calculation remains at 6.25%.

The 2022 Annual Town Meeting voted to increase the base on which retiree cost of living adjustments are made, from $14,000 to $16,000. The only actuarial assumption change in the new actuarial schedule is a reduction in estimated 3(8)(c) payments to other retirement systems.

The funded status of the System after all assumption changes on an actuarial basis is 74.5%. The actuarial value of assets is the market value of assets as of the valuation date, adjusted to phase in investment gains and losses over a five-year period (constrained to be within 20% of the market value of the assets).

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Assessment	$13,305,237		$13,305,237
Total DSR2 & DSR4	$13,305,237		$13,305,237

V2025

Townwide Expense Budget	
Townwide Budget	Classification Performance & Settlements (CPS)

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 agreements not already settled for FY2025 include the Independent Town Workers Association and the Needham Independent Public Employee Association.

Budget Changes

The FY2024 appropriation for this line is $998,000. To date, $548,143 has been transferred.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Classification, Performance & Settlements	$881,000		$881,000
Total DSR2 & DSR4	$881,000		$881,000

V2025

Budget Request Short Form	
Budget	Reserve Fund

Purpose

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 transfer an amount from the Reserve Fund to another budget line to cover a specific unforeseen or extraordinary expenditure. Town Meeting may also re-appropriate funds in the operating budget, including from the Reserve Fund to different budget lines, without meeting 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 Statement

The request for the FY2025 Reserve Fund is $2,499,955. This amount was determined in accordance with the method used for projecting the Reserve Fund level for over ten years, though the final approved amount has been reduced in the past two years to help address important budgetary needs. The FY2025 Reserve Fund request is 1.4% of the projected FY2025 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 approved FY2024 operating budget and adjusts it by applying an annual growth rate of 2.5% to determine a projected FY2025 budget. The FY2025 requested funding level of $2,499,955 is anticipated to be sufficient to provide for extraordinary or unforeseen expenditures without unnecessarily cutting into other operating needs.

The FY2025 request for the Reserve Fund represents a 25% increase over the FY2024 appropriation of $2,000,000. The FY2024 original request of $2,346,825 was calculated in the same manner but was decreased to an even $2,000,000 in order to help balance the budget and cover priority needs, and also to be a placeholder while the Finance Committee considers a new approach. There has been significant turn-back in recent years, and the Committee is wary about tying up funds that could be put to good use. However, recent years have also incurred lower snow removal costs which can fluctuate significantly and unpredictably.

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Budget Changes

This budget is increased each year roughly in synchronization with the amount that the budget increases overall, since its purpose is to provide a safety net or contingency reserve in case another budget line is unexpectedly insufficient. To illustrate the purpose of the Reserve Fund, the table below shows examples of transfers granted from the Reserve Fund to other budget lines in recent years:

	Budget	**Purpose**	**Amount Transferred**
FY2023			
3/8/2023	Finance Department	IT Management and support	$105,180
6/21/2023	Legal	Appeal of Planning Board Decision	$40,000
6/21/2023	Needham Electric, Light & Gas	Extraordinary Energy Cost Increases	$638,063

Budget Request Short Form	
Budget	Reserve Fund

	Budget	**Purpose**	**Amount Transferred**
FY2022			
08/19/21	School Department	School Master Plan Extension	$50,000
06/27/22	Fire Department	Additional Wages	$370,000
06/27/22	Snow and Ice	Winter storm cleanup	$355,117
FY2021			
12/09/20	Minuteman Assessment	COVID-19 costs	$12,614
06/23/21	General Insurance	Higher premiums	$2,389
06/23/21	General Insurance	Higher premiums	$2,389
06/23/21	Snow and Ice	Winter storm cleanup	$376,107

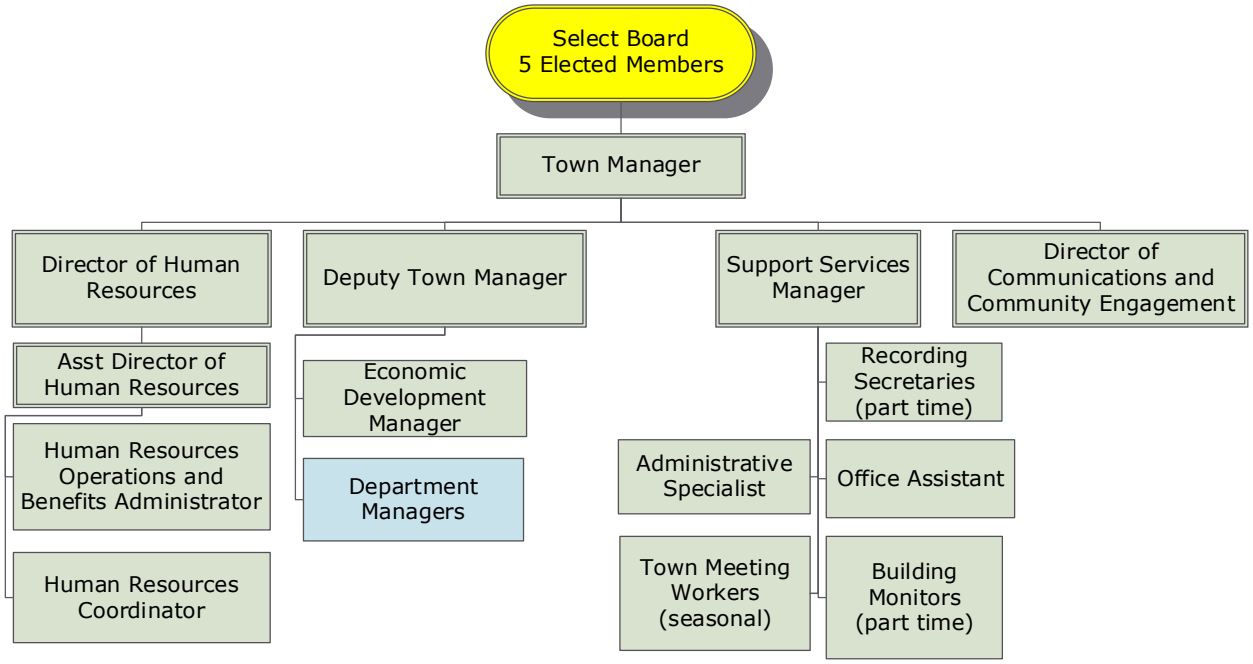
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Description	Purpose	Amount
Reserve Fund	Extraordinary or unforeseen costs	2,499,955
Total Request		2,499,955
		V2025

Townwide Expenses	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Casualty, Liability, Property & Self-Insurance Program	972,560.00	50,070.00	5.43%	0.00	972,560.00	50,070.00	5.43%	922,490.00	802,154.94	742,594.00	667,584.00
Debt Service	17,503,332.00	(39,918.00)	-0.23%	0.00	17,503,332.00	(39,918.00)	-0.23%	17,543,250.00	20,371,943.52	20,754,996.62	21,091,658.39
Group Health Insurance, Employee Benefits & Administrative Costs	18,254,537.00	655,515.00	3.72%	260,787.00	18,515,324.00	916,302.00	5.21%	17,599,022.00	14,959,165.61	14,777,854.33	15,925,131.93
Needham Electric, Light & Gas Program	5,669,038.00	13,981.00	0.25%	0.00	5,669,038.00	13,981.00	0.25%	5,655,057.00	4,588,708.54	3,953,245.96	3,509,568.20
Retiree Insurance & Insurance Liability Fund (OPEB)	8,141,306.00	(57,974.00)	-0.71%	54,370.00	8,195,676.00	(3,604.00)	-0.04%	8,199,280.00	8,844,474.00	7,426,237.00	7,197,713.00
Retirement Assessments	13,305,237.00	985,572.00	8.00%	0.00	13,305,237.00	985,572.00	8.00%	12,319,665.00	11,263,367.00	10,276,804.00	9,368,084.00
Workers Compensation	810,425.00	31,181.00	4.00%	37,304.00	847,729.00	68,485.00	8.79%	779,244.00	732,070.00	828,731.00	746,833.00
Injury on Duty & 111F	165,792.00	6,366.00	3.99%	0.00	165,792.00	6,366.00	3.99%	159,426.00	151,105.00	0.00	0.00
Classification Performance & Settlements	881,000.00	431,143.00	95.84%	0.00	881,000.00	431,143.00	95.84%	449,857.00	0.00	0.00	0.00
Reserve Fund	2,499,955.00	499,955.00	25.00%	0.00	2,499,955.00	499,955.00	25.00%	2,000,000.00	0.00	0.00	0.00
Total	68,203,182.00	2,575,891.00	3.93%	352,461.00	68,555,643.00	2,928,352.00	4.46%	65,627,291.00	61,712,988.61	58,760,462.91	58,506,572.52

Department Organizational Chart

Select Board and Office of the Town Manager



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

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 Deputy Town Manager 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 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 Town's Chief Executive Officer, responsible for functions that include (but not limited to): reviewing and recommending the reorganization, consolidation, or abolishment of departments; rental and use of all Town property, except School property; 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 Financial 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: alcohol, public utilities, Class I and II motor vehicle sales, 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, rental and event planning resource for James Hugh Powers Hall, staff liaison for all Select Board appointed committees, as required, and publisher of the Annual Town Report, Town Meeting warrant, and Special Town Meeting warrant(s). The Office of the Town Manager also includes the Town's economic development and communications functions, to include management of the Town's website and official social media accounts.

Human Resources

The Human Resources Department is responsible for the administration of various employee-related functions surrounding the provision of services to Needham residents. The department is charged with finding, screening, and recruiting the best candidates to fill the available positions within the Town. It also 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

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

administration.

A key mission of the Human Resources Department is to build a work environment where everyone has equitable opportunities to be and perform at their best. The Department serves as the primary resource for all employees involving a variety of matters such as policy and collective bargaining agreement interpretation, progressive discipline processes, leave administration, and employee and labor relations concerns. The Human Resources Department also oversees various Town-wide employee engagement initiatives, including succession planning, professional development of staff, workplace diversity, equity, inclusion and belonging initiatives, and other organizational development interventions.

The Human Resources Department centrally manages the administration of group health and life insurance for all active Town and School employees, as well as Town retirees enrolled with Needham Contributory Retirement Board and Mass Teachers Retirement System. The Town also administers voluntary benefits such as dental, vision, flex spending, health savings accounts, disability insurance, and more for all Town and School employees. The department also centrally administers Town and School unemployment insurance, workers compensation program, and public safety Injured-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, infrastructure, and undeveloped land for passive recreation; 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. To these broader ends, the Select Board adopted a set of 42 specific goals in August 2023, working with Town staff to develop timelines and desired outcomes for each.

The 2022 Annual Town Meeting approved funding in the operating budget towards Diversity, Equity, and Inclusion consulting, which was funded in FY2023 and is further continued in this proposal. The FY2023 appropriation was used to fund year-long supervisory training.

Additionally, the 2023 Annual Town Meeting approved the funding of the Director of Communication and Community Engagement as a full-time position.

Over the course of this year, the Human Resources Department saw a change in management with the departure and replacement of the Human Resources Director. The department also welcomed a Management Fellow through the International City/County Management Association (ICMA)'s Local Government Management Fellowship program, which places recent Public Administration Master graduates in full-time government positions. The selected candidate joined the team in August with the objective of moving forward talent retention programs and other long-term impact projects.

The implementation of the Town's first application tracking software has brought increased efficiency in the way that the department keeps track of hiring and has allowed hiring managers in each department electronic access to potential candidates, for a quicker, more effective selection

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

process. In FY2023, 81 candidates were placed into full and part-time vacancies through the use of the software. The office also supported the hiring of 154 summer seasonal hires. The Human Resources Department is also exploring the use of the software for the electronic management of personnel and payroll action forms, which are currently handled via paper copies, for which another program module was purchased.

Major objectives for the department in the coming year will be proactive recruiting and creative talent retention strategies; continuation of the diversity, equity, inclusion and belonging work that has been ongoing; town-wide professional development and the training and onboarding of the new Assistant Director.

Budget Statement

The FY2025 base budget submission is **3% higher** than the FY2024 appropriation, with a total increase of **$45,599.** This total increase is comprised of a **$41,728** increase in the salary line, due to salary increases for existing personnel and increased overtime allotments for staff assigned to provide AV support for Powers Hall. The expense line shows an increase of **$3,871.** The expense line increase is primarily due to the projected replacement of several employee IT items. This submission includes one new, ongoing funding request with an increase of **$23,000** plus **$12,000** in one-time set up costs**.** The **$35,000** in expenses is related to the procurement of Board Agenda and Committee Management software solutions described in an attached DSR4, which would cost approximately $23,000 annually with a $12,000 implementation cost.

The requested increase of **$2,346** in Communications is primarily to account for an increase in postage costs incurred across the Offices of the Town Manager and Select Board due to the increased cost of postage, resident communications, and passports being processed.

The requested increase of **$1,890** in Travel & Mileage is primarily to account for increased transportation costs related to conferences.

The requested increase of **$1,245** in the Other Supplies and Equipment category is primarily related to increased costs in labor related informational posters.

The requested increase of **$750** in the Food and Service Supplies category is primarily to account for the increased cost of food Human Resources Department provides during employee engagement activities.

The requested increase of **$406** in the Dues and Subscriptions category is primarily to account for projected increased cost in Select Board Massachusetts Municipal Association dues.

The requested increase of **$25** in the Office Supplies category is primarily to account for market-related increases in office supplies.

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

	Division	Description	Change from FY2024	Comments	Net Change
Communications	SB	Postage	$1,591	Increase in postage cost and quantity	$2,346
	OTM	Postage	$953	Increase in postage cost and quantity	
	HR	Mobile Phones	$813	Additional staff cell phone	
	TM	Legal Advertisements	$300	Increase size of legal advertisements due to requirement to print summary of each article in advertisement	
	HR	Postage	$244	Increase in postage cost and quantity	
	TM	Postage	$-1,555	Reduction in mailer size, reduced to match prior year actual cost	
Travel & Mileage	SB	In-State Conference Expenses	$1,110	Reallocated amount for MMA conference from incorrect category to proper budget line	$1,890
	OTM	Out-of-State Conference Expense	$440	Increased cost of travel for ICMA Annual Conference	
	HR	Mileage	$200	Increased cost for in-state travel to conferences based on actual expenses	
	OTM	Mileage	150	Increased cost for in-state travel to conferences based on actual expenses	
Other Supplies and Equipment	HR	Labor Posters	$1,200	Increased cost for federally required labor law posters	$1,245
	TM	Resolution Plaques	$45	Increased cost of plaques sent to families of Town Meeting Resolution honorees	

Department Information DSR1					
Department	Office of the Town Manager and Select Board				
Food and Service Supplies	HR	Food Costs	$400	Food for employee engagement and recruitment activities	$750
	OTM	Food Costs	$350	Food for working dinners/off-sites	
Dues and Subscriptions	SB	Membership Dues	$406	Projected increased MMA dues	$406
Office Supplies	SB	Select Board Name Plates	$25	Increased cost of office supplies	$25
Professional and Technical Services	HR	Software Licensing	$9,204	Cost of hiring software transferring from grant to operating budget	-$2,791
	OTM	Training and Seminars	$3,450	Cost of MMA/Suffolk Certificate Program and additional staff training	
	HR	Training and Seminars	$755	Increased cost of Townwide staff training	
	OTM	Advertising	$150	Advertisements for part-time position vacancies	
	SB	Training and Seminars	-$1,100	Shift of MMA conference expenses to correct budget line	
	HR	Public Safety Assessment Centers	-$5,000	Fewer assessment centers required	
	CA	Powers Hall AV Services	-$10,250	Shift in some AV services to Town staff	
				Total Net Change	**$3,871**

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

Accomplishments and Activities

Activity	**FY23**	**FY22**	**FY21**	**FY20**	**FY19**	**FY18**	**FY17**	**FY16**
Number of ATM Articles	40	41	8	33	52	53	65	52
Number of STM Articles	27	16	62	10	21	27	24	27
Number of SB Meetings	35	35	38	36	40	39	38	31
Number of New Appointments Processed	61	56	19	12	53	37	37	13
Number of Reappointments Processed	50	73	145	18	32	48	50	46
Number of Grant of Location Public Hearings	20	19	11	28	17	35	24	23
Number of Liquor Related Public Hearings	18	11	6	45	13	16	10	7
Number of Other Public Hearings Conducted	27	21	10	10	15	28	14	13
Number of Block Parties Granted	42	40	5	48	51	57	57	60
Number of Road Events Granted	14	20	6	14	13	13	17	7

Passports	**FY23**	**FY22**	**FY21**	**FY20**	**FY19**	**FY18**	**FY17**	**FY16**
Number of Passports Accepted	455	361	116	176	237	239	228	205
Revenue - Execution Charges	$15,925	$12,635	$4,060	$6,160	$8,295	$6,535	$5,700	$5,125

Powers Hall Usage	**FY23**	**FY22**	**FY21**	**FY20**	**FY19**	**FY18**	**FY17**	**FY16**
Total # Meetings/Events	81	81	5	83	92	123	107	95
Municipal Events	76	81	5	57	72	108	90	83
Public Events	9	0	0	16	20	15	17	12
Fees	$4,595	$0	$0	$4,917	$9,032	$11,286	$9,179	$7,871

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	$1,274,588		$1,274,588
b) Expenses	$276,726	$35,000	$311,726
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	$1,551,314	$35,000	$1,586,314

V2025

Department Expenditure Detail DSR2										
Department				Office of the Town Manager and Select Board						
Object				Description						Amount
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	11	2	0	11	2	0	11	2	0	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							X	11	1	
Union Positions:	BCTIA		Fire A		Fire C		ITWA	2	NIPEA		Police		Police Superior		NA	9
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									$1,201,491
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									$4,757
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									
e.	PRD1 Budget Adjustments									$4,640
									PRD1 Sub Total	$1,210,888
j	DSR3 Other Compensation									$7,800
									Sub Total 1	$1,218,688
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Select Board Recording Secretaries									$13,600
b.	Town Meeting Support Staff									$3,000
c.	Central Administration Temporary Staff									$250
d.	Office of the Town Manager Temporary Staff									$200
f.										
g.	DSR3 Total									
									Sub Total 2	$17,050
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									$21,850
b.	Training and Development									
c.										
d.										
e.	DSR3 Total									
									Sub Total 3	$21,850
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									
d.	Tuition Reimbursement									$4,000
e.	Working Out of Grade									
f.	Town Manager Other									$13,000
g.	HR Other									
h.	DSR3 Other Compensation									
									Sub Total 4	$17,000
5. Total Salary and Wages (1+2+3+4)										$1,274,588

Department Expenditure Detail DSR2		
Department	Office of the Town Manager and Select Board	
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Town Hall Equipment Repair and Maintenance/CA	$5,500
Rental & Leases (527X)		
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	DEI Consulting/OTM ($50,000) Employee Engagement Initiative Consulting & Facilitation/HR ($25,000) Software License & Maintenance/HR ($22,404) National Citizens Survey/OTM ($15,500) Professional Development/OTM ($14,200) Police Assessment Centers/HR ($13,000) Advertising/HR ($12,000) AV Support for Town Hall/CA ($9,750) Leadership Training and Consulting/OTM ($7,835) Public Safety Exams/HR ($6,000) Professional Development/HR ($5,000) Staff Training/HR ($4,905) Software Maintenance/OTM ($1,750) Advertising/OTM ($150)	$187,494
Communications (534x)	Wireless/OTM ($5,436) Printing/TM ($4,000) Printing/TR ($4,000) Postage/OTM ($4,000) Legal Notices/OTM ($2,908) Postage/SB ($2,800) Wireless/HR ($1,868) Postage/HR ($1,604) Legal Notices/TM ($1,500) Postage/TM ($750) Printing/OTM ($442) Printing/HR ($350)	$29,658
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)		
Office Supplies (542x)	Office Supplies/OTM ($2,000) Office Supplies/HR ($1,000) Office Supplies/SB ($25)	$3,025
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)	$10,090

Department Expenditure Detail DSR2		
Department	Office of the Town Manager and Select Board	
	Employee Engagement Event Refreshments/HR ($1,000) Official Functions/OTM ($700) Goals Retreat Meals/SB ($350) Town Meeting Staff Refreshments ($40)	
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Legal Posters/HR ($3,700) Resolution Plaques/TM ($500) Light Pole Banners/OTM ($484)	$4,684
Governmental Charges (569x)	Employee CDL Checks/HR	$125
Travel & Mileage (571x – 572x)	Travel ICMA, MMA, MMMA, NAGC/OTM ($15,300) Travel ICMA, MMHR, NEHRA, & SHRM/HR ($3,200) MMA Conference/SB ($1,100) Mileage/HR ($300) Mileage/OTM ($150) Mileage/SB ($100)	$20,150
Dues & Subscriptions (573X)	MMA, MLC, & Chamber/SB ($10,570) ICMA, MMMA, NAGC, & BBJ/OTM ($3,995) MMPA, NEHRA, SHRM, & ICMA/HR ($1,435)	$16,000
Other Expenses (574 X – 579x)		
6. Total Expenses		$276,726
DSR2C		
Capital Equipment Replacement (587X)		
7. Total Operating Budget Capital		
8. Total Base Request (Line 5 + Line 6 + Line 7)		$1,551,314

Does the Department depend on any Federal or State grants to provide services?	YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES	X	NO	
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES		NO	X
				V2025

Department Personnel Supplement DSR3						
Department	Office of the Town Manager and Select Board					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Select Board Stipend	$7,800	X			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	$7,800				
	Sections					
	Amount Reported Under DSR2A Section 1	$7,800				
	Amount Reported Under DSR2A Section 2					
	Amount Reported Under DSR2A Section 3					
	Amount Reported Under DSR2A Section 4					
II	Total	$7,800				
						V2025

Performance Improvement Funding Request DSR4			
Department	Office of the Town Manager and Select Board	Fiscal Year	FY2025
Title	Board Agenda and Committee Management Software	Priority	

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage				
2. Expense		$23,000	$12,000	$35,000
3. Operating Capital				
4. Department Total (1+2+3)		$23,000	$12,000	$35,000
5. Other Costs				

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee? Select Board		
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The Office of the Town Manager seeks to procure a Board Agenda and Committee Management software to improve board, staff, and resident experience with public meetings.

From a staff perspective, board agenda software would greatly reduce the staff time and processes related to agenda and minute development for elected and appointed bodies. By creating standardized systems, each board and committee would be able to produce timely, quality, and standard documents. Such solutions on the marketplace universally allow for automated routing, review, and templating that is currently done by staff. Further, agendas and minutes would be able to be developed from any computer, anywhere. This will permit staff to work more effectively in remote environments (when necessary) and provide redundancy in the event of Town server failure. Further, minutes would be drafted in the software and development time reduced via templating which draws directly from agendas. Finally, board members would likewise be able to access and mark up agendas without the need for special additional software via any personal device in any location.

Relative to the committee management software – which is included in packages with board agenda software options currently on the market – staff from the Town Clerk's office (who have participated in the development of this request) and board liaison staff would be able to share a

Performance Improvement Funding Request DSR4			
Department	Office of the Town Manager and Select Board	Fiscal Year	FY2025
Title	Board Agenda and Committee Management Software	Priority	

single vantage point to track committee members, which does not currently exist. This would greatly decrease staff workload for simple requests, reduce the amount of time spent tracking down information that often exists in several, non-standard work products, and provide improved ability to actively recruit for vacancies.

From a resident perspective, the board agenda software would allow for a much improved user experience and remove barriers to accessibility for those with differing abilities relative to sight and sound. First, the software would create a streamlined central database for board meeting schedules, agendas, packets, minutes, and recordings in a single portal. The recordings would be able to captioned with the ability to mark timestamps for agenda items as a feature in many market options. Additionally, agendas and minutes could be viewed in HTML script, which is a key ADA feature for those who use screen reading audio devices. From a committee management software perspective, residents would be able to more easily access the current composition of boards and apply more easily for vacancies.

Such a software would be procured to allow for unlimited staff users. This requirement would ensure that any Town board could use this product.

Answers to above marked "Yes" questions:

1. The Select Board's overarching priority of progressing a "Responsibly Governed" and "Accessible and Connected" community aligns with the recommended procurement of a Board Agenda and Committee Management software. A board agenda software solution would not only aid staff in creating agendas, minutes, and other like documents, but enable residents to access information more seamlessly and with improved accessibility features, such as ADA-enabled HTML script and captioned video recordings, all available in a single access point. Further, a centralized committee management solution – to be procured with the agenda software as a single item, as permitted by market availability – would create a standardized backend system for all committees and the Town Clerk, reducing confusion and permitting a single access point for information that residents and staff alike can use to identify current appointed and elected leaders.
2. Relative to exposure, the Town would decrease the likelihood of a valid ADA compliant relative to meeting stream/recording accessibility for deaf people, blind people, or those with other differing abilities that require either screen reader or captioning tools to view public meeting recordings.

V2025

Fiscal Year 2025 Proposed Budget

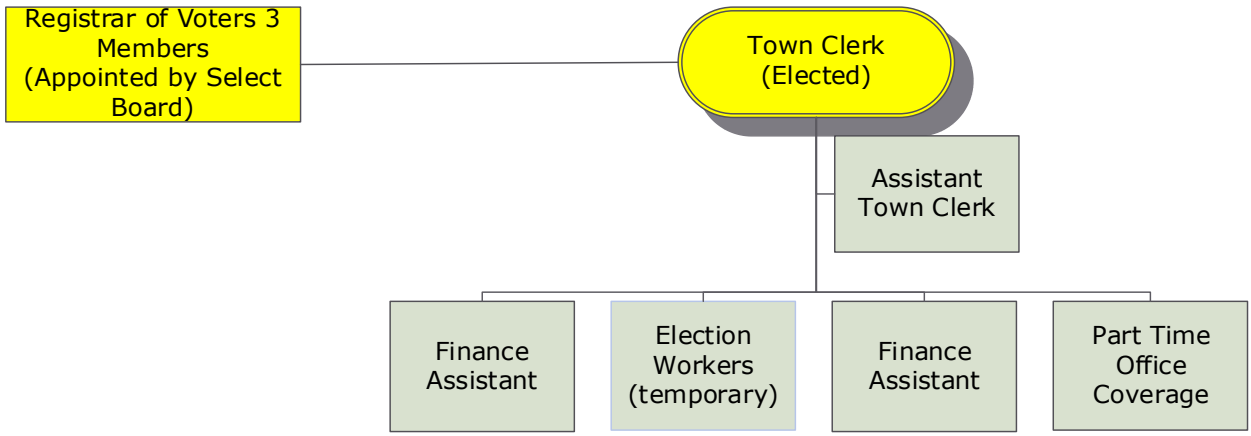
Office of the Town Manager	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	1,218,688	16,123			1,218,688	16,123		1,202,565	1,044,952.23	976,445.16	879,692.47
Salary & Wage Temporary	17,050				17,050			17,050	10,771.75	6,517.04	17,616.03
Salary & Wage Overtime	21,850	14,105			21,850	14,105		7,745	9,869.76	7,210.78	8,391.06
Salary & Wage Other	17,000	11,500			17,000	11,500		5,500	12,483.66	14,000.00	32,143.89
Salary and Wage Total	1,274,588	41,728	3.4%		1,274,588	41,728	3.4%	1,232,860	1,078,077.40	1,004,172.98	937,843.45
Energy											
Non Energy Utilities											
Repairs and Maintenance	5,500				5,500			5,500	1,048.37	630.89	675.00
Rental and Leases									797.20	600.00	11,807.28
Other Property Related											
Professional & Technical	187,494	(2,791)		35,000	222,494	32,209		190,285	106,598.93	90,425.60	74,208.68
Communications	29,658	2,346			29,658	2,346		27,312	23,922.29	21,485.82	20,239.95
Recreation											
Other Purchased Services									806.00	260.00	79.00
Energy Supplies											
Office Supplies	3,025	25			3,025	25		3,000	2,367.72	2,473.75	2,193.28
Building & Equipment Rprs/Sp											
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies	10,090	750			10,090	750		9,340	4,645.54	3,277.33	249.69
Medical Supplies											
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	4,684	1,245			4,684	1,245		3,439	24,760.82	3,760.90	6,304.17
Governmental Charges	125				125			125	125.00	75.00	337.50
Travel & Mileage	20,150	1,890			20,150	1,890		18,260	8,965.03	7,257.25	50.00
Dues & Subscriptions	16,000	406			16,000	406		15,594	15,072.34	14,168.63	13,413.76
Other									5,000.00	9,657.24	200.00
Expense	276,726	3,871	1.4%	35,000	311,726	38,871	14.2%	272,855	194,109.24	154,072.41	129,758.31
Capital Equipment											
Budget Capital											
Other											
TOTAL	1,551,314	45,599	3.0%	35,000	1,586,314	80,599	5.4%	1,505,715	1,272,186.64	1,158,245.39	1,067,601.76

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Town Manager	1.00	Contract			234,008					$234,008	
Deputy Town Manager	1.00	G	16	Merit	160,000					$160,000	
Administrative Specialist	1.00	I	5	6	70,688					$70,688	
Economic Development Manager	1.00	G	9	10	96,642					$96,642	
Director of Communications and Community Engagement	1.00	G	10	11	103,487					$103,487	
Support Services Manager	1.00	G	10	10	101,439					$101,439	
BUDGETARY ADJUSTMENT									2,947	$2,947	
Administration	6.00				766,264				2,947	$769,211	
Director of Human Resources	1.00	G	14	Merit	125,000					$125,000	
Assistant Director of Human Resources	1.00	G	10	11	103,487	400				$103,887	Longevity
Benefits Administrator	1.00	GT	6	7	76,226					$76,226	
Human Resources Assistant	1.00	GT	5	7	72,618	4,357				$76,975	Longevity
BUDGETARY ADJUSTMENT									1,470	$1,470	
Human Resources	4.00				377,331	4,757			1,470	$383,558	
Office Assistant	1.00	I	2	8	57,896					$57,896	
BUDGETARY ADJUSTMENT									223	$223	
Central Services	1.00				57,896				223	$58,119	
Department Totals	11.00				1,201,491	4,757			4,640	$1,210,888	
	Salary and Wage Base (5110)									$1,201,491	
	Other Regular Compensation (5110)									$4,757	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)										
	Budgetary Adjustment (5110)									$4,640	
	Total									$1,210,888	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Town Manager	1.00	1.00	1.00	220,575	227,192	234,008	3.0%
Deputy Town Manager	1.00	1.00	1.00	149,161	160,000	160,000	0.0%
Administrative Specialist	1.00	1.00	1.00	64,818	68,640	70,688	3.0%
Economic Development Manager	1.00	1.00	1.00	93,930	98,142	96,642	-1.5%
Director of Communications and Community Engagement	1.00	1.00	1.00		101,439	103,487	2.0%
Support Services Manager	1.00	1.00	1.00	94,829	99,431	101,439	2.0%
BUDGETARY ADJUSTMENT	(1.00)			2,329	2,486	2,947	18.5%
Administration	5.00	6.00	6.00	625,642	757,330	769,211	1.6%
Director of Human Resources	1.00	1.00	1.00	124,500	127,650	125,000	-2.1%
Assistant Director of Human Resources	1.00	1.00	1.00	101,371	103,887	103,887	
Benefits Administrator	1.00	1.00	1.00	74,373	74,237	76,226	2.7%
Human Resources Assistant	1.00	1.00	1.00	69,615	74,929	76,975	2.7%
BUDGETARY ADJUSTMENT				1,397	1,464	1,470	0.4%
Human Resources	4.00	4.00	4.00	371,256	382,167	383,558	0.4%
Office Assistant	1.00	1.00	1.00	53,703	56,550	57,896	2.4%
BUDGETARY ADJUSTMENT				207	218	223	2.3%
Central Services	1.00	1.00	1.00	53,910	56,768	58,119	2.4%
Department Totals	10.00	11.00	11.00	1,050,808	1,196,265	1,210,888	1.2%

Department Organizational Chart

Office of the Town Clerk



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Information DSR1	
Department	Town Clerk

Department Mission

The Town Clerk's Office continues to fulfill the mandates of local, state, and federal governments as well as the needs of the general public. FY2024 is one of the quieter election years in the Town Clerk's Office allowing us to play catch up during the summer on projects that had to be put on the back burner. The pace will quickly pick up with the Presidential Primary on Tuesday, March 5, 2024, and the Annual Town Election on Tuesday, April 9, 2024 (the only scheduled elections in FY2024). However, we understand that the State has 19 citizens petitions currently in circulation for possible inclusion on the 2024 Fall State Election ballot. While FY2024 may be a little quieter, FY2025 has three scheduled elections – The Annual Election on Tuesday, April 8, 2025, the State Primary in September 2025 (date not established yet), and the State Election on Tuesday, November 5, 2024. The June 2022 new election laws passed by the State Legislature has created much additional work for clerks and election officials. As of now, over 1/3 of the clerks in Massachusetts have either retired or resigned. In addition to Elections, there are also various other duties and requirements such as receipt of the Town's Vital Records including processing burial permits and the issuance and recording of births, marriage, and death certificates; the Annual Town Census; dog, marriage, and storage of flammable licenses; raffle permits; business certificates, nominations and petitions, meeting notice postings, public record requests.

On the Horizon

As we prepare for the Fiscal Year 2025 budget in October 2023, the Town Clerk's Office is gearing up for a Special Town Meeting on Monday, October 30, 2023, and the 2024 elections beginning with the Tuesday, March 5, 2024 Presidential Primary and the Annual Town Election on Tuesday, April 9, 2024. In Fiscal Year 2025 there will be a total of three scheduled elections - the 2024 State Primary and State Election, which is sure to prove one of the busiest election periods in many years, and the Annual Town Election on Tuesday, April 8, 2025. Having conducted the 2022 State Primary and State Election under the new Voter's Act passed by the state Legislators on June 22, 2022, these election revisions have created a huge increase and demand on the election officials and staff of the Commonwealth of Massachusetts. Vote-by-mail postcards were sent out by the state to all registered voters as of July 2022. We processed over **6,000** vote-by-mail ballots and conducted Early In-Person voting for a period of 9 days prior to the 2022 State Primary and processed over **9,600** vote-by-mail ballots and conducted Early In-Person voting for a period of 14 days prior to the 2022 State Election. There was no break and no rest in between these two elections. One thing that stands out is that on the day of the State Election, **840** voters brought their ballots either into the Town Clerk's Office or the red Election Drop Box. The State Elections Division paid for the vote-by-mail postcards. Cities and towns paid to mail out the vote-by-mail ballots. The question that comes to mind is "why those voters couldn't go to their precinct and vote on Election Day. I anticipate that the same amount of work or more will occur for the 2024 State Primary and State Election.

We were able to purchase an additional 7 ImageCase Tabulators at a much-reduced rate after the 2018 State Election. This allows Needham to hold a public meeting prior to election Day to advance remove and process most of the ballots that were mailed in prior to the State Election. The Advance Processing allowed ballots to be checked into the Poll Pads and then deposited into the ImageCast tabulator. No results were released until after 8 PM on Election night. This process cost additional salaries for Election Workers but eliminated the need to send these Early ballots to each precinct on Election Day. Again, I anticipate this process will be used for the 2024 State Election.

We contracted with Stellar Associates (our former dog program vendor) in December 2022 after

Department Information DSR1	
Department	Town Clerk

GoPetie failed to fulfill their contract for the dog licensing program contracted through August 2022. We have almost completed our first year with Stellar Associates and find they are helpful and easy to work with. Needham has about 3,300 licensed dogs. We continue to provide an online payment system for our residents for the coming licensing year and are positive Stellar will continue to be a worthwhile vendor.

The Public Records Law established by vote of the Massachusetts State Legislators in 2017 continues to increase in volume and the new Public Records Program, FoiaDirect, has proved to be a great asset to the Town Clerk (aka the Chief Records Access Officer for the Town of Needham).All requests are processing either through the Chief Records Access Officer or directly to departments that must respond to these requests within a ten-business day response deadline. FoiaDirect has helped process these public records requests in a much timelier manner. As of October 2023, approximately 800 requests have been submitted this calendar year. It seems that new laws frequently land in the Office of the Town Clerk and adjustments must be made to comply with all legislative and mandated requirements.

A Special Town Meeting is scheduled for Monday, October 30, 2023, and contains 15 articles.

The law that requires the Town Clerk to distribute biennially to all municipal employees the Open Meeting Law, Conflict of Interest and mandatory on-line training continues to put an additional workload on the Town Clerk's Office. With just the Open Meeting Law requirements, this office has posted almost **11,168** meeting notices since the inception of this law. The Town Clerk is also required to send out these documents to all town employees, elected officials, and members of all committees and boards every two years. The process is time consuming particularly in heavy election years. One small benefit is that the State Ethics Department is now processing the mandatory online training and is the depository for those who have completed the training.

The State Vitals electronic records program continues to expand. The Town Clerk is also the Burial Agent for the Town of Needham. This office 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 are a major part of our daily responsibilities. The issuance of certified copies of these vital records often reaches close to 4,500 - 5,000 or more annually.

Since there has been no indication of an electronic marriage system becoming a reality through the State Department of Vital Statistics, we applied for and received funding through the Community Preservation Committee in 2021 to digitize our marriage certificates from 1919 to 2000. This project was completed this past June 2023. As time permits, we are now computerizing the 2001 to 2023+ original marriage certificates to create an electronic system for providing requested marriage certificates.

Records Management System –The centralization of town records under the care and custody of the Town Clerk has not progressed much since we moved back into the renovated Town Hall. The basement vault that once housed most of the archival departmental records does contain those of the Select Board/Town Manager department, the Assessors' Department, and the Town Clerk's Office. These records have been computerized. Other archival records are stored in other basement areas behind the vault. One of our goals would be to assist those departments in creating an itemized list to assist in the periodic disposition of records no longer required. This does not seem to be as high importance as other more pressing requirements.

Department Information DSR1	
Department	Town Clerk

Preservation of old town records continues. To date we have restored thirty-two volumes. We applied and received funding through the Community Preservation Committee twice for restoration of archival records and we will continue to update archival records on an annual basis as needed.

Document imaging of the Town Clerk's records and the Select Board minutes began in Fiscal Year 2005. At that time the Town Clerk's Records from 1900 through 2005 were scanned and put on disk for retrieval. Fiscal Years 2006 through 2015 Town Clerk's Records were added to the program and we plan to continue this method of record management. Funding for the full retrieval program continues to remain a priority on our wish list.

FY2023 revenue totaled **$184,365.85** compared with FY2022 revenue of **$188,511.97. This represents a decrease of $4,146.12.**

It is important to note that beginning in FY 2021, the revenue from the sale of Alcoholic Beverage licenses issued by the Select Board and recorded in the Town Clerk's Office was to be recorded in the Town Manager's Office under the new permitting program. This transfer came as a surprise as the collection of Alcoholic Beverage fees had been in the Town Clerk's Office for many years. Hopefully, FY2022 should see the end of this major decrease now that the transfer has been completed.

The following are total revenues by category for Fiscal Years 2019 – 2023

Fiscal Year	**2023**	**2022**	**2021**	**2020**	**2019**
General Fees	$112,312.35	$99,355.97	$93,933.05	$102,239.99	$119,895.75
Liquor Licenses	0	0	$ 53,121.00	$106,569.61	$94,785.10
Other Licenses	$5,435.50	$19,116.00	$24,842.50	$19,4554.00	$25,917.00
Dog Licenses	$66,618.00	$70,040.00	$65,756.00	$62,068.00	$66,915.00
Sub Total	$184,365.85	**$188,511.97**	$237,652.55	$307,095.10	$307,512.85
Accrued Interest	0	0	0	0	0
Public Record Request	0	0	0	0	0
TOTAL	$184,365.85	**$188,511.97**	**$237,652.55**	**$308,200.92**	**$307,512.85**

The major concerns of this office in Fiscal Year 2025 are the 2024 Fall Elections in which all city and town election officials must comply with the 2022 Voters Act. While we appreciate the work conducted by our State Legislators, the new laws take a toll on those who have to enforce these laws. Vote-by-mail postcards will be sent out by the state to all registered voters as of January 20, 2024. In 2022 this office processed over **6,000** vote-by-mail ballots and conducted Early In-Person voting for a period of 9 days prior to the 2022 State Primary and processed over **9,600** vote-by-mail ballots and conducted Early In-Person voting for a period of 14 days prior to the 2022 State Election. There was no break and no rest in between these two elections, and I doubt there

Department Information DSR1	
Department	Town Clerk

will be any breaks prior to the Presidential State Election in November 2024. This increase in vote-by mail applications and Early in person voting creates additional mailing costs as well as payroll costs to man the Early Voting hours. At 85 cents per ballot multiplied by 6000 and 9600 vote-by-mail requests is a major increase in the election budget. In addition hiring additional staff/Election workers to man Early Voting hours for the 2024 State and Federal Elections will certainly increase the payroll costs.

Budget Statement

Town Clerk/Board of Registrars

The Town Clerk's Office continues to fulfill the mandates of local, state, and federal governments as well as the needs of the general public. FY2025 has three scheduled elections – The Annual Town Election on April 9,2024, the State Primary in September 2024 (date not set by Elections Division yet), and the State Election on Tuesday, November 5, 2024. The FY2025 budget is a considerable increase over the FY2024 budget due to the increase in elections from 2 elections to 3 elections and the June 2022 new election laws. However, it is important to note that the voters Act passed by the state legislature now requires vote-by-mail and Early In-Person voting prior to each State Election. For the 2022 State Primary we received over 6000 Vote-by-mail requests and over 9600 for the State Election. It is my understanding that the Select Board must vote to hold Early-In-Person voting for the local town elections. Early Voting requires a huge commitment on the Town Clerk's Office to process each and every early ballot prior to election day! Another concern is the Voters Act created the last day to register to vote before each election is the tenth day before the election. That day now falls on a Saturday in which this office is required to hold a Special Voter Registration session from 9 am to 5 pm. The Town accepted MGL Chapter 41 section 110A at the 2023 Annual Town Meeting that allows towns to change the registration deadline to Friday.

With three elections in FY2025 the Town Clerk/Board of Registrars budget shows an increase due to miscellaneous salary adjustments of $50,323 and an increase of $21,750 in Purchase of Services and Expenses of for the total increase of $72,073 as follows:

The increase in salary costs = $50,323 include the following:

DSR Sub Total 1: Board of Selectmen/Personnel Board review, step increases, revisions, longevity, cost of living increases. **$2,614**

DSR Sub Total 2: Election Workers Salary increase from two to three elections, Temporary department coverage, Early voting staff and election worker salaries And Position open in office for P.T Department Specialist
And revisions, longevity, Town Meeting, salary increase of Election Workers **$47,709**

Total Salaries FY2025 budget increase: + **$50,323**

Department Information DSR1	
Department	Town Clerk

Purchase of Service & Expenses: A total increase of $21,750 as follows:

1. [524X] Repairs and Maintenance: **A total increase of + $3,040**
   Stellar dog program = $4,500
   Additional maintenance from 10 to 15 Poll Pad maintenance costs x $300 = $1,500 (increase from $3,000 to $4,500 per year);
   Maintenance increases to $250 for 18 Image Cast tabulators = $900
   and an increase in programming costs from 2 to 3 elections

2. [527X] Rentals & Leases: **A Total increase of $2,900**
   to include lease of Needham Golf Club
   + $2,900 for 3rd election.

3. [530X] Professional/Technical: **A total increase of $4,275**
   costs in election Programming & printing for 3 elections - $2500,
   + Early Voting Memory Cards + $275,
   ICP Coding + $1300
   + Additional Voter list (3rd election + $200)

4. [5340] Communications: **A Total increase of $15,460**
   Postage increase for Town Clerk office + $550
   Census $9,900, Confirmation Notices $1,320,
   Misc. Election $350 = $11,570
   postage increase for vote-by-mail ballots:
   6000 for St Primary, 9,000 for St. Election and 600 for Annual Town Election (15,600 x $.85 = $13,260
   Census sort, stuff = $3,000 + warrants $600 = $3,600

5. [5345] Misc. Printing: **A total decrease of - $1,375**
   Census sort, stuff, and mail by mail order included in Communication **above**

6. [5420] Office Supplies: **A Total increase of $875**
   Increase in office supplies of +$875

7. [5490] Election Food Supplies: **A Total increase of $4,800**
   increased food costs for 3 elections - $2100, Pre-Election Early Voting $2,100, Election Dinners $2850, EV morning - $1750 = $8,800

8. [5580] Other Supplies & Equipment **A total decrease of $8,225**
   One time purchase

Total Expense FY25 budget increase **$21,750**
Total Salaries FY2025 budget increase: **+ $50,323**

Total Salary and Expense FY24 budget increase of **=$72,073**

Department Information DSR1	
Department	Town Clerk

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Accomplishments and Activities

The major accomplishment this fall was the successful implementation of the new Voters Act passed by the State Legislature on June 22, 2022. This included vote-by-mail and extended Early In-Person voting. This new law needs to be reviewed by those who pass laws without any knowledge of the consequences. As of the Summer of 2023, over 1/3 of the election officials and Town Clerks have either resigned or retired due to the increased demands and pressures created by the new Voters Act. Vote-by-mail postcards were sent out by the state to all registered voters as of July 2022. We processed over **6,000** vote-by-mail ballots and conducted Early In-Person voting for a period of 9 days prior to the 2022 State Primary and processed over **9,600** vote-by-mail ballots and conducted Early In-Person voting for a period of 14 days prior to the 2022 State Election. There was no break and no rest in between these two elections. One thing that stands out is that on the day of the State Election, **840** voters brought their ballots either into the Town Clerk's Office or the red Election Drop Box. The State Elections Division paid for the vote-by-mail postcards. Cities and towns paid to mail out the vote-by-mail ballots.

This office processes approximately 15,000 plus census forms annually under state law to purge the voting list. We issue over 5,000 certified copies of birth, marriage, and death records annually and over 500 burial permits. Burial permits, death records and birth records are now delivered electronically. This includes all death and births that occur in Needham as well as resident copies. The Town Clerk's Office received funding at the 2021 Annual Town Meeting through the Community Preservation Committee to scan and program the Town's marriage records from 1919 to 2000 for ease of certification issuance. The Town Clerks Office will now scan and program as time permits for the remaining years through 2023 and forward to keep this new system up to date.

The former dog licensing program, GoPetie cancelled their contract with the Town two months prior to the end of the contract. We have contracted with Stellar Corporation and are pleased that the program and online bill payment process are successful. We currently license approximately 3,600 dogs annually.

And last but not least the Public Records Law continues to play a busy part in the life of the Town Clerk who is the Chief Records Access Officer.

The Town Clerk's Office has just conducted the 2022 State Primary and State Election for the Town of Needham under new Election regulations passed by the State Legislature and are gearing up for the 2024 Presidential Election in March, the Annual Town Election in April, the State Primary in September, and the State Presidential Election in November. Fisal Year 2025 will prove to be one of the busiest election periods in the last decade. Yes, we are busy.

We will continue to monitor new ideas and programs that will make life easier and more efficient for both our residents and the Town Clerk's Office.

Department Information DSR1			
Department	Town Clerk		
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	469,848		469,848
b) Expenses	108,230		108,230
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	578,078		578,078
			V2025

Department Expenditure Detail DSR2										
Department				Town Clerk/Elections/Board of Registrars						
Object				Description						Amount
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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	3	4.6	4	3	4.6	4	3	4.6	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
Union Positions:	BCTIA		Fire A		Fire C		ITWA	2	NIPEA		Police		Police Superior		NA	
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									$327,793
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									$14,497
c.	PRD1 Education (5192)									0
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									0
e.	PRD1 Budget Adjustments									$1,317
									PRD1 Sub Total	$343,607
j	DSR3 Other Compensation									
									Sub Total 1	$343,607
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	80 Election workers per election $14,200 x 3 elections = $42,600									$42,600
b.	Temporary Dept. coverage $$35,252 x .03% =									$36,310
c.	Current PT. Staff opening to be filled by FY24 Admin/Office support specialist II - current rate is $26.27. 12-18 hr/week									$24,539
d.	Early Voting Staff & Election Workers prior to the St. Primary, State Election & Town Election: St. Primary - 50 Hours x $15 = $750 + 200 Hours $15 = $3,000 = $3,750: St election – 250 Hours x $15 = $7,500;Annual Town Election - $2,400. $3,700 + $7,500 + $2,400 = $13,650									$13,650
f.										
g.	DSR3 Total									
									Sub Total 2	$117,099
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									
b.	Training and Development									
c.	Town Clerk Overtime									$6,242
d.										
e.	DSR3 Total									
									Sub Total 3	$6,242
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									$2,900
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									

Department Expenditure Detail DSR2		
Department	Town Clerk/Elections/Board of Registrars	
	Sub Total 4	$2,900
5. Total Salary and Wages (1+2+3+4)		$469,848
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	4 typewriters = $500, 1 time clock @ $250; New Stellar Pet registration Program Annual = $4,500; 18 Accuvote Machines @ $250 = $4,500; Data Committee Program $375; Poll Pad 15 x $300 = $4,500	$14,625
Rental & Leases (527X)	Iron mt Storage = $600, P. O. Box 920663 =$250; Golf Club Lease for 3 elections - $2900 x 3 = $8700	$9,550
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	Binding Vitals (6 x $375) = $2,250; Misc, record restoration $1,500; Programming /Printing for 3 elections: [1. State Primary = $2500, 2. State Election = $2500; 3. (ATE = $6500 + $2700 ES&S = $8900) $8900 + $5,000 = $13,400]; Early Vote Memory Card rental (3 x $275 = $825); ICP Coding x 3 = $3,900; 3 Election Voting Lists - $600 + three tally sheet programs = $900	$23,875
Communications (534x)	Town Clerk postage $.66 x 5000 = $3,300. Census 15,000 x $.66 = $9,900; Confirmation Notices (1,000 x $.66 x 2 = $1,320); registrars Misc. = $350: Absentee Ballots (6000 for State Primary + 9,000 for State Election + 600 for ATE: = 15,600 x $.85 = $13,260. Census- sort, stuff & mail (15,000 x .20cens = $3,000 Warrants x 3 elections = $600. [5341] Wireless Monthly Fee $50 x 12 = $600 [5345] Misc. Town Clerk Printing: letterhead, envelopes, A.G. By-Laws =	$43,205

Department Expenditure Detail DSR2		
Department	Town Clerk/Elections/Board of Registrars	
	$2,500 vitals security paper = $1,000 (*per 5000) = $3,500 Printing Annual 2025 Street List - $3,000; Misc. printing $250; Census forms/dog licenses $1,500 & census envelopes $1,050 = $5,800. Confirmation Notices $1,200, warrants (3) x $125 = $375 5345 Total = $10,875	
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	town Clerk Annual Bond $100	$100
Office Supplies (542x)	Misc. Town Clerk Office Supplies $1,400 Misc. Supplies $1,200, Election Supplies (3 x $150 = $450) Election supplies (3 x $325 = $975)	$4,025
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)	Food Supplies for 3 elections & Early Voting: Morning $700 x 3 = $2,100, pre-election early voting 3 x $700 = $2,100, Dinner on election Day 3 x $950 = $2,850 EV Morning $1,750	$8,800
Medical Supplies (550x)		
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)		
Governmental Charges (569x)	Dog Tags/Licenses = $950.	$950
Travel & Mileage (571x – 572x)	Conf. in State – 3 MTCA $1,200; Tri County (2 dinner meetings = $200) Conf. Out of State NEACTC $350, IIMC $900	$2,650
Dues & Subscriptions (573X)	Intntl. IIMC ($220) NEACTC $40. MTCA$160, Tri-County $30 = $450	$450
Other Expenses (574 X – 579x)		
6. Total Expenses		$108,230
DSR2C		
Capital Equipment Replacement (587X)		0

Department Expenditure Detail DSR2				
Department	Town Clerk/Elections/Board of Registrars			
7. Total Operating Budget Capital				0
8. Total Base Request (Line 5 + Line 6 + Line 7)				$578,078
Does the Department depend on any Federal or State grants to provide services?	YES	x	NO	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES		NO	x
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	x
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES	x	NO	
				V2025

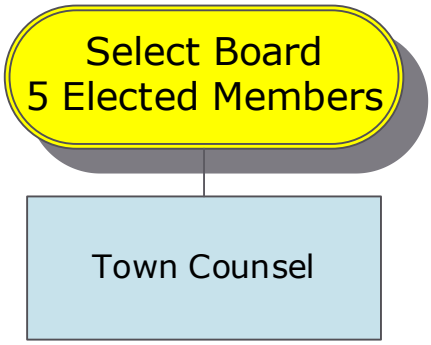
Town Clerk	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	343,607	2,614			343,607	2,614		340,993	332,218.13	314,765.64	283,209.34
Salary & Wage Temporary	117,099	47,709			117,099	47,709		69,390	72,802.84	53,647.98	100,729.56
Salary & Wage Overtime	6,242				6,242			6,242	5,196.25	613.84	6,775.86
Salary & Wage Other	2,900				2,900			2,900	6,589.24	2,602.07	6,711.24
Salary and Wage Total	469,848	50,323	12.0%		469,848	50,323	12.0%	419,525	416,806.46	371,629.53	397,426.00
Energy											
Non Energy Utilities											
Repairs and Maintenance	14,625	3,040			14,625	3,040		11,585	645.00	6,895.00	1,405.45
Rental and Leases	9,550	2,900			9,550	2,900		6,650	2,916.00	1,012.00	3,424.00
Other Property Related											
Professional & Technical	23,875	4,275			23,875	4,275		19,600	15,877.00	25,270.38	11,020.00
Communications	43,205	14,085			43,205	14,085		29,120	39,340.47	13,426.25	30,877.95
Recreation											
Other Purchased Services									3,220.00	500.00	500.00
Energy Supplies											
Office Supplies	4,025	875			4,025	875		3,150	1,929.32	2,712.28	2,609.54
Building & Equipment Rprs/Sp											
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies	8,800	4,800			8,800	4,800		4,000	4,691.24	3,123.20	3,527.15
Medical Supplies											
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment		(8,225)				(8,225)		8,225	2,305.00	450.00	172.59
Governmental Charges	950				950			950	928.75	928.75	743.00
Travel & Mileage	2,650				2,650			2,650	1,809.60	584.98	477.87
Dues & Subscriptions	450				450			450	400.00	425.00	425.00
Other	100				100			100	100.00	100.00	100.00
Expense	108,230	21,750	25.2%		108,230	21,750	25.2%	86,480	74,162.38	55,427.84	55,282.55
Capital Equipment											
Budget Capital											
TOTAL	578,078	72,073	14.2%		578,078	72,073	14.2%	506,005	490,968.84	427,057.37	452,708.55

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Town Clerk	1.00	Elected		X	116,802	10,512				$127,314	Longevity
Assistant Town Clerk	1.00	G	6	9	79,697	3,985				$83,682	Longevity
Finance Assistant	1.00	I	4	6	66,612					$66,612	
Finance Assistant	1.00	I	4	5	64,682					$64,682	
BUDGETARY ADJUSTMENT									1,317	$1,317	
Administration	4.00				327,793	14,497			1,317	$343,607	
Department Totals	4.00				327,793	14,497			1,317	$343,607	
	Salary and Wage Base (5110)									$327,793	
	Other Regular Compensation (5110)									$14,497	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)										
	Budgetary Adjustment (5110)									$1,317	
	Total									$343,607	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Town Clerk	1.00	1.00	1.00	123,070	127,315	127,314	0.0%
Assistant Town Clerk	1.00	1.00	1.00	78,092	81,982	83,682	2.1%
Finance Assistant	1.00	1.00	1.00	61,094	64,682	66,612	3.0%
Finance Assistant	1.00	1.00	1.00	58,968	62,615	64,682	3.3%
BUDGETARY ADJUSTMENT				1,219	1,278	1,317	3.1%
Administration	4.00	4.00	4.00	322,443	337,872	343,607	1.7%
Department Totals	4.00	4.00	4.00	322,443	337,872	343,607	1.7%

Department Organizational Chart

Legal Services



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Budget Request Short Form	
Budget	Legal Services

Purpose

Provides legal services to the Town government and School Administration, including providing assistance to outside counsel. Attends all Town Meetings and public body meetings when warranted. Represents the Town before courts and administrative agencies. Drafts and reviews contracts, bylaws, and regulations.

Budget Statement

In October 2022, the Select Board appointed Miyares-Harrington (now Harrington-Heep) as Town Counsel. This codified an arrangement that had been operated under since February 2020. This budget funds Town Counsel and special counsel costs for activities to include, but not limited to: 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 anticipates services supporting ongoing capital projects, cable grant accounting, and activity related to ongoing litigation.

Budget Changes

Due to known increases in labor counsel hourly costs and the potential for either ongoing or unexpected future litigation, the Legal Services expenditure budget for Professional and Technical Services used to pay for outside counsel is increased by $10,860. In FY2023, unexpected litigation resulted in a reserve fund transfer of $40,000.

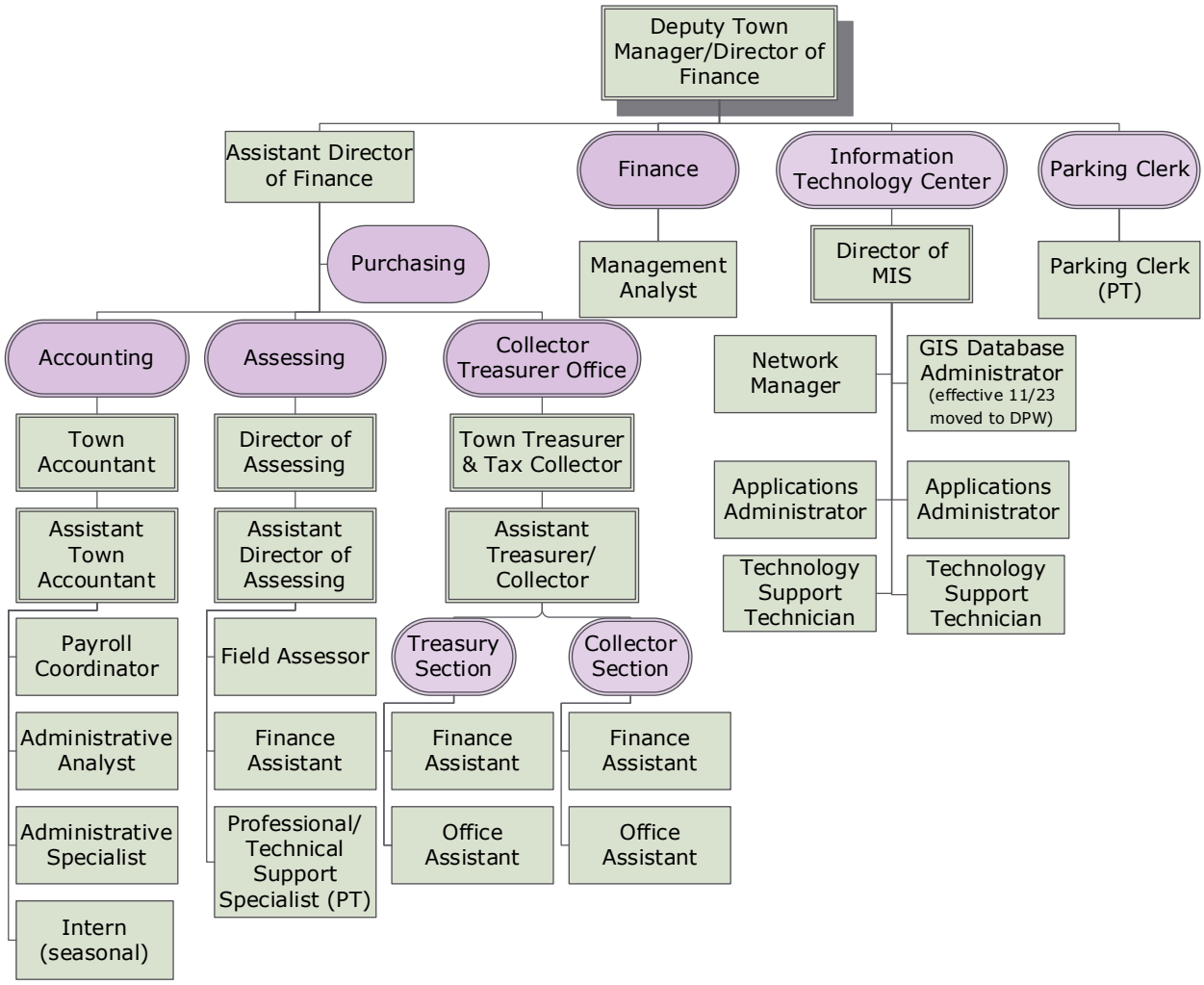
Description	Purpose	Amount
Professional & Technical Services (530x – 531x)	Town legal counsel and specialty counsel services.	$340,000
Total Request		$340,000

V2025

Legal Services	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
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	340,000	10,860			340,000	10,860		329,140	334,322.65	272,689.05	323,729.39
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											
Travel & Mileage											
Dues & Subscriptions											1,593.70
Other											
Expense	340,000	10,860	3.3%		340,000	10,860	3.3%	329,140	334,322.65	272,689.05	325,323.09
Capital Equipment											
Budget Capital											
TOTAL	340,000	10,860	3.3%		340,000	10,860	3.3%	329,140	334,322.65	272,689.05	325,323.09

Department Organizational Chart

Finance Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

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 provides Town departments with a means to continue to deliver services with 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 not exceed what is appropriated by Town Meeting.

The Finance Department develops updates, explains, and puts into effect internal controls. The Deputy Town Manager/Director of Finance in conjunction with the Assistant Director of Finance, 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.

Property Valuation and Taxation Trends

During calendar year 2022 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 was clear that builders are designing homes that comply with zoning and that "teardown" land sales were on the increase and were still very high prices. It was this sustained land sale market that was behind the 10% increase in base land values across all neighborhoods in the 10,000 square foot lot zones which was reflected in the FY2023 residential values. It has also become clear during this year that another upward adjustment to values will be necessary for FY2024, to properly reflect the market price for land. This adjustment will likely be to the residential buildings; in the range of eight to ten percent across the spectrum of properties.

Department Information DSR1	
Department	Finance Department

The residential market review for adjustment of the FY2025 values will be accomplished by both contracted services and in-house personnel by inspecting all properties that changed hands during calendar year 2023 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 per standard practice, buyers of property are sent questionnaires to confirm the terms of their sale and help 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 (DOR) prior to certification of the FY2025 values. The accuracy of our data on properties that changed hands during calendar year 2023 will be essential to the statistical analysis that needs to be submitted to DOR. The FY2025 process will be more complex and time consuming as this is the Quinquennial valuation. The staff will use 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 2023 sale price.

In calendar year 2023, the Treasurer/Collector went live with the new QDS tax billing software package, in April 2023 for motor vehicle excise and June 2023 for the FY2024 preliminary real and personal property tax bills. This should streamline interaction and productivity between all units of the Finance Department. Despite the use of no outside legal services during FY2024 to date, several potentially costly appeals were settled favorably. Additionally, successful "pre-billing" valuation agreements with high end commercial/industrial taxpayers, may have reduced the Appellate Tax Board (ATB) appeals that may be filed. As of this writing the Town has few outstanding commercial ATB cases of consequence, save the public utility which may involve multiple communities and the DOR.

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 Department. Although the Town's data collection methods have out of necessity changed, the purpose of these inspections remains the same. In addition to maintaining accurate data for the Assessor's 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 services, allows the Town 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 the Assessing 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 2024 and 2025 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, should continue to be positive over time. The same may be true with the redevelopment of the former Avery Manor. Unfortunately, tax revenue from the redevelopment of the Muzi site seems to be on the back burner for the immediate future.

A third element of the value triad consists of business personal property. The primary objective in this element is to annually discover and list new accounts and update changes to existing accounts.

Department Information DSR1	
Department	Finance Department

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 of the more complicated returns, an outside vendor is retained to determine the value and ability to tax the listed items. The aforementioned outside vendor re-appraisals of Eversource Gas and Electric have contributed to, and will continue to contribute, to the personal property ledger. 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.

FY2025 will require a significant, once in a decade, increase in the budget allotted for our personal property vendor as the DOR is now requiring a total relisting of all existing accounts as well as a canvas of all businesses that could be potential taxable accounts. For the past decade or more our vendor has performed this service on a budget limited annual basis for a smaller percentage of our existing accounts. The return on this annual investment has consistently justified the outlay and will undoubtedly be well worth the additional expense.

Median residential sales prices, which began to rise dramatically in the second half of calendar 2013 have continued to increase through 2023. The sustainability of this market into calendar 2024, is yet to be seen, higher mortgage rates have not yet impacted sales prices. In the commercial realm, FY2025 may tell a different story. FY2024 values are based on calendar year 2022 economic activity while FY2025 values will be based on calendar year 2023 activity. In calendar year 2022 some commercial landlords appear to have been cushioned by leases that obligated 2022 payments from their tenants. Going forward there may be necessary economic concessions they will need to make to retain those tenants over time as the pandemic trend of working remotely abates slowly despite the end of the clinical need to do so. The effects of these possibilities are not entirely predictable at this point, but the fact that many businesses may realize that they no longer require office staff may change the rental structure dynamic going forward. What is certain is that properties that function as service businesses, such as Needham's hotels and restaurants, will require continued close scrutiny based on their pandemic-induced reduction in income attributable to the property and a prior slowdown in business travel.

Budget Statement

The **FY2025 budget submission is $4,026,804** which is a change of $213,340 (5.6%) over the current budget of $3,813,464. The current budget is inclusive of $18,149 transferred by the Town Manager from the Classification, Performance, and Settlements reserve to the Finance Department for compensation adjustments for non-represented employees based on the approved FY2024 compensation and classification plan approved by the Town and merit raises granted to eligible managers. The current budget also reflects the transfers approved by Town Meeting at the October 30, 2023 session. The line item transfers included $58,604 from the Finance Department salary and wages line to the DPW salary and wages line. The other transfer was $239,111 from the Finance Department salary and wage line to the expense line. This was done to help offset increased costs for outside services to support technology operations because of vacancies. However, there are other factors which effect the budget for FY2025. The GIS Database Administrator position, which has been part of the Finance Department budget since the position was created, has been moved to the DPW Engineering division effective the beginning of November 2023. The FY2025 Finance Department budget does not include the salary for the position, three software applications, and miscellaneous expenses such as wireless communications, all of which

Department Information DSR1	
Department	Finance Department

will be budgeted by DPW for FY2025. The table below provides an "apples-to-apples" comparison. The true increase for FY2025 to FY2024 comparing the same expenses is $264,025, 7.0% more.

Description	FY2025	FY2024	$	%
Appropriated Finance Department Budget Art 12 ATM		$3,853,919		
Add Classification Performance & Settlements Transfers		$18,149		
Less October 2023 Special Town Meeting Transfer to DPW		($58,604)		
FY2025 Requested Base Budget DSR2	$4,026,804	$0		
Subtotal	$4,026,804	$3,813,464	$213,340	5.59%
Less Balance of GIS Database Admin Salary Paid by Finance FY2024		($28,464)		
Less ESRI Software in Finance Expense Budget FY2024		($11,782)		
Less LEICA Smart Network Software in Finance Expense Budget FY2024		($2,386)		
Less DLT Solution AutoCAD in Finance Expense Budget FY2024		($7,553)		
Less GIS Position Budgeted Expenses in Finance Expense Budget FY2024		($500)		
Requested Base Budget vs Adjusted Current Budget	$4,026,804	$3,762,779	$264,025	7.02%

One of the more significant increases to the base budget, as mentioned previously, is related to the state required recertification of all property in the Town. This process must occur once every five years. This will be the first time that the Town has had to do this since the Commonwealth changed the schedule from a three year certification cycle to a five year certification cycle. Although the frequency has been reduced, the documentation requirements and the need for third party confirmation are more extensive, read expensive. DOR states that the five-year certification review is to ensure the proposed values were derived utilizing a methodology based on generally accepted mass appraisal practices, are supported with current market evidence, and are uniformly and equitably applied to all property. The data quality, all cost and depreciation tables, and land schedules will be reviewed for all real property. In addition, income producing property will be reviewed for income and expense analysis, development of the economic rent schedules, capitalization rates and correlation of the values derived from two appraisal approaches. Personal property accounts will be reviewed for appropriate listing and valuation of assets along with the cost and depreciation schedules. The annual work, which is not as expansive, is budgeted at $42,625 for the services provided by consultants. The additional work required under the five year cycle will add another $58,000 for a total expense of $100,625.

Software related expenses continue to increase and are currently the largest expense for the Finance Department. More software companies are moving to the subscription-based pricing model, and more applications are being hosted in the cloud, which may lower capital equipment replacement cost but increase the third-party fees. These expenses are increasing because the unit cost is increasing as is the number of users. The average increase in the annual license and support fees is approximately five percent. Some fees are lower and others higher. The increase in the budget allocation for software licenses and support services is $52,455 for a total budget of $758,655. Software licenses represent approximately 49% of the total Finance Department expense budget.

Before delving deeper into the FY2025 changes from FY2024, let's review the FY2023 results. FY2023 had a number of extra challenges with several key positions being vacant, staff turnover in multiple divisions, and extra demands on all divisions with the beginning of the conversion to a new billing and collection system. The Department had a total budget return of $260,542 or 6.7% of the final budget for FY2023. The budget return was due to several factors. First, the department had multiple vacancies including the Director of MIS and the Network Manager, two of the highly compensated employees of the department. The position of Treasurer/Collector was vacant for five months and the individual hired was at a lower salary than the prior incumbent. The Finance and Procurement Coordinator position, was vacant the entire year. The department required the

Department Information DSR1	
Department	Finance Department

assistance of Needham Public Schools technology personnel and outside contractors to help close crucial gaps due to the ITC departures. The Finance Committee approved a reserve fund transfer of $105,180 to the Finance Department expense line because it was uncertain whether the department would have sufficient funds to pay for the temporary services the Town procured to support network and security operations. We reported to the Finance Committee that we would be turning back salary and wage monies in an amount greater than the Reserve Fund Transfer, and we did ($175,601). The assistance provided by the NPS staff came at no charge.

The expense line returned $76,460, without the reserve fund transfer the Finance Department expense budget would have gone into a deficit of $28,720, which is not allowed by law. The turnback was in the area of professional and technical services, where costs were notably lower because some activities were delayed (some billing and hence collections) in part because of the vacant positions. The Assessing division had a limited number of abatement filings, so there was not a need to enlist outside services to defend the Town before the ATB. The amount of new commercial activity was down so the research needed from consultants was less and hence the full value of the contracts was not paid out. Travel expenses were also lower, which is directly related to the number of vacancies in the department during the year.

Salary and Wages

The fiscal year 2025 base budget submission of $2,378,251 is **$258,938** more than the current budget of $2,119,313 an increase of 12.2%, after accounting for the transfer from the Classification, Performance, and Settlements budget line and the transfers approved at the October 30, 2023 Town Meeting. The GIS functions have been transferred from the Finance Department Information Technology Center division to the Public Works Engineering division. The amount of the transfer was $58,604 which represents the balance of funds appropriated for that position to be paid for the balance of FY2024 (November – June). We have found that there is greater collaboration and efficiency by having the GIS staff person co-located with the engineering staff. The position uses technology as a tool and not specifically to provide technological support to Town Departments. The full year salary will be budgeted by Public Works for FY2025. Town Meeting also transferred $239,111 from salary and wages to expenses. An apples-to-apples salary and wage comparison for FY2025 to FY2024, by removing the full year salary for the GIS position ($87,068) from the FY2024 budget, and adding back the transfer from wages to expenses is a $48,291 increase over FY2024, or 2.1% more. The number of benefit eligible FTE's for FY2025 is 24, which is the same as FY2024, after accounting for the transfer of the GIS Database Administrator from the Finance Department to Department of Public Works.

Finance Department Salary and Wages Apples-to-Apples

Description	FY2025	FY2024	$	%
Appropriated Finance Department Budget Art 12 ATM		$2,398,879		
Add Classification Performance & Settlements Transfers		$18,149		
Less October 2023 Special Town Meeting Transfer to DPW		($58,604)		
Less October 2023 Special Town Meeting Finance S&W Transferred to Expenses		($239,111)		
FY2025 Requested Base Budget DSR2	$2,378,251	$0		
Subtotal	$2,378,251	$2,119,313	$258,938	12.22%
Less Balance of GIS Database Admin Salary Paid by Finance FY2024		($28,464)		
Add Back Finance Department S&W Transferred to Expenses		$239,111		
Requested Base Budget vs Adjusted Current Budget	$2,378,251	$2,329,960	$48,291	2.07%

There has been some continued restructuring of positions and division assignments during the current year, due to the changing workforce market, but no change in head count. The Computer Operator position was removed in FY2023 and was replaced by a Technology Support Technician

Department Information DSR1	
Department	Finance Department

position. This position was filled in January 2023. The department continues to see turnover in many positions in finance, information systems, and treasury, and less so in assessing. The time to fill the positions is taking longer and consequently projects have been on hold, and regular work is taking longer and longer to complete due to the lack of personnel, coupled with increased regulations.

Both the Director of MIS and Network Manager positions in ITC have been vacant since last year. The Network Manager left for a position in another community back in December 2022 and the Director left in January 2023. The positions have not been filled yet (October 2023). The Town has been relying on some assistance from the Needham Public School Technology Department and hiring outside contractors to keep daily operations moving. However, several projects have been delayed due to these vacancies and work is not getting done in a timely manner. The Town is working with Needham Public Schools, which has hired a consultant to review the IT operations of both. We are investigating whether the delivery of technology services can or should be changed, whether the mix of internal and external support services should change and if so what and when, and what synergies could be realized sharing similar resources. The study is ongoing. This budget maintains the Director and Network Manager positions.

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 position which supports the assessing functions of the department. Previously, including the FY2023 budget, the funding amounts for those two positions were included under regular salary and wage accounts, but now are reflected, appropriately, under temporary, seasonal, and part-time salary and wage accounts.

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 runs through June 30, 2024, but no wage schedule adjustment for FY2025. There is no successor agreement for FY2025 at the time of submission of this budget.

The request also includes step and longevity increases, if applicable, for the five (5) non-represented positions. The wages are based on the FY2024 classification and compensation plan. Merit increases for managers, if any, for FY2025 would be funded through the salary reserve appropriated by Town Meeting and transferred by written approval of the Town Manager.

As previously mentioned, the temporary, seasonal, and part-time wage expense is now inclusive of the Parking Clerk, and the Professional Technical Support Specialist in the assessing division, as well as the student intern position for accounting, which was approved with the prior operating budget. Accounting hired a Needham resident student intern. The student was exposed to a variety of public accounting and finance experiences. The total amount for temporary, seasonal, and non-benefitted part-time positions is $71,188.

The allocation for overtime has been held at $29,265 for FY2025, but the funding has been reallocated amongst divisions based on the individual demands. The overtime allowance for the Accounting, Assessing, ITC, Parking Clerk, and Treasurer/Collector offices has been submitted at $9,850, $500, $6,750, $5,990, and $6,175 respectively.

Other salary and wage expenses include tuition reimbursement, payment in lieu of vacation, and

Department Information DSR1	
Department	Finance Department

stipends, are budgeted at $23,426 ($17,826 + $5,600) a decrease $11,188 (32.3%). The decrease is primarily related to a reduction in the amount estimated for payment in lieu of vacation. Tuition reimbursement has been level dollar at $5,000 and at $1,500 for the stipends. There is an increase in the vehicle allowance of $3,000. There are two employees who negotiated the allowance prior to being hired in their respective positions. The vehicle allowances are reflected in the PRD1 schedule.

Services, Supplies, and other Expenses

The fiscal year 2025 submission of $1,546,253 is **$47,898** lower than the current amended appropriation of $1,594,151, 3.0% less. However, the current budget includes $239,111 that was transferred from salary and wages to expenses at the October 30, 2023 Special Town Meeting. The transfer was to help cover the expenses the Town is incurring with outside consultants to help support the systems. This was necessary as well as assistance from the Needham Public Schools staff because of the vacancies in the Information Technology Center division. The apples-to-apples comparison shows an increase of $213,434 in the base budget, 16% more. The major drivers for this increase are technology related, software licensing, communications expenses (postage and printing) other computer supplies and equipment, and the Five Year Certification process explained above.

Finance Department Expenses Apples to Apples

Description	FY2025	FY2024	$	%
Appropriated Finance Department Budget Art 12 ATM		$1,355,040		
Add October 2023 Special Town Meeting Finance S&W Transferred to Expenses		$239,111		
FY2025 Requested Base Budget DSR2	$1,546,253			
Subtotal	$1,546,253	$1,594,151	($47,898)	-3.00%
Less GIS Position Budgeted Expenses in Finance Expense Budget FY2024		($500)		
Less ESRI Software in Finance Expense Budget FY2024		($11,782)		
Less LEICA Smart Network Software in Finance Expense Budget FY2024		($2,386)		
Less DLT Solution AutoCAD in Finance Expense Budget FY2024		($7,553)		
Less Finance Department S&W Transferred to Expenses		($239,111)		
Requested Base Budget vs Adjusted Current Budget	$1,546,253	$1,332,819	$213,434	16.01%

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 FY2025. The table on the next page shows the dollar changes from FY2024.

Line Item	Division	Description	Change from 2024	Comment	Net Change	% Change
Professional & Technical	Accounting	Professional Services	($500)	Reduced to offset Other Purchases Services	($83,903)	-6.5%
	Assessing	Professional Services	$58,000	Five Year Certification Consultants State Required Documentation and third party validation		
	Assessing	Professional Development	($650)	Reduced to mitigate the increase cost of software subscriptions		
	Assessing	Software License Fees	$854	Annual CAMA subscription increase		
	Collector & Treasurer	Professional Development	$8	Combined two lines		
	Treasurer	Software License Fees	$874	Transfer from ITC		
	Finance	Professional Services	($605)	Reduced to mitigate the increase cost of software subscriptions		
	Finance	Software License Fees	$1,228	Increased Usage and Rate Increases DocuSign and ZOOM		
	ITC	Professional Services	$26,500	Increased rates state contract services		
	ITC	Software License Fees	$39,295	Increased annual subscription prices ~5%		
	ITC	Software License Fees	$31,925	Increase the number of subscriptions (Office 365; Adobe)		
	ITC	Software License Fees	($21,721)	Software transferred to DPW (GIS & AutoCAD)		
	ITC	Professional Services	($219,111)	Technology and security support services for public safety functions and general help desk services; Funding Request via DSR4		
Communications	Accounting	Postage	($150)	Reduced based on history	$10,273	7.1%
	Accounting	Printing & Mailing	($50)	Cut to offset Other Purchases Services		
	Assessing	Wireless	($240)	Reduced based on annual cost		
	Collector	Postage	$8,460	Based on FY2023 and the expected increase in the postal rates next year Mailings are required by law, notwithstanding other means of communication Offset in part by transfer from Treasurer postage which decreased in FY2023		
	Collector	Printing & Mailing	$3,007	Increased printing services		
	ITC	Internet & Landlines	$6,000	Increase in the subscription cost for larger pipes		
	ITC	Wireless	($2,144)	Reduced based on annual cost and transfer of one service to DPW		
	Purchasing	Legal Notice	$850	Higher costs and volume based on history and rate increases		
	Purchasing	Wireless	$100	Increased based on annual cost		
	Treasurer	Postage	($5,560)	Transferred to Collector		
Other Purchased Services	Accounting	Shredding Services	$530	Service cost offset by reductions to other expense lines	$530	21.2%
Office Supplies	Accounting	Supplies	($500)	Reduction based on three year average	($1,820)	-16.6%
	Assessing	Supplies	$75	Increase based on three year average		
	Collector	Supplies	($150)	Reduction based on three year average		
	Finance	Supplies	($280)	Reduction based on three year average; Offsets the increase to Purchasing supplies and software subscriptions		
	ITC	Supplies	($500)	Increase based on three year average		
	Purchasing	Supplies	$35	Increase based on two year average		
	Treasurer	Supplies	($500)	Reduction based on three year average		
Other Supplies & Equipment	Accounting	Employee office equipment and items provided to employees	$1,000	Based on spending history	$21,500	35.2%
	Assessing	Employee office equipment and items provided to employees	$500	Increased based on FY2023		
	ITC	Technology equipment related supplies	$20,000	Increase based on three year average		
Travel & Mileage	Accounting	In-state, Out-state; Mileage	($1,581)	Revised budget allocation and updated rates	$5,482	40.9%
	Assessing	In-state, Out-state; Mileage	$1,502	Revised budget allocation and updated rates		
	Collector & Treasurer	In-state, Out-state; Mileage	$2,600	Revised budget allocation and updated rates		
	Finance	In-state, Out-state; Mileage	$3,032	Revised budget allocation and updated rates		
	ITC	In-state, Out-state; Mileage	$579	Revised budget allocation and updated rates		
	Purchasing	In-state, Out-state; Mileage	($650)	Revised budget allocation and updated rates		
Dues & Subscriptions	Assessing	Annual Dues	($350)	Transferred to Professional Services	($160)	-3.0%
	Finance	Annual Dues	$190	Dues increased add AFD		
Other Expenses	Collector & Treasurer	Surety Bond	$200	Premium Increased Base on Actual	$200	2.3%
Total					**($47,898)**	

Department Information DSR1	
Department	Finance Department

Operational Capital

The FY2024 submission is $102,300, an increase of $2,300. The 2.3% increase is based on the higher cost of technological equipment. These funds provide for the purchase of replacement PCs, laptops, and network components. The Town has approximately 280 desktops and laptops in use. The average life is under four years. Funding at this level provides for the replacement of 65 units. The replacement of large servers, switch replacements, and expensive specialized equipment are submitted as part of the capital plan.

Other Requests for Funding (DSR4):

The Finance Department is submitting two DSR4 forms for FY2025. The first request is to provide funding for contracts with outside services to provide afterhours network, security, and technological assistance to the Police and Fire Departments. Both operations are 24 x 7, but Town technology personnel are not. The increased complexity, the greater dependence on technology by personnel out on the street and at the stations, requires the need for services that can be delivered within an hour rather than the next business day. Although the Town is conducting a review of its technology delivery services, we do know that the amount of technology now in place, and the expansion of the police and fire stations has grown the technology footprint, and the need to either have outside services to complement existing staff or increase the number of technology staff is necessary. The second request comes from the Office of the Town Manager for a new larger and greater functioning printer for daily operations. This printer is larger and has more options than the printer the Finance Department Technology Center provides to departments. This printer would allow their staff to remain in the office to print the large jobs, rather than going to and spending a lot of time in one of the two copier rooms to monitor print jobs. The cost of the printer replacement is more than what would be considered standard replacement and part of the base budget. 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, usually 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. However, the Town was awarded approximately $9.2 million in American Rescue Plan Act (ARPA) funds of which $400,000 has been allocated to improve and expand availability of wireless access and increase capacity for hybrid meetings. ITC will use these funds to improve signal strength at many of the municipal facilities including the Center at the Heights, Public Services Administration Building, Rosemary Recreation Complex, and Town Hall. The new Public Safety buildings which opened in the last couple of years were equipped with wireless technology.
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Accomplishments and Activities

Accounting Division Recap

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:

Department Information DSR1	
Department	Finance Department

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
FY20	94%	96%	96%	98%
FY21	97%	98%	98%	98%
FY22	98%	98%	99%	99%
FY23	98%	99%	99%	99%

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 economic slowdown)

Year	**1st Qtr**	**2nd Qtr**	**3rd Qtr**	**4th Qtr**
FY20	9.10%	9.24%	9.74%	3.29%
FY21	8.98%	9.97%	9.26%	7.71%
FY22	8.08%	9.65%	9.57%	9.10%
FY23	9.90%	10.13%	9.89%	7.84%

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**
FY2019	4	1
FY2020	3	1
FY2021	3	2
FY2022	2	1

Assessing Division Recap

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

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

Department Information DSR1	
Department	Finance Department

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, 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).

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).

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, 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 amount of New Growth certified by the Department of Revenue for FY2022 was $270,180,846 ($174,870,082 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, 2022. 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 amount of New Growth certified by the Department of Revenue for FY2023 was $230,637,881 ($162,867,738 was residential property). This was corrected from 1,258 to 778

Approximately 67% 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, 2023. This was the statutory deadline for the collection of New Growth information for the following fiscal year. A total of 582 properties were inspected. The estimated New Growth for FY2024 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 percentage of the total number of parcels.

Results:

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.

Department Information DSR1	
Department	Finance Department

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.

Of the 10,836 Real and Personal property accounts billed in FY2022, the value of 21 of those properties, or 0.19% saw changes in their value through the abatement process vs 0.19% in FY2021. The average adjustment in tax dollars for FY2022 was $7,230 vs. $12,903 for FY2021.

Of the 10,827 Real and Personal property accounts billed in FY2023, the value of 16 of those properties, or 0.15% saw changes in their value through the abatement process vs 0.19% in FY2022. The average adjustment in tax dollars for FY2023 was $8,059 vs. $7,230 for FY2022.

Collector/Treasurer Division Recap – The 2023 activity was not available at the time this was submitted.

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	**2019**	**2020**	**2021**	**2022**
1) Escrow Service Payments	15,936	17,712	16,863	16,738
2) Customer Payment by Check/Cash	52,803	47,886	49,292	49,328
3) Customer Payment by ACH	2,801	3,849	4,188	4,472
4) Total Payments (1+2+3)	71,540	69,447	70,343	70,538
5) Total Payments by Customer (2+3)	55,604	51,735	53,480	53,800
I) Percentage of Customer Payments by ACH (3/5)	**5.04%**	**7.44%**	**7.83%**	**8.31%**
6) Escrow Service Amount Paid	$46,402,811	$55,040,391	$51,519,717	$61,144,638
7) Check/Cash Amount Paid	$101,581,374	$100,999,109	$115,885,905	$116,002,231
8) ACH Amount Paid	$2,560,083	$3,154,098	$3,768,678	$3,787,657
9) Total Amount Paid (6+7+8)	$150,544,268	$159,193,598	$171,174,300	$180,934,526
10) Total Amount Paid by Directly by Customers (7+8)	$104,141,457	$104,153,207	$119,654,583	$119,789,888
II) Percentage of Amount Paid by Customers via ACH (8/10)	**2.46%**	**3.03%**	**3.15%**	**3.16%**

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 reflects this activity. The benefits to the Town of having customers pay their 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.

Department Information DSR1	
Department	Finance Department

Utility Payments (Water and Sewer Service)

Fiscal Year	**2019**	**2020**	**2021**	**2022**
1) Customer Payments by Check/Cash	25,533	24,855	22,612	20,661
2) Customer Payments by ACH	8,454	8,979	8,391	7,537
3) Customer Payments Online	6,635	8,182	9,322	9,845
4) Customer Electronic Payments (2+3)	15,089	17,161	17,713	17,382
5) Total Payments (1+2+3)	40,622	42,016	40,325	38,043
I) Percentage of Payments by ACH or Online (4/5)	**37.14%**	**40.84%**	**43.93%**	**45.69%**
6) Check/Cash Payment Amount	$10,299,780	$9,572,814	$9,673,262	$8,187,894
7) ACH Amount Paid	$2,633,760	$2,705,033	$2,836,100	$2,342,354
8) Online Amount Paid	$2,249,617	$2,723,619	$3,628,422	$3,541,572
9) Payment by ACH or Online (7+8)	$4,883,377	$5,428,652	$6,464,522	$5,883,926
10) Total Payment Amount (6+7+8)	$15,183,157	$15,001,467	$16,137,784	$14,071,820
II) Percentage of the Amount Paid by ACH or Online (9/10)	**32.16%**	**36.19%**	**40.06%**	**41.81%**

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 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 %

Needham average investment yield for fiscal year 2022 was 0.27% as compared to the MMDT rate of 0.32%

Needham average investment yield for fiscal year 2023 was 2.05% as compared to the MMDT rate of 4.06%

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:

The percentage change in the year-end delinquent tax receivables for FY2020 increased by 0.63% from the prior year. The FY2020 year-end delinquent rate was the highest it has been in years. This was attributable to COVID, not only the impact that COVID 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 decreased by 0.54% to 0.96%. The year-end

Department Information DSR1	
Department	Finance Department

delinquent rate increased by 0.16% to 1.12% for FY2022, but declined 0.19% for FY2023.

Year	1st Qtr	2nd Qtr	3rd Qtr	Year End
FY2020	0.91%	2.22%	1.94%	1.50%
FY2021	0.61%	2.38%	2.31%	0.96%
FY2022	0.15%	2.62%	3.19%	1.12%
FY2023	-0.63%*	1.50%	0.55%	0.93%

Information Technology Center Division Recap

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.

The 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:
(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%
(FY2022) Public Safety – 2,219.0 out of 2,219.0 = 100%
(FY2023) Public Safety – Information Was Not Available

Total number of business hours Town Financial Applications (Central Square/Tyler) were available:
(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%
(FY2022) 2,216.0 out of 2,219.0 = 99.86%
(FY2023) Information Was Not Available

Total number of business hours Center at the Heights network was available:
(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%
(FY2022) 2,219.0 out of 2,219.0 = 100%
(FY2023) Information Was Not Available

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

Measure: Planned hours compared to actual hours.

Results:

Department Information DSR1	
Department	Finance Department

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 restrictions.)
FY2022: 50 hours were proposed, and the department provided 20 hours
FY2023: No hours were proposed.

Parking Clerk Division Recap

11. Percentage of parking tickets appealed of the total tickets issued.

Measure: Number appeals over number of parking tickets issued.

Results:

	FY2020	FY2021	FY2022	FY2023
Parking Tickets	8,596	1,457	4,095	2,853
Appeals	751	225	312	218
Appeal %	8.7%	15.4%	7.6%	7.6%

Parking regulation enforcement was curtailed with the onset of the COVID restrictions which is apparent by the FY2021 data. Parking enforcement was stepped up in the second half of FY2022. During the summer of 2023, staff were pulled from their parking assignments to cover Town priority street detail work.

	FY2020	FY2021	FY2022	FY2023	Average
Parking Tickets Electronic	8,226	1,274	4,074	2,707	4,070
Parking Tickets Manual	370	183	21	146	180
Total	8,596	1,457	4,095	2,853	4,250

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	2,378,251		2,378,251
b) Expenses	1,546,253	249,500	1,795,753
c) Capital	102,300	15,000	117,300
d) Total DSR2 & DSR4 Request	4,026,804	264,500	4,291,304

V2025

Department Expenditure Detail DSR2										
Department				Finance Department						
Object				Description					Amount	
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	25		25	24*		24*	24		24	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							X			
Union Positions:	BCTIA		Fire A		Fire C		ITWA	13	NIPEA	
	Police		Police Superior		NA	11				
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									2,238,420
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									7,529
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									5,600
e.	PRD1 Budget Adjustments									8,423
	PRD1 Sub Total									2,259,972
j	DSR3 Other Compensation									
	Sub Total 1									2,259,972
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Accounting Student Intern 675 hours INT01(Schedule C)									16,308
b.	Assessing Professional/Technical Support Specialist year round 1,018 hours PTS (Schedule C)									33,652
c.	Parking Clerk year round 468 hours (Schedule C)									12,730
d.	Collector/Treasurer office customer service part time staff and vacation coverage to keep office open 5 days per week.									6,120
f.	Finance Department Recording Secretary various committees which work with the DTM/FD									2,378
g.	DSR3 Total									
	Sub Total 2									71,188
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									
b.	Training and Development									
c.	Accounting office overtime provision for hours for reporting and processing, and fiscal year end preparation work as needed.									9,850
d.	Assessing office overtime provision for additional hours preparing the tax roll and processing abatement and exemption applications within the statutory timeframe.									500
e.	DSR3 Total									18,915
	Sub Total 3									29,265
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									11,326
c.	Program Stipend									1,500
d.	Tuition Reimbursement									5,000
e.	Working Out of Grade									
f.										

Department Expenditure Detail DSR2		
Department	Finance Department	
g.		
h.	DSR3 Other Compensation	
	Sub Total 4	17,826
5. Total Salary and Wages (1+2+3+4)		$2,378,251

DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	ITC – 5240 Office equipment, printers and other repairs and services (1,000) ITC – 5245 Dell equipment maintenance services (13,000) ITC – 5245 Public Safety Building (2) 30kVA UPSs (15,000) ITC – 5245 Six multi-purpose copier service agreements (24,000) TC – 5240 Mailing equipment repairs (1,300) TC – 5247 Mailing equipment maintenance (2,000)	56,300
Rental & Leases (527X)		
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	AC – 5303 Accountants annual conference, quarterly training sessions, employee training (4,000) AC – 5309 Independent financial audits financial and internal controls; federal single audit; SSA; DOE compliance (76,500) AS – 5300 Annual services related to residential, commercial, industrial, and personal property data collection and interpretation RRC base charge (16,000); RRC additional accounts (4,000); Utility and Special Property Valuation Reviews (4,000) AS – 5300 Building data collection and analysis CIDARE (18,625) AS – 5300 DOR Five Year Certification Review Services technical table modifications; commercial appraisal services; methodology reviews (58,000). AS – 5303 State and County Assessing Association meetings, conferences classes and tutorial courses including MAA designation and re-certification required courses for staff DOR (5,000) AS – 5305 IAS Software CAMA system	1,214,330

Department Expenditure Detail DSR2		
Department	Finance Department	
	(18,949) AS – 5305 RRC Personal Property software support (2,625) AS – 5309 Valuation and taxpayer appeal related consulting services for land, commercial property, and personal property value defense (16,000) AS – 5310 ATB legal services (5,000) CT – 5300 Collection service bureau fees (13,500) CT – 5300 Electronic payment processing (5,100) CT – 5300 Lockbox and payment deposit processing (12,700) CT – 5303 Professional development and training seminars for collector staff (1,500) FD – 5300 External professional services (500) FD – 5303 Internal control training for Town staff (250) FD – 5303 State and professional related seminars (750) FD – 5305 DocuSign (9,914) FD – 5305 Zoom Video Communications (15,869) ITC – 5300 Technical assistance consultants and vendors (45,000); Back up, Configuration, Network Assistance (26,500); Water System Push Updates (20,000) ITC – 5303 Conference registration and training fees (1,500) ITC – 5305 Software Adobe Creative Cloud (15,125) Adobe Creative Cloud 40 Add'l (7,200) Archive Social (5,450) Barracuda Cloud Essentials (17,984) Bitdefender Desktop Protection (16,380) BMC TrackIT (9,445) Carousel Aruba License (4,556) Central Square Computer Aided Dispatch (TriTech/IMC) (38,341) Central Square Financial Application (Superion) (102,912) Citrix ShareFile (1,310)	

Department Expenditure Detail DSR2		
Department	Finance Department	
	Citrix Workspace Premium (28,088) CivicPlus (30,213) Code42 Hosted Backup (1,147) Dell VMWare (21,555) Digicert (SSL Certs) (3,641) DLT Solution AutoCAD (0) – Moved to DPW ESRI (0) – Moved to DPW FOIA Direct (4,576) Foritnet Zero Trust Fortinet Control/ Fortiguard (32,361) Freshworks Help Desk (3,210) IBM MaaS360 (7,246) LogMeIn USA Inc (GoToAssist) (0) - End LogMeIn USA Inc (GoToMyPC) (0) - End Maine Technical Source (0) – Moved to DPW Microsoft Azure (17,887) Microsoft Office 365 (104,196) Microsoft Office 365 add'l 100 G-3 licenses (24,725) Microsoft Power BI (1,952) Microsoft Project & Visio (3,389) OpenGov Viewpoint Cloud (62,287) Quality Data Services (59,300) – Funded by FWA for 25 Software general license fees, application modifications, subscription increases, third-party connector fees (13,500) Tyler Technologies (Infinite Visions) General Ledger (109,906) Veeam Virtual Back Up (21,842) Zobrio (40,000) – Funded by FWA for 25 PC – 5300 Parking ticket processing (30,000) PO – 5303 Purchasing and procurement professional development (2,000) TC – 5300 Ambulance billing and processing services (35,500) TC – 5300 Banking, credit card, and electronic payment fees (41,000) TC – 5300 Continuing Disclosure filings (3,000) TC – 5300 Debt administration fees (7,500) TC – 5303 Mass Collector and Treasurer conferences and annual school	

Department Expenditure Detail DSR2		
Department	Finance Department	
	registration (250) TC – 5305 Pitney Bowes (874) TC – 5310 Bond Counsel related expenses not otherwise funded (2,000)	
Communications (534x)	AC – 5341 Postage for mailings e.g., Year End reports required by DOR (200) AS – 5341 Postage, certified notices, and other mailings (3,000) AS – 5344 Wireless communication (660) AS – 5345 Printing services (500) CT – 5341 Postage for tax, excise, general, and collection notice billings (63,960) CT – 5345 Printing and mailing services for tax and other receivables (24,000) FD – 5341 Postage, printing, & mailing (50) ITC – 5343 Larger Pipe (6,000) ITC – 5343 Primary Internet IP (12,000) ITC – 5343 Redundancy lines public safety (10,250); Redundancy lines other buildings (6,750) ITC – 5343 VoIP services public safety (10,000) ITC – 5344 Wireless communication systems (4,356) PC – 5341 Postage (150) PO – 5344 Wireless communication (660) PO – 5347 Legal notices (1,600) TC – 5341 Postage for general notices, certified notices, compliance notices, and payments (11,440) TC – 5345 Printing and mailing services for non-collection communications (200)	155,776
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	AC – Shredding Services (530) TC - Armor car service (2,500)	3,030
Office Supplies (542x)	AC - General supplies including pens, pencils, office equipment supplies, ink, folders, paper stock, binders, non-print envelopes, labels, W-2, Misc-1099, etc. (2,500) 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	9,125

Department Expenditure Detail DSR2		
Department	Finance Department	
	supplies (825) CT - Office supplies and materials (850) FD - Office supplies and materials including budget and capital plan materials, risk insurance (750) ITC - Office supplies, computer forms, and materials (3,000) PO - Office supplies and procurement forms and other materials (400) TC - Office and money handling supplies and materials (800)	
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)	AC – Office Equipment (2,500) AS – Office Equipment (500) ITC - Hardware supplies and equipment parts, standard computer supplies for other departments, forms, paper, toners cartridges, etc. (41,000) Monitors ~15 (6,000) Small Printers ~20 (28,000) TC - Mail equipment supplies (1,500) TC - Parking permits; coin counting equipment (3,000)	82,500
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 (3,819); AS (3,802); CT (0); FD (3,732); ITC (3,529); PC (0); PO (0); TC (4,000)	18,882
Dues & Subscriptions (573X)	AC - Accounting related association dues and subscriptions (305) AS – Assessing related association dues and subscriptions (850) FD - Professional related association dues and subscriptions GFOA; MGFOA; NESGFOA (500) ITC – Technology related association dues and subscriptions MGISA (300)	2,630

Department Expenditure Detail DSR2					
Department	Finance Department				
	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)				
Other Expenses (574 X – 579x)	Town Treasurer and Tax Collector and Asst Treasurer/Collector bonds (2,700)				2,700
6. Total Expenses					1,546,253
DSR2C					
Capital Equipment Replacement (587X)	Desktop and Laptop Computers (~65 Units) Replacement Switches (~2 Units)				97,500 4,800
7. Total Operating Budget Capital					102,300
8. Total Base Request (Line 5 + Line 6 + Line 7)					4,026,804
Does the Department depend on any Federal or State grants to provide services?		YES	X	NO	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?		YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?		YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?		YES	N/A	NO	N/A
					V2025

Department Personnel Supplement DSR3						
Department	Finance Department					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Parking enforcement appeals research and after-hours support	5,990			X	
3	Technology Center overtime related to extended, evening callback, and weekend work.	6,750			X	
2	Treasurer/Collector office overtime for seasonal demands	6,175			X	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	18,915	X			
Sections						
	Amount Reported Under DSR2A Section 1					
	Amount Reported Under DSR2A Section 2					
	Amount Reported Under DSR2A Section 3	18,915				
	Amount Reported Under DSR2A Section 4					
II	Total	18,915				
						V2025

Performance Improvement Funding Request DSR4			
Department	Finance Department	Fiscal Year	2025
Title	Public Safety Technology Support Services	Priority	1

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage				
2. Expense		248,000		248,000
3. Operating Capital				
4. Department Total (1+2+3)		248,000		248,000
5. Other Costs				

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?		X
If yes, which Board or Committee?		
Has this request been submitted in the last three fiscal years and not funded?		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?	X	
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 licensing required (beyond the initial purchase)?	X	
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The Town is experiencing changes with its use and dependence on technology, especially in public safety. The span, scope, complexity, and the around the clock need for technology systems in use by the Fire and Police Departments can no longer be supported by just in-house personnel. The services are needed 24 hours a day, 7 days a week. We have a growing need and reliance on third-party service providers to be available holidays, weekends, during inclement weather, and declared emergencies for internal and external problems, software integration issues, interruptions with communications between technology equipment in the field and the stations, and enhanced security and monitoring of the networks. Other related work includes a regular software patching schedule based on the software provider recommendations, and limiting interruptions to Town operations by doing this work on off hours. This also includes support for VMWare, firewall and switches.

When technology systems are down the tools that are relied upon by Fire and Police personnel may not be available and that may mean lifesaving equipment on fire vehicles may not be functioning properly, or at all. Fire personnel rely on technology to extinguish fires, monitor buildings, or extract people from vehicles that were in accidents. Firefighters and Paramedics cannot stay in contact with others, get up-to-date information, or protect themselves while they serve the community without functioning equipment.

Performance Improvement Funding Request DSR4			
Department	Finance Department	Fiscal Year	2025
Title	Public Safety Technology Support Services	Priority	1

Officers may not have the ability to communicate with the station or obtain critical information that may be needed for a call or when verifying registration information of an abandoned vehicle or traffic violation stop, which could put the officer and the individual at greater risk. When the technology is not operating properly billing activities could be stalled, affecting the department's ability to bill and collect timely on monies due to the Town, which could negatively impact revenue.

The Finance Department would manage the procurement, contract performance, and communications with the providers. The requested amount is based on quotes received from service providers who are on a state contract and are approved for the types of work that would be covered. These services are in addition to what the in-house staff provides to all departments during regular business hours. Funding this request would not reduce the current staff level needs, but not funding the request would require additional staff in order to be available beyond the standard business day.

V2025

Performance Improvement Funding Request DSR4			
Department	Finance Department	Fiscal Year	2025
Title	Multifunction Printer	Priority	2

DSR4

Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage				
2. Expense		1,500		1,500
3. Operating Capital			15,000	15,000
4. Department Total (1+2+3)		1,500	15,000	16,500
5. Other Costs				

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?		X
If yes, which Board or Committee?		
Has this request been submitted in the last three fiscal years and not funded?		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?	X	
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The Office of the Town Manager and Select Board requested a new multifunction printer to meet the department's heavy printing volume and production needs. The department is seeking a printer to be installed in the office suite which can print, scan, collate, and print on regular and legal-size paper. The department staff reports that the current small printer (approximate cost new $1,400) lacks the functionality to produce any product beyond basic print or scan jobs. The printer lacks sufficient capacity for large jobs and adequately sized toner cartridges and is prone to failure due to age. This has made in-house processes tedious and reliant on shared printers that are not easily accessible to all office staff.

The cost is approximately $15,000 and will increase the expense budget (because the number of printers will increase) by $1,500. This represents the estimated annual costs to purchase toner for the specific machine and for the annual support service contract for regular servicing and repairs.

The purchase and setup of the printer will be done by technology staff and depending upon the recommendations of the copier manufacturer, assistance of building maintenance staff may be necessary to provide extra air ventilation.

V2025

Fiscal Year 2025 Proposed Budget

Finance Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	2,254,372	263,915			2,254,372	263,915		1,990,457	1,847,723.97	1,736,874.44	1,982,571.98
Salary & Wage Temporary	71,188	6,211			71,188	6,211		64,977	113,558.40	87,360.49	
Salary & Wage Overtime	29,265				29,265			29,265	22,391.90	11,801.80	18,851.79
Salary & Wage Other	23,426	(11,188)			23,426	(11,188)		34,614	179,913.02	68,932.27	39,876.06
Salary and Wage Total	2,378,251	258,938	12.2%		2,378,251	258,938	12.2%	2,119,313	2,163,587.29	1,904,969.00	2,041,299.83
Energy											
Non Energy Utilities											
Repairs and Maintenance	56,300			500	56,800	500		56,300	27,662.60	40,976.38	64,599.49
Rental and Leases											
Other Property Related											
Professional & Technical	1,214,330	(83,903)		248,000	1,462,330	164,097		1,298,233	1,071,791.15	909,181.27	908,361.04
Communications	155,776	10,273			155,776	10,273		145,503	143,729.57	138,890.04	136,404.38
Recreation											
Other Purchased Services	3,030	530			3,030	530		2,500	12,525.80	2,923.60	2,613.35
Energy Supplies											
Office Supplies	9,125	(1,820)			9,125	(1,820)		10,945	5,483.15	8,334.89	10,974.37
Building & Equipment Rprs/Sp											
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies											
Medical Supplies											
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	82,500	21,500		1,000	83,500	22,500		61,000	91,695.16	83,709.32	87,763.24
Governmental Charges	980				980			980	171.00	912.00	987.00
Travel & Mileage	18,882	5,482			18,882	5,482		13,400	3,097.90	2,079.55	1,328.74
Dues & Subscriptions	2,630	(160)			2,630	(160)		2,790	1,230.00	880.00	1,830.00
Other	2,700	200			2,700	200		2,500	2,607.00	2,356.00	58,157.90
Expense	1,546,253	(47,898)	-3.0%	249,500	1,795,753	201,602	12.6%	1,594,151	1,359,993.33	1,190,243.05	1,273,019.51
Capital Equipment	102,300	2,300		15,000	117,300	17,300		100,000	86,518.14	94,723.44	93,248.58
Budget Capital	102,300	2,300	2.3%	15,000	117,300	17,300	17.3%	100,000	86,518.14	94,723.44	93,248.58
TOTAL	4,026,804	213,340	5.6%	264,500	4,291,304	477,840	12.5%	3,813,464	3,610,098.76	3,189,935.49	3,407,567.92

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Deputy Town Manager/Director of Finance	1.00	G	16		171,872					$171,872	
Assistant Director of Finance	0.50	G	13		123,000			3,000	(61,500)	$64,500	Transfer to Procurement; Vehicle Allowance
Management Analyst	1.00	G	8	9	87,887					$87,887	
BUDGETARY ADJUSTMENT									1,247	$1,247	
Finance	2.50				382,759			3,000	(60,253)	$325,506	
Town Accountant	1.00	G	12		122,610					$122,610	
Assistant Town Accountant	1.00	G	9	10	96,642	600				$97,242	Longevity
Payroll Coordinator	1.00	I	6	7	76,226					$76,226	
Administrative Specialist	1.00	I	5	8	74,354					$74,354	
Administrative Analyst	1.00	GT	6	7	76,226	400				$76,626	Longevity
BUDGETARY ADJUSTMENT									1,719	$1,719	
Accounting	5.00				446,058	1,000			1,719	$448,777	
Assistant Finance Director	0.50	G	13						61,500	$61,500	Transfer from Finance
BUDGETARY ADJUSTMENT											
Purchasing	0.50								61,500	$61,500	
Director of Assessing	1.00	G	12		122,626			2,600		$125,226	Vehicle Allowance
Assistant Director of Assessing	1.00	G	9	10	96,642	800				$97,442	Longevity
Field Assessor	1.00	I	6	8	78,078					$78,078	
Finance Assistant	1.00	I	4	4	62,615					$62,615	
BUDGETARY ADJUSTMENT									1,398	$1,398	
Assessing	4.00				359,961	800		2,600	1,398	$364,759	

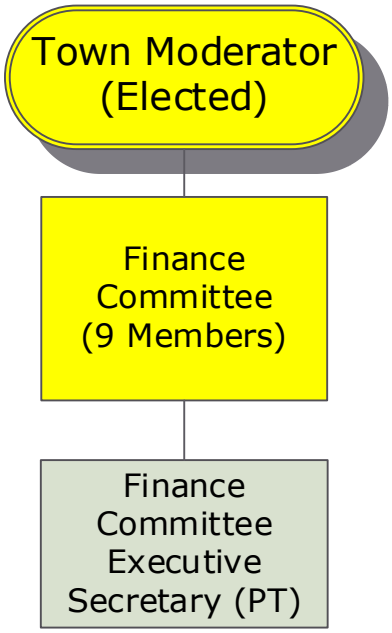
PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Deputy Town Manager/Director of Finance	1.00	1.00	1.00	162,796	171,872	171,872	
Assistant Director of Finance		0.50	0.50		64,500	64,500	
Management Analyst	1.00	1.00	1.00	81,998	84,045	87,887	4.6%
BUDGETARY ADJUSTMENT				904	965	1,247	29.2%
Finance	2.00	2.50	2.50	245,698	321,382	325,506	1.3%
Town Accountant	1.00	1.00	1.00	116,102	122,610	122,610	
Assistant Town Accountant	1.00	1.00	1.00	90,744	95,351	97,242	2.0%
Payroll Coordinator	1.00	1.00	1.00	70,317	74,237	76,226	2.7%
Administrative Specialist	1.00	1.00	1.00	66,963	70,688	74,354	5.2%
Administrative Analyst	1.00	1.00	1.00	70,517	74,437	76,626	2.9%
BUDGETARY ADJUSTMENT				1,574	1,668	1,719	3.1%
Accounting	5.00	5.00	5.00	416,217.00	438,991.00	448,777.00	2.2%
Assistant Finance Director	1.00	0.50	0.50	96,174	57,460	61,500	7.0%
BUDGETARY ADJUSTMENT				366	379		-100.0%
Purchasing	1.00	0.50	0.50	96,540	57,839	61,500	6.3%
Director of Assessing	1.00	1.00	1.00	118,249	125,226	125,226	0.0%
Assistant Director of Assessing	1.00	1.00	1.00	90,944	95,551	97,442	2.0%
Field Assessor	1.00	1.00	1.00	72,423	76,226	78,078	2.4%
Finance Assistant	1.00	1.00	1.00	62,094	65,882	62,615	-5.0%
BUDGETARY ADJUSTMENT				1,319	1,382	1,398	1.2%
Assessing	4.00	4.00	4.00	345,029	364,267	364,759	0.1%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Town Treasurer & Tax Collector	1.00	G	12		125,369					$125,369	
Finance Assistant	1.00	I	4	6	66,612					$66,612	
Office Assistant	1.00	I	2	11	61,464					$61,464	
BUDGETARY ADJUSTMENT									975	$975	
Treasury	3.00				253,445				975	$254,420	
Assistant Treasurer/Collector	1.00	G	9	11	98,573	4,929				$103,502	Longevity
Finance Assistant	1.00	I	4	5	64,682					$64,682	
Office Assistant	1.00	I	2	11	61,464					$61,464	
BUDGETARY ADJUSTMENT									883	$883	
Collector	3.00				224,719	4,929			883	$230,531	
Director of Management Information Systems	1.00	G	14		140,000					$140,000	
Network Manager	1.00	IE	11	11	108,674	800				$109,474	Longevity
GIS Database Administrator		x	x	x							Position moved to DPW
Applications Administrator	1.00	IE	7	11	87,068					$87,068	
Applications Administrator	1.00	IE	7	6	77,961					$77,961	
Technology Support Technician	1.00	I	6	9	79,697					$79,697	
Technology Support Technician	1.00	I	6	8	78,078					$78,078	
BUDGETARY ADJUSTMENT									2,201	$2,201	
ITC	6.00				571,478	800			2,201	$574,479	
Department Totals	24.00				2,238,420	7,529		5,600	8,423	$2,259,972	
	Salary and Wage Base (5110)									$2,238,420	
	Other Regular Compensation (5110)									$7,529	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)									$5,600	
	Budgetary Adjustment (5110)									$8,423	
	Total									$2,259,972	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Town Treasurer & Tax Collector	1.00	1.00	1.00	122,310	125,369	125,369	
Finance Assistant	1.00	1.00	1.00	63,102	64,682	66,612	3.0%
Office Assistant	1.00	1.00	1.00	60,002	55,049	61,464	11.7%
BUDGETARY ADJUSTMENT				942	943	975	3.4%
Treasury	3.00	3.00	3.00	246,356	246,043	254,420	3.4%
Assistant Treasurer/Collector	1.00	1.00	1.00	94,861	101,474	103,502	2.0%
Finance Assistant	1.00	1.00	1.00	56,648	62,615	64,682	3.3%
Office Assistant	1.00	1.00	1.00	56,492	55,049	61,464	11.7%
BUDGETARY ADJUSTMENT				796	843	883	4.7%
Collector	3.00	3.00	3.00	208,797	219,981	230,531	4.8%
Director of Management Information Systems	1.00	1.00	1.00	127,219	130,437	140,000	7.3%
Network Manager	1.00	1.00	1.00	123,586	109,475	109,474	0.0%
GIS Database Administrator	1.00			85,605	28,464		-100.0%
Applications Administrator	1.00	1.00	1.00	84,942	87,068	87,068	
Applications Administrator	1.00	1.00	1.00	80,906	69,538	77,961	12.1%
Technology Support Technician	1.00	1.00	1.00	77,747	78,078	79,697	2.1%
Technology Support Technician	1.00	1.00	1.00	71,588	78,078	78,078	
BUDGETARY ADJUSTMENT				2,176	2,527	2,201	-12.9%
ITC	7.00	6.00	6.00	653,769	583,665	574,479	-1.6%
Department Totals	25.00	24.00	24.00	2,212,406	2,232,168	2,259,972	1.2%

Department Organizational Chart

Finance Committee



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Budget Request Short Form	
Budget	Finance Committee

Purpose

The Finance Committee is comprised of 9 members who are appointed by the Town Moderator. The Committee is responsible for recommending a balanced budget for the following fiscal year for Town Meeting to consider and vote. The Finance Committee also makes recommendations to Town Meeting on capital requests and all other issues with financial implications. The Finance Committee oversees the Reserve Fund and is responsible for authorizing any transfers needed to other lines in the operating budget to cover unforeseen or extraordinary expenses.

Budget Statement

The Finance Committee budget request for FY 2025 represents an increase of 0.38% over the FY 2024 budget. Salary and Wages are increasing 0.02%. The expense line is increasing 10.39%.

Budget Changes

The salary and wage line provides for the salary of one half-time staff employee. This line increased in accordance with salary increases for non-represented employees in FY 2024 and is essentially flat in FY 2025.

The expense line covers office supplies (no change requested in FY 2025), dues for professional organizations (no change requested in FY2025) and fees for conferences for the Committee's appointed members as well as staff. Members and staff have attended the annual meetings of the Association of Town Finance Committees and the Massachusetts Municipal Association. The budget includes funding for 2-4 attendees at each conference. These expenses are increasing by $170 primarily to cover rising registration fees which were increased minimally or not at all during the pandemic, and have increased in the past year.

Line Item	**Description**	**Comments**	**Change ($)**
Salary and Wages	Annual increase	Non-represented staff	7
Prof. & Technical	Seminars	Registration fees	170

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Description	Purpose	Amount
Salary and wages	[Part-time staff (per PRD-1	45,365
Registration Fees	Mass. Municipal Assoc. and ATFC Annual Meetings	1,260
Dues	Assoc. Town Finance Committee (ATFC)	400
Office Supplies	Misc. supplies, name plates	100
Total Request		47,125

V2025

Fiscal Year 2025 Proposed Budget

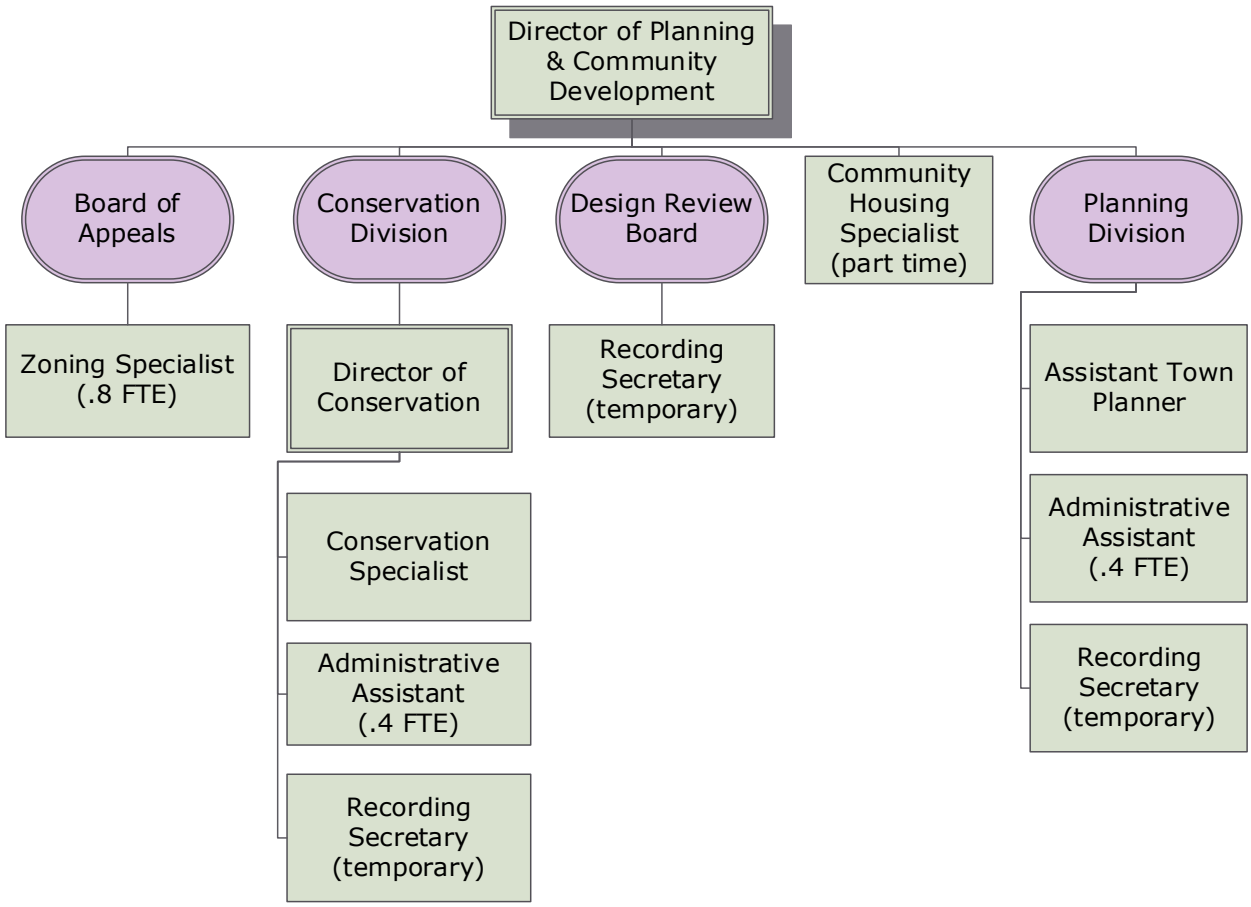
Finance Committee	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	45,365	7			45,365	7		45,358	43,401.79	40,138.27	39,676.96
Salary & Wage Temporary											
Salary & Wage Overtime											
Salary & Wage Other											
Salary and Wage Total	45,365	7	0.0%		45,365	7	0.0%	45,358	43,401.79	40,138.27	39,676.96
Energy											
Non Energy Utilities											
Repairs and Maintenance											
Rental and Leases											
Other Property Related											
Professional & Technical	1,260	170			1,260	170		1,090	550.00	25.00	105.00
Communications											
Recreation											
Other Purchased Services											
Energy Supplies											
Office Supplies	100				100			100	21.78		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											
Governmental Charges											
Travel & Mileage											
Dues & Subscriptions	400				400			400	352.00	345.00	345.00
Other											
Expense	1,760	170	10.7%		1,760	170	10.7%	1,590	923.78	370.00	460.89
Capital Equipment											
Budget Capital											
TOTAL	47,125	177	0.4%		47,125	177	0.4%	46,948	44,325.57	40,508.27	40,137.85

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Finance Committee, Executive Secretary	0.50	Sch C	X	X	45,192					$45,192	
BUDGETARY ADJUSTMENT									173	$173	
Department Totals	0.50				45,192				173	$45,365	
	Salary and Wage Base (5110)									$45,192	
	Other Regular Compensation (5110)										
	Education Compensation (5192)										
	Other Pay and Stipends (5197)										
	Budgetary Adjustment (5110)									$173	
	Total									$45,365	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Finance Committee, Executive Secretary	0.50	0.50	0.50	43,241	45,192	45,192	
BUDGETARY ADJUSTMENT				161	166	173	4.2%
Department Totals	0.50	0.50	0.50	43,402	45,358	45,365	0.0%

Department Organizational Chart

Planning and Community Development Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Information DSR1	
Department	Planning and Community Development

Department Mission

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 future for generations to come.

On the Horizon

Key Challenges

The key economic development and planning 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. Securing compliance with the MBTA Multi-Family Zoning Districts Guidelines under Section 3A of the Zoning Act required by December of 2024 and implementation of the regulatory component of the Town's Climate Action Pan are additionally key priorities.

Needham Crossing Business Center Planning

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 2nd 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. Boston Children's Hospital 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

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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 building permit for the project was issued in February 2023. Construction is currently underway with occupancy anticipated for late 2025.

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 SharkNinja 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 2nd Avenue Residences comprising 390 residential housing units and associated structured parking at 2nd Avenue was completed in the spring of 2018 with full rent-up completed in the fall of 2019.

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 land use 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. Finally, the Department and Planning Board participated in the Needham Center and Needham Heights Parking Study completed by Stantec in March of 2023. The study included a view of the Needham Zoning By-Law parking standards as currently applied to Needham Center and Needham Heights. Recommendations on adjustments to the current Needham Zoning By-Law parking requirements to enable a more progressive parking management program are currently under review.

MBTA Multi-Family Zoning Districts Guidelines under Section 3A of the Zoning Act

In January 2021, Governor Baker signed Chapter 358 of the Acts of 2020 into law, which requires each MBTA community to have "a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right." The statute requires that: (1) the housing cannot have age-restrictions and must be suitable for families with children; (2) the zoning must allow for at least 15 units per acre; (3) the district must be within 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station; and (4) non-compliant communities will be ineligible to receive state funds from the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program.

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The Executive Office of Housing and Livable Communities (EOHLC) formerly known as the Department of Housing and Community Development (DHCD), in consultation with the MBTA and MassDOT, is responsible for establishing guidelines for implementation and determining if communities are compliant. This legislation is part of a broader effort to encourage transit-oriented development and to address the state's housing shortage, in terms of both the number of units and types of housing stock available.

In August 2023 EOHLC released a set of guidelines for how communities can comply with this new multi-family zoning requirement. The EOHLC guidelines classify Needham as a commuter rail community which requires that the Town implement zoning to permit a housing unit capacity equivalent to 15% of the Town's total number of existing housing units. As the Town's 2020 Census count was 11,891 housing units, Needham's minimum unit capacity of 15% is 1,784 units.

The guidelines further detail a timeline for compliance. By January 31, 2023, Needham must submit a proposed action plan, including a timeline for any planning studies, community outreach activities, or other actions to create a compliant zoning district. By December 31, 2024, compliant zoning must be adopted by the Town or continued funding under the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program will no longer be available to the community. On January 23, 2023, Needham submitted its Action Plan to the Executive Office of Housing and Livable Communities. On March 24, 2023, EOHLC approved Needham's Action Plan and granted the Town Interim Compliance until the due date for District Compliance of December 31, 2024.

Affordable Housing Trust and Small Repair Grant 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, 2022, and 2023 Annual Town Meetings each 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 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

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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 program funds appropriated to date have been committed with a total of 60 residents served over the life of the program. 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 2025 fiscal year.

Conservation Division Fiscal 2024 Goals

Finally, the Conservation Division has identified the following primary goals for FY2024: (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) Assisting the Park and Recreation Department and the Trails Advisory Committee in reactivating the Trail Steward Program including soliciting volunteers; (4) Assisting various Town departments in assessing compliance with the Town's NPDES permit and other initiatives; (5) As part of the NPDES permit public education compliance piece, the Conservation staff will continue to schedule presentations for the public utilizing the Commission's interactive Stormwater Model; (6) Conservation staff will continue to promote the use of pollinator seed mixes as opposed to lawn seed to the public and on various Town projects where applicable; (7) Expanding management activities on Conservation lands to promote use and protect valuable natural resources; (8) Implementing a signage initiative program 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 Community 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

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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 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 the Community Preservation Act (CPA) for the Community Housing Specialist in the amount of $60,000. Under the appropriation 50 percent of the position costs for the Community Housing Specialist were assigned to the CPA and 50 percent to the general fund through the Planning and Community Development budget. 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 Community Housing Specialist position leaving enough CPA funds available to fund the position through Fiscal Year 2023. The Department of Revenue issued guidance for Fiscal 2024 as to how CPA funds may be used and based on said guidance Town Counsel advised that CPA funds could only be directed toward making particular housing assets affordable and that "salaries, wages or benefits or other indirect costs" incurred by general government departments such as the Planning and Community Development Department are ineligible expenditures. Accordingly in Fiscal 2024, the Department requested through a DSR 4 that the 9 hours per week of salary for the Community Housing Specialist previously funded through CPA be added to the Planning and Community Development Department budget and that the total hours for the Community Housing Specialist be increased from 18 hours to 19.5 hours per week so that the additional responsibilities associated with the MBTA Communities Act could be met. This request was approved in Fiscal 2024.

As relates to the operating component of the Fiscal Year 2025 budget an overall increase of 6.24% 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, office supplies, building and equipment supplies, and travel and mileage, as well as a decrease in other supplies and equipment and government charges, all as further detailed in the table below.

Table 1: Detail of FY 2025 Budget Changes

Category	Change from FY 2024	Comments
Professional and Technical Services	$1,000	Increase in Seminars and Training for Planning Board and Conservation Commission.
Communications	$1,250	Decrease of $600 in wireless communication expense to accommodate reduced cell phone service cost and postage cost based

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		on FY 2023. Increase in printing and mailing of $1,850 based on FY 2023. Net change an increase of $1,250.
Office Supplies	$500	Increase in office supplies reflective of FY 2023 costs.
Building and Equipment Supplies	$500	Increase in building and equipment supplies for Boardwalk repair at the Ridge Hill Swamp Trail.
Other Supplies and Equipment	-$1,000	Decrease in other supplies and equipment for the Planning Division.
Government Charges	-$300	Decrease in fees paid to Norfolk County Registry of Deeds based on FY 2023.
Travel and Mileage	$450	Increase in Planning Board and Conservation Commission in State Conference Expense.
Dues and Subscriptions	No Change	

Planning and Community Development Division

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 Community 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 HOME Program has continued at approximately $2,700 annually.

Revenue for FY2024 is expected to increase due to receipt of a grant in the amount of $70,000 from the Executive Office of Housing and Livable Communities under the Community Planning Grant Program. Said planning funds have been allocated for consultant technical services assistance in helping the Town meet the requirements related to M.G.L. c. 40A Section 3A, sometimes referred to as "MBTA Communities Guidelines".

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Table 2: Planning and Community Development Application Fees & Grants

	FY '21	FY '22	FY '23	FY '24*	FY '24**
Application Fees	$32,844	$78,430	$53,753	$35,100	$55,453
Zoning By-Laws	$40	$45	$15	$0	$45
Zoning Maps	$15	$15	$15	$0	$15
Subdivision Regulations	$0	$15	$0	$0	$15
Grants/Donations	$2,505[a]	$2,680[b]	$2,775[c]	$70,000[d]	$72,800[d e]
Traffic Mitigation Fee					
Total	$35,404	$81,185	$56,558	$105,100	$128,328

[a]HOME Program ($2,505 received).
[b]HOME Program ($2,680 received).
[c]HOME Program ($2,775 received).
[d]Community Planning Grant Program $70,000 received)
[e]HOME Program Anticipated ($2,800 received).

*Revenue received July 1, 2023 through October 20, 2023.
**Projected revenue to June 30, 2024.

Conservation Division

During FY2023, the Conservation Commission met formally a total of twenty (20) times and held a total of twenty-six (26) public hearings. During FY2023 the Conservation Commission collected a total of $10,715.00 in fees.

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

Fiscal Year	Number of Public Hearings	Total Fees Collected (WPA & Town Bylaw)	Town Portion of State WPA Fee	Enforcement Order Fines Collected
FY2018	35	$20,812	$ 5,062.00	0
FY2019	30	$10,810	$ 3,350.00	$300
FY2020	16	$8,750	$ 2,500.00	$2,200
FY2021	32	$4,470	$ 6,395.00	$1,100
FY2022	27	$8,055	$ 3,105.00	0
FY2023	26	$5,950	$ 4,765.00	0

Board of Appeals Division

In FY2023, the Board of Appeals met formally a total of eleven (11) times and held a total of twenty-one (21) public hearings and six (6) informal hearings. During FY2023, the Board of

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Appeals collected a total of $5,800 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
FY2020	26	1	$9,600
FY2021	32	5	$8,000
FY2022	28	6	$6,700
FY2023	21	6	$5,800

Design Review Board Division

In FY2023, the DRB met formally a total of fourteen (14) times and held a total of six (6) public hearings for special permits. During FY2023, the DRB collected a total of $2,762.00 in fees in fulfilling its regulatory function as noted below.

Table 5: Design Review Board Meetings, Public Hearings & Fees

Fiscal Year	Number of DRB Meetings	Number of Public Hearings (Special Permit)	By-Law Fees Collected
FY 2019	21	3	$2,750.00
FY 2020	16	6	$1,671.00
FY 2021	19	7	$3,172.00
FY 2022	17	5	$1,822.00
FY 2023	14	6	$2,762.00

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) Plan
- 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.

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits

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- 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 FY2023 processed sixteen (16) applications as "Major Projects" under the Site Plan Review By-Law. In addition, the Board reviewed and approved one (1) subdivision plan, and four (4) 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 twenty-one (21) 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 are as follows:

<u>MBTA Communities Planning Study under M.G.L. c. 40A Section 3A</u>
In January 2021, Governor Baker signed Chapter 358 of the Acts of 2020 into law. The new M.G.L. c. 40A Section 3A, requires that an MBTA community have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria set forth in the statute. Needham is subject to the new zoning requirements as a "commuter rail community." The Town must adopt the new multi-family zoning by December 2024 to achieve compliance with the Section 3A requirements. The Executive Office of Housing and Livable Communities approved Needham's Action Plan, and the Town, through the process of preparing a Housing Plan last year, has identified potential opportunities for creating the required new zoning. The Town has secured consultant services as a means for testing these approaches through EOHLC's compliance model, which is the primary tool for measuring a zoning district for such compliance. Additionally, the Town is reviewing alternative options for consideration based on the compliance model analysis.

Key components of the planning effort include the preparation of build out and fiscal impact analyses for the different development scenarios that are reviewed through the EOHLC compliance model, development of conceptual visualizations for those scenarios, identification of regulatory approaches for implementation either through modification of existing zoning parameters or implementation of a concept for a new district, and the drafting of proposed zoning by-law amendments, including proposed amendments to the zoning map, that allow multi-family housing by right in compliance with M.G.L. c. 40A, Section 3A. Additionally design recommendations pertaining to building placement and orientation, building mass and form, facades and parking placement for the selected zoning approach will be prepared. Lastly, a feasibility study that documents that a reasonable variety of multi-family housing types can be feasibly developed using at least two alternative affordability percentage thresholds, to be determined by the Housing Needham (HONE) Advisory Group, which are a higher percentage than the 10% maximum included under the Section 3A Guidelines will be prepared. The Town must submit this report to EOHLC for

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approval.

The preparation of a plan compliant with the MBTA Communities Act guidelines is using a similar planning process to that established for other planning efforts in Needham. First, to support the new zoning, the Town established a Housing Needham (HONE) Advisory Group that will lead the community engagement process and advise the Select Board and Planning Board on proposed zoning to bring to Town Meeting in 2024, informed by their individual expertise, group deliberations, and feedback received from the public. The composition of the Housing Needham (HONE) Advisory Group includes 2 representatives of the Planning Board, 2 from the Select Board, 1 from the Finance Committee, a Land Use Attorney, a Real Estate Developer, a Renter, and a Citizen at Large.

Second, the planning process established incorporates an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. Three Town-wide meetings are proposed during this planning process. A Town-wide workshop will be held at the beginning of the process to review the MBTA focused housing strategies recommended in the Needham Housing Plan and to test those recommended strategies for compliance against the EOHLC unit capacity testing model established under M.G.L. c. 40A Section 3A. Two to three other additional compliant options which meet community goals will also be tested for compliance with the EOHLC unit capacity testing model and will be presented at this first workshop for public input and feedback on community preference. A second Town-wide workshop is planned for midway through the planning process. Informed by input received at the first workshop, up to three zoning alternatives will be advanced to include a build-out analysis, a fiscal impact analysis and 3D modeling. Based on comments and recommendations received at this second workshop the preferred option will be selected and implemented. At the end of the process, the final recommendations and zoning implementation strategy will be presented at an advertised public meeting.

This planning study began in September of 2023 and is expected to conclude in April of 2024.

Fiscal Year 2023 Zoning Initiatives

In Fiscal Year 2023 four zoning initiatives as described below were adopted by Town Meeting. Article 8 was presented at the October 2022 Special Town Meeting. Articles 19, 20 and 21 were presented at the May 2023 Annual Town Meeting.

Article 8. Amend Zoning By-Law – Brew Pub and Microbrewery
This article provides for the establishment of Brew Pubs and Microbreweries within Needham. The 2022 Needham Zoning By-Law did not have any provisions for Brew Pubs or Microbreweries and because the noted uses were not specifically identified as permissible, they were prohibited. Accordingly, this zoning amendment introduced Brew Pubs and Microbreweries as permitted uses in Needham taking the following approach: 1) defined the terms "Brew Pub" and "Microbrewery"; 2) identified the zoning districts in which a Brew Pub and/or Microbrewery would be allowed; and 3) established that a Brew Pub and Microbrewery would only be allowed by special permit either from the Planning Board or the Zoning Board of Appeals.

Article 19. Amend Zoning By-Law – Accessory Dwelling Units
This article provides for the following changes to the current use and permitting framework of the By-Law as relates Accessory Dwelling Units (ADUs): (1) Allows ADUs in a single-family dwelling

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by-right rather than by Special Permit, while still requiring that the building and design guidelines contained in the current by-law be met. ADUs located in a single-family dwelling will continue to be required to meet all zoning dimensional requirements for a single-family home as specified in the underlying zoning district. (2) Expands the residency requirements of an ADU as contained in the definition of "Caregiver" to include "an adult employed by an Owner to provide childcare to one or more of an Owner's Family members" for use by example of a Nanny or Au-Pair, etc. (3) Expands the residency requirements of an ADU as contained in the definition of "Family" to include "a grandparent, aunt or uncle". (4) Allows a homeowner to rent the ADU with a minimum 6-month written lease, subject to owner occupancy of the property. The minimum 6-month lease term is designed to prevent short-term high frequency leases. (5) Increases the size limit for an ADU from a maximum of 850 square feet of living space to a maximum of 900 square feet of living space.

Additionally, the article establishes occupancy and enforcement standards. The initial occupancy permit shall remain in force provided that (1) there is no violation of any provision of this Zoning By-Law or the Massachusetts State Building Code or the conditions of any Special Permit, variance or other zoning relief applicable to the premises, and (2) that ownership of the premises is not changed unless, in anticipation of a change in ownership, the prospective owner files an acknowledgement that the unit to be occupied by said prospective owner shall be said owner's primary residence and evidence that the other unit is to be occupied by a Family member, Caretaker or Lessee of the prospective owner, and such acknowledgement and evidence is satisfactory to the Building Commissioner, and (3) the Owner files with the Building Commissioner in the month of January of each year after the anniversary of the issuance of the occupancy permit, a certification that the unit occupied by the Owner continues to be said Owner's primary residence, together with evidence that the other unit is occupied by a Family member, Caretaker or Lessee of the Owner and a copy of any current lease, and such certification and evidence is satisfactory to the Building Commissioner. Furthermore, at any time upon written request from the Building Commissioner, the Owner will provide evidence that the ADU and the principal dwelling unit are being occupied in accordance with the by-law. In the event the Owner fails to comply with the above requirements the Building Commissioner within thirty (30) days of a written request may revoke the occupancy permit for the ADU.

<u>Article 20. Amend Zoning By-Law – Corrective Zoning Amendments</u>

Over the years Town Meeting has approved numerous inserts and other changes to the Zoning By-Law. Unfortunately, when those changes occurred, not all references were changed as required. This article updates the reference made to Section 3.15 Accessory Dwelling Units to Section 3.16 Accessory Dwelling Units. Additionally, the article updates the title of "Building Inspector" to "Building Commissioner" as currently used and as it appears throughout the Zoning By-Law. Lastly, the reference to the ITE Parking Generation Manual is updated from "2nd Edition" to "the most recent edition".

<u>Article 21. Amend Zoning By-Law – Single Residence B and General Residence Side Setback</u>

This article clarifies the side yard setback requirement in the Single Residence B and General Residence districts for both conforming lots and lots that have less than 80 feet of frontage as adopted by Town Meeting in May of 2017. The goal of the amendment is to ensure that a 2-foot offset is provided after 32 linear feet of sidewall at the side yard irrespective of whether a building's placement is at the district's minimum side yard setback requirement or a distance in excess of said requirement. Such was the intent when the original article implementing this provision was presented in May of 2017 to Town Meeting with the policy goal of reducing some of the negative

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effects of building massing along the sideline. Accordingly, the amendment makes clear that the above-noted 2-foot off-set provision, designed to break-up building massing along the sideline, is to be applied universally irrespective of a building's placement at a distance in excess of a districts minimum side yard setback requirement.

Performance Factors

The Planning Board returned to in-person meetings at the August 2022 bi-monthly meeting after meeting remotely on Zoom since March 2020. The in-person meetings were hybrid with livestream broadcast on Zoom and on The Needham Channel.

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 FY2023. During the affected timeline 16 new Special Permit applications and 1 Subdivision application were processed. Public hearings were held on average within 35 days of application receipt, decisions were issued within 26 days of the close of the public hearing, with written decisions filed with the Town Clerk within 3 days of permit issuance. Although the goal of issuing the Special Permit Decision or Subdivision Decision within two weeks of the close of the public hearing (26 day average actual) was not met this delay was due to one outlier project permit which when excluded from the review indicates decisions were issued within 20 days of the close of the public hearing. The total average time required to process an application was 79 days with a minimum of 30 days and a maximum of 260 days. The Department plans to continue to track these items and will submit a similar report with its FY2024 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

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Department	Planning and Community Development

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.
- Maintains case files and materials including computer databases.
- 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 number 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 the Rail Trail Committee, 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 spaces.

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 FY2023, 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

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growing and more restrictive environmental regulatory time period.

FY2023 Achievements

The Conservation Commission and staff continued hosting remote meetings during this time period. The Conservation Commission has had several discussions regarding moving forward with a hybrid format for meetings, but the general consensus has been to stay remote for the foreseeable future as long as the Government allows the opportunity.

There have been several new members added to the Conservation Commission over the Fiscal Year. Several long-serving members have stepped down including the long-standing Chair, Janet Carter Bernardo. Janet was on the Commission for 20-years with several years in the role of Chair. While the contributions and history of the retired members will be missed, the new members, including the new Chair David Herer, bring new energy, insights and interests forward. One of the projects the Commission has been working on is revising the Commission's "Guidelines for Tree Removal" document in order to provide clarification of expectations when trees are removed in the Commission's jurisdiction in a written format.

In conjunction with the Engineering Department and the Town's NPDES Permit, the Conservation Department purchased an educational interactive Stormwater Model. The Town will get credit for the educational component created by staff educating the public on Stormwater and what they can do at a personal and Town level about Stormwater. Staff have already given a presentation to one of the local garden clubs and also had the model set up at the Harvest Fair. Staff anticipate connecting with the local schools and other entities to provide them with the program. Staff are also working to put together a Webinar with the Stormwater Model that other Town Departments can share with the public.

The Conservation Division staff played an invaluable role in restarting the Trails Advisory Committee. The newly formed Committee made up of members from several Town Departments, Conservation Commission members and Park & Recreation Commission members met several times over the Fiscal Year and had productive discussions. One of the charges of the Committee will be to re-invigorate the Trail Steward Program, train the volunteers, and oversee them.

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 exploring nature on these beautiful properties during the pandemic, the variety of species making Needham their home is quite surprising, including bears! 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.

Conservation staff booked several public presentations over the Fiscal Year on topics including Gardening for Wildlife, an in-person Butterfly & Dragonfly walk around the reservoir, a vernal pool presentation and a fun presentation around Halloween that included live animals such as snakes and tarantulas that the audience could touch and hold. This was especially popular with the kids.

Performance Factors

The following Table 6 reflects the number of permit application filings and requests received by the Conservation Commission in each of the last four fiscal years. Over the course of Fiscal Year 2023, the Commission once again saw a steady flow of applications, similar to the numbers seen in Fiscal Year 2022. 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

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Department	Planning and Community Development

wetland rules and regulations. There were fewer projects that were able to be approved as Administrative Approvals generally because the projects involved work that required a Permit. Only nine (9) Administrative Approval were issued in Fiscal Year 2023. In the past, before the Administrative Approval mechanism was in place, many of these small projects would have gone before the Commission as Requests for Determination of Applicability and Notice of Intent filings requiring the issuance of Permits. During FY2023, the Conservation Commission met formally a total of twenty (20) times and held a total of twenty-six (26) public hearings.

Table 6: Conservation Commission Application Filings & Requests/

Type of Application Filing/Request	FY2020	FY2021	FY2022	FY2023
Notice of Intent[1]	11	23	18	18
Request to Amend Order of Conditions[1]	3	1	2	1
Request for Determination of Applicability[1]	2	8	4	6*
Abbreviated Notice of Resource Area Delineation[1]	0	1	0	1
Extension Permit[1]	5	3	3	3
Emergency Certification	0	0	1	0
Certificate of Compliance	18	31	22	15
Minor Modification Request	6	1	5	2
Enforcement Order	5	1	2	2
Trail Maintenance Notification Form	0	1	0	0
DPW Generic Permit Activity Notification Form	1	0	1	1
Administrative Approval	19	25	18	9
Conservation Restriction	0	0	0	0
Notice of Non-significance	0	0	0	0

[1]Filing involved a public hearing
*one application withdrawn

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 twenty (20) 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 FY2023, two (2) projects required the issuance of an Enforcement Order to restore or protect wetland resource areas. These particular instances where Enforcement Orders were issued were for projects that had Permits for the work, but the work was not completed before the Permits expired. The Enforcement Orders were issued as a mechanism for the Applicants to finish the projects and receive a Certificate of Compliance once the work was completed.

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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 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 of Appeals returned to in-person meetings at the June 2023 monthly meeting after meeting remotely on Zoom since March 2020. The in-person meetings were hybrid with livestream broadcast on Zoom and on The Needham Channel.

In FY2023, the Board held twenty-one (21) public hearings and six (6) informal hearings (refer to Table 4). The informal matters consisted of permit renewals, document reviews, project updates, plan substitutions or corrections. The Board of Appeals received twenty-one (21) applications relating to Special Permits, one (1) was withdrawn (refer to Table 7). Ten (10) applications were for residential use; nine (9) were for commercial use; one (1) was for municipal use and one (1) for education use.

The Board issued twenty (20) Decisions in FY2023.

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

- 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 appellant withdrew the appeal. The project broke ground and construction is underway.

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Department	Planning and Community Development

Table 7: Number of Permit Application Filings FY2020 - FY2023

Fiscal Year	Number of Meetings	Special Permit Applications	Variance Applications	Appeals of Building Inspector Decisions	40B Petitions	Withdrawals	Decisions
2020	9	21	1	0	1	0	23
2021	12	28	3	0	0	2	27
2022	12	21	1	1	0	0	23
2023	11	21	0	0	0	1	20

Design Review Board

The Design Review Board (DRB) consists of five regular members and two alternate members. Three regular members are appointed by the Planning Board where one such regular member is either qualified in the art or design profession and the second regular member is either qualified in fine arts or landscape design. Two regular members and two alternate members are appointed by the Select Board where one such regular member is either qualified in the art or design profession and the second regular member has a retail business in the town. The Board is required to meet monthly, and generally meets two times a month using the zoom format.

The Design Review Board serves the community by reviewing the design of all new commercial structures and outdoor uses, exterior additions, exterior alterations, and exterior changes in all areas as specified in section 7.7.2.2 of the Zoning By-Laws. They review requests for all sign permits, as required under Article XIX of the Needham General By-Laws. Applications that are submitted to the Board are generally initiated by businesses, developers and sign companies. Projects under review by the Planning Board such as major site plan projects, and minor site plan projects are also reviewed by the Design Review Board. They provide comments and recommendations for consideration by the Planning Board in their decisions. The DRB reviews applications for retaining walls under review by the Zoning Board of Appeals and provides comments and recommendations. Appeals to the Sign-By-Law and special permits as allowed in the General By-Laws are reviewed with a public hearing before the Design Review Board.

Performance Factors

In FY2023, the DRB met formally a total of fourteen (14) times and held a total of six (6) public hearings for special permits (refer to Table 5). The Board conducted site plan reviews for six (6) projects that were being heard by the Planning Board and two (2) projects that were being heard by the Zoning Board of Appeals. The DRB provided their comments and recommendations to those boards for consideration. The site plan reviews that were presented and discussed at the DRB meetings were diverse and some very significant. The eight site plans considered included: 1) a new stand-alone ATM building at the Needham Bank, 2) the full renovation of the Roche Brothers supermarket and parking lot, 3) a solar canopy roof over the garage at 140 Kendrick Street owned by Boston Properties, 4) a renovation of the exterior, interior and site improvements at 9 B Street, the Coca-Cola facility, 5) the redevelopment of 557 Highland Avenue, the former Muzi Ford site, 6) the redevelopment of the property at 40 & 50 Central Avenue a mixed use building with retail on the first floor and 15 residential units on the upper floors, parking and other site improvements, 7) the proposal to add a third floor to the Wingate building at 589 Highland Avenue, adding 22

Department Information DSR1	
Department	Planning and Community Development

units and 8) the parking lot solar canopy project at Olin College. Both the Roche Brothers and the Olin College projects were reviewed for the Zoning Board of Appeals. The Design Review Board informally reviewed a couple of other projects presented regarding potential redevelopments. A total of 52 sign applications were also review during the FY 2023 period.

Table 8: Number of Permit Application Filings FY 2020 - FY 2023

Fiscal Year	Number of DRB Meetings	Number of Public Hearings (Special Permit)	# of Sign Applications Reviewed	Site Plan Reviews
FY 2020	16	6	55	2
FY 2021	19	7	69	8*
FY 2022	17	5	58	9*
FY 2023	14	6	52	8*

*Two of the site plan reviews were for ZBA cases.

In March of FY 2023 the DRB also assisted local restaurant businesses in their option to continue providing outdoor dining following the end of the Covid emergency declaration and for the period beginning in the spring of 2022. Outdoor dining had been allowed on an interim basis during the Covid pandemic 2020 to support the local businesses however, after the governor's order relaxing restrictions with regard to outdoor dining expired, Needham restaurants were not allowed to continue to provide such outdoor dining absent a formal approval through either the Planning Board for seating located on private property or Select Board for seating located on public property. During this period, the Design Review Board reviewed three (3) outdoor dining applications that restaurants submitted to the Planning Board. Restaurants provided photos of the proposed seating, décor, lighting, for the Board to review. All three were approved.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	586,446	93,700	680,146
b) Expenses	40,850	4,000	44,850
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	627,296	97,700	724,996

V2025

Department Expenditure Detail DSR2										
Department				Planning and Community Development						
Object				Description						Amount
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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	2	5.53	4	2	5.53	4	2	5.53	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							X			
Union Positions:	BCTIA		Fire A		Fire C		ITWA	X	NIPEA		Police		Police Superior		NA	
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									507,567
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									600
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									
e.	PRD1 Budget Adjustments									1,954
									PRD1 Sub Total	
j	DSR3 Other Compensation									
									Sub Total 1	510,121
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Recording Secretary (Planning Board)									7,325
b.	Recording Secretary (Design Review Board)									6,500
c.	Housing Specialist									55,620
d.										
f.										
g.	DSR3 Total									
									Sub Total 2	69,445
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									
b.	Training and Development									
c.	Additional Hours of Part-time staff									1,380
d.										
e.	DSR3 Total									
									Sub Total 3	1,380
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									5,500
c.	Program Stipend									
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									
									Sub Total 4	5,500
5. Total Salary and Wages (1+2+3+4)										586,446

Department Expenditure Detail DSR2		
Department	Planning and Community Development	
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 ($7,500) Con Comm ($3,200) BOA ($500) Planning Studies and Complex Project Technical Assistance	11,200
Communications (534x)	Wireless Communications ($2,500) Printing and Mailing ($5,250) Legal Notices ($5,200) Postage ($3,700)	16,650
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)		
Office Supplies (542x)	Planning ($1,500) Con Comm ($1,200) BOA ($650)	3,350
Building & Equipment Supplies (543x)	Con Comm ($1,000) Boardwalk repair at the Swamp Trail at Ridge Hill.	1,000
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 ($1,000) Con Comm ($1,200) Conservation Field Supplies and Clothing, Legal Publication Updates, Magazine Subscriptions and File Cabinet Shelving	2,200
Governmental Charges (569x)		
Travel & Mileage (571x – 572x)	Conf In State ($1,250) Mileage ($800) Conf Out-State ($1,300) Conferences including APA, SNEAPA, MACC and AMWS	3,350
Dues & Subscriptions (573X)	Planning ($1,400) Con Comm ($1,400) BOA ($300) Professional Memberships including APA,	3,100

Department Expenditure Detail DSR2					
Department	Planning and Community Development				
	AMWS, MACC, MSMP, Society of Wetland Scientists, and Massachusetts Association of Planning Directors				
Other Expenses (574 X – 579x)					
6. Total Expenses					40,850
DSR2C					
Capital Equipment Replacement (587X)					
7. Total Operating Budget Capital					
8. Total Base Request (Line 5 + Line 6 + Line 7)					627,296
Does the Department depend on any Federal or State grants to provide services?	YES		NO	X	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES		NO	X	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X	
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES	X	NO		
					V2025

Performance Improvement Funding Request DSR4			
Department	Planning and Community Development	Fiscal Year	2025
Title	Planner	Priority	1

DSR4

Expenditure Classification	FTE	Frequency Recurring Amount (A)	Frequency One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	1	80,000		80,000
2. Expense			2,000	2,000
3. Operating Capital				
4. Department Total (1+2+3)	1	80,000	2,000	82,000
5. Other Costs		37,776		37,776

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee? Planning Board		
Has this request been submitted in the last three fiscal years and not funded?		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?	X	
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The Department of Planning and Community Development seeks the approval of the Town Manager to hire a full-time Planner. The Planner would provide a variety of technical and professional work in the current and long-range planning of the Town. Working under the general supervision of the Director of Planning and Community Development and Assistant Town Planner the essential functions of the position would be as follows:

1. Review applications and development plans submitted to the Planning Board for compliance with Zoning Bylaw and Development Regulations and evaluate site design and landscape components. Conduct research and site assessments and refer to other Town departments for review. Preparation of background and analysis of plans and submittal of recommendations to the Assistant Planner for review.

2. Prepare drafts of recommendations or decisions for action by the Planning Board and prepare reports or exhibits to support Board recommendations. With Assistant Town Planner supervision, oversee subdivision and special permit administration and prepare drafts of the Certificate of Action and the Special Permit. Monitor construction to ensure developer's compliance and enforce remedial action if needed.

Performance Improvement Funding Request DSR4			
Department	Planning and Community Development	Fiscal Year	2025
Title	Planner	Priority	1

3. Conduct research into relevant legal issues, gather and analyzes data, and prepare studies and policy actions related to current Town planning issues, Planning Board policies, regulations and by-laws, and general planning.

4. Attend occasional Planning Board meetings to report on planning issues and to present research findings through oral and/or visual presentations. Provide technical information and support to the Board, perform follow-up action, and conduct additional research as directed.

5. Work with administrative support persons to help organize and maintain all Planning Board records. Assemble materials and documents as required for recording in Registry of Deeds or Land Court.

6. Provide technical support to the Director of Planning and Community Development and assist the Assistant Town Planner in various planning functions.

7. Under the direction of the Director of Planning and Community Development, respond to public inquiries on zoning, subdivision, and planning activities of the Planning Board via phone and electronic mail. Educate the public through correspondence and through presentations at meetings.

8. Communicate with consultants under contract with the Town and make occasional site visits to verify compliance with permit conditions.

9. Attend various other department, committee, and board meetings as assigned to provide technical and staff support. Review and provide feedback on documents and reports.

10. Perform special projects and other related duties as required, directed, or as the situation dictates.

Minimum education and experience required for the position: Bachelor's Degree in urban planning, or related field, from an accredited college or university and two to five years of increasingly responsible, planning-related experience. Master's Degree preferred.

Required position qualifications to include knowledge of the: (1) Principles and practices of urban planning and development; (2) Site planning techniques and methods; (3) Federal, State and local laws, codes and regulations related to planning, zoning, and land divisions; (4) Geographic Information Systems; and (5) Current literature, information sources, and research techniques in the field of urban planning.

Required skills to include ability to: (1) Interpret and explain planning and zoning activities to the general public; (2) Read and interpret comprehensive building and land development plans; (3) Analyze and compile technical and statistical information and write technical reports; (3) Operate computer and various software necessary for performing assigned planning duties; and (4) Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.

Funding of the position will enable the Department to better meet the permit-granting and land-

Performance Improvement Funding Request DSR4			
Department	Planning and Community Development	Fiscal Year	2025
Title	Planner	Priority	1

development plan review function it performs for the Planning Board. Additionally, it will allow the Department to more quickly advance the Planning Board's planning and zoning initiatives. Planning studies and zoning initiatives identified by the Planning Board include the following items: (1) Review and analysis of the Town's Zoning By-Law parking standards; (2) Review and analysis of the goals of the 2009 Needham Center Plan and the steps completed to date to meet those goals to determine if adjustments to the zoning for Needham Center and Chestnut Street are warranted; (3) Review of the land use and policy goals of the Business District located along Highland Avenue between May and Rosemary Street; (4) Review of the land use and policy goals of the Town's Industrial Districts, particularly the Industrial District on Hillside Avenue; (5) Development of a Town-wide Inclusionary Zoning By-law provision; and (6) Review of the Large House Amendments that were made to our residential districts a few years ago to determine if they have been effective at addressing the concerns of residents regarding size and architectural features.

Finally, should the Planning and Community Development Department be successful in this effort, the costs associated with this additional staff position would be added to the Department's FY 2025 salary account. It is anticipated that $80,000.00 additional dollars would be required to fund the new position during the first year. Additional costs would include benefits and a computer.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Planner						Priority	1	
Classification	X	FT		PT		Seasonal			
Part Time /Seasonal	Hours Per Week			Number of Weeks Per Year					
Compensation Detail									
Base Rate							80,000		
Other									
Other									
Other									
Other									
Other									
Other									
Other							80,000		
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain	Start Up Cost $	Annual Recurring Cost $				
Workstation									
Vehicle									
Computer		X		2,000					
Software									
Mobile Communication Device									
Uniform									
Tools									
Equipment									
Other									
Other									
Other									
Totals				2,000					
Estimated Annual Benefit Cost					37,776				

Description and Explanation

The Department of Planning and Community Development seeks the approval of the Town Manager to hire a full-time Planner. The Planner would provide a variety of technical and professional work in the current and long-range planning of the Town. Working under the general supervision of the Director of Planning and Community Development and Assistant Town Planner the essential functions of the position would be as follows:

1. Review applications and development plans submitted to the Planning Board for compliance with Zoning Bylaw and Development Regulations and evaluate site design and landscape components. Conduct research and site assessments and refer to other Town departments for review. Preparation of background and analysis of plans and submittal of recommendations to the Assistant Planner for review.

2. Prepare drafts of recommendations or decisions for action by the Planning Board and prepare reports or exhibits to support Board recommendations. With Assistant Town Planner supervision, oversee subdivision and special permit administration and prepare drafts of the Certificate of Action and the Special Permit. Monitor construction to ensure developer's compliance and enforce remedial action if needed.

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Planner	Priority	1

3. Conduct research into relevant legal issues, gather and analyzes data, and prepare studies and policy actions related to current Town planning issues, Planning Board policies, regulations and by-laws, and general planning.

4. Attend occasional Planning Board meetings to report on planning issues and to present research findings through oral and/or visual presentations. Provide technical information and support to the Board, perform follow-up action, and conduct additional research as directed.

5. Work with administrative support persons to help organize and maintain all Planning Board records. Assemble materials and documents as required for recording in Registry of Deeds or Land Court.

6. Provide technical support to the Director of Planning and Community Development and assist the Assistant Town Planner in various planning functions.

7. Under the direction of the Director of Planning and Community Development, respond to public inquiries on zoning, subdivision, and planning activities of the Planning Board via phone and electronic mail. Educate the public through correspondence and through presentations at meetings.

8. Communicate with consultants under contract with the Town and make occasional site visits to verify compliance with permit conditions.

9. Attend various other department, committee, and board meetings as assigned to provide technical and staff support. Review and provide feedback on documents and reports.

10. Perform special projects and other related duties as required, directed, or as the situation dictates.

Minimum education and experience required for the position: Bachelor's Degree in urban planning, or related field, from an accredited college or university and two to five years of increasingly responsible, planning-related experience. Master's Degree preferred.

Required position qualifications to include knowledge of the: (1) Principles and practices of urban planning and development; (2) Site planning techniques and methods; (3) Federal, State and local laws, codes and regulations related to planning, zoning, and land divisions; (4) Geographic Information Systems; and (5) Current literature, information sources, and research techniques in the field of urban planning.

Required skills to include ability to: (1) Interpret and explain planning and zoning activities to the general public; (2) Read and interpret comprehensive building and land development plans; (3) Analyze and compile technical and statistical information and write technical reports; (3) Operate computer and various software necessary for performing assigned planning duties; and (4) Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.

Funding of the position will enable the Department to better meet the permit-granting and land-development plan review function it performs for the Planning Board. Additionally, it will allow the Department to more quickly advance the Planning Board's planning and zoning initiatives. Planning

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Planner	Priority	1

studies and zoning initiatives identified by the Planning Board include the following items: (1) Review and analysis of the Town's Zoning By-Law parking standards; (2) Review and analysis of the goals of the 2009 Needham Center Plan and the steps completed to date to meet those goals to determine if adjustments to the zoning for Needham Center and Chestnut Street are warranted; (3) Review of the land use and policy goals of the Business District located along Highland Avenue between May and Rosemary Street; (4) Review of the land use and policy goals of the Town's Industrial Districts, particularly the Industrial District on Hillside Avenue; (5) Development of a Town-wide Inclusionary Zoning By-law provision; and (6) Review of the Large House Amendments that were made to our residential districts a few years ago to determine if they have been effective at addressing the concerns of residents regarding size and architectural features.

Finally, should the Planning and Community Development Department be successful in this effort, the costs associated with this additional staff position would be added to the Department's FY 2025 salary account. It is anticipated that $80,000.00 additional dollars would be required to fund the new position during the first year. Additional costs would include benefits and a computer.

V2025

Performance Improvement Funding Request DSR4			
Department	Planning and Community Development	Fiscal Year	FY 2025
Title	Administrative/Office Support Specialist A0S2	Priority	2

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage		13,700		13,700
2. Expense			2,000	2,000
3. Operating Capital				
4. Department Total (1+2+3)		13,700	2,000	15,700
5. Other Costs		1,478		1,478

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?		X
If yes, which Board or Committee?		
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The Department is seeking funding for a new part-time, non-benefitted position of Administrative/Office Support Specialist to serve the Department. The position is requested to be funded on an hourly basis at a rate of 10 hours per week of staff time. Funding in the amount of $15,700 is requested. Presently, the Department has a part-time Administrative Specialist who provides 27.5 hours of administrative support to the Department. With this change the Department would be provided with administrative support on a full-time basis.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Administrative/Office Support Specialist A0S2						Priority	2	
Classification		FT	X	PT		Seasonal			
Part Time /Seasonal	Hours Per Week	10			Number of Weeks Per Year		52		
Compensation Detail									
Base Rate							13,700		
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Total							13,700		
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation									
Vehicle									
Computer		X				2,000			
Software									
Mobile Communication Device									
Uniform									
Tools									
Equipment									
Other									
Other									
Other									
Totals						2,000			
Estimated Annual Benefit Cost								$1,478.00	
Description and Explanation									
The Department is seeking funding for a new part-time, non-benefitted position of Administrative/Office Support Specialist to serve the Department. The position is requested to be funded on an hourly basis at a rate of 10 hours per week of staff time. Funding in the amount of $15,700 is requested. Presently, the Department has a part-time Administrative Specialist who provides 27.5 hours of administrative support to the Department. With this change the Department would be provided with administrative support on a full-time basis.									
V2025									

Fiscal Year 2025 Proposed Budget

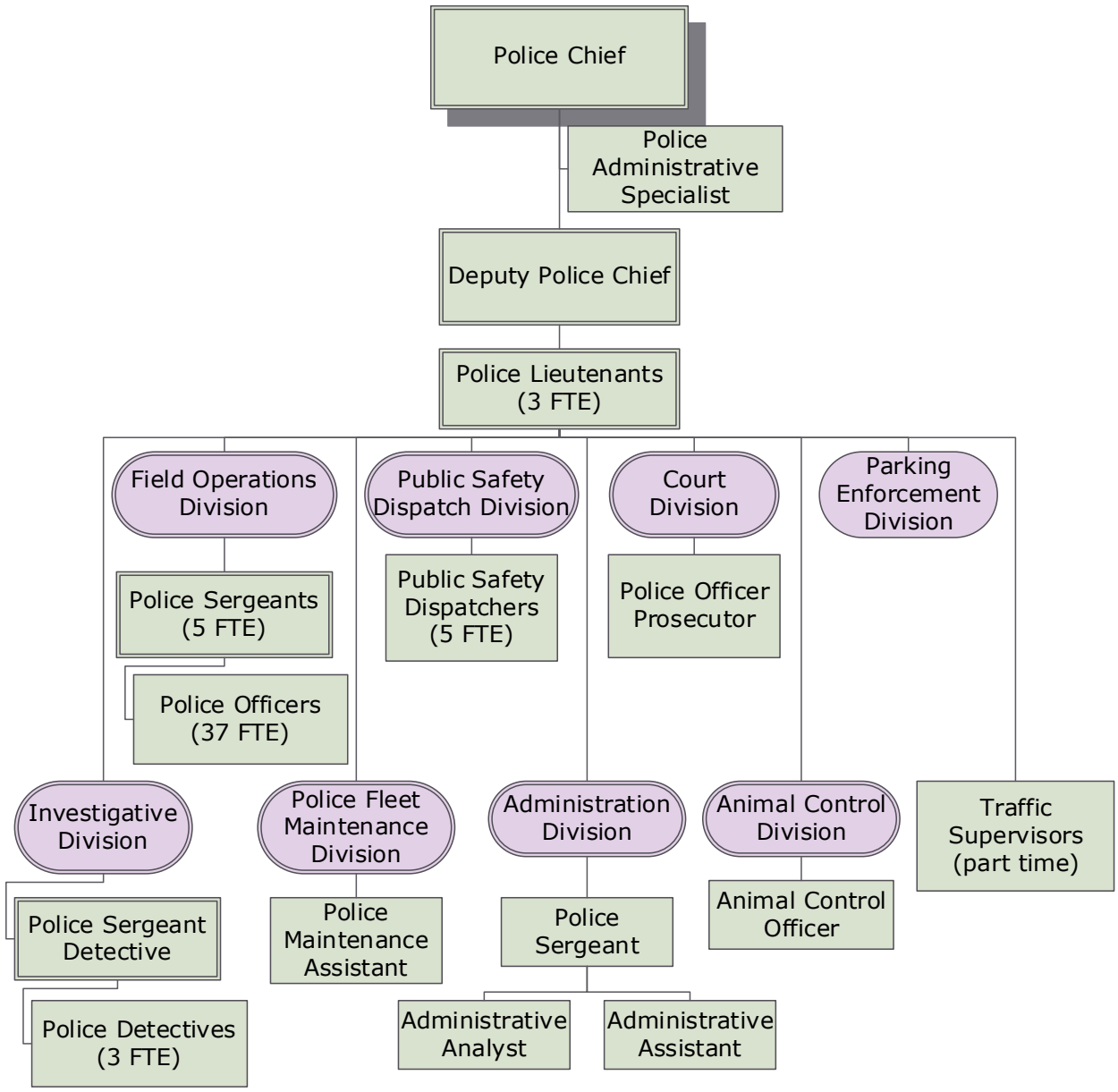
Planning and Community Development	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	510,121	8,978		80,000	590,121	88,978		501,143	482,381.58	460,008.82	503,194.49
Salary & Wage Temporary	69,445	1,620		13,700	83,145	15,320		67,825	6,176.07	24,307.33	34,149.98
Salary & Wage Overtime	1,380	40			1,380	40		1,340	117.20		
Salary & Wage Other	5,500	200			5,500	200		5,300	981.45	8,767.56	7,069.49
Salary and Wage Total	586,446	10,838	1.9%	93,700	680,146	104,538	18.2%	575,608	489,656.30	493,083.71	544,413.96
Energy											
Non Energy Utilities											
Repairs and Maintenance											
Rental and Leases											
Other Property Related											
Professional & Technical	11,200	1,000			11,200	1,000		10,200	1,760.00	605.00	9,402.00
Communications	16,650	1,250			16,650	1,250		15,400	11,106.73	8,035.70	11,928.50
Recreation											
Other Purchased Services											
Energy Supplies											
Office Supplies	3,350	500		4,000	7,350	4,500		2,850	2,384.37	1,875.32	1,562.04
Building & Equipment Rprs/Sp	1,000	500			1,000	500		500			
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies											
Medical Supplies											
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	2,200	(1,000)			2,200	(1,000)		3,200	589.84	3,522.59	3,756.87
Governmental Charges		(300)				(300)		300		60.00	
Travel & Mileage	3,350	450			3,350	450		2,900			3.92
Dues & Subscriptions	3,100				3,100			3,100	1,845.00	1,754.00	1,706.00
Other											
Expense	40,850	2,400	6.2%	4,000	44,850	6,400	16.6%	38,450	17,685.94	15,852.61	28,359.33
Capital Equipment											
Budget Capital											
TOTAL	627,296	13,238	2.2%	97,700	724,996	110,938	18.1%	614,058	507,342.24	508,936.32	572,773.29

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Conservation Manager (Director of Conservation)	1.00	G	9	10	96,642					$96,642	
Conservation Specialist	1.00	I	6	7	76,226					$76,226	
Administrative Specialist											
Administrative Specialist	0.37	I	5	5	25,168					$25,168	
Administrative Assistant											
BUDGETARY ADJUSTMENT									762	$762	
Conservation	2.37				198,036				762	$198,798	
Director of Planning & Community Development	1.00	G	13	Max	137,906					$137,906	
Assistant Town Planner	1.00	G	7	11	87,068	600				$87,668	Longevity
Administrative Specialist	0.36	I	5	5	25,168					$25,168	
Administrative Assistant											
BUDGETARY ADJUSTMENT									964	$964	
Planning	2.36				250,142	600			964	$251,706	
Administrative Specialist											
Zoning Specialist	0.80	GT	6	6	59,389					$59,389	
BUDGETARY ADJUSTMENT									228	$228	
Appeals	0.80				59,389				228	$59,617	
Director of Economic Development											
BUDGETARY ADJUSTMENT											
Economic Development											
Department Totals	5.53				507,567	600			1,954	$510,121	
	Salary and Wage Base (5110)									$507,567	
	Other Regular Compensation (5110)									$600	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)										
	Budgetary Adjustment (5110)									$1,954	
	Total									$510,121	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Conservation Manager (Director of Conservation)	1.00	1.00	1.00	90,344	94,751	96,642	2.0%
Conservation Specialist	1.00	1.00	1.00	70,317	74,237	76,226	2.7%
Administrative Specialist							
Administrative Specialist	0.36	0.36	0.37	22,251	24,360	25,168	3.3%
Administrative Assistant							
BUDGETARY ADJUSTMENT				700	744	762	2.4%
Conservation	2.36	2.36	2.37	183,612	194,092	198,798	2.4%
Director of Planning & Community Development	1.00	1.00	1.00	134,200	137,906	137,906	
Assistant Town Planner	1.00	1.00	1.00	82,227	85,952	87,668	2.0%
Administrative Specialist	0.73	0.73	0.36	22,251	24,360	25,168	3.3%
Administrative Assistant							
BUDGETARY ADJUSTMENT	(0.36)	(0.36)		895	953	964	1.2%
Planning	2.37	2.37	2.36	239,573	249,171	251,706	1.0%
Administrative Specialist							
Zoning Specialist	0.80	0.80	0.80	53,949	57,658	59,389	3.0%
BUDGETARY ADJUSTMENT				173	222	228	2.7%
Appeals	0.80	0.80	0.80	54,122	57,880	59,617	3.0%
Director of Economic Development							
BUDGETARY ADJUSTMENT							
Economic Development							
Department Totals	5.53	5.53	5.53	477,307	501,143	510,121	1.8%

Department Organizational Chart

Police Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

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

We are still trying to navigate the POST compliance requirements, which we have met all requirements to date. The commission is rolling out new requirements (SRO, discipline, certification) that are being met with confusion, uncertainty, and lack of clear guidance. Some of the requirements will continue to require additional training, SRO, firearms, and de-escalation for the entire department.

Recruitment and retention are the most critical issues we face. Leaving civil service and having competitive wages have allowed us to be flexible and timely in our hiring.

Budget Statement

The FY 2025 Budget request is $9,673,085 which is $923,923 above the FY 2024 budget.

The salary and wage amount requested is $8,683,176, which is $679,406 above the FY 2024 budget. The increase is a result of contractual increases for members of the bargaining unit under the current collective bargaining agreement, cola increases for civilian and administrative staff, and salary step increases for public safety dispatchers.

The operating capital request is $355,142, which is $220,248 above the FY 2024 request. The increase is due to replacing five vehicles in accordance with the vehicle replacement schedule compared to just two vehicles in FY 2024.

In FY 2023 we had 5 vacancies and 3 officers in the academy who were not available to work shifts. That led to salaries not being utilized, creating an approximate 2% of salary and wages being returned. The department was able to fully staff open shifts with overtime. Using overtime to staff shift minimum can be a short-term strategy but is not sustainable as a long-term solution. In fact, officers were forced to fill a lot of the open shifts. This creates a safety issue as officers are required to work sixteen-hour shifts which can create officer safety and wellness issues.

In expenses we were without the department clinician for 5 months as we worked with Riverside to fill this position. We turned back approximately $30,000 in gasoline. We also gave back approximately $33,270 in Police Dispatch Repairs and Maintenance. We had just moved into the new station and most of the Motorola and dispatch equipment was brand new and under warranty.

Department Information DSR1		
Department	Police Department	
POLICE DISPATCH REPAIRS & MAINTENANCE	3.5% increase for Townwide infrastructure	$1,500.00
POLICE P P & E RENTALS & LEASES	Motor Cycle/ Taser Lease to own contract	$18,500.00
POLICE DISPATCH RENTALS & LEASES	Tower (3.5% increase)	$2,000.00
POLICE ADMIN PROF & TECH	CLINICIAN POSITION Projected salary fulltime	$5,000.00
POLICE ADMIN WIRELESS COMMUNICATION	New Wireless Accounts for Mobiles	$2,000.00
POLICE ADMIN PRINTING & MAILINGS	Less needed after move	-$1,000.00
POLICE B G & M GASOLINE/DIESEL	$4.38/gallon 18,554 gallons avg usage	-$12,181.00
POLICE ADMIN FOOD & SERVICE SUPPLIES	Meetings and incidents	$150.00
POLICE TRAIN & DEV OTHR SUPP & EQUIP	AMMO, Range Equip, etc	$3,000.00
POLICE P P & E GOVERNMENTAL CHARGES	State charges	$500.00
POLICE ADMIN DUES & MEMBERSHIPS	GBPC*, MetroLec*, FBI, Mass Chiefs Assn.	$4,000.00
POLICE P P & E DUES & MEMBERSHIPS	MPAC Membership (Accredidation)	$800.00
	Total Increase	$24,269.00
	FY 25 Expense request	$634,767.00
	FY 24 Expense request	$610,498.00
	% INCRESE FROM FY2024REQUEST	3.98%

Needham was awarded $34,377.88 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 $42,913.20 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 requested $9,845 to provide uniquely fitted bulletproof vests for officers. We are waiting on Federal to be approved so we can submit to the State for the other half of the reimbursement.

Department Information DSR1			
Department	Police Department		
Accomplishments and Activities			
We were able to hold our junior police academy and welcomed a second community caretaking/friendly find service dog. We conducted ASHER (Active Shooter Hostile Event) training with the Needham Fire Department this year. We contracted with Massachusetts Police Accreditation Commission and Massachusetts Police Reform Insight Group to assist with move toward certification and POST Compliance which are both in progress.			
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	8,683,176		8,683,176
b) Expenses	634,767		634,767
c) Capital	355,142		355,142
d)			
e) Total DSR2 & DSR4 Request (a through d)	9,673,085		9,673,085
V2025			

Department Expenditure Detail DSR2														
Department				Police Department										
Object				Description									Amount	
DSR2A														
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)							
	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)					
	63		63	63		63	63		63					
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count					
							X							
Union Positions:	BCTIA		Fire A		Fire C		ITWA	X	NIPEA		Police	X	Police Superior	X	NA	
A														
a.	PRD1 Salary and Wages Base													5,440,558
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110													657,477
c.	PRD1 Education (5192)													793,494
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197													252,755
e.	PRD1 Budget Adjustments													27,477
													PRD1 Sub Total	7,171,761
j	DSR3 Other Compensation													
													Sub Total 1	7,171,761
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)														
a.	Traffic Supervisor													217,703
b.	Parking Enforcement													58,884
c.	Evidence / Records Support													31,616
d.	Juvenile Diversion Coordinator													40,500
f.														
g.	DSR3 Total													
													Sub Total 2	348,703
3. Salary and Wage Overtime (Itemized Below)														
a.	Scheduled Overtime (contractually obligated)													609,566
b.	Training and Development													217,154
c.	Elections (x3)													5,166
d.	Vacation and NOSL Backfill													295,726
e.	DSR3 Total													
													Sub Total 3	1,127,612
4. Other Salary and Wage Expenses – (Itemized Below)														
a.	Incentive Programs													28,000
b.	Pay In Lieu of Accrued Leave													
c.	Program Stipend													
d.	Tuition Reimbursement													
e.	Working Out of Grade													
f.	Transitional Career Incentive Pay													7,100
g.														
h.	DSR3 Other Compensation													
													Sub Total 4	35,100

Department Expenditure Detail DSR2		
Department	Police Department	
5. Total Salary and Wages (1+2+3+4)		8,683,176
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Copier Maintenance – 2,400 Motorola Maintenance – 42,500 CJIS Maintenance – 3,000 Radar Lidar – 6,000 Lift Maint/Insp – 1,500 Vehicle Parts/Maintenance – 10,000	65,400
Rental & Leases (527X)	QLT Phone, Pitney Bowes – 2,000 Range – 1,500 Motorcycle, Taser Lease to Own – 24,000 Tower(3.5% increase) – 53,250 Form Approvals – 1,000 PMAM – 1,500	83,250
Other Property Related Services (529x)	Hazmat – 2,500	2,500
Professional & Technical Services (530x – 531x)	Clinician Position – 95,000 Admin Training – 3,000 Blue Team/ SHI International – 16,100 PP&E Entire Dept Training – 30,000 Animal Control - 300	144,400
Communications (534x)	Communications Information	38,000
Recreational & Cultural Services (535x)	Junior Police Academy – 3,500	3,500
Other Purchased Services (538x)	Towing – 3,300 Landscaping – 900 Animal Hospital Bills - 800	5,000
Office Supplies (542x)	Admin W. B. Mason – 9,000	9,000
Building & Equipment Supplies (543x)	Misc. Hardware – 1,000	1,000
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)	Ford Dealers/Advanced Auto 20,000	20,000
Gasoline and Diesel Fuel (5481)	18554 average gallons @ $4.38	81,267
Food and Service Supplies (549x)	Meetings and Investigations - 850	850
Medical Supplies (550x)	Narcan, Defib Batteries – 6,000	6,000
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Vest Replacement – 15,000 Ammo, Range Equip – 19,500 Tech Replacement – 45,000 Detective Photography – 1,900 Uniforms: Recruit, Transfer, Emergency 30,000 Dispatch – 2,000 BG&M – 500 Traf Supervisors – 6,000 Animal Control – 500	120,400
Governmental Charges (569x)	Police ID's – 500	3,000

Department Expenditure Detail DSR2		
Department	Police Department	
	State Charges – 2,500	
Travel & Mileage (571x – 572x)	Admin – 500 Training – 1,000 PP&E – 900 Court – 3,500	5,900
Dues & Subscriptions (573X)	GBPC, METROLEC, IACP SSPI Plymouth County, FBI – 22,000 MPAC Membership – 3,300	25,300
Other Expenses (574 X – 579x)	Detail Contingency – 20,000	20,000
6. Total Expenses		634,767
DSR2C		
Capital Equipment Replacement (587X)	Replacement of Five (5) Vehicles	355,142
7. Total Operating Budget Capital		
8. Total Base Request (Line 5 + Line 6 + Line 7)		9,673,085

Does the Department depend on any Federal or State grants to provide services?	YES	X	NO	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES		NO	X
				V2025

Fiscal Year 2025 Proposed Budget

Police Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	6,125,512	323,399			6,125,512	323,399		5,802,113	5,194,265.07	4,776,217.83	4,840,331.37
Salary & Wage Temporary	348,703	38,900			348,703	38,900		309,803	213,192.21	182,043.38	146,287.16
Salary & Wage Overtime	1,127,612	53,690			1,127,612	53,690		1,073,922	1,079,250.44	1,033,328.92	642,663.08
Salary & Wage Other	1,081,349	263,417			1,081,349	263,417		817,932	921,520.37	644,610.13	715,996.68
Salary and Wage Total	8,683,176	679,406	8.5%		8,683,176	679,406	8.5%	8,003,770	7,408,228.09	6,636,200.26	6,345,278.29
Energy											
Non Energy Utilities											
Repairs and Maintenance	65,400	1,500			65,400	1,500		63,900	17,548.70	18,483.07	11,608.69
Rental and Leases	83,250	20,500			83,250	20,500		62,750	46,818.92	52,317.02	47,985.51
Other Property Related	2,500				2,500			2,500			
Professional & Technical	144,400	5,000			144,400	5,000		139,400	119,415.97	91,307.59	79,541.58
Communications	38,000	1,000			38,000	1,000		37,000	28,412.73	21,041.21	23,893.32
Recreation	3,500				3,500			3,500	143.27		309.27
Other Purchased Services	5,000				5,000			5,000	37,363.86	12,117.01	5,301.50
Energy Supplies											
Office Supplies	9,000				9,000			9,000	12,403.27	7,453.15	6,773.39
Building & Equipment Rprs/Sp	1,000				1,000			1,000	50.00	1,357.98	1,106.19
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies	101,267	(12,181)			101,267	(12,181)		113,448	73,422.93	61,578.79	45,606.66
Food & Service Supplies	850	150			850	150		700	2,008.51	880.03	1,316.80
Medical Supplies	6,000				6,000			6,000	441.00	680.00	1,033.04
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	120,400	3,000			120,400	3,000		117,400	64,315.07	71,969.23	77,759.74
Governmental Charges	3,000	500			3,000	500		2,500	3,275.00	1,734.35	2,151.85
Travel & Mileage	5,900				5,900			5,900	6,671.16	8,884.66	1,457.53
Dues & Subscriptions	25,300	4,800			25,300	4,800		20,500	13,494.00	12,791.00	13,249.00
Other	20,000				20,000			20,000	10,098.74	11,005.96	15,126.98
Expense	634,767	24,269	4.0%		634,767	24,269	4.0%	610,498	435,883.13	373,601.05	334,221.05
Capital Equipment	355,142	220,248			355,142	220,248		134,894	257,317.40	101,856.81	263,388.36
Budget Capital	355,142	220,248	163.3%		355,142	220,248	163.3%	134,894	257,317.40	101,856.81	263,388.36
TOTAL	9,673,085	923,923	10.6%		9,673,085	923,923	10.6%	8,749,162	8,101,428.62	7,111,658.12	6,942,887.70

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Police Chief	1.00	EC	X	X	192,588		48,147	3,852		$244,587	
Deputy Police Chief	1.00	EC	14	EC	165,247		41,312	9,262		$215,821	
Police Lieutenant	1.00	P	3	6	153,319		38,330	8,666		$200,315	
Police Lieutenant	1.00	P	3	6	153,319		38,330	8,666		$200,315	
Police Lieutenant	1.00	P	3	6	153,319		38,330	8,666		$200,315	
Police Administrative Specialist	1.00	I	6	8	78,078					$78,078	
Administrative Assistant	1.00	I	3	8	63,707					$63,707	
Administrative Analyst	1.00	GT	6	8	78,078					$78,078	
Other Elective Compensation		P	X	X				6,110		$6,110	
BUDGETARY ADJUSTMENT									4,951	$4,951	
Administration	8.00				1,037,655		204,449	45,222	4,951	$1,292,276	
Police Sergeant	1.00	P	2	6	92,227	21,968	18,445	5,209		$137,849	
Police Sergeant	1.00	P	2	9	100,859	13,791	25,215	5,554		$145,419	
Police Sergeant	1.00	P	2	8	95,930	23,101	23,983	5,357		$148,371	
Police Sergeant	1.00	P	2	9	100,859	19,297	10,086	5,554		$135,797	
Police Sergeant	1.00	P	2	9	100,859	17,159	10,086	5,554		$133,658	
Police Sergeant	1.00	P	2	8	95,930	15,049		5,357		$116,336	
Police Sergeant	1.00	P	2	9	100,859	12,004	20,172	7,554		$140,589	
Police Officer	1.00	P	1	4	66,373	14,171	13,275	3,175		$96,994	
Police Officer	1.00	P	1	5	69,597	14,805	13,919	3,304		$101,625	
Police Officer	1.00	P	1	5	69,597	14,805	13,919	3,304		$101,625	
Police Officer	1.00	P	1	5	69,597	14,805	13,919	3,304		$101,625	
Police Officer	1.00	P	1	5	69,597	14,805	13,919	3,304		$101,625	
Police Officer	1.00	P	1	9	82,056	13,309	20,514	3,802		$119,681	
Police Officer	1.00	P	1	9	82,056	17,152	8,206	3,802		$111,216	
Police Officer	1.00	P	1	9	82,056	18,369	20,514	3,802		$124,741	
Police Officer	1.00	P	1	9	82,056	10,555	16,411	4,802		$113,824	
Police Officer	1.00	P	1	6	72,987	14,318		3,439		$90,744	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Police Chief	1.00	1.00	1.00	222,573	235,180	244,587	4.0%
Deputy Police Chief	1.00	1.00	1.00	186,440	202,680	215,821	6.5%
Police Lieutenant	1.00	1.00	1.00	184,536	191,532	200,315	4.6%
Police Lieutenant	1.00	1.00	1.00	184,536	191,532	200,315	4.6%
Police Lieutenant	1.00	1.00	1.00	179,190	191,532	200,315	4.6%
Police Administrative Specialist	1.00	1.00	1.00	72,423	76,226	78,078	2.4%
Administrative Assistant	1.00	1.00	1.00	59,085	67,665	63,707	-5.8%
Administrative Analyst	1.00	1.00	1.00	69,615	69,615	78,078	12.2%
Other Elective Compensation				6,110	6,110	6,110	
BUDGETARY ADJUSTMENT				4,361	4,739	4,951	4.5%
Administration	8.00	8.00	8.00	1,168,869	1,236,810	1,292,276	4.5%
Police Sergeant	1.00	1.00	1.00	127,490	136,575	137,849	0.9%
Police Sergeant	1.00	1.00	1.00	129,210	130,946	145,419	11.1%
Police Sergeant	1.00	1.00	1.00	124,617	131,138	148,371	13.1%
Police Sergeant	1.00	1.00	1.00	123,744	120,767	135,797	12.4%
Police Sergeant	1.00	1.00	1.00	132,020	120,282	133,658	11.1%
Police Sergeant	1.00	1.00	1.00	98,409	103,725	116,336	12.2%
Police Sergeant	1.00	1.00	1.00	121,539	131,008	140,589	7.3%
Police Officer	1.00	1.00	1.00	86,752	92,454	96,994	4.9%
Police Officer	1.00	1.00	1.00	85,747	92,454	101,625	9.9%
Police Officer	1.00	1.00	1.00	93,385	92,454	101,625	9.9%
Police Officer	1.00	1.00	1.00	73,488	92,454	101,625	9.9%
Police Officer	1.00	1.00	1.00	74,113	92,454	101,625	9.9%
Police Officer	1.00	1.00	1.00	85,747	101,479	119,681	17.9%
Police Officer	1.00	1.00	1.00	95,230	100,324	111,216	10.9%
Police Officer	1.00	1.00	1.00	104,031	112,378	124,741	11.0%
Police Officer	1.00	1.00	1.00	85,257	104,239	113,824	9.2%
Police Officer	1.00	1.00	1.00	64,359	73,167	90,744	24.0%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Police Officer	1.00	P	1	5	69,597	10,648		3,304		$83,549	
Police Officer	1.00	P	1	9	82,056	7,698	20,514	3,802		$114,070	
Police Officer	1.00	P	1	5	69,597	14,865	13,919	4,304		$102,685	
Police Officer	1.00	P	1	9	82,056	14,657	20,514	3,802		$121,029	
Police Officer	1.00	P	1	5	69,597	10,382	13,919	3,304		$97,202	
Police Officer	1.00	P	1	9	82,056	9,510		3,802		$95,368	
Police Officer	1.00	P	1	9	82,056	13,975	16,411	3,802		$116,244	
Police Officer	1.00	P	1	9	82,056	19,862	16,411	3,802		$122,131	
Police Officer	1.00	P	1	9	82,056	14,905	16,411	4,802		$118,174	
Police Officer	1.00	P	1	7	76,544	12,004		3,582		$92,130	
Police Officer	1.00	P	1	9	82,056	14,845	16,411	3,802		$117,114	
Police Officer	1.00	P	1	9	82,056	13,672	8,206	3,802		$107,736	
Police Officer	1.00	P	1	7	76,544	6,201	15,309	4,582		$102,636	
Police Officer	1.00	P	1	9	82,056	6,030		3,802		$91,888	
Police Officer	1.00	P	1	9	82,056	16,093		4,802		$102,951	
Police Officer	1.00	P	1	5	69,597	11,485	13,919	3,304		$98,304	
Police Officer	1.00	P	1	9	82,056	17,629	8,206	3,802		$111,694	
Police Officer	1.00	P	1	9	82,056	7,007	20,514	6,802		$116,380	
Police Officer	1.00	P	1	9	82,056	6,465		3,802		$92,323	
Police Officer	1.00	P	1	9	82,056	11,249		3,802		$97,107	
Police Officer	1.00	P	1	9	82,056	17,446	20,514	6,802		$126,818	
Police Officer	1.00	P	1	9	82,056	7,571	16,411	5,802		$111,840	
Police Officer	1.00	P	1	9	82,056	15,659		4,802		$102,517	
Police Officer	1.00	P	1	9	82,056	10,060	16,411	3,802		$112,329	
Police Officer	1.00	P	1	5	69,597	10,648		3,304		$83,549	
Police Officer	1.00	P	1	9	82,056	7,007	20,514	6,802		$116,380	
Police Officer	1.00	P	1	7	76,544	9,793	15,309	3,582		$105,228	
Police Officer	1.00	P	1	9	82,056	6,523	8,206	3,802		$100,587	

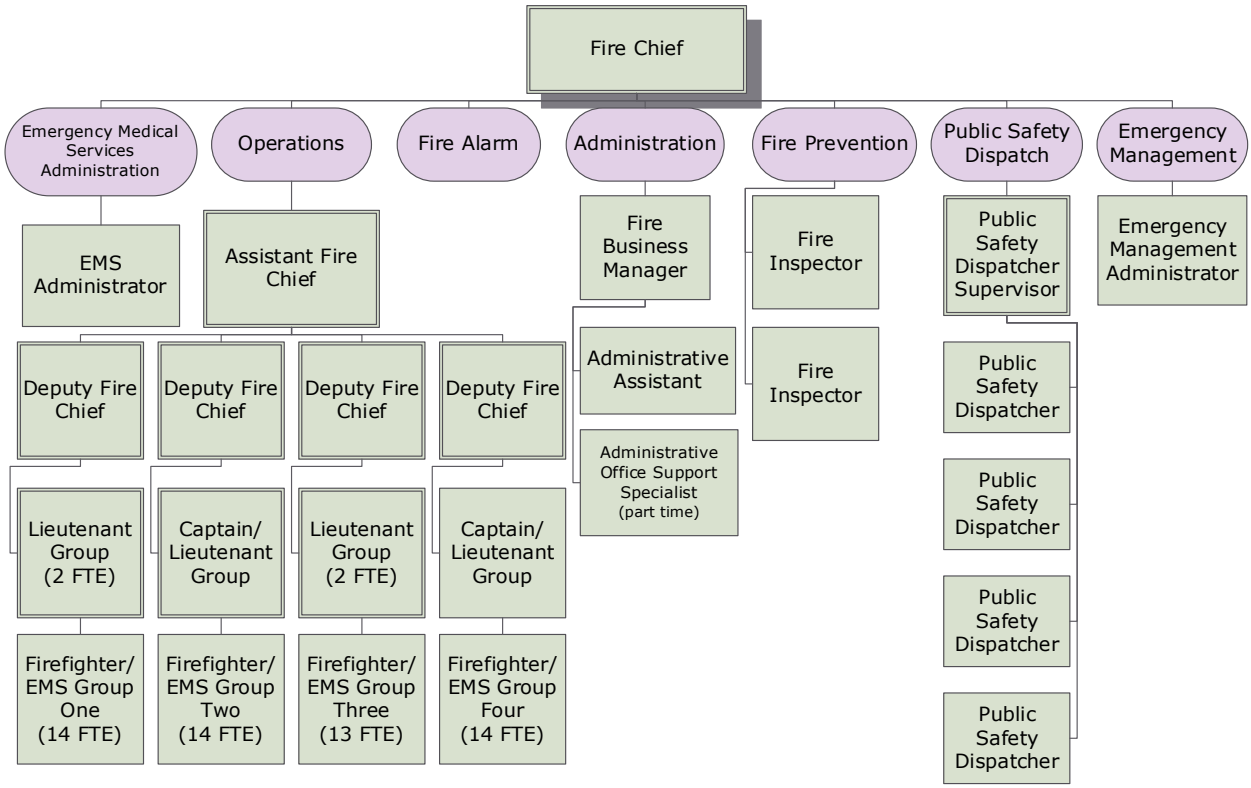
PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Police Officer	1.00	1.00	1.00	85,747	92,454	83,549	-9.6%
Police Officer	1.00	1.00	1.00	97,461	108,963	114,070	4.7%
Police Officer	1.00	1.00	1.00	83,673	90,581	102,685	13.4%
Police Officer	1.00	1.00	1.00	100,700	108,972	121,029	11.1%
Police Officer	1.00	1.00	1.00	102,953	107,239	97,202	-9.4%
Police Officer	1.00	1.00	1.00	82,036	85,704	95,368	11.3%
Police Officer	1.00	1.00	1.00	92,569	104,239	116,244	11.5%
Police Officer	1.00	1.00	1.00	104,412	108,829	122,131	12.2%
Police Officer	1.00	1.00	1.00	100,943	106,239	118,174	11.2%
Police Officer	1.00	1.00	1.00	70,614	79,867	92,130	15.4%
Police Officer	1.00	1.00	1.00	100,700	105,422	117,114	11.1%
Police Officer	1.00	1.00	1.00	91,542	97,457	107,736	10.5%
Police Officer	1.00	1.00	1.00	65,844	74,866	102,636	37.1%
Police Officer	1.00	1.00	1.00	82,036	89,110	91,888	3.1%
Police Officer	1.00	1.00	1.00	91,065	92,619	102,951	11.2%
Police Officer	1.00	1.00	1.00	86,752	92,454	98,304	6.3%
Police Officer	1.00	1.00	1.00	93,082	100,547	111,694	11.1%
Police Officer	1.00	1.00	1.00	94,468	100,929	116,380	15.3%
Police Officer	1.00	1.00	1.00	80,626	82,943	92,323	11.3%
Police Officer	1.00	1.00	1.00	83,673	86,098	97,107	12.8%
Police Officer	1.00	1.00	1.00	107,905	113,549	126,818	11.7%
Police Officer	1.00	1.00	1.00	95,611	99,718	111,840	12.2%
Police Officer	1.00	1.00	1.00	90,685	93,225	102,517	10.0%
Police Officer	1.00	1.00	1.00	99,580	104,231	112,329	7.8%
Police Officer	1.00	1.00	1.00	85,747	92,454	83,549	-9.6%
Police Officer	1.00	1.00	1.00	88,956	99,839	116,380	16.6%
Police Officer	1.00	1.00	1.00	80,288	87,022	105,228	20.9%
Police Officer	1.00	1.00	1.00	88,511	92,408	100,587	8.9%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Police Officer	1.00	P	1	9	82,056	17,747	16,411	4,802		$121,016	
Police Officer	1.00	P	1	6	72,987	10,886	14,597	3,439		$101,910	
BUDGETARY ADJUSTMENT									20,018	$20,018	
P P & E	47.00				3,807,275	621,982	571,620	203,731	20,018	$5,224,626	
Police Officer	1.00	P	1	9	82,056	16,167	17,425	3,802		$119,450	
BUDGETARY ADJUSTMENT									459	$459	
Court	1.00				82,056	16,167	17,425	3,802	459	$119,909	
Public Safety Dispatcher	1.00	GF	7	4	73,258	3,522				$76,780	
Public Safety Dispatcher	1.00	GF	7	3	70,699	3,399				$74,098	
Public Safety Dispatcher	1.00	GF	7	4	73,258	3,522				$76,780	
Public Safety Dispatcher	1.00	GF	7	7	80,038	4,686				$84,724	
Public Safety Dispatcher	1.00	GF	7	3	70,699	3,399				$74,098	
BUDGETARY ADJUSTMENT									1,486	$1,486	
Dispatch	5.00				367,952	18,528			1,486	$387,966	
Police Maintenance Assistant	1.00	GF	3	11	67,662	800				$68,462	
BUDGETARY ADJUSTMENT									263	$263	
Maintenance	1.00				67,662	800			263	$68,725	
Animal Control Officer	1.00	GF	7	6	77,958					$77,958	
BUDGETARY ADJUSTMENT									300	$300	
Animal Control	1.00				77,958				300	$78,258	
Department Totals	63.00				5,440,558	657,478	793,494	252,755	27,477	$7,171,761	
	Salary and Wage Base (5110)									$5,440,558	
	Other Regular Compensation (5110)									$657,478	
	Education Compensation (5192)									$793,494	
	Other Pay and Stipends (5197)									$252,755	
	Budgetary Adjustment (5110)									$27,477	
	Total									$7,171,761	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Police Officer	1.00	1.00	1.00	89,419	93,005	121,016	30.1%
Police Officer	1.00	1.00	1.00	64,359	78,678	101,910	29.5%
BUDGETARY ADJUSTMENT				16,234	18,069	20,018	10.8%
P P & E	47.00	47.00	47.00	4,403,329	4,716,030	5,224,626	10.8%
Police Officer	1.00	1.00	1.00	105,585	108,278	119,450	10.3%
BUDGETARY ADJUSTMENT				389	416	459	10.3%
Court	1.00	1.00	1.00	105,974	108,694	119,909	10.3%
Public Safety Dispatcher	1.00	1.00	1.00	69,477	74,098	76,780	3.6%
Public Safety Dispatcher	1.00	1.00	1.00	69,477	74,098	74,098	0.0%
Public Safety Dispatcher	1.00	1.00	1.00	69,477	74,098	76,780	3.6%
Public Safety Dispatcher	1.00	1.00	1.00	73,111	87,956	84,724	-3.7%
Public Safety Dispatcher	1.00	1.00	1.00	69,477	74,098	74,098	0.0%
BUDGETARY ADJUSTMENT				1,332	1,478	1,486	0.5%
Dispatch	5.00	5.00	5.00	352,351	385,826	387,966	0.6%
Police Maintenance Assistant	1.00	1.00	1.00	66,598	68,462	68,462	
BUDGETARY ADJUSTMENT				254	263	263	
Maintenance	1.00	1.00	1.00	66,852	68,725	68,725	
Animal Control Officer	1.00	1.00	1.00	71,469	75,670	77,958	3.0%
BUDGETARY ADJUSTMENT				272	291	300	3.1%
Animal Control	1.00	1.00	1.00	71,741	75,961	78,258	3.0%
Department Totals	63.00	63.00	63.00	6,169,116	6,592,047	7,171,761	8.8%

Department Organizational Chart

Fire Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Information DSR1	
Department	Fire Department

Department Mission

To provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and properties 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 cost-effective manner possible.

On the Horizon

As we prepare for another fiscal year, we are focusing on continuing to offer the best service possible to the residents and businesses in Needham. We are working collaboratively with the Building Department and IT to streamline the permitting process to allow online applications.

We hope to secure the Student Awareness of Fire Education grant which is made available through the State. This would provide fire safety education to school aged children. Specially trained firefighters would provide this interactive learning experience.

During recent contract negotiations, the Department voted to leave Civil Service which will allow us to select from a more diverse pool of candidates. This will be important as we attempt to bring our Department to a full complement in a more timely manner. In FY2025, we look forward to hiring two new firefighters.

We are requesting funding to remove all the fire alarm wire throughout Town.

We are looking at purchasing a new Fire Engine as part of the fleet replacement program. This will ensure safer working conditions for our firefighters as well as the citizens we protect and serve. In addition, we are working towards making our frontline engines ALS ready in an effort to reduce any potential delay in critical care.

With the Departmental goal of accountability and efficiency, we will be looking to update our policies and standard operating procedures with the assistance of an outside vendor.

As always, we will continue to provide our firefighters with the best pertinent training in order to be prepared for all emergency and non-emergency responses.

We continue to struggle with supply chain issues and make every effort not to let this impede Department operations across the board.

Budget Statement

The Fire Department has three main sources of revenue for the Town. In FY2023 we collected:
Ambulance Services $1,396,282 (an increase of $154,526 over FY2022)
Inspection Permits $40,005 (a decrease of $11,487 over FY2022)
Fire Alarm Master Box Fees $20,160 (an increase of $5,280 over FY2022)
These three revenue sources represent an 11.3% increase over FY2022.

DSR2 Salary and Wages

The Salary and Wage Permanent Positions are based on FY2025 salaries as Local 1706 settled a contract through FY2026. It also includes many step and longevity raises along with education compensation.

The Scheduled Overtime line item on the DSR2 includes overtime necessary to cover all vacation and ¾ of the personal shifts. We have also included $803,176 to cover the estimated cost of coverage for sick, military tours, mutual aid call backs, holdovers, storm coverage, 111F,

Department Information DSR1	
Department	Fire Department

mechanics, training, special events, court, and staff meetings for members of Units A & C. Training and Development costs increased by $32,379 due to the increase in salaries. We have based the working out of grade cost on the average for FY21, FY22 & FY23, $12,500.

The amount for the Temp PT Special Assignment Admin has decreased by $11,007 based on the need being less since we are fully staffed in administration.

In FY2023, the Fire Department had a budget return of 2.9%. The process of hiring suitable candidates continues to be lengthy. It can take up to a year to hire and academy train a firefighter. We dealt with four vacancies throughout the year. This affects morale and leaves gaps in service and reduces the availability of members for additional training opportunities. The communications center had a vacancy for most of FY2023. This caused stress and strain on the department and its employees when everyone had to work to cover 4 open shifts every 6 days. The cost was kept down by the supervisor using her admin days to work as a 911 operator on the overnight shift, which was far from ideal when the rest of administration works the day shift.

Grants:
The Emergency Management Performance Grant (EMPG) is a non-competitive grant from FEMA that is administered by MEMA. Needham has been eligible for $8,500 in recent years.
Uses:
FY23 – Emergency Shelter Plan
FY22 – Hazard and Vulnerability Assessment
FY21 – Covid-19 After-Action Report

The Hazardous Materials Emergency Preparedness Grant (HMEP) is a competitive grant from U.S. DOT that is administered by MEMA. Needham has been eligible for $5,000 in recent years.
Uses:
FY23 – Hazardous Materials Awareness Training
FY22 – HazMat/Mass Casualty Tabletop Exercise

DSR2 Services and Supplies

Line Item	Description	Change from FY24	Comments	Net Change
Repair & Maintenance Services	Firefighting Equipment	($3,958)	Most stayed the same and hose testing has now been included with ladder inspections	$19,124
	Copier	($285)	Decreased based on 3-year usage average	
	Vehicle Inspections	$3,682	Now includes hose testing. Pump, apparatus, and vehicle inspections had price increases	
	Outside Vehicle Repairs	$4,698	Based on 3-year average of actual costs	
	Defibrillator & Stretcher Maintenance	$18,987	Increased based on service contracts for 4 stretcher and a defib with expired warranties.	
	Municipal Outside Alarm Repairs	($4,000)	No longer needed	

Department Information DSR1				
Department		Fire Department		
Rental & Lease	Acetylene Tank Rental	$21	Increased monthly rental from $13.90 to $15.80	$21
Professional & Technical Services	New Hire Psychological Test	($1,395)	Decrease based on less anticipated to be needed	$22,969
	Enhanced Fire Records Mgmnt. Software	($20,000)	This software will not be utilized	
	Policies & Procedures software	$21,734	Full implementation software to include state-specific policies, online learning, behavioral health resources.	
	Fire Chief's Prof Dev seminar	($500)	Based on lesser need	
	Prof Dev training for Officers & FFs	($4,500)	Decreased as can be included in other training opportunities	
	Handtevy Program	$9,984	Will give our medics access to reference material & equipment which will allow them to make quicker decisions regarding patient care and will also reduce the chance of medication errors.	
	EMD Software	$80	Increased price for FY2025	
	Pediatric Life Support Certification	$6,840	With the building of the new Childrens Hospital Clinic in Needham we see this as a training need.	
	Vector Solutions	$840	Increased based on contract	
	Dispatchers CON ED	$386	Increased based on current pricing	
	RAVE	$1,500	Increased based on current pricing	
	Environmental Consultant HazMat reporting	$8,000	Required by the State for Emergency Management	
Custodial Supplies	Laundry Detergent, Dishwashing soap and hot cups	$2,800	Increase based on inaccurate estimate provided last year	$2,800
Vehicular Supplies	Vehicle parts	($1,289)	Based on 3-year average usage	($1,289)
Gasoline & Diesel Fuel	Gasoline & Diesel Fuel	($438)	FY21 consumption Unleaded 6,194 Diesel 6,724 FY22 usage consumption 6,978 Diesel 6,531 FY23 consumption unleaded 7,227 Diesel 6,253 Based on FY23 consumption and costs provided	($438)

Department Information DSR1				
Department	Fire Department			
Medical Supplies	General Medical Supplies	$1,000	Based on 2% anticipated increase in supply cost	$1,000
Other Supplies & Equipment	General Firefighting supplies	$20,954	Based on quotes, increased cost on some items and other items not needed this year.	$14,581
	Uniforms	($6,373)	Based on quote for anticipated need	
Government Charges	Food and Drug License	$15	Based on pricing provided	$15
Travel	Various Professional Conferences, Seminar, Parking, Tolls	$658	Based on increased pricing	$658
Capital Expenses	Complete Hitch Gear	$2,764	Based on quote provided	$2,764

Accomplishments and Activities

We have hired four Firefighters/Paramedics to fill the vacancies. There is often a long wait time to get new hires into an academy. To try to help with this wait time, we have begun allowing new hires to have time on the ambulance and at the hospital for paramedic training prior to attending the Fire academy.

We have fully implemented the Vector/CrewSense software program. All attendance, time off, swaps, details and training are documented using this program. This has made payroll processing more efficient and accurate.

All members of the Department were offered cancer screenings and scans. There was a big uptake of this opportunity.

For the second year in a row, we carried out Active Shooter/Hostile Event training with the Police Department. This increases our level of preparedness for incidents like these.

The whole department took part in fire simulation live search and rescue training in houses that had been tagged for demolition.

The Department of Fire Services came on-site and conducted electrical vehicle training along with ION battery training.

All members of the Department were offered training on the effects of PFAS which is very prevalent.

Department Information DSR1			
Department	Fire Department		
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	11,287,930		11,287,930
b) Expenses	569,122		569,122
c) Capital	42,791		42,791
d)			
e) Total DSR2 & DSR4 Request (a through d)	11,899,843		11,899,843
			V2025

Department Expenditure Detail DSR2												
Department				Fire Department								
Object				Description								Amount
DSR2A												
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)					
	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)			
	80		80	80		80	80		80			
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count			
							X					
Union Positions:	BCTIA	0	Fire A	66	Fire C	5	ITWA	1	NIPEA	0	Police	0	Police Superior	0	NA	
1. Salary and Wage Permanent Positions.												
a.	PRD1 Salary and Wages Base											6,957,467
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110											1,474,318
c.	PRD1 Education (5192)											570,691
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197											58,308
e.	PRD1 Budget Adjustments											34,850
											PRD1 Sub Total	9,095,633
j	DSR3 Other Compensation											9,582
											Sub Total 1	9,105,215
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)												
a.	Temp PT Special Assignment Support - Fire Admin											10,800
b.												
c.												
d.												
f.												
g.	DSR3 Total											
											Sub Total 2	10,800
3. Salary and Wage Overtime (Itemized Below)												
a.	Scheduled Overtime (contractually obligated)											1,675,699
b.	Training and Development											376,961
c.	Fire Alarm Overtime											0
d.	Fire Administration Overtime											5,101
e.	DSR3 Total											91,993
											Sub Total 3	2,149,754
4. Other Salary and Wage Expenses – (Itemized Below)												
a.	Incentive Programs											
b.	Pay In Lieu of Accrued Leave											8,161
c.	Program Stipend											1,500
d.	Tuition Reimbursement											
e.	Working Out of Grade											12,500
f.												
g.												
h.	DSR3 Other Compensation											
											Sub Total 4	22,161
5. Total Salary and Wages (1+2+3+4)												11,287,930

Department Expenditure Detail DSR2		
Department	Fire Department	
DSR2B		
Object	Description	Amount
Energy (521x)		0
Repairs & Maintenance Services (524x – 525x)	Copier Maintenance (400) 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 (22,533) Vehicle Inspections (15,020) Outside vehicle repair including towing/service calls; motor chassis, brakes, exhaust, body, pump & aerial repairs, as well as scheduled maintenance (17,708) Radio Maintenance Contract (29,867) Radio repairs, Radio Box Repairs (3,000) Defib & Stretcher maintenance (24,320)	112,848
Rental & Leases (527X)	Acetylene tank rental (190) Medical Oxygen Tank Rental (1,300)	1,490
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	Regional Shared resource (1,200) New hire psychological, Firefighter I & 2 HazMat certification (930) Environmental consultant to do the Tier 2 Hazardous Materials reporting for the Town (8,000) Policies & Procedures management software (21,734) Monthly Fire Chief's Association Meeting and Fire Prevention Meeting (960) Annual Conferences including International Association of Chiefs, FDIC, Fire Prevention Association & International Association of Emergency Managers, along with various training for officers & Firefighters (7,074) Pharm logs – Drug log software (767) Medical oxygen (1,152) EMT/Paramedic Course ACLS/CPR (8,536) Monthly EMS continuing education (5,200) Police Details (440) Instructor Fees (4,500) Emergency Medical Dispatch software & maintenance (300)	133,464

Department Expenditure Detail DSR2		
Department	Fire Department	
	Civilian dispatch required certification (2,786) Emergency Management conference (500) Emergency Management training for schools & Town personnel (2,000) Emergency Management full scale exercise (16,000) RAVE–emergency notification system (10,500) EOP–emergency management software (3,500) Vector Solutions – computer generated call-back system (5,451) Wellness training (7,000) PALS certification (6,840) ESO Software (8,110) Handtevy System (9,984)	
Communications (534x)	All wireless communications (11,190) Cable/Internet (1,023) Postage (500) Printing/Mailing (1,177)	13,890
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Uniform tailoring & embroidery (1,670) Medical waste pick-up (1,100)	2,770
Office Supplies (542x)	General office supplies including but not limited to pens, paper, file folders, paper clips, tape, staples, writing materials (1,650)	1,650
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)	Laundry & kitchen necessities (5,000)	5,000
Grounds Keeping Supplies (546x)	Plantings (500)	500
Vehicular Supplies (548x)	Vehicle parts including but not limited to: fluids, mechanical parts, electrical components, lighting, tires etc. (54,528)	54,528
Gasoline and Diesel Fuel (5481)	FY 21 consumption: Unleaded (27,129) Diesel (36,847) FY22 consumption: Unleaded (29,775) Diesel (35,789) FY23 consumption: Unleaded (31,654) Diesel (34,266) FY23 consumption used with provided rates	65,921
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-10 needles, bandages, etc.	47,200

Department Expenditure Detail DSR2		
Department	Fire Department	
	(47,200)	
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	Firefighting supplies including but not limited to: SCBA facepieces & accessories, foam, saws, gas meters, batteries etc. (51,123) All work and dress uniforms including but not limited to dress pants & coats, dress shirts, work pants & shirts, sweatshirts, jackets, hats, gloves, ties etc. (43,636) NFPA codes (400) Fire prevention supplies (400) Public education supplies (1,600) Fire Alarm supplies (800) EMS room supplies (2,000) Emergency Management supplies (1,100)	101,059
Governmental Charges (569x)	Licenses for rescues (1,400) Food & Drug license (615) EMT/Paramedic State/National recertification (5,160)	7,175
Travel & Mileage (571x – 572x)	Hotels, airfare, mileage, parking & tolls for conferences & meetings (9,526) Mileage for Emergency Management seminars & conferences (500) Hotels, air fare & parking for Emergency Management Administrator for out-of-state travel (2,000) Misc. (500)	12,526
Dues & Subscriptions (573X)	Fire Chiefs Association of MA (500) Norfolk County Fire Chief's Association (500) International Association of Fire Chiefs (1,576) National Fire Protection Association (525) Fire Prevention Association (100) Metro Fire (5,000) International Association of Emergency Managers (200)	8,401
Other Expenses (574 X – 579x)	Meeting & special events refreshments (700)	700
6. Total Expenses		569,122
DSR2C		
Capital Equipment Replacement (587X)	Personal Protective Structural Fire Fighting Gear for Promotions and New Hires.	42,791
7. Total Operating Budget Capital		42,791

Department Expenditure Detail DSR2				
Department	Fire Department			
8. Total Base Request (Line 5 + Line 6 + Line 7)			11,899,843	
Does the Department depend on any Federal or State grants to provide services?	YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES		NO	X
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES		NO	X
				V2025

Department Personnel Supplement DSR3						
Department	Fire Department					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Certified Paramedic Instructors	4,000	X			
2	Civilian Dispatch Holiday Worked	5,582	X			
3	Civilian Dispatch Overtime	81,945			X	
4	Civilian Dispatch Training	10,048			X	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	101,575				
Sections						
	Amount Reported Under DSR2A Section 1	9,582				
	Amount Reported Under DSR2A Section 2	0				
	Amount Reported Under DSR2A Section 3	91,993				
	Amount Reported Under DSR2A Section 4	0				
II	Total	101,575				
						V2025

Fiscal Year 2025 Proposed Budget

Fire Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	8,529,955	300,442			8,529,955	300,442		8,229,513	7,248,654.35	7,000,321.67	6,134,343.30
Salary & Wage Temporary	10,800	(11,007)			10,800	(11,007)		21,807	18,954.84	51,294.58	7,713.40
Salary & Wage Overtime	1,772,793	177,750			1,772,793	177,750		1,595,043	1,479,555.40	1,664,998.44	1,523,154.95
Salary & Wage Other	974,382	174,685			974,382	174,685		799,697	948,193.89	898,239.89	804,466.30
Salary and Wage Total	11,287,930	641,870	6.0%		11,287,930	641,870	6.0%	10,646,060	9,695,358.48	9,614,854.58	8,469,677.95
Energy											
Non Energy Utilities											
Repairs and Maintenance	112,848	19,124			112,848	19,124		93,724	61,944.81	36,680.88	40,692.38
Rental and Leases	1,490	21			1,490	21		1,469	2,074.40	1,429.00	772.07
Other Property Related											
Professional & Technical	133,464	22,969			133,464	22,969		110,495	70,313.52	57,076.90	55,602.99
Communications	13,890				13,890			13,890	13,972.52	10,609.13	15,189.38
Recreation											
Other Purchased Services	2,770				2,770			2,770	10,538.29	3,655.00	3,940.00
Energy Supplies											
Office Supplies	1,650				1,650			1,650	1,956.34	2,698.65	2,574.99
Building & Equipment Rprs/Sp											
Custodial Supplies	5,000	2,800			5,000	2,800		2,200			
Grounds Keeping Supplies	500				500			500		300.00	66.53
Vehicular Supplies	120,449	(1,727)			120,449	(1,727)		122,176	119,742.26	115,026.47	86,578.19
Food & Service Supplies									673.93	317.33	150.00
Medical Supplies	47,200	1,000			47,200	1,000		46,200	44,989.56	42,891.98	49,497.13
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	101,059	14,581			101,059	14,581		86,478	78,885.46	67,837.45	71,137.74
Governmental Charges	7,175	15			7,175	15		7,160	7,183.00	8,774.00	6,255.00
Travel & Mileage	12,526	658			12,526	658		11,868	7,552.39	5,430.74	1,055.11
Dues & Subscriptions	8,401				8,401			8,401	7,867.49	4,520.00	4,925.00
Other	700				700			700	85.94		
Expense	569,122	59,441	11.7%		569,122	59,441	11.7%	509,681	427,779.91	357,247.53	338,436.51
Capital Equipment	42,791	2,764			42,791	2,764		40,027	35,334.00	25,508.00	18,000.00
Budget Capital	42,791	2,764	6.9%		42,791	2,764	6.9%	40,027	35,334.00	25,508.00	18,000.00
TOTAL	11,899,843	704,075	6.3%		11,899,843	704,075	6.3%	11,195,768	10,158,472.39	9,997,610.11	8,826,114.46

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Fire Chief	1.00	EC	X	X	212,180					$212,180	
Fire Business Manager	1.00	G	9	9	94,751					$94,751	
Deputy Fire Chief - Operations											
Assistant Fire Chief	1.00	F	6	3	151,410	36,935	11,356	100		$199,800	
Deputy Fire Chief	1.00	F	4	9	123,047	29,028	18,457	100		$170,632	
Deputy Fire Chief	1.00	F	4	9	123,047	32,381	18,457	100		$173,985	
Deputy Fire Chief	1.00	F	4	8	120,644	31,751	18,097	100		$170,592	
Deputy Fire Chief	1.00	F	4	9	123,047	29,527	18,457	100		$171,131	
Administrative Assistant	1.00	I	3	8	63,707					$63,707	
BUDGETARY ADJUSTMENT									4,834	$4,834	
Administration	8.00				1,011,833	159,620	84,824	500	4,834	$1,261,611	
Fire Captain	1.00	F	3	9	107,671	24,845	3,500	1,600		$137,616	
Fire Captain	1.00	F	3	9	107,671	24,827	16,151	100		$148,749	
Fire Lieutenant	1.00	F	2	9	99,001	27,153	14,850	100		$141,105	
Fire Lieutenant	1.00	F	2	9	99,001	23,376	14,850	100		$137,327	
Fire Lieutenant	1.00	F	2	9	99,001	25,405	7,425	100		$131,931	
Fire Lieutenant	1.00	F	2	9	99,001	23,376	14,850	100		$137,327	
Fire Lieutenant	1.00	F	2	9	99,001	26,074	14,850	100		$140,025	
Fire Lieutenant	1.00	F	2	9	99,001	29,312	14,850	100		$143,263	
EMS Administrator	1.00	F	1X	9	83,595	24,644	3,500	12,639		$124,378	
Firefighter	1.00	F	1	4	68,032	16,346	10,205	100		$94,683	
Firefighter	1.00	F	1	7	78,799	18,280		100		$97,179	
Firefighter	1.00	F	1	9	83,625	19,958	6,272	100		$109,955	
Firefighter	1.00	F	1	9	83,625	20,413	6,272	100		$110,410	
Firefighter	1.00	F	1	9	83,625	20,523	12,544	100		$116,792	
Firefighter	1.00	F	1	9	83,625	15,999	12,544	100		$112,268	
Firefighter	1.00	F	1	9	83,625	19,287	3,500	100		$106,512	
Firefighter	1.00	F	1	9	83,625	20,523	12,544	100		$116,792	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Fire Chief	1.00	1.00	1.00	213,130	206,000	212,180	3.0%
Fire Business Manager	1.00	1.00	1.00	95,219	92,606	94,751	2.3%
Deputy Fire Chief - Operations	1.00			159,031			
Assistant Fire Chief		1.00	1.00		187,992	199,800	6.3%
Deputy Fire Chief	1.00	1.00	1.00	156,134	164,012	170,632	4.0%
Deputy Fire Chief	1.00	1.00	1.00	159,227	167,237	173,985	4.0%
Deputy Fire Chief	1.00	1.00	1.00	145,616	157,931	170,592	8.0%
Deputy Fire Chief	1.00	1.00	1.00	154,896	162,723	171,131	5.2%
Administrative Assistant	1.00	1.00	1.00	60,684	66,320	63,707	-3.9%
BUDGETARY ADJUSTMENT				4,400	4,634	4,834	4.3%
Administration	8.00	8.00	8.00	1,148,337	1,209,455	1,261,611	4.3%
Fire Captain	1.00	1.00	1.00	134,194	125,875	137,616	9.3%
Fire Captain	1.00	1.00	1.00	136,102	142,948	148,749	4.1%
Fire Lieutenant	1.00	1.00	1.00	113,835	135,592	141,105	4.1%
Fire Lieutenant	1.00	1.00	1.00	123,204	131,962	137,327	4.1%
Fire Lieutenant	1.00	1.00	1.00	120,670	126,774	131,931	4.1%
Fire Lieutenant	1.00	1.00	1.00	125,648	131,962	137,327	4.1%
Fire Lieutenant	1.00	1.00	1.00	125,644	134,555	140,025	4.1%
Fire Lieutenant	1.00	1.00	1.00	130,127	137,666	143,263	4.1%
EMS Administrator	1.00	1.00	1.00	106,092	111,482	124,378	11.6%
Firefighter	1.00	1.00	1.00	92,906	87,643	94,683	8.0%
Firefighter	1.00	1.00	1.00	81,915	89,492	97,179	8.6%
Firefighter	1.00	1.00	1.00	98,742	105,824	109,955	3.9%
Firefighter	1.00	1.00	1.00	101,142	106,263	110,410	3.9%
Firefighter	1.00	1.00	1.00	104,514	112,397	116,792	3.9%
Firefighter	1.00	1.00	1.00	96,095	101,004	112,268	11.2%
Firefighter	1.00	1.00	1.00	95,222	100,882	106,512	5.6%
Firefighter	1.00	1.00	1.00	104,926	112,397	116,792	3.9%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Firefighter	1.00	F	1	4	68,032	16,717	10,205	100		$95,053	
Firefighter	1.00	F	1	9	83,625	19,287	3,500	100		$106,512	
Firefighter	1.00	F	1	9	83,625	20,523	12,544	100		$116,792	
Firefighter	1.00	F	1	8	80,371	18,642		100		$99,113	
Firefighter	1.00	F	1	9	83,625	19,958	6,272	100		$109,955	
Firefighter	1.00	F	1	9	83,625	14,412		100		$98,137	
Firefighter	1.00	F	1	9	83,625	15,999	12,544	100		$112,268	
Firefighter	1.00	F	1	8	80,371	19,186	6,028	100		$105,685	
Firefighter	1.00	F	1	8	80,371	19,186	6,028	100		$105,685	
Firefighter	1.00	F	1	9	83,625	20,794	12,544	3,100		$120,062	
Firefighter	1.00	F	1	5	71,417	16,671	5,356	100		$93,544	
Firefighter	1.00	F	1	9	83,625	15,433	6,272	100		$105,430	
Firefighter	1.00	F	1	9	83,625	19,287	3,500	100		$106,512	
Firefighter	1.00	F	1	7	78,799	18,812	5,910	100		$103,621	
Firefighter	1.00	F	1	9	83,625	22,138	3,500	100		$109,363	
Firefighter	1.00	F	1	9	83,625	22,041	12,544	100		$118,310	
Firefighter	1.00	F	1	9	83,625	15,569	6,272	1,600		$107,066	
Firefighter	1.00	F	1	6	74,977	17,497	5,623	100		$98,197	
Firefighter	1.00	F	1	8	80,371	19,186	6,028	100		$105,685	
Firefighter	1.00	F	1	9	83,625	19,958	6,272	100		$109,955	
Firefighter	1.00	F	1	4	68,032	16,717	10,205	100		$95,053	
Firefighter	1.00	F	1	5	71,417	17,154	10,713	100		$99,383	
Firefighter	1.00	F	1	9	83,625	20,979	12,544	100		$117,248	
Firefighter	1.00	F	1	9	83,625	21,476	6,272	100		$111,473	
Firefighter	1.00	F	1	8	80,371	13,962	6,028	100		$100,460	
Firefighter	1.00	F	1	8	80,371	19,729	12,056	100		$112,256	
Firefighter	1.00	F	1	8	80,371	19,729	12,056	100		$112,256	
Firefighter	1.00	F	1	9	83,625	23,149	6,272	100		$113,145	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Firefighter	1.00	1.00	1.00	98,742	105,824	95,053	-10.2%
Firefighter	1.00	1.00	1.00	96,063	100,882	106,512	5.6%
Firefighter	1.00	1.00	1.00	104,926	112,397	116,792	3.9%
Firefighter	1.00	1.00	1.00	85,976	94,463	99,113	4.9%
Firefighter	1.00	1.00	1.00	98,742	105,824	109,955	3.9%
Firefighter	1.00	1.00	1.00	88,947	93,993	98,137	4.4%
Firefighter	1.00	1.00	1.00	102,403	107,577	112,268	4.4%
Firefighter	1.00	1.00	1.00	85,976	94,463	105,685	11.9%
Firefighter	1.00	1.00	1.00	85,976	94,463	105,685	11.9%
Firefighter	1.00	1.00	1.00	110,278	115,667	120,062	3.8%
Firefighter	1.00	1.00	1.00	97,988	81,215	93,544	15.2%
Firefighter	1.00	1.00	1.00	96,095	101,004	105,430	4.4%
Firefighter	1.00	1.00	1.00	96,063	100,882	106,512	5.6%
Firefighter	1.00	1.00	1.00	87,410	95,444	103,621	8.6%
Firefighter	1.00	1.00	1.00	98,166	103,950	109,363	5.2%
Firefighter	1.00	1.00	1.00	109,973	113,712	118,310	4.0%
Firefighter	1.00	1.00	1.00	92,766	97,429	107,066	9.9%
Firefighter	1.00	1.00	1.00	91,744	95,444	98,197	2.9%
Firefighter	1.00	1.00	1.00	90,117	95,841	105,685	10.3%
Firefighter	1.00	1.00	1.00	96,416	105,824	109,955	3.9%
Firefighter	1.00	1.00	1.00	95,222	100,882	95,053	-5.8%
Firefighter	1.00	1.00	1.00	92,906	86,615	99,383	14.7%
Firefighter	1.00	1.00	1.00	107,029	112,397	117,248	4.3%
Firefighter	1.00	1.00	1.00	101,983	107,139	111,473	4.0%
Firefighter	1.00	1.00	1.00	80,976	89,042	100,460	12.8%
Firefighter	1.00	1.00	1.00	97,513	106,973	112,256	4.9%
Firefighter	1.00	1.00	1.00	91,744	100,718	112,256	11.5%
Firefighter	1.00	1.00	1.00	101,562	108,891	113,145	3.9%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Firefighter	1.00	F	F1	9	83,625	20,198	3,500	100		$107,423	
Firefighter	1.00	F	1	7	78,799	19,345	11,820	100		$110,064	
Firefighter	1.00	F	1	9	83,625	18,624	6,272	100		$108,621	
Firefighter	1.00	F	1	8	80,371	18,642		100		$99,113	
Firefighter	1.00	F	1	4	68,032	15,426		100		$83,558	
Firefighter	1.00	F	1	8	80,371	19,729	12,056	100		$112,256	
Firefighter	1.00	F	1	6	74,977	16,990		100		$92,067	
Firefighter	1.00	F	1	9	83,625	15,543	12,544	100		$111,812	
Firefighter	1.00	F	1	5	71,417	16,671	5,356	100		$93,544	
Firefighter	1.00	F	1	9	83,625	20,413	6,272	100		$110,410	
Firefighter	1.00	F	1	5	71,417	16,188		100		$87,705	
Firefighter	1.00	F	1	9	83,625	14,978	6,272	100		$104,975	
Firefighter	1.00	F	1	8	80,371	19,729	12,056	100		$112,256	
Firefighter	1.00	F	1	9	83,625	19,848		100		$103,573	
Firefighter	1.00	F	1	9	83,625	20,684	6,272	3,100		$113,681	
Firefighter	1.00	F	1	8	80,371	18,642		100		$99,113	
Firefighter	1.00	F	1	9	83,625	19,287	3,500	100		$106,512	
Firefighter	1.00	F	1	4	68,032	15,886	5,102	100		$89,120	
Firefighter	1.00	F	1	8	80,371	19,954	12,056	2,600		$114,981	
BUDGETARY ADJUSTMENT									27,136	$27,136	
Protection	64.00				5,294,699	1,251,308	478,867	30,439	27,136	$7,082,450	
Fire Inspector	1.00	F	1X	9	83,595	20,504	3,500	13,684		$121,284	
Fire Inspector	1.00	F	1X	9	83,595	20,504	3,500	13,684		$121,284	
BUDGETARY ADJUSTMENT									933	$933	
Prevention	2.00				167,190	41,009	7,000	27,368	933	$243,500	

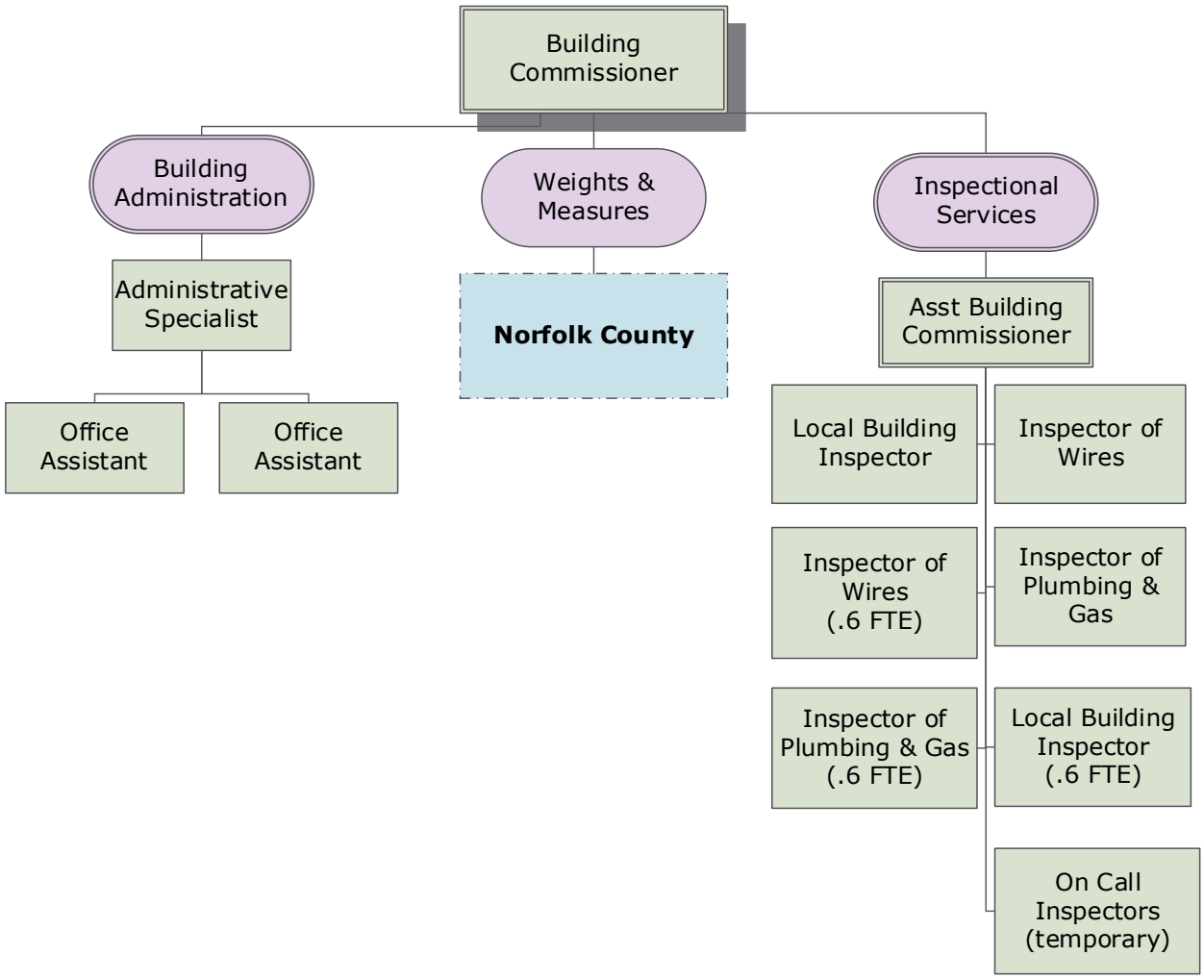
PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Firefighter	1.00	1.00	1.00	96,063	101,759	107,423	5.6%
Firefighter	1.00	1.00	1.00	81,915	89,492	110,064	23.0%
Firefighter	1.00	1.00	1.00	98,198	104,071	108,621	4.4%
Firefighter	1.00	1.00	1.00	85,976	94,463	99,113	4.9%
Firefighter	1.00	1.00	1.00	95,222	100,006	83,558	-16.4%
Firefighter	1.00	1.00	1.00	97,513	106,973	112,256	4.9%
Firefighter	1.00	1.00	1.00	78,012	85,259	92,067	8.0%
Firefighter	1.00	1.00	1.00	95,254	100,566	111,812	11.2%
Firefighter	1.00	1.00	1.00	92,906	81,215	93,544	15.2%
Firefighter	1.00	1.00	1.00	101,142	106,263	110,410	3.9%
Firefighter	1.00	1.00	1.00	92,906	81,215	87,705	8.0%
Firefighter	1.00	1.00	1.00	101,142	106,263	104,975	-1.2%
Firefighter	1.00	1.00	1.00	97,513	106,973	112,256	4.9%
Firefighter	1.00	1.00	1.00	94,413	99,251	103,573	4.4%
Firefighter	1.00	1.00	1.00	103,970	109,095	113,681	4.2%
Firefighter	1.00	1.00	1.00	85,976	94,463	99,113	4.9%
Firefighter	1.00	1.00	1.00	95,254	100,128	106,512	6.4%
Firefighter	1.00	1.00	1.00	96,063	100,882	89,120	-11.7%
Firefighter	1.00	1.00	1.00	91,744	106,973	114,981	7.5%
BUDGETARY ADJUSTMENT				24,306	25,765	27,136	5.3%
Protection	64.00	64.00	64.00	6,380,168	6,724,750	7,082,450	5.3%
Fire Inspector	1.00	1.00	1.00	109,225	114,660	121,284	5.8%
Fire Inspector	1.00	1.00	1.00	110,069	117,299	121,284	3.4%
BUDGETARY ADJUSTMENT				843	892	933	4.6%
Prevention	2.00	2.00	2.00	220,137	232,851	243,500	4.6%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Public Safety Dispatcher - Supervisor	1.00	GF	10	6	92,082	5,475				$97,557	
Public Safety Dispatcher	1.00	GF	7	5	75,670	4,686				$80,356	
Public Safety Dispatcher	1.00	GF	7	5	75,670	4,267				$79,937	
Public Safety Dispatcher	1.00	GF	7	5	75,670	4,686				$80,356	
Public Safety Dispatcher	1.00	GF	7	2	67,933	3,266				$71,199	
BUDGETARY ADJUSTMENT									1,575	$1,575	
Dispatch	5.00				387,025	22,380			1,575	$410,980	
Emergency Management Administrator	1.00	G	11	6	96,720					$96,720	
BUDGETARY ADJUSTMENT									372	$372	
Emergency Management	1.00				96,720				372	$97,092	
Department Totals	80.00				6,957,467	1,474,318	570,691	58,308	34,850	$9,095,633	
	Salary and Wage Base (5110)									$6,957,467	
	Other Regular Compensation (5110)									$1,474,318	
	Education Compensation (5192)									$570,691	
	Other Pay and Stipends (5197)									$58,308	
	Budgetary Adjustment (5110)									$34,850	
	Total									$9,095,633	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Public Safety Dispatcher - Supervisor	1.00	1.00	1.00	88,959	94,522	97,557	3.2%
Public Safety Dispatcher	1.00	1.00	1.00	73,111	77,780	80,356	3.3%
Public Safety Dispatcher	1.00	1.00	1.00	72,911	77,380	79,937	3.3%
Public Safety Dispatcher	1.00	1.00	1.00	73,111	77,580	80,356	3.6%
Public Safety Dispatcher	1.00	1.00	1.00	69,677	74,498	71,199	-4.4%
BUDGETARY ADJUSTMENT				1,433	1,545	1,575	1.9%
Dispatch	5.00	5.00	5.00	379,202	403,305	410,980	1.9%
Emergency Management Administrator	1.00	1.00	1.00	91,416	93,698	96,720	3.2%
BUDGETARY ADJUSTMENT				348	360	372	3.3%
Emergency Management	1.00	1.00	1.00	91,764	94,058	97,092	3.2%
Department Totals	80.00	80.00	80.00	8,219,608	8,664,418	9,095,633	5.0%

Department Organizational Chart

Building Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Information DSR1	
Department	Building Department

Department Mission

The Building Department administers and enforces the Massachusetts State Building and Energy Codes, the Needham Zoning By-laws and several portions of Needham's General By-laws. These various codes and by-laws serve to enhance public safety and general welfare for residents and the general public while constructing, renovating, and using buildings, both public and private, within the Town. Department staff, after reviewing applications, issue Building, Plumbing, Wiring, Fire Alarm, Fire Sprinkler and Sheet Metal/ Mechanical Permits and perform required inspections relative to those. We also inspect certain existing public buildings on a yearly basis to ensure the maintenance of safe egress facilities. Staff works closely with all other Departments including Fire, Health, Planning, and DPW to help coordinate the various processes involved in permitting and inspecting.

On the Horizon

The Building Department is funded by its fiscal operating budget.
The FY22 Budget was $839,582
The FY23 Budget was $848,757
The FY24 Budget was $894,312
The FY25 Budget submittal is $901,424

The Building Department is expecting another busy year. While some of the larger anticipated projects such as the redevelopment of the Carter building for assisted living and development of the Highland Innovation Center located on the former 9.27 acre Muzi Ford property, remain on hold, the housing market seems to have adjusted to the rise in inflation rates and cost of materials and several commercial projects such as the new Children's Hospital facility which is under construction, and a new medical office building at 665 Highland Ave is proceeding through its approval process. The Emery Grover School Administration Building is progressing. We continue to work on the implementation of the changing energy codes to improve the energy efficiency of new and renovated buildings.

Budget Statement

The only requested budget increase for FY25 is in Salaries – Regular. The FY2025 total request of $818,988 is an increase of $7,112 over FY2024 due to normal step increases and longevity amounts. The Department has been fortunate to have steady staffing levels but many of the employees are at, or near the top steps for their positions. There are no other requested changes in the department's FY2025 budget compared to FY2024.

Accomplishments and Activities

Monies Generated by the Department are by means of permit fees and misc. fees.
Total Fees Collected in FY21 - $1,885.757
Total Fees Collected in FY22 - $2,531.894
Total Fees Collected in FY23- $4,835,389

Building Activity – New Construction:
FY23 Residential Single-Family Dwellings – 61
FY23 Residential Two-Family Dwellings – 2
FY23 Residential Multiple Family – 0 units
FY23 Commercial Buildings – 1

Department Information DSR1	
Department	Building Department

Demolition:
FY23 Residential – 61
FY23 Commercial – 0

Number of Permits issued:
FY21 – 4,265 This does not include 76 Certificates of Inspection, 59 Signs, 39 Swimming Pool Permits.
FY22 - 4,524 This does not include 88 Certificates of Inspection, 47 Signs, 29 Swimming Pool Permits.
FY23 – 4,151 This does not include 90 Certificates of Inspection, 50 Signs, 16 Swimming Pool Permits

FY23 Inspections: 7,201

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	$850,384		$850,384
b) Expenses	$51,040		$51,040
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	$901,424		$901,424

V2025

Department Expenditure Detail DSR2										
Department				Building Department						
Object				Description						Amount
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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 Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							x			
Union Positions:	BCTIA		Fire A		Fire C		ITWA	x	NIPEA		Police		Police Superior		NA	
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									$815,250
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									$600
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									
e.	PRD1 Budget Adjustments									$3,138
									PRD1 Sub Total	$818,988
j	DSR3 Other Compensation									
									Sub Total 1	$818,988
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Temporary coverage for vacation, sick leave and extra work during high volume periods.									$20,842
b.										
c.										
d.										
f.										
g.	DSR3 Total									
									Sub Total 2	$20,842
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									
b.	Training and Development									
c.	Emergency coverage for storms, fires, vehicles hitting buildings									$10,554
d.										
e.	DSR3 Total									
									Sub Total 3	$10,554
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									
									Sub Total 4	

Department Expenditure Detail DSR2		
Department	Building Department	
5. Total Salary and Wages (1+2+3+4)		$850,384
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. ($3,231) Annual Conferences ($2,000) Fire protection Consultant ($20,000) Sealer of Weights and Measures Services ($12,000)	$37,231
Communications (534x)	Cell Phones ($2,200) postage and 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)		
Travel & Mileage (571x – 572x)	Mileage, Lodging, Meals, tolls, parking and transportation for conferences and educational seminars, ($2,111)	$2,111
Dues & Subscriptions (573X)	Annual Membership 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)		$901,424

Department Expenditure Detail DSR2					
Department	Building Department				
Does the Department depend on any Federal or State grants to provide services?	YES		NO	x	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES		NO	x	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	x	
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES		NO	x	
					V2025

Fiscal Year 2025 Proposed Budget

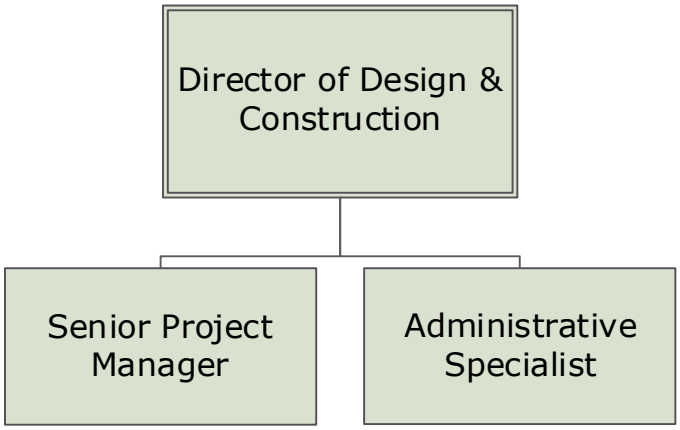
Building Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	818,988	7,112			818,988	7,112		811,876	789,197.09	730,048.88	642,357.77
Salary & Wage Temporary	20,842				20,842			20,842		923.00	3,107.00
Salary & Wage Overtime	10,554				10,554			10,554	2,626.72	2,794.13	1,953.51
Salary & Wage Other									262.73		
Salary and Wage Total	850,384	7,112	0.8%		850,384	7,112	0.8%	843,272	792,086.54	733,766.01	647,418.28
Energy											
Non Energy Utilities											
Repairs and Maintenance										2,000.00	
Rental and Leases											
Other Property Related											
Professional & Technical	37,231				37,231			37,231	12,188.00	1,985.00	4,935.00
Communications	6,169				6,169			6,169	6,270.52	5,002.71	5,715.17
Recreation											
Other Purchased Services											
Energy Supplies											
Office Supplies	3,149				3,149			3,149	724.16	247.83	596.53
Building & Equipment Rprs/Sp											
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies									1,000.00		
Medical Supplies											
Educational Supplies										58.50	
Public Works Supplies											
Other Supplies & Equipment	1,500				1,500			1,500	9.90	2,849.95	610.34
Governmental Charges									12,000.00	12,000.00	
Travel & Mileage	2,111				2,111			2,111		412.18	
Dues & Subscriptions	880				880			880	1,135.00	520.00	421.70
Other											
Expense	51,040				51,040			51,040	33,327.58	25,076.17	12,278.74
Capital Equipment											
Budget Capital											
TOTAL	901,424	7,112	0.8%		901,424	7,112	0.8%	894,312	825,414.12	758,842.18	659,697.02

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Building Commissioner	1.00	G	12	Merit	120,356					$120,356	
Assistant Building Commissioner	1.00	G	10	11	103,487					$103,487	
Inspector of Wires	1.00	GT	7	11	87,068	600				$87,668	Longevity
Inspector of Plumbing & Gas	1.00	GT	7	11	87,068					$87,068	
Inspector of Plumbing & Gas	0.60	GT	7	7	48,029					$48,029	
Inspector of Wires	0.60	GT	7	9	50,205					$50,205	
Local Building Inspector	1.00	GT	6	11	82,934					$82,934	
Local Building Inspector	0.60	GT	6	11	49,760					$49,760	
Administrative Specialist	1.00	I	5	6	70,688					$70,688	
Office Assistant	1.00	I	2	7	56,550					$56,550	
Office Assistant	1.00	I	2	9	59,105					$59,105	
BUDGETARY ADJUSTMENT									3,138	$3,138	
Department Totals	9.80				815,250	600			3,138	$818,988	
	Salary and Wage Base (5110)									$815,250	
	Other Regular Compensation (5110)									$600	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)										
	Budgetary Adjustment (5110)									$3,138	
	Total									$818,988	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Building Commissioner	1.00	1.00	1.00	122,310	125,369	120,356	-4.0%
Assistant Building Commissioner	1.00	1.00	1.00	97,013	103,487	103,487	
Inspector of Wires	1.00	1.00	1.00	82,227	85,952	87,668	2.0%
Inspector of Plumbing & Gas	1.00	1.00	1.00	81,627	85,352	87,068	2.0%
Inspector of Plumbing & Gas	0.60	0.60	0.60	44,296	46,777	48,029	2.7%
Inspector of Wires	0.60	0.60	0.60	42,881	49,187	50,205	2.1%
Local Building Inspector	1.00	1.00	1.00	77,747	81,296	82,934	2.0%
Local Building Inspector	0.60	0.60	0.60	48,543	49,760	49,760	
Administrative Specialist	1.00	1.00	1.00	64,818	68,640	70,688	3.0%
Office Assistant	1.00	1.00	1.00	52,143	55,049	56,550	2.7%
Office Assistant	1.00	1.00	1.00	55,166	57,896	59,105	2.1%
BUDGETARY ADJUSTMENT				2,936	3,111	3,138	0.9%
Department Totals	9.80	9.80	9.80	771,707	811,876	818,988	0.9%

Department Organizational Chart

Building Design and Construction Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Information DSR1	
Department	Building Design & Construction

Department Mission

The Building Design and Construction Department (BD&CD) 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. BD&CD functions as the Owner's Project Manager (OPM) for large town building projects. The overall goal of the department is to provide a high level of project management services while 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 to complete.

On the Horizon

The Department continues to focus on the following current projects: 1) the construction / renovation of the Emery Grover Building for the School Administration at 1330 Highland Ave, 2) the Rooftop Unit Replacement at the Eliot Elementary School, 3) the design / bidding / construction for the Rooftop Unit Replacement at the Broadmeadow Elementary School, and 4) closeout of the Public Safety Buildings and Ridge Hill Demolition project.

BD&CD is supporting the School Department's MSBA Statement of Interest (SOI) process and feasibility design phases of School projects that result from the 2020 School Master Plan. This may include renovations / additions to the Pollard Middle School, the demolition and rebuild of the Mitchell Elementary School, and the renovation of the High Rock School, if the preferred Option C.1.a is selected and funded. This approach avoids the construction of a temporary school on the DeFazio parking lot.

The department will also be working on the projects /designs that result from the following four studies started in 2022-2023 including:

- Dept. of Public Works Complex Feasibility Study
- Center at the Heights Space Utilization Study
- Theater Sound & Lighting Study at Select School Buildings
- Library Space Utilization Study

It is anticipated that an additional Senior Project Manager will be needed to manage the upcoming school projects and building projects resulting from the above studies. If these all proceed concurrently then additional staff will be required.

Members of the department will also continue to provide staff support to the Climate Action Plan Committee until the Climate Action Plan is adopted by Town Meeting and will then incorporate the CAP recommendations and updated codes into the public building designs noted above.

Reimbursement of COVID expenses to the Town from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds in the amount of $269,068.64 were received and were applied to the Public Safety Complex & Fire Station 2, STM 10/18 A10, in August 2022.

Department Information DSR1	
Department	Building Design & Construction

Budget Statement

The Department budget has increased by $1,951 or 0.58% in the Salary & Wages line item, which will cover projected cost of living increases and/or anticipated step raises. The expense line item stays the same as FY2024.

The department allocates project management time to certain capital projects once they are in the detailed design and construction stage which leaves an uncommitted budget balance for FY2023 in the Salary & Wages line item. The amount of $126,025 or 37% in the Salary & Wages line item remained uncommitted in FY2023. The department did not have any long-term vacancies during FY2023 or FY2024.

Accomplishments and Activities

The recent completion of the phased **Public Safety projects** included the Needham Fire Department Headquarters, Needham Police Department, Fire Station 2, with temporary facilities at the Hillside school and the public safety communication towers. The Town received an Eversource Energy Efficiency rebate in the amount of $21,551 for the projects. The **Ridge Hill Demolition Project** designed in 2021-22 was completed by June 2023. Warranty issues for reseeding the wildflower meadow will be addressed during the spring of 2024. The **Emery Grover Building** construction is on-going. The renovations to the Hillside School for temporary office use by the School Administration were completed in December 2022, allowing the School Administration to relocate during construction at Emery Grover.

Other recent accomplishments included:

- Sunita L. Williams Elementary School,
- Needham High School expansion,
- Memorial Park Field House,
- Jack Cogswell Storage Facility,
- Modular Classrooms addition at the Mitchell Elementary School,
- Rosemary Recreation Complex,
- School Master Plan Study,
- Solar array investigation efforts for the Jack Cogswell Storage Facility.

Over the last fiscal year, the department has overseen the Deptartment of Public Works (DPW) Complex Feasibility Study, the Center at the Heights (CATH) Space Utilization Study, the Theater Sound & Lighting Study at Select School Buildings, and the Rooftop Unit (RTU) Replacement Study for the Broadmeadow and Eliot Schools. Several issues were identified in the Theater Sound & Lighting Study that needed to be addressed immediately for safety and code reasons. The Department aided the Building Maintenance Division in bidding, contracting, and completing repairs over the 2023 summer break. The RTU replacement at Eliot School was designed and the bid was awarded. Eliot ES construction will be done during the summer of 2024. Detailed Design of the Broadmeadow RTU replacement has started.

The BD&CD assisted the Building Maintenance Division (BMD) with retro commissioning of all Needham Public Schools, enabling them to reopen during the COVID 19 pandemic.

The department has managed planning updates to the School Master Plan which will include renovations / additions to the Pollard Middle School, High Rock modifications, and the rebuilding

Department Information DSR1	
Department	Building Design & Construction

of the Mitchell Elementary School. The Emery Grover Building renovation study for the school administration & operations started in 2019 and will continue through construction with re-occupancy in the fall of 2024. There is also a two-year commissioning period for the new HVAC equipment which the department will manage, coordinating with BMD.

The department assisted the DPW and Town Manager by managing the installation of eight public EV charging stations at three public parking lots in town. This includes grant funding from the DOER's "make-ready" and "MassEVIP" programs. The estimated MassEVIP grant is $23,392. The Department also supports the Climate Action Plan Committee in the development of Needham's Climate Action Plan.

The BD&CD has previously worked on several solar energy projects in town that continue to produce income for the Town of Needham including:
Needham Solar 1 (Mound Solar X) at the Recycle Transfer Station-
2022 net metering benefit + $952,561
Shortfall Payment (equipment issues) + $119,223
Annual Lease Approximately+ $50,000
Annual Tax on Asset (approx.) + $100,000
Total annual benefit 2022 **= $1,221,784 (year 7)**

Total benefits after first seven years of operations **= $6,203,846**
Average carbon offset per year = 2,900 tons CO^2/year

Sunita Williams Elementary School- Solar Array
SMART payments average around $22,000 per year for ten years. The solar array also saves on electrical bills by providing about one-third of the electrical power demand to the building each year. The solar array has generated 596MWh since September 2019, offsetting 358 tons of CO^2.

The department personnel working as the Town's OPM has realized over $2.5M in savings to the Town over the last four years based on over $71.4M in construction spending. The $2.5M is based on the customary OPM fee of 3.5 - 5% charged by third party project management consultants acting for the Town as the obligatory OPM on construction projects over $1.5M pursuant to state law compared to 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	$341,847	$118,000	$459,847
b) Expenses	$15,175	$6,060	$21,235
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	$357,022	$124,060	$481,082

V2025

Department Expenditure Detail DSR2										
Department				Building Design & Construction						
Object				Description						Amount
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	3	0	3	3	0	3	3	0	3	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							X			
Union Positions:	BCTIA		Fire A		Fire C		ITWA	1	NIPEA	
	Police		Police Superior		NA					
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									$333,937
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									$600
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									$6,000
e.	PRD1 Budget Adjustments									$1,310
									PRD1 Sub Total	$341,847
j	DSR3 Other Compensation									
									Sub Total 1	$341,847
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.										
b.										
c.										
d.										
f.										
g.	DSR3 Total									
									Sub Total 2	
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									
b.	Training and Development									
c.										
d.										
e.	DSR3 Total									
									Sub Total 3	
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									
									Sub Total 4	
5. Total Salary and Wages (1+2+3+4)										$341,847

Department Expenditure Detail DSR2		
Department	Building Design & Construction	
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)		
Rental & Leases (527X)		
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	P&T Seminars & Training ($3,420) Advertising ($500)	$3,920
Communications (534x)	Postage ($400) Wireless Communication ($3,060)	$3,460
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Other Purchase of Services ($1,600)	$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 & Equipment ($300)	$300
Governmental Charges (569x)		
Travel & Mileage (571x – 572x)	Conferences In-State ($2,000) Mileage Reimbursement for use of personal vehicle ($1,000)	$3,000
Dues & Subscriptions (573X)	Dues & Subscriptions ($1,895)	$1,895
Other Expenses (574 X – 579x)		
6. Total Expenses		$15,175
DSR2C		
Capital Equipment Replacement (587X)		
7. Total Operating Budget Capital		
8. Total Base Request (Line 5 + Line 6 + Line 7)		$357,022

Does the Department depend on any Federal or State grants to provide services?	YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES	X	NO	
				V2025

Performance Improvement Funding Request DSR4			
Department	Building Design & Construction	Fiscal Year	2025
Title	Senior Project Manager	Priority	1

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	1	118,000		118,000
2. Expense		2,810	3,250	6,060
3. Operating Capital				
4. Department Total (1+2+3)	1	120,810	3,250	124,060
5. Other Costs		37,505		37,505

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee? Several – see below		
Has this request been submitted in the last three fiscal years and not funded?	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?	X	
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 licensing required (beyond the initial purchase)?	X	
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

An additional Senior Project Manager is needed by the BD&C Department to manage the departmental workload for current and future feasibility studies, design, and construction projects noted in the attached PPBC 5-Year Capital Improvement Plan (CIP) schedule (Attachment A). Assuming the funding is approved for the three additional projects in May 2024, the Senior Project Manager will be needed immediately to handle the anticipated workload and maintain the project schedules. BD&CD staff support the Town Manager and help address the goals of multiple boards and committees in Needham as noted below:

1) PPBC – BD&CD supports and manages all PPBC design and construction projects.
2) School Committee - (Emery Grover Renovation, School Master Plan, RTU replacement at Broadmeadow & Eliot, & Theater Sound & Light for Selected School Auditoriums)
3) Select Board- (Building Design & Construction projects resulting from the Public Works Facilities Improvements Study. Also closing out the Public Safety Building projects)
4) Library Trustees- (Phased design & construction projects resulting from the Library Space Utilization Study)
5) Select Board / Health Department (Phased design & construction projects resulting from the CATH Space Utilization Study)
6) Select Board / Climate Action Plan Committee- developing Needham's CAP & Sustainability

Performance Improvement Funding Request DSR4			
Department	Building Design & Construction	Fiscal Year	2025
Title	Senior Project Manager	Priority	1

Goals

- Assistance- from the IT Department will be needed to set up the computer and provide a cell phone for this position. The Senior Project manager will support and coordinate with the following departments: OTM, Planning, Conservation, NPS, DPW, BMD, NFPL, and Health on Working Groups, or as "user representatives" on the PPBC for the respective project.
- Revenues - Potential future revenues from solar installations and grant funding from the Inflation Reduction Act, ARPA, CARES, MSBA and other grants could be affected.
- Exposure - Town would be required to hire an independent OPM for each major project at more than twice the cost of an employee Project Manager.
- Training - MCPPO training or continuing education (CE) to maintain any licenses (for Const. Supervisor, P.E or Arch.) will be required depending upon PM's qualifications.

Senior Project Manager – Town Employee vs. 3rd Party "On-Call" Project Management Services

Prior requests

The BD&C Department has requested funding for additional staff during the past few years to replace staff that have retired, moved to other departments, or pursued employment elsewhere. The current staff work many long days to complete the department's projects.

Financial Benefit

Using On-Call Project Management Services from the current vendor (Hill International) would typically cost two times (2X) the annual cost of an employee or more.

Operational Benefit

Maintaining Owner's Project Managers (OPMs) on staff provides the town with greater control, reporting, and administrative flexibility to cover multiple concurrent projects particularly in the early study stages. Close coordination with the Building Maintenance Division helps to identify which Capital Improvement Projects in the 2020 School Master Plan can be completed by BMD and which projects should be referred to the PPBC. The current BD&CD staff is stretched too thin to cover all ongoing and anticipated future projects.

Sustainability- ongoing project workload

Emery Grover (FY2023-2025),
School Master Plan (FY 2025-FY2034 or FY2025-FY2053 depending upon Option selected
RTU replacement FY2023-6 Eliot construction and Broadmeadow design, and FY2025-7 Broadmeadow construction
DPW -Phased design and construction for Option #4 (FY2024 – FY2037)
Library – Phased design & construction (FY2025 – FY2035)
CATH – Phased design & construction (FY2026 – FY 2034)
Schedule, sequence, and funding for these projects is based upon 5-year CIP funding plan.

BD&CD Budget Considerations

The goal of the department is to have a proper level of personnel to manage the multiple current and upcoming town design and construction projects for public buildings. The Department has been reduced by two Project Manager positions since FY2020, yet, the workload is projected to increase significantly during the upcoming 5-year CIP.

Performance Improvement Funding Request DSR4			
Department	Building Design & Construction	Fiscal Year	2025
Title	Senior Project Manager	Priority	1

Health & Safety issues addressed in public building design & construction projects.
The BD&CD staff help ensure that each public building project includes an assessment of the public health and safety issues of the building to comply with the contemporary building standards and codes. This includes: handicapped accessibility, egress capacity, earthquake resistance, fire alarm and sprinkler systems, indoor air quality, heating and cooling, and multiple other related requirements. The first step during the feasibility study of an existing building is to assess the compliance with these codes, and how to design the necessary upgrades to the building to bring it into compliance. A similar process is part of the programming and design of a new building.

Yearly Benefits for the new position are estimated at $37,505. The yearly auto allowance for a new Senior Project Manager is $3,000. Other recurring annual costs include the following: town cell phone service $880, Software $930, & Training ($300 to $1,000 depending upon qualifications and licensing of the Senior Project Manager hired). All BD&CD staff are currently MCPPO certified and are expected to maintain that certification. Any registered architects or engineers are expected to maintain their respective professional state license while employed in the BD&CD.

V2025

Performance Improvement Funding Request Supplement DSR4S										
Position Title	Building Design & Construction Senior Project Manager							Priority	1	
Classification	1	FT		PT		Seasonal				
Part Time /Seasonal	Hours Per Week	37.5				Number of Weeks Per Year			52	
Compensation Detail										
Base Rate	Grade 12- Merit								115,000	
Other	Auto Stipend								3,000	
Other										
Other										
Other										
Other										
Other										
Other									118,000	
Salary and Wage Total										
If Funded the Position Will Require the Following Additional Items										
Description	No	Yes	Explain				Start Up Cost $		Annual Recurring Cost $	
Workstation		X	Docking station & 2-monitors				750			
Vehicle	X									
Computer		X	Laptop & iPad				2,200			
Software		X	Microsoft office suite & Adobe Pro.						930	
Mobile Communication Device		X	Town Cell phone & wireless connection						880	
Uniform		X	Safety Shirts, Helmet & Jackets				300			
Tools	X									
Equipment	X									
Other		X	CE Training & licensing						1,000	
Other										
Other										
Totals							3,250		2,810	
Estimated Annual Benefit Cost							37,505		37,505	
Description and Explanation										

- Why- A Senior Project Manager is needed by the BD&CD to supplement existing BD&CD staff for current and upcoming projects for PPBC studies, design, and construction projects.

- Need - The BD&CD workload is increasing pending the projects generated by five recent studies. The School Masterplan will have the largest impact. Additional staff are needed to meet the workload following recent BD&CD staff reductions in FY2020.

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Building Design & Construction Senior Project Manager	Priority	1

- Other service delivery methods – the BD&CD could rely upon "On-Call Project Manager" support from Hill International under the existing contract which is available until December 2024. Then a new RFQ is required for On-Call OPM services. The current contract with Hill International has hourly rates ranging from $120/hr. (for Assistant Project Manager) to $180/hr. (for Project Manager). Negotiated one-year rates could be lower but this option is likely to be about double the FTE costs for a Town Employee. Also, there is no assurance that staff from Hill would be available for the duration of these long-term projects.

- Benefits- Ability of BD&CD staff to oversee a project from the feasibility study, design, and construction through to occupancy and warranty provides continuous project administration. Eliminates the need for the PPBC to hire a new outside OPM for each new major building project study. BD&CD staff's knowledge of other departments, user groups, operations and systems facilitate communication and successful completion of small & large-scale town building projects.

- Intended results- Hire a Senior Project Manager that can learn the Town's Employee Owner Project Manager process for designer selection, feasibility studies, detailed design, bidding, permitting, construction oversight and closeout phases. Enable the staff to grow within the department to sustain a high level of service provided to the PPBC, and consistent with the Town By-law (Section 2.6) on town construction projects exceeding $500K and Massachusetts OPM (MGL chapters 7C, 149, 149A & 30B) requirements for major projects exceeding $1.5M.

V2025

Fiscal Year 2025 Proposed Budget

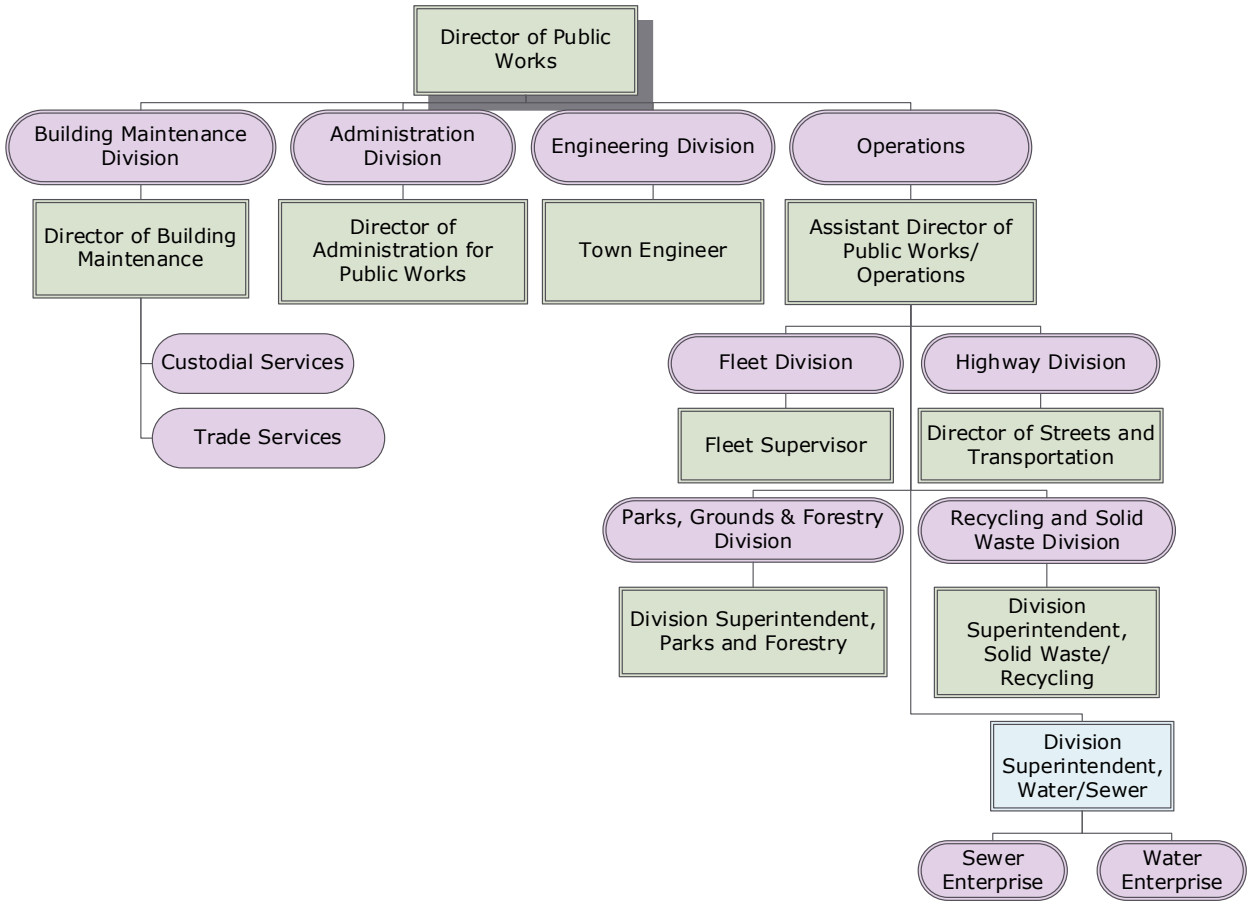
Building Design and Construction Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	335,847	1,951		115,000	450,847	116,951		333,896	213,364.06	250,281.09	435,483.28
Salary & Wage Temporary											
Salary & Wage Overtime										263.28	
Salary & Wage Other	6,000			3,000	9,000	3,000		6,000	3,000.00	38,656.91	26,441.80
Salary and Wage Total	341,847	1,951	0.6%	118,000	459,847	119,951	35.3%	339,896	216,364.06	289,201.28	461,925.08
Energy											
Non Energy Utilities											
Repairs and Maintenance											
Rental and Leases											
Other Property Related											
Professional & Technical	3,920			1,000	4,920	1,000		3,920	2,832.79	118.00	1,399.00
Communications	3,460			880	4,340	880		3,460	3,135.91	2,857.87	6,438.83
Recreation											
Other Purchased Services	1,600				1,600			1,600			
Energy Supplies											
Office Supplies	1,000			2,950	3,950	2,950		1,000	375.45	1,000.00	1,000.00
Building & Equipment Rprs/Sp											
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies										380.19	
Medical Supplies											
Educational Supplies											
Public Works Supplies										10.97	
Other Supplies & Equipment	300			300	600	300		300	80.00		2,148.21
Governmental Charges									333.79	1,356.00	75.00
Travel & Mileage	3,000				3,000			3,000	190.95		
Dues & Subscriptions	1,895			930	2,825	930		1,895			
Other											
Expense	15,175			6,060	21,235	6,060	39.9%	15,175	6,948.89	5,723.03	11,061.04
Capital Equipment											
Budget Capital											
TOTAL	357,022	1,951	0.5%	124,060	481,082	126,011	35.5%	355,071	223,312.95	294,924.31	472,986.12

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Director of Design & Construction	1.00	G	13	MAX	137,906			3,000		$140,906	Vehicle Allowance
Senior Project Manager	1.00	G	12	Merit	123,413			3,000		$126,413	Vehicle Allowance
Administrative Specialist	1.00	I	5	7	72,618	600				$73,218	Longevity
BUDGETARY ADJUSTMENT									1,310	$1,310	
Department Totals	3.00				333,937	600		6,000	1,310	$341,847	
	Salary and Wage Base (5110)									$333,937	
	Other Regular Compensation (5110)									$600	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)									$6,000	
	Budgetary Adjustment (5110)									$1,310	
	Total									$341,847	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Director of Design & Construction	1.00	1.00	1.00	147,025	140,906	140,906	0.0%
Senior Project Manager	1.00	1.00	1.00	126,489	126,413	126,413	
Administrative Specialist	1.00	1.00	1.00	67,563	71,288	73,218	2.7%
BUDGETARY ADJUSTMENT				1,312	1,289	1,310	1.6%
Department Totals	3.00	3.00	3.00	342,389	339,896	341,847	0.6%

Department Organizational Chart

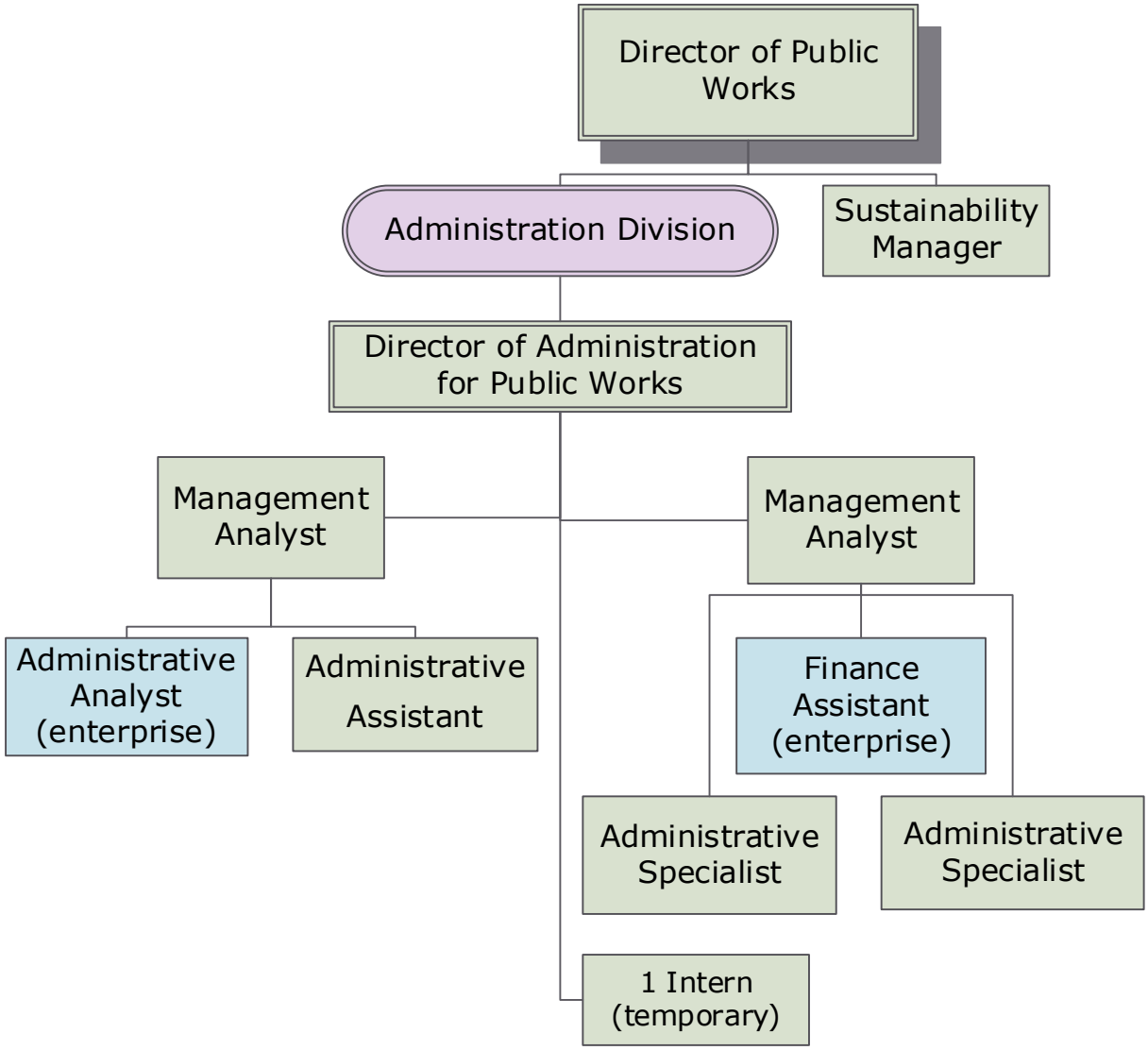
Department of Public Works General Fund



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

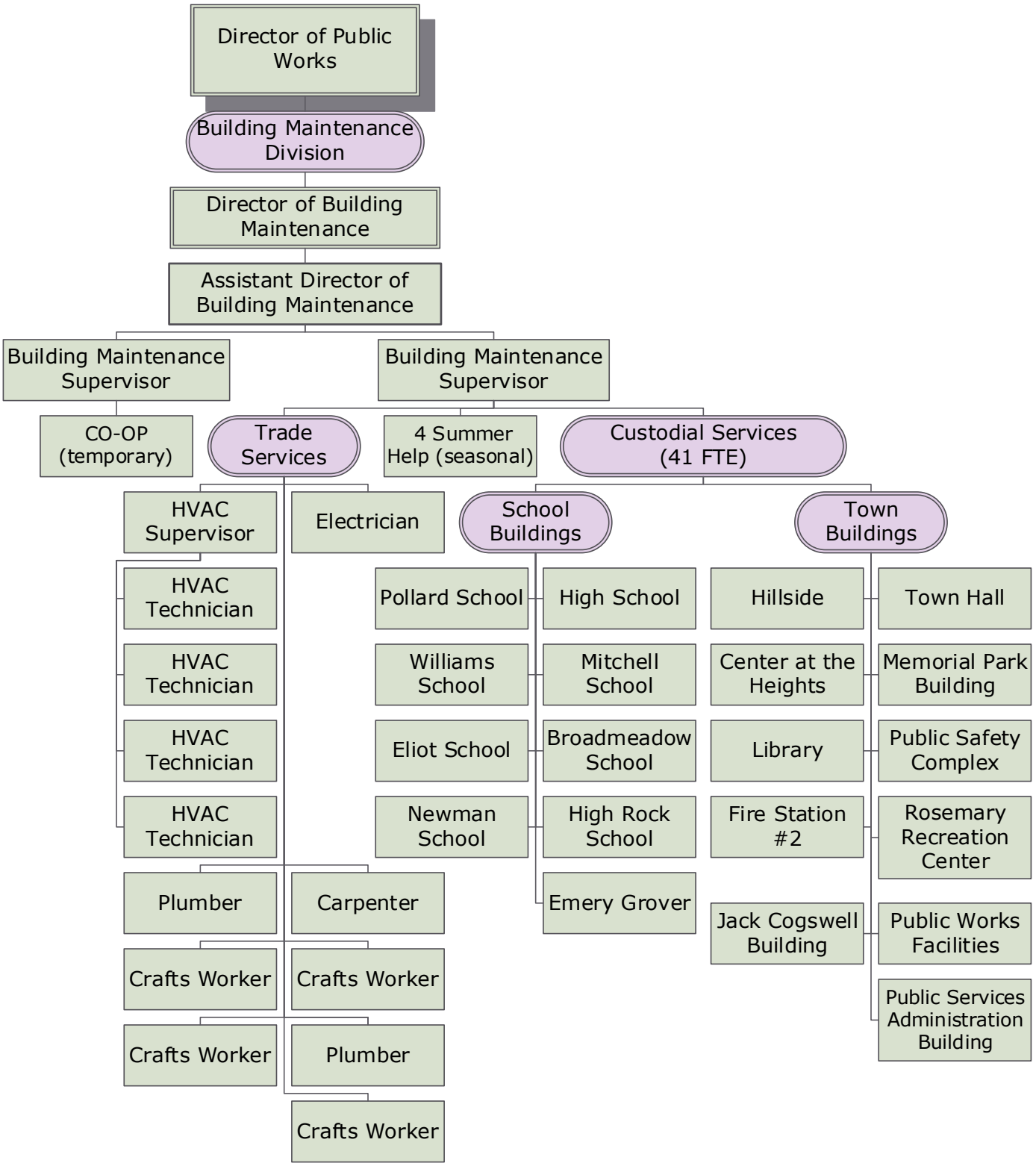
Department Organizational Chart

Administration Division



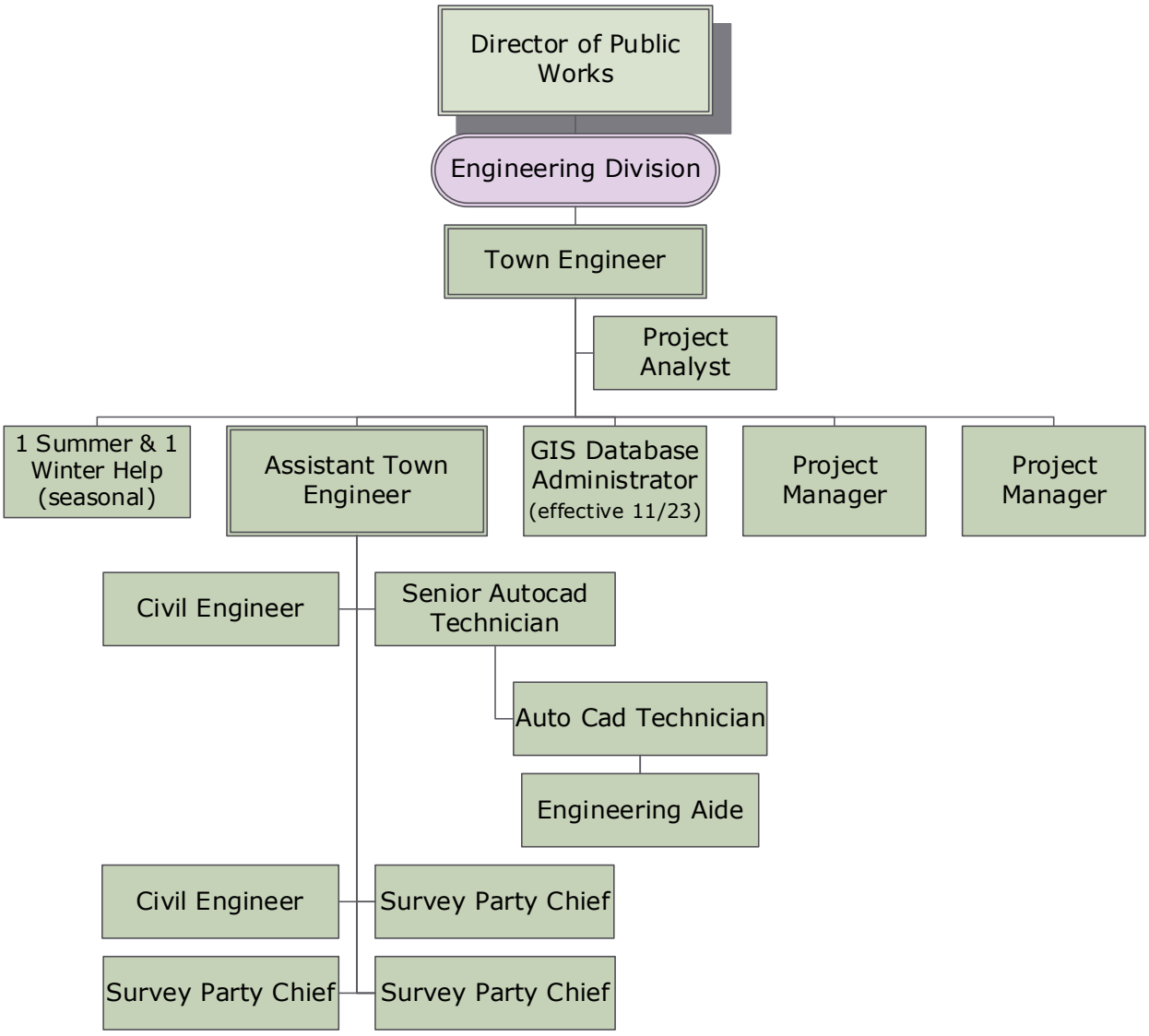
Department Organizational Chart

Building Maintenance Division



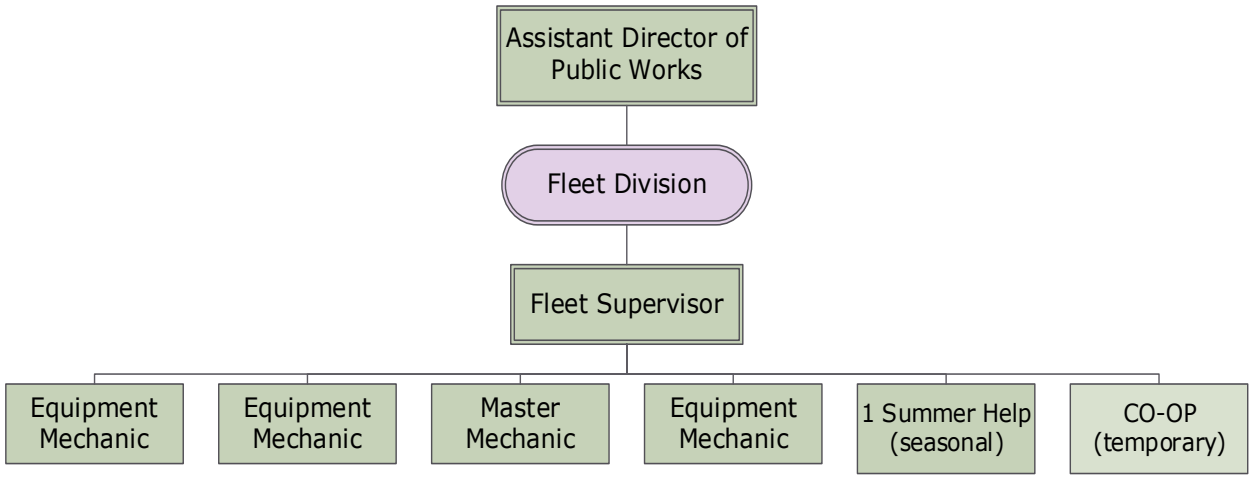
Department Organizational Chart

Engineering Division



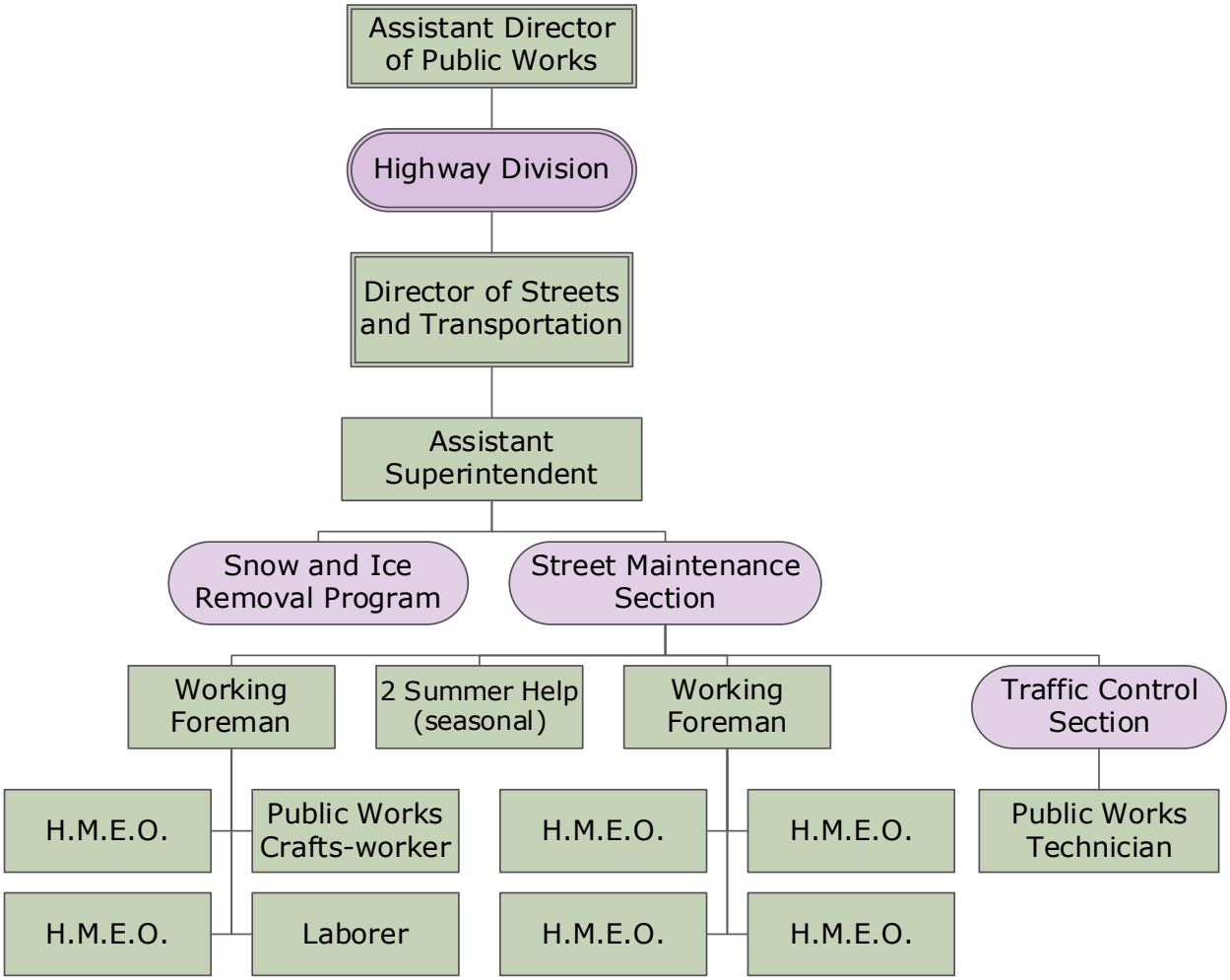
Department Organizational Chart

Operations – Fleet Division



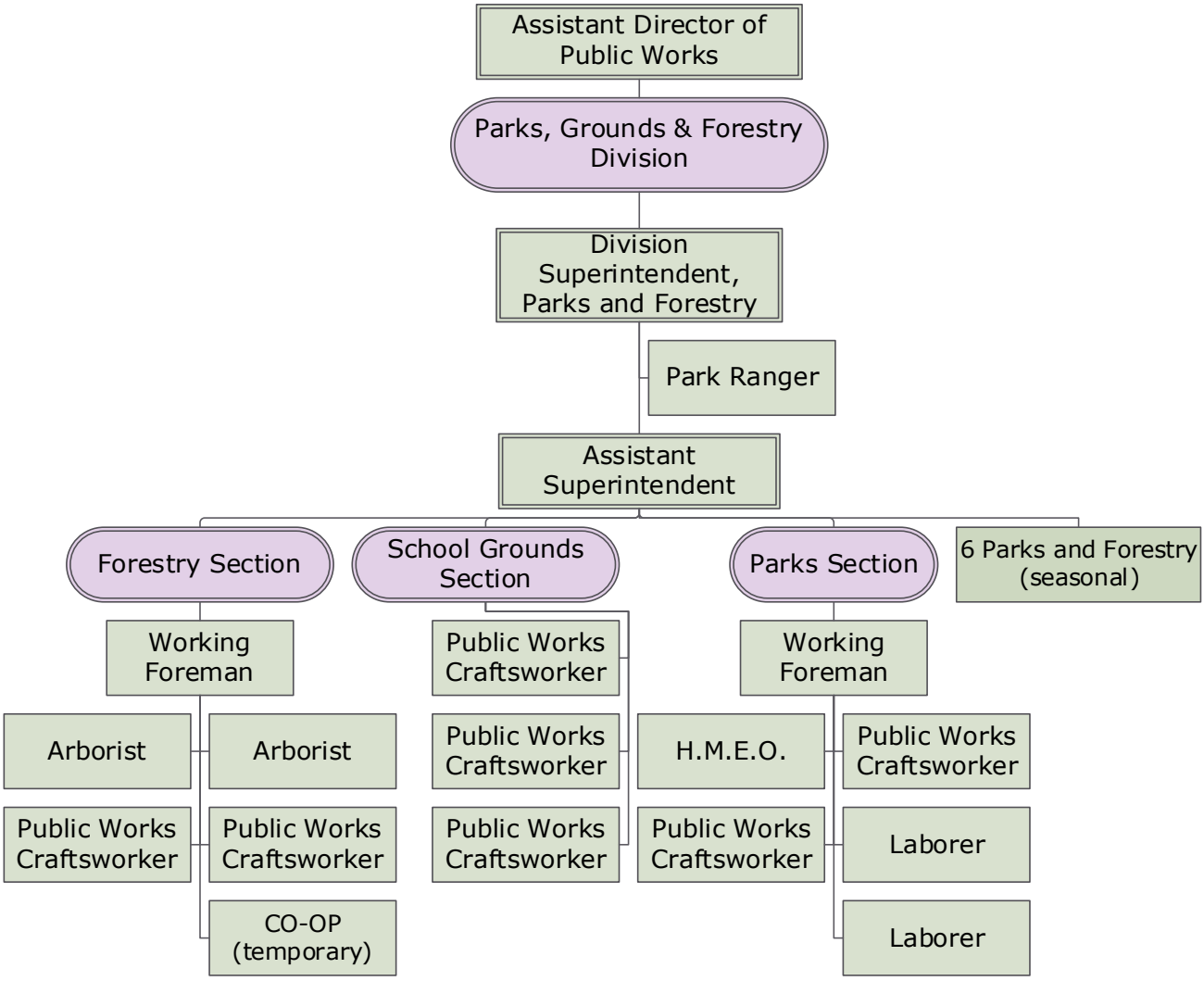
Department Organizational Chart

Operations – Highway Division



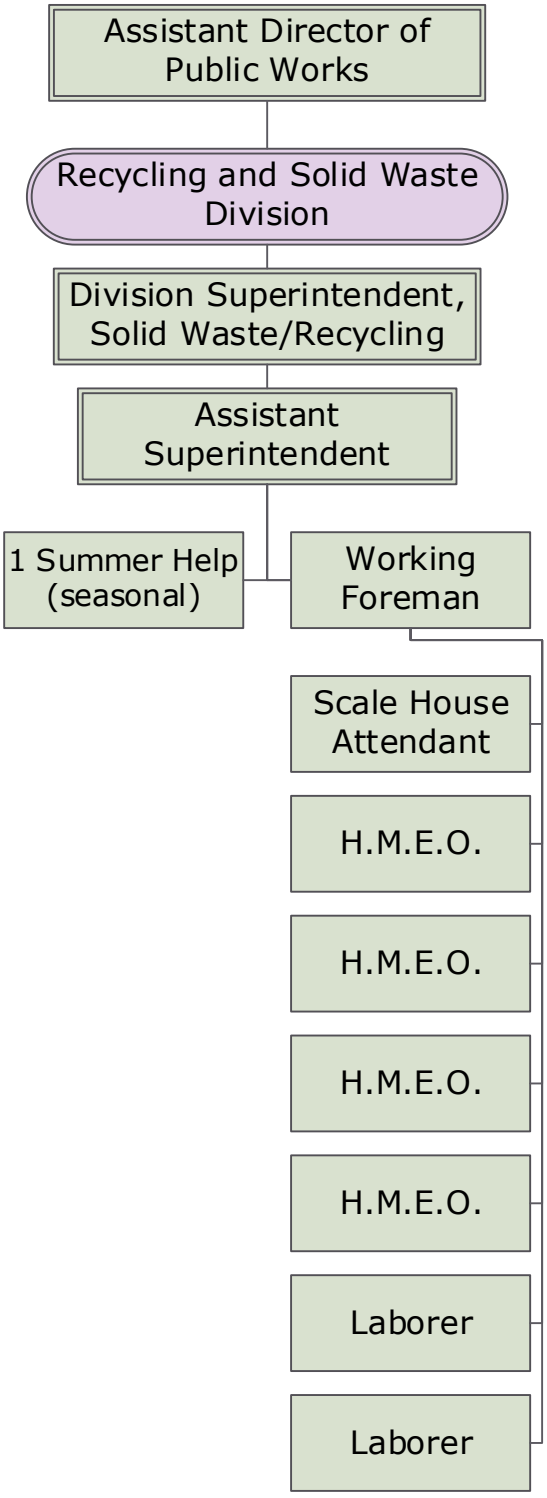
Department Organizational Chart

Operations – Parks and Forestry Division



Department Organizational Chart

Operations – Recycling and Solid Waste Division



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.

On the Horizon

This budget reflects the challenges and opportunities that the Department of Public Works (DPW) is currently facing, and we anticipate will continue to face in the near future. The executive leadership team of the Department has completely transitioned over the past year and all members of the leadership team have 3 or less years in their current role. While losing such institutional knowledge can be difficult it does open up new opportunities for the Department.

In addition, the DPW has transitioned a total of 43 employees since July 22, 2023, including promoting 16 internal staff. The DPW has continued its succession planning program, anticipating a significant turnover of staff in the next few years as many staff hit retirement age. The Town has implemented its own program for Entry-Level Driver Training that presently has four internal employees enrolled, being taught by Town employees, that will allow them to take their Commercial Driver's License exam. The Department is currently experiencing the lowest vacancy rate in two years, with almost all union positions filled.

The goal is to make the Department's reputation for training and advancing employees attractive to both internal and external candidates as we continue to experience transition.

The Department is taking a renewed focus in accelerating our hiring practices, collaborating with regional communities for training opportunities, rebuilding our summer work force which had traditionally served as a strong resource for full time hires, and conducting internal succession planning to grow our own candidates. It is anticipated that further incentives and improvements to the work environment may be needed to increase our competitiveness in the future. In addition, the Public Works Department has increased its scope of work significantly in the past 20 years while minimizing the increase in full-time employees by providing overtime opportunities for existing staff. As staff changes over, it is likely that newer employees will be less interested in overtime to pursue greater work life balance and that additional full-time positions will need to be added to continue to provide these services to the community.

The traditional approach to outsourcing work to account for staffing shortages will not work in this current economic environment. We are experiencing an unprecedented increase in the cost for materials and labor for outside services. In addition to staffing and supply chain challenges, the resources being poured into infrastructure investments through several various necessary programs are putting pressure on existing construction and engineering firms that are not

Department Information DSR1	
Department	Department of Public Works – General Fund

presently set up for the large influx of work. This has resulted in increased prices and project delays. We have continued to develop strong professional relationships and with well drafted contracts, we will continue to ensure services, although costs and timelines will be a factor.

A volatile weather climate will also continue to provide challenges for DPW. The DPW reclassified an existing staff position to fill the responsibilities of Sustainability Manager. This position will assist the Town in focusing on reducing carbon emissions and help to prepare the Town for climate adaptation as we continue to see weather patterns shift. The winter months are providing a new challenge as we see less consistent and less predictable weather events, and an increase in the freeze thaw cycle that produces more dangerous icing events. The summer months have produced both drought (Summer of ’22) and floods (Summer of ’23). Providing infrastructure that can withstand these extremes and assist our property owners to also mitigate these events is time consuming for the Department and will take significant resources in the future to implement.

To manage these challenges the Department is continuing to implement prioritization metrics to ensure that the most critical needs are met. Our metrics for prioritization will help to ensure that residents continue to receive necessary services while we work diligently to continue to meet the high expectations of the residents for the built environment in our community. Our priorities are as follows: 1) Safety, 2) Infrastructure Preservation, and 3) Enhancements to the Built Environment.

The DPW continues to try and think innovatively about how services are delivered. This requires engaging residents and stakeholders in the process to ensure that there is buy-in when improvements are made to the built environment such as traffic calming measures, reducing permeable surfaces, enhancing walkability and safety, improving trash service delivery, and providing solutions for stormwater quality. This requires more communication in the form of site visits, educational sessions, working with local media, and reporting to appropriate committees of the work we are doing and planning to do. The creation of the Mobility Planning Committee will help solidify existing practices and provide new frameworks for how the Town maintains its transportation infrastructure.

The budget we are presenting for FY2025 represents DPW’s best attempt at trying to navigate these challenges. Our budget request in our DSR2 is for all DPW divisions to perform the daily maintenance tasks, both proactive and reactive. 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 sewer systems; improved stormwater management; beautiful and well-maintained parks, fields, and trees; access to sustainable waste removal and recycling options; and well operated, sustainable Town and School buildings.

The items below detail additional and specific work that the individual divisions will be undertaking in the upcoming fiscal year.

Administration

The Administration Division aims to provide clear and consistent administrative support to the operations divisions of DPW. The Division will continue to look for ways to assist DPW administratively in more efficient ways. There will continue to be a number of transitions and the

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Division expects a heavy hit in the next five years, leading to an increased training program in order to educate staff who may be new now, but will be leading in a few short years. The Division will continue to lead the Department wide succession planning program.

Over the last few years, Administration has taken on managing various organizational systems for the Department and will continue to implement and manage them. These organizational systems include implementing a time clock system to modernize operations, continue to transition every division from SeeClickFix to Asset Essentials, upgrading all software and programs associated with water meter reading and billing, and leading the charge to deploy more in the field technology. In FY2023, the Division oversaw an employee engagement survey that they will analyze the results of in order to focus on employee retention. Administration is looking forward to beginning work on providing adequate staff facilities with DPW projects that are moving forward in the capital process, as well as continuing to manage a world with ever increasing expectations and requests on similar resources.

Building Maintenance

The Building Maintenance Division aims to provide reliable, consistent, effective operations of the buildings, ensuring comfort for all occupants. The Division has faced both internal and external challenges, including limited access to buildings throughout the year, finding qualified HVAC Technician applicants to fill vacancies, long lead times on materials needed to complete projects, and reliability of contracted vendors. Despite these pressures, the Division is hopeful for the upcoming year and their anticipated projects. The Building Maintenance Division will be assessing the extensive data collected by Alpha Facilities Solutions to develop a long-term preventative and reactive maintenance plan for the schools and municipal buildings throughout the Town of Needham. Review of this data will allow the Division to efficiently track, maintain, and replace equipment within the buildings, while maintaining a strong preventative maintenance program. Additionally, this will support the efforts to appropriately project costs and make informed decisions in planning future work.

The Division plans to execute projects that promote building sustainability through the replacement of inefficient equipment with more efficient options (VAVs, high efficiency boilers, LED lighting, water bottle filling stations, etc.). Building Maintenance will be collecting data to address the custodial and trades staffing needs for the division to ensure that the town and building needs are being met. The Division will also continue to develop their partnership with the Building Design and Construction Department to improve building construction and transitions over to Building Maintenance. Lastly, the Building Maintenance Division will continue to listen to the needs of the community and respond to support these initiatives (e.g., period product dispenser installation in school and town buildings).

Engineering

The Engineering Division aims to continue to make Needham a welcoming environment. There are many upcoming major projects that will be led by Engineering, including intersection improvements along Central Avenue, a sluice gate replacement at Rosemary Lake, guard rail upgrades, drainage improvements at Concord Avenue and Burnside Road, a water main replacement along South Street, and the multi-phase sewer main replacement along Route 128. Engineering is also undertaking multiple traffic calming improvement projects at Marked Tree Road, Webster Street, Rosemary Street at Hillside, Tower Road, and Country Way. The Department is taking on multiple master plans, including drainage improvements, sewer, water, and roadway intersections, which will be led by Engineering. Additionally, Engineering will provide inspectional

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services for the multi-area gas and underground electrical replacement being proposed by Eversource.

Fleet

The Fleet Division aims to provide green, elite, vehicle servicing. Fleet is responsible for the acquisition, repair, maintenance, and disposal of all department-owned vehicles, and they ensure the department's vehicles and related equipment are available, safe, and dependable so town agencies can deliver essential municipal services. Operationally, Fleet continues to experience challenges with delays in the arrival of replacement vehicle deliveries and also with repair parts availability issues. As a result, fleet continues to focus heavily on providing proactive maintenance and effective utilization of the department's refurbishment budget to minimize potential negative impacts to operations. Fleet continues to utilize an online auction vender to dispose of surplus vehicles and equipment which provides a significant increase in returns to the town when compared to traditional "trade-in" methods.

The Division manages the Town's fuel depot, supplying 68,062 gallons of unleaded gasoline and 36,603 gallons of diesel. Fleet continues to utilize B20 biodiesel seasonally to fuel the Town's diesel-powered vehicles, which is produced from renewable resources, emits fewer greenhouse gases, and is biodegradable. As transportation technologies evolve, so do our strategies. In line with the town's commitment to sustainability and green initiatives, Fleet Services manages the town's electric vehicle charging stations. By providing and maintaining the necessary EV charging infrastructure, we support the growing use of electric vehicles and actively contribute towards reducing the town's carbon footprint.

Highway

The Highway Division aims to construct surface infrastructure in an all-inclusive, multimodal manner. The 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. In accordance with Shared Streets and Complete Streets standards, the Division will continue to make improvements to improve bicycle and pedestrian safety, including refurbishing traffic markings, implementing traffic calming measures, and increasing the frequency of street sweepings. Highway has seen an increased difficulty in scheduling and coordinating street and sidewalk improvement work due to supply chain issues. This had led to the need to make quick adjustments in schedules to complete their prioritized projects, which will continue in the upcoming year. The Highway Division oversees the snow and ice operations for the Town. Recently, there has been a decrease in the number of contractors participating in the snow program across New England, causing the Division to continuously have to rethink and adapt how they approach their snow operations.

Parks and Forestry

The Parks and Forestry Division aims to maintain the "front yard of Needham" as welcoming, safe, accessible, and aesthetically pleasing. The Division will continue to maintain the trees, parks, fields, and forest of the Town, ensuring safe and enjoyable options for outdoor activities. Parks and Forestry is looking forward to completing multiple major capital projects, including wrapping up the final touches on the new Town Common, completing the renovation of McLeod field, and completing the permitting required for the Claxton Field renovation. Additionally, the Division will be fully staffed for the first time in many years. Parks and Forestry will continue to partner with the Park and Recreation Department on many projects and programs.

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The Division has been facing some challenges, especially with regards to the weather and will need to continue to look at ways to combat these challenges. Historically, grasses in New England go dormant during the summer months allowing the Division to catch up on aesthetics and features, such as landscaping beds and mulch areas. This has not been the case recently. Many of the routine programs such as maintenance at multiple trails, paths, and dog parks, were not able to be completed at their normal standard. Additionally, the weather has been challenging with regards to Forestry operations. Pests are causing harm to ash trees, which Needham has a high population of. Parks and Forestry will continue to look at ways to adapt to these unique weather changes.

Recycling and Solid Waste

The Recycling and Solid Waste Division aims to keep Needham clean and green by providing efficient, safe, sustainable, progressive, and practical solid waste disposal and recycling. The Town is working on a study of the service delivery model of the RTS facility. Once the results of the study are complete, the Division will need to evaluate the future of the facility and incorporate possible recommendations. The recycling market has been extremely volatile, and the Division will continue to address these market challenges. Recycling and Solid Waste anticipates analyzing the pay-as-you-throw revenues along with the MSW tipping and processing fees. The contract for MSW disposal is set to expire in 2028 and the Division will need to spend the next few years coordinating with other communities to enter into a new agreement.

Budget Statement

Salaries & Wages increasing $530,765, 4.86%
Expenses & Services increasing $1,170,502, 13.31%
Operating Capital decreasing $56,406, -29.12%
Total Budget Submission* increasing $1,644,861, 7.63%
*not including snow & ice

Salaries

The increase in Salaries and Wages is largely due to annual wage adjustments or transition in positions. There was also the transition of the GIS Administrator from Technology into the Department of Public Works. The total increase for Regular Salaries is $401,522, 4.13%.

The increase in the Overtime Budget is due to the increase in base salaries. There was also some transition with positions that were previously exempt now being eligible for overtime. The overtime programs have remained the same from the previous year. The Overtime Budget has increased by $118,288, 12.42%.

The base salary for temporary help has increased. Additionally, after a successful pilot over the summer of 2023, there has been a small increase in the budget to run an internship program. The total increase for Temporary Salaries has increased by $10,955, 5.2%.

The Other Salary and Wages has remained the same.

In FY2023, DPW had a turnback of 3.67% in salaries. This was largely due to the vacancy rate. The Department has worked hard to fill these vacancies, including hiring 9 external candidates, promoting or transferring 10 internal staff, and hiring 17 temporary staff. As of October 2023, there are only five remaining vacancies, which are anticipated to be filled by the start of FY2025. The Department was able to continue operations with the assistance of overtime, additional interns, and hired contractors.

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Expenses and Services

Energy

Fuel Type	3 Year Average Consumption	Cost per Unit*	Budgeted Amount	Difference from Prior Year Submission
Oil	24,484	$5.22	$127,807	$12,868

*Same as prior year's budgetary cost of $5.22/gallon

Vehicular Supplies

Division	Fuel Type	3 Year Average Consumption	Cost per Unit*	Budgeted Amount	Difference from Prior Year Submission
Admin	Gasoline	1,520	$4.38	$6,659	$2,540
BMD	Gasoline	7,167	$4.38	$31,393	$1,120
Engineering	Gasoline	909	$4.38	$3,980	-$504
Fleet	Diesel	906	$5.48	$4,966	-$1,736
Fleet	Gasoline	4,130	$4.38	$18,089	$395
Highway	Diesel	12,118	$5.48	$66,408	-$1,078
Highway	Gasoline	4,124	$4.38	$18,065	$4,582
Parks & Forestry	Diesel	3,604	$5.48	$19,747	-$2,821
Parks & Forestry	Gasoline	8,462	$4.38	$37,065	$1,712
RSW	Diesel	17,169	$5.48	$94,089	$25,703
RSW	Gasoline	637	$4.38	$2,788	-$535

*Same as prior year's budgetary cost for gasoline ($4.38/gallon) and diesel ($5.48/gallon)

Administration

There were incremental increases in the Administration budget, primarily from consolidating and increasing conferences and trainings (10,150). Conferences and trainings that are for Department wide topics are consolidated under Administration while Division specific trainings are housed under the respective Division. The remaining increase came from an increase in usage of gasoline (2,540).

Net Increase $12,690

Building Maintenance

The most significant increase in the Building Maintenance budget is in Contract Cleaning (616,863). This is due to changes and instabilities in the contract for cleaning services at the High School, Pollard, and Newman. Additionally, the budget for cleaning the seasonal parks and pool restrooms (35,000) have been transferred from the Park and Recreation Department to Building Maintenance. Other substantial changes come from increases due to contractual pricing changes, including Alarm and Sprinkler Servicing (37,009), Building Repairs (19,640), HVAC Maintenance (30,460), and

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Mechanical, Electrical, and Plumbing Repairs (13,994). There was increase in Oil (12,868) based on the three-year consumption average and the removal of oil heating from the Emery Grover. Other increases were incremental.

Net Increase $783,127

Engineering
The most significant increase in the Engineering budget is from transitioning the annual warrant article for Property Surveys (100,000) into the operating budget. Another significant increase was the transition of the GIS Administrator from IT to Engineering, resulting in an increase in Software Licenses (21,721). Other increases were incremental.

Net Increase $126,717

Fleet
Most of the increase in the Fleet budget comes from an increase in both demand and cost of repair and maintenance materials, including Hardware Supplies (8,500), Vehicle Repair Parts & Batteries (5,000), and Vehicle Tires (5,000). There was also an increase in the GPS Monitoring Services (2,000). There was a decrease in Diesel (-1,736) that is due in part to the continued transition from diesel to gasoline vehicles where feasible.

Net Increase $25,591

Highway
The most significant increase in the Highway budget is in Engineering Consulting (60,000) which comes from an increased need for specialized engineering work for roadway infrastructure additions and adjustments related to the implementation of Complete Streets principles. These improvements are above the level of in-kind replacement after routine maintenance work. Additionally, there were contractual increases in Roadway Paving (13,843), Asphalt (6,119), Roadway markings (5,754), and Road Surface Treatments (4,321). The budget also saw an increase in Seed & Fertilizer (4,000) from the Division taking on hand seeding grass berms during paving projects. Other increases were incremental.

Net Increase $115,621

Parks and Forestry
Most of the increases seen in the Parks and Forestry budget are contractual increases, including Seed (13,951), Fertilizer & Grub Control (5,421), Field Work (3,623), and Top Dressing (1,680). Other increases were incremental.

Net Increase $32,975

Recycling and Solid Waste
The most significant increase in the Recycling and Solid Waste budget is seen in Recycling Disposal (33,060). This is due to the variability in the cost of recycling materials. Many other increases are driven by the disposal volumes and costs, including MSW Disposal (7,744), MSW Hauling (5,620), Mattress Recycling Program (8,000). A significant increase in Diesel Fuel (25,703) is also seen due to a corrected three year consumption average. Other increases were incremental.

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MSW Disposal

Average Tons	FY2025 Anticipated Tipping Fee	MSW Disposal Budgeted Amount	Difference from Prior Year Submission
9,656	$79.35 *	$766,404	$7,744

*Increase from prior year tipping fee of $76.60.

Cost per Load	Est. Number of Loads	MSW Hauling Budgeted Amount	Difference from Prior Year Submission
$547*	420**	$229,740	$5,620

*Increase from prior year's budgetary cost of $520 per load.
**Estimated figure of 23 tons per load.

Recycling

Material	3 Year Average Tons	Estimated Cost per Ton*
Corrugated Cardboard	416	-$29.71
Mixed Paper	849	$24.20
Commingle Containers	573	$63.94
Single Stream Recycling	287	$66.84
Rigid Plastics	0	$150.00

*Increased from FY2024's estimated costs per ton and a decrease in the estimated revenue. This is based on the most recent rates as well as the rates over the previous year. There continues to be instability in the recycling market with regards to the costs of individual materials. Previous year's budgetary costs were Corrugated Cardboard: -$47.15, Mixed Paper: $7.30; Commingle Containers: $47.35; Single Stream Recycling: $36.67; and Rigid Plastics: $85.00

Cost per Load	Est. Number of Loads	Recycling Hauling Budgeted Amount	Difference from Prior Year Submission
$547*	219**	$119,975	-$2,225

*Increase from prior year's budgetary cost of $520 per load.
**Estimated figure of 23 tons per load.

Net Increase $73,781

Budget Changes

Line Item	Div.	Description	Change from FY2024	Comments	Net Change
Energy	BMD	Oil	$12,868	Based on 3 year consumption average & removal of oil from Emery Grover	$12,868

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Line Item	Div.	Description	Change from FY2024	Comments	Net Change
Repairs & Maintenance Services	BMD	Alarm & Sprinkler Servicing	$37,009	Based on current contract pricing + 3.5% inflation	$125,596
	BMD	Building Repairs	$19,640	Based on current contract pricing + 3.5% inflation	
	BMD	Door Repairs	($9,942)	Based on current contract pricing	
	BMD	Elevator Maintenance	$1,410	Based on current contract pricing + 3.5% inflation	
	BMD	Generator Repairs	$7,416	Based on current contract pricing + 3.5% inflation	
	BMD	HVAC Maintenance	$30,460	Based on current contract pricing + 3.5% inflation	
	BMD	Mech. Electric. Plumb.	$13,994	Based on current contract pricing + 3.5% inflation	
	BMD	Roof Repairs	$7,279	Based on current contract pricing + 3.5% inflation	
	Hwy	Fence/Guardrail	$1,080	Based on current contract pricing + 4.5% inflation	
	Hwy	Message Boards	$2,000	Based on prior year spending	
	Hwy	Repairs & Maintenance to Traffic Signals	$652	Based on current contract pricing + 3.5% inflation	
	Hwy	Roadway Markings	$5,754	Based on current contract pricing + 3.5% inflation	
	P&F	Fence Repair	$1,125	Based on current contract pricing + 4.5% inflation	
	P&F	Irrigation Repair	$724	Based on current contract pricing + 3.5% inflation	
	RSW	Other Vehicle Repair	$3,000	Based on increased need and costs	
	RSW	Tire Repair & Install	$3,000	Based on increased need and costs	
Rentals & Leases	RSW	Water Cooler Rental	($500)	Merged into water line item	($500)

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Line Item	**Div.**	**Description**	**Change from FY2024**	**Comments**	**Net Change**
Other Property Related Services	BMD	Contract Cleaning	$616,863	Based on FY24 contract pricing + 4% inflation; moved parks & pool cleaning from Park & Recreation into DPW	$715,515
	BMD	Irrigation Systems	$5,879	Based on current contract pricing + 3.5% inflation	
	BMD	Pest Control Services	($1,110)	Based on contract pricing	
	Hwy	Crack Seal	$3,348	Based on current contract pricing + 4.1% inflation	
	Hwy	Disposal of Street Sweepings	$1,143	Based on current contract pricing + 3.5% inflation	
	Hwy	Road Surface Treatments	$4,321	Based on current contract pricing + 3.5% inflation	
	Hwy	Roadway Paving	$13,843	Based on current contract pricing + 3.5% inflation	
	Hwy	Sidewalk, Curb, & HP Improvements	$3,616	Based on current contract pricing + 3.5% inflation	
	Hwy	Street Sweeping	$1,163	Based on current contract pricing + 3.5% inflation	
	P&F	Fertilizer & Grub Control	$5,421	Based on current contract pricing + 5% inflation	
	P&F	Field Work	$3,623	Based on current contract pricing + 6.3% inflation	
	P&F	Soil Sampling	$1,680	Based on current contract pricing + 6.3% inflation	
	P&F	Top Dressing	$62	Based on current contract pricing + 3.5% inflation	
	P&F	Wetting Agent	$464	Based on current contract pricing + 3.5% inflation	
	RSW	Employee Trailer Prep	($24,000)	One time only cost in FY24	
	RSW	MSW Disposal	$7,744	Based on 3 year tonnage average	
	RSW	MSW Hauling	$5,620	Based on 3 year tonnage average	
	RSW	Recycling Disposal	$33,060	Based on 3 year tonnage average	
	RSW	Recycling Hauling	($2,225)	Based on 3 year tonnage average	

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Line Item	Div.	Description	Change from FY2024	Comments	Net Change
Professional & Technical Services	Admin	Seminars & Training	$5,000	Increased need for trainings due to staff turnover; consolidated department wide trainings under Admin	$199,192
	BMD	HVAC Programming	$3,946	Based on current contract pricing + 3.5% inflation	
	Eng	Right of Way & Property Surveys	$100,000	Incorporated previous annual warrant article into operating budget	
	Eng	Seminars & Training	$3,000	Increased need for trainings due staff turnover	
	Eng	Software Licenses	$21,721	Transfer of GIS Administrator expenses from IT into Engineering	
	Fleet	GPS Monitoring Services	$2,000	Based on prior year spending	
	Fleet	Vehicle Maintenance Software	$1,725	Based on updated pricing	
	Hwy	Engineering Consulting	$60,000	Increased need for outside engineering services due to an increase in projects and staff turnover	
	RSW	Seminars & Training	$1,800	Increased need for trainings due staff turnover	
Communicat-ions	Fleet	Cell Phones	$1,807	Based on increased need and technologies	$4,331
	Hwy	Cell Phones	$623	Based on increased need and technologies	
	P&F	Cell Phones	$1,110	Based on increased need and technologies	
	RSW	Cell Phones	$791	Based on increased need and technologies	
	RSW	Fax Line	($2,500)	Moved from fax line to landline	
	RSW	Landline Telephone	$2,500	Moved from fax line to landline	

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Line Item	Div.	Description	Change from FY2024	Comments	Net Change
Other Purchased Services	Fleet	Towing Services	$1,400	Based on prior year spending	$21,948
	P&F	Police Details	$1,124	Based on prior year spending	
	RSW	Crack Sealing Pavement	$2,000	Based on increased costs	
	RSW	Log & Brush Grinding	$1,480	Based on current contract + 3.7% inflation	
	RSW	Mattress Recycling Program	$8,000	Based on increased costs	
	RSW	Medical Waste Disposal	$1,000	Based on prior year spending	
	RSW	Paint Disposal (Oil)	$500	Based on prior year spending	
	RSW	Police Details	$10	Based on prior year spending	
	RSW	Refrigerant Disposal	$1,000	Based on prior year spending	
	RSW	Septic Tank Pumping	$1,000	Based on prior year spending	
	RSW	Tailings Disposal	$1,434	Based on current contract + 6.5% inflation	
	RSW	Tire Disposal	$3,000	Based on prior year spending	
Grounds Keeping Supplies	Hwy	Seed & Fertilizer	$4,000	Increase due to division hand seeding grass berms during paving projects	$19,051
	P&F	Infield Mix	($4,000)	Moved from infield mix to landscaping materials	
	P&F	Landscaping Materials	$4,000	Moved from infield mix to landscaping materials	
	P&F	Mulch	$1,100	Based on increased need	
	P&F	Seed	$13,951	Based on current contract + 25.8% inflation	
Vehicular Supplies	Fleet	Vehicle Repair Parts & Batteries	$5,000	Based on a increase in costs	$10,642
	Fleet	Vehicle Tires	$5,000	Based on a increase in costs	
	Hwy	Cutting Edges & Related Accessories	$400	Based on prior year spending	
	Hwy	Sweeper Brooms & Wear Parts	$242	Based on prior year spending	

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Line Item	Div.	Description	Change from FY2024	Comments	Net Change
Gasoline & Diesel	Admin	Gasoline	$2,540	Based on 3 year consumption average	$29,378
	BMD	Gasoline	$1,120	Based on 3 year consumption average	
	Eng	Gasoline	($504)	Based on 3 year consumption average	
	Fleet	Diesel	($1,736)	Based on 3 year consumption average	
	Fleet	Gasoline	$395	Based on 3 year consumption average	
	Hwy	Diesel	($1,078)	Based on 3 year consumption average	
	Hwy	Gasoline	$4,582	Based on 3 year consumption average	
	P&F	Diesel	($2,821)	Based on 3 year consumption average	
	P&F	Gasoline	$1,712	Based on 3 year consumption average	
	RSW	Diesel	25,703	Based on 3 year consumption average	
	RSW	Gasoline	($535)	Based on 3 year consumption average	
Food & Service Supplies	RSW	Water	$500	Merged water cooler rental and water into one line item	$500
Medical Supplies	Fleet	Vehicle First Aid Kits	$1,000	Based on prior year spending	$1,350
	Hwy	Over the Counter Medical Supplies	$350	Based on prior year spending	

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Line Item	Div.	Description	Change from FY2024	Comments	Net Change
Public Works Supplies	Eng	Drafting, Engineering, & Surveying Supplies	$2,000	Based on prior year spending	$24,482
	Fleet	Hardware Supplies	$8,500	Based on prior year spending	
	Fleet	Welding Supplies	$500	Based on prior year spending	
	Hwy	Asphalt	$6,119	Based on current contract pricing + 3.5% inflation	
	Hwy	Granite Curbing	$756	Based on current contract pricing + 10.3% inflation	
	Hwy	Traffic Marking Paint	$177	Based on current contract pricing + 4.6% inflation	
	Hwy	Traffic Signs	$2,530	Based on current contract pricing + 10.7% inflation	
	P&F	Lumber, Paint, Tools, Parts & Accessories, Misc. Hardware	$3,700	Based on prior year spending	
	RSW	Gaylord Boxes for Paint	$200	Based on prior year spending	
Governmental Charges	BMD	Boiler Inspection	$300	Based on increased costs	$800
	Eng	Registry of Deeds	$500	Based on increased costs	
Travel & Mileage	Admin	Conf In State	$150	Based on an updated conference program & consolidating department wide conferences under Admin	$5,150
	Admin	Conf Out of State	$5,000	Based on an updated conference program & consolidating department wide conferences under Admin	
Dues & Subscriptions	RSW	Professional Association Memberships	$199	Based on increased memberships	$199

Operating Capital

Building Maintenance - Lift

This request is for a lift that would allow for Building Maintenance staff to execute repairs and cleaning in high, hard to reach places.

Highway – Electronic Message Boards

This request is to replace two of the oldest existing electronic message boards in Highway. These

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message boards are used to alert the Town to construction, detours, and other important messaging.

Parks & Forestry - Batting Cages
This request is to repair/replace existing batting cages throughout Town on a rotating schedule.

Parks & Forestry – Stand-On Leaf Blower
This request is for an additional stand-on leaf blower. This would allow staff to clean up leaves throughout Town much more efficiently.

Parks & Forestry –Landscape Trailer
This request is to replace the 14-foot landscape trailer that is past its useful life. This trailer is used to haul other pieces of equipment, such as mowers, throughout Town.

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.

Turnback
DPW had a turnback of 2.52% in FY2023. This was largely driven by the 3.67% turnback in the salaries budget due to the massive staff transition. Even though a large majority of the positions have been filled, many took extended periods of time due to internal promotions and transfers, leaving positions vacant for longer than desired. The turnback for expenses was minute (0.67%). DPW anticipates the turnback for FY2024 will be lower, as many of the positions have been filled.

Accomplishments and Activities

Administration
The Administration Division continued to oversee an increase in hiring and contracting needs throughout the Department. During FY2023, Administration coordinated the hiring processes for 12 external candidates, 14 internal promotions or transfers, 4 interns, and 15 temporary employees. Additionally, the Division issued 47 bids and executed 128 contracts and amendments. Administration also assisted in the ongoing transition to a new billing and collections software throughout the Town. The Division also transitioned to Event Manager, and updated software to rent out spaces in Town. A new Assistant Director of Public Works joined Administration in FY2023 and began the implementation of a comprehensive training program for the Department. The Administration Division also applied for and received two Shared Streets grants for additional snow removal equipment.

Building Maintenance
The Building Maintenance Division completed many significant repair projects including roof repairs at multiple buildings, elevator repairs to the CATH and Library, fire safety repairs at multiple schools, and exterior lighting repairs at multiple locations. The Division continued work in the auditorium at the High School, including repairing the ceiling. Water bottle fillers were installed at the Library and the High School. The Town-wide initiative to install menstrual product dispensers was continued at the High Rock School. The Division focused much of its attention of repairs masonry concerns at the Rosemary Recreation Center, the Pollard, the Public Safety Complex, and Memorial Park. A significant portion of Building Maintenance's focus continued to be on completing HVAC repairs and upgrades at almost every building in Town.

Department Information DSR1	
Department	Department of Public Works – General Fund

Engineering

The Engineering Division completed multiple projects including drainage improvements on Harris Avenue at Dedham Avenue and on Walker Lane and preparing plans for traffic calming on Dedham Avenue. The Engineering Division provided extensive construction inspection and oversight services for the water main replacements on Central Avenue and Rosemary Street, for Phase One of the relief drain project at Concord Avenue and Burnside Road, the Route 128 sewer access improvements project, the relief drain project on Highland Avenue at West Street, and the Lake Drive pump station improvements. Additionally, the Division inspected 435 street/sidewalk occupancy and excavation permits, completed 445 building permit reviews, 26 project review for the Planning Board, 20 project reviews for the Zoning Board of Appeals, completed five traffic count studies, and prepared five traffic regulations.

Fleet

The Fleet Division had to combat many challenges this year caused by the long delays in vehicle deliveries, leading to additional repairs needed on existing vehicles, and the supply chain issues affecting the availability and delivery times of repair parts. The Division was able to successfully adapt and keep vehicles in service to allow for the other divisions to continue their daily operations. The Division often had to pivot and look at other, similar vehicles in order to adapt to the difficult market conditions. Fleet oversaw the addition to the electric vehicle charging inventory and helped to set up a fee structure to charge for electric vehicles throughout Town. Additionally, the Fleet Division led the charge in starting to transition appropriate Town vehicles to electric and hybrid.

Highway

The Highway Division rehabilitated 5.3 lane miles of roadway, including Bridle Trail, Carleton Drive, Cutter Road, Janye Road, Rosemary Street, Central Avenue (from Cedar Street to River Park Street), Reservoir Street (from Central Avenue to Reservoir Avenue), and Carter Street. The Division also geometrically reconstructed the intersection of South Street at Webster Street, which included realigning 900 feet of sidewalk, adding three wheelchair ramps, installing a pedestrian walk signal (rapid rectangular flashing beacon), and reducing the pavement by over 1,000 square yards, resulting in a significant reduction of storm water runoff. The Division reconstructed 7,760 feet of sidewalk, with locations including both sides of Central Avenue (from Webster Street to River Park Street), Saint Mary Street, Evergreen Road, and the east side of Central Avenue (from Charles River Street to the horse farm). Highway reconstructed 102 wheelchair access ramps throughout town. At Perry Park, the Division created a safety zone, installed an RRFB, and geometrically reconstructed the road and sidewalk. Highway is in the process of updating many outdated traffic signals that utilize loop detection to more modern technologies that accommodate video detection.

Parks and Forestry

The Parks and Forestry Division spent much of the last year renovating the Town Common. The Division has maintained its Tree City USA designation for the 28th year. The Superintendent of Parks and Forestry was recognized as the Turfgrass Manager of the Year at the NE Regional Turfgrass conference, which is a testimony to the entire Division. Parks and Forestry partnered with many other departments in Town, including working with Park and Recreation on an annual tree seedling hand out in support of Arbor Day and Earth Week, hosting Arbor Day activities at both the Sunita Williams and Newman Elementary Schools, sponsoring two Project Van days to assist youth in working off diversion hours, and working with Youth and Family Services on a wall mural at the Pollard School. Several baseball and softball diamonds were renovated in partnership with Park and Recreation and Needham Youth Baseball/Softball including Memorial Park, Greene's

Department Information DSR1	
Department	Department of Public Works – General Fund

Field, Upper Broadmeadow Field, High Rock Field, Cusick Field, Lower Broadmeadow Field, and Eliot Fields. Additionally, the Division purchased their first all-electric lawn mower.

Recycling and Solid Waste

The Recycling and Solid Waste Division saw a lot of positive transition over the last year, including a new Superintendent, Assistant Superintendent, and Scalehouse Attendant, all successfully promoted from within. The Division held many community disposal activities throughout the year, including Household Hazardous Waste Day, multiple leaf collections, paint collection days, and a paper shredding event. Through a partnership with the School Department, the Division was able to implement food waste recycling in all schools. Recycling and Solid Waste successfully deployed additional BigBelly trash and recycling receptacles Town-wide to deter illegal dumping and create cleaner open spaces. The Division also did a thorough analysis of their fees.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	11,451,218	441,120	11,892,338
b) Expenses	9,964,122	-92,055	9,872,067
c) Capital	137,325		137,235
d) Snow & Ice	441,845		441,845
e) Total DSR2 & DSR4 Request (a through d)	21,994,510	349,065	22,343,575

V2025

Department Expenditure Detail DSR2													
Department				Department of Public Works – General Fund									
Object				Description								Amount	
DSR2A													
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)						
	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)				
	125		125	126		126	126		126				
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count				
							X						
Union Positions:	BCTIA	X	Fire A		Fire C		ITWA	X	NIPEA	X	Police		Police Superior		NA	
1. Salary and Wage Permanent Positions.													
a.	PRD1 Salary and Wages Base												9,760,411
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110												143,937
c.	PRD1 Education (5192)												
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197												171,400
e.	PRD1 Budget Adjustments												39,000
												PRD1 Sub Total	10,114,748
j	DSR3 Other Compensation												
												Sub Total 1	10,114,748
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)													
a.													
b.													
c.													
d.													
f.													
g.	DSR3 Total												221,736
												Sub Total 2	221,736
3. Salary and Wage Overtime (Itemized Below)													
a.	Scheduled Overtime (contractually obligated)												89,353
b.	Training and Development												
c.													
d.													
e.	DSR3 Total												981,181
												Sub Total 3	1,070,534
4. Other Salary and Wage Expenses – (Itemized Below)													
a.	Incentive Programs												44,200
b.	Pay In Lieu of Accrued Leave												
c.	Program Stipend												
d.	Tuition Reimbursement												
e.	Working Out of Grade												
f.													
g.													
h.	DSR3 Other Compensation												
												Sub Total 4	44,200
5. Total Salary and Wages (1+2+3+4)													11,451,218

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
DSR2B		
Object	Description	Amount
Energy (521x)	Building Maintenance • Oil (127,807)	127,807
Repairs & Maintenance Services (524x – 525x)	Administration • Copier & Printer Repair (6,000) Building Maintenance • Alarm & Sprinkler Servicing (57,672) • Building Repairs (167,236) • Door Repairs (28,970) • Elevator Maintenance (41,693) • Equipment Repair (20,000) • Generator Repair (21,660) • Hardware Maint. Agree (61,337) • HVAC Maintenance (900,752) • Mech. Electric. Plumb. (413,810) • Roof Repairs (68,447) Engineering • Large Document Copiers & Survey Equip. Repair (930) Fleet • Equipment Refurbishment (20,000) • Equipment Repair (10,000) • Fuel Tank Maintenance (5,000) • Vehicle & Equipment Inspections (15,000) • Vehicle Repair (50,000) Highway • Fence/Guardrail (25,080) • Message Board Repairs (4,000) • Repairs & Maintenance to Traffic Signals (19,281) • Roadway Markings (170,158) Parks & Forestry • Electrical Repair (4,000) • Equipment Repair (18,800) • Fence Repair (26,125) • Irrigation Repair (21,424) Recycling & Solid Waste • Loader Repair (8,000) • Other Equipment Repair (3,000) • Other Vehicle Repair (10,000) • Packer Repair (2,000) • Power Washer Repair (1,000) • Scale Calibration (3,000) • Scale Repair (1,000) • Tire Repair & Install (30,000)	2,251,875

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	• Trailer Inspections (1,500) • Trailer Tarp Repair (5,000) • Trommel Repair (10,000)	
Rental & Leases (527X)	Building Maintenance • Rentals of Specialty Equipment (5,100) Fleet • Shop Supplies, Gas, & Welding Supplies (1,500) Highway • Rentals of Specialty Equipment (5,000) Recycling & Solid Waste • Employee Trailer Rental (65,000) • Misc. Equipment Rentals (9,000) • Oxygen & Acetylene Tank Rental (600)	86,200
Other Property Related Services (529x)	Building Maintenance • Contract Cleaning (1,435,113) • Irrigation Systems (11,559) • Other Property Related Service (111,100) • Parking Lot Maintenance (40,000) • Pest Control Services (24,517) Highway • Crack Seal (85,014) • Disposal of Street Sweepings (33,792) • Road Surface Treatments (127,773) • Roadway Paving (409,367) • Sidewalk Curb, & HP Improvements (106,943) • Street Sweeping (34,404) Parks & Forestry • Contracted Mowing/Mulching (271,308) • Crane Work – Trees (30,000) • Diamond Maintenance (20,000) • Fertilizer & Grub Control (160,304) • Field Work (61,134) • Invasive Weed Control – Carol Brewster (4,900) • Sod Installation (4,000) • Soil Sampling (1,835) • Top Dressing (28,358) • Trail Maintenance (20,000) • Tree Spade (6,000)	4,331,278

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	• Wetting Agent (13,710) • Xeriscape Plantings (4,000) Recycling & Solid Waste • Landfill Mowing (10,000) • MSW Disposal (766,404) • MSW Hauling (229,740) • Organics Recycling Program (94,000) • Paper Shredding (2,000) • Recycling Disposal (64,028) • Recycling Hauling (119,975)	
Professional & Technical Services (530x – 531x)	Administration • Consolidated Work Order System for DPW (48,000) • Monday.com (2,880) • PeopleGIS – PeopleForm Licenses (5,000) • Seminars & Training (20,600) Building Maintenance • HVAC Programming (116,703) • Other Consulting Services (87,255) • Seminars & Training (9,000) Engineering • Inspectional Services – Street Permits (45,000) • Right-of-Way & Property Surveys (130,000) • Seminars & Training (6,000) • Software Licenses (23,721) Fleet • Annual Licensing for Electronic Diagnostic Tool (2,000) • Fuel Management Software (10,850) • GPS Monitoring Services (18,000) • Seminars & Training (4,000) • Vehicle Maintenance Software (12,000) Highway • Engineering Consulting (60,000) • Seminars and Training (2,500) Parks & Forestry • Consulting (7,500) • Seminars and Training (2,600) Recycling & Solid Waste • Landfill Groundwater Monitoring & Testing (37,800) • PC Scale Annual Contract (1,000)	658,409

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	• Seminars and Training (5,000) • Soil & Compost Testing (1,000)	
Communications (534x)	Administration • Legal Ads (4,135) • Postage (3,250) • Printing (350) • Wireless Communications (3,200) Building Maintenance • Cable (5,500) • Cable/Internet (14,500) • Landline Telephone (135,400) • Printing & Mailing (400) • Wireless Communications (18,140) Engineering • Cell Phones (4,650) • Printing (200) Fleet • Cell Phones (4,907) Highway • Cell Phones (5,123) • Printing – Payroll Books (250) • Telephones (600) Parks & Forestry • Cell Phones (4,685) • Telephones (505) Recycling & Solid Waste • Business Cards (100) • Cell Phones (4,691) • Disposal Stickers (1,000) • Landline Telephone (2,500) • Other Printed Material (1,000)	215,086
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Building Maintenance • Other Purchase of Service (8,000) • Water Filtration (4,600) Fleet • Towing Services (7,500) • Vehicle Washing (45,000) Highway • Police Details (25,212) Parks & Forestry • Goose Management Program (20,000) • Police Details (8,000) Recycling & Solid Waste • Crack Sealing Pavement (9,000) • E-Waste (30,000) • HH Hazardous Waste (30,000)	360,293

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	• Line Painting (4,000) • Log & Brush Grinding (41,480) • Mattress Recycling Program (25,000) • Medical Waste Disposal (5,000) • Paint Disposal (Oil) (7,500) • Police Detail (1,500) • Refrigerant Disposal (13,000) • Rock Crushing/Material Processing (25,000) • Septic Tank Pumping (10,000) • Tailings Disposal (23,501) • Tire Disposal (7,000) • Universal Waste Disposal (5,000) • Waste Oil Burner Maintenance (5,000)	
Office Supplies (542x)	Admin • Office Supplies (20,000)	20,000
Building & Equipment Supplies (543x)	Building Maintenance • Building & Equipment Supplies (486,793) Parks & Forestry • Light Bulbs, Paint, & Hardware (700) Recycling & Solid Waste • Gates & Signs (7,500) • Misc. Supplies (5,000)	499,993
Custodial Supplies (545x)	Building Maintenance • Custodial Supplies (275,137)	275,137
Grounds Keeping Supplies (546x)	Building Maintenance • Grounds Keeping Supplies (9,100) Highway • Seed & Fertilizer (5,000) Parks & Forestry • Infield Mix (4,000) • Irrigation Supplies (5,000) • Landscaping Materials (4,000) • Loam, Sod, & Soil Additives (5,000) • Marking Lime (400) • Mulch (4,000) • Quick Dry Clay (1,500) • Rubber Crump Top Dressing (4,500) • Sand (350) • Seed (68,026) • Trees & Shrubs (10,000)	120,876

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
Vehicular Supplies (548x)	Fleet • Fuel Additives & DEF Fluids (10,000) • GPS Equipment (2,000) • Vehicle Repair Parts & Batteries (110,000) • Vehicle Tires (40,000) Highway • Cutting Edges & Related Accessories (11,823) • Sweeper Brooms & Wear Parts (7,146) Parks & Forestry • Parts & Supplies, Fuel Additives (4,000) Recycling & Solid Waste • Additives & Fluids (6,000) • Cutting & Rubber Edges (7,500) • Equipment Parts (13,000) • Trommel Parts (4,000) • Waste Handling Dozer Parts (5,000)	220,469
Gasoline and Diesel Fuel (5481)	Administration • Gasoline (6,659) Building Maintenance • Gasoline (31,393) Engineering • Gasoline (3,980) Fleet • Diesel (4,966) • Gasoline (18,089) Highway • Diesel (66,408) • Gasoline (18,065) Parks & Forestry • Diesel (19,747) • Gasoline (37,065) Recycling & Solid Waste • Diesel (94,089) • Gasoline (2,788)	303,249
Food and Service Supplies (549x)	Administration • Food & Service Supplies (1,000) Building Maintenance • Food & Service Supplies (500) Recycling & Solid Waste • Water (1,000)	2,500
Medical Supplies (550x)	Fleet • Vehicle First Aid Kits (3,000) Highway	4,700

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	• Over the Counter Medical Supplies (450) Parks & Forestry • First Aid Supplies (750) Recycling & Solid Waste • Medical Supplies (500)	
Public Works Supplies (553x)	Engineering • Drafting, Engineering, & Surveying Supplies (4,500) Fleet • Hardware Supplies (10,000) • Shop Supplies (7,000) • Welding Supplies (2,000) Highway • Asphalt (180,944) • Concrete & Masonry Supplies (2,100) • Dead Animal Supplies (106) • Granite Curbing (8,092) • Lumber & Hardware (950) • Personal Safety Equipment (700) • Tools (2,250) • Traffic Control Supplies (5,000) • Traffic Marking Paint (4,030) • Traffic Signal Equipment & Supplies (5,946) • Traffic Signs (26,173) Parks & Forestry • Lumber, Paint, Tools, Parts, & Accessories, Misc. Hardware, Field Marking Supplies (21,500) Recycling & Solid Waste • Calcium Chloride, Speedy Dry, Etc. (1,700) • Carpentry Supplies (2,000) • Gaylord Boxes for Paint (1,200) • Landfill Flare Parts (2,300) • Paint (250) • Pay-Per-Throw Supplies (84,000) • Public Space Recycling Containers (1,000) • Replacement Dumpsters & Lids (5,000) • Replacement Flares (8,200) • Tarps & Bungee Cords (7,000)	393,941
Other Supplies & Equipment (558x)	Administration • Other Supplies (2,300) Building Maintenance • Flags (3,000)	47,195

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	• Uniforms (10,250) Engineering • Plan Size Copy Paper, Large Toner Bar, Books, & Manuals (1,000) Fleet • 2-Way Radio Supplies (2,000) • Clothing Supplies (1,030) • Electronic Diagnostic Tools (4,500) • Shop Equipment (3,000) Highway • Clothing Supplies (2,495) Parks & Forestry • Clothing, Work & Safety Gear, Supplies, & Equipment (9,270) • Dog Park & Other Recreation Area Supplies (5,000) Recycling & Solid Waste • Employee PPE Gear & Clothing (3,350)	
Governmental Charges (569x)	Building Maintenance • Boiler Inspection (3,000) Engineering • Registry of Deeds Fees (1,500) Fleet • Licenses & Certifications (250) Highway • Licenses & Certifications (505) Parks & Forestry • Licenses & Certifications (1,800) Recycling & Solid Waste • Hoisting & CDL Licensing (600)	7,655
Travel & Mileage (571x – 572x)	Administration • Conference In State (9,500) • Conference Out of State (10,000) • In State/Mileage (1,500) Building Maintenance • Conference In State (500) • Conference Out of State (1,500) • Mileage Reimbursement (1,250) Engineering • Travel & Mileage (500) Fleet • Travel & Mileage (50) Parks & Forestry • Travel & Mileage (250)	25,050
Dues & Subscriptions (573X)	Administration • Professional Association	12,409

Department Expenditure Detail DSR2		
Department	Department of Public Works – General Fund	
	Memberships (2,809) Building Maintenance • APWA (800) • MFAA (1,450) Engineering • Professional Association Memberships (2,250) Fleet • Professional Association Memberships (900) Highway • Professional Association Memberships (1,000) Parks & Forestry • Professional Association Memberships (2,000) Recycling & Solid Waste • Professional Association Memberships (1,200)	
Other Expenses (574 X – 579x)		
6. Total Expenses		9,964,122
DSR2C		
Capital Equipment Replacement (587X)	Building Maintenance • Lift (17,000) Highway • Electronic Message Boards (41,800) Parks & Forestry • Batting Cages (30,000) • Landscape Trailer (4,525) • Stand On Leaf Blower (16,000) Recycling & Solid Waste • Roll Off Containers (28,000)	137,325
7. Total Operating Budget Capital		137,325
8. Total Base Request (Line 5 + Line 6 + Line 7)		21,552,665

Does the Department depend on any Federal or State grants to provide services?	YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES	X	NO	
				V2025

Department Personnel Supplement DSR3						
Department	Department of Public Works – General Fund					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Administration – Internships (1 person for 8 weeks)	7,731		X		
2	Building Maintenance – Building Monitor CATH	6,436		X		
3	Building Maintenance – Building Monitor Memorial Park	21,312		X		
4	Building Maintenance – Building Monitor PSAB	5,604		X		
5	Building Maintenance – Building Monitor Rosemary	17,308		X		
6	Building Maintenance – Building Monitor Town Hall	11,545		X		
7	Building Maintenance – Co-Op	11,880		X		
8	Building Maintenance – Summer Help (4 people for 8 weeks)	21,120		X		
9	Engineering – Summer & Winter Help (2 person for 12 weeks)	15,840		X		
10	Fleet – Co-Op	11,880		X		
11	Fleet – Summer Help (1 person for 12 weeks)	7,920		X		
12	Highway – Summer Help (2 people for 12 weeks)	15,840		X		
13	Park & Forestry – Co-Op	11,880		X		
14	Parks & Forestry – Summer Help (6 people for 12 weeks)	47,520		X		
15	Recycling & Solid Waste – Summer Help (1 person for 12 weeks)	7,920		X		
16	Administration – Complete Overflow Work	11,216			X	
17	Building Maintenance – Absence Coverage	112,824			X	
18	Building Maintenance – Additional Trade Work	88,106			X	
19	Building Maintenance – Boiler Watch	35,776			X	
20	Building Maintenance – CATH Coverage	14,724			X	
21	Building Maintenance – Memorial Park Coverage	12,035			X	
22	Building Maintenance – Non-Billing Permit Coverage	45,130			X	
23	Building Maintenance – Preschool Coverage	15,043			X	
24	Building Maintenance – Public Safety Weekend Coverage	19,631			X	
25	Building Maintenance – Remove Pool Equipment	4,513			X	
I	Total					
Sections						
	Amount Reported Under DSR2A Section 1					
	Amount Reported Under DSR2A Section 2	221,736				
	Amount Reported Under DSR2A Section 3	981,181				
	Amount Reported Under DSR2A Section 4					
II	Total	1,202,917				
V2025						

Department Personnel Supplement DSR3							
Department	Department of Public Works – General Fund						
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Building Maintenance – Saturday Program	143,339			X	
2	Building Maintenance – Snow Program (Double Time)	85,069			X	
3	Building Maintenance – Sunday Coverage at the Library	15,950			X	
4	Engineering – Complete Overflow Work	1,881			X	
5	Engineering – Contractor Oversight	10,746			X	
6	Fleet – Preventative Maintenance Services	7,388			X	
7	Fleet – RMV Pre-Inspections	3,694			X	
8	Fleet – Seasonal Equipment Services	11,082			X	
9	Highway – Animal Pick-Up	5,348			X	
10	Highway – Construction Inspections	7,199			X	
11	Highway – Construction Inspection – Capital & Ch. 90 Projects	13,883			X	
12	Highway – DPW Markings	23,036			X	
13	Highway – Emergency OT	10,695			X	
14	Highway – Maintenance of Public Ways	7,199			X	
15	Highway – Overtime Downtime Sweeping	10,695			X	
16	Highway – Special Events	8,227			X	
17	Highway – Street Sweeping	18,923			X	
18	Highway – Street Sign Program	4,114			X	
19	Highway – Traffic Signal Repair	3,702			X	
20	Parks & Forestry – Carol Brewster Maintenance	9,720			X	
21	Parks & Forestry – Dog Park	6,480			X	
22	Parks & Forestry – July 4 Celebration	5,400			X	
23	Parks & Forestry – Leaf Clean Up at Jack Cogswell	3,240			X	
24	Parks & Forestry – Mowing, Leaves, Watering & Diamond Work	27,540			X	
25	Parks & Forestry – Problems Relating to Irrigation, Buildings, & Vandalism	2,562			X	
I	Total					
Sections						
	Amount Reported Under DSR2A Section 1					
	Amount Reported Under DSR2A Section 2	221,736				
	Amount Reported Under DSR2A Section 3	981,181				
	Amount Reported Under DSR2A Section 4					
II	Total	1,202,917				
V2025						

Department Personnel Supplement DSR3						
Department	Department of Public Works – General Fund					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Parks & Forestry – Pruning, Removals, Planting & Watering	7,290			X	
2	Parks & Forestry – Special Events	1,620			X	
3	Parks & Forestry – Storm Damage Clean–Up	9,720			X	
4	Recycling & Solid Waste – Add Saturday Staff	41,743			X	
5	Recycling & Solid Waste – Household Hazardous Waste Day	900			X	
6	Recycling & Solid Waste – Landfill Flare Inspections & Maintenance	2,399			X	
7	Recycling & Solid Waste – Leaf Collection (Sunday Only)	9,596			X	
8	Recycling & Solid Waste – Monday Custodial Staff	10,436			X	
9	Recycling & Solid Waste – Monday Equipment Maintenance	41,743			X	
10	Recycling & Solid Waste – Other Absence Backfill (Saturday Only)	5,998			X	
11	Recycling & Solid Waste – Paint Collection	8,397			X	
12	Recycling & Solid Waste – Sunday Supplemental Trash	9,596			X	
13	Recycling & Solid Waste – Town Fairs Container Assistance	400			X	
14	Recycling & Solid Waste – Unscheduled OT	3,199			X	
15	Recycling & Solid Waste – Vacation Backfill (Saturday Only)	11,595			X	
16	Recycling & Solid Waste – Weekly Sweeping	10,438			X	
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	1,202,917				
Sections						
	Amount Reported Under DSR2A Section 1					
	Amount Reported Under DSR2A Section 2	221,736				
	Amount Reported Under DSR2A Section 3	981,181				
	Amount Reported Under DSR2A Section 4					
II	Total	1,202,917				
V2025						

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Assistant Fleet Supervisor	Priority	1

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	1	91,416		91,416
2. Expense		650	5,000	5,650
3. Operating Capital				
4. Department Total (1+2+3)	1	92,066	5,000	97,066
5. Other Costs		41,146		41,146

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Select Board	
Has this request been submitted in the last three fiscal years and not funded?	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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The responsibilities and level of service from the Fleet Division have increased over time, now assisting with all fleet-related issues within DPW and across multiple other Town Departments. There are three mechanics and one master mechanic servicing over 200 vehicles. The vehicles serviced by the Fleet Division have also become more sophisticated and require higher levels of technical expertise to maintain. Meanwhile the Town's vehicle inventory has diversified, with vehicles of multiple distinct types including gas, diesel, hybrid, and plug-in electric, in addition to heavy construction and specialty equipment. As the scope of the Division's duties expand and the need for technological capabilities increase, an additional management position is required to keep up with the workload necessary to maintain fleet operations.

Currently, Fleet mechanics are individually responsible for parts management as they perform their everyday tasks. This means that mechanics are often taken away from performing mechanical tasks to place orders and receive parts. There has been increasing difficulty in coordinating the procurement of these parts due to the market disruptions of the past few years. Fleet projects are being delayed in order to accommodate these challenges. This request proposes to address this by centralizing parts inventory management under a new Assistant Fleet Supervisor position. The addition of the new position would allow mechanics to focus on their core responsibilities and reduce the lag time caused when mechanics are

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Assistant Fleet Supervisor	Priority	1

placing orders as needed. Centralizing these tasks would lead to better managed inventory controls and allow more opportunity to conduct research on the best sourcing of products and supplies. In addition to coordinating the supply orders, this position would be responsible for coordinating the scheduling of all repairs, both internal and external.

This request is for a new Assistant Fleet Supervisor position within the Fleet Division. The costs of this position include salary (91,416), cell phone service (650), and a one-time cost to set up office space (5,000).

General Summary

The Assistant Fleet Supervisor 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 deliveries to meet standard and seasonal demands. The Assistant Fleet Supervisor will order necessary parts and service supplies to ensure schedules are maintained, track all parts and service orders, process invoices, track Division spending, research cost efficient and appropriate parts, and track inventory Division-wide. This position will also coordinate annual State/DOT inspections to ensure compliance and safe operating conditions as well as coordinate and schedule vehicle/fleet preventative maintenance throughout the Town.

Responsibilities

- Maintains 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.
- Utilizes the Town's purchase order software to procure necessary material and services while working within approved budgets.
- Processes vendor parts and services invoices in a timely manner.
- Manages 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.
- Maintains the Division's Safety Data Sheet (SDS) files.
- Does research on cost effective and appropriate purchasing options for the Division.

This request is in support of the Select Board goal #6 that Needham "Models stewardship and sustainability of the Town's financial, human, information and physical assets."

Yes, this request has been previously submitted for FY2024 and in years prior as a "Fleet Services and Parts Manager".

V2025

Performance Improvement Funding Request Supplement DSR4S											
Position Title	Assistant Fleet Supervisor							Priority	1		
Classification	X	FT			PT			Seasonal			
Part Time /Seasonal	Hours Per Week							Number of Weeks Per Year			
Compensation Detail											
Base Rate	8 Step 11								91,416		
Other											
Other											
Other											
Other											
Other											
Other											
Other											
Salary and Wage Total									91,416		
If Funded the Position Will Require the Following Additional Items											
Description	No		Yes		Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation			X		Workstation			2,500			
Vehicle	X										
Computer			X		Computer			2,500			
Software	X										
Mobile Communication Device			X		Cell phone					650	
Uniform	X										
Tools	X										
Equipment	X										
Other	X										
Other	X										
Other	X										
Totals								5,000		650	
Estimated Annual Benefit Cost										41,146	
Description and Explanation											
This position would require a workstation, a computer, and a cell phone.											
V2025											

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Park Ranger	Priority	2

DSR4

Expenditure Classification	FTE	Frequency: Recurring Amount (A)	Frequency: One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	1	67,877		67,877
2. Expense		800		800
3. Operating Capital				
4. Department Total (1+2+3)	1	68,677		68,677
5. Other Costs		37,227		37,227

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

This request is for an additional Park Ranger within the Parks and Forestry Division. The increase in trash, litter, and vandalism continues to affect many Town departments and assets. Without enough dedicated park facilities staff to take on these issues, staff members from other departments are still contributing support to the new Park Ranger. Despite the existing Ranger's significant impact, they are not able to effectively provide oversight and services to all of the many park and recreation areas singlehandedly or simultaneously.

This additional position would provide much-needed assistance to the Park Ranger on staff and allow others who have helped with these problems to return to their core responsibilities and tasks. As it stands, the Director of Park & Recreation and the Superintendent of Parks & Forestry are covering emergency calls whenever the Park Ranger is not on duty. The new Park Ranger's schedule would be staggered so as to cover Sundays and Mondays, when the current Park Ranger does not work. This would allow for a more constant and stable presence in the parks throughout the entire week, and help to keep up with collecting any accumulated trash and litter.

One of the most valuable services the existing Park Ranger has provided is educating the public on the use and permitting of the Town's fields. This has resulted in users calling in to

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Park Ranger	Priority	2

make sure they are going through the proper approval channels and according to Town policies rather than utilizing the park facilities without the required approval. Another Park Ranger would allow the Town to expand this public education effort and further raise awareness regarding the responsible use of these facilities. With wider-reaching oversight and a more visible and frequent presence at Needham's parks and recreation areas, the ability to prevent damage from vandalism would also be expanded.

As with the existing position, the additional Park Ranger would be tasked with monitoring Needham's parks, open spaces, and trails, providing safety support to visitors, educating the public regarding pertinent rules and regulations (including permitting), assisting with daily maintenance and stewardship, and serving as a positive presence and resource to those using these facilities.

The Park Ranger is responsible for:
• Patrolling parks and recreation areas both on foot and in clearly marked Town vehicles to promote public safety, ensure park cleanliness, protect the Town's capital assets from vandalism, and inform and educate patrons about facility rules and regulations. In addition to regular park visitors, this includes monitoring the various programs and permitted activities by athletic groups and other parties.
• Interacting/engaging with park visitors Town-wide by providing support and acting as a knowledge resource regarding park facilities and policies. They may provide staff oversight at park events and programs.
• Performing routine maintenance and care of all grounds, pathways, picnic areas, public restrooms, pavilions, and other facilities in the parks, open spaces, horticultural areas, and school grounds throughout the Town.
• Performing maintenance and improvement projects at park trails.
• Reporting safety concerns, incidents, and maintenance needs to DPW, including the need for additional trash pick-ups and vandalism cleanups and repairs.
• Utilizing the Town's work order system for asset management

This request is in support of the Select Board goal #3 "Promotes and sustains a secure, clean, and attractive place to live, work and play."

This position will check in on proper permitting for our fields and outdoor spaces and ensure they are not being used without authorization. Permitting generates revenue for the Town.

There has been a significant uptick in trash throughout Town and as our park facilities age, more and more maintenance will be required. There could be potential exposure for the Town if the parks and recreation areas are littered and falling into disrepair.

Overflowing trash and litter cause health hazards, and a lack of supervision at and maintenance of the park facilities pose safety concerns.

V2025

Performance Improvement Funding Request Supplement DSR4S						
Position Title	Park Ranger				Priority	2
Classification	X	FT		PT		Seasonal
Part Time /Seasonal	Hours Per Week			Number of Weeks Per Year		
Compensation Detail						
Base Rate	BS2 Step 10					66,477
Other	Snow Incentive					1,000
Other	Sick Incentive					400
Other						
Other						
Other						
Other						
Other						
Salary and Wage Total						67,877

If Funded the Position Will Require the Following Additional Items					
Description	No	Yes	Explain	Start Up Cost $	Annual Recurring Cost $
Workstation	X				
Vehicle	X				
Computer	X				
Software	X				
Mobile Communication Device		X	Cell Phone		650
Uniform			Shirts and Jackets		150
Tools					
Equipment					
Other					
Other					
Other					
Totals					800
Estimated Annual Benefit Cost					37,227

Description and Explanation

This position would require a cell phone and uniforms, including jackets, as they will be spending the majority of their time outside.

V2025

Performance Improvement Funding Request DSR4			
Department	Department of Public Works	Fiscal Year	2025
Title	Newman Cleaning	Priority	3

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	3	203,630		203,630
2. Expense		-320,705	33,400	-287,305
3. Operating Capital				
4. Department Total (1+2+3)	3	-117,075	33,400	-83,675
5. Other Costs	3	111,681		111,681

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?		X
If yes, which Board or Committee?		
Has this request been submitted in the last three fiscal years and not funded?		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?		x
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		x

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

Description and Explanation

In 2018, the Town outsourced the cleaning of the Newman Elementary School to contracted cleaners to avoid adding additional FTEs to clean the new Williams Elementary School. This facility was added to the preexisting program in place for the Pollard Middle School and Needham High School. This request is to bring the cleaning of the Newman back to in-house staff. Under the current program there are currently two day-time custodians and a night senior custodian at the Newman. This proposal would add an additional three night custodians to provide the deep cleaning and daily night cleaning required at this location.

While the Town has had some successes in outsourcing the cleaning of the High School and the Pollard, which are the two largest buildings in Town, the needs of the Elementary School have been less conducive to outside cleaning. The Building Maintenance Division believes it will attract a better level of service by reducing the load of buildings cleaned by non-town staff. General staffing shortages have been a challenge for outside contractors, while the Town has had success in maintaining full staffing levels for custodians. By reducing the number of buildings that the Town relies on outside cleaners to maintain, it will provide better control and flexibility to the Town. Additionally, the economics of outsourced cleaning has changed over the past few years, and there is no longer such a strong cost barrier to providing the services in house.

Performance Improvement Funding Request DSR4			
Department	Department of Public Works	Fiscal Year	2025
Title	Newman Cleaning	Priority	3

This request would therefore include three custodians (203,630), the necessary one-time equipment purchases (burnishers, stand-on floor scrubbers, and wet vacs) (33,400), regular cleaning supplies (20,000), and preventative maintenance services on the custodial equipment (340). It would also include a reduction in the expenses budget for contracted cleaning (-343,445). Overall, this request would result in a reduction in the Department of Public Works' budget for the first year of (-83,675) and (-110,395) annually after that.

V2025

Performance Improvement Funding Request Supplement DSR4S											
Position Title	Custodian							Priority	3		
Classification	X	FT			PT			Seasonal			
Part Time /Seasonal	Hours Per Week						Number of Weeks Per Year				
Compensation Detail											
Base Rate	B2S Step 10 (x3)								199,430		
Other	Snow Pay (x3)								3,000		
Other	Sick Incentive (x3)								1,200		
Other											
Other											
Other											
Other											
Other											
Salary and Wage Total									203,630		
If Funded the Position Will Require the Following Additional Items											
Description	No	Yes	Explain				Start Up Cost $		Annual Recurring Cost $		
Workstation	X										
Vehicle	X										
Computer	X										
Software	X										
Mobile Communication Device		X	Cell Phone (x3)						1,950		
Uniform		X	Shirts and Jackets						450		
Tools											
Equipment											
Other											
Other											
Other											
Totals											
Estimated Annual Benefit Cost									111,681		
Description and Explanation											
This request is for three custodians who would work the night shift. Their annual salary would be 66,477 each. They would each receive snow pay and a sick incentive. They would also require a cell phone and uniforms.											
V2025											

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Forestry Management Program	Priority	4

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage				
2. Expense		178,000	10,000	188,000
3. Operating Capital				
4. Department Total (1+2+3)		178,000	10,000	188,000
5. Other Costs				

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

This request is to fund and formalize a Forest Management Program overseen by the Parks and Forestry Division. This three-fold funding request would address the most pressing issues facing the Division through an immediate and measurable action plan. This plan will support multiple initiatives requested by the public as well as internal goals that have been discussed over the past few years.

The first part of this request is to fund a comprehensive tree inventory, to be performed by a qualified arborist contractor. The resulting data would be loaded into DPW's new Asset Manager system and used as a baseline to guide program planning. This information is critical to the health and safety of Needham residents (who may be at risk from fallen tree limbs), as well as to the protection of the Town's tree assets. The inventory findings would also help Parks and Forestry to identify and prioritize tree work that can be addressed internally by Town staff.

The second part of this request is to increase funding for tree removals. A significant factor driving the need for an expanded tree removal capacity is the increased presence of a localized pest, the "Emerald Ash Borer," otherwise known as "EAB." In the past few years since Parks and Forestry detected and reported this pest to state authorities, the Division has

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Forestry Management Program	Priority	4

seen a near-doubling in the number of dead or dying trees requiring removal as compared to historical need. In one neighborhood alone last year the Parks and Forestry Division removed 25 dead ash trees. Without increasing staffing capacity to cover the growing removal workload, the Division has been seeking to outsource a significant amount of this dangerous and expensive work. This past year DPW secured a bid contract for a vendor to perform these services on an on-call basis, providing a vehicle through which these services could be covered. Unfortunately, the $30,000 per year that is currently budgeted is inadequate. At the currently contracted rates, Parks and Forestry has funding for less than one week of removal services. The requested $78,000 recurring increase in the budget for this portion of the Forestry Management Plan would allow for one week of tree removals to be performed in the spring, summer, and fall. The bid contract also contains pricing for services that can protect the Town in emergencies. The Parks and Forestry Division has long desired to preposition emergency tree crews during hurricane season but have not had the funding to cover the expense. With the increase in budget from this request, the Division will be able to accomplish this goal as well as be better able to manage their anticipated tree removal workloads.

Lastly, this funding request includes expanding the Town's investment in the new tree planting program. Few residents know or realize that Needham DPW has been planting trees in public spaces as well as on private properties since 1938. Presently the Forestry Division plants trees in public spaces such as parks and near public buildings and schools, in the grassy median strips along public sidewalks (otherwise known as "berms"), and on private properties in support of the Division's set back planting program. The set back planting program is free to all Needham residents and is seeing a significant growth in popularity. However, due to this increased demand, the wait for a planting can sometimes extend for a year or more. While Parks and Forestry staff would love to plant more trees, they are limited by staffing levels. Presently the Forestry side of the Division is made up of three personnel: one foreman, two certified arborists and one laborer. The Division's internal goal has always been to plant two trees for every one removed, but due to these limitations the Town has not been able to keep up with this goal. With formalized funding in the amount of $100,000 for this program, DPW will then develop a specification and bid out these additional services to help the Parks and Forestry Division manage the heavy workload, similar to how tree removal services were procured.

This request is in support of the Select Board goal #7 that Needham "Protects and enhances the biodiversity and vitality of ecological systems."

Due to the hazards associated with diseased and/or dying trees, this requested program would help address these safety issues.

V2025

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Heavy Motor Equipment Operator	Priority	5

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	1	78,197		78,197
2. Expense		800		800
3. Operating Capital				
4. Department Total (1+2+3)	1	78,997		78,997
5. Other Costs		37,968		37,968

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

This request is for an additional Heavy Motor Equipment Operator (HMEO) within the Highway Division. The Division currently operates with 11 unionized staff. With that staff, it maintains 279 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 through 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, and they have become more difficult to schedule. The maintenance and construction workload has continued to grow while Highway has been unable to offset the reduced contractor capacity with additional in-house staff.

This additional position would allow the Highway Division to deploy two full crews to take on simultaneous construction projects during the summer. The Division would be able to complete projects more quickly and perform more in-house work, reducing the dependence on outside contractors and the complications associated with managing them.

As an important added benefit, this additional staff member 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 are limited in the amount of vacation they can take during the winter months, there is inevitably some absenteeism due to

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2025
Title	Heavy Motor Equipment Operator	Priority	5

vacation or sick time. The new HMEO would be an additional CDL driver, which are vital during snow events.

If funded, this position would require an additional vehicle purchase of a medium-duty six-wheel dump truck to transport them to different work sites and assist with hauling and towing materials and equipment. This would not be funded through the operating budget, but would need to be a separate, capital request in the amount of 111,733.

This request is in support of the Select Board goal #5 "Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters." The ability of the Snow & Ice Program to devote additional resources to keep the downtown sidewalks clear and safe 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 HMEO would expand the capacity of the Division to clear snow from these central areas and ensure that they are safe for pedestrians.

V2025

Performance Improvement Funding Request Supplement DSR4S												
Position Title		Heavy Motor Equipment Operator						Priority		5		
Classification	X	FT			PT			Seasonal				
Part Time /Seasonal	Hours Per Week					Number of Weeks Per Year						
Compensation Detail												
Base Rate	N4 Step 10									74,797		
Other	Snow Incentive									3,000		
Other	Sick Incentive									400		
Other												
Other												
Other												
Other												
Other												
Salary and Wage Total										78,197		
If Funded the Position Will Require the Following Additional Items												
Description	No	Yes	Explain			Start Up Cost $			Annual Recurring Cost $			
Workstation	X											
Vehicle		X	6-Wheel MD Dump			Not an operating expense						
Computer	X											
Software	X											
Mobile Communication Device		X	Cell Phone						650			
Uniform		X	Shirts and Jacket						150			
Tools	X											
Equipment	X											
Other												
Other												
Other												
Totals									800			
Estimated Annual Benefit Cost									37,968			
Description and Explanation												
This position would require a cell phone and uniforms. Not included in the operating request would be a medium-duty six-wheel dump truck to transport them to different work sites and assist with hauling and towing materials and equipment. This vehicle would need a separate capital request in the amount of 116,765.												
V2025												

Fiscal Year 2025 Proposed Budget

DPW General Fund	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	10,114,748	401,522		439,120	10,553,868	840,642		9,713,226	8,522,610.99	7,998,900.91	7,659,216.71
Salary & Wage Temporary	221,736	10,955			221,736	10,955		210,781	77,398.68	67,863.87	41,858.36
Salary & Wage Overtime	1,070,534	118,288			1,070,534	118,288		952,246	1,306,450.72	1,121,930.35	1,036,276.52
Salary & Wage Other	44,200			2,000	46,200	2,000		44,200	189,185.09	230,503.68	276,156.37
Salary and Wage Total	11,451,218	530,765	4.9%	441,120	11,892,338	971,885	8.9%	10,920,453	10,095,645.48	9,419,198.81	9,013,507.96
Energy	127,807	12,868			127,807	12,868		114,939	117,321.50	33,152.08	54,500.00
Non Energy Utilities											
Repairs and Maintenance	2,251,875	125,596		340	2,252,215	125,936		2,126,279	1,741,953.61	1,776,992.30	1,217,231.20
Rental and Leases	86,200	(500)			86,200	(500)		86,700	6,216.81	11,845.83	13,127.50
Other Property Related	4,331,278	715,515		(155,445)	4,175,833	560,070		3,615,763	3,440,196.37	3,074,905.90	3,451,950.85
Professional & Technical	658,409	199,192			658,409	199,192		459,217	498,226.58	388,700.83	432,594.07
Communications	215,086	4,331		3,900	218,986	8,231		210,755	205,729.83	195,458.97	191,226.54
Recreation											
Other Purchased Services	360,293	21,948			360,293	21,948		338,345	280,211.60	256,814.49	241,574.05
Energy Supplies											
Office Supplies	20,000			5,000	25,000	5,000		20,000	6,845.01	13,596.74	10,346.34
Building & Equipment Rprs/Sp	499,993				499,993			499,993	460,298.12	375,436.97	408,613.16
Custodial Supplies	275,137			53,400	328,537	53,400		275,137	255,574.40	134,954.11	310,575.82
Grounds Keeping Supplies	120,876	19,051			120,876	19,051		101,825	145,370.05	84,902.64	106,997.14
Vehicular Supplies	523,718	40,020			523,718	40,020		483,698	485,026.42	399,985.09	360,099.24
Food & Service Supplies	2,500	500			2,500	500		2,000	10,752.95	9,766.25	8,123.07
Medical Supplies	4,700	1,350			4,700	1,350		3,350	100.25		500.00
Educational Supplies									1,719.12		273.90
Public Works Supplies	393,941	24,482			393,941	24,482		369,459	413,105.19	323,298.43	308,670.68
Other Supplies & Equipment	47,195			750	47,945	750		47,195	18,433.07	38,678.11	43,218.24
Governmental Charges	7,655	800			7,655	800		6,855	9,745.00	6,230.00	5,025.00
Travel & Mileage	25,050	5,150			25,050	5,150		19,900	7,886.25	2,702.40	40.02
Dues & Subscriptions	12,409	199			12,409	199		12,210	4,395.00	6,230.00	5,883.50
Other									4,121.39	5,418.95	1,700.00
Expense	9,964,122	1,170,502	13.3%	(92,055)	9,872,067	1,078,447	12.3%	8,793,620	8,113,228.52	7,139,070.09	7,172,270.32
Capital Equipment	137,325	(56,406)			137,325	(56,406)		193,731	82,398.66	170,726.02	149,330.02
Budget Capital	137,325	(56,406)	-29.1%		137,325	(56,406)	-29.1%	193,731	82,398.66	170,726.02	149,330.02
Snow and Ice	441,845	4,375	1.0%		441,845	4,375	1.0%	437,470	433,139.00	727,027.61	800,710.77
TOTAL	21,994,510	1,649,236	8.1%	349,065	22,343,575	1,998,301	9.8%	20,345,274	18,724,411.66	17,456,022.53	17,135,819.07

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Assistant Director of Public Works/Building Maintenance (Director of Building Maintenance)	1.00	G	13	Max	137,906					$137,906	
Building Maintenance Manager (Asst Director Building Maintenance)	1.00	G	11	9	104,462			3,000		$107,462	Vehicle Allowance
Building Maintenance Supervisor	1.00	G	9	6	87,711					$87,711	
Building Maintenance Supervisor	1.00	G	9	10	96,642	400				$97,042	Longevity
HVAC Supervisor	1.00	G	9	9	94,751					$94,751	
Carpenter	1.00	BS	7	10	92,789	3,900		1,000		$97,689	License/Snow/Longevity
Electrician	1.00	BS	7	10	92,789	3,700		1,000		$97,489	License/Snow/Longevity
HVAC Technician	1.00	BS	7	10	92,789	3,500		1,000		$97,289	License/Snow
HVAC Technician	1.00	B	7	6	80,600	3,500		1,000		$85,100	License/Snow
HVAC Technician	1.00	B	7	10	89,669	4,300		1,000		$94,969	License/Snow/Longevity
HVAC Technician	1.00	B	7	10	89,669	200		1,000		$90,869	Longevity/Snow
Plumber	1.00	B	7	10	89,669	3,500		1,000		$94,169	License/Snow
Plumber	1.00	BS	7	10	92,789	3,900		1,000		$97,689	License/Snow/Longevity
Crafts Worker	1.00	BS	4	7	74,256	400		1,000		$75,656	Longevity/Snow
Crafts Worker	1.00	B	4	8	73,258			1,000		$74,258	Snow
Crafts Worker	1.00	B	4	8	73,258	200		1,000		$74,458	Longevity/Snow
Crafts Worker	1.00	B	4	10	76,648	1,400		1,000		$79,048	Longevity/Snow
Senior Custodian	1.00	B	3	8	66,581	200		1,000		$67,781	Longevity/Snow
Senior Custodian	1.00	B	3	10	69,680	600		1,000		$71,280	Longevity/Snow
Senior Custodian	1.00	BS	3	7	67,787	1,900		1,000		$70,687	Longevity/Snow/Duty

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Assistant Director of Public Works/Building Maintenance (Director of Building Maintenance)	1.00	1.00	1.00		135,120	137,906	137,906	
Building Maintenance Manager (Asst Director Building Maintenance)	1.00	1.00	1.00		100,091	105,122	107,462	2.2%
Building Maintenance Supervisor	1.00	1.00	1.00	10	90,344	84,981	87,711	3.2%
Building Maintenance Supervisor	1.00	1.00	1.00	11	90,744	95,151	97,042	2.0%
HVAC Supervisor	1.00	1.00	1.00		98,219	90,266	94,751	5.0%
Carpenter	1.00	1.00	1.00	5	92,426	94,548	97,689	3.3%
Electrician	1.00	1.00	1.00	4	88,503	92,455	97,489	5.4%
HVAC Technician	1.00	1.00	1.00	6	90,175	94,148	97,289	3.3%
HVAC Technician	1.00	1.00	1.00	5	84,962	85,308	85,100	-0.2%
HVAC Technician	1.00	1.00	1.00	8	90,026	92,148	94,969	3.1%
HVAC Technician	1.00	1.00	1.00	7	87,775	91,748	90,869	-1.0%
Plumber	1.00	1.00	1.00		85,703	89,655	94,169	5.0%
Plumber	1.00	1.00	1.00	6	92,426	94,548	97,689	3.3%
Crafts Worker	1.00	1.00	1.00	3	66,845	70,872	75,656	6.8%
Crafts Worker	1.00	1.00	1.00		65,126	67,872	74,258	9.4%
Crafts Worker	1.00	1.00	1.00	3	66,450	70,256	74,458	6.0%
Crafts Worker	1.00	1.00	1.00	8	71,589	74,958	79,048	5.5%
Senior Custodian	1.00	1.00	1.00	8	63,093	63,974	67,781	6.0%
Senior Custodian	1.00	1.00	1.00	8	64,666	67,744	71,280	5.2%
Senior Custodian	1.00	1.00	1.00	8	64,973	62,718	70,687	12.7%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Senior Custodian	1.00	B	3	10	69,680	600		1,000		$71,280	Longevity/Snow
Senior Custodian	1.00	B	3	10	69,680	1,000		1,000		$71,680	Longevity/Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Senior Custodian	1.00	B	3	10	69,680	1,700		1,000		$72,380	Longevity/Snow/Duty
Senior Custodian	1.00	BS	3	10	72,800	600		1,000		$74,400	Longevity/Snow
Senior Custodian	1.00	B	3	10	69,680	2,500		1,000		$73,180	Longevity/Snow/Duty
Senior Custodian	1.00	B	3	10	69,680	2,500		1,000		$73,180	Longevity/Snow/Duty
Senior Custodian	1.00	B	3	10	69,680	600		1,000		$71,280	Longevity/Snow
Senior Custodian	1.00	B	3	10	69,680	800		1,000		$71,480	Longevity/Snow
Senior Custodian	1.00	B	3	10	69,680	1,200		1,000		$71,880	Longevity/Snow
Senior Custodian	1.00	BS	3	7	67,787	1,700		1,000		$70,487	Longevity/Snow/Duty
Senior Custodian	1.00	BS	3	9	71,240	1,700		1,000		$73,940	Longevity/Snow/Duty
Senior Custodian	1.00	B	3	10	69,680	600		1,000		$71,280	Longevity/Snow
Senior Custodian	1.00	B	3	10	69,680	2,500		1,000		$73,180	Longevity/Snow/Duty
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	BS	2	7	61,901	200		1,000		$63,101	Longevity/Snow
Custodian	1.00	BS	2	8	63,669			1,000		$64,669	Snow
Custodian	1.00	B	2	7	58,781	200		1,000		$59,981	Longevity/Snow

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Senior Custodian	1.00	1.00	1.00	8	64,666	67,744	71,280	5.2%
Senior Custodian	1.00	1.00	1.00	8	65,066	68,144	71,680	5.2%
Custodian	1.00	1.00	1.00	8	67,866	70,944	62,901	-11.3%
Senior Custodian	1.00	1.00	1.00	8	64,266	67,344	72,380	7.5%
Senior Custodian	1.00	1.00	1.00	8	67,066	68,181	74,400	9.1%
Senior Custodian	1.00	1.00	1.00	8	68,798	70,442	73,180	3.9%
Senior Custodian	1.00	1.00	1.00	8	68,998	70,642	73,180	3.6%
Senior Custodian	1.00	1.00	1.00	8	64,466	67,744	71,280	5.2%
Senior Custodian	1.00	1.00	1.00	8	64,866	67,944	71,480	5.2%
Senior Custodian	1.00	1.00	1.00	8	65,066	68,344	71,880	5.2%
Senior Custodian	1.00	1.00	1.00	4	61,083	64,578	70,487	9.2%
Senior Custodian	1.00	1.00	1.00	5	65,035	68,446	73,940	8.0%
Senior Custodian	1.00	1.00	1.00	6	64,466	67,744	71,280	5.2%
Senior Custodian	1.00	1.00	1.00	8	68,998	70,642	73,180	3.6%
Custodian	1.00	1.00	1.00	8	57,048	57,014	62,901	10.3%
Custodian	1.00	1.00	1.00	5	54,373	58,886	62,901	6.8%
Custodian	1.00	1.00	1.00	4	55,704	59,086	63,101	6.8%
Custodian	1.00	1.00	1.00	8	57,534	60,675	64,669	6.6%
Custodian	1.00	1.00	1.00	3	53,187	56,486	59,981	6.2%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Custodian	1.00	BS	2	9	65,083	1,000		1,000		$67,083	Longevity/Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	B	2	9	61,963	200		1,000		$63,163	Longevity/Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	BS	2	7	61,901	200		1,000		$63,101	Longevity/Snow
Custodian	1.00	BS	2	9	65,083	200		1,000		$66,283	Longevity/Snow
Custodian	1.00	BS	2	8	63,669			1,000		$64,669	Snow
Custodian	1.00	B	2	9	61,963	400		1,000		$63,363	Longevity/Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	BS	2	9	65,083	400		1,000		$66,483	Longevity/Snow
Custodian	1.00	B	2	7	58,781	200		1,000		$59,981	Longevity/Snow
Custodian	1.00	B	2	10	63,357	200		1,000		$64,557	Longevity/Snow
Custodian	1.00	BS	2	8	63,669	200		1,000		$64,869	Longevity/Snow
Custodian	1.00	BS	2	8	63,669	200		1,000		$64,869	Longevity/Snow
Custodian	1.00	B	2	9	61,963	200		1,000		$63,163	Longevity/Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	BS	2	9	65,083	600		1,000		$66,683	Longevity/Snow
Custodian	1.00	BS	2	7	61,901			1,000		$62,901	Snow
Custodian	1.00	B	2	7	58,781			1,000		$59,781	Snow
Glazier											
BUDGETARY ADJUSTMENT									16,631	$16,631	
Building Maintenance	58.00				4,211,937	54,000		56,000	16,631	$4,338,568	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Custodian	1.00	1.00	1.00	8	60,082	63,181	67,083	6.2%
Custodian	1.00	1.00	1.00	5	55,704	58,886	62,901	6.8%
Custodian	1.00	1.00	1.00	6	56,882	59,981	63,163	5.3%
Custodian	1.00	1.00	1.00	8	56,848	58,886	62,901	6.8%
Custodian	1.00	1.00	1.00	5	57,535	60,875	63,101	3.7%
Custodian	1.00	1.00	1.00	6	59,482	62,581	66,283	5.9%
Custodian	1.00	1.00	1.00	8	57,534	60,675	64,669	6.6%
Custodian	1.00	1.00	1.00	8	56,881	59,981	63,363	5.6%
Custodian	1.00	1.00	1.00	6	57,048	57,014	62,901	10.3%
Custodian	1.00	1.00	1.00	8	59,482	62,781	66,483	5.9%
Custodian	1.00	1.00	1.00	8	53,104	56,286	59,981	6.6%
Custodian	1.00	1.00	1.00	6	59,482	62,581	64,557	3.2%
Custodian	1.00	1.00	1.00	5	57,534	60,875	64,869	6.6%
Custodian	1.00	1.00	1.00	5	57,734	60,875	64,869	6.6%
Custodian	1.00	1.00	1.00	8	56,899	59,086	63,163	6.9%
Custodian	1.00	1.00	1.00	8	55,704	58,886	62,901	6.8%
Custodian	1.00	1.00	1.00	8	59,882	62,981	66,683	5.9%
Custodian	1.00	1.00	1.00	3	53,187	57,014	62,901	10.3%
Custodian	1.00	1.00	1.00	6	53,104	56,286	59,781	6.2%
Glazier				8				
BUDGETARY ADJUSTMENT					14,888	15,836	16,631	5.0%
Building Maintenance	58.00	58.00	58.00		3,986,804	4,132,955	4,338,568	5.0%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Public Works Craftsworker	1.00	N	4	8	71,469	2,859		3,000		$77,328	Longevity/Snow
Heavy Motor Equipment Operator	1.00	N	4	4	62,608	313		2,500		$65,421	Longevity/Snow
Arborist	1.00	N	5	7	73,570	736		3,000		$77,306	Longevity/Snow
Assistant Superintendent	1.00	G	9	4	82,134			900		$83,034	Deputy Tree Warden
Division Super Parks & Forestry	1.00	G	12	Max	125,369					$125,369	
Arborist	1.00	N	5	7	73,570			3,000		$76,570	Snow
BUDGETARY ADJUSTMENT									1,942	$1,942	
Forestry	6.00				488,720	3,908		12,400	1,942	$506,970	
Laborer 3	1.00	N	3	7	63,066	315		2,500		$65,881	Longevity/Snow
Laborer 3	1.00	N	3	5	59,030	4,132		2,500		$65,662	Longevity/Snow
Park Ranger	1.00	BS	2	6	60,070			1,000		$61,070	Snow
Working Foreman	1.00	N	7	8	83,637	5,018		2,500		$91,155	Longevity/Snow
Working Foreman	1.00	N	7	8	83,637	5,855		2,500		$91,992	Longevity/Snow
Public Works Craftsworker	1.00	N	4	7	69,389	694		3,000		$73,083	Longevity/Snow
Public Works Craftsworker	1.00	N	4	6	67,205	336		2,500		$70,041	Longevity/Snow
Public Works Craftsworker	1.00	N	4	8	71,469	3,573		2,500		$77,542	Longevity/Snow
Public Works Craftsworker	1.00	N	4	8	71,469	3,573		2,500		$77,542	Longevity/Snow
BUDGETARY ADJUSTMENT									2,592	$2,592	
Parks	9.00				628,972	23,496		21,500	2,592	$676,560	
Public Works Craftsworker	1.00	N	4	8	71,469	3,573		2,500		$77,542	Longevity/Snow
Public Works Craftsworker	1.00	N	4	8	71,469	3,573		2,500		$77,542	Longevity/Snow
BUDGETARY ADJUSTMENT									596	$596	
Schools	2.00				142,938	7,146		5,000	596	$155,680	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Public Works Craftsworker	1.00	1.00	1.00	10	68,882	73,971	77,328	4.5%
Heavy Motor Equipment Operator	1.00	1.00	1.00	4	58,618	62,975	65,421	3.9%
Arborist	1.00	1.00	1.00	10	70,192	74,474	77,306	3.8%
Assistant Superintendent	1.00	1.00	1.00	11	96,665	102,284	83,034	-18.8%
Division Super Parks & Forestry	1.00	1.00	1.00		121,980	125,369	125,369	
Arborist	1.00	1.00	1.00	10	70,192	73,761	76,570	3.8%
BUDGETARY ADJUSTMENT					1,822	1,971	1,942	-1.5%
Forestry	6.00	6.00	6.00		488,351	514,805	506,970	-1.5%
Laborer 3	1.00	1.00	1.00	5	61,155	63,895	65,881	3.1%
Laborer 3	1.00	1.00	1.00	10	68,548	69,981	65,662	-6.2%
Park Ranger	1.00	1.00	1.00		67,254	58,886	61,070	3.7%
Working Foreman	1.00	1.00	1.00	10	83,961	87,763	91,155	3.9%
Working Foreman	1.00	1.00	1.00	10	85,503	89,387	91,992	2.9%
Public Works Craftsworker	1.00	1.00	1.00	7	67,806	70,377	73,083	3.8%
Public Works Craftsworker	1.00	1.00	1.00	5	64,688	67,763	70,041	3.4%
Public Works Craftsworker	1.00	1.00	1.00	10	71,530	75,358	77,542	2.9%
Public Works Craftsworker	1.00	1.00	1.00	10	71,530	75,358	77,542	2.9%
BUDGETARY ADJUSTMENT					2,154	2,534	2,592	2.3%
Parks	9.00	9.00	9.00		644,129	661,302	676,560	2.3%
Public Works Craftsworker	1.00	1.00	1.00	10	71,530	75,358	77,542	2.9%
Public Works Craftsworker	1.00	1.00	1.00	10	72,189	75,358	77,542	2.9%
BUDGETARY ADJUSTMENT					539	580	596	2.8%
Schools	2.00	2.00	2.00		144,258	151,296	155,680	2.9%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Project Manager	1.00	G	10	11	103,487			3,000		$106,487	Vehicle Allowance
Administrative Specialist	1.00	I	5	7	72,618					$72,618	
Compliance Coordinator											
Management Analyst	1.00	G	8	8	86,073					$86,073	
Administrative Specialist	1.00	I	5	6	70,688					$70,688	
Administrative Analyst											
Management Analyst	1.00	G	8	5	79,443					$79,443	
Director of Public Works	1.00	G	15	Merit	159,097					$159,097	
Administrative Assistant	1.00	I	3	10	66,320					$66,320	
Office Assistant											Restructure
Sustainability Manager	1.00	G	9	8	92,606					$92,606	Restructure
Assistant Director of Public Works/Operations	1.00	G	13	MAX	137,906					$137,906	
DPW Business Manager	1.00	G	11	11	108,674					$108,674	
Management Analyst	1.00	G	8	7	84,045	400				$84,445	Longevity
Senior Administrative Coordinator											
Finance Assistant											
BUDGETARY ADJUSTMENT									4,333	$4,333	
Administration	8.00				1,060,957	400		3,000	4,333	$1,068,690	
Civil Engineer	1.00	G	7	1	87,068	400				$87,468	Longevity
Survey Party Chief	1.00	GF	6	6	74,235					$74,235	
Contract Administrator											
Survey Party Chief	1.00	GF	6	9	79,706	1,000				$80,706	Longevity
Auto Cad Technician	1.00	GF	4	11	74,422					$74,422	
Project Manager	1.00	G	10	10	101,439			3,000		$104,439	Vehicle Allowance
Town Engineer	1.00	G	13	Merit	132,467					$132,467	
Senior Autocad Technician	1.00	GF	6	11	82,930	600				$83,530	Longevity
Assistant Town Engineer	1.00	G	11	8	102,122					$102,122	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Project Manager	1.00	1.00	1.00		102,977	106,487	106,487	
Administrative Specialist	1.00	1.00	1.00	11	66,963	70,688	72,618	2.7%
Compliance Coordinator	1.00			8				
Management Analyst		1.00	1.00		81,804	82,934	86,073	3.8%
Administrative Specialist	1.00	1.00	1.00	9	61,094	68,640	70,688	3.0%
Administrative Analyst				8				
Management Analyst	1.00	1.00	1.00		68,075	72,072	79,443	10.2%
Director of Public Works	1.00	1.00	1.00		150,653	159,097	159,097	0.0%
Administrative Assistant	1.00	1.00	1.00		62,147	65,013	66,320	2.0%
Office Assistant	1.00	1.00		11	57,292			
Sustainability Manager			1.00			59,905	92,606	54.6%
Assistant Director of Public Works/Operations	1.00	1.00	1.00		146,425	137,906	137,906	
DPW Business Manager	1.00	1.00	1.00		103,935	108,674	108,674	
Management Analyst	1.00	1.00	1.00		75,027	82,242	84,445	2.7%
Senior Administrative Coordinator				11				
Finance Assistant				9				
BUDGETARY ADJUSTMENT					3,726	3,881	4,333	11.6%
Administration	11.00	11.00	11.00		980,118.00	1,017,539.00	1,068,690.00	5.0%
Civil Engineer	1.00	1.00	1.00	11	82,027	85,752	87,468	2.0%
Survey Party Chief	1.00	1.00	1.00	11	65,686	69,763	74,235	6.4%
Contract Administrator				11				
Survey Party Chief	1.00	1.00	1.00	11	75,181	78,883	80,706	2.3%
Auto Cad Technician	1.00	1.00	1.00	10	69,763	72,946	74,422	2.0%
Project Manager	1.00	1.00	1.00		93,006	104,439	104,439	
Town Engineer	1.00	1.00	1.00		146,425	128,597	132,467	3.0%
Senior Autocad Technician	1.00	1.00	1.00	11	81,506	83,530	83,530	
Assistant Town Engineer	1.00	1.00	1.00	11	104,535	102,122	102,122	

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Civil Engineer	1.00	G	7	11	87,068	1,000				$88,068	Longevity
Engineering Aide	1.00	GF	2	11	61,506	800				$62,306	Longevity
GIS Database Administrator	1.00	IE	7	11	87,068					$87,068	Transferred from Finance (ITC) to DPW (Engineering) Effective Mid FY24
Survey Party Chief	1.00	GF	6	6	74,235	800				$75,035	Position reclassified/Longevity
BUDGETARY ADJUSTMENT									4,046	$4,046	
Engineering	12.00				1,044,266	4,600		3,000	4,046	$1,055,912	
Heavy Motor Equipment Operator	1.00	N	4	7	69,389			3,000		$72,389	Snow
Public Works Craftsworker	1.00	N	4	6	67,205			3,000		$70,205	Snow
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	5,003		3,000		$79,472	Longevity/Snow
Heavy Motor Equipment Operator	1.00	N	4	4	62,608			3,000		$65,608	Snow
Working Foreman	1.00	N	7	8	83,637	5,018		3,000		$91,655	Longevity/Snow
Division Super Highway	1.00	G	12	Max	125,369			3,000		$128,369	Vehicle Allowance
Assistant Superintendent	1.00	G	9	11	98,573	4,929				$103,502	Longevity
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	1,072		3,000		$75,541	Longevity/Snow
Working Foreman	1.00	N	7	9	85,571	3,423		3,000		$91,994	Longevity/Snow
Heavy Motor Equipment Operator	1.00	N	4	5	64,938			2,500		$67,438	Snow
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	1,072		3,000		$75,541	Longevity/Snow
Laborer 2 (budget as Labore 3)	1.00	N	3	5	59,030			3,000		$62,030	Snow
Laborer 2											
BUDGETARY ADJUSTMENT									3,784	$3,784	
Highway	12.00				930,727	20,517		32,500	3,784	$987,528	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Civil Engineer	1.00	1.00	1.00	11	82,427	86,352	88,068	2.0%
Engineering Aide	1.00	1.00	1.00	11	63,603	63,803	62,306	-2.3%
GIS Database Administrator		1.00	1.00			58,604	87,068	48.6%
Survey Party Chief	1.00	1.00	1.00		81,106	85,352	75,035	-12.1%
BUDGETARY ADJUSTMENT					3,303	3,698	4,046	9.4%
Engineering	11.00	12.00	12.00		948,568	1,023,841	1,055,912	3.1%
Heavy Motor Equipment Operator	1.00	1.00	1.00		58,618	62,975	72,389	14.9%
Public Works Craftsworker	1.00	1.00	1.00	6	63,381	67,438	70,205	4.1%
Heavy Motor Equipment Operator	1.00	1.00	1.00	10	72,507	76,746	79,472	3.6%
Heavy Motor Equipment Operator	1.00	1.00	1.00	10	70,530	74,665	65,608	-12.1%
Working Foreman	1.00	1.00	1.00	10	82,961	87,763	91,655	4.4%
Division Super Highway	1.00	1.00	1.00		125,312	128,369	128,369	
Assistant Superintendent	1.00	1.00	1.00	11	97,052	103,502	103,502	
Heavy Motor Equipment Operator	1.00	1.00	1.00	10	68,882	72,930	75,541	3.6%
Working Foreman	1.00	1.00	1.00	10	82,190	86,951	91,994	5.8%
Heavy Motor Equipment Operator	1.00	1.00	1.00	6	63,381	67,763	67,438	-0.5%
Heavy Motor Equipment Operator	1.00	1.00	1.00	10	68,882	72,930	75,541	3.6%
Laborer 2 (budget as Labore 3)	1.00	1.00	1.00		67,254	61,530	62,030	0.8%
Laborer 2				8				
BUDGETARY ADJUSTMENT					3,204	3,706	3,784	2.1%
Highway	12.00	12.00	12.00		924,154	967,268	987,528	2.1%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Public Works Technician	1.00	N	5	9	77,542	1,163		3,000		$81,705	Longevity/Snow
BUDGETARY ADJUSTMENT									314	$314	
Traffic Control	1.00				77,542	1,163		3,000	314	$82,019	
Equipment Mechanic	1.00	N	5	9	77,542	1,163		3,000		$81,705	Longevity/Snow
Equipment Mechanic	1.00	N	5	9	77,542	775		3,000		$81,317	Longevity/Snow
Master Mechanic	1.00	N	7	10	87,485	4,374		3,000		$94,859	Longevity/Snow
Fleet Supervisor	1.00	G	10	11	103,487					$103,487	
Equipment Mechanic	1.00	N	5	9	77,542	3,102		3,000		$83,644	Longevity/Snow
BUDGETARY ADJUSTMENT									1,712	$1,712	
Fleet	5.00				423,598	9,414		12,000	1,712	$446,724	
Laborer 3	1.00	N	3	5	59,030			2,500		$61,530	Snow
Assistant Superintendent	1.00	G	9	8	92,606					$92,606	
Heavy Motor Equipment Operator	1.00	N	4	6	67,205	336		2,500		$70,041	Longevity/Snow
Scalehouse Attendant	1.00	N	4	8	71,469	357		3,000		$74,826	Longevity/Snow
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	715		3,000		$75,184	Longevity/Snow
Laborer 3	1.00	N	3	6	61,090			3,000		$64,090	Snow
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	357		3,000		$74,826	Longevity/Snow
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	1,072		3,000		$75,541	Longevity/Snow
Working Foreman	1.00	N	7	7	81,203	812		3,000		$85,015	Longevity/Snow
Division Super Solid Waste/Recycling	1.00	G	12	4	103,744					$103,744	
Monday Holidays (7)		N	X	X		15,644				$15,644	Holiday Pay
BUDGETARY ADJUSTMENT									3,050	$3,050	
Recycling & Solid Waste Disposal	10.00				750,754	19,293		23,000	3,050	$796,097	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Public Works Technician	1.00	1.00	1.00	10	75,216	79,411	81,705	2.9%
BUDGETARY ADJUSTMENT					274	305	314	3.0%
Traffic Control	1.00	1.00	1.00		75,490	79,716	82,019	2.9%
Equipment Mechanic	1.00	1.00	1.00	10	74,855	79,411	81,705	2.9%
Equipment Mechanic	1.00	1.00	1.00	10	74,355	79,032	81,317	2.9%
Master Mechanic	1.00	1.00	1.00	10	88,094	92,350	94,859	2.7%
Fleet Supervisor	1.00	1.00	1.00		100,997	103,487	103,487	
Equipment Mechanic	1.00	1.00	1.00	10	75,216	81,305	83,644	2.9%
BUDGETARY ADJUSTMENT					1,535	1,675	1,712	2.2%
Fleet	5.00	5.00	5.00		415,052	437,260	446,724	2.2%
Laborer 3	1.00	1.00	1.00	4	62,132	61,530	61,530	
Assistant Superintendent	1.00	1.00	1.00	7	85,566	90,266	92,606	2.6%
Heavy Motor Equipment Operator	1.00	1.00	1.00	8	65,987	70,041	70,041	
Scalehouse Attendant	1.00	1.00	1.00	8	67,894	72,236	74,826	3.6%
Heavy Motor Equipment Operator	1.00	1.00	1.00	9	68,223	72,583	75,184	3.6%
Laborer 3	1.00	1.00	1.00	4	62,132	61,530	64,090	4.2%
Heavy Motor Equipment Operator	1.00	1.00	1.00	6	63,381	70,041	74,826	6.8%
Heavy Motor Equipment Operator	1.00	1.00	1.00	10	68,882	72,930	75,541	3.6%
Working Foreman	1.00	1.00	1.00	8	77,230	81,931	85,015	3.8%
Division Super Solid Waste/Recycling	1.00	1.00	1.00		108,102	108,102	103,744	-4.0%
Monday Holidays (7)					20,110	21,647	15,644	-27.7%
BUDGETARY ADJUSTMENT					2,814	3,011	3,050	1.3%
Recycling & Solid Waste Disposal	10.00	10.00	10.00		752,453	785,848	796,097	1.3%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Department Totals	123.00				9,760,411	143,937		171,400	39,000	$10,114,748	
	Salary and Wage Base (5110)									$9,760,411	
	Other Regular Compensation (5110)									$143,937	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)									$171,400	
	Budgetary Adjustment (5110)									$39,000	
	Total									$10,114,748	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY21 Step	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Department Totals	125.00	126.00	126.00		9,359,377	9,771,830	10,114,748	3.5%

Budget Request Short Form	
Budget	Municipal Parking Program

Purpose

The Town operates and maintains several 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

The Municipal Parking budget is utilized by the Town to repaint pavement markings, repair fences, and maintain the landscaping in the municipally owned parking lots. This funding is also used for rental fees for lots rented from outside organizations. This year, a budget line item has been added in order to rent additional parking spaces in the Center at the Heights (CATH) parking lot for patrons. Additionally, the Town is looking to implement the findings of the parking study, and some of those recommendations may impact the Municipal Parking budget.

Budget Changes

Salaries and Wages increasing $678, 2.59%
Expenses and Services increasing $11,920, 8.93%
Total Budget Submission increasing $12,598, 7.89%

Salaries

There are no changes to the overtime program for the municipal parking services. Increases in this budget are reflective of the base salaries increases in the NIPEA collective bargaining agreement.

Expenses and Services

The increases seen in these line items are from two areas. The first is the addition of a new budget line to rent additional parking spaces at the Center at the Heights (CATH). The second is an increase in the price of leasing both the lot at the Episcopal Church and the lot at the MBTA. There was a slight decrease in the rental cost for the lot at the First Church.

Line Item	Description	Change from FY24	Comments	Net Change
Salaries & Wages	Overtime Salary & Wages	$678	Contracted Salary increase	$678
Rentals & Leases	Lease for First Church Lot	($1,250)	New lease pricing	$11,920
	Lease for Episcopal Church Lot	$1,250	New lease pricing	
	Lease for MBTA Lot	$1,000	New lease pricing	
	Parking Space Rental at CATH	$10,920	New parking space rentals	

.

Description	Purpose	Amount
Salaries	Overtime	26,844
Repairs & Maintenance	Fence & Guardrail Repair	10,450
Rental & Leases	Lease for Episcopal Church Lot	14,000
Rental & Leases	Lease for First Church Lot	21,000
Rental & Leases	Lease for MBTA Lot	26,000

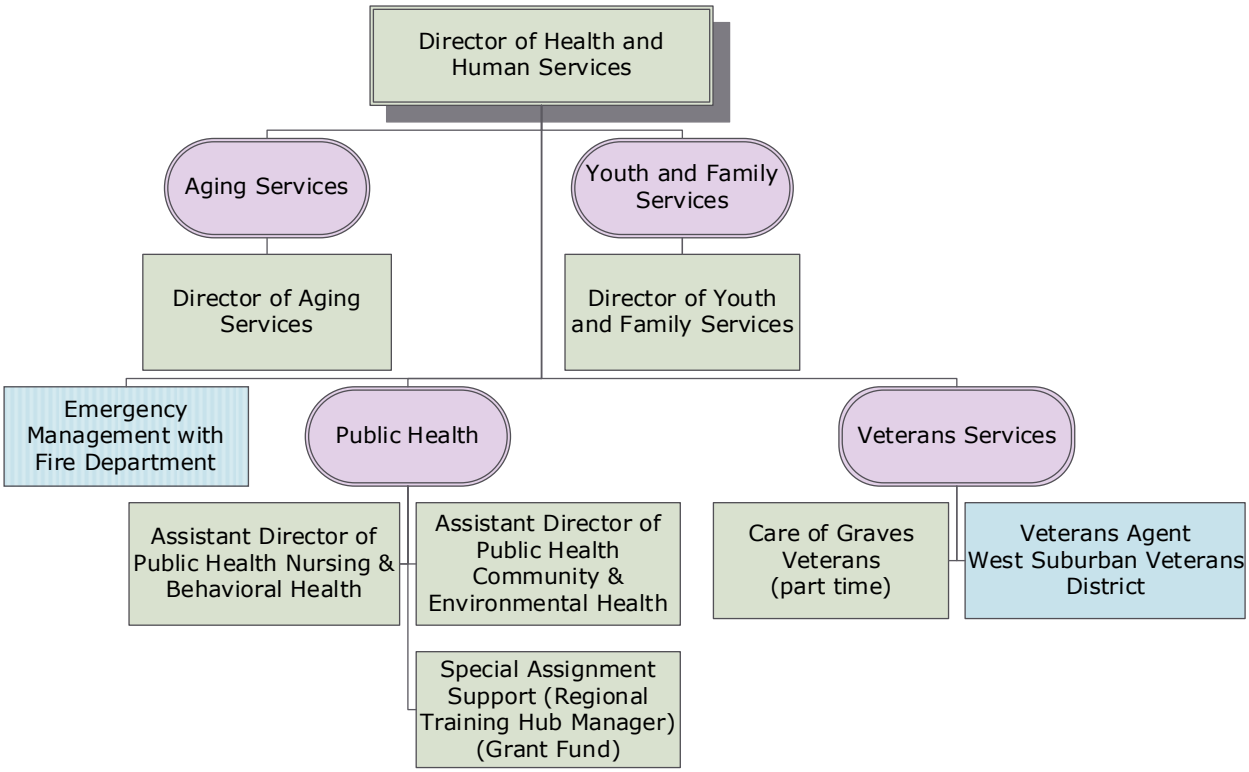
Budget Request Short Form		
Budget	Municipal Parking Program	
Rental & Leases	Parking Space Rental at CATH	10,920
Other Property Related Services	Misc. Property Related Services	5,000
Other Property Related Services	Mulching and Weeding	26,303
Other Property Related Services	Paint Markings	11,445
Other Property Related Services	Pavement, Curbing and Sidewalk Repair	9,990
Other Property Related Services	Plantings	5,000
Grounds Keeping Supplies	Mulch	2,500
Public Work Supplies	Parking Meter Supplies	1,000
Public Work Supplies	Signs	1,800
Total Request		172,252
		V2025

Fiscal Year 2025 Proposed Budget

Municipal Parking Program	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Budget 2023	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Salary & Wage Temporary	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Salary & Wage Overtime	26,844	678		0	26,844	678		26,166	24,638.00	17,473.64	9,560.35	22,467.43
Salary & Wage Other	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Salary and Wage Total	26,844	678	2.6%	0	26,844	678	2.6%	26,166	24,638.00	17,473.64	9,560.35	22,467.43
Energy	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Non Energy Utilities	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Repairs and Maintenance	10,450	0		0	10,450	0		10,450	10,000.00	12,300.00	19,300.00	10,113.92
Rental and Leases	71,920	11,920		0	71,920	11,920		60,000	55,850.00	54,501.05	51,093.92	50,050.20
Other Property Related	57,738	0		0	57,738	0		57,738	56,030.00	29,700.00	42,800.00	36,661.80
Professional & Technical	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Communications	0	0		0	0	0		0	0.00	2,199.45	2,399.40	2,307.00
Recreation	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Other Purchased Services	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Energy Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Office Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Building & Equipment Rprs/Sp	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Custodial Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Grounds Keeping Supplies	2,500	0		0	2,500	0		2,500	2,500.00	2,720.00	2,635.00	0.00
Vehicular Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Food & Service Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Medical Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Educational Supplies	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Public Works Supplies	2,800	0		0	2,800	0		2,800	2,800.00	1,300.00	3,314.65	4,936.95
Other Supplies & Equipment	0	0		0	0	0		0	0.00	500.00	0.00	1,736.25
Governmental Charges	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Travel & Mileage	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Dues & Subscriptions	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Other	0	0		0	0	0		0	0.00	0.00	0.00	0.00
Expense	145,408	11,920	8.9%	0	145,408	11,920	8.9%	133,488	127,180.00	103,220.50	121,542.97	105,806.12
Capital Equipment												
Budget Capital	0	0		0	0	0		0	0.00	0.00	0.00	0.00
TOTAL	172,252	12,598	7.9%	0	172,252	12,598	7.9%	159,654	151,818.00	120,694.14	131,103.32	128,273.55

Department Organizational Chart

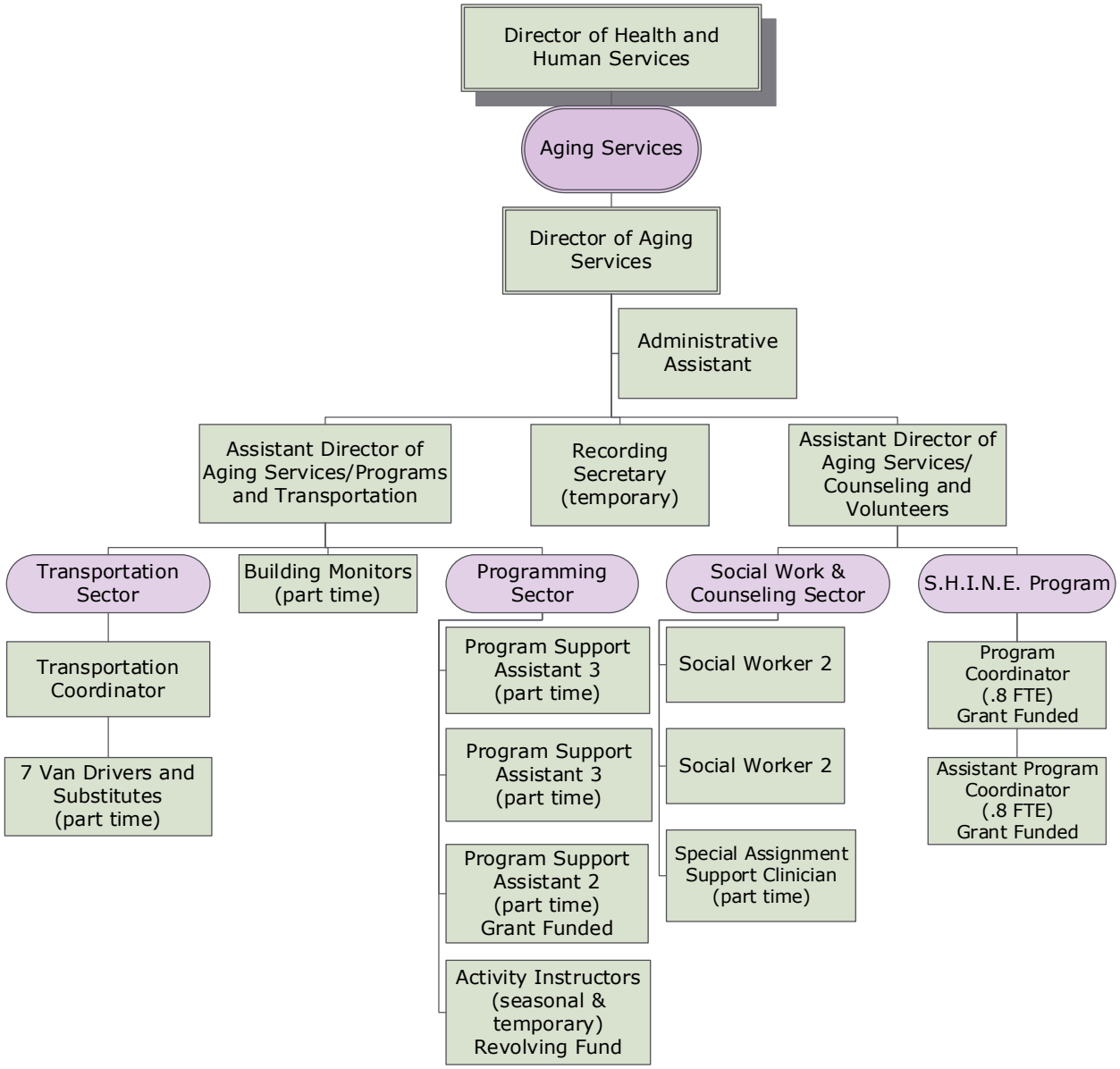
Health and Human Services Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

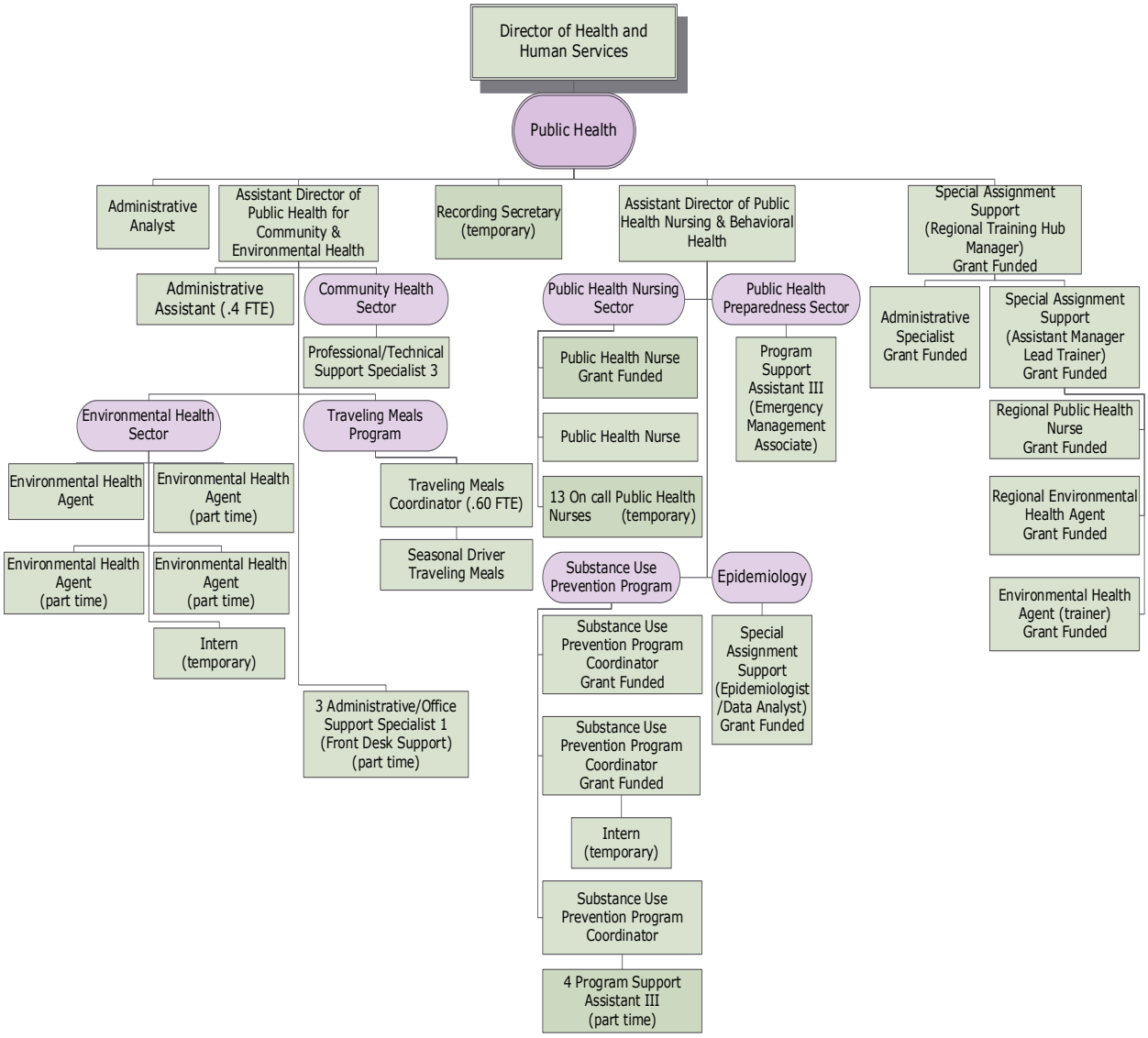
Department Organizational Chart

Aging Services Division



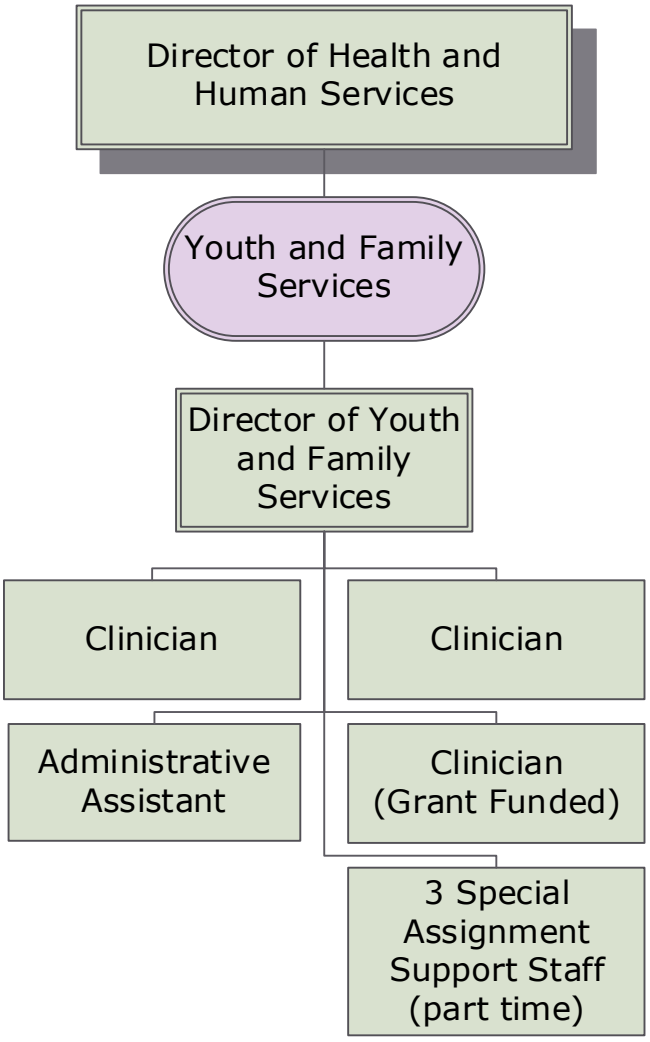
Department Organizational Chart

Public Health Division



Department Organizational Chart

Youth and Family Services Division



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 well-being 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:
Aging Services continues to offer a wide variety of programs and services to older adults and their families through both in-person and hybrid platforms. Services include daily meals; health benefits counseling; creative and social classes; special events and trips; case management and counseling services; transportation; entertainment; information and referral services; educational programs; the fitness center; health and wellness programming; and volunteer opportunities. The Aging Services Division provides the resources and supports in Needham that are essential to healthy aging.

The impacts of COVID-19 on the older adult population remain significant. The results of the 'Needham Healthy Aging Assessment' released in May 2023, support the sentiment that Needham is a desirable place to live, yet also highlight issues of food security, social isolation, housing, and transportation. The Aging Services Division has prioritized the mental health needs of older adults in the community by offering a free short-term counseling program, in addition to continuing to provide ongoing case management and information and referral services. Common topics of support include housing, public benefits counseling, home safety, long term care planning, and more. A request to include operational budget funding for Aging Services' ARPA funded clinician is included in this proposal and is an essential component to maintaining adequate psychosocial support for older adults in our community.

In addition to providing mental health and psychosocial supports essential to healthy aging, Aging Services is committed to addressing concerns surrounding social isolation, transportation, and food security. The SHINE (Serving Health Insurance Needs of Everyone) program provides free health insurance counseling to Medicare beneficiaries and their families. Last FY, the program facilitated 8,246 appointments. The Programming Department is another true asset to our division, boasting full programming rooms and offering new and innovative programming both in person, remotely, and via hybrid platforms.

The Transportation Department has expanded, utilizing a fleet of four vehicles as well as maintaining a grant funded partnership with a local taxi company to enable transportation to and from the Center, shopping trips, and medical appointments within an 8-mile radius. With the

Department Information DSR1	
Department	Health & Human Services

support of dedicated volunteers, the Transportation Department also continues to deliver an average of 250 meals per week, a number that increases during the winter months. The breadth of services provided by the Aging Services Division illuminates the Town's commitment to supporting healthy aging for its residents. The Aging Services Division is committed to continuing to meet the needs of older adults in the community and serving as a beacon for supporting goals related to healthy aging.

Budget Statement:
This year's budget submission for the Aging Services Division reflects reductions in three spending categories, reflective of the move towards more hybrid meeting and service options available in the community. Spending increase requests are reflective of increased service and programming offerings, as well as overall utilization of the CATH. Projections are largely based on spending trends with respect to staffing levels, and usage of supplies and materials in FY23.

Aging Services Division

Line	Division	Description	Change from FY2024	Comments
Aging Services P&T LIC Prof	Aging Services	Clinical Consultation Services	$1,250	Increase to reflect the increased costs of retaining mental health consultants for clinical consultation. Clinical consultation fees were raised by $25 dollars per hour
Postage	Aging Services	Postage and Mailing	($500)	Reduction reflects increasing use of e-newsletters, social media platforms, and email list servs to distribute info to older adults in Needham.
Wireless Communication	Aging Services	Cellular Device	$540	Addition of a cellular device for Clinician Social Work Department. This is essential for staff safety in the field.
Printing & Mailing	Aging Services	Printing & Photocopying	($500)	Reduction reflects the reduced cost of printing and production of flyers. and educational materials due to more availability of online platforms for outreach
Vehicle Supplies	Aging Services	Supplies related to van utilization	($500)	Decreased need for supplemental supplies last FY.

Department Information DSR1	
Department	Health & Human Services

Aging Services Division continued

Line	Division	Description	Change from FY2024	Comments
Gasoline/Diesel	Aging Services	Gasoline for the Aging Services Vans	$2,461	Due to difficulty in recruiting and hiring van drivers last FY, service provisions were limited. Now being fully staffed we anticipate a continued increase in transportation requests. Next year's average cost of gas is estimated $4.38/gallon. Our average monthly cost of gasoline in FY23 was approximately $422/month at $4/gallon (approximately 106 gallons/month). We are estimating utilizing 180 gallons per month in FY25 due to an increase in drivers, shopping trips, and programming available.
Food & Service Supplies	Aging Services	Food and supplies related to direct programming costs	$2,700	Increase reflects higher than anticipated attendance at food related events. Aging Services seeks to hold more DEI, community, and wellness events.
Supplies and equipment	Aging Services	Fitness, Game Room, and miscellaneous programming materials	$4,500	Maintenance and replacement as needed of fitness room and game room items due to high utilization (i.e., ping pong and pool tables). Additionally, a treadmill in the fitness room needs to be replaced.
Mileage	Aging Services	Mileage reimbursements for work related travel	($250)	Increased utilization of remote platforms for conferences and meetings with consumers.
Dues and Memberships	Aging Services	Professional Membership Associations	$3,210	Reflects ongoing membership costs for MASS-ALA, MCOA and NASW memberships.

There are two DSR4 budget requests for the Aging Services Division, both for part-time staff members. Each request includes part-time salary costs between approximately $23K to $35K, along with modest benefit costs for these roles.

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Accomplishments and Activities:

Programming:

- The Programming Unit continues to embrace a hybrid model for programming, serving many more individuals than in previous years. Programs include community meals, health and wellness classes, educational lectures, card games, music programs, and more. The Aging Services Division continues to collaborate with the Needham Community Council's Tablets and Tutors program, which distributes free electronic tablets and tutoring to Needham residents and is an essential resource for those who choose to access remote services.
- In partnership with Springwell Elder Services, the Aging Services Division continued to provide a home delivered meals program in addition to serving as a congregate meal site. With the help of dedicated staff and volunteers, the Aging Services Division delivered approximately 12,923 meals to the homes of 119 older adults in Needham at no cost to the recipient. The meals are paid for by the State.

Social Services:

- The Social Services Unit continued to provide case management, information and referral services, and counseling to older adults in Needham. Social Workers offer in-person individual and group support services, both in the office as well as in the homes of homebound older adults. In FY2023, the Social Work Unit served 490 individuals and logged 4,201 interactions.

Transportation:

- Our Transportation Department provides essential rides to older adults in Needham to and from the Center, on shopping excursions, and trips. Through a grant from MassDevelopment, the Center at the Heights Transportation Department also resumed its medical taxi ride program, offering free transportation to medical appointments within an 8-mile radius for older adults in Needham.

Volunteers:

- Fifty-one volunteers supported the Aging Services Division in FY23, providing 1,774 hours of service. Volunteers provide vital in-person support including assisting in the gift shop, delivering meals, managing the front desk, and helping serve food in the Café.

SHINE:

- SHINE (Serving Health Insurance Needs of Everyone) is a free service that provides health insurance counseling for Medicare beneficiaries and their caregivers. The MetroWest SHINE program had over 8,246 appointments during FY 2023, including 4,475 appointments during the Medicare open enrollment period from October to December 2022. During FY 2023, SHINE offered both in-person and remote appointments.

In FY 2023, the Aging Services Division received the following grants:

Grantor	Received	Amount	Comments
EEOA - SHINE	7/1/22	$97,899	SHINE Counselors
EEOA – Earmark	11/3/22	$67,665	Shine counselors and other needs
EEOA - Formula	11/16/22	$100,356	General statewide population-based funding for programs and services

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Grantor	Received	Amount	Comments
EOEA -- Needham CATH Kitchen Earmark	7/1/22	$50,000	Assessment of CATH's kitchen and if it possible to make it a production kitchen rather than a demonstration kitchen
MetroWest Health Foundation - More funding for clinical supervision	11/21/22	$4,000	Funding for supervision of clinical staff
Beth Israel Deaconess - CHNA	10/1/22	$31,985	Community health impacts and programs
MA Development Taxi/Livery Grant	11/1/22	$49,999	Grant for nearly $50K for transportation for seniors and disabled
	Aging Total	**$401,904**	

In FY 2024, the Aging Services Division received the following grants:

Grantor	Received	Amount	Comments
EEOA - SHINE	7/1/23	$70,076	SHINE Counselors (partial funding due to federal government uncertainty)
EEOA - SHINE Earmark	9/1/23	$178,676	Legislative earmark
Beth Israel Deaconess CHNA	9/18/23	$31,985	Community health impacts and programs
EEOA - Formula	9/1/23	$113,106	General statewide population-based funding for programs and services
NCOA		$10,000	COVID-19/Influenza Vaccine update related initiatives
	Aging Total	**$403,843**	

On the Horizon

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

On the Horizon:
Public health staff are adjusting to the post-COVID "new normal"; some of the key needs and issues that are increasing and are forecasted to continue to increase include continuing vaccination clinics (and requests for new vaccinations like RSV); acquiring funding to address ongoing and emerging concerns about domestic violence, hoarding, and homelessness; and mental health and substance use prevention. Some of the ongoing needs for the public health division include reviewing and updating policies, procedures, and regulations, and pursuing public health accreditation with a final application due in early October 2024.

An upcoming challenge for the Public Health Division in FY2024 is to complete a comprehensive strategic plan, publicize the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP), and to conduct a robust public engagement and strategic planning process for the use of opioid settlement funds.

Budget Statement:
This year's base budget submission for the Public Health Division reflects small increases in three spending categories 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 2023 as well as cost estimates and quotes received since the start of FY 2024. The major base budget change is the reduction of $40,000 in Traveling Meals funding since the Town and the meals producer (Beth Israel-Lahey Hospital Needham) have reached an agreement on continued support for the Traveling Meals program.

Public Health Division

Line	Division	Description	Change from FY2024	Comments
P&T Software License Fees	Public Health	Software Fees	$1,280	The annual fee for the PH Division's inspectional software (Food Code Pro, and similar modules) has increased

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Public Health Division continued

Line	Division	Description	Change from FY2024	Comments
Wireless Communication	Public Health	Monthly Charges for Phones, iPads	$1,500	Monthly costs for Wireless devices (Phones and iPads) have increased
Food & Service Supplies	Public Health	Food Supplies	($40,000)	Budget placeholder to cushion the potential impact of a sudden spike in Traveling Meals costs will be removed given that the Town has signed a new agreement with the hospital (which produces the meals)
Medical Supplies	Public Health	Medical Supplies	$250	Slight budget increase due to increased costs for medical supplies, largely from Covid-19 and flu clinics

There are three DSR4 budget requests for the Public Health Division, two of which would covert ARPA-funded positions into operating budget roles for half of FY 2025 (6 months of funding) and then full-time in FY 2026. The other budget request is for increased Environmental Health Inspector hours at modest part-time salary costs of approximately $21K, and modest benefit costs for this part-time role.

In FY 2024, the Public Health Division had underspending of about 18% of total expense line costs. This was due to a significant increase in the number of grants available, which allowed for the deferral of some spending on supplies (mainly office supplies and inspectional service supplies), and on account of a manufacturer's delay which pushed a planned purchase of clinical testing equipment from FY 2023 into FY 2024.

Accomplishments and Activities:
FY 2023 and FY 2024 saw increases in activities such as CPR training to the community, vaccinations for children, and the need for more substance use prevention and mental health resources. There continues to be an increased need for financial assistance, food access, and other educational needs.

During FY 2024 the Public Health Nursing team continued to provide COVID-19 vaccinations as needed and continued to adjust to the changing climate. During this time a large focus of the nursing team was to find staffing that could work to provide vaccinations to children of all ages. Providing vaccines to children takes a very specific skill set and practice that not all nurses have. During FY 2024 the nursing team was able to find a public health nurse who possesses these skills and who is passionate about public health. We are now able to provide vaccines as needed to anyone in the community that is 6 months or older.

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FY 2024 continued to see an increase in vaccinations compared to pre-pandemic levels. There continues to be a growing need for vaccinations of all ages as new vaccines are developed and an ability to get into a primary care office has been becoming increasingly difficult, especially for the elderly.

ARPA funding continues to provide the Public Health team with a data analyst/epidemiologist who has been able to provide data driven analyses to help inform the Public Health team's work. This position has been integral in forming relationships across other town departments and community groups that provide key information to inform the needs for public health work such as data gathering from Beth Israel Deaconess Hospital Needham and Newton Wellesley Hospital. With the data provided this position has been able to provide assessments such as a Healthy Aging Assessment, a Community Health Assessment, and the continued work on the Community Health Improvement Plan. Providing more informed decisions-based data driven outcomes has allowed the Public Health team to better inform the community and find new ways to reach the most needed residents and increase the response to public health concerns.

The Substance Use Prevention Teams continue to provide services and education to Needham residents and its shared services partners. Some of the key services include the MetroWest Adolescent Health Survey data that continues to be a source of data and information to help decrease substance use in adolescents. Working on positive community norms throughout the community and providing services such as PhotoVoice projects that help provide qualitative data to Needham and its community partners. The teams have also been able to provide Mental Health First Aid to residents and teens.

The highest priority of the Environmental Health Unit is to protect the public's health through implementation and enforcement of State and Federal regulations and local Board of Health ordinances to ensure compliance with environmental health and safety standards.

The Environmental Health team monitors and regulates a wide range of business establishments, facilities, and activities, including, but not limited to: food service establishments; tobacco retail vendors; Medical Marijuana Treatment Center; Biotech companies; residential housing; construction activities (demolition, septic system, and well installations); waste hauling; bodywork; public and semi-public swimming pools; and many other activities. We review online permit applications and issue permits through the Town's ViewPoint Cloud permitting website. These permit reviews have become more frequent now that building projects, including septic system installations, have ramped back up again post pandemic.

Our team continues to provide outreach/education to the community about environmental health issues and current food safety topics. We conduct 4 annual Food Safety Forum trainings (which includes one bilingual training) to all our permitted food establishment owners, managers, and staff. We have recently adopted FDA Standard 6, where we revised our Board of Health approved Food Code Enforcement Policy, which strengthens our food safety standards and encourages our permitted food establishments to be more proactive with their food safety practices. We will also be rolling out our Food Establishment Grading Certificate of Excellence initiative, which we hope will also help incentivize ongoing compliance with the FDA Food Code. Both of these initiatives will have a six-month pilot program, starting November 2023.

In 2023, the Public Health Division Environmental Team was awarded two grants from the National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA),

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specifically from the FDA Retail Flexible Funding Model (RFFM) Grant Program, to adopt and maintain additional FDA Voluntary National Retail Food Regulatory Program Standards and to allow staff to attend conferences.

These grants will allow us to continue our progressive work on adopting and maintaining the nine U.S. Food and Drug Administration's Voluntary National Retail Food Regulatory Program Standards. In mid-October 2023, the Public Health Division applied for additional NEHA/FDA grant funds to pursue the adoption of additional Voluntary National Retail Food Regulatory Program Standards during FY 2024. If awarded, these grant funds will be used to finish Standard 8-Program Support and Resources, and to continue work on maintaining the adopted standards. The FDA Standards that we are looking to maintain in the coming year are FDA Standard 1 – Adoption of 2022 FDA Food Code; FDA Standard 2- Standardization of inspection staff; Standard 7- Industry and Community Relations and Standard 9- Program Assessment – Risk-based inspection program. We also hope to receive funding to cover travel expenses and registration fees for Environmental team staff to attend annual conferences and training seminars to keep our staff apprised of the latest updates in the field of Environmental safety and health.

We have been very successful in receiving grant money from the FDA for the past six years. These FDA grants are and continue to be a critical source of funding and allow the Division to continue to hold these annual permitted food establishment forum trainings in order to train more than 80% of Needham's 130+ food service establishments on the current Food Code requirements and to review our the most frequently cited Food Code violations that are documented during our inspections. This year we focused on our newly developed Food Safety Excellence Program, which encompasses our revised Food Code Enforcement Policy and our new Food Establishment Grading initiative, and we were also able to share information about safe food handling practices and requirements; as a result, re-training our permitted food establishment staff on an annual basis has proved to be a significant step towards improving food safety compliance in Needham.

Grant funds were also used to hire a consultant to conduct FDA Standard reviews and audits to verify compliance. During this year, we had a consultant audit FDA Standard 6- Compliance and Enforcement and Standard 7- Industry and Community Relations, and both standards were successfully verified and approved. We have now adopted eight out of the nine FDA Voluntary Retail Program Standards, and only have Standard 8 left. We hope to adopt that remaining standard in the coming year. After these nine standards are fully adopted, they must continue to be maintained, which will require additional staffing hours to meet the requirements for keeping up with the maintenance of these standards. The FDA Standards that we are looking to maintain in the coming year are FDA Standard 1 – Adoption of 2022 FDA Food Code; FDA Standard 2- Standardization of inspection staff; Standard 7- Industry and Community Relations and Standard 9- Program Assessment – Risk-based inspection program.

During FY 2023 and continuing into FY 2024, the Needham Public Health Division ramped up its efforts to achieve accreditation, continuing to update and develop additional policies, revise existing regulations, and develop programs and initiatives. The Division is also continuing to work on workforce development and performance management and has been starting to make the much-needed progress on our quality improvement projects. We just received an approval back from the Public Health Accreditation Board regarding our recently submitted readiness application for our Division. We are excited to share that we have been granted approval by the

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Accreditation Board to apply for full accreditation. We will now have one year to get everything in order and will focus on submitting our intent to the Accreditation Board in mid-November 2024.

The successful Traveling Meals program continued to provide meals to the most vulnerable home bound population in town, especially those Needham residents living alone with cognitive or physical limitations that impair meal preparation abilities, with numbers averaging 940 meals delivered in FY 2023. We have up to 28 volunteers delivering meals to an average of 47 clients per month, for nine months out of the year with an average of six paid volunteers working during the summer months, to continue providing the nutritionally balanced two-meal package.

In FY 2023, the Public Health Division received the following grants:

Grantor	Received	Amount	Comments
MA DPH - Public Health Excellence Grant	07/01/22	$150,000.00	Shared services grant staffing and supplies
MA DPH - Shared Services Covid Grant	07/01/22	$140,000.00	Regional Covid-19 grant staffing and supplies
MA DPH - Regional Field Training Hub	07/01/22	$367,000.00	Pending Approval. First year pro-rated, second and third years at $549,700 per year.
BSAS - MassCALL 3	07/01/22	$250,000.00	State-funded regional substance misuse prevention work
SAMHSA - STOP ACT	04/30/22	$50,000.00	Federally-funded substance use prevention work
Beth Israel Deaconess SALSA Grant	09/02/22	$6,000.00	Students Advocating for Living Against Substance Abuse
MA HHS - Accreditation	07/01/22	$40,000.00	Public Health Accreditation work
NEHA/FDA Grant Category 2	09/30/22	$4,882.25	Environmental Health inspection standardization efforts
NEHA/FDA Grant Category 3	09/30/22	$7,500.00	Food Inspection Trainings for staff
	Public Health Total	**$1,015,382.25**	

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In FY 2024, the Public Health Division received the following grants:

Grantor	Received	Amount	Comments
SAMHSA - STOP ACT	04/28/23	$50,000	Federally-funded substance use prevention work
BSAS - MassCALL 3	07/01/23	$250,000	State-funded regional substance misuse prevention work
MA DPH - Shared Services Covid Grant	07/01/22	$140,000	Regional Covid-19 grant staffing and supplies
MA DPH - Public Health Excellence Grant	07/01/23	$325,000	Public Health Excellence grant
MA DPH - Regional Field Training Hub	06/30/23	$549,700	Regional training field hub grant
Beth Israel Deaconess – Needham	09/18/23	$6,000	SALSA grant. Students Advocating for Life Substance free
NACCHO	07/01/23	$15,000	NACCHO Rise grant
	Public Health Total	**$1,335,700**	

Budget Statement

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 Wayland, Wellesley, Weston, and Westwood. The district includes a Veterans Director (Sarada Kalpee) and a Deputy Director to work with each community. Todd "TJ' Tedeschi, U.S. Marine Corps (Ret.) was hired as the Deputy Director in January of 2023.

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On the Horizon:
Partnerships and Outreach continue to grow within the Veteran Services Department, while the ability to provide necessary services to not only low-income Veterans and their families, but also assisting widows and family members with VA applications and resources to assist in the care of their loved ones. One such partnership that is growing rapidly is the joined forces with SSVF (Supportive Services for Veteran Families). The core Concepts of SSVF are Housing First, Crisis Response and Choice. "Choice" refers to the "powerful engagement tool and one that is critical to the success of the Housing First model. Empowered participants are more likely to remain involved in activities after their placement, particularly if these activities have been mutually identified with their case managers, as supporting their housing stability".

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 funding for Memorial Day ceremony, flags and grave markers, Purple Heart Day Ceremony, Veterans Day remembrance and Vietnam Veterans Day. Some of the funds spent on veterans' benefits and other services are eligible for up to 75% reimbursement from the Commonwealth. The WSVD has not notified Needham about its FY 2024 Assessment. The presumption based on previous budgets and previous years' expenditures is that $75,000 is an appropriate estimate.

This budget was developed based on the best estimate of the FY 2024 WSVD assessment, the surplus that was available in FY 2023 from the two primary funding lines (Governmental Charges and Veterans' Benefits) and the projected spending levels in FY 2024. Overall, comparing FY 2025's requested budget to FY 2024's budget shows an increase in Governmental Charges from $67,000 to $75,000 and a reduction in Veterans Benefit costs from $25,000 to $17,500. The difference between the FY 2024 budget and the FY 2025 request is $8,000 in Governmental Charges line and an increase of $2,000 in supplies & equipment as the cost for flags and other supplies for ceremonies have increased.

Veterans' Services Division

Line	Division	Description	Change from FY2024	Comments
Other Property Related Services	Veterans' Services	Other Services	($400)	The need for repair and maintenance services related to care of graves has decreased
Communications	Veterans' Services	Postage	($50)	The need for postage has decreased
Recreation & Cultural Services	Veterans' Services	Recreation Supplies	($500)	This category previously funded Memorial Day Luncheon. Funding moved to 5490 Food & Service Supplies
Office Supplies	Veterans' Services	Office Supplies	($50)	Office supplies needed for division has decreased

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Veterans' Services Division continued

Line	Division	Description	Change from FY2024	Comments
Food & Service Supply	Veterans' Services	Food Service	$500	Funding for the Memorial Day Luncheon re-allocated to this line from 5350
Other Supplies & Equipment	Veterans' Services	Other Supplies	$2,000	The costs of flags for Veteran graves has increased significantly, despite efforts to find alternate suppliers
Governmental Charges	Veterans' Services	Governmental Charges	$8,000	The FY2025 budget for the West Suburban Veterans' District has not yet been set, although an increase is a possibility. This item is significantly increased and line 5770 has been decreased by a significant amount
Mileage	Veterans' Services	Mileage	($50)	There is limited need for mileage costs to support district staff
Dues & Memberships	Veterans' Services	Dues & Memberships	($10)	This budget line has been reduced due to less than anticipated spending over the previous fiscal years
Other Expenses	Veterans' Services	Veterans Benefits	($7,500)	Over the last few budget cycles, the West Suburban Veterans' District has bundled district charges and Veterans Benefits into one combined invoice. Funding from this line has been reduced substantially and line 5690 has increased substantially.

In FY2023, the Veterans Services Division had underspending of about 15% of total salary costs (representing less than $500) due to slight underspending on the stipend related to the Care of Graves, and underspending of just under $25K in expenses due to the timing of billing for Veterans benefits, which do not always line up cleanly with the start and end of fiscal years.

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

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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:
Youth & Family Services has seen a significant increase in mental health need and an increase in the acuity of presenting challenges over the past year. The larger community is experiencing a mental health crisis as we are seeing this reflected in Needham as well. Despite the continued lifting of pandemic restrictions, the need for mental health services, particularly among youth, is continuing to grow. Past research indicates that suicide rates remain stable or decline during infrastructure disruption (e.g., natural disasters), only to rise afterwards as the longer-term sequalae unfold in persons, families, and communities. (*Kessler RC, Galea S, Gruber MJ, Sampson NA, Ursano RJ, Wessely S. Trends in mental illness and suicidality after Hurricane Katrina. Mol Psychiatry 2008;13:374–84*.) Youth & Family Services is preparing for this continued increase in need while ensuring that the current services offered are the best support for the community. Youth & Family Services has a longer waitlist than ever before, managing 35 youth who are currently looking for mental health support. Part of the difficulty is that other mental health organizations in the area are experiencing similar volumes making it hard for anyone to receive services.

The Division staff continue to focus on supporting residents through existing programs in addition to creating new ones. As the Division has always done, staff provide a tremendous amount of clinical treatment including individual, family and group therapy. Due to the very long waitlist for services, staff increased the capacity for group therapy to get as many youth services as possible. The plan is to continue this as it has proven very successful in getting higher numbers of youth into treatment. In addition, staff are continuing to offer enrichment programs, volunteer opportunities, community presentations, workshops classes. There are ongoing programs that will continue into future years such as the peer mentor program, peer tutor program and volunteers around Needham program. Youth & Family Services is working closely with community organizations to provide opportunities for adult education presentations and various workshops.

One of the bigger initiatives this year is the roll out of teen Mental Health First Aid. Mental Health Frist Aid is a course that teaches people how to identify, understand and respond to mental illnesses and substance use disorders. The training gives people the skills needed to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. This class not only teaches skills, but also helps to eliminate the stigma of mental health, helping people to be less resistant to seeking treatment. Over the past couple of years, Youth & Family Services has been involved in training Youth Mental Health First Aid which trains adults how to respond to youth experiencing difficulties. This year staff are going to be training the entire 10th grade in the teen version of this class which teaches students how to respond to their peers experiencing a mental health challenge. This is going to require 4.5 hours of training for about 20 classes at the High School. The hope is that in 3 years, 75% of the school will be trained. In addition to this, two Youth & Family Services staff have been trained in Question, Persuade, Refer (QPR) which is a suicide prevention training to reduce suicidal behaviors and save lives by providing innovative, practical, and proven training to community members.

Youth & Family Services staff are meeting regularly to ensure that the overall needs of the

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community in terms of mental health stability and create innovative programs. Staff are constantly outreaching to the community to get input on programming from community providers, school personnel and residents. Staff have been involved in various committees and coalitions to ensure that information is shared across divisions and organizations. Youth & Family Service is partnering with community-based organizations for funding support and outreach possibilities.

Youth & Family Services staff are also very dedicated to furthering their own education to ensure that staff are aware of best practices and various treatment modalities depending on the mental health challenged. Currently, we have staff who have experience with severe trauma, substance use, depression, anxiety, family disruption, loss, and social struggles. Staff are discussing future training needs in order to best meet the increasing of acuity in current clients and families.

Budget Statement:
This year's base budget submission for the Youth & Family Services Division reflects a modest increase in spending. We are requesting a $2, 000 increase in Professional Consultation services as this service has shown to be essential to support staff as the current presentation of mental health challenges is more complex and every changing. This service, like many services, has increased in price which is reflected in this increase. For the second year, we received a $4, 000 grant (shared with the Council on Aging) for these services which was helpful in supporting this need. Secondly, we have recommended increasing funds for professional and technical so that staff can attend quality training to best serve the community. Lastly, we would like to increase funding for programming as staff are providing more training than in the past, and prices for materials have increased. Youth & Family Services has a decrease in funds for Software License Fees due to an over projection last year and in mileage as many meetings are occurring virtually. The overall increase in fairly modest given the increase in cost for various items and services.

Youth & Family Services Division

Line	Division	Description	Change from FY2024	Comments
Professional Consultation Services	Youth & Family	Consultation services for licensed staff on complex clinical issues	$2,000	This has been essential with a new staff team. Costs for this have increased.
Professional and technical Seminars and trainings	Youth & Family	Seminars and trainings for staff to enhance clinical expertise	$1,000	Training of professional staff is essential for skill development
Professional and Technical Software License Fees	Youth & Family	Software License for a registration system and an Electronic Medical Record	($500)	The cost is slightly lower than what was estimated last year

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Youth & Family Services Division continued

Line	Division	Description	Change from FY2024	Comments
Other Supplies and Equipment	Youth & Family	Various supplies for programming	$1,000	Y&FS has increased programming which has increased the need for supplies
Mileage	Youth & Family	Mileage for staff	($300)	Slight decrease in the need for this due to virtual meetings and trainings

In FY2023, the Youth & Family Services Division did have underspending of about 12% of total salary costs. This was due to two main factors – the length of time necessary to fill an open position (which has since been filled) and a staff member who took unpaid family leave following the birth of a child.

There is one DSR4 budget request for the Youth & Family Services Division, that request is for a full-time staff member along with associated benefit costs at 50% cost coverage for FY 2025 and 100% funding in FY 2026.

Accomplishments and Activities:

Youth & Family Services has increased services and pivoted programming based on the needs of the community given that the mental health needs are higher than in years past.

- Individual and family therapy continue to be offered. Staff have increased their presence and time in offering services in various schools to increase outreach. In addition, due to such a long waitlist for individual services, staff have offered an increased group treatment so more individuals can receive beneficial services while waiting for individual treatment. Groups included multiple groups for elementary, middle, and high school youth in addition to some more specific groups such as a grief group for youth who have lost a close family member and a group for youth new to the area after living in a violent country/escaping war.
- Community Outreach:
    - **Community Crisis Response:** Over the past decade, the Needham community has grappled with critical youth issues such as suicide, loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, families, and other local organizations to help provide clinical support around these challenges. Services included individual meetings, group sessions, and provision of supportive information and materials. Youth & Family Services has engaged more in community outreach and assessment. The Division had more of a presence in many of the public schools and joined several school groups focused on addressing these concerns. Outside of the school system, the Division increased involvement in community collaboration and identifying gaps in services and needed areas of support.

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- Youth & Family Services is part of several community collaborations, including the Youth Resource Network and the Community Crisis Intervention Team. Other groups include the Domestic Violence Action Team, the Homelessness Prevention Committee, The Online Safety Coalition, a Community Health Resource Group, International Overdose Awareness Day Committee and the Substance Use Prevention Alliance of Needham where Youth & Family Services staff sit on all 3 action committees in addition to the steering committee.

- Case Management Services have significantly increased this past year. More families have had unique needs that have required staff to help them connect with various services in the area. The increase is partially due to the pandemic but also refugee families who have recently moved into the area.
- Youth & Family Services worked closely with a local Expressive Art Therapist to offer Expressive Art Therapy Workshops to the community. This past year there were 3 workshops offered for youth and parents. These workshops focused on expression, self-care, coping and connection.
- Family Playgroups is a new program that started this past year. Youth & Family Services worked closely with Family Access Community Connections on a playgroup for caregivers and their babies (ages 0-1). The purpose of the playgroup is to provide a space for new parents to connect and have the support of clinical staff to discuss stressors and coping as depression can be significant when a new baby is born. It also helps to create a social environment for young children.
- The Patrick and Particia Forde Award was given out this year as this is an opportunity to recognize a community member who gave back to the community in unique ways. This year the award recipient was Jean Higgins who is an inspirational community member who exemplifies services as the founder and administrator of "Be-Kind Needham," a Facebook page dedicated to providing critical assistance to local families and individuals in need.
- Youth & Family Services organized another Community Mural Project that was completed under the tunnel between DeFazio field and Pollard Middle School. Over 100 community members were part of this project which also helped connect families to Youth & Family Services.
- Needham Unplugged was a huge success this year. Unplugged is a joint effort between Youth & Family Services, the YMCA, Needham Park and Recreation, The Needham Public Library, and Needham Public Schools to create a calendar encouraging people to disconnect from electronics.
- SHOP (Students Helping Older People) is an Intergeneration program that was started this year – we paired students with older adults to make connections and help the older adults with their grocery shopping.
- Youth & Family Services has continued to run various enrichment programs including the Peer Tutor Program, the Peer Mentor Program, and Volunteers Around Needham.
- The Division has been very focused on getting information out to the public – the focus has been on various community presentations to provide community education on specific tops. Over the past year the division has implemented the following:
  - A presentation on executive function presented by Engaging Minds
  - In collaboration with the Needham Exchange Club, the Division hosted John Halligan, author of "Ryan's Story." Mr. Halligan provided a community presentation for youth and families. The presentation focused on bullying, social media use and suicide prevention and 75 people participated in the events.

Department Information DSR1	
Department	Health & Human Services

- Chris Willard presented on the Mindful Resiliency in the "New Normal." This presentation focused on the most common mental health challenges that youth are facing, from depression to anxiety to addiction, self-harm and body image concerns, and ways to help support them.
- Mitch Abblett, a Wellesley based psychologist, presented on "the Mindful Path to Unwinding Anxiety for Kids and Teens." He addressed the epidemic of anxiety impact on youth and guided the group through specific hands-on mindfulness-based tools for helping with anxiety.

- Crisis Donation Fund – Needham Youth & Family Services started a crisis donation fund to help people who are in need and some financial support for specific things would help support them. This year we were able to prevent multiple families from being homeless and with some youth needs such as a hearing aid and eyeglasses.
- Staff Trainings – Youth & Family Services has been very focused on training staff to make sure that staff have the clinical skills to manage the current mental health crisis. Staff have attended training on suicide prevention, trauma treatment, eating disorders, depression, and anxiety.

Donations:
$7, 500- MetroWest Health Foundation to support an internship program
$4, 000 (split with Council on Aging) – MetroWest Health Foundation to support Professional Consultation Services
$ 2,000 Jog for Joy/High Rock Church donation to support Youth & Family Services Programming
$ 250 donated by the Forde Family for Youth & Family Services Programming

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	2,135,693	197,226	2,332,919
b) Expenses	459,006	0	459,006
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	2,549,699	197,226	2,791,925

V2025

Department Expenditure Detail DSR2										
Department				Health & Human Services						
Object				Description					Amount	
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	17	3	18.67	17	3	18.67	17	3	18.67	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
						X		10	2	
Union Positions:	BCTIA		Fire A		Fire C		ITWA	X	NIPEA		Police		Police Superior		NA	
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									2,738,407
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									2,200
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									10,500
e.	PRD1 Budget Adjustments									(1,043,604)
									PRD1 Sub Total	1,707,503
j	DSR3 Other Compensation									
									Sub Total 1	1,707,503
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Aging Services Recording Secretary at 145 hrs/yr plus DSR3 costs listed below									3,193
b.	Public Health Recording Secretary at 145 hrs/yr plus DSR3 costs listed below									3,193
c.	Youth & Family Services Recording Secretary at 145 hrs/yr plus DSR3 costs listed below									3,193
d.										
f.										
g.	DSR3 Total									396,736
									Sub Total 2	406,315
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									3,500
b.	Training and Development									
c.										
d.										
e.	DSR3 Total									
									Sub Total 3	3,500
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									15,235
c.	Program Stipend									3,140
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										

Department Expenditure Detail DSR2		
Department	Health & Human Services	
g.		
h.	DSR3 Other Compensation	
	Sub Total 4	18,375
5. Total Salary and Wages (1+2+3+4)		2,135,693

DSR2B		
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. Half of the equipment is budgeted for calibration each fiscal year. (PH)	500
Rental & Leases (527X)		
Other Property Related Services (529x)	5290 – Pest Control @ $15,500 (PH) Property Services @ $1,000 (Veterans)	16,500
Professional & Technical Services (530x – 531x)	5300 – Professional & Technical @28,000 technical consultant (PH) Professional & Technical @ $9,750 for clinical consultation for mental health staff (Aging) Professional & Technical @ $12,000, an increase of $2,000 for clinical consultation for mental health staff (Youth) 5303 – Seminars & Trainings @ $5,000 (PH). This is an increase of $1,000. Seminars & Trainings @ $2,000 (Aging) Seminars & Training @ $3,800 (Youth) 5305 – Software License Fee @ $11,000, an increase of $1,280, for Food Code Pro & Housing Code Pro inspection software for all EH staff (PH) 5305 – Software License Fees @ $3,500, a reduction of $500, for clinician case notes software (Youth) 5309-Licensed Professional Services @ $96,500 (Interface/Riverside, mental	175,800

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	health referral, Fuss & O'Neil for environmental sampling, etc.) (PH); 5311 – Advertising of flu clinics, public health forums, healthy notes @ $4,250 (PH)	
Communications (534x)	5340 – Graphic Design @ $6,000 to support the design of community education materials and public health awareness campaigns (PH) 5341 – Postage @ $1,000 because of reduced need to mail permits and licenses and renewal applications on account of permitting software (PH) Postage @ $1,000 (decrease of $500) to reflect less targeted mailing and increasing use of electronic newsletters for CATH patrons (Aging) Postage @ $50, a decrease of $50 (Vet) Postage @ $600 to reflect reduce cost of postage for community updates (Youth) 5344 – Wireless Communications @ $11,000, an increase of $1,500) to cover 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 @ $6,540, an increase of $540) covering costs of smart phones and data plan for Director, all social workers, and three of four vans (Aging) Wireless Communications @ $3,200 to cover costs of smart phones and data plans for mental health clinicians (Youth) 5345 – Mailing, Printing, and Photocopying @ $4,250 for both internal (photocopier) and external printing (includes copying of inspection forms, business cards, and posters). Reduction	38,440

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	due to assessment of previous years' spending patterns. (PH) Mailing, Printing, and Photocopying @ $1,000 (decrease of $500) 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 for external printing of brochures and program flyers or materials that cannot be produced "in-house" as well as business cards. Reduction due to assessment of previous years' spending patterns (Youth) 5347 - Legal Notices @$3,500 for mandated posting of Board of Health regulations…everytime 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 $600 to post in the electronically in the Hometown Weekly. (PH)	
Recreational & Cultural Services (535x)	Program instructors, vendors, and partial costs for Fitness Program at CATH @ $52,000 (Aging)	52,000
Other Purchased Services (538x)	5380 – Nuisance Abatement @ $1,000 (PH)	1,000
Office Supplies (542x)	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 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)	8,850

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	To purchase basic office supplies --- paper, pens, folders, mailers, etc @ $800 (Youth) Office Supplies @ $50 (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 @ $2,250, a decrease of $500 (Aging)	2,250
Gasoline and Diesel Fuel (5481)	5481 – Gasoline for the Aging Vans @ $11,101; this represents an increase of $2,461 to reflect better estimates of costs based on FY 2023 usage and projected usage in FY 2024 (Aging)	11,101
Food and Service Supplies (549x)	5490 – Supplied related to Traveling Meals Program was removed, a reduction of $40,000 Supplies related to program operation @ $3,000 Aging, an increase, and @ $2,200 Youth and Veterans @ $500	5,700
Medical Supplies (550x)	5500 – Medical Supplies and health materials, largely for public health nursing purposes @ $3,000, an increase of $250(PH) Supplies related to medical purposes such as first aid kits @ $250 (Aging)	3,250
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	5580 – Other Supplies & Equipment @ $19,300 Other Supplies & Equipment @ $2,300, unchanged, 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 the purchase of water bottles as gift to sports coaches that attended a concussion training offered by the Public	19,300

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	Health Department. (PH) Special Event and Public Recognition Expenses @ $6,750, an increase (Aging) For a variety of expenses including program materials, off-site printing, etc. To purchase books, manuals, and literature regarding youth/family issues and treatment @ $4,250, a $1,000 increase (Youth) Flags and Holders @ $6,000, a $2,000 increase to reflect the sharp cost increase for flags on Veterans and Memorial Days (Vet)	
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 @ $300 (PH) West Suburban Veterans District Assessment @ $75,000. New level of assessment cost based on anticipated budget increase. West Suburban Veterans District budget for FY2025 has not yet been established. (Vet) Licensure for Social Workers @ $700 (Youth)	76,000
Travel & Mileage (571x – 572x)	5710 – In-State Travel Expenses @ $2,800 for in-state registration fees (PH) 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 @ $750, a decrease of $250 (Aging)	20,950

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	Mileage @ $1,000, a decrease of $300 (Youth) Mileage @ $50, a decrease of $50 (Vet) 5720 – Out-of-State Travel Expenses @ $7,000 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 (NACCHO) Annual Meeting or the CADCA Leadership Institute in Washington D.C (PH) 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)	
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 $5,210 (Aging) Veterans' Association @ $50, a decrease of $10 (Vet) Professional Subscriptions and NASW Membership @ $1,000 (Youth)	9,365
Other Expenses (574 X – 579x)	5770 – Veterans Benefits @ $17,500 reduced substantially ($7,500) from FY 2023 and previous years to better reflect annual spending (Vets) 5780 – $500 for Transponder charges for COA Vans (Aging)	18,000
6. Total Expenses		459,006
DSR2C		

Department Expenditure Detail DSR2				
Department	Health & Human Services			
Capital Equipment Replacement (587X)				0
7. Total Operating Budget Capital				0
8. Total Base Request (Line 5 + Line 6 + Line 7)				2,594,699
Does the Department depend on any Federal or State grants to provide services?	YES	X	NO	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES	X	NO	
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES	X	NO	
				V2025

Department Personnel Supplement DSR3						
Department	Health and Human Services					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Aging Services Division – Building Monitor II for 1,016 hrs/yr	21,336		X		
2	Aging Services Division – Program Support Assistant III (Evenings) for 1,033 hrs/yr	30,608		X		
3	Aging Services Division – Program Support Assistant II (Weekends) for 520 hrs/yr	12,444		X		
4	Aging Services Division – Van Drivers for 3,436 hrs/yr	76,898		X		
5						
6	Public Health Division – Temporary Office Coverage (PSA2) for 155 hrs/yr	3,710		X		
7	Public Health Division – Professional/Technical Support III for 1,075 hrs/yr	44,581		X		
8	Public Health Division – Traveling Meals Summer Drivers for 610 hrs/yr	11,712		X		
9	Public Health Division – Per Diem & Substitute Nurses for 1,800 hrs/yr	76,500		X		
10	Public Health Division – Environmental Health Inspectors (after-hours and weekends) for 940 hrs/yr	39,950		X		
11	Public Health Division – Substance Prevention Alliance of Needham (SPAN) program support for 1,033 hrs/yr	30,608		X		
12						
13	Youth & Family Servies Division – Part-time and Per Diem Clinicians for 1,438 hrs/yr	48,389		X		
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	396,736				
Sections						
	Amount Reported Under DSR2A Section 1					
	Amount Reported Under DSR2A Section 2					
	Amount Reported Under DSR2A Section 3					
	Amount Reported Under DSR2A Section 4					
II	Total					
						V2025

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Public Health	Fiscal Year	FY 2025
Title	Data Analyst/Epidemiologist	Priority	1

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	1	$39,449		$39,449
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		$39,449		$39,449
5. Other Costs		$18,477		$18,477

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Select Board & Board of Health	
Has this request been submitted in the last three fiscal years and not funded?		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?		x
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

The Data Analyst/Epidemiologist works with the Assistant Director of Public Health and the Director of Health and Human Services to coordinate and manage all evaluation, surveillance, research, and data analysis initiatives for Needham Public Health. The Data Analyst/Epidemiologist will help monitor the effectiveness of programs within the Health Division and the Town of Needham by evaluating programs through surveillance and mixed methods approaches and techniques.

This position will monitor specific trends including communicable diseases, food access, mental health and substance use, community health needs, and more. This information is needed to provide programs that will help to decrease disparities and increase services throughout the Town of Needham. The Data Analyst/Epidemiologist will provide data backed research that will allow for evidenced based decisions to be made and increase educational efforts/materials for the community.

Prior Activities and Accomplishments:

Since joining the Department in 2021 the Data Analyst/Epidemiologist has provided focused scientific research data and reports that have increased and improved the Town of Needham public health response to Covid and mosquito and tick-borne disease through increased

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Public Health	Fiscal Year	FY 2025
Title	Data Analyst/Epidemiologist	Priority	1

surveillance and education. The data analyst has been instrumental in completion of a Senior Health Assessment (SHA), a Community Health Assessment (CHA) and development of a Community Health Improvement Plan (CHIP). The SHA, CHA and the CHIP identify existing community needs and changes in needs using a variety of data sources. The Data Analyst has aggregated data from multiple sources including hospitals, public safety and fire and other town surveys, resulting in more comprehensive information and reporting on community demographics and community needs. The Data Analyst/Epidemiologist leads the Biosafety Committee, a key function for new business activity.

Elected Board Goals:
A full-time Data Analyst/Epidemiology will provide support for the following **Select Board FY24-25 Goals:**
Goal 3 Livable
- E*ncourages and appropriately regulates sustainable development* by providing oversight and leading the Biosafety Committee and lab safety efforts with businesses in town.
- *Promote transportation options to remain an age-friendly community* through continued assessment of senior health needs.

Goal 6 Responsibly Governed
- *Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis* for existing public health programs and changing community needs that may warrant changes in public health programming.

Goal 7 Environmentally Sustainable
- *Combats the climate crisis* through data reporting, monitoring, systems creation, and program evaluation.

A full-time Data Analyst/Epidemiologist will provide support for the following **Board of Health Priorities for FY 2024-25**:
- *Utilize all legal and regulatory actions available to improve and protect the public's health* through research and best practice reviews that meet the needs of the Needham community.
- *Augment the knowledge and information staff has to help inform best approaches to addressing Social Determinants of Health* providing data driven decisions and programs that will help to decrease disparities within the community.
- *Build confidence and trust within the community in Public Health* by providing data driven information to help the community understand the growing public health concerns.
- *Support the strategic use of remediation funds* by providing data from different sources such as hospitals, Police & Fire Department, and surveys administered to the Needham community.

Budget
A full-time Data Analyst/Epidemiologist has elevated Needham Public Health's data collection and evaluation techniques. Having a full-time data analyst position allows Needham Public Health to draw conclusions and make recommendations using high quality epidemiologic and demographic data. Further, this position supports review and improvement of data collection methods and health data quality and enables the department to make and anticipate needed adjustments to programs. The impact of a data analyst is significant – ongoing efforts will support decreases in health disparities and increase ability to be responsive to community needs. Access to

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Public Health	Fiscal Year	FY 2025
Title	Data Analyst/Epidemiologist	Priority	1

comprehensive, timely and accurate data enables well-informed decision making about community response, program development and planning for efficient use of community resources. The work of the Data Analyst/Epidemiologist provides a basis for Needham Public Health to determine priorities, focus efforts and develop plans for public health service provision in the coming years. For example, using data analysis capacity to assess potential impact of climate change-related changes in weather on disease incidence will allow public health to anticipate needs and can make a significant difference in the effective delivery of public health services. To ensure the continuation of this important work, the Public Health Division requests funding for staffing the position for six-months in FY 2025 and for a full 12 months in FY 2026. Based on current compensation tables, the costs for the second half of FY 2025 will be $39,449 and approximately $82,134 in FY 2026.

Staffing: $39,449 is requested for six months of salary for a full-time Data Analyst/Epidemiologist in FY 2025.

Description:
The Full-time Epidemiologist will support investigation efforts and conduct data analyses of pertinent public health trends. They will also assist with developing public education materials including presentations and talking points about important diseases within the community. The Data Analyst/Epidemiologist will analyze data for clusters and patterns to help inform prevention and intervention activities including investigating disparities in how communicable diseases affect different segments of the community. They will work with different departments throughout the Town to help make data-informed decisions that can improve town wide efforts and improve Needham's responses to events.

Expenses:
No expense line funding is included in this DSR4 budget request. As a currently existing staff member supported with ARPA funds, all immediate needs for equipment and supplies have already been met.

The estimated benefit costs for this position if funded for the six months in FY 2025 is $18,477. This includes costs associated with health insurance, life insurance, and things such as retirement and pension. This cost estimate was provided by the Finance Department.

Scope of data analyst/epidemiology work:
The Data Analyst/Epidemiologist work will include disease investigation and trend tracking. Review of State data and websites to find informational needs and create educational materials appropriate to the Town of Needham and its residents. Provide website support and design to the Public Health Division and work with ArcGIS to improve informational sharing and help reduce disparities throughout the town. Applies principles of informatics toward data collection, processing, and analysis in support of epidemiologic practice. Analyzes quantitative surveillance data and qualitative information from public health literature to draw insightful interpretations for data briefs, reports/data requests, and presentations. Reviews surveillance data on an ongoing basis to establish baselines and identify trends. Provide support to the Board of Health by leading the Biosafety committee in conduct of its charge to review business applications for lab safety.

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Performance Improvement Funding Request Supplement DSR4S									
Position Title	Data Analyst/Epidemiologist						Priority	1	
Classification	x	FT		PT		Seasonal			
Part Time /Seasonal	Hours Per Week	37.5				Number of Weeks Per Year		26	
Compensation Detail									
Base Rate	$39,449								
Other									
Other									
Other									
Other									
Other									
Other									
Other								$39,449	
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation	X		Already provided through grant funded position						
Vehicle	X								
Computer	X		Already provided through grant funded position						
Software	X								
Mobile Communication Device	X		Already provided through grant funded position						
Uniform	X								
Tools	X								
Equipment	x								
Other									
Other									
Other									
Totals									
Estimated Annual Benefit Cost								$18,477	
Description and Explanation									
The Data Analyst/Epidemiologist works with the Assistant Director of Public Health and the Director of Health and Human Services to provide data information and education to the community. This is done through review, research, and analysis of data around important topics including communicable diseases, food access, mental health and substance use, and more. The information is provided to decrease disparities and increase services throughout the Town of Needham. The Data Analyst/Epidemiologist will provide data backed research that will									

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Data Analyst/Epidemiologist	Priority	1
allow for evidenced based decisions to be made and increase educational efforts/materials. This budget request will support six months of salary costs in FY 2025 and, if approved, a full year of funding in FY 2026.			
			V2025

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Public Health	Fiscal Year	2025
Title	Public Health Nurse	Priority	2

DSR4

Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	0.5	$42,491		$42,491
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		$42,491		$42,491
5. Other Costs		$18,477		$18,477

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Board of Health, Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		x
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 licensing required (beyond the initial purchase)?		x
Does this request address a documented health or safety issue?	x	

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

Description and Explanation

Needham Public Health Nursing provides a wide range of services to Needham residents including communicable disease investigation, mental health support and substance use prevention services, vaccinations, financial assistance requests and education programs. Prior to the pandemic, Needham funded a 25-hour week public health nurse (.66 FTE). ARPA funds enabled the addition of a full-time (37.5 hours per week) public health nurse to augment the existing 25-hour weekly position. When ARPA funds expire at the end of calendar year 2024, Needham will revert to having only 25 hours per week of nursing coverage. This reduction will significantly impact services and support available to the community.

Public health nurses perform diversified duties to render professional nursing services and health education relating to the public health in the community, homes, clinics, day care centers, schools, and in the office, under the direction of the Board of Health and Health Officer following the Massachusetts General Laws and standard nursing procedures. Core functions include: investigating outbreaks of all cases of diseases dangerous to the public health; consulting to school nurses, physicians, and community on communicable disease issues; receiving reports of food poisoning and carrying out activities necessary for protection of the community, working with the Environmental Health Agent if the outbreak is traced to a public eating establishment; and coordinating various immunization programs throughout the Town.

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Public Health	Fiscal Year	2025
Title	Public Health Nurse	Priority	2

In addition to these core functions, public health nursing engages in a variety of ways across the Town. The presence of a full-time public health nurse has increased provision of key prevention programs including CPR educational classes to town staff and residents, the evidence-based falls-prevention program *Matter of Balance* classes to seniors, and increased vaccination rates which result in increased revenue for the revolving fund.

The Town of Needham has seen a significant escalation in need for public health nursing core functions and public health needs over the last three years. Demand increased for communicable disease investigation, mental health support needs and substance use prevention services, as well as need for vaccination, requests for financial assistance and many more. Data for three of these activities are provided below.

Vaccinations- The need to provide community vaccines to Needham residents has continued to increase with the ever-changing climate of COVID vaccinations and the introduction of new vaccinations such as RSV. A full-time public health nurse allows public health to reach the most vulnerable residents to help provide these services, especially the elderly or those with the inability to access healthcare.

Public Health nurses provided 812 vaccinations in FY2020, 8,201 in FY 2021 and 4,622 in FY 2022. Treating FY 2021 as an outlier, the difference between FY 2020 and FY 2022 is six-fold and projections for FY 2023 resemble FY 2022 numbers. Additionally, future year projections show no decrease, due in part to a continued need for COVID vaccinations.

Financial Assistance. Financial Aid needs and applications for assistance have increased significantly in Needham since FY 2020. Pre-pandemic levels of assistance applications were fewer than 20 per year. FY 2023 the public health nurses saw over 50 applications for assistance. It is anticipated that the need for residents to utilize the nurses to help find connections to support and assistance will continue to increase, and likely be influenced by impact of climate change and natural disasters.

Communicable disease investigations. Need for this required public health nursing function increased in record numbers during FY 2020 – FY 2022. During this time, the nurses expanded service offerings to include molecular (PCR) testing for Covid. Provision of Covid testing increases both surveillance capabilities and awareness for an ongoing health concern. Disease investigation and contact tracing demand remains high due to the nature of monitoring a new disease. In FY 2022 public health nurses monitored and/or investigated 4,923 cases of disease. Monitoring and case investigation can take an average of anywhere from 2 to 12 hours per case depending upon the nature of the disease and extent of outbreak.

Elected Board Goals
A full-time Public Health Nurse aligns with the following **Select Board FY 2024-25 goals***:*

Goal 1: Healthy & Socially Thriving
- Support the physical and mental well-being of its community members *through educational programs, health awareness campaigns, vaccinations, and prevention work.*

Goal 3: Livable

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Public Health	Fiscal Year	2025
Title	Public Health Nurse	Priority	2

- Provides high-performing, reliable, affordable public infrastructure, and Town services *by increasing vaccinations to children of all ages, providing monitoring of health needs, and professional nursing services.*

Goal 5: Safe

- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive *through public health education.*

The full-time Public Health Nurse role supports the following **Board of Health FY 2024-25 priorities**:

- Promote community activities that increase health and wellness, including building partnerships *through providing educational programs such as a Matter of Balance*.
- Build confidence and trust within the community in Public *Health by providing timely, professional nursing services.*
- Utilize all legal and regulatory actions to improve and protect the public's health *by providing case investigation and disease management to improve the health of the community and help the Board make decisions about regulations based on needs of the community.*

Budget

A full-time Public Health Nurse has been integral in providing services to residents and staff. Improving care, assistance, and education has been a need especially during the pandemic and will continue to be a high need throughout the coming years. To ensure the continuation of this important work, the Public Health Division requests funding for staffing the position for six-months in FY 2025 and for a full 12 months in FY 2026. Based on current compensation tables, the costs for the second half of FY 2025 will be $42,491 and approximately $87,711 in FY 2026.

Staffing: $42,491 is requested for six months of salary for a full-time Public Health Nurse in FY 2025.

Expenses: No expense line funding is included in this DSR4 budget request. As a currently existing staff member supported with ARPA funds, all immediate needs for equipment and supplies have already been met.

The estimated benefit costs for this position if funded for the six months in FY 2025 is $18,477. This includes costs associated with health insurance, life insurance, and things such as retirement and pension. This cost estimate was provided by the Finance Department.

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Public Health	Fiscal Year	2025
Title	Public Health Nurse	Priority	2

Scope of public health nurse work: The chart below provides information about what services can be provided with and without the requested full-time public health nurse.

Functions/Services	**1.66 Public Health Nurse FTEs**	**0.66 Public Health Nurse FTE**
Case investigation/MAVEN	✓	✓
Flu Clinics/vaccinations	✓	✓
MIIS/Vaccine management	✓	✓
License/Inspect summer camps	✓	✓
Concussions/Sports regulation	✓	✓
AED monitoring	✓	✓
Public Health Education	(unlimited)	2x/year
CPR/AED education (12-24 individuals per class)	4-6 classes/year for residents & town employees	2 classes/year for town employees only
Matter of Balance program for community-dwelling older adults	2+ classes/year	1 class/year
Financial Assistance Programs (e.g., Gift of Warmth) coordination	✓	Deferred to another department or discontinued
Domestic Violence Awareness Committee Program participation	✓	Deferred to another department or discontinued
Coalition participation and support (CCIT, School coalitions, SPAN, Mass Housing)	✓	Deferred to another department or discontinued
BOH Meeting presentations and information	✓	Deferred to another department or discontinued
Epidemiological Presentations	✓	Deferred to another department or discontinued
Community Outreach (Rotary, Chamber of Commerce, Concussion Awareness)	✓	Deferred to another department or discontinued
Grant Writing	✓	Deferred to another department or discontinued
Narcan Training	✓	Deferred to another department or discontinued

V2024

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Public Health Nurse						Priority	2	
Classification	x	FT		PT		Seasonal			
Part Time /Seasonal	Hours Per Week	37.5				Number of Weeks Per Year		26	
Compensation Detail									
Base Rate	$42,491								
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation	X		Already provided through grant funded position						
Vehicle	X								
Computer	X		Already provided through grant funded position						
Software	X								
Mobile Communication Device	X		Already provided through grant funded position						
Uniform	X								
Tools	X								
Equipment	x								
Other									
Other									
Other									
Totals									
Estimated Annual Benefit Cost								$18,477	
Description and Explanation									
The Public Health Nurse provides a range of functions, including communicable disease investigation and case management, administering vaccination programs, conducting trainings and educating and informing the public, operating wellness clinics, conducting research, and writing policies and grants. Public Health Nursing provides needs for the community on an ongoing basis. Adjusting to the									

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Public Health Nurse	Priority	2
needs of the town and community is an integral part of the position. It includes many different community services that must adapt at any point in time to manage both public health needs and community concerns. This budget request will support six months of salary costs in FY 2025 and, if approved, a full year of funding in FY 2026.			
			V2025

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Youth & Family Services	Fiscal Year	FY 2025
Title	Youth Mental Health Clinician	Priority	3

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	0.5	$37,840		$37,840
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		$37,840		$37,840
5. Other Costs		$18,924		$18,924

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Youth Commission, Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

The Youth & Family Services Division seeks ongoing funding in FY 2025 to maintain one full-time Clinician position. Previous funding for this role came from the ARPA grant from mid-FY 2022 through the first half of FY 2025.

Having a talented staff member in this role has resulted in a reduced YFS Division waitlist for individual, family, and group treatment; creation of needed additional programming; and increased participation in community outreach and support efforts.

This position is essential in helping to support the mental health needs of the youth and families in the community. The increased demand for mental health services is a national phenomenon. The 2021 MetroWest Adolescent Health Survey results show an increase in mental health concerns for youth coupled with a decrease in connectedness for youth. Connectedness is an important protective factor because close contacts such as friends, teachers, and coaches are typically able to recognize symptoms of mental health challenges or abuse/neglect and encourage treatment. Reduced connectedness limits recognition and delays treatment which can

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Youth & Family Services	Fiscal Year	FY 2025
Title	Youth Mental Health Clinician	Priority	3

increase symptoms and acuity.

- Middle School Students: Reports of mental health issues increased since 2018: 12-month reports of depressive symptoms increased from 9%-13% and self-injury increased from 6%-8%. Reports of seriously considering suicide also increased from 10%-12%. This increase in mental health concerns is increasing consistently among various genders.
- For High School Students: depressive symptoms increased from 13%-22%, self-injury increased from 9%-16% and seriously considering suicide increased from 9%-12%. All of these areas also grew substantially in the Metro-West region.
- For both age groups: the indicators of school connectedness are lower in 2021, reports of having a friend to talk to about personal problems decreased (M:68%-62%/HS: 73%-66%), and reports of adult supports at school have also decreased (MS:72%-70%/HS:75%-72%.

The current climate is extremely worrying as it relates to mental health and funding this position would help to create additional protective factors for people in need.

Prior Activities and Accomplishments:
The YFS division has provided an additional 450 hours of individual/family treatment sessions annually, increased the available hours for group sessions by approximately 50 hours annually, and provided countless additional hours of outreach and case management. In addition to increasing direct services capacity, the temporary position has enabled the division to create 5 new programs in the past year and expand Youth & Family outreach to 3 new committees. We are requesting that this position continue to be funded in the HHS operating budget after ARPA funding is exhausted halfway through FY 2025, so that these increases and improvements can be sustained.

Elected Board Goals:
A full-time Clinician will provide support for the following **Select Board FY24-25 Goals:**
Goal 1 Healthy and Socially Thriving - Needham supports the physical and mental well-being of its community members through the provision of both direct services and community outreach activities supporting mental health.

Maintaining a full-time Clinician also support a pair of Youth Commission goals under the *Clinical Work* goal category, specifically:

- Given the acute needs of the community, increase access to clinical services by increasing therapeutic services and crisis calls by 25%
- Ensure the availability of clinical staff to respond to families in crisis in need of additional support as evidence by responding to these situations within 24 hours.

Having another full-time Clinician on staff, also address a key Youth Commission priority about the Youth & Family Services Division's waitlist (Measure M2), specifically: *"1 additional staff member has been added with ARPA funds, this year through the budgeting process a request will be made to consider this position as a permanent one."*

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Youth & Family Services	Fiscal Year	FY 2025
Title	Youth Mental Health Clinician	Priority	3

Budget

The full-time clinician position has allowed the YFS Division to conduct more community outreach, training, and workshops. Additionally, the position has enabled provision of needed support for embedding of services in the schools and community to increase community access to services, decrease stigma and encourage all youth to connect with mental health professionals. Over time, these efforts will decrease stigma, increase connectedness, and encourage youth to access needed services. This position is essential to meet the increasing needs of youth and families in the community for mental health direct services and community outreach.

To ensure the continuation of this important work, the Youth & Family Services Division requests funding for staffing the position for six-months in FY 2025 and for a full 12 months in FY 2026. Based on current compensation tables, the salary costs for the second half of FY 2025 will be $37,840 and approximately $77,961 in FY 2026.

Staffing: $37,840 is requested for a full-time Youth Mental Health Clinician in FY 2025.

Expenses: No expense line funding is included in this DSR4 budget request. As a currently existing staff member supported with ARPA funds, all immediate needs for equipment and supplies have already been met.

The estimated benefit costs for this position if funded for the six months in FY 2025 is $18,924. This includes costs associated with health insurance, life insurance, and things such as retirement and pension. This cost estimate was provided by the Finance Department.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Youth Mental Health Clinician						Priority	3	
Classification	X	FT		PT		Seasonal			
Part Time /Seasonal	Hours Per Week	37.5				Number of Weeks Per Year		26	
Compensation Detail									
Base Rate	$37,840								
Other									
Other									
Other									
Other									
Other									
Other									
Other								$37,840	
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation	X		Already provided through grant funded position						
Vehicle	X								
Computer	X		Already provided through grant funded position						
Software	X								
Mobile Communication Device	X		Already provided through grant funded position						
Uniform	X								
Tools	X								
Equipment	x								
Other									
Other									
Other									
Totals									
Estimated Annual Benefit Cost								$18,924	
Description and Explanation									
The Youth Mental Health Clinician, an ARPA funded role that has been in place for approximately 22 months, has quickly become an integral member of the Youth & Family Services staff. Having a talented staff member in this role has resulted in a reduced YFS Division waitlist for individual, family and group treatment; creation of needed additional programming; and increased participation in community outreach and support efforts.									

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Youth Mental Health Clinician	Priority	3

This position is essential in helping to support the mental health needs of the youth and families in the community. The increased demand for mental health services is a national phenomenon. The 2021 MetroWest Adolescent Health Survey results show an increase in mental health concerns for youth coupled with a decrease in connectedness for youth. Connectedness is an important protective factor because close contacts such as friends, teachers, and coaches are typically able to recognize symptoms of mental health challenges or abuse/neglect and encourage treatment. Reduced connectedness limits recognition and delays treatment which can increase symptoms and acuity.

This budget request will support six months of salary costs in FY 2025 and, if approved, a full year of funding in FY 2026.

V2025

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Aging Services	Fiscal Year	FY 2025
Title	Aging Services Clinician	Priority	4

DSR4

Expenditure Classification	FTE	Frequency Recurring Amount (A)	Frequency One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	.52	$34,122		$34,122
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		$34,122		$34,122
5. Other Costs		$3,921		$3,921

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Council on Aging, Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

The Aging Services Division is seeking ongoing funding to maintain one 19.5-hour Clinician position based at the Center at the Heights beyond the duration of ARPA funding and maintain this role as part of its annual operating budget.

A Clinician's role in the Aging Services Division includes providing free counseling, case management, information, and referral services to older adults in Needham. These services are provided to Needham residents over the age of 60 at the CATH, in the resident's home, or via remote platforms determined by the given individual's needs. Aging Services Clinicians also assist in program development, running supportive and educational groups, and doing ongoing community outreach. The ability to provide free high quality mental health and supportive services to Needham residents is essential, especially in light of the current mental health crisis in this state.

The long-term impacts of the COVID-19 pandemic have drastically impacted the fabric of an already strained mental health system and are highly relevant to this request. The significant clinician shortage in the region, coupled with growing mental needs in the community and an aging population, illuminate the need for comprehensive psychosocial support in town across the lifespan. COVID-19 has had significant impacts on older adults, more specifically; increasing

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Aging Services	Fiscal Year	FY 2025
Title	Aging Services Clinician	Priority	4

feelings of loss, isolation, and highlighting the need for more comprehensive mental health and aging-related services in the community. The current shortage of mental health clinicians in the region has created a greater strain on the Aging Services Social Work Department. In addition to hosting two full-time Clinicians, the Aging Services Division hired one part-time Clinician funded through ARPA in June of 2022 to help address these increased needs. Aging Services has developed and promoted a short-term mental health counseling program to help address such needs. This service would not be possible without this additional Clinical support, and yet still frequently has a waitlist. Maintaining this role beyond the completion of ARPA funding at the end of FY24 will provide essential and sustainable mental health support to older adults in Needham.

The 2022-2023 Senior Assessment conducted by the Needham Department of Health and Human Services on adults ages 60 and older provided relevant data to support the ongoing need for comprehensive psychosocial support and mental health services for older adults. A quarter of respondents reported feeling 'less then' connected to the community. One survey respondent stated: "*The lonely elderly need help when they live along (sic), cant get out, cant get to the Senior Center. Some are very lonely, lacking human interaction, medical attention, not eating (or shopping) adequately and are depressed.'* This survey respondents' sentiments illuminate many of the unmet needs of older adults in Needham that can be met through the comprehensive psychosocial support and mental health services provided by the Aging Services Division Social Work Department. It is essential to have adequate staffing to address growing these needs.

This request is in line with the Select Board in Needham's FY24-25 goals. Goal #1 Healthy and Socially Thriving, Supports the physical and mental well-being of its community members, as well as one of the Council on Aging's multi-year priorities to focus on *Senior Isolation and Depression* and their mental health consequences.

The Aging Services Division has sought to address increased mental health and case management needs in the community in various ways. Within the last year, the Aging Services Division began tracking the number of requests from residents that were strictly for mental health counseling (either in-house or referral requests). Outside therapy referral services such as Interface, Psychology Today, and MetroWest Care Connections, remain available but hold the same limitations as Aging Services Division Clinicians-there are simply not enough clinicians available to meet the needs of the community. This has become an especially challenging issue for older adults (particularly low-income older adults) who are more likely to have difficulty accessing remote services and may also have transportation and accessibility needs that limit in-person options. As the numbers of referrals for mental health counseling alone, the Aging Services Social Work Department has struggled to meet this need while continuing to provide pre-existing services offered (i.e. case management, health benefits counseling, long term care planning, etc).

Below are statistics showing the documented case numbers served by the Aging Services Division. Please note that the Aging Services Division often provides a combination of case management, counseling and information and referral services within each interaction with an older adult, as the needs in this population are typically intertwined. Therefore, data tracking counseling services are likely vastly underestimated for prior years, as we only started tracking mental health referrals separately last year.

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Aging Services	Fiscal Year	FY 2025
Title	Aging Services Clinician	Priority	4

Mental Health Counseling Services

Fiscal Year (FY)	Individuals Served Just for Counseling	# of Sessions Scheduled
FY20	25	97
FY21	14	62 (decrease likely due to building closure and staff turnover)
FY22	23	170
FY23	24	126 (decrease likely due to staff vacancy)

Fiscal Year (FY)	Individuals Served	# of Interactions (both in-person and remote)
FY20	596	4,079
FY21	481	4,843
FY22	417	4,451
FY23	490	4,201 (decrease likely due to staff vacancy from Jan. to July)

Maintaining the role of the part-time Clinician currently funded through ARPA, would allow the Aging Services Social Work Department to continue to provide high level psychosocial and mental health services in the community and meet the growing need for comprehensive support for older adults and support the Select Board Healthy and Socially Thriving Goal.

Budget
A part-time Aging Services Clinician has been integral in providing services to residents and staff. To ensure the continuation of this important work, the Aging Services Division requests funding to staff the position for the full 12 months of FY 2025. Based on current compensation tables, the costs for FY 2025 will be $34,122 and approximately $34,122 again in FY 2026.

Staffing: $34,122 is requested for a full 12 months salary for a part-time Aging Services Clinician in FY 2025.

Expenses: No expense line funding is included in this DSR4 budget request. As a currently existing staff member supported with ARPA funds, all immediate needs for equipment and supplies have already been met.

The estimated benefit costs for this position if funded for the six months in FY 2025 is $3,921. This includes costs associated with FICA, disability, and unemployment insurance. This cost estimate was provided by the Finance Department.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Aging Services Clinician						Priority	4	
Classification		FT		PT	X	Seasonal			
Part Time /Seasonal	Hours Per Week	19.5				Number of Weeks Per Year		52	
Compensation Detail									
Base Rate	$34,122								
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation	X		Already provided through grant funded position						
Vehicle	X								
Computer	X		Already provided through grant funded position						
Software	X								
Mobile Communication Device	X		Already provided through grant funded position						
Uniform	X								
Tools	X								
Equipment	X								
Other									
Other									
Other									
Totals									
Estimated Annual Benefit Cost								$3,921	
Description and Explanation									

A Clinician's role in the Aging Services Division includes providing free counseling, case management, information, and referral services to older adults in Needham. These services are provided to Needham residents over the age of 60 at the CATH, in the resident's home, or via remote platforms determined by the given individual's needs. Aging Services Clinicians also assist in program development, running supportive and educational groups, and doing ongoing

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Aging Services Clinician	Priority	4

community outreach. The ability to provide free high quality mental health and supportive services to Needham residents is essential, especially in light of the current mental health crisis in this state.

This budget request will support 12 months of salary costs in FY 2025 and, if approved, a full year of funding again in FY 2026.

V2025

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Aging Services	Fiscal Year	FY 2025
Title	CATH Front Desk Support 1	Priority	5

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	.52	$22,329		$22,329
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		$22,329		$22,329
5. Other Costs		$2,711		$2,711

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Select Board, Council on Aging	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

The Needham Aging Services Division is seeking new and sustained I funding for a recently created position: CATH Front Desk Support (i.e. Administrative/Office Support Specialist 1). The Front Desk is one of the busiest places at the CATH and serves as a central communication hub for the entire building. All incoming calls and in person requests come through the front desk, and prior to the creation of this position, were triaged and referred by volunteers in the community.

In May of 2023, the Aging Services division utilized supplemental funding from the state to hire a staff member in this requested role, and the resulting improvements in efficiency and operations at the CATH have been extraordinary. Like most other Town buildings, Aging services would like to maintain funding for this regularly scheduled staff person to help manage the workflow and responsibilities historically shouldered by volunteers.

In current operations, we have scheduled the Administrative/Office Support Specialist 1 to be present during peak busy hours at CATH. The schedule below has been in practice since May of 2023:

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Aging Services	Fiscal Year	FY 2025
Title	CATH Front Desk Support 1	Priority	5

- Monday: 9:30AM - 2:30PM
- Tuesday: 9:30AM - 2:30PM
- Wednesday: 9:30AM - 2:30PM
- Thursday: 9:30AM - 2:00PM

There are many measurable benefits to maintaining funding for the role of CATH Front Desk Support. The most pertinent being managing the increase in programming which in turn has resulted in increased attendance in the CATH building itself as well as an increase in attendance in hybrid programming (See Exhibits A and B below). Though it is a policy in the Aging Services Division that participants check in at the front desk when they enter the building, having multiple entrances to the building and a previously rotating front desk team, creates an operational challenge in enforcing this policy. In 2022, the Aging Services Division implemented a secondary tracking system to monitor attendees in programming which is reflected in the data in Exhibit B. We relied on instructors and CATH staff to take attendance in both in-person and remote programming, as opposed to our former system which required attendees to check in at the front desk and indicate which programs they would be attending. We feel strongly that the steady increases in attendance can be attributed both to increases in programming, but also to better tracking mechanisms. These mechanisms would not be possible without the Administrative/Office Support Specialist 1.

Having additional support at the Front Desk to manage the check-in process is critical as CATH becomes busier and busier each year. Having more accurate data is essential for reporting needs as well as seeking additional funding to meet a growing demand for senior services. If the volunteers managing the front desk are busy with calls and other consumers' needs, they can't always monitor that consumers are checking in when they enter the building. Additionally, current front desk volunteer support is comprised of two shifts a day, and primarily different volunteers each shift and each day. The inherent challenges in maintaining a consistent workflow and ensuring communication of updates at the CATH with this level of turnover throughout the day/ week are significant. Maintaining the Administrative/Office Support Specialist 1 position will lead to more continuity in service and therefore more accurate tracking of participants and program attendance. This position is an essential need for the Aging Services Division.

In addition to the ability to better track programming needs and attendance, the Administrative/Office Support Specialist 1 has proven to be an important liaison for new consumers. The presence of a consistent staff person at the front desk has allowed the Aging Services Division to implement an improved workflow for registering new consumers. Due to the turnover throughout the day and week of volunteers managing the front desk, it was challenging to maintain a consistent protocol for registering new consumers and gather information essential to the Aging Services Divisions data collection needs. The current Administrative/Office Support Specialist 1 has seamlessly been able to implement consistency in this process and as well as offer new consumers tours and introductions to other regular consumers, often referred to as our 'ambassadors.' We believe this consistent presence at the front desk helps newcomers and regular consumers feel more welcome. This Administrative/Office Support Specialist 1 has the ability in their role to get to know people on a one - on - one basis and observes trends and changes that are inherent in aging. For example, a consumer who normally arrives promptly each day, who is well kempt and clear, arrives one day and appears disheveled and confused would raise an alert with the Front Desk support staff who could then connect that person with a

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Aging Services	Fiscal Year	FY 2025
Title	CATH Front Desk Support 1	Priority	5

Social Worker in the building for further evaluation. Without this consistency at the front desk, these consumers' needs could go unnoticed, and an opportunity to support an older adult in Needham would in turn be missed. The front desk at CATH serves as a triage point for anyone entering the building, therefore having a consistent professional presence who is aware of the divisions policies and procedures is critical.

As Aging Services programming and support services continues to increase, so will the workload and time sensitive tasks placed on the front desk team. Managing calls, new consumer registrations, program sign ups, payments, tours, administrative tasks (i.e., copying, faxing, etc.) are an ongoing critical need for Aging Service Division operations to be successful. Maintaining funding for the Administrative/Office Support Specialist 1 would ensure staffing stability at CATH during busy times and provide additional support to the consumers, who are our priority.

This request is in line with the Select Board in Needham's FY24-25 goals. More specifically, the Select Board has prioritized *Healthy and Socially Thriving.* Bullet one; Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups. As well as bullet two; supports the physical and mental well-being of its community members. This position is essential to the CATH community and to support the Council on Aging multi-year priorities and the Select Board Goals.

Exhibit A	
Year	Daily Average In-Person Check-Ins
2021	68.54
2022	131.23
2023	185.46

Exhibit B	
Year	Duplicated in-person and hybrid check-ins
2022	31,408
2023	32,853

Staffing: $22,329 is requested for 12 months of salary for a part-time Admin/Office Support Specialist 1 in FY 2025.

Expenses: No expense line funding is included in this DSR4 budget request. A Workstation and desktop computer are already available, and the Aging Services Division's operating budget can absorb the modest increase in office supplies and other supplies and equipment which would result if this funding request were to be approved.

The estimated benefit costs for this position if funded for 12 months in FY 2025 is $2,711. This includes costs associated with FICA, disability, and unemployment insurance. This cost estimate was provided by the Finance Department.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	CATH Front Desk Support						Priority	5	
Classification		FT		PT	X	Seasonal			
Part Time /Seasonal	Hours Per Week	19.5		Number of Weeks Per Year	52				
Compensation Detail									
Base Rate	$22,329								
Other									
Other									
Other									
Other									
Other									
Other									
Other									
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain	Start Up Cost $	Annual Recurring Cost $				
Workstation	X								
Vehicle	X								
Computer	X								
Software	X								
Mobile Communication Device	X								
Uniform	X								
Tools	X								
Equipment	X								
Other									
Other									
Other									
Totals									
Estimated Annual Benefit Cost					$2,711				
Description and Explanation									
The Needham Aging Services Division is seeking new and sustained l funding for a recently created position: CATH Front Desk Support (i.e. Administrative/Office Support Specialist 1). The Front Desk is one of the busiest places at the CATH and serves as a central communication hub for the entire building. All incoming calls and in person requests come through the front desk, and prior to the creation of this position, were triaged and referred by volunteers in the community. In May of 2023, the Aging Services division utilized supplemental funding from the state to hire a staff member in this requested role, and the resulting improvements in efficiency and operations at the CATH have been extraordinary. Like most other Town buildings, Aging services would like to maintain funding for this regularly scheduled staff person to help manage the workflow and responsibilities historically shouldered by volunteers. This budget request will support 12 months of salary costs in FY 2025.									
V2025									

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Public Health	Fiscal Year	FY 2025
Title	Environmental Health Inspector	Priority	6

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	.25	$20,995		$20,995
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		$20,995		$20,995
5. Other Costs		$2,083		$2,083

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee?	Board of Health, Select Board	
Has this request been submitted in the last three fiscal years and not funded?		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?		X
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?	X	

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

Description and Explanation

Through this budget request, Needham's Health & Human Services Department seeks to provide its Public Health Division with sufficient staffing so that:

- The Public Health Division has a part-time Environmental Health Inspector who is able to devote his/her time and attention to advancing the goals and objectives of the Board of Health and the Public Health Division, along with supporting the Select Board goal #2. Additional staff hours will enable us to keep up with the increasing demands of fulfilling the influx of activities, especially issues related to the increase in housing challenges and mental health disparities (which we have seen a dramatic increase post pandemic), while allowing us to continue our progressive work on adopting and maintaining the nine U.S. Food and Drug Administration's Voluntary National Retail Food Regulatory Program Standards. We are looking to adopt the last standard, specifically, FDA standard 8, along with maintaining already adopted FDA Standards 1, 2, 7 and 9.

The highest priority of the Environmental Health Unit is to protect the public's health through implementation and enforcement of State and Federal regulations and local Board of Health ordinances to ensure compliance with environmental health and safety standards.

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Public Health	Fiscal Year	FY 2025
Title	Environmental Health Inspector	Priority	6

The Environmental Health team monitors and regulates a wide range of business establishments, facilities and activities, including, but not limited to: food service establishments; tobacco retail vendors; Medical Marijuana Treatment Center; Biotech companies; residential housing; construction activities (demolition, septic system and well installations); waste hauling; bodywork; public and semi-public swimming pools; and many other activities. We review online permit applications and issue permits through the Town's ViewPoint Cloud permitting website. These permit reviews have become more frequent now that building projects, including septic system installations, have ramped back up again post pandemic.

The team licenses mobile food vendors and conducts inspections of temporary indoor/outdoor food events, such as the Needham Town Fairs, carnivals and the weekly seasonal Needham Farmers Markets.

Our team continues to provide outreach/education to the community about environmental health issues and current food safety topics. We conduct annual Food Safety Forum trainings to all our permitted food establishment owners, managers and staff. We have recently adopted FDA Standard 6, where we revised our Board of Health approved Food Code Enforcement Policy, which strengthens our food safety standards and encourages our permitted food establishments to be more proactive with their food safety practices. We will also be rolling out our Food Establishment Grading Certificate of Excellence initiative, which we hope will also help incentivize ongoing compliance with the FDA Food Code. Investigations are conducted in response to complaints received about the following: housing, food establishments and general public health nuisances (i.e., pests/rodents, noise, odors, tobacco smoke and unsanitary conditions).

In 2023, the Public Health Division Environmental Team was awarded two grants from the National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA), specifically from the FDA Retail Flexible Funding Model (RFFM) Grant Program, to adopt and maintain additional FDA Voluntary National Retail Food Regulatory Program Standards and to allow staff to attend conferences. The following grants were received:

- Category 2 Award: **$4,929.00** to enable us to continue to complete and meet the requirements for additional FDA Standards, specifically 6 & 7. This grant funding enabled us to hire a consultant to conduct an initial review of FDA Standard 6 and to re-hire the same consultant to audit our FDA Standards 6 & 7, which were approved. This funding also enabled us to hire a separate food consultant to hold our 4 annual food establishment forum trainings, including one bilingual training. This funding also allowed us to hire an intern to assist us with these FDA grant projects.
- Category 3 Award: **$7,381.50** for travel to conferences and seminars and to satisfy requirements for FDA Standard 2. Attending these annual national conferences (i.e., The annual Assoc. of Food and Drug Officials (AFDO) conference in Norfolk, VA; the annual National Env. Health Assoc. (NEHA) conference in New Orleans, LA; and the local MA Env. Health Assoc. (MEHA) Yankee conference in Northampton, MA, and enabled our regulatory staff to receive ongoing trainings; gain additional knowledge on relevant environmental health topics; and continue to network with other health professionals.

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Public Health	Fiscal Year	FY 2025
Title	Environmental Health Inspector	Priority	6

We have been very successful in receiving grant money from the FDA for the past six years. These FDA grants are and continue to be a critical source of funding and allow the Division to continue to hold these annual permitted food establishment forum trainings in order to train more than 80% of Needham's 130+ food service establishments on the current Food Code requirements and to review our the most frequently cited Food Code violations that are documented during our inspections. This year we focused on our newly developed Food Safety Excellence Program, which encompasses our revised Food Code Enforcement Policy and our new Food Establishment Grading initiative, and we were also able to share information about safe food handling practices and requirements; as a result, re-training our permitted food establishment staff on an annual basis has proved to be a significant step towards improving food safety compliance in Needham.

Grant funds were also used to hire a consultant to conduct FDA Standard reviews and audits to verify compliance. During this year, we had a consultant audit FDA Standard 6- Compliance and Enforcement and Standard 7- Industry and Community Relations, and both standards were successfully verified and approved. We have now adopted eight out of the nine FDA Voluntary Retail Program Standards, and only have Standard 8 left. We hope to adopt that remaining standard in the coming year. After these nine standards are fully adopted, they must continue to be maintained, which will require additional staffing hours to meet the requirements for keeping up with the maintenance of these standards. The FDA Standards that we are looking to maintain in the coming year are FDA Standard 1 – Adoption of 2022 FDA Food Code; FDA Standard 2- Standardization of inspection staff; Standard 7- Industry and Community Relations and Standard 9- Program Assessment – Risk-based inspection program.

In mid-October 2023, the Public Health Division applied for additional FDA grant funds to pursue the adoption of additional Voluntary National Retail Food Regulatory Program Standards during FY 2024. If awarded, these grant funds will be used to finish Standard 8-Program Support and Resources, and to continue work on maintaining the adopted standards- 1, 2, 7 and 9. We also hope to receive funding to cover travel expenses and registration fees for Environmental team staff to attend annual conferences and training seminars to keep our staff apprised of the latest updates in the field of Environmental safety and health.

The Public Health Division seeks funding to support the hiring of a part-time Environmental Health Inspector to:

- Address Board of Health Goals #2,3,4,7 and 8 (more details noted below.)
- Finalize and adopt our final FDA's Voluntary National Retail Food Regulatory Program Standard, standard 8, which will enable us to assess our program support and resources, which includes an assessment of our inspection team staffing levels.
- Allow us to continue our progressive work on maintaining our already adopted FDA Voluntary National Retail Food Regulatory Program Standards, specifically, maintaining FDA Standards 1, 2, 7 and 9.
- We will also be enacting our recently adopted FDA Standard 6 revised Food Code Enforcement Policy, which has been approved by the Board of Health, and we will need additional staffing hours to help with enforcement of that new policy. As part of our roll out of this policy, we will continue to train and inform our permitted food service establishments and stakeholders. Information will be presented at our upcoming Food

Performance Improvement Funding Request DSR4			
Department	Health & Human Services / Public Health	Fiscal Year	FY 2025
Title	Environmental Health Inspector	Priority	6

Advisory Board meetings, and we will also review the specifics of this policy during our four annual food establishment forum trainings, which includes one bilingual training, in order to gain valuable feedback during the six month pilot program starting this fall.

- Pilot and enact a Food Establishment Inspection Grading Certificate of Excellence Program, which we hope to gain valuable feedback on from our food establishments and stakeholders and initiate in FY 2024.
- Additional staff hours will enable us to keep up with the increasing demands of fulfilling the influx of activities, especially issues related to the increase in housing challenges and mental health disparities (which we have seen a dramatic increase post pandemic), along with other increases in staff demands such as increase in online permit requests and follow-up inspections, etc.

Budget

Staffing: Funding is requested in the amount of $20,995 for the Public Health Division's budget to hire a part-time Environmental Health Inspector, to work up to an additional 9.5 hours/week at a rate of $42.50 per hour (Schedule C rate).

Expenses: No expense line funding is included in this DSR4 budget request. All immediate needs for equipment and supplies can be met within the Public Health Division's existing operating budget lines.

The estimated benefit costs for this position if funded in FY 2025 is $2,083. This includes costs associated with FICA, disability, and unemployment insurance. This cost estimate was provided by the Finance Department.

Goals

Hiring a part-time Health Agent will address the Board of Health's FY 2024 Priorities;

- Build Confidence and trust within the community in the Public Health Department and act as a champion for the department.
- Promote community activities that increase health and wellness, including building community partnerships.

Increasing the staffing will help support these priorities to be able to assist the community and the businesses.

Adding the extra staffing hours would also help achieve the FY 2024-2025 Goal #3: Livable, Promotes and sustains a secure, clean, and attractive place to live, work and play, to be able to ensure the businesses in the community are held to the Needham standard.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Environmental Health Inspector						Priority	6	
Classification		FT	X	PT		Seasonal			
Part Time /Seasonal	Hours Per Week	9.5			Number of Weeks Per Year		52		
Compensation Detail									
Base Rate	$20,995								
Other									
Other									
Other									
Other									
Other									
Other									
Other							$20,995		
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain			Start Up Cost $		Annual Recurring Cost $	
Workstation	X		Workstation available in PH Office						
Vehicle	X								
Computer	X		Computers available in PH Office						
Software	X								
Mobile Communication Device	X		One unused mobile device available						
Uniform	X								
Tools	X								
Equipment	X								
Other									
Other									
Other									
Totals									
Estimated Annual Benefit Cost								$2,083	

Description and Explanation

The Environmental Health Inspector is a part-time role working up to 9.5 hours per week; the Inspector's primary charge is to protect the public's health through implementation and enforcement of State and Federal regulations and local Board of Health ordinances to ensure compliance with environmental health and safety standards.

This budget request will support 12 months of salary costs in FY 2025.

V2025

Fiscal Year 2025 Proposed Budget

Health and Human Services Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	1,697,003	23,980		119,780	1,816,783	143,760		1,673,023	1,508,811.46	1,483,475.97	1,541,095.86
Salary & Wage Temporary	406,315	34,501		77,446	483,761	111,947		371,814	442,929.08	321,090.88	248,438.41
Salary & Wage Overtime	3,500	500			3,500	500		3,000	2,810.22	2,902.32	6,206.17
Salary & Wage Other	28,875	2,235			28,875	2,235		26,640	23,534.67	57,311.03	20,056.39
Salary and Wage Total	2,135,693	61,216	3.0%	197,226	2,332,919	258,442	12.5%	2,074,477	1,978,085.43	1,864,780.20	1,815,796.83
Energy											
Non Energy Utilities											
Repairs and Maintenance	500				500			500	2,047.88	8,247.20	2,985.00
Rental and Leases											216.00
Other Property Related	16,500	(400)			16,500	(400)		16,900	5,813.00	375.00	1,629.27
Professional & Technical	175,800	5,030			175,800	5,030		170,770	155,787.60	96,672.65	84,792.68
Communications	38,440	990			38,440	990		37,450	32,420.82	21,460.13	29,928.87
Recreation	52,000	(500)			52,000	(500)		52,500	54,051.58	52,081.26	3,005.98
Other Purchased Services	1,000				1,000			1,000	4,078.68	7,358.22	15,975.51
Energy Supplies											
Office Supplies	8,850	(50)			8,850	(50)		8,900	3,432.52	3,674.53	7,118.06
Building & Equipment Rprs/Sp									204.82	991.20	
Custodial Supplies										32.40	
Grounds Keeping Supplies											
Vehicular Supplies	13,351	1,961			13,351	1,961		11,390	10,638.93	5,605.56	4,018.88
Food & Service Supplies	5,700	(36,800)			5,700	(36,800)		42,500	6,600.18	5,881.25	12,715.31
Medical Supplies	3,250	250			3,250	250		3,000	3,039.69	33,707.48	62,122.01
Educational Supplies											445.95
Public Works Supplies											
Other Supplies & Equipment	19,300	7,500			19,300	7,500		11,800	36,601.32	56,510.17	55,721.02
Governmental Charges	76,000	8,000			76,000	8,000		68,000	67,360.60	63,612.10	74,135.98
Travel & Mileage	20,950	(600)			20,950	(600)		21,550	10,143.13	8,514.48	1,554.47
Dues & Subscriptions	9,365	3,200			9,365	3,200		6,165	5,703.41	7,237.87	2,978.90
Other	18,000	(7,500)			18,000	(7,500)		25,500	5,145.49	3,051.39	24.00
Expense	459,006	(18,919)	-4.0%		459,006	(18,919)	-4.0%	477,925	403,069.65	375,012.89	359,367.89
Capital Equipment											
Budget Capital											
TOTAL	2,594,699	42,297	1.7%	197,226	2,791,925	239,523	9.4%	2,552,402	2,381,155.08	2,239,793.09	2,175,164.72

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Director of Health and Human Services	1.00	G	14	Merit	141,139			4,500		$145,639	Vehicle Allowance
Assistant Director of Public Health for Community & Environmental Health	1.00	G	11	11	108,674	1,000		2,000		$111,674	Vehicle Allowance/Longevity
Assistant Director of Public Health for Nursing & Behavioral Health	1.00	G	11	11	108,674			2,000		$110,674	Vehicle Allowance
Substance Use Prevention Program Coordinator	1.00	G	8	11	91,416	600			(92,016)		Grant Funded
Substance Use Prevention Program Coordinator	1.00	G	8	5	79,443				(79,443)		Grant Funded
Substance Use Prevention Program Coordinator	1.00	G	8	10	89,622					$89,622	
Administrative Analyst	1.00	GT	6	9	79,697	600				$80,297	Longevity
Traveling Meals Coordinator	0.60	GT	5	9	45,548					$45,548	
Administrative Specialist	1.00	I	5	9	75,914				(75,914)		Grant Funded 28 months
Public Health Nurse	0.67	I	9	10	64,428					$64,428	
Public Health Nurse	1.00	IE	9	5	84,981				(84,981)		Grant (ARPA)
Environmental Health Agent	1.00	I	7	6	77,961					$77,961	
Environmental Health Agent (trainer)	1.00	I	7	7	80,048				(80,048)		Grant Funded 2002-S207
Regional Environmental Health Agent	1.00	I	7	6	77,961				(77,961)		Grant Funded 28 months
Regional Public Health Nurse	1.00	Sch C	X	X	96,642				(96,642)		Grant Funded 28 months
Administrative Assistant	0.40	I	3	6	24,227					$24,227	
Epidemiologist/Data Analyst (SAS)	1.00	Sch C	X	X	71,741				(71,741)		Grant Funded
Regional Training Hub Managerr (SAS)	1.00	Sch C	X	X	99,431				(99,431)		Grant Funded 28 months

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Director of Health and Human Services	1.00	1.00	1.00	138,148	145,639	145,639	0.0%
Assistant Director of Public Health for Community & Environmental Health	1.00	1.00	1.00	104,707	109,329	111,674	2.1%
Assistant Director of Public Health for Nursing & Behavioral Health	1.00	1.00	1.00	101,907	108,529	110,674	2.0%
Substance Use Prevention Program Coordinator	1.00	1.00	1.00	877			
Substance Use Prevention Program Coordinator		1.00	1.00				
Substance Use Prevention Program Coordinator	1.00	1.00	1.00	83,967	87,887	89,622	2.0%
Administrative Analyst	1.00	1.00	1.00	74,973	78,678	80,297	2.1%
Traveling Meals Coordinator	0.60	0.60	0.60	44,631	45,548	45,548	
Administrative Specialist	1.00	1.00	1.00				
Public Health Nurse	0.67	0.67	0.67	60,229	63,167	64,428	2.0%
Public Health Nurse	1.00	1.00	1.00				
Environmental Health Agent	1.00	1.00	1.00	83,265	73,262	77,961	6.4%
Environmental Health Agent (trainer)		1.00	1.00				
Regional Environmental Health Agent		1.00	1.00				
Regional Public Health Nurse		1.00	1.00				
Administrative Assistant	0.40	0.40	0.40	22,948	24,227	24,227	0.0%
Epidemiologist/Data Analyst (SAS)		1.00	1.00				
Regional Training Hub Managerr (SAS)		1.00	1.00				

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Assistant Manager Lead Trainer (SAS)	1.00	Sch C	X	X	90,266				(90,266)		Grant Funded Position-Expires June 30, 2025
BUDGETARY ADJUSTMENT	(10.00)								2,879	$2,879	
Public Health	7.67				1,587,813	2,200		8,500	(845,564)	$752,949	
Director of Aging Services	1.00	G	13	Merit	114,117					$114,117	
Assistant Director for Counseling & Volunteers	1.00	G	11	6	96,720					$96,720	
Assistant Director for Programs & Transportation	1.00	G	10	6	92,079					$92,079	
Transportation Coordinator	1.00	GT	6	7	76,226					$76,226	
SHINE Program Coordinator	0.80	GT	8	6	65,473				(65,473)		Grant Funded
SHINE Assistant Program Coordinator	0.80	GT	7	5	60,544				(60,544)		Grant Funded
Clinician	1.00	IE	7	11	87,068					$87,068	
Clinician	1.00	IE	7	4	73,262					$73,262	
Administrative Assistant	1.00	I	3	9	65,013					$65,013	
BUDGETARY ADJUSTMENT	(1.60)								2,325	$2,325	
Aging Services	7.00				730,502				(123,692)	$606,810	
Director of Youth and Family Services	1.00	G	12	Merit	111,503			2,000		$113,503	Vehicle Allowance
Clinician	1.00	IE	7	10	85,352					$85,352	
Clinician	1.00	IE	7	5	75,680				(75,680)		Grant Funded
Clinician	1.00	IE	7	10	85,352					$85,352	
Administrative Assistant	1.00	I	3	7	62,205					$62,205	
BUDGETARY ADJUSTMENT	(1.00)								1,332	$1,332	
Youth and Family Services	4.00				420,092			2,000	(74,348)	$347,744	

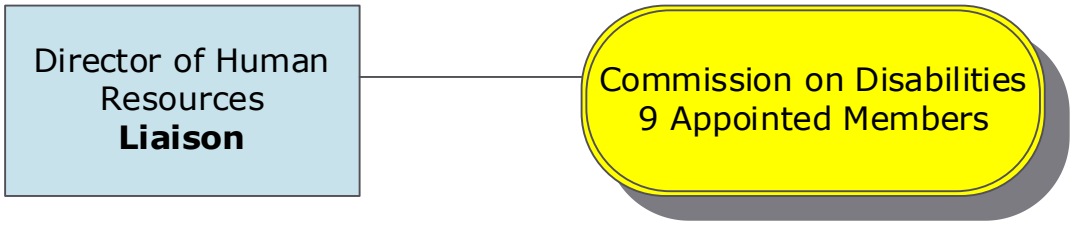
PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Assistant Manager Lead Trainer (SAS)	1.00	1.00	1.00				
BUDGETARY ADJUSTMENT	(4.00)	(10.00)	(10.00)	2,715	2,816	2,879	2.2%
Public Health	7.67	7.67	7.67	718,367	739,082	752,949	1.9%
Director of Aging Services	1.00	1.00	1.00	108,091	110,793	114,117	3.0%
Assistant Director for Counseling & Volunteers	1.00	1.00	1.00	88,335	93,698	96,720	3.2%
Assistant Director for Programs & Transportation	1.00	1.00	1.00	84,123	89,232	92,079	3.2%
Transportation Coordinator	1.00	1.00	1.00	70,317	74,237	76,226	2.7%
SHINE Program Coordinator	0.80	0.80	0.80	577			
SHINE Assistant Program Coordinator	0.80	0.80	0.80	530			
Clinician	1.00	1.00	1.00	81,627	85,352	87,068	2.0%
Clinician	1.00	1.00	1.00	79,970	77,961	73,262	-6.0%
Administrative Assistant	1.00	1.00	1.00	60,684	62,205	65,013	4.5%
BUDGETARY ADJUSTMENT	(1.60)	(1.60)	(1.60)	2,191	2,752	2,325	-15.5%
Aging Services	7.00	7.00	7.00	576,445	596,230	606,810	1.8%
Director of Youth and Family Services	1.00	1.00	1.00	108,641	110,255	113,503	2.9%
Clinician	1.00	1.00	1.00	99,478	83,675	85,352	2.0%
Clinician	1.00	1.00	1.00				
Clinician	1.00	1.00	1.00	76,050	83,675	85,352	2.0%
Administrative Assistant	1.00	1.00	1.00	60,684	58,812	62,205	5.8%
BUDGETARY ADJUSTMENT	(1.00)	(1.00)	(1.00)	1,311	1,294	1,332	2.9%
Youth and Family Services	4.00	4.00	4.00	346,164	337,711	347,744	3.0%

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Department Totals	18.67				2,738,407	2,200		10,500	(1,043,604)	$1,707,503	
	Salary and Wage Base (5110)									$2,738,407	
	Other Regular Compensation (5110)									$2,200	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)									$10,500	
	Budgetary Adjustment (5110)									($1,043,604)	
	Total									$1,707,503	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Department Totals	18.67	18.67	18.67	1,640,976	1,673,023	1,707,503	2.1%

Department Organizational Chart

Commission on Disabilities



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Budget Request Short Form	
Budget	Commission on Disabilities

Purpose

The Needham Commission on Disabilities (NCOD) 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 Commission remains an active partner in the Town's accessibility objectives. During the last fiscal year it advocated to local businesses for accessibility improvements; researched accessible trails in the Boston area with the objective of suggesting ideas for future trails in Town; met with Needham's Transportation Study consultant and provided input on transportation support services designed to benefit those who may not have access to a personal vehicle; and sent representatives to multiple citizen committees and community groups to continue to bring disability awareness and perspective. The NCOD grant opportunity program, which awards funding to community-based organizations and school programs to improve accessibility, awarded grants to the Needham Schools - Special Education Department, for the purchase of materials for its Intensive Learning Classroom (ILC) which supports students with significant disabilities, and the Needham Community Council, for the purchase of lightweight wheelchairs to be made available to the community on an as-needed basis.

Budget Changes

This year's budget request remains level-funded. The Commission is continuing to meet virtually, which has resulted in some office supplies cost savings. Other ongoing expenses are met by the annual budget, without a need for additional funds. This includes office supplies, costs related to attend trainings for members and the stipend for the Town liaison.

Description	Purpose	Amount
Printing, Mailing	Education and Communication, ads	$200
Office Supplies	Paper, printer ink, etc.	$100
Other Supplies and Equipment	Recognition plaques for exiting members	$150
Mileage	Transportation reimbursement for conference travel	$100
Town Liaison Stipend		$1,500
Total Request		$2,050

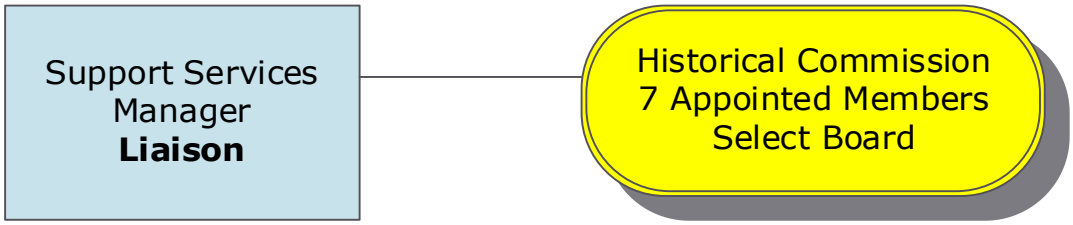
V2025

Fiscal Year 2025 Proposed Budget

Commission on Disabilities	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular											
Salary & Wage Temporary											
Salary & Wage Overtime											
Salary & Wage Other	1,500				1,500			1,500	1,500.00	1,500.00	1,500.00
Salary and Wage Total	1,500				1,500			1,500	1,500.00	1,500.00	1,500.00
Energy											
Non Energy Utilities											
Repairs and Maintenance											
Rental and Leases											
Other Property Related											
Professional & Technical											
Communications	200				200			200			
Recreation											
Other Purchased Services											
Energy Supplies											
Office Supplies	100				100			100			
Building & Equipment Rprs/Sp											
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies											
Medical Supplies											
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	150				150			150	70.00	403.50	
Governmental Charges											
Travel & Mileage	100				100			100			
Dues & Subscriptions											
Other											
Expense	550				550			550	70.00	403.50	
Capital Equipment											
Budget Capital											
TOTAL	2,050				2,050			2,050	1,570.00	1,903.50	1,500.00

Department Organizational Chart

Historical Commission



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Budget Request Short Form	
Budget	Historical Commission

Purpose

Serves as an advisory body to the Select Board on topics relative to historic preservation. The Commission also holds public hearings relative to the Town's Historic Building Demolition by-law, and renders judgement on proposed demolitions governed by the by-law.

Budget Statement

The Historical Commission is often required to hold noticed public hearings relative to the Needham Historic Building Demolition by-law. These notices may carry associated printing and publishing costs that are borne by the Commission.

Budget Changes

There are no proposed changes to the Historical Commission's budget in FY2025.

Description	Purpose	Amount
Communications (534x)	Postage, printing, and mailing.	1,050
Total Request		1,050

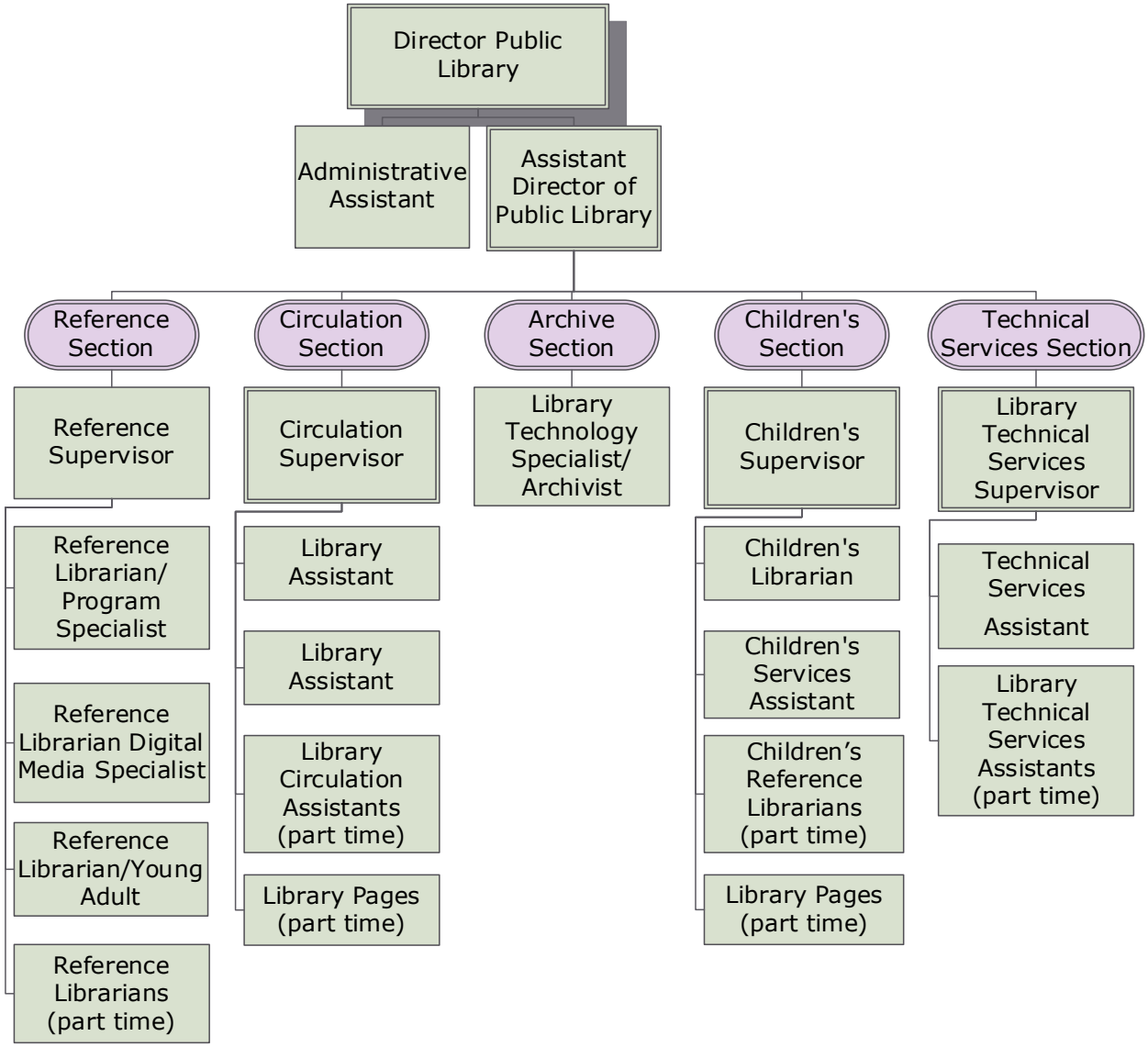
V2025

Fiscal Year 2025 Proposed Budget

Historical Commission	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
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	1,050	700			1,050	700		350			
Recreation											
Other Purchased Services											
Energy Supplies											
Office Supplies		(250)				(250)		250		60.00	
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)				(450)		450			
Governmental Charges											
Travel & Mileage											
Dues & Subscriptions											
Other											
Expense	1,050				1,050			1,050		60.00	
Capital Equipment											
Budget Capital											
Other											
TOTAL	1,050				1,050			1,050		60.00	

Department Organizational Chart

Public Library



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Information DSR1	
Department	Public Library

Department Mission

Mission: 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 Statements: 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 schools, businesses, and organizations.

On the Horizon

Usage of the Needham Free Public Library notably increased in FY2023 compared to FY2022. The library had 50,614 more patron visits in FY2023, an increase of 21%. That is an annual total of 237,165 visits; an average of 680 patrons per day. An additional 14,630 materials were circulated (2.6% increase), study room usage was up 41% (1,876 additional bookings) and computer usage was up 31% (6,318 more uses). Library program attendance was also up across all age groups: a 63% increase in adult participants (2,240 more for 3,577 total), a 17% increase in young adult participants (182 more for 1,041 total), and a 42% increase in child participants (4,091 more for 9,674 total).

As the library has seen each year following the pandemic, there is no question that Needham patrons want increased access to physical and electronic materials and services as well as hybrid and in-person events. We anticipate that this upwards trend will continue, as the number of in-person visitors and program attendees remain below pre-pandemic levels, while the number of materials circulated by the library have surpassed pre-pandemic levels. The library continues its efforts towards streamlining operations to efficiently serve the residents of Needham and meet demands. Careful review of the budget allocations is always a large part of that effort and consideration.

Towards these efforts, the library completed a new 2023-2027 Strategic Plan. The strategic plan was created after soliciting input and information from all stakeholders in our community. It serves as a roadmap to the future, describing what our community is seeking from the library and our responsive action plans for the next five years. Library staff and the Board of Trustees will be focused on making measurable progress on these six goals: (1) provide a seamless, efficient, equitable and outstanding user experience, (2) increase visibility as a critical community partner, known and valued by everyone in Needham, (3) offer a user experience catered to the specific wants and needs of the Needham community, (4) provide access to an outstanding, diverse collection of materials for Needham patrons and understand the importance of building and promoting a representative collection, (5) ensure staff is well-trained and fluent in analytic resources to provide the best collection of materials for the community, and (6) allocate time and resources to explore the future use of interior and exterior space and design.

On a dual track, the library embarked upon a Space Planning Study with Boston architectural firm Utile, the Town's Permanent Public Building Committee, and informed by community input. This feasibility study was completed in September 2023 and identified four top priorities: (1) Create a new dedicated young adult area on the second floor to improve the space for the significant number of teens utilizing the library most days while preserving the experience for other patrons; (2) provide an improved children's area on the first floor to accommodate the increasing number of children excited to experience the library's offerings; (3) improve the Rosemary entrance and create a new multipurpose room on the library's first floor, and (4) improve the Highland entrance

Department Information DSR1	
Department	Public Library

and enhance staff workspace. Library staff and Trustees will be advocating for design and construction funding to make these capital projects possible.

The library has taken strides to offer increased outreach to the community, which patrons request frequently. Our newly hired Reference Supervisor comes with extensive community outreach experience. We look forward to increased presence at community events such as the Harvest Fair, collaboration with Needham Housing Authority, and working with Youth and Family Services, among other partnerships.

The Town is in the midst of the hiring process for the Library Director position. The library will continue to focus on filling all full and part-time vacancies during this challenging labor market.

Budget Statement

The FY2025 Budget request includes the following changes from FY2024:

OBJ	Description	Comments	FY2025 Request	Net Change
5110	Library Salaries Regular	Increasing for normal step-raise, longevity amounts.	$1,315,870	$38,817
5120	Library Salaries Temporary	Increasing to maintain existing library services for a growing number of patrons entering the library and higher number of materials circulated.	$566,175	$24,594
5257	Repair & Maintenance Equipment	Increasing to replace 12 folding tables in Library Community Room.	$3,900	$3,500
5270	Rental & Leases	Decreasing due to usage.	$200	($50)
5305	P&T Software Licensing Fee	Increasing due to usage and anticipated cost increase to Minuteman Library Network fee.	$81,000	$2,000
5341	Postage	Increasing to reflect FY23 expenditures.	$850	$100
5344	Wireless Communication	Increasing to reflect FY23 expenditures.	$5,500	$1,000
5345	Printing & Mailing	Increasing due to cost and FY23 expenditures on labels, library cards, and business cards.	$3,200	$1,350
5420	Office Supplies	Decreasing to align with historical spending.	$8,000	($500)
5580	Library – Other Supplies	Increasing to reflect FY23 expenditures.	$10,000	$2,000
5584	Library Databases	Increasing to reflect the addition of our Summer Reading Program tracking software, previously paid for by the State, and the addition of a successful resource teaching children to code, which was funded by the	$105,000	$4,000

Department Information DSR1				
Department		Public Library		
		Friends previously as a 3-year pilot.		
5585	Computer Supplies & Equipment	Decreasing to align with historical spending.	$11,000	($2,000)
5711	Mileage	Decreasing to align with historical spending.	$900	($500)

In FY23, the library had a budget return of $127,442 (5.9%). This was almost entirely from salaries ($126,800 or 7.2%), as the return from expenses was $642 or 0.2%. The FY23 regular salaries budget was based off of the anticipated salary of tenured incumbents in the Library Director and Supervisor of Technical Services roles. The library had turnover in both of those positions prior to FY23, resulting in lower salary levels for each with no longevity pay, and thus a return from regular (full time) salaries of $44,811. The budget return from temporary (part time) salaries of $81,989 was largely attributable to drastic shifts in the labor market. A number of part time library employees accepted full time or more lucrative positions elsewhere. Some of these part time staffers continued to work in Needham, but on a reduced schedule, to help cover scheduling gaps.

During this period, the library focused on maintaining consistent staffing at each desk. However, other tasks were delayed, effecting operations over time as those delays accumulated. For instance, processing a new book used to take approximately twenty-four hours from unpacking it to placing it on the shelf for public access. During the most significant staff shortage, it has taken two to three weeks. Due to staff vacancies, the library has had to periodically reduce or cancel programming and staff have been unable to provide as much one-to-one assistance to patrons.

Accomplishments and Activities

The Needham Free Public Library has had a year of notable achievements. As mentioned in "On the Horizon," the library completed its new 2023-2027 Strategic Plan in December 2022. The strategic plan is a roadmap to the future, describing what our community is seeking from the library and our responsive action plans for the next five years. The library also completed a Space Planning Study in September 2023 with Boston architectural firm Utile, and the Town's Permanent Public Building Committee.

During the summer of 2022, the library started Needham's "Library of Things". A "Library Of Things" are everyday objects loaned out just like other library materials. Objects often include kitchen appliances, tools, gardening equipment and electronics, toys and games, science kits, craft supplies, musical instruments, and recreational equipment. The library unveiled the collection on October 17, 2022. It has been welcomed and received by our library users very enthusiastically.

The library focused on new and improved collections over the last year. The English language learning collection was processed and put in place in July 2022. The library continued to expand our World Languages section, catering to the diverse linguistic needs of our patrons. A New Adult Graphic Novel Collection was developed and introduced. Video games and graphic novel collections were put in place in the Fall of 2022. These initiatives aimed to engage a wider audience and offer a broader range of recreational and educational materials.

The library's Technical Services staff, along with some help from Circulation Department staff, completed a DEI (Diversity, Equity, and Inclusion) Audit of our print collections. This audit will allow staff to assess and improve the representation and inclusivity of our materials.

Department Information DSR1	
Department	Public Library

The library is continuously striving to enhance its offerings and meet the evolving needs of the community. By fostering inclusivity, expanding collections, and engaging in outreach efforts, we aim to provide valuable and exciting services to the residents of Needham.

This year has also been a time of leadership transition at the Needham Free Public Library. The library has recently welcomed a new Reference Supervisor and Technical Services Supervisor. The Town is currently undertaking a search process to fill our vacant Library Director position.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	1,882,045	36,890	$1,918,935
b) Expenses	428,000	4,000	432,000
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	2,310,045	40,890	2,350,935

V2025

Department Expenditure Detail DSR2										
Department				Public Library						
Object				Description					Amount	
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	16	0	16	16	0	16	16	0	16	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							x			
Union Positions:	BCTIA		Fire A		Fire C		ITWA 1	NIPEA	Police	Police Superior	NA
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									$1,297,836
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									$12,992
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									
e.	PRD1 Budget Adjustments									$5,042
									PRD1 Sub Total	$1,315,870
j	DSR3 Other Compensation									
									Sub Total 1	$1,315,870
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Temporary Department Coverage, Part-Time, Mon – Sat									$485,772
b.	Temporary Department Coverage, Part-Time, Sunday Hours									$80,403
c.										
d.										
f.										
g.	DSR3 Total									
									Sub Total 2	$566,175
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									
b.	Training and Development									
c.										
d.										
e.	DSR3 Total									
									Sub Total 3	$0
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									
									Sub Total 4	$0
5. Total Salary and Wages (1+2+3+4)										$1,882,045

Department Expenditure Detail DSR2		
Department	Public Library	
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Technology Hardware Maintenance Agreements = $5,350 Repair & Maintenance Equipment = $3,900 ($3,500 of this is to replace Community Room tables)	$9,250
Rental & Leases (527X)	NEDCC microfilm storage = $200	$200
Other Property Related Services (529x)		
Professional & Technical Services (530x – 531x)	Seminars & Trainings = $1,500 Software Licensing Fee = $81,000 (of this Minuteman Assessment estimated at $68,000, other licenses = $13,000)	$82,500
Communications (534x)	Postage = $850 Wireless Communication = $5,500 Printing & Mailing = $3,200	$9,550
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Interlibrary loan presorting fee = $1,000 Microfilming local newspapers = $2,000 Bindery = $400 BMI authorization to play music = $200	$3,600
Office Supplies (542x)	Office Supplies = $8,000	$8,000
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)	Subscriptions = $21,000 Books = $132,000 Audiovisual Materials = $34,000 Databases = $105,000 Computer Supplies & Equipment = $11,000 Other supplies for processing materials, Archives, Children's programming, Library of Things = $10,000	$313,000
Governmental Charges (569x)		

Department Expenditure Detail DSR2					
Department	Public Library				
Travel & Mileage (571x – 572x)	In-State Conferences = $400 Mileage = $900				$1,300
Dues & Subscriptions (573X)	American Library Association = $400 Digital Commonwealth = $200				$600
Other Expenses (574 X – 579x)					
6. Total Expenses					$428,000
DSR2C					
Capital Equipment Replacement (587X)					
7. Total Operating Budget Capital					
8. Total Base Request (Line 5 + Line 6 + Line 7)					$2,310,045
Does the Department depend on any Federal or State grants to provide services?		YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?		YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?		YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?		YES	X	NO	
					V2025

Department Personnel Supplement DSR3						
Department	Public Library					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Reference Librarians PT – 88.5 hours/week	$132,332		X		
2	Children's Librarians PT – 105 hours/week	$162,528		X		
3	Library Circulation Assistants PT – 182 hours/week	$162,429		X		
4	Library Assistants, Technical Services PT– 32 hours/week	$33,867		X		
5	Library Pages PT – 104.5 hours/week	$72,982		X		
6	Recording Secretary PT – approx. 8 hours/month	$2,037		X		
7						
8						
9						
10						
11						
12						
13						
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	$566,175				
Sections						
	Amount Reported Under DSR2A Section 1	$1,315,870				
	Amount Reported Under DSR2A Section 2	$566,175				
	Amount Reported Under DSR2A Section 3					
	Amount Reported Under DSR2A Section 4					
II	Total	$1,882,045				
						V2025

Performance Improvement Funding Request DSR4			
Department	Public Library	Fiscal Year	2025
Title	PT Reference Librarian/Young Adult Specialist	Priority	1

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	0.5	$36,890		$36,890
2. Expense			$4,000	$4,000
3. Operating Capital				
4. Department Total (1+2+3)				$40,890
5. Other Costs		$3,511		

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	X	
If yes, which Board or Committee? Board of Library Trustees		
Has this request been submitted in the last three fiscal years and not funded?		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?	X	
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 licensing required (beyond the initial purchase)?		X
Does this request address a documented health or safety issue?		X

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

Description and Explanation

This request would add funding to accommodate a new, part-time Reference Librarian/Young Adult Specialist. Earlier this year, the Needham Free Public Library completed its 2023-2027 Strategic Plan. The Board of Library Trustees voted on an FY24 Action Plan to further prioritize specific action items for the year that are necessary to achieve the longer-term goals and objectives of the Strategic Plan. One of their top priorities is Goal 3, Objective 1: Improve service, space, outreach and resources for Emerging Adults. A priority action towards this goal is to hire additional Young Adult (YA) room staff.

This is a significant need for the Needham Free Public Library as we often see 50-100 teens in the building after school. Currently, the Library has a full-time Young Adult Specialist in the Reference Department who spends 40% of her time on-desk performing reference librarian duties. The YA Specialist's off-desk time is committed to responsibilities of maintaining the YA collection (e.g. weeding, shifting, and creating displays), doing school outreach, and conducting program development (e.g. generating ideas, researching feasibility, budgeting, procuring supplies and presenters, and facilitating day-of). This leaves little time to be in the Young Adult room or out in the areas where teens sit after school to be a presence and a resource directly to them.

Performance Improvement Funding Request DSR4			
Department	Public Library	Fiscal Year	2025
Title	PT Reference Librarian/Young Adult Specialist	Priority	1

Adding a part-time Reference Librarian/Young Adult Specialist will provide additional support for both on-desk and off-desk time. Funding this position will enable the Library to staff the Young Adult room in addition to the reference desk. The position would also provide some relief to the department by covering additional reference desk hours, and allowing the full-time Young Adult Specialist to focus on programming and outreach in her off-desk time.

Expenses for this position are $2,000 for a workstation and $2,000 for a computer.
Annual benefit costs are $3,511, which would be reflected in the town-wide budget.
If approved, this position would be recurring in future year operating budgets.

V2025

Performance Improvement Funding Request Supplement DSR4S									
Position Title	PT Reference Librarian/Young Adult Specialist						Priority	1	
Classification		FT		PT	x	Seasonal			
Part Time /Seasonal	Hours Per Week	19.5				Number of Weeks Per Year		52	
Compensation Detail									
Base Rate	$36.38*1,014 hours per year							$36,890	
Other									
Other									
Other									
Other									
Other									
Other									
Other							Salary and Wage Total:	$36,890	
Salary and Wage Total									

If Funded the Position Will Require the Following Additional Items					
Description	No	Yes	Explain	Start Up Cost $	Annual Recurring Cost $
Workstation		X		$2,000	
Vehicle	X				
Computer		X		$2,000	
Software	X				
Mobile Communication Device	X				
Uniform	X				
Tools	X				
Equipment	X				
Other					
Other					
Other					
Totals				$4,000	
Estimated Annual Benefit Cost					$3,511

Description and Explanation

This request would add funding to accommodate a new, part-time Reference Librarian/Young Adult Specialist. Earlier this year, the Needham Free Public Library completed its 2023-2027 Strategic Plan. The Board of Library Trustees voted on an FY24 Action Plan to further prioritize specific action items for the year that are necessary to achieve the longer-term goals and objectives of the Strategic Plan. One of their top priorities is Goal 3, Objective 1: Improve service, space, outreach and resources for Emerging Adults. A priority action towards this goal is to hire additional Young Adult (YA) room staff.

This is a significant need for the Needham Free Public Library as we often see 50-100 teens in the building after school. Currently, the Library has a full-time Young Adult Specialist in the Reference Department who spends 40% of her time on-desk performing reference librarian duties. The YA Specialist's off-desk time is committed to responsibilities of maintaining the YA collection (e.g. weeding, shifting, and creating displays), doing school outreach, and conducting program development (e.g. generating ideas, researching feasibility, budgeting, procuring supplies and presenters, and facilitating day-of). This leaves little time to be in the Young Adult room or out in the areas where teens sit after school to be a presence and a

Performance Improvement Funding Request Supplement DSR4S			
Position Title	PT Reference Librarian/Young Adult Specialist	Priority	1

resource directly to them.

Adding a part-time Reference Librarian/Young Adult Specialist will provide additional support for both on-desk and off-desk time. Funding this position will enable the Library to staff the Young Adult room in addition to the reference desk. The position would also provide some relief to the department by covering additional reference desk hours, and allowing the full-time Young Adult Specialist to focus on programming and outreach in her off-desk time.

Expenses for this position are $2,000 for a workstation and $2,000 for a computer.
Annual benefit costs are $3,511, which would be reflected in the town-wide budget.
If approved, this position would be recurring in future year operating budgets.

V2025

Fiscal Year 2025 Proposed Budget

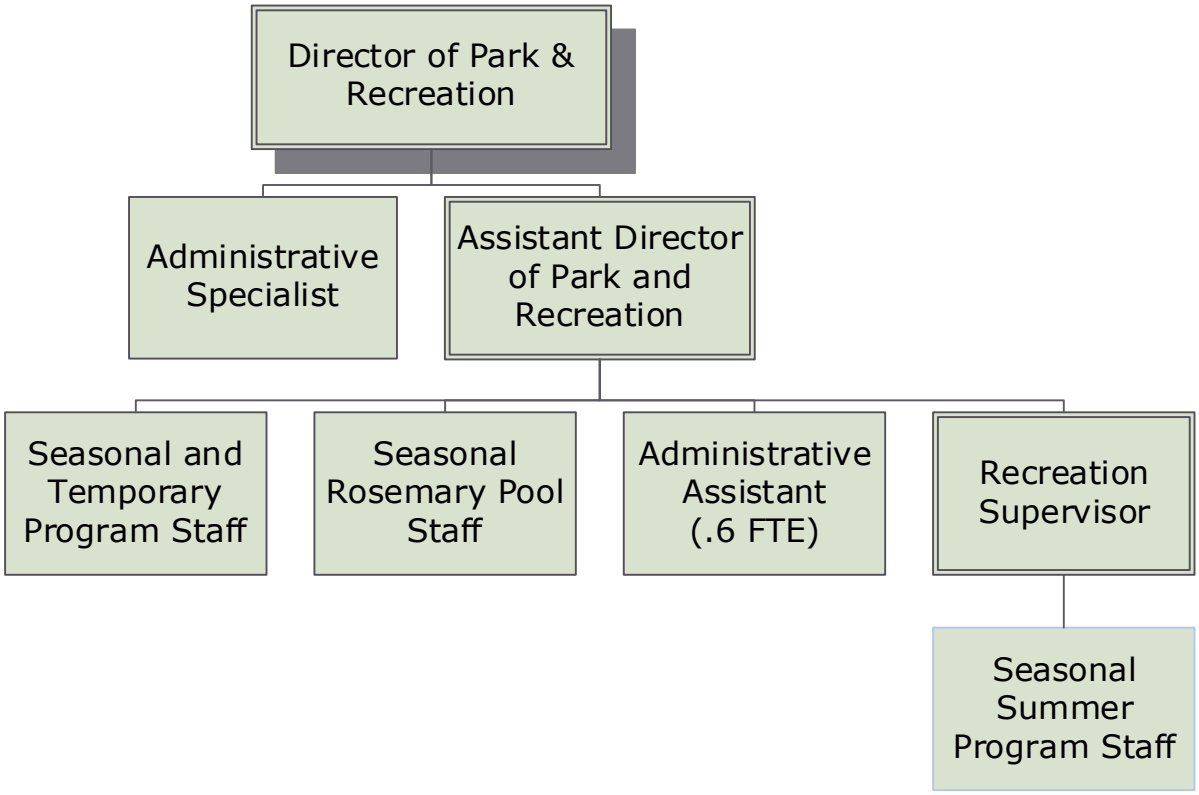
Needham Public Library	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	1,315,870	38,817			1,315,870	38,817		1,277,053	1,187,927.19	1,107,286.22	1,054,019.94
Salary & Wage Temporary	566,175	24,594		36,890	603,065	61,484		541,581	451,466.91	437,039.11	376,669.49
Salary & Wage Overtime											
Salary & Wage Other										88,666.98	2,151.49
Salary and Wage Total	1,882,045	63,411	3.5%	36,890	1,918,935	100,301	5.5%	1,818,634	1,639,394.10	1,632,992.31	1,432,840.92
Energy											
Non Energy Utilities											
Repairs and Maintenance	9,250	3,500			9,250	3,500		5,750	4,172.76	5,656.27	4,172.78
Rental and Leases	200	(50)			200	(50)		250	73.00	73.00	73.00
Other Property Related											
Professional & Technical	82,500	2,000			82,500	2,000		80,500	74,722.89	73,031.90	72,874.93
Communications	9,550	2,450			9,550	2,450		7,100	9,956.24	6,362.86	2,514.63
Recreation											
Other Purchased Services	3,600				3,600			3,600	710.50	3,632.66	1,116.00
Energy Supplies											
Office Supplies	8,000	(500)			8,000	(500)		8,500	3,687.04	8,899.19	6,208.90
Building & Equipment Rprs/Sp				2,000	2,000	2,000					
Custodial Supplies											
Grounds Keeping Supplies											
Vehicular Supplies											
Food & Service Supplies											
Medical Supplies											
Educational Supplies											
Public Works Supplies											
Other Supplies & Equipment	313,000	4,000		2,000	315,000	6,000		309,000	296,425.00	273,602.23	279,424.29
Governmental Charges											
Travel & Mileage	1,300	(500)			1,300	(500)		1,800	116.02	701.75	
Dues & Subscriptions	600				600			600	357.65	598.00	547.00
Other											
Expense	428,000	10,900	2.6%	4,000	432,000	14,900	3.6%	417,100	390,221.10	372,557.86	366,931.53
Capital Equipment											
Budget Capital											
TOTAL	2,310,045	74,311	3.3%	40,890	2,350,935	115,201	5.2%	2,235,734	2,029,615.20	2,005,550.17	1,799,772.45

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Director of Public Library	1.00	G	14	Merit	125,529					$125,529	
Assistant Director of Public Library	1.00	G	12	4	100,722					$100,722	
Administrative Assistant	1.00	I	3	6	60,567					$60,567	
Library Technical Services Supervisor	1.00	G	10	4	86,229					$86,229	
Library Technology Specialist/Archivist	1.00	G	11	5	93,698	600				$94,298	Longevity
Library Children's Supervisor	1.00	G	10	5	89,232					$89,232	
Library Reference Supervisor	1.00	G	10	5	89,232					$89,232	
Reference Librarian/Program Specialist	1.00	G	7	8	81,978	6,558				$88,536	Longevity
Reference Librarian/Young Adult	1.00	G	7	6	77,961					$77,961	
Reference Librarian Digital Media Specialist	1.00	G	7	4	73,262					$73,262	
Children's Librarian	1.00	G	7	5	75,680					$75,680	
Library Circulation Supervisor	1.00	G	9	5	84,981	400				$85,381	Longevity
Children's Services Assistant	1.00	GT	5	7	72,618	800				$73,418	Longevity
Technical Services Assistant	1.00	GT	3	9	65,013	400				$65,413	Longevity
Library Assistant	1.00	GT	3	6	60,567	600				$61,167	Longevity
Library Assistant	1.00	GT	3	6	60,567	3,634				$64,201	Longevity
BUDGETARY ADJUSTMENT									5,042	$5,042	
Department Totals	16.00				1,297,836	12,992			5,042	$1,315,870	
	Salary and Wage Base (5110)									$1,297,836	
	Other Regular Compensation (5110)									$12,992	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)										
	Budgetary Adjustment (5110)									$5,042	
	Total									$1,315,870	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Director of Public Library	1.00	1.00	1.00	130,072	121,873	125,529	3.0%
Assistant Director of Public Library	1.00	1.00	1.00	98,265	103,240	100,722	-2.4%
Administrative Assistant	1.00	1.00	1.00	57,947	58,812	60,567	3.0%
Library Technical Services Supervisor	1.00	1.00	1.00	84,523	82,836	86,229	4.1%
Library Technology Specialist/Archivist	1.00	1.00	1.00	85,445	91,139	94,298	3.5%
Library Children's Supervisor	1.00	1.00	1.00	80,808	86,229	89,232	3.5%
Library Reference Supervisor	1.00	1.00	1.00	76,811	82,836	89,232	7.7%
Reference Librarian/Program Specialist	1.00	1.00	1.00	82,134	86,452	88,536	2.4%
Reference Librarian/Young Adult	1.00	1.00	1.00	71,468	75,680	77,961	3.0%
Reference Librarian Digital Media Specialist	1.00	1.00	1.00	66,281	70,707	73,262	3.6%
Children's Librarian	1.00	1.00	1.00	68,991	73,262	75,680	3.3%
Library Circulation Supervisor	1.00	1.00	1.00	77,367	82,534	85,381	3.4%
Children's Services Assistant	1.00	1.00	1.00	67,563	71,488	73,418	2.7%
Technical Services Assistant	1.00	1.00	1.00	61,084	64,107	65,413	2.0%
Library Assistant	1.00	1.00	1.00	55,936	59,212	61,167	3.3%
Library Assistant	1.00	1.00	1.00	58,313	61,753	64,201	4.0%
BUDGETARY ADJUSTMENT				4,442	4,893	5,042	3.0%
Department Totals	16.00	16.00	16.00	1,227,450	1,277,053	1,315,870	3.0%

Department Organizational Chart

Park and Recreation Department



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

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; operating and managing the Pools at the Rosemary Recreation Complex; 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

This past summer, for the first time since 2020, we were able to open the Pools at Rosemary without restrictions, though we still needed to prepare for staffing and capacity limitations. We were lucky to hire a full pool staff including lifeguards, swim instructors, supervisors, maintenance, and booth staff.

In the summer of 2023, we converted our summer programs over to legally-licensed Summer Camps. Our staffing luck continued, hiring a full staff of counselors, group leaders, site supervisors, specialists, and camp directors. The transition was seamless, though we are continuing to revamp and improve our summer offerings and work towards shifting our summer programs into a more appropriate Summer Camp structure.

We continue to march towards upgrading and renovating our 18 playgrounds in Needham to not only be ADA compliant, but to move toward full inclusivity within each of our playgrounds.

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 & McLeod Field Renovations, Needham High School Tennis Court renovations, Rosemary Beach Upgrades & the feasibility study for the Action Sports Park.

Seasonal, Temporary & Part-time Staff Salaries – Minimum Wage: On January 1, 2023, minimum wage increased to $15.00/hour. Both our summer pool and camp seasonal salaries fall in two separate fiscal years each summer, and any increases affect our budget twice. Additionally, most companies and organizations in the area are currently hiring between $16-$20/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 have updated the seasonal salary scale to increase our starting wages across all part-time and temporary staff:

Department Information DSR1	
Department	Park and Recreation

Schedule C Wages – Effective January 1, 2023:

POSITIONS	LEVEL	1 YR EXP	2 YR EXP	3 YR EXP	4 YR EXP	5YR EXP	6 YR EXP
Counselor; Booth & Maintenance Staff	PR01	$15.79	$16.26	$16.75	$17.25	$17.77	$18.30
Group Leader; Lifeguard (cert required)	PR02	$16.84	$17.34	$17.87	$18.40	$18.95	$19.52
Swim Coach (cert required)	PR03	$17.37	$17.90	$18.43	$18.99	$19.55	$20.14
Site Supervisor, Specialist, AM/PM Care	PR04	$18.43	$18.98	$19.55	$20.14	$20.74	$21.36
Water Safety Instructor (cert required)	PR05	$18.95	$19.52	$20.10	$20.71	$21.33	$21.97
Assistant Supervisor	PR06	$20.00	$20.60	$21.22	$21.86	$22.51	$23.19
Supervisor	PR07	$22.11	$22.77	$23.45	$24.16	$24.88	$25.63

Budget Statement

In FY2023, the department turned back to the town over 14% of our operating budget. About 12.5% of this turnback was due to understaffing. We were without an Assistant Director of Park and Recreation for 6 months during FY2023. The other 1.5% return was a combination of removing old phone landlines and a reduction in our park and pool restroom cleaning contracts.

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 2023 pool season were updated and approved in December of 2022. 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. The pool rates for the 2024 season will be voted on in December 2023.

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 the Field Maintenance Fee, Court 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.

Department Information DSR1	
Department	Park and Recreation

The following information outlines the dollar changes to specific budget lines:

Line	Description	Change from FY24	Comments	Net Change
Admin Salaries Regular	Full-time staff salaries	(-3,530)	Not fully staffed for 6 months	(-3,530)
Admin Salaries Temporary	Part-time non-benefit staff salaries	$1,512	Increases in Schedule C	$1,512
Pools Salaries Temporary	Summer Staff	$17,358	Increases in Schedule C; anticipated higher number of returning staff members	$17,358
Program Salaries Temporary	Summer Staff	$9,716	Increases in Schedule C; anticipated higher number of returning staff members	$9,716
Admin Salaries Overtime	OT for office personnel and DPW	$1,825	Increasing need for overtime for P&R and DPW staff	$1,825
Pool Salaries Overtime	Summer Staff	($2,500)	Reduction in number of summer staff eligible for overtime	($2,500)
Program Salaries Overtime	Summer Staff	($2,500)	Reduction in number of summer staff eligible for overtime	($2,500)
Repairs & Maintenance	Playground maintenance Pool Repairs	$9,000 $5,000	Increase in maintenance needs and cost increases	$14,000
Property Related Services	Park & Pool Restroom Cleaning Pool Opening & Closing Bid	($35,000) $2,960	Moving to DPW Increase in costs	($32,040)
Professional Technical	Pool On-Call Services	$6,600	Increased service fees	$6,600
Seminars & Training	Office Staff	$500	Training and Development for new staff members	$500
Software & Licensing	Hydroapps & Movie Licenses	$3,800	Hydroapps for Pool, Movies for Programs	$3,800
Advertising	Advertising	$3,000	Update and rebrand	$3,000

Department Information DSR1				
Department	Park and Recreation			
Postage	Postage	($150)	Reduction in need	($150)
Cable/Internet	Cable/Internet	$200	Increase in fees	$200
Wireless Communications	Staff cell phones	$500	Cell phone for Recreation Supervisor	$500
Recreation	Events	$1,500	Additional public events	$1,500
Other Services	Program Transportation	$1,200	Increase in bussing costs	$1,200
Office Supplice	Office Supplies	$1,000	Increased needs	$1,000
Building & Equipment Supplies	Pool Repair Supplies	$1,000	Increase in costs	$1,000
Public Works Supplies	Portable Restrooms	$1,100	Increased need for portable restrooms	$1,100
Other Supplies	Lifeguard Suits Program Equipment	$4,000 $3,000	Increased Costs	$7,000
Travel and Mileage	In-State Conferences Out-of-State Conferences	$2,500 $1,000	Anticipated travel for Director and Asst. Director	$3,500

Accomplishments and Activities

In Spring of 2023, the Department was able to hire for the position of Assistant Director. Hannah Corrigan joined us in March of 2023. She comes from East Lyme, Connecticut and relocated here to join our team. Since day 1 she has been a formative and indispensable addition to our staff.

As mentioned above, the department transitioned from summer programs to licensed Summer Camps in June 2023. Though the process of getting there was long and arduous, our team persevered, and the first Camp summer was extremely successful.

Programmatically, the Department continues to collaborate with three school departments, the Post-Grad program, Extended School Year (ESY) and the Summer Bridges program. Our Post-Grads interned with us 2-3 days a week at the pool and in the office doing cleaning, shredding and general office organization. ESY kids attended their scheduled classes during the mornings and met up with our staff for fun-filled afternoons. At Summer Bridges, children attend reading and math classes in the morning and then were able to come outside and join our summer camps in the afternoons. All 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.

Department Information DSR1			
Department	Park and Recreation		
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	$1,171,952		$1,171,952
b) Expenses	$339,150		$339,150
c) Capital			
d) Stipends	$2,400		$2,400
e) Total DSR2 & DSR4 Request (a through d)	$1,513,502		$1,513,502
V2025			

Department Expenditure Detail DSR2										
Department				Park and Recreation						
Object				Description					Amount	
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	5		4.6	5		4.6	5		4.6	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							X			
Union Positions:	BCTIA		Fire A		Fire C		ITWA	3	NIPEA	
	Police		Police Superior		NA					
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									$384,516
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									$2,400
e.	PRD1 Budget Adjustments									
	PRD1 Sub Total									$386,916
j	DSR3 Other Compensation									
	Sub Total 1									$386,916
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Summer Pool Staff (see DSR3)									$451,314
b.	Summer Camp Staff (see DSR3)									$252,611
c.	Temporary Staff									$31,752
d.										
f.										
g.	DSR3 Total									$735,677
	Sub Total 2									$735,677
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									$
b.	Training and Development									
c.	Overtime: Admin Specialist, Admin Asst., Rec Supervisor, DPW, etc.									$49,759
d.										
e.	DSR3 Total									$49,759
	Sub Total 3									$49,759
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									
d.	Tuition Reimbursement									$2,000
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									$2,000
	Sub Total 4									$2,000
5. Total Salary and Wages (1+2+3+4)										$1,174,352

Department Expenditure Detail DSR2		
Department	Park and Recreation	
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	Playground Repairs ($35,000) Parks Repairs ($5,000) Field Repairs ($5,000) Pool Repairs ($10,000) RRC Building Repairs ($2,000)	$57,000
Rental & Leases (527X)		
Other Property Related Services (529x)	Pool Closing 2025 ($25,500) Pool Opening 2024 ($24,000)	$49,500
Professional & Technical Services (530x – 531x)	Pool Water Testing ($2,000) Pool On-Call Services ($15,000) Office Staff Training ($5,000) Pool Seasonal Staff Training ($5,500) Program Seasonal Staff Training ($4,500)	$32,000
Communications (534x)	Advertising ($5,000) Postage ($100) Cable ($400) Wireless Phones ($3,000) Legal Ads ($100)	$8,600
Recreational & Cultural Services (535x)	Events ($5,000)	$5,000
Other Purchased Services (538x)	Program Transportation ($7,500)	$7,500
Office Supplies (542x)	Office Supplies ($3,000)	$3,000
Building & Equipment Supplies (543x)	Pool Chlorine ($50,000) Pool Balancing Chemicals ($10,000) Pool Testing Chemicals ($1,000) Pool Acid Rite ($5,000) Pool Repair Supplies ($25,000)	$91,000
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)	Playground Surfacing ($19,500) Playground Sand ($500)	$20,000
Vehicular Supplies (548x)		
Gasoline and Diesel Fuel (5481)		
Food and Service Supplies (549x)	Program Snacks ($500)	$500
Medical Supplies (550x)	Pool Medical Supplies ($900) Program Medical Supplies ($600)	$1,500
Public Works Supplies (553x)	Portable Restrooms ($12,500)	$12,500
Other Supplies & Equipment (558x)	Office Staff Clothing ($5,000) Lifeguard Uniforms ($10,000) Pool & Program Supplies ($10,000) Arts & Craft Supplies ($5,000) Program Equipment ($3,500)	$33,500
Governmental Charges (569x)		
Travel & Mileage (571x – 572x)	In-State Conference ($5,000) Mileage ($750) Out of State Conference ($6,000)	$11,750

Department Expenditure Detail DSR2					
Department	Park and Recreation				
Dues & Subscriptions (573X)	Annual Memberships ($1,500) Swim Lessons ($500)				$2,000
Other Expenses (574 X – 579x)	Software & Licensing ($3,800)				$3,800
6. Total Expenses					$339,150
DSR2C					
Capital Equipment Replacement (587X)					
7. Total Operating Budget Capital					
8. Total Base Request (Line 5 + Line 6 + Line 7)					$1,513,502
Does the Department depend on any Federal or State grants to provide services?		YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?		YES		NO	X
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?		YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?		YES		NO	X
					V2025

Department Personnel Supplement DSR3						
Department	Park and Recreation					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Pools PR01: Non-Aquatic Staff (10)	$45,000		X		
2	Pools PR02: Lifeguard (45)	$251,642		X		
3	Pools PR03: Swim Coach (4)	$22,000		X		
4	Pools PR05: WSI (8)	$50,000		X		
5	Pools PR06: Assistant Supervisor (4)	$51,141		X		
6	Pools PR07: Supervisor (2)	$31,531		X		
7	POOLS SUBTOTAL (77)	**$451,314**				
8						
9	Camp PR01: Counselor (35)	$136,036		X		
10	Camp PR02: Group Leader (10)	$43,988		X		
11	Camp PR04: Site Supervisor, Specialist, AM/PM Care (10)	$49,600		X		
12	Camp PR07: Supervisor (2)	$22,987		X		
13	CAMP SUBTOTAL (57)	**$252,611**				
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	$703,925	X			
Sections						
	Amount Reported Under DSR2A Section 1					
	Amount Reported Under DSR2A Section 2					
	Amount Reported Under DSR2A Section 3					
	Amount Reported Under DSR2A Section 4					
II	Total					
V2025						

Fiscal Year 2025 Proposed Budget

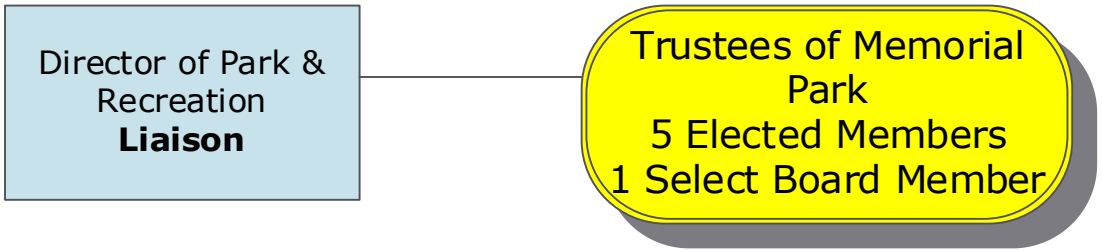
Park and Recreation Department	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	384,516	(3,530)			384,516	(3,530)		388,046	319,056.39	337,033.39	282,016.36
Salary & Wage Temporary	735,677	28,586			735,677	28,586		707,091	591,475.45	357,896.14	265,821.97
Salary & Wage Overtime	49,759	(3,175)			49,759	(3,175)		52,934	26,003.91	42,388.80	21,193.59
Salary & Wage Other	4,400				4,400			4,400	8,239.88	5,400.00	14,437.66
Salary and Wage Total	1,174,352	21,881	1.9%		1,174,352	21,881	1.9%	1,152,471	944,775.63	742,718.33	583,469.58
Energy											
Non Energy Utilities											
Repairs and Maintenance	57,000	15,000			57,000	15,000		42,000	55,745.08	5,360.17	975.39
Rental and Leases									2,399.78	6,000.00	1,636.66
Other Property Related	49,500	(32,040)			49,500	(32,040)		81,540	16,002.50	79,162.00	78,194.00
Professional & Technical	40,800	13,900			40,800	13,900		26,900	11,918.87	12,085.99	14,199.00
Communications	3,600	550			3,600	550		3,050	3,286.08	3,197.37	6,204.39
Recreation	5,000	1,500			5,000	1,500		3,500		6,762.16	
Other Purchased Services	7,500	1,200			7,500	1,200		6,300	20,720.07	1,567.00	25,045.16
Energy Supplies											
Office Supplies	3,000	1,000			3,000	1,000		2,000		4,479.12	1,557.45
Building & Equipment Rprs/Sp	91,000	1,000			91,000	1,000		90,000	44,877.37	46,075.54	26,119.45
Custodial Supplies											
Grounds Keeping Supplies	20,000				20,000			20,000	2,850.00	9,655.00	
Vehicular Supplies											
Food & Service Supplies	500				500			500	155.89		
Medical Supplies	1,500				1,500			1,500	1,611.65	1,000.00	3,423.19
Educational Supplies									90.00		
Public Works Supplies	12,500	1,100			12,500	1,100		11,400			
Other Supplies & Equipment	33,500	7,000			33,500	7,000		26,500	44,725.54	27,193.48	26,158.65
Governmental Charges											
Travel & Mileage	11,750	3,500			11,750	3,500		8,250	2,029.83	2,660.66	1,298.44
Dues & Subscriptions	2,000				2,000			2,000	425.00	1,200.00	1,205.00
Other											
Expense	339,150	13,710	4.2%		339,150	13,710	4.2%	325,440	206,837.66	206,398.49	186,016.78
Capital Equipment											
Budget Capital											
TOTAL	1,513,502	35,591	2.4%		1,513,502	35,591	2.4%	1,477,911	1,151,613.29	949,116.82	769,486.36

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Director of Park & Recreation	1.00	G	12	Merit	117,627			2,400		$120,027	Vehicle Allowance
Assistant Director of Park and Recreation	1.00	G	11	3	86,970					$86,970	
Recreation Supervisor	1.00	I	8	5	79,443					$79,443	
Administrative Specialist	1.00	I	5	3	64,136					$64,136	
Administrative Assistant	0.60	I	3	6	36,340					$36,340	
BUDGETARY ADJUSTMENT	(0.40)								1,488	$1,488	
Department Totals	4.20				384,516			2,400	1,488	$388,404	
	Salary and Wage Base (5110)									$384,516	
	Other Regular Compensation (5110)										
	Education Compensation (5192)										
	Other Pay and Stipends (5197)									$2,400	
	Budgetary Adjustment (5110)									$1,488	
	Total									$388,404	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Director of Park & Recreation	1.00	1.00	1.00	113,784	120,027	120,027	0.0%
Assistant Director of Park and Recreation	1.00	1.00	1.00	91,416	96,720	86,970	-10.1%
Recreation Supervisor	1.00	1.00	1.00	68,894	74,256	79,443	7.0%
Administrative Specialist	1.00	1.00	1.00	64,818	61,620	64,136	4.1%
Administrative Assistant	0.60	0.60	0.60	34,421	36,340	36,340	0.0%
BUDGETARY ADJUSTMENT				1,416	1,483	1,488	0.3%
Department Totals	4.60	4.60	4.60	374,749	390,446	388,404	-0.5%

Department Organizational Chart

Trustees of Memorial Park



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Budget Request Short Form	
Budget	Memorial Park Trustees

Purpose

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 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 Trustee of Memorial Park each for a term of three years, plus the Chair of the Select Board, or designee. Memorial Park includes the memorial garden with an adjacent gazebo. Memorial Park also includes a natural grass 90' baseball diamond, a synthetic turf multi-purpose field, a synthetic turf 60' diamond, and a pedestrian path circling the park. All field spaces have lights. Further, Memorial 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.

Budget Changes

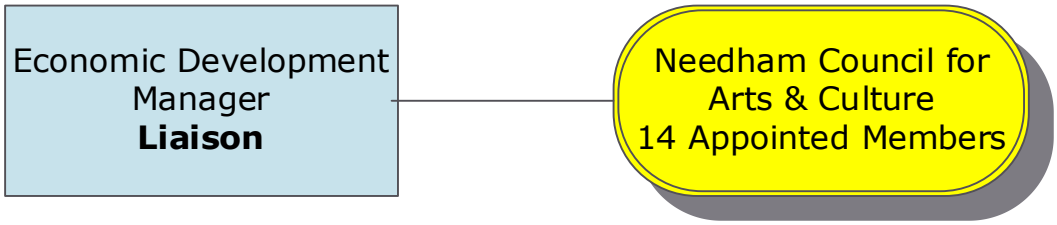
Outside of the annual Memorial Day, Veterans' Day, and Purple Heart Day engagements, Memorial Park hosts games and activities for Needham Public School Athletics and Needham Park and Recreation programming, as well as non-profit organizations like Needham Soccer, Needham Flag Football, and Needham Baseball & Softball. Memorial Park is also home to the Annual Arts in the Parks summer concert series hosted by Park and Recreation. 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.l.

Description	Purpose	Amount
Other Supplies & Equipment	American Flags, POW Flags	$750
Total Request		$750
		V2025

Memorial Park Trustees	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
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				750			750			750.00
Governmental Charges											
Travel & Mileage											
Dues & Subscriptions											
Other											
Expense	750				750			750			750.00
Capital Equipment											
Budget Capital											
TOTAL	750				750			750			750.00

Department Organizational Chart

Needham Council for Arts & Culture



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

Department Spending Request Short Form	
Budget	Needham Council of Arts and Culture - FY2025

Purpose

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.

Budget Statement

The NCAC requests funding in the amount of $18,300 ($8,300 as the base budget and a DSR4 request for $10,000) to support local programming in Needham. The objective behind the funding request is to allow the NCAC to have an even bigger impact on the number of people its programming reaches. The request is an additional $10,000 over what was requested in FY 22-23, and FY 23-24. In addition to Town funds, the Massachusetts Cultural Council (MCC) distributes funding to NCAC annually, which was $7,800 in 2021, $9,000 in 2022 and $9,000 in 2023.

Accomplishments and Activities

In recent years, the increased interest in local grants has forced the NCAC to turn down many applicants' requests, resulting in almost 55% of requests going unfunded/underfunded. All grants directly benefit the Needham 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, Storytime Crafts, and performances like these bring the community together. It is especially important, now more than ever, to nurture community connection and build on the incredible success that the NCAC has accomplished in the past few years. The NCAC has completed our long-range Arts and Culture Plan and will use the Town of Needham funds along with MCC funds to continue our outreach and develop programming based on our plan.

The 2022-2023 Accomplishments include funding 28 artists, performers, musicians and programs. 14 Volunteer Committee Members successfully completed 1 large scale mural installed "Blossom by Arch" an Outdoor Community Mural Event, a Creative Conversation held in North Hill and the development of the Arts and Culture plan with a survey with over 300 responses. Now with the completed Arts and Culture plan we will continue the excellence in Arts and Culture we have provided the community over the past 26 years.

Description	Purpose	Amount
NCAC Annual Funding	To be used to supplement grant funds from the Massachusetts Cultural Council	$8,300
Total Request		$8,300

V2024

Performance Improvement Funding Request DSR4			
Department	Needham Council for the Arts and Culture	Fiscal Year	2025
Title	Expanding local arts and culture	Priority	1

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage				
2. Expense		$10,000		$10,000
3. Operating Capital				
4. Department Total (1+2+3)				
5. Other Costs				

Budgetary Considerations	Yes	No
Does this request address a goal of the Select Board or other Board or Committee?	x	
If yes, which Board or Committee? NCAC		
Has this request been submitted in the last three fiscal years and not funded?		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?		x
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 licensing required (beyond the initial purchase)?		x
Does this request address a documented health or safety issue?		x

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

Description and Explanation

An additional $10,000 to support additional grants for local Needham Art and Culture projects. The additional funds will also allow for expanded and larger projects the NCAC can support with the completion of their Arts and Culture Plan. In the current budget year 2022-2023 NCAC has funded $17,300 worth of Grants with Town of Needham funds ($8300) and State MCC Funds ($9,000) but has $36,930 in funding requests leading to a grant funding deficit of $19,630. With the additional funding the NCAC can fund those additional excellent NCAC project requests and work on funding their newly completed Arts and Culture Plan. Currently this represents a funding shortfall of over 55%. Even with the additional funding there would still be a shortfall of $9,630 from what is being asked to what the NCAC could fund.

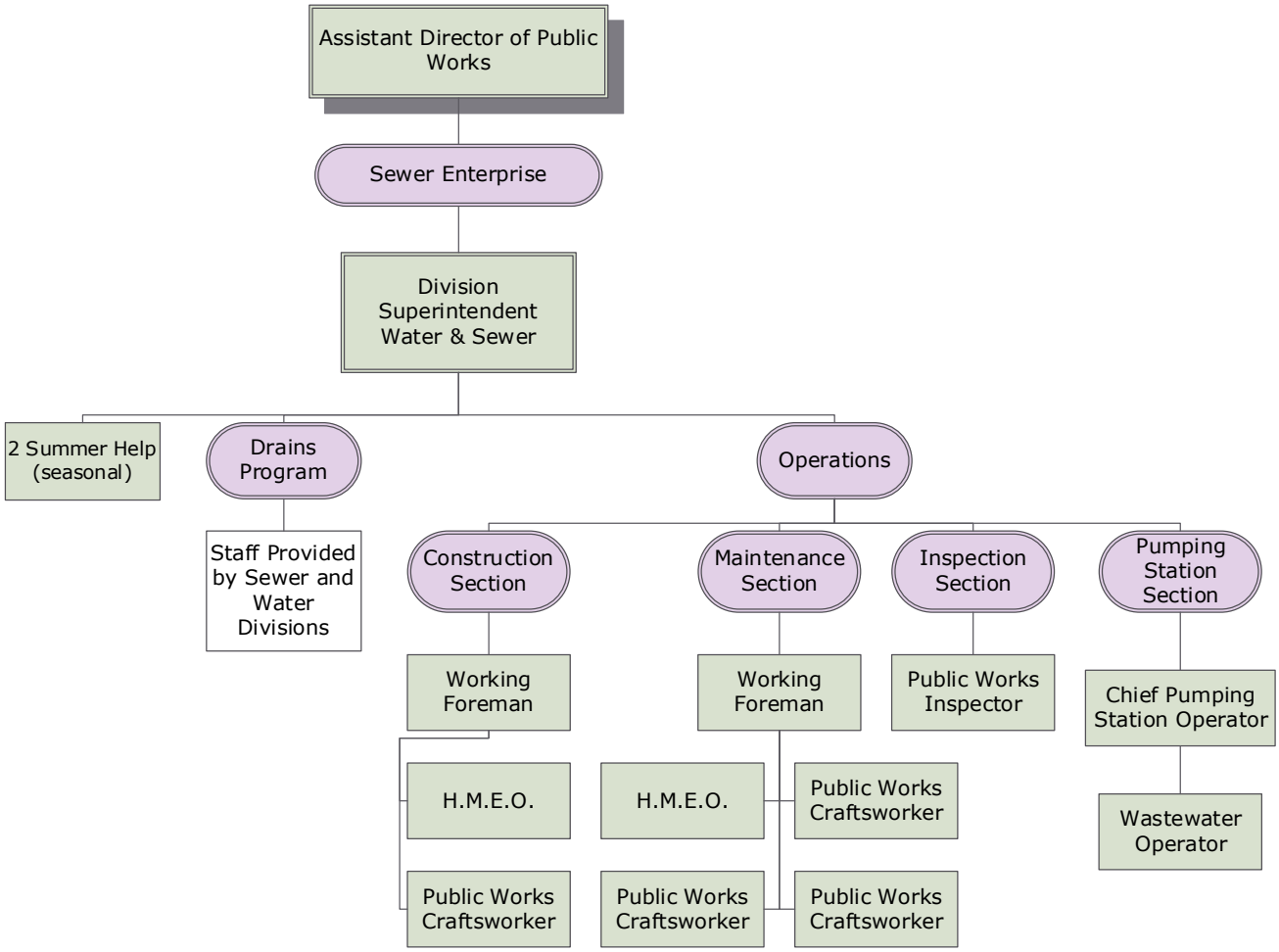
Applications need to meet strict rules for acceptance including ADA Accessibility, geographical boundaries and provide public benefit. Some of the groups applications were granted include Arlekin Players Theater, Needham Housing Authority, Puppet-master John Lechner, Needham Community Theater, Needham Community Revitalization Trust Fund, Rehearsal for Life, The Needham Concert Society, Rivers School Conservatory. Since its inception in 1998 NCAC has granted over $149,000 to 330 recipients making the Town of Needham an exceptional place to call home.

V2025

Needham Council for Arts and Culture	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
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	8,300			10,000	18,300	10,000		8,300	8,300.00		
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											
Travel & Mileage											
Dues & Subscriptions											
Other											
Expense	8,300			10,000	18,300	10,000	120.5%	8,300	8,300.00		
Capital Equipment											
Budget Capital											
TOTAL	8,300			10,000	18,300	10,000	120.5%	8,300	8,300.00		

Department Organizational Chart

Sewer Enterprise



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

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), as well as all related programs and infrastructure.

On the Horizon

The overall budget On the Horizon statement can be found under the Department of Public Works. The Sewer Division has seen operational challenges and delays caused by the increase in material costs and the supply chain shortages. The Water, Sewer, and Drains Division saw a lot of staff turnover, causing the Division to re-evaluate their operational processes and needs. The Sewer Division of the Department of Public Works 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 Sewer Division will continue to focus on meeting the stormwater requirements that went into effect with the Municipal Separate Stormwater Systems (MS4) permit in July 2018. This involves the cleaning and maintenance of brooks and culverts as well as catch basin cleaning. The Division will also continue to perform the flushing programs, inspect sewer and drain lines with the CCTV camera truck, and thoroughly clean all sewer station wet wells. The Division will continue to maintain and improve their sewer flow monitoring system that monitors for inflow and infiltration at all ten sewer pump stations throughout Town. Sewer will be recruiting new staff in addition to training existing staff in order to continue to combat staffing shortages, which have been the most challenging within the Water, Sewer, and Drains Divisions. The Town will be implementing a new billing and collections software over the next year, which will impact the process of sewer billing.

Budget Statement

Salaries & Wages increasing $49,899, 4.36%
Expenses & Services increasing $43,172, 5.24%
Operating Capital increasing $31,000. 47.69%
Total Budget* increasing $124,071, 6.10%
*not inclusive of MWRA, Debt Service, or Reserve Fund

Salaries

The Sewer Division has seen a high volume of staff turnover recently, which has led to fluctuating salaries. Additionally, the NIPEA union received an annual cost of living increase and some employees who were previously at the top end of the pay scale now have additional steps. The total increase for Regular Salaries is $ 40,696, 4.36%.

The overtime programs from the prior year remain in place. Due to the increase in base pay, the budget for overtime programs has increased. The Overtime Budget has increased $8,219, 4.41%.

The Temporary Salaries budget has increased due to an increase in the base pay for temporary positions. The programs have remained the same. The total increase for Temporary Salaries is $984, 5.23%.

The Other Salary and Wages budget has not increased as this reflects one-time benefit costs.

In FY2023, the Sewer Division had a turnback in salaries of 7.13%. This is due largely to the high vacancy and turnover rate. During FY2023, the Sewer Division filled three vacancies, leaving only one remaining vacancy to be filled as of October 2023. Many vacancies were open for an extended

Department Information DSR1	
Department	Sewer Enterprise

period of time because two of those hires were internal promotions or transfers. The Sewer Division utilized more overtime than normal and outsourced some programs to contractors in order to accomplish many of their regular operating tasks, but this is not a long-term sustainable solution.

Expenses and Services

Energy

Energy Type	3 Year Consumption Average	Cost per Unit	Fixed Costs	Budgeted Amount*	Difference from Prior Year Submission
Electric	509,430	$0.24	$1,500	$123,763	$1,096
Natural Gas	2,448	$3.30	$1,500	$9,580	-$1,726

*Same as prior year's budgetary cost for electricity ($0.24) and natural gas ($3.30).

Vehicular Supplies

Division	Fuel Type	3 Year Consumption Average	Cost per Unit	Budgeted Amount	Difference from Prior Year Submission
Drains	Diesel	329	$5.48	$1,801.00	-$1,238
Sewer	Diesel	2,186	$5.48	$11,979.00	-$577
Sewer	Gas	2,932	$4.38	$12,843.00	$695

*Same as prior year's budgetary cost for gasoline ($4.38/gallon) and diesel ($5.48/gallon)

Highlighted Changes

There are incremental changes in the FY2025 budget. The largest increase is seen in Repairs and Maintenance Services, based on an increase in pricing and need for vehicle repairs (10,750) and mechanical on-call services (8,650). There is also an increase in Public Works Supplies (9,682), primarily due to contract pricing and the volatility of the market. Another increase is seen in police details (8,000) due to an increase in need.

Line Item	Division	Description	Change from FY2024	Comments	Net Change
Energy	Sewer	Electricity	$1,096	Based on 3 year usage average	($630)
	Sewer	Natural Gas	($1,726)	Based on 3 year usage average	
Gasoline & Diesel Fuel	Drains	Diesel	($577)	Based on 3 year consumption average	($1,120)
	Sewer	Diesel	($1,238)	Based on 3 year consumption average	
	Sewer	Gasoline	$695	Based on 3 year consumption average	

Department Information DSR1	
Department	Sewer Enterprise

Line Item	Division	Description	Change from FY2024	Comments	Net Change
Other Property Related Services	Drains	Debris Disposal - Catch Basin	$2,497	Based on current contract pricing + 6.5% inflation	$3,629
	Drains	Debris Disposal - Sweepings	$1,132	Based on current contract pricing + 3.5% inflation	
Other Purchased Services	Drains	Street Sweeping	$1,185	Based on current contract pricing + 3.5% inflation	$9,185
	Sewer	Police Details	$8,000	Based on increased need	
Prof. & Tech. Services	Sewer	MWRA/Mandated Sulfide Testing	$100	Based on increased cost	$100
Public Works Supplies	Drains	Concrete Blocks	$4,000	Based on increased and cost	$9,682
	Drains	Crushed Stone	$750	Based on increased and cost	
	Drains	Manhole Frames & Covers	$850	Based on current contract pricing + 11.3% inflation	
	Drains	Sand & Bagged Cement	$1,000	Based on increased and cost	
	Sewer	Asphalt	$480	Based on current contract pricing + 3.5% inflation	
	Sewer	Crushed Stone	$750	Based on increased and cost	
	Sewer	Manhole Frames & Covers	$879	Based on current contract pricing + 11.3% inflation	
	Sewer	Sewer Pipe	$973	Based on current contract pricing + 25% inflation	
Repairs & Maintenance Services	Drains	Vehicle Repairs	$10,750	Based on increased and cost	$22,326
	Sewer	Alarm & Sprinkler Maintenance	$63	Based on current contract pricing + 3.5% inflation	
	Sewer	Electrical On-Call Services	$1,730	Based on current contract pricing + 17.3% inflation	
	Sewer	Generator Maintenance	$81	Based on current contract pricing + 3.5% inflation	
	Sewer	Mechanical On-Call Services	$8,650	Based on current contract pricing + 17.3% inflation	
	Sewer	Overhead Door Maintenance	$235	Based on current contract pricing	
	Sewer	Wet Well Cleaning	$817	Based on current contract pricing + 3.5% inflation	

Department Information DSR1	
Department	Sewer Enterprise

Operating Capital

Pump Replacement Program

The Sewer Division will be purchasing new replacement pumps as back up for the pumps in our sewer stations.

Turnback

In FY2023, the Sewer Division had a turnback of 13.8%, which included a 7.13% turnback in salaries and a 23.93% turnback in expenses. The salaries turnback was due to long-term vacancies, which the Division has been working hard to fill and anticipates being fully staffed during FY2024. The turnback in expenses is largely due to a transition in the NPDES budget, which was moved into the operating budget, while the Division is trying to spend outstanding monies. These monies have been spent down and it is anticipated that the Division will better utilize their operating budget. The turnback is also due to the inability to complete as many of the operational tasks as anticipated because of staffing shortages.

Accomplishments and Activities

A new Superintendent of Water, Sewer, and Drains started in FY2022 after repeated turnover in that role. This allowed the Division to re-evaluate their operations.

The Sewer Division performed regular scheduled maintenance 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 performed cleaning of stormwater drain catch basins. This involved removal and proper disposal of sediment from the stormwater drain system. During FY2023, the Sewer Division repaired or replaced 9 stormwater catch basins, installed 300 feet of new drainpipe, and performed 8 pipeline point repairs on the sewer and drain lines. The Division CCTV'd 85,852 feet of sewer pipe, 51,889 feet of storm drainpipe, and flushed/jetted 190,875 feet of sewer and drainpipes within the Town's roadways and easements. Using the CCTV truck to investigate the sewer and drain lines allows the Division to locate any defects and make necessary repairs prior to the completion of road surface improvements.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	1,194,443		1,194,443
b) Expenses	866,539		866,539
c) Capital	96,000		96,000
d) MWRA	7,084,841		7,084,841
e) Debt Service	670,000		670,000
f) Reserve Fund	35,000		35,000
g) Total DSR2 & DSR4 Request (a through d)	9,946,823		9,946,823

V2025

Department Expenditure Detail DSR2										
Department				Sewer Enterprise						
Object				Description					Amount	
DSR2A										
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)			
	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)	
	11		11	11		11	11		11	
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count	
							X			
Union Positions:	BCTIA		Fire A		Fire C		ITWA		NIPEA	X
	Police		Police Superior		NA					
1. Salary and Wage Permanent Positions.										
a.	PRD1 Salary and Wages Base									824,471
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110									32,927
c.	PRD1 Education (5192)									
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197									28,500
e.	PRD1 Budget Adjustments									89,065
									PRD1 Sub Total	974,963
j	DSR3 Other Compensation									
									Sub Total 1	974,963
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)										
a.	Summer Help (2 positions for 15 weeks)									19,800
b.										
c.										
d.										
f.										
g.	DSR3 Total									
									Sub Total 2	19,800
3. Salary and Wage Overtime (Itemized Below)										
a.	Scheduled Overtime (contractually obligated)									28,211
b.	Training and Development									
c.										
d.										
e.	DSR3 Total									166,589
									Sub Total 3	194,800
4. Other Salary and Wage Expenses – (Itemized Below)										
a.	Incentive Programs									4,880
b.	Pay In Lieu of Accrued Leave									
c.	Program Stipend									
d.	Tuition Reimbursement									
e.	Working Out of Grade									
f.										
g.										
h.	DSR3 Other Compensation									
									Sub Total 4	4,880
5. Total Salary and Wages (1+2+3+4)										1,194,443

Department Expenditure Detail DSR2		
Department	Sewer Enterprise	
DSR2B		
Object	Description	Amount
Energy (521x)	Sewer • Electricity (123,763) • Natural Gas (9,580)	133,343
Repairs & Maintenance Services (524x – 525x)	Drains • Contracting Special Services (15,000) • Equipment Repairs (750) • Trench Restoration (11,000) • Vehicle Repairs (20,000) Sewer • Alarm & Sprinkler Maintenance (450) • Electrical On-Call Services (11,730) • Equipment Repairs (750) • Generator Maintenance (3,375) • Mechanical On-Call Services (58,650) • Overhead Door Maintenance (440) • Pump Inspections (3,000) • Vehicle Repairs (9,250) • Wet Well Cleaning (24,157)	158,552
Rental & Leases (527X)	Drains • Pump Rentals (3,000) Sewer • Pump Rentals (3,000)	6,000
Other Property Related Services (529x)	Drains • Debris Disposal - Catch Basin (40,909) • Debris Disposal – Sweeping (33,471) • NPDES (100,000)	174,380
Professional & Technical Services (530x – 531x)	Drains • NPDES (95,000) • PeopleGIS – PeopleForms (7,000) • Pond Treatment (4,000) • Seminars and Training (2,000) Sewer • MWRA/Mandated Sulfide Testing (3,300) • Seminars and Training (2,000) • Sewer SCADA Annual Software (6,510)	119,810
Communications (534x)	Sewer • Cell Phones (7,200) • Landline (1,900)	10,015

Department Expenditure Detail DSR2		
Department	Sewer Enterprise	
	• Legal Notices (215) • Postage (500) • Printing (200)	
Recreational & Cultural Services (535x)		
Other Purchased Services (538x)	Drains • Street Sweeping (35,020) Sewer • Police Details (20,000) • Sewer Flow Meter Monitoring (63,999)	119,019
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 and Fertilizer (150)	150
Vehicular Supplies (548x)	Drains • CCTV Truck Supplies (4,000) • Vactor Truck Parts (1,500) Sewer • CCTV Truck Supplies (4,000) • Vactor Truck Parts (1,500)	11,000
Gasoline and Diesel Fuel (5481)	Drains • Diesel (1,801) Sewer • Diesel (11,979) • Unleaded Gasoline (12,843)	26,623
Food and Service Supplies (549x)		
Medical Supplies (550x)	Sewer • Medical Supplies (150)	150
Public Works Supplies (553x)	Drains • Concrete Blocks (8,000) • Crushed Stone (2,750) • Manhole Frames & Covers (8,364) • Precast Manholes (7,260) • Sand & Bagged Cement (1,500) • Special Flushing & Roding Tools (2,500) Sewer • Asphalt (14,185) • Crushed Stone (2,750) • Hardware Supplies, Paint, etc. (3,250) • Manhole Frames & Covers (8,656) • Pump Replacement Parts	95,577

Department Expenditure Detail DSR2		
Department	Sewer Enterprise	
	(22,000) • Sewer Pipe (4,862) • Special Flushing & Roding Tools (3,000) • Testing Equipment (2,000) • Tools (4,500)	
Other Supplies & Equipment (558x)	Drains • Misc. Items (750) Sewer • Clothing (2,000) • Health/Safety Equipment (1,300) • Safety Clothing (2,570)	6,620
Governmental Charges (569x)	Sewer • Certification & Licenses (400)	400
Travel & Mileage (571x – 572x)	Sewer • Conferences (200)	200
Dues & Subscriptions (573X)	Sewer • Professional Association Memberships (1,000)	1,000
Other Expenses (574 X – 579x)		
6. Total Expenses		866,539
DSR2C		
Capital Equipment Replacement (587X)	Pump Replacement Program (96,000)	96,000
7. Total Operating Budget Capital		96,000
8. Total Base Request (Line 5 + Line 6 + Line 7)		2,156,982

Does the Department depend on any Federal or State grants to provide services?	YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES		NO	X
				V2025

Department Personnel Supplement DSR3						
Department	Sewer Enterprise					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	Drains – NPDES Night Investigations	69,178			X	
2	Drains – Unscheduled/Investigations of Blockages & Equipment Failures	2,594			X	
3	Sewer – Night Sewer Cleaning/TV Camera Inspection	32,427			X	
4	Sewer – Pumping Stations (Holidays & Weekends)	57,850			X	
5	Sewer – Unscheduled/Investigations of Blockages & Equipment Failures	4,540			X	
6	Portion of Water Enterprise Salaries that Support Drains Operations	85,330	X			
7	Portion of Sewer Salaries that Support Drains Operations	285,114	X			
8	Sewer Salaries Assigned to Drains Operations	-285,114	X			
9						
10						
11						
12						
13						
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	251,919				
Sections						
	Amount Reported Under DSR2A Section 1	85,330				
	Amount Reported Under DSR2A Section 2					
	Amount Reported Under DSR2A Section 3	166,589				
	Amount Reported Under DSR2A Section 4					
II	Total	251,919				
						V2025

Fiscal Year 2025 Proposed Budget

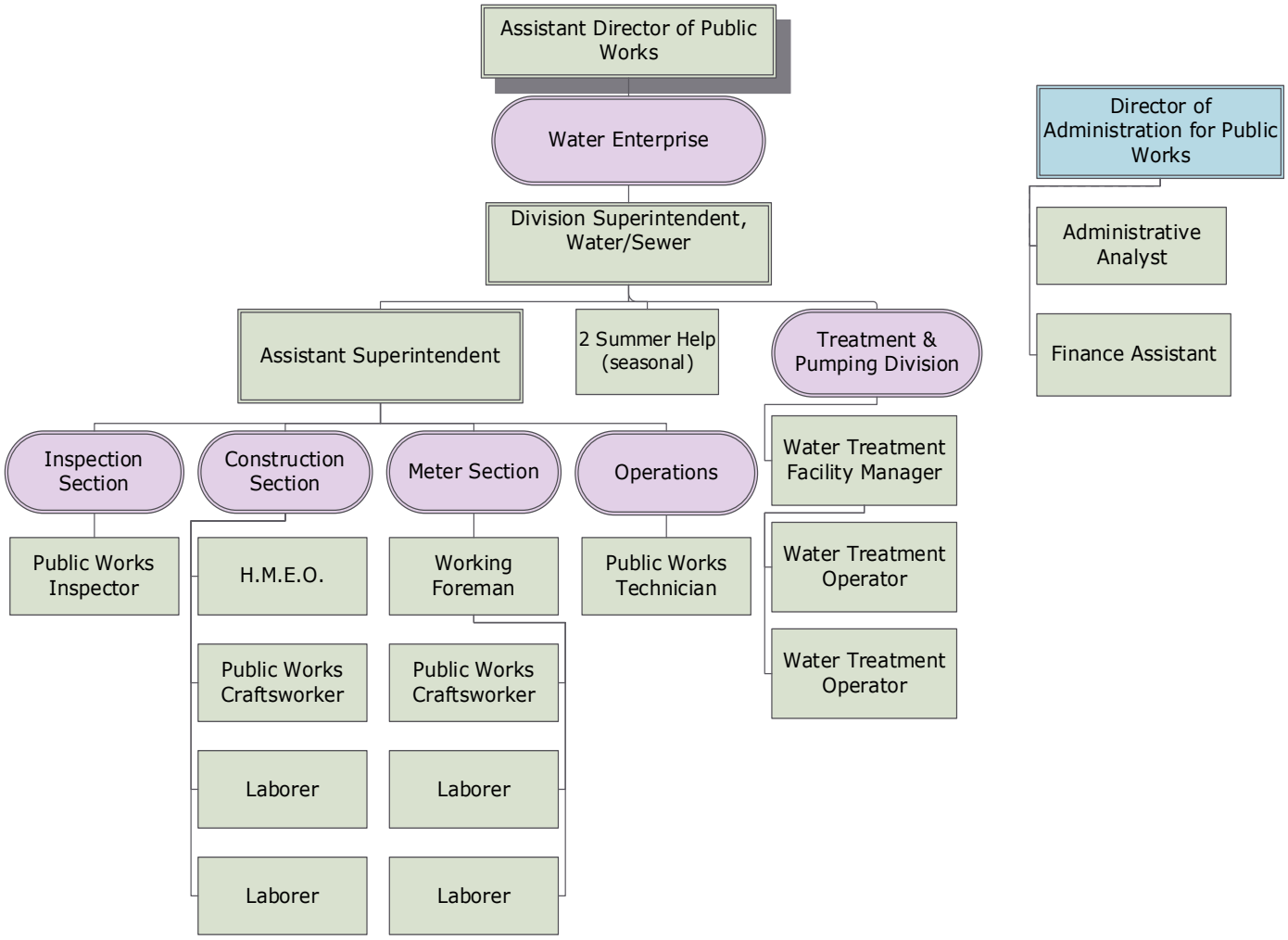
Sewer Enterprise	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	974,963.00	40,696.00			974,963.00	40,696.00		934,267.00	802,134.01	724,836.38	709,672.24
Salary & Wage Temporary	19,800.00	984.00			19,800.00	984.00		18,816.00	17,879.88	5,048.04	
Salary & Wage Overtime	194,800.00	8,219.00			194,800.00	8,219.00		186,581.00	160,210.40	144,826.74	141,763.08
Salary & Wage Other	4,880.00				4,880.00			4,880.00	22,952.34	12,976.97	38,774.88
Salary and Wage Total	1,194,443.00	49,899.00	4.4%		1,194,443.00	49,899.00	4.4%	1,144,544.00	1,003,176.63	887,688.13	890,210.20
Energy	133,343.00	(630.00)			133,343.00	(630.00)		133,973.00	113,861.15	115,807.54	113,357.47
Non Energy Utilities											
Repairs and Maintenance	158,552.00	22,326.00			158,552.00	22,326.00		136,226.00	202,334.22	137,638.97	105,765.59
Rental and Leases	6,000.00				6,000.00			6,000.00			3,460.00
Other Property Related	174,380.00	3,629.00			174,380.00	3,629.00		170,751.00	25,581.21	17,972.68	14,817.43
Professional & Technical	119,810.00	100.00			119,810.00	100.00		119,710.00	31,124.96	8,984.95	14,882.90
Communications	10,015.00				10,015.00			10,015.00	7,776.29	7,024.37	7,368.94
Recreation											
Other Purchased Services	119,019.00	9,185.00			119,019.00	9,185.00		109,834.00	117,046.30	65,779.00	67,722.48
Energy Supplies											
Office Supplies	700.00				700.00			700.00			
Building & Equipment Rprs/Sp	2,000.00				2,000.00			2,000.00			
Custodial Supplies	1,000.00				1,000.00			1,000.00	106.56	215.91	78.40
Grounds Keeping Supplies	150.00				150.00			150.00			
Vehicular Supplies	37,623.00	(1,120.00)			37,623.00	(1,120.00)		38,743.00	20,384.62	18,308.69	11,361.47
Food & Service Supplies											
Medical Supplies	150.00				150.00			150.00			
Educational Supplies											
Public Works Supplies	95,577.00	9,682.00			95,577.00	9,682.00		85,895.00	65,627.10	63,734.80	67,987.44
Other Supplies & Equipment	6,620.00				6,620.00			6,620.00	1,750.00	1,216.03	2,387.96
Governmental Charges	400.00				400.00			400.00	560.00	331.99	315.00
Travel & Mileage	200.00				200.00			200.00			
Dues & Subscriptions	1,000.00				1,000.00			1,000.00			218.75
Other									200.00	200.00	200.00
Expense	866,539.00	43,172.00	5.2%		866,539.00	43,172.00	5.2%	823,367.00	586,352.41	437,214.93	409,923.83
MWRA Assessment	7,084,841.00				7,084,841.00			7,084,841.00	6,760,857.00	6,614,690.00	6,399,895.00
Capital Equipment	96,000.00	31,000.00			96,000.00	31,000.00		65,000.00	49,950.00	44,600.00	45,000.00
Operating Budget	9,241,823.00	124,071.00	1.4%		9,241,823.00	124,071.00	1.4%	9,117,752.00	8,400,336.04	7,984,193.06	7,745,029.03
Debt Service	670,000.00	60,000.00			670,000.00	60,000.00		610,000.00	600,614.51	603,692.88	645,376.95
Reserve Fund	35,000.00				35,000.00			35,000.00			
TOTAL	9,946,823.00	184,071.00	1.9%		9,946,823.00	184,071.00	1.9%	9,762,752.00	9,000,950.55	8,587,885.94	8,390,405.98

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Chief Wastewater Operator	1.00	N	7	9	85,571	5,990		2,500		$94,061	Longevity/Snow
Public Works Inspector	1.00	N	6	9	81,432	4,886		2,500		$88,818	Longevity/Snow
Working Foreman	1.00	N	7	7	81,203	4,060		3,000		$88,263	Longevity/Snow
Working Foreman	1.00	N	7	9	85,571	5,134		2,500		$93,205	Longevity/Snow
Wastewater Operator	1.00	N	5	9	77,542	5,428		2,500		$85,470	Longevity/Snow
Heavy Motor Equipment Operator	1.00	N	4	5	64,938			2,500		$67,438	Snow
Heavy Motor Equipment Operator	1.00	N	4	9	73,133			2,500		$75,633	Snow
Public Works Craftsworker	1.00	N	4	8	71,469	3,573		3,000		$78,042	Longevity/Snow
Public Works Craftsworker	1.00	N	4	6	67,205	672		2,500		$70,377	Longevity/Snow
Public Works Craftsworker	1.00	N	4	8	71,469	2,859		2,500		$76,828	Longevity/Snow
Public Works Craftsworker	1.00	N	4	5	64,938	325		2,500		$67,763	Longevity/Snow
Transfer from Water									85,330	$85,330	
BUDGETARY ADJUSTMENT									3,735	$3,735	
Department Totals	11.00				824,471	32,927		28,500	89,065	$974,963	
	Salary and Wage Base (5110)									$824,471	
	Other Regular Compensation (5110)									$32,927	
	Education Compensation (5192)										
	Other Pay and Stipends (5197)									$28,500	
	Budgetary Adjustment (5110)									$89,065	
	Total									$974,963	

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Chief Wastewater Operator	1.00	1.00	1.00	83,725	91,155	94,061	3.2%
Public Works Inspector	1.00	1.00	1.00	78,991	86,082	88,818	3.2%
Working Foreman	1.00	1.00	1.00	80,110	81,521	88,263	8.3%
Working Foreman	1.00	1.00	1.00	80,366	88,575	93,205	5.2%
Wastewater Operator	1.00	1.00	1.00	73,824	82,820	85,470	3.2%
Heavy Motor Equipment Operator	1.00	1.00	1.00	66,251	60,241	67,438	11.9%
Heavy Motor Equipment Operator	1.00	1.00	1.00	63,921	71,889	75,633	5.2%
Public Works Craftsworker	1.00	1.00	1.00	68,689	75,358	78,042	3.6%
Public Works Craftsworker	1.00	1.00	1.00	64,233	70,377	70,377	
Public Works Craftsworker	1.00	1.00	1.00	66,574	74,665	76,828	2.9%
Public Works Craftsworker	1.00	1.00	1.00	66,418	62,674	67,763	8.1%
Transfer from Water				83,090	85,330	85,330	
BUDGETARY ADJUSTMENT				3,370	3,580	3,735	4.3%
Department Totals	11.00	11.00	11.00	879,562	934,267	974,963	4.4%

Department Organizational Chart

Water Enterprise



Color Code
Green - Positions
Light Blue - External/Outside of the Department
Purple - Division Program Section
Yellow - Elected Positions/Citizen Boards & Committees

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, as well as supplemental water from the Massachusetts Water Resources Authority (MWRA).

On the Horizon

The overall budget On the Horizon statement can be found under the Department of Public Works. The Water Division has seen operational challenges and delays caused by the increase in material costs and the supply chain shortages. The Water, Sewer, and Drains Division saw a lot of staff turnover, causing the Division to re-evaluate their operational processes and needs.

The Water Division of the Department of Public Works 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 Water Division will continue the maintenance, improvement, and repair of the overall water distribution system, including replacing fire hydrants, water services, water mains, water gate valves, and water meters. Water will continue their testing and inspection programs which look at all commercial, municipal, and industrial cross-connection and backflow prevention devices. Water completes annual leak detection services, proactively locating leaks and repairing them before they become a water break or a source of Un-Accounted for Water (UAW). The Massachusetts Department of Environmental Protection (MA DEP) developed their Primary Drinking Water regulations regarding PFAS (per- and polyfluoroalkyl substances) and require monthly sampling protocols. Due to the hard work of the Water Division, Needham's PFAS levels are consistently below the Maximum Contaminant Level (MCL) of 20 ppt. Needham's averages are approximately 11 ppt. This has allowed the Water Division to request and receive permission to move to quarterly sampling for this substance.

There has been a shortage of those in the water industry with the appropriate distribution and treatment licenses. The Water Division will continue to evaluate ways to increase licensure of existing staff while recruiting new staff with the necessary licensure in addition to combating the workforce shortages seen in DPW, which have been prominent in the Water and Sewer Divisions. The Town will be implementing a new billing and collections software over the next year, which will impact the process of water billing.

Budget Statement

Salaries & Wages increasing $34,081, 2.13%
Expenses & Services increasing $125,528, 8.02%
Operating Capital increasing $3,495, 6.52%
Total Operating Submission increasing $163,104, 5.07%
*not inclusive of MWRA, Debt Service, Reserve Fund

Salaries

The Water Division has seen a high volume of staff turnover recently, which has led to fluctuating salaries. Additionally, the NIPEA union received an annual cost of living increase and some employees who were previously at the top end of the pay scale now have additional steps. The total increase for Regular Salaries is $28,420, 2.24%.

Department Information DSR1	
Department	Water Enterprise

The overtime programs from the prior year remain in place. Due to the increase in base pay, the budget for overtime programs has increased. The Overtime Budget has increased $4,087, 1.38%.

The Temporary Salaries budget has increased due to an increase in the base pay for temporary positions. The programs have remained the same. The total increase for Temporary Salaries is $1,574, 2.13%.

The Other Salary and Wages budget has not increased as this reflects one-time benefit costs.

In FY2023, the Water Division had a turnback in salaries of 24.06%. This is due largely to the high vacancy and turnover rate. During FY2023, the Water Division filled five vacancies and to date, has filled another three vacancies, leaving only one remaining vacancy to be filled as of October 2023. Many vacancies were open for an extended period of time because three of those hires were internal promotions or transfers. The Water Division utilized more overtime than normal and outsourced some programs to contractors in order to accomplish many of their regular operating tasks, but this is not a long-term sustainable solution.

Expenses and Services

Energy

Energy Type	3 Year Consumption Average	Cost per Unit*	Fixed Costs	Budgeted Amount**	Difference from Prior Year Submission
Electric	1,974,725	$0.24	$2,200	$495,823	$54,005
Natural Gas	17,261	$3.30	$250	$71,953	$17,724

*Same as prior year's budgetary cost for electricity ($0.24) and natural gas ($3.30).
**Budgeted amount used FY2023 actual consumption due to an increase in consumption over time.

Vehicle Supplies

Fuel Type	3 Year Consumption Average	Cost per Unit	Budgeted Amount*	Difference from Prior Year Submission
Diesel	3,599	$5.48	$19,724	-$2,746
Gasoline	6,203	$4.38	$27,169	-$344

*Same as prior year's budgetary cost for gasoline ($4.38/gallon) and diesel ($5.48/gallon)

Highlighted Changes

There are two main factors causing an increase in the FY2025 expenses budget submission. The most significant increase is seen in Energy (68,729). This is due to an increase in consumption for both electricity and natural gas. The other driving cause is an increase in our existing contracts, specifically for Public Works Supplies, which includes Treatment Process Chemicals (13,686), Water Main Parts (6,421), and Water Services Parts (5,222). As part of the upgrade to the billing and collections software for the Town, the Water Division had to upgrade their meter reading software (18,000).

Department Information DSR1	
Department	Water Enterprise

Budget Changes

Line Item	Description	Change from FY2024	Comments	Net Change
Energy	Electricity	$54,005	Based on FY2023 expenditures	$68,729
	Natural Gas	$14,724	Based on FY2023 expenditures	
Repairs & Maint. Services	Emergency On Call Repair Services	$5,280	Based increased need	$7,205
	SCADA Maintenance & On-Call Services	$525	Based on current contract pricing + 3.5% inflation	
	Well Redevelopment	$1,400	Based on current contract pricing + 3.5% inflation	
Professional & Technical Services	Mandated Wetlands Delineation	($500)	Service no longer needed	$17,500
	N360 Software - Meter Reading	$18,000	Upgraded software	
	Water Quality Sampling and Analysis	$3,000	Merged with water treatment and analysis budget	
	Water Treatment and Analysis	($3,000)	Merged into water quality sampling budget	
Grounds Keeping Supplies	Landscaping Parts	$1,000	Based on increased need	$1,000
Gasoline & Diesel Fuel	Diesel	($344)	Based on 3 year average	($3,090)
	Gasoline	($2,746)	Based on 3 year average	
Public Works Supplies	Asphalt	$504	Based on current contract pricing + 3.5% inflation	$33,184
	Meter Parts - Various Sizes	$351	Based on current contract pricing + 3.5% inflation	
	Treatment Process Chemicals: Hydroflousilicic Acid	$2,084	8.6% increase based on contract pricing	
	Treatment Process Chemicals: Phosphate	$1,392	Based on current contract pricing + 3.5% inflation	
	Treatment Process Chemicals: Sodium Hydroxide	$7,276	4% increase based on contract pricing	

Department Information DSR1	
Department	Water Enterprise

Line Item	Description	Change from FY2024	Comments	Net Change
Public Works Supplies (cont.)	Treatment Process Chemicals: Sodium Hypochlorite	$2,934	11.6% increase based on contract pricing	*(see above)*
	Water Mains: Gate Valves	$617	Based on current contract pricing + 3.5% inflation	
	Water Mains: Hydrant Parts/Boxes	$5,139	25% increase based on contract pricing	
	Water Mains: Repair Sleeves	$665	Based on current contract pricing + 3.5% inflation	
	Water Meters- Various Sizes	$7,000	Based on current contract pricing + 3.5% inflation	
	Water Services: Brass Fittings - Service connections	$4,458	10.7% increase based on contract pricing	
	Water Services: Copper Tubing	$572	10.2% increase based on contract pricing	
	Water Services: Service Valves/Boxes	$192	Based on current contract pricing + 3.5% inflation	
Governmental Charges	Other - DEP, SDWA	$1,000	Based on increased cost	$1,000

Operating Capital

Backwash Valves

At the Water Treatment Plant, the Division needs to regularly conduct a backwash that helps to clean accumulated particulate from the filters and restore their full functionality. A backwash valve controls and automates that process. It redirects water from another pressurized line up through the filter bed, and then out through the drain line. This funding request is to replace the existing backwash valves to ensure the effectiveness of the water treatment filters and the cleanliness of the water supply.

Light Tower

The Water Division utilizes a portable light tower that allows them to do work at night. This request is to replace an existing light tower that is past its useful life.

Turnback

Overall, the Water Division had a 7.92% turnback (excluding any Debt Service and Reserve Fund values). This was solely driven by the turnback in salaries, as the expense turnback was 0.43%. This is anticipated not to be the case moving forward, as many of the vacancies have been filled.

Department Information DSR1	
Department	Water Enterprise

Accomplishments and Activities

The Water Division performed regular tasks in addition to larger projects as well as 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 Water Division staff repaired and/or replaced fifteen fire hydrants, repaired five water leaks during normal business hours, performed nineteen emergency water repairs after normal business hours, replaced five inoperable water gate valves and removed three lead water services and replaced them with new copper services.

The Water Division continues to replace and install new water meters, respond to customer and resident calls for leaks, and water quality testing, staff continued testing of all backflow protection devices, and surveyed facilities to ensure cross-connection compliance.

Additionally, during FY2023 the DPW's Water, Sewer & Drains Division hired a contractor to remove and replace 243 lead-lined or lead gooseneck water service pipes throughout town in a proactive manner to prepare for the new 2024 EPA's/DEP's Lead Copper Rule (LCR) Regulation implementation. The Division also hired Weston & Sampson to redevelop two of our three water wells at the Charles River Water Treatment Facility. This redevelopment consists of reconditioning the well and associated pumping equipment for better well (water) production and pumping efficiencies.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	1,632,768		1,632,768
b) Expenses	1,689,997		1,689,997
c) Capital	57,100		57,100
d) MWRA	1,887,130		1,887,130
e) Debt Service	1,460,000		1,460,000
f) Reserve Fund	75,000		75,000
g) Total DSR2 & DSR4 Request (a through d)	6,801,995		6,801,995

V2025

Department Expenditure Detail DSR2												
Department				Water Enterprise								
Object				Description								Amount
DSR2A												
Permanent Personnel	Last Year (FY2023)			Current Year (FY2024)			Next Year (FY2025)					
	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)			
	17		17	17		17	17		17			
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count	PT Head Count			
							X					
Union Positions:	BCTIA		Fire A		Fire C		ITWA	X	NIPEA	X	Police		Police Superior		NA	
1. Salary and Wage Permanent Positions.												
a.	PRD1 Salary and Wages Base											1,309,390
b.	PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110											37,796
c.	PRD1 Education (5192)											
d.	PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197											30,000
e.	PRD1 Budget Adjustments											-80,361
											PRD1 Sub Total	1,296,825
j	DSR3 Other Compensation											
											Sub Total 1	1,296,825
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)												
a.	Co-Op (1 position)											11,880
b.	Summer Help (2 positions for 15 weeks)											19,800
c.												
d.												
f.												
g.	DSR3 Total											
											Sub Total 2	31,680
3. Salary and Wage Overtime (Itemized Below)												
a.	Scheduled Overtime (contractually obligated)											52,978
b.	Training and Development											
c.												
d.												
e.	DSR3 Total											246,965
											Sub Total 3	299,943
4. Other Salary and Wage Expenses – (Itemized Below)												
a.	Incentive Programs											4,320
b.	Pay In Lieu of Accrued Leave											
c.	Program Stipend											
d.	Tuition Reimbursement											
e.	Working Out of Grade											
f.												
g.												
h.	DSR3 Other Compensation											
											Sub Total 4	4,320
5. Total Salary and Wages (1+2+3+4)												1,632,768

Department Expenditure Detail DSR2		
Department	Water Enterprise	
DSR2B		
Object	Description	Amount
Energy (521x)	Electricity (495,823) Natural Gas (71,953)	567,776
Repairs & Maintenance Services (524x – 525x)	Building Repairs & Maintenance (15,000) Emergency On-Call Repair Services (35,280) Fire/Security Monitoring, & Generator Maintenance (5,699) Maintenance of Altitude/Actuator Valves (10,000) SCADA Maintenance & On-Call Services (15,525) Vehicle Repairs (5,000) Well Redevelopment (41,400)	127,904
Rental & Leases (527X)		
Other Property Related Services (529x)	Tree and Brush Clearing (7,000)	7,000
Professional & Technical Services (530x – 531x)	Back Flow 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) N360 Software - Meter Reading (18,000) Seminars & Training (10,000) Tank Inspections at Dunster & Bird Hill (3,000) Water Meter Testing Program (10,000) Water Quality Sampling & Analysis (24,000) Well/Pump Performance Testing (3,000)	134,400
Communications (534x)	Landlines (9,500) Legal Notices (300) Postage - CCR & Misc. (5,000) Printing - CCR & Misc. (4,000) 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 (20,000) Trench Restoration (20,000)	41,000
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

Department Expenditure Detail DSR2		
Department	Water Enterprise	
Grounds Keeping Supplies (546x)	Landscaping Parts (2,000)	2,000
Vehicular Supplies (548x)	Vehicle Supplies, Tires, Batteries etc. (10,000)	10,000
Gasoline and Diesel Fuel (5481)	Diesel (19,724) Gasoline (27,169)	46,893
Food and Service Supplies (549x)		
Medical Supplies (550x)	Medical Supplies (300)	300
Public Works Supplies (553x)	Asphalt (14,891) Chemical Feed Pump Kits (5,000) CPVC Pipe & Valves (2,000) Gravel Fill (6,000) Laboratory Chemicals: Reagents (5,000) Laboratory Equipment (4,600) Meter Couplings (11,525) Meter Parts - Various Sizes (7,964) Process Analyzers (1,100) Tools, Hardware and Paint Supplies (7,500) Treatment Process Chemicals: Hydroflousilicic Acid (26,311) Treatment Process Chemicals: Phosphate (41,138) Treatment Process Chemicals: Sodium Hydroxide (189,163) Treatment Process Chemicals: Sodium Hypochlorite (28,222) Water Mains: Gate Valves (18,245) Water Mains: Hydrant Parts/Boxes (25,693) Water Mains: Repair Sleeves (19,640) Water Meters- Various Sizes (207,000) Water Services: Brass Fittings - Service Connections (46,113) Water Services: Copper Tubing (6,171) Water Services: Repair Sleeves (553) Water Services: Service Valves/Boxes (5,675)	679,504
Other Supplies & Equipment (558x)	Educational Supplies (200) Health and Safety Equip. Prescrip. 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 (13,000)	14,600
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					1,689,997
DSR2C					
Capital Equipment Replacement (587X)	Backwash Valves (40,000) Light Tower (17,100)				57,100
7. Total Operating Budget Capital					57,100
8. Total Base Request (Line 5 + Line 6 + Line 7)					3,379,865
Does the Department depend on any Federal or State grants to provide services?		YES		NO	X
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?		YES	X	NO	
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?		YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?		YES	X	NO	
					V2025

Department Personnel Supplement DSR3						
Department	Water Enterprise					
	Description	Amount	Amount Reflected DSR2A Section			
			1	2	3	4
1	CRWTF & Wells (Weekends & Holidays)	89,047			X	
2	Uni-Directional Hydrant Flushing	77,944			X	
3	Hydrant Dry Testing Program	17,050			X	
4	Unscheduled/Main Breaks, Leaks, Equipment Failures, Shutoffs, Resident Complaints, etc.	50,745			X	
5	Water Conservation	12,179			X	
6	Portion of Water Enterprise Salaries that Support Drains Operations	-85,330	X			
7						
8						
9						
10						
11						
12						
13						
14						
15						
V16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
I	Total	161,635				
Sections						
	Amount Reported Under DSR2A Section 1	-85,330				
	Amount Reported Under DSR2A Section 2					
	Amount Reported Under DSR2A Section 3	246,965				
	Amount Reported Under DSR2A Section 4					
II	Total	161,635				
						V2025

Fiscal Year 2025 Proposed Budget

Water Enterprise Fund	FY2025 DSR2 Request	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	YTD Transactions 2024	Encumbrances 2024	Expenditures 2024	Budget 2023	YTD Transactions 2023	Encumbrances 2023	Expenditures 2023	Expenditures 2022	Expenditures 2021
Salary & Wage Regular	1,296,825.00		1,296,825.00	28,420.00		1,268,405.00				1,191,717.00	849,917.15		849,917.15	914,777.09	971,236.42
Salary & Wage Temporary	31,680.00		31,680.00	1,574.00		30,106.00				28,512.00	1,140.80		1,140.80	570.40	440.55
Salary & Wage Overtime	299,943.00		299,943.00	4,087.00		295,856.00				278,757.00	272,280.24		272,280.24	249,329.86	191,828.33
Salary & Wage Other	4,320.00		4,320.00			4,320.00				4,320.00	18,250.37		18,250.37	64,335.54	23,761.37
Salary and Wage Total	1,632,768.00		1,632,768.00	34,081.00	2.1%	1,598,687.00				1,503,306.00	1,141,588.56		1,141,588.56	1,229,012.89	1,187,266.67
Energy	567,776.00		567,776.00	68,729.00		499,047.00				469,080.00	379,924.56	49,987.00	429,911.56	360,434.50	336,300.50
Non Energy Utilities															
Repairs and Maintenance	127,904.00		127,904.00	7,205.00		120,699.00				88,006.00	103,071.77	4,386.63	107,458.40	178,313.46	158,387.39
Rental and Leases															1,200.00
Other Property Related	7,000.00		7,000.00			7,000.00				7,000.00	5,679.85	351.00	6,030.85	2,387.98	7,228.97
Professional & Technical	134,400.00		134,400.00	17,500.00		116,900.00				110,900.00	58,465.65	19,143.00	77,608.65	59,517.38	67,231.92
Communications	44,140.00		44,140.00			44,140.00				44,140.00	11,034.03	7,719.90	18,753.93	19,735.31	22,587.32
Recreation															
Other Purchased Services	41,000.00		41,000.00			41,000.00				36,677.00	26,212.00	3,645.00	29,857.00	23,112.50	7,896.00
Energy Supplies															
Office Supplies	1,000.00		1,000.00			1,000.00				1,000.00				1,361.38	
Building & Equipment Rprs/Sp											95.22		95.22	685.47	5,465.03
Custodial Supplies	2,900.00		2,900.00			2,900.00				2,900.00	1,903.44		1,903.44	1,925.32	1,019.11
Grounds Keeping Supplies	2,000.00		2,000.00	1,000.00		1,000.00				1,000.00	586.00		586.00	4,954.96	2,350.00
Vehicular Supplies	56,893.00		56,893.00	(3,090.00)		59,983.00				48,827.00	33,109.20	2,680.26	35,789.46	36,323.94	19,806.25
Food & Service Supplies															
Medical Supplies	300.00		300.00			300.00				300.00					15.99
Educational Supplies															
Public Works Supplies	679,504.00		679,504.00	33,184.00		646,320.00				527,339.00	606,765.50	22,874.63	629,640.13	420,210.74	339,676.89
Other Supplies & Equipment	6,080.00		6,080.00			6,080.00				6,080.00	2,245.85	61.42	2,307.27	3,679.74	1,959.17
Governmental Charges	14,600.00		14,600.00	1,000.00		13,600.00				13,600.00	12,914.97	98.20	13,013.17	11,309.88	12,758.55
Travel & Mileage	1,100.00		1,100.00			1,100.00				1,100.00	1,631.67		1,631.67	12.00	
Dues & Subscriptions	3,400.00		3,400.00			3,400.00				3,400.00	764.00		764.00	1,900.00	2,044.00
Other												200.00	200.00	200.00	200.00
Expense	1,689,997.00		1,689,997.00	125,528.00	8.0%	1,564,469.00				1,361,349.00	1,244,403.71	111,147.04	1,355,550.75	1,126,064.56	986,127.09
MWRA Assessment	1,887,130.00		1,887,130.00			1,887,130.00				1,464,186.00	1,464,186.00		1,464,186.00	1,670,433.00	1,122,902.00
Capital Equipment	57,100.00		57,100.00	3,495.00		53,605.00								28,715.00	15,000.00
Operating Budget	5,266,995.00		5,266,995.00	163,104.00	3.2%	5,103,891.00				4,328,841.00	3,850,178.27	111,147.04	3,961,325.31	4,054,225.45	3,311,295.76
Debt Service	1,460,000.00		1,460,000.00	210,000.00		1,250,000.00				1,250,000.00	1,244,475.11		1,244,475.11	849,217.98	1,244,543.07
Reserve Fund	75,000.00		75,000.00			75,000.00				75,000.00					
TOTAL	6,801,995.00		6,801,995.00	373,104.00	5.8%	6,428,891.00				5,653,841.00	5,094,653.38	111,147.04	5,205,800.42	4,903,443.43	4,555,838.83

PRD1 - FY2025 Position	FTE	Sch	Level	Step	FY25 Base	FY25 Other Regular Compensation	FY25 Education	FY25 Other Comp	FY25 Budget Adjustment	FY25 Estimate	Note
Division Super Water & Sewer	1.00	G	12	Merit	127,931					$127,931	
Assistant Superintendent	1.00	G	9	8	92,606					$92,606	
Water Treatment Facility Manager	1.00	G	10	11	103,487	19,145				$122,632	Longevity/Special Duty
Administrative Analyst	1.00	GT	6	7	76,226					$76,226	
Finance Assistant	1.00	I	4	5	64,682					$64,682	
Public Works Inspector	1.00	N	6	7	77,272			2,500		$79,772	Snow
Working Foreman	1.00	N	7	9	85,571	4,279		2,500		$92,350	Longevity/Snow
Public Works Technician	1.00	N	5	10	79,373			2,500		$81,873	Snow
Water Treatment Operator	1.00	N	5	9	77,542	5,041		2,500		$85,083	License/Snow/Longevity
Water Treatment Operator	1.00	N	5	9	77,542	3,490		2,500		$83,532	License/Snow/Longevity
Heavy Motor Equipment Operator	1.00	N	4	8	71,469	2,859		2,500		$76,828	Longevity/Snow
Public Works Craftsworker	1.00	N	4	6	67,205			2,500		$69,705	Snow
Public Works Craftsworker	1.00	N	4	5	64,938	325		2,500		$67,763	Longevity/Snow
Laborer 3	1.00	N	3	5	59,030			2,500		$61,530	Snow
Laborer 2 (budget as Labore 3)	1.00	N	3	5	59,030			2,500		$61,530	Snow
Laborer 2 (budget as Labore 3)	1.00	N	3	9	66,456	2,658		2,500		$71,614	Longevity/Snow
Laborer 2 (budget as Labore 3)	1.00	N	3	5	59,030			2,500		$61,530	Snow
Transfer to Sewer									(85,330)	($85,330)	
BUDGETARY ADJUSTMENT									4,969	$4,969	
Department Totals	17.00				1,309,390	37,796		30,000	(80,361)	$1,296,825	

Salary and Wage Base (5110)	$1,309,390
Other Regular Compensation (5110)	$37,796
Education Compensation (5192)	
Other Pay and Stipends (5197)	$30,000
Budgetary Adjustment (5110)	($80,361)
Total	$1,296,825

PRD1 - FY2025 Position	FY23 FTE	FY24 FTE	FY25 FTE	FY23 Final Budget	FY24 Current Budget	FY25 Estimate	Change from 24
Division Super Water & Sewer	1.00	1.00	1.00	120,030	124,214	127,931	3.0%
Assistant Superintendent	1.00	1.00	1.00	82,914	87,711	92,606	5.6%
Water Treatment Facility Manager	1.00	1.00	1.00	113,990	119,191	122,632	2.9%
Administrative Analyst	1.00	1.00	1.00	70,317	72,072	76,226	5.8%
Finance Assistant	1.00	1.00	1.00	61,094	61,094	64,682	5.9%
Public Works Inspector	1.00	1.00	1.00	78,991	86,082	79,772	-7.3%
Working Foreman	1.00	1.00	1.00	81,122	83,703	92,350	10.3%
Public Works Technician	1.00	1.00	1.00	70,733	81,205	81,873	0.8%
Water Treatment Operator	1.00	1.00	1.00	73,481	82,442	85,083	3.2%
Water Treatment Operator	1.00	1.00	1.00	72,794	81,684	83,532	2.3%
Heavy Motor Equipment Operator	1.00	1.00	1.00	66,574	74,665	76,828	2.9%
Public Works Craftsworker	1.00	1.00	1.00	66,574	69,705	69,705	
Public Works Craftsworker	1.00	1.00	1.00	61,674	62,975	67,763	7.6%
Laborer 3	1.00	1.00	1.00	62,132	61,530	61,530	
Laborer 2 (budget as Labore 3)	1.00	1.00	1.00	61,632	61,530	61,530	
Laborer 2 (budget as Labore 3)	1.00	1.00	1.00	64,057	71,614	71,614	
Laborer 2 (budget as Labore 3)	1.00	1.00	1.00	62,132	67,458	61,530	-8.8%
Transfer to Sewer				(83,090)	(85,330)	(85,330)	
BUDGETARY ADJUSTMENT				4,566	4,860	4,969	2.2%
Department Totals	17.00	17.00	17.00	1,191,717	1,268,405	1,296,825	2.2%

Budget Request Short Form	
Budget	Community Preservation Committee

Purpose

The Community Preservation Act (CPA) M.G.L. c. 44B, allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property. These funds may then be used to acquire, create, rehabilitate and preserve open space; acquire and preserve historic resources; create, preserve and support community housing; and acquire, create, rehabilitate and preserve land for recreational use. Community housing may be rehabilitated or restored if purchased with Community Preservation funds. The legislation was updated in July 2012. Needham voted to accept the legislation in November 2004, with a 2% surcharge. The Community Preservation Committee (CPC) is appointed to make recommendations for use of the Community Preservation Fund.

The Community Preservation Committee develops and maintains an annual five-year look out on projects, with the assistance from the Town Manager and staff.

To apply for Community Preservation funding, proponents must first apply, and the Community Preservation Committee must deem it eligible for funding from guidance provided by the Community Preservation Coalition and as authorized from the Community Preservation Act. Once deemed eligible, the proponent will answer the Committee's due diligence questions and present the full scope of the project to both the Committee and during a public meeting. At the public meeting, the Committee encourages feedback from the public in support or non-support of the projects under review. The Committee will also present proposed projects to both the Select Board and the Finance Committee prior to their final recommendation for fund to Town Meeting.

Budget Statement

The Massachusetts Community Preservation Act permits up to 5% of annual revenues to be spent on administrative and operating expenses. Though typically not using the full amount each year, the Community Preservation Committee puts aside approximately 5% to be prepared for unknown expenses. Unused funds, at the end of each fiscal year, are returned to the Community Preservation Fund.

Since the inception of the Community Preservation Committee, the administrative budget has been primarily utilized for personnel expenses, office supplies, and communication. Funds are reserved for the Committee to investigate and research proposed projects to determine their viability for funding. In FY2024, part of the administrative budget was used to contract with an affordable housing/financial consultant, hired through a Request for Proposals process, to provide analysis and advice with respect to anticipated project applications from the Needham Housing Authority.

The Director of Finance and Administration for Public Services, in the Department of Public Works, has been appointed by the Town Manager to serve as staff liaison to the Committee. The Committee's administrative budget typically pays for staff support, including a Recording Secretary and use of Town Counsel. Starting in FY2024, the Committee has hired a part-time Administrative Coordinator in lieu of a Recording Secretary, in order to better support the administrative needs.

The Needham Community Preservation Committee is a member of the Massachusetts Community Preservation Coalition and pays annual membership dues. From time to time, the Committee consults with Coalition staff on issues related to project applications. Coalition staff have also provided Committee members with education and training regarding CPA administration.

The May 2023 Annual Town Meeting authorized $276,052 through reserve funds or by bond to

Budget Request Short Form	
Budget	Community Preservation Committee

support projects related to Community Housing initiatives identified in the Needham Housing Authority's most recent report at Seabeds and Cook properties, and design funding for a new tot lot at DeFazio playground.

The application deadline for funding that will be recommended at the May 2024 Annual Town Meeting is November 1, 2023.

Budget Changes

The overall budget for the Community Preservation Committee remains the same, but there have been adjustments to individual line items. The amount for staff support has increased to reflect the addition of a part-time Administrative Coordinator in addition to the staff liaison. The budgets for postage, legal notices, office, supplies, and signs have been decreased to account for the above addition, and also to be more reflective of the Committee's actual spending. The budget for proposal support/consultants has been adjusted to better reflect the needs of the Committee.

Description	Purpose	Amount
Salary & Wage Expense	Staff Support for Community Preservation Committee	30,300
Other Property Related Services	Proposal Support/Consultants	40,000
Communications	Postage, Legal Notices	1,700
Office Supplies		1,000
Other Supplies & Equipment	Signs	1,000
Dues & Subscriptions	Community Preservation Coalition	8,000
Total Request		82,000

V2025

Community Preservation Committee	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
Administrative Budget	82,000.00	0.00	0.00%	0.00	82,000.00	0.00	0.00%	82,000.00	10,998.00	13,804.83	17,037.03
Total	82,000.00	0.00	0.00%	0.00	82,000.00	0.00	0.00%	82,000.00	10,998.00	13,804.83	17,037.03

Townwide Expense Budget	
Townwide Budget	Minuteman Assessment

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, if space is available. 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 2024. Historical full-time student enrollment is shown below:

Full-Time High School Student Enrollment	
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
2022/2023 School Year	39
2023/2024 School Year	46
Ten Year Change:	**109%**

Budget Changes

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 17% increase over the FY2024 per student cost. The budget request will be updated when preliminary assessments are released.

Spending Request Recap

Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
Assessment	$1,925,523		$1,925,523

Townwide Expense Budget			
Townwide Budget	Minuteman Assessment		
Total DSR2 & DSR4	$1,925,523		$1,925,523
			V2025

Fiscal Year 2025 Proposed Budget

Minuteman Assessment	FY2025 DSR2 Request	BASE $ Change from Current Year	BASE % Change	FY2025 DSR4 Request	FY2025 Total Request	Total $ Change from Current Year	Total % Change	Budget 2024	Expenditures 2023	Expenditures 2022	Expenditures 2021
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											
Governmental Charges											
Travel & Mileage											
Dues & Subscriptions											
Other											
Expense											
Capital Equipment											
Budget Capital											
Other	1,925,523	285,062	17.4%		1,925,523	285,062	17.4%	1,640,461	1,367,739.00	1,230,287.00	1,112,548.55
TOTAL	1,925,523	285,062	17.4%		1,925,523	285,062	17.4%	1,640,461	1,367,739.00	1,230,287.00	1,112,548.55

Needham Public Schools

DANIEL E, GUTEKANST, ED.D.
SUPERINTENDENT OF SCHOOLS

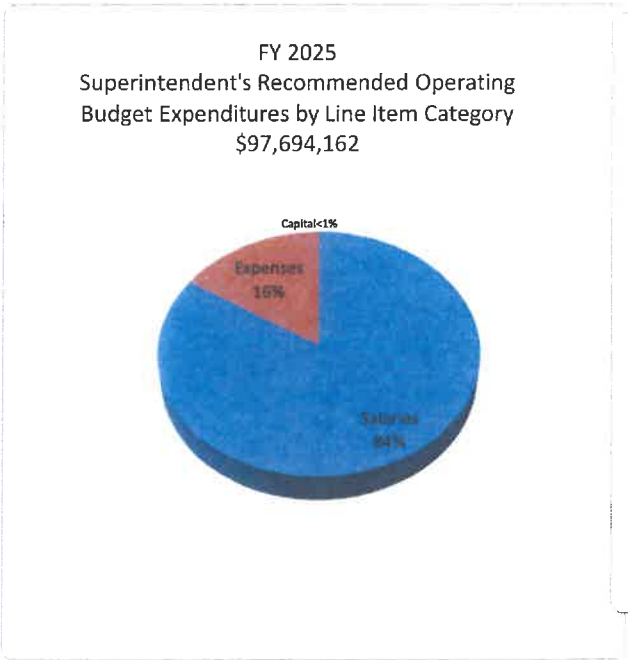
Date: **December 12, 2023**

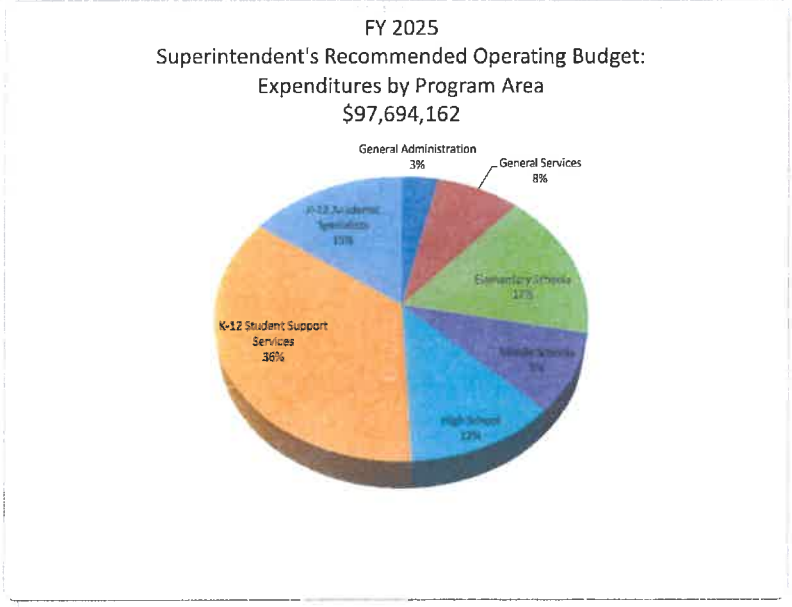
To: **Needham School Committee**

From: **Daniel E. Gutekanst, Superintendent**

Enclosed, please find the proposed FY 2024/25 operating budget for the Needham Public Schools. The proposed plan totals **$97,694,162** and represents a **$5.5 million, 6.01% increase** over the current year budget of **$92,155,973.**

FY25 Budget Summary





This request provides the resources required to address existing staff contractual obligations, enrollment growth, special education needs, and the District's Portrait of a Needham Graduate Five-Year Strategic Plan. In addition, the budget plan provides the resources we require to continue to meet ongoing student needs resulting from disrupted learning and to address equity needs and interventions.

Highlights of the enclosed plan are identified below.

At the **elementary level**, the proposal includes the additional resources and staffing needed to: maintain elementary class sizes at or below School Committee policy guidelines (Eliot, Newman); strengthen English Language Learner (ELL) and Reading infrastructure (Sunita

Williams, Eliot), and provide additional and targeted special education and counseling support, including continued funding for the new Intensive Learning Center (ILC) classroom (Newman).

At the **middle school level**, the proposal includes additional resources and staffing to do the following: provide enhanced ELL and special education services (High Rock, Pollard), and ensure that eighth grade students have ongoing access to American Sign Language (ASL) instruction.

At the **high school level**, resources and staffing are proposed to: support the 9th and 10th grade Interdisciplinary Programs (IP); provide additional financial resources for athletics; and enable all 11th grade modern world languages students to take the AVANT STAMP test.

At a **district level**, we include additional funding for: transportation, including an additional Connolly bus, a subsidy increase to help fee-paying families, and additional funds for special education transportation; a fourth installment of funds to replace technology and one-to-one devices; a pay rate for substitute teachers; additional technology licenses and subscription costs; more staff training on mandated topics and responsive classroom; and theater inspections and flame retardancy treatment for stage curtains.

The plan also addresses the District's need to maintain services; to provide reasonable, fair, and competitive wages (given current inflationary rates); and to meet a substantial increase in the cost of tuition for students enrolled in special education private schools.

Significant Assumptions Incorporated into the FY 2024/25 Budget:

- *Enrollment.*
  - The budget is based on a preliminary projected PreK-12 enrollment of 5,560 students, an increase of 13 students over the current year enrollment of 5,547. Although the overall enrollment is still below the pre-Pandemic enrollment of 5,707 (FY20), elementary enrollment has rebounded quickly. The increase in elementary enrollment and the need to meet student needs resulting from disrupted learning, are significant drivers of the additional staffing and operational resources requested.

  - As noted above, elementary enrollment is projected to increase, from 2,512 in the current year to 2,535 next year, requiring the addition of a new classroom teachers at Eliot and Newman schools.

  - In addition, ongoing funding also is required to continue the ILC classroom added at Newman School during the current year. This request includes resources for teachers, therapeutic specialists, and instructional assistants.

- *Cost of Living Adjustments.* A cost-of-living adjustment is provided for school staff, including teachers, administrators, instructional assistants, and administrative support personnel. The following increases have been set by collective bargaining contracts for

FY 24/25: a 2.70% increase for Unit A (teachers), a 2.70%/2.75% increase for Unit B (administrators), and a 2.0% increase for Unit C (instructional assistants) and for Unit D (administrative assistants). The Units C and D contracts also restructure salaries in such a way as to increase Needham's competitiveness with our comparison districts, and promote the recruitment and retention of staff, given general economic conditions. A modest cost of living adjustment is included for other, non-union employees. Level funding is proposed for all non-salary accounts.

- ***Out-of-District Tuitions.*** Out of District tuition and transportation expenses increase by $1,398,651 in FY25, including $1,223,507 for tuition and $175,144 for transportation.

    - Total tuition costs increase by $1,582,319 over the prior year, reflecting the effect of OSD's 4.69% cost of living adjustment for FY25, a $1,223,507 increase in the cost of students attending high-cost residential placements, and an increase in the average cost of private and collaborative day placements over and above the OSD increase. These additional expenses are offset by $358,811 in new Circuit Breaker revenue for FY25, an amount which is much less than the projected expenditure increase. The net required increase of $1,223,507 is included within the recommended FY25 operating budget request.

    - Out of district transportation costs increase by $175,144. Although ridership remains relatively steady at 70-77 students, the number of students being transported as singleton riders is higher than in the past, as is the number of Boston students riding vans instead of the METCO buses. In addition, we are transporting some students for longer distances at higher rates. The FY25 budget reflects these changes, as well as a five percent rate increase for our contract services provider.

Budget Development Process & Priorities:

The FY 2024/25 budget development process began earlier in the school year, when the School Committee identified budget priorities to guide the administration in the budget planning process. These included:

- The District's Portrait of a Needham Graduate Strategic Priorities.
- The need for highly qualified staff, teaching within established student/ teacher ratio guidelines.
- The ongoing refinement of curriculum, instruction and assessment practices; and
- The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals.

Administrators developed budget requests in the Fall and submitted them for consideration and discussion in November. The Central Office Administration then met with principals and program directors to review and discuss budget requests in light of the School Committee's identified priorities and district goals. Finally, the Superintendent consulted with the Town Manager and the School Committee and Finance Committee budget liaisons to understand Town and School needs as they relate to the overall budget planning process.

What are the Capital Project Priorities for FY 2024/25?

The requested capital budget for FY25 includes funds for technology and equipment replacement, and for feasibility designs for Master Plan Facilities Projects. These additional requests include:

- $661,150 for school technology;
- $62,630 for school vehicle replacement;
- $66,767 for copier replacement;
- $25,000 for school furniture replacement;
- $32,673 for NHS fitness center equipment replacement;
- $54,000 to update the structures on the Newman preschool playground;
- $344,558 in theatrical lighting, sound and rigging repairs and upgrades; and
- $3.95 million in feasibility design funds for Pollard Middle (Master Plan Option C1a).

As of this writing, the Massachusetts School Building Authority (MSBA) Board will consider a recommendation to invite the Pollard School into its eligibility period – an important first step in securing state funding for this project. In addition, the School Department supports the school-related operating and capital facility requests submitted by the Town's Building Maintenance Department.

What are the Next Steps in the Budget Process?

The School administration is eager to discuss this preliminary budget request with the School Committee and members of the community. Additional meetings and deadlines include:

- **December 13th:** School Committee and Finance Committee liaisons budget workshop
- **December 19th and subsequent meetings in January:** School Committee reviews the Superintendent's budget request
- **December and January:** Finance Committee liaisons meet with School Committee liaisons and Central Office staff to review and discuss requests.
- **January 2nd:** Town Manager consults with School Committee about the budget plan and releases FY25-29 Capital Improvement Plan

- **January 16th**: School Committee holds a public hearing on the budget plan.
- **January 23rd**: The School Committee votes the budget plan and sends the budget to the Town Manager and Finance Committee.

I look forward to presenting the budget plan to the School Committee, Finance Committee, and other Town boards and community members in the weeks ahead. We will have thoughtful and sometimes challenging discussions, and I know our focus will be on ensuring a reasonable and appropriate level of funding is available to support the community's greatest assets: its schools and the young people they serve.

Special Financial Warrant Article Request DSR5			
Title	Appropriate Funds from Outside Sources		
Fiscal Year	2025	Department	Department of Public Works – General Fund
Funding Amount	TBD	Funding Source	Misc.

Article Information

Text of Proposed Article: "To see if the Town will vote to appropriate funds from [TBD] in the sum of [$XX,XXX] for the purpose of [TBD], said sum to be spent under the direction of the Town Manager, and take any other action relative thereto."

The Town often receives monies from outside entities, such as Eversource or through the Planning Board process, to spend for a specific public works infrastructure purpose. In order to be able to spend these funds, Town Meeting must appropriate the received sum for the intended purpose. The ability for the Town to receive these funds often relies on the Town committing to spending the funds on the intended purpose.

The exact payer, sum, and purpose of the funds will be determined prior to Town Meeting, as it will vary.

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

2. This is intended to be a recurring special warrant article for any year that the Department of Public Works receives monies from an outside source.
8. This is intended to be in place for as many years as the Department of Public Works receives monies from an outside source.
9. It is required that funds be appropriated at Town Meeting for specific uses.

V2025

Special Financial Warrant Article Request DSR5			
Title	Facilities Maintenance Warrant Article		
Fiscal Year	2025	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 the annual maintenance of public buildings used throughout Town and by the School Department, including, but not limited to, asbestos abatement, HVAC work, painting, and other repairs and necessary upgrades. In 2020, the School Facilities Master Plan was released, identifying a number of major repairs needed in the school buildings. DPW is requesting $1,000,000 to continue to address the recommended repairs in the Master Plan as well as other planned projects necessary to the continued operation of Town buildings. The anticipated projects for the FY2025 funding request include replacing doors and entrances at Town Hall, repairing or replacing collapsible wall partitions at the Eliot and High Schools, replacing the elevator at the Library, and replacing flooring at the Eliot School.

Also included under this article are planned maintenance programs that use a rotating annual schedule by building, such as duct cleaning at the High School and wood floor refinishing at the Mitchell, Broadmeadow, Eliot, and Pollard Schools, as well as Town Hall. Additional projects will be identified as we approach FY2025.

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 intended to fund maintenance projects on public buildings throughout Town on an annual basis.
8. This program will continue as more maintenance projects on public buildings will be identified as necessary every year. However, the specific maintenance items completed under this request will occur in cycles, and as a result, will vary from year to year.
12. This program will maximize the use of Town building assets and ensure that Town and School services are housed in buildings that provide suitable and appropriate environments.

Special Financial Warrant Article Request DSR5	
Title	Facilities Maintenance Warrant Article
This program is in support of Select Board Goal #6 that Needham "[i]nvests in making Town-owned buildings safe and functional."	
V2025	

Special Financial Warrant Article Request DSR5			
Title	**Funding to Retain Scientific Experts and Consultants**		
Fiscal Year	FY2025	Department	Health & Human Services/ Public Health Division
Funding Amount	50,000	Funding Source	Operating Budget

Article Information

The Public Health Division requests funding to support a Board of Health (BOH) goal, a Select Board priority, and a pressing community need. The request is to establish a source of funding that allows the BOH to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Underground Utility Line Redundancy project.

When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an 'outside consultant fee' so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application, such as large-scale utility projects.

A previous Financial Warrant Article for $50,000 was approved in FY 2022 and was expended just before the end of FY 2023 to support the costs of unexpected environmental testing for Claxton Field following a negotiation with MA DEP that required sampling and analysis of the soil at that site.

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

There have been a number of large-scale utility projects which have emerged suddenly as a community concern due to possible environmental health impacts; examples include the Claxton Field Project and the Eversource underground utility project and Verizon 5G Cell Sites. There is a need to access expertise to understand potential impacts of such projects. There is limited ability to anticipate such projects, and no ability to require utilities to pay for outside experts.

Having the resources necessary to understand and respond to new and emerging environmental

Special Financial Warrant Article Request DSR5	
Title	**Funding to Retain Scientific Experts and Consultants**

health challenges in Needham is a high priority of the BOH as one of the Boards priorities is to "*Utilize all legal and regulatory actions available to improve and protect the public's health*". To continue to improve and protect health, having these funds available will allow the department to hire consultants to help provide expertise and scientific guidance.

Additionally, one of the Select Board's New FY24-25 Goals is Goal #7: Environmentally Sustainable "Needham *is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems*." Funding this request would help achieve the Board of Health and Select Board goals/priorities and strengthen Needham's capacity to assess environmental health impacts and continue to protect the Needham community.

V2025

Special Financial Warrant Article Request DSR5			
Title	Planning Consulting Assistance		
Fiscal Year	2025	Department	Planning and Community Development
Funding Amount	$80,000	Funding Source	Tax Levy

Article Information

The Planning and Community Development Department is requesting an appropriation of $80,000.00 for Planning Consulting Assistance. These funds would provide support to the Planning and Community Development Department, enabling the Director to engage professional services from time to time to support two of its functional areas:

(1) the regulatory functions of the Planning and Community Development Department, which oversees permit granting for the Planning Board, the Zoning Board of Appeals, and the Conservation Commission; and

(2) the land use and town planning initiatives of the Planning Department.

Funding for this activity was previously approved in FY2015 in the amount of $45,000.00 and in FY2022 in the amount of $60,000.00. Examples of projects completed under the FY2015 appropriation include build-out and traffic analysis for the Gould Street Industrial 1 and Reservoir Street Industrial Districts; 3D modeling and presentation drawings for the proposed Highway Commercial 1 zoning district at the Muzi Ford and Channel 5 site; and fiscal and traffic impact analyses for the proposed Highway Commercial 1 zoning district. The FY2022 appropriation has been allocated in whole to the MBTA Communities Planning Study under M.G.L. c. 40A Section 3A currently underway.

The need for such professional services in both function areas is noted below.

Regulatory Functions:
The permit-granting and land-development plan review function of the boards that the Planning and Community Development Department supports has called for contracted professional services over the last decade, and this is expected to continue over the next few years. The Director anticipates that professional services in such areas as traffic/transportation engineering and fiscal impact analysis to complement the expertise of Town staff would be procured. Having access to professional expertise across multiple land use disciplines in a complex regulatory environment has proven essential to allowing the Department to effectively address the permitting issues coming before it. In addition, the funds would be used to help the Department research and advise other appropriate regulatory Boards when presented with complex development projects.

Land Use and Planning Initiatives:
The use of contracted services is also anticipated to support the Planning Department's planning and zoning initiatives, and in some cases this funding would supplement funding from other sources. Several planning projects which the Planning Board is considering are as follows.

- The Planning Board wants to conduct a review and analysis of the Town's Zoning By-Law parking standards. This is an advancement of the recommendations contained in the Needham Center and Needham Heights Parking Study completed by Stantec in March 2023. A review of the Town's off-street parking requirements for all zoning districts would be reviewed, compared to national standards, best practices and actual utilization levels to

Special Financial Warrant Article Request DSR5	
Title	Planning Consulting Assistance

assist in determining appropriate parking ratios for implementation across all zoning districts. Adjustments and clarifications to parking ratios in zoning to make them simpler to understand, to better reflect actual demand and to be more context sensitive to broader Town goals would be developed. Relevant zoning language would be prepared with supportive table and graphics to implement the recommended standards.

- The Planning Board wants to review the goals of the 2009 Needham Center Plan and the steps completed to date to meet those goals to determine if adjustments to the zoning for Needham Center and Chestnut Street are warranted. The Board anticipates that this effort will include a workshop to present accomplishments to date and to identify any constraints to redevelopment not anticipated in the 2009 Needham Center Plan. The 2009 Plan detailed the Village Concept that called for "diverse, mixed-use districts combining residential, commercial and civic uses in a compact area" and proposed new zoning regulations to "encourage massing that helps define the street edge and that serves as a backdrop to the streetscape." Some projects carrying out this vision have occurred over the past decade - the mixed-use building at 50 Dedham Avenue, the Beth Israel Deaconess Hospital's new facilities, the new Needham Public Safety building, and a new mixed-use building at 15-17 Oak Street, but most of the under-developed areas identified in the Plan have yet to fulfill their full potential. The purpose of this review would be to examine current impediments to redevelopment and to make the warranted adjustments. Suggestions from the Needham 2025 plan will be examined along with other identified constraints. The Board anticipates that this planning effort will provide a framework for informing adjustments to both the zoning and implementation plan for Needham Center and the Chestnut Street corridor moving forward.

- The Board wants to review the land use and policy goals of the Business District located along Highland Avenue between May and Rosemary Street. The land use and dimensional regulations for this district have not been updated in over 50 years. Prior to 1989, all the Town's commercial areas were zoned under a single "Business District" designation. Recognizing that each commercial area had unique attributes and land use objectives, beginning in 1989 the Town began the process of studying each area to establish a more tailored regulatory framework for the studied area consistent with the Town's land use objectives. This subsequently led to the creation of the Needham Center Business District, Chestnut Street Business District, Avery Square Business District, Commercial 128 Business District, the Hillside Avenue Business District, and the Neighborhood Business District. The Business District located along Highland Avenue between May and Rosemary Street is the only remaining Business District on which the land use and regulatory profile has not yet been updated.

- The Board also wants to review the land use and policy goals of the Town's Industrial Districts, particularly the Industrial District on Hillside Avenue.

- A very important goal for this coming year is to review and consider amending the Inclusionary Zoning provisions of our Zoning By-Law. The Town has incorporated inclusionary zoning mandates into its Zoning By-Law for several Overlay Districts, including the independent living units in the Elder Services Zoning District, as well as zoning for the Needham Center, Lower Chestnut Street, and Garden Street Overlay Districts. In these areas at least 10% of the units must be affordable to those earning at or below 80% of area median income and meet all other state requirements for inclusion in the Subsidized

Special Financial Warrant Article Request DSR5	
Title	Planning Consulting Assistance

Housing Inventory. More recent zoning as part of the Mixed-Use Overlay District, in the Highland Avenue/128 area, as well as changes to the Neighborhood Business District increased the affordability requirement to 12.5% with the option of a payment in-lieu of units provision in the case of the Neighborhood Business zoning. New zoning for the Carter Mill development at Avery Square also included a 12.5% affordability requirement. More than one-third of the municipalities in the state have such inclusionary zoning in place with percentage of affordable units in multi-family rental or condominium developments required at a range of between 10% and 15% or even up to 20% of the units. The level of income to be reached is also a factor to be considered. Not having such Inclusionary Zoning in place for all our zoning districts is causing the Town to miss opportunities for new affordable units as part of recent subdivisions and a new 8-unit residential project on Hunnewell Street for example.

- Another goal for the coming year is to review the so-called Large House Amendments that were made to our residential districts a few years ago – have they been effective at addressing the concerns of residents that reconstructed houses are too large and lack the architectural features that are typical of Needham neighborhoods?

In summation, the above noted items provide an overview of potential areas of planning initiatives in which professional services might be required.

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

This funding request is designed to provide monies for consulting services on an as needed basis over multiple years and supports a Select Board and Planning Board goal.

V2025

Special Financial Warrant Article Request DSR5			
Title	Removal of Fire Alarm Wire Throughout Town		
Fiscal Year	FY2025	Department	FIRE
Funding Amount	$201,885	Funding Source	General Fund

Article Information

This request is to fund the removal of all the 100 Mil fire alarm wiring on all the circuits throughout Town. This wire is no longer being utilized.

We received a quote from LW Bills in the amount of $403,536. This quote is to drop the wire to the ground and the grounded wire would need to be removed by the Fire Department. It does not include Police details. We have a plan for the project to be completed by the Fire Department using our own staff and equipment. There are 13 circuits. We have come up with a total of $201,885 for the project in its entirety which is over 50% less than the outside vendor quote we received.

The breakdown of the cost is as follows:
35 weeks, two days per week, 8 hours per day, 4 personnel per day
Overtime $169,205
Police Details $29,680
Dumpster rental $3,000

Depending on the market value of copper at the time of disposal, there may be an offset for the cost of the dumpster rental, and it may return a profit to the general fund.

We have confirmed that there are no permits required from DEP as copper is a clean metal.

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

V2025

Special Financial Warrant Article Request DSR5			
Title	Small Repair Grant Program		
Fiscal Year	2025	Department	Planning & Community Development
Funding Amount	$50,000	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 are 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 2025 fiscal year. Program funding in the amount of $50,000 was previously appropriated in the 2020 fiscal year, 2022 fiscal year, 2023 fiscal year and 2024 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 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 was not surprising given the pandemic. Almost all of the grants involve the maximum amount available of $4,000 for the first year and $5,000 for the second and third. All program funds appropriated to date have been committed with a total of 60 residents served over the life of the program.

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		

Special Financial Warrant Article Request DSR5	
Title	Small Repair Grant Program
Disclosure Explanation	
The funding request responds to a Select Board principle that the Town be an age-friendly community and also fosters a climate of safety for individuals in their homes.	
V2025	

Special Financial Warrant Article Request DSR5			
Title	Transportation Network Company – Transportation Improvements		
Fiscal Year	2025	Department	Department of Public Works – General Fund
Funding Amount	TBD	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 a sum of [TBD] 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 (½) 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
10. Is this a personnel related request?		X
11. Is this a local option acceptance request?		X

Special Financial Warrant Article Request DSR5		
Title	Transportation Network Company – Transportation Improvements	
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 for the FY2024 amount. 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. This ongoing program is planned to be in place for more than one year.		
V2025		

Special Financial Warrant Article Request DSR5			
Title	Water Fleet Refurbishment Program		
Fiscal Year	2025	Department	Department of Public Works – Water Enterprise
Funding Amount	75,000	Funding Source	Water Enterprise

Article Information

"To see if the Town will vote to raise and/or transfer and appropriate the sum of $75,000 for the purpose of funding the Water Fleet Refurbishment Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $75,000 be transferred from Free Cash; or take any other action relative thereto."

In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components within the General Fund. This article would be a refurbishment program for the Water assets within the Water Enterprise Fund. The goal of this program is to extend the life cycles of the vehicles, increase operational safety, and eventually reduce reactive maintenance. This will be a recurring request, spread out based on need.

Refurbishment work on the DPW's fleet includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks, and brake valves, rebuilding primary components, replacing suspension systems and brakes, and updating lighting and reflective striping. Spending funds to refurbish the existing Water fleet helps to extend life cycles. While this has this been an ongoing practice of the DPW, current market conditions are creating a growing need to extend a vehicle's lifecycle longer than initially anticipated, as replacement vehicles are taking an unprecedented amount of time to be delivered. The Fleet Division must invest additional resources into the planned maintenance of their equipment in order to ensure continued operations.

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 intended to fund lifespan-extending repairs and maintenance on DPW Water Division vehicles and equipment. It is requested based on need as previous allocations are expended.
8. This program will continue as additional fleet repair and maintenance projects on DPW Water Division vehicles and equipment will be identified as necessary every year. However, the specific

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maintenance items completed under this request will be performed as needed, and as a result, will vary from year to year. 12. This program will maximize the useful lifespan of Water Division fleet assets and ensure that Water personnel are utilizing vehicles that are safe and effective in providing operational services to the Town. This program is in support of Select Board Goal #6 that Needham "Models stewardship and sustainability of the Town's [...] physical assets."	
V2025	