# Section 3
# Department Budget Submissions
# Table of Contents

**TOWN WIDE EXPENSES**


| | |
|---|---|
| Auto, Casualty, Liability and Self Insurance Program | 3-001 |
| Debt Service | 3-004 |
| Group Insurance, Employee Benefits & Assessments | 3-007 |
| Needham Electric Light and Gas | 3-009 |
| Retiree Insurance Program & Insurance Liability Fund | 3-014 |
| Retirement Assessments | 3-016 |
| Worker Compensation | 3-018 |
| Injury on Duty and 111F | 3-019 |
| Classification, Performance and Settlements | 3-020 |
| Reserve Fund | 3-021 |


**GENERAL GOVERNMENT**


| | |
|---|---|
| Office of the Town Manager and Select Board | 3-024 |
| Town Clerk & Board of Registrars | 3-038 |
| Legal Services | 3-049 |
| Finance Department | 3-052 |
| Finance Committee | 3-077 |
| Planning and Community Development | 3-080 |


**PUBLIC SAFETY**


| | |
|---|---|
| Police Department | 3-112 |
| Fire Department | 3-126 |
| Building Department | 3-152 |


**PUBLIC WORKS AND FACILITIES**


| | |
|---|---|
| Building Design and Construction | 3-163 |
| Department of Public Works | 3-173 |
| Municipal Parking Program | 3-254 |


**COMMUNITY SERVICES**


| | |
|---|---|
| Health and Humans Services | 3-257 |
| Commission on Disabilities | 3-295 |
| Historical Commission | 3-298 |
| Public Library | 3-301 |
| Park & Recreation | 3-325 |

| | |
|---|---|
| Memorial Park | 3-339 |
| Needham Council for Arts and Culture | 3-342 |


**OTHER FUNDS**


| | |
|---|---|
| Sewer Enterprise Fund | 3-345 |
| Water Enterprise Fund | 3-359 |
| Community Preservation Committee | 3-374 |


**EDUCATION**


| | |
|---|---|
| Minuteman Regional High School | 3-377 |
| Needham Public Schools | 3-379 |

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Casualty Liability Property and 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 various departments including the School Department. As a member of MIIA, the Town participates in MIIA's rewards program. The rewards program is designed to encourage workplace safety awareness and good maintenance practices to earn discounts and savings on the insurance premium. Credits are earned by the Town when employees attend training courses designed to increase awareness of safety issues and by developing and complementing safety policies and plans.

During FY2024, the Town earned $36,440 in credits through participation in the MIIA reward program, an increase of $1,973 over the $34,467 earned in FY2023. During the year, Town employees attended training seminars offered by MIIA, and MIIA's partners such as MMA, MMHR, etc. Town departments also held conducted self-directed exercises. The Town implemented preventive and maintenance programs, developed and updated certain policies.

| | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
|---|---|---|---|---|---|
| Earned Rewards | $33,417 | $23,223 | $25,966 | $34,467 | $36,440 |

As a member of MIIA, The Town applied for the Risk Management Grant and was awarded $7,507.50 for fleet maintenance software to promote safety, compliance, and maintenance of the Town's fleet.

| | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
|---|---|---|---|---|---|
| Liability Claims | 88 | 84 | 101 | 92 | 98 |

The Town received 98 claims during FY2024, an increase of six from FY2023. Over one fourth of the claims were related to water damage from the immense rainstorm on August 8, 2023. During the storm, the Town received an extraordinary amount of rain in a short period of time that flooded certain parts of the town. The Town declared State of Emergency in connection with the storm.

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Casualty Liability Property and Self Insurance Program |

## Budget Changes

Premiums for fiscal year 2026 are not yet known, as this information is usually received in the late 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 (2020 – 2024). FY2025 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 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), the Police Station (2022), and the Emery Grover Building was added back to the policy in October 2024.

| Year | Budget | Initial Premium | Premium* | Change | Expenditure** | Change |
|---|---|---|---|---|---|---|
| FY2025 | $972,560 | $912,982 | $890,157 | 7.4% | | |
| FY2024 | $922,490 | $850,409 | $829,149 | 5.2% | $923,772 | 15.2% |
| 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% |

*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 6.5% for FY2026 over the base policy for FY2025. This is reflective of the average change for the past ten years FY2016 through FY2025. We base the budget increase on a longer lookback period because the number of facilities that were added to the Town's policy over the immediate past five years has been significant. Inflationary pressures continue to be a driver on the premium increase. The adjusted premium for FY2025 as of October 2024 increased by 7.4%, which compares to the 5.2% for FY2024. The policy premium includes buildings, casualty and liability, special property, and vehicle coverage. As of July 2024, the total insured value of real property exceeds $486 million, an increase of 1.9% from the prior year, but does not include the Emery Grover building. The building will be added back to the policy, but the value and premium amount have not been determined as of the submission of the budget request.

As of September 17, 2024, the Town's vehicle insurance policy covered 284 vehicles. The vehicle policy inclusive of vehicles and trailers has 10 assigned to the building department, 18 to the school department, 2 to the finance department, 26 to the fire department, 5 to the health and human services department, 36 to the police department, and 187 to the public works department. The Town also carries special property coverage on certain heavy equipment vehicles, specialized

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Casualty Liability Property and Self Insurance Program |

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 Schools. 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 that 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 increased by $7,500 to $33,500. The change is due to the increase in the vehicle coverage deductible from $500 to $1,000. 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 ($1,030,826) General Insurance program budget request is $58,266 higher, approximately 5.99% more than the current budget of $972,560.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Insurance Premium | 977,326 | | 977,326 |
| Administrative, Deductibles, and Insurance Expenses | 33,500 | | 33,500 |
| Self-Insurance and Settlements | 20,000 | | 20,000 |
| Total DSR2 & DSR4 | 1,030,826 | | 1,030,826 |

V2026

| 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, facilities, 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 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

Massachusetts municipalities are allowed under state law to issue bonds and notes for cash flow, temporary financing, and permanent financing of capital equipment and facilities. Bonds are generally required to be payable in equal or diminishing annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. Level debt service is permitted for bonds or notes issued for certain purposes, and for those projects for which debt service has been exempted from property tax limitations. The maximum terms vary from one year to 40 years, depending on the purpose of the issue. Most of the purposes are capital projects. They may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum terms measured from the date of the original bonds or notes.

Bond Anticipation Notes (BAN) must mature within two years of their original dates of issuance, but may be refunded from time to time for a period not to exceed five years from their original date of issuance, provided that for each year that the notes are refunded beyond the second year, they must be paid in part from budgeted funds in an amount at least equal to the minimum annual payment that would have been required if the bond had been issued at the end of the second year. The maximum term of bonds issued to refund bond anticipation notes is measured from the date of the original issue of the notes except for notes issued for school construction projects approved by the Massachusetts School Building Authority.

The Town approved a $3,600,000 borrowing authorization for the renovation and other improvements of Claxton Field (Article 24) at the 2024 Annual Town Meeting. The project includes remediation work identified by the Massachusetts Department of Environmental Protection (DEP) associated with the covering of the old dump site. The debt will be repaid from the General Fund within the levy limit (sometimes referred to as the 3% debt limit). Town Meeting appropriated $13,600,000 of which $13 million will be funded by debt under Article 33 of the 2024 Annual Town Meeting for major improvements to the Town's sewer systems. The debt will be repaid from the sewer enterprise receipts. The Town Meeting also rescinded the $2.5 million debt authorization for the purchase of property off Charles River Street; the funding was no longer needed because the property was purchased by a private party. The capital review process had not yet begun when this budget was submitted, but it is anticipated that debt authorizations may be sought for improvements at the Center at the Heights, Needham Public Library, Pollard School, and Public Works Facilities. There is also a planned upgrade/replacement of the Cooks Bridge sewer pump station, and a water supply development project planned to be presented for funding as early as May 2025, with funding planned over the next three years.

The last time that the Town issued bonds 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

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Debt Service |

Town goes to issue its next bond that interest rates will be higher and debt service payment will increase. The Town maintained its AAA rating by Standard and Poor's with a stable outlook. This rating was issued March 31, 2022. We anticipate the next bond issue will be during the summer of 2025.

## Budget Changes

The FY2026 total debt service of $19,086,849 is 2.8% less than the current year ($19,633,332). The FY2026 debt service budget, exclusive of enterprise fund debt, is $16,836,849, a 3.8% decrease from the current year ($17,503,332). The decrease for FY2026 is due to the decline in both CPA and 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.

| Debt | Levy Limt | Excluded | CPA | Sewer | Water | Total |
|---|---|---|---|---|---|---|
| Principal Payments | $1,772,000 | $6,303,000 | $670,000 | $345,942 | $446,488 | $9,537,430 |
| Interest Payments | $446,453 | $2,460,317 | $212,957 | $61,886 | $56,741 | $3,238,354 |
| Note Paydowns and Other New Debt Issues | $4,361,000 | | $467,000 | $260,000 | $1,000,000 | $6,088,000 |
| Short Term and Other New Interest | $131,122 | | $13,000 | $32,172 | $46,771 | $223,065 |
| **Total** | **$6,710,575** | **$8,763,317** | **$1,362,957** | **$700,000** | **$1,550,000** | **$19,086,849** |

The General Fund debt service within the levy limit is $6,710,575 and the excluded debt service is $8,763,317. The CPA supported debt totals $1,362,957. This request does not contain any funding for debt that may be authorized at the 2025 Annual Town Meeting or May 2025 Special Town Meeting. Debt service related to the Sewer ($700,000) and Water ($1,550,000) 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 6.2% 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 ($8,763,317) is 10.5% less than budgeted for FY2025 ($9,794,892). 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 $15,473,892 which is $641,358 less (4.0%) than the FY2025 combined amount ($16,115,250) 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 projects that were funded by excluded debt and still have annual payments to make are the High Rock and Pollard School, High School, Newman School HVAC project, Public Safety Buildings, and the Williams School. The final debt payment for the Eliot School was 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 Williams School project (Owens Farm land purchase, 609 Central land purchase, and the construction of the school) is FY2044.

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Debt Service |

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 FY2026 is $1,362,957 which is $25,125 less than the amount for FY2025 ($1,388,082), a decrease of approximately 1.8%. 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 expected to be finished by 2025, but has not closed out yet, so the final borrowing and final payment have not yet been determined.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| General Fund Debt | 15,473,892 | | 15,473,892 |
| CPA Fund Debt | 1,362,957 | | 1,362,957 |
| Sewer Enterprise Debt | 700,000 | | 700,000 |
| Water Enterprise Debt | 1,550,000 | | 1,550,000 |
| Sub Total | 19,086,849 | | 19,086,849 |
| Less Enterprise Fund Debt | (2,250,000) | | (2,250,000) |
| Total DSR2 & DSR4 | 16,836,849 | | 16,836,849 |

V2026

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Group Health Insurance Employee Benefits and Administrative Costs |

Purpose of the Budget

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

Budget Activities

Health Insurance

This budget totals $17,332,269 and includes employer contributions for health insurance premiums, health savings accounts (HSAs), and opt-out payments. The health insurance line is still estimated at this time, as actual health insurance rates will not be available until early CY2025. This budget assumes a 10% increase in health insurance premiums for FY2026 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 increased by 5.83% over the last ten-year period (FY2016-2025) driven by larger percentage growth increases in FY2020 (2.89%) and in FY2025 (2.11%). Enrollment has increased by 1.87% for the five-year period FY2021-FY2025. The chart below includes the number of active health insurance subscribers for the past ten years, showing trends of decreasing enrollment of General Government employees and increasing enrollment of School employees. This fiscal year, there are 65 employees participating in the "opt out" program, whereby employees receive a payment for opting out of the Town's group insurance program. The Town will realize $901,542 in savings this fiscal year from the opt-out program.

| Fiscal Year | Town | % Increase over Prior Year | School | % Increase over Prior Year | Total Actives | % Increase over Prior Year |
|---|---|---|---|---|---|---|
| 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% |
| FY2025 | 288 | 0.00% | 584 | 3.18% | 872 | 2.11% |
| 10-Year Change (FY2016-2025) | -6 | -2.04% | 54 | 10.19% | 48 | 5.83% |
| 5-Year Change (FY2021-FY2025) | -5 | -1.71% | 21 | 3.73% | 16 | 1.87% |
| 1-Year Change (FY2024-FY2025) | 0 | 0.00% | 18 | 3.18% | 18 | 2.11% |

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Group Health Insurance Employee Benefits and Administrative Costs |

Medicare & Social Security Tax

The Employee Benefits budget also funds Medicare and Social Security benefits for all Town employees, including General Government and School Department employees. These lines are increasing by 4.8% and 2.0% respectively, based on a five-year average of expenses.
This budget totals $2,224,000, including $1,912,000 for Medicare and $312,000 for Social Security.

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 4.7% for FY2026 based on salary growth projections for a total of $124,854.

Other Benefits and Administrative Costs

The Town provides other benefits to employees including life insurance, contributions to 401A retirement accounts. These benefits, along with administrative costs, total $663,312 for FY2026.

Budget Changes

The health insurance market has further consolidated with the merger of Tufts and Harvard Pilgrim and health care costs continue to rise. The Town has been successful in slowing the rate of increases by offering employees qualified, high-deductible health plans and an opt-out program. The Town will continue to explore additional health insurance options. This budget will also be impacted by the state of the economy, as enrollment tends to increase in periods of recession. The total increase in the budget over FY2025 is $1,967,960 or 10.71%.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Insurance & Benefits | $20,344,435 | | $20,344,435 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total DSR2 & DSR4 | $20,344,435 | | $20,344,435 |

V2026

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Needham Electric Light and 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 find opportunities 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 several 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), Police Station (March 2022), and in October 2024 the renovated Emery Grover Building. 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 Town has also added electric vehicle charging stations and is expanding the number of locations and the number of chargers.

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 during FY2020. 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. Electric use for FY2022 (13,138,487 kWh) was approximately 15.3% more than FY2021 (11,397,642 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 use of air exchanging systems. Improved air filtering and more timely replacement of air filters helped to reduce the electric demand, because the equipment did not have to run as often to achieve the desired results. Total billed consumption increased by 176,633 kWh during FY2024, approximately 1.4% (12,916,146 kWH) more than FY2023 (12,739,513 kWh). The table below shows the billed electric usage for the last five years.

| | |
|---|---|
| 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 |
| FY2024 Billed Usage - All Accounts Except Enterprise | 12,916,146 |

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Needham Electric Light and Gas Program |

The Town's contract for electric supply with Constellation was in effect through December 2024 (mid FY2025) at $0.0931 per kWh, which was very favorable compared to the current market with prices that have been as high as $0.26 per kWh. At the time of the budget submission, the Town started the bidding process for successor contracts. The Town has contracted with an energy consultant to assist with the preparation, market review and contract execution for energy supply, both electricity and natural gas. The regulated portions of electric services, transmission and distribution systems continue to climb as well. The Town's all in kWh cost estimate has been increased from $0.24 to $0.26 for FY2026. The growth in electric powered vehicles and with communities in the Eversource service area adopting "no fossil fuel" building codes, the demand and hence the cost for electric power will likely increase.

The Town's usage of natural gas has been increasing year over year, except FY2023, 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 significant increase in use during FY2021 was 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 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 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 building's heating systems kicked in much sooner than in 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. Billed usage for FY2024 increased by 88,023 therms, approximately 16% over FY2023 (639,010 v 550,987).

Natural Gas Usage

| | |
|---|---|
| FY2020 Building Consumption | 522,716 |
| FY2021 Building Consumption | 667,531 |
| FY2022 Building Consumption | 694,198 |
| FY2023 Building Consumption | 550,987 |
| FY2024 Building Consumption | 639,010 |

The Town's natural gas supply contract expired last year (December 2023) and when the Town sought quotes for the supply, we found that the supply cost from Eversource was less expensive than the bids the Town received from the suppliers. The Town has been purchasing natural gas supply through the public utility at the time of the budget submission, but the Town has resumed testing the marketplace. A successor contract is anticipated during the second half of FY2025.

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Needham Electric Light and Gas Program |

The regulated portion of the natural gas service (provided by Eversource) continues to increase. The combined (market and regulated) cost estimate is $3.34 per therm, $0.04 higher (1.2%) than the FY2025 budget. The average basic service fee is $252 compared to $235 budgeted for FY2025, an increase of 7.2%. We anticipate the State will approve additional increases in the natural gas rates.

Budget Changes

The budget request of $5,990,690 is $321,652 higher than the FY2025 budget ($5,669,038), a 5.7% change. The primary factors which have influenced this budget submission are the increase in the average rate for electricity and natural gas, moderating consumption estimates, and the annual impact of the Emery Grover Building that reopen in October 2024. Reallocation of repair and maintenance related costs from services to supplies and equipment.

| Description | FY2026 | FY2025 | Net Change |
|---|---|---|---|
| Solar Energy, Electric, & Natural Gas | $5,876,690 | $5,555,038 | $321,652 |
| Repairs and Maintenance Services | $63,000 | $83,000 | -$20,000 |
| Professional, Technical, & Communication Expenses | $25,000 | $25,000 | $0 |
| Other Supplies and Equipment | $25,000 | $5,000 | $20,000 |
| Dues and Subscriptions | $1,000 | $1,000 | $0 |
| Total | $5,990,690 | $5,669,038 | $321,652 |
| | | | 5.7% |

The energy line amount ($5,876,690) is $321,652 or 5.8% higher than the current year ($5,555,038). 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 reconstructed Emery Grover Building. 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 ($388,530) is reduced by one percent from FY2025 ($392,455). The Town pays approximately $0.09 kWh to Telsa for the electric power generated from the solar array which in turn is sold to Eversource. During FY2024, the Town earned an average of $0.32 per kWh. The payments the Town receives from Eversource are General Fund receipts and are part of the revenue estimate for the budget year.

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 FY2026 electric budget for municipal (Town and School) buildings and facilities, we used the three-year average consumption (FY2022 – FY2024) to develop the budget. However, accounts which have less than three years of consumption data, we use the highest consumption year total. The facilities which were less than three years are the electric vehicle charging stations.

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Needham Electric Light and Gas Program |

We have assumed 200,000 kWh annual usage for the Emery Grover Building which reopened in October 2024. The estimated usage was multiplied by an average rate of $0.26 kWh plus the basic service fees. Streetlight usage is based on a $0.20 kWh rate. The requested amount is based on 12,982,147 kWh which is higher than the 12,662,669 kWh which the FY2025 budget was based. The change reflects a higher three-year average. The total amount for electricity is $3,387,743 an increase of $324,498 (10.6%). The budget calculations for electricity are shown in the table below.

| All Accounts Excluding Enterprise Funds | KWH | Rate | Use Charge | Account Charge | Total (rounded) |
|---|---|---|---|---|---|
| Broadmeadow School | 1,103,267 | $0.26 | $286,849.42 | $286 | $287,135 |
| Center at the Heights | 221,867 | $0.26 | $57,685.42 | $286 | $57,971 |
| Communication Tower | 7,498 | $0.26 | $1,949.48 | $286 | $2,235 |
| Daley Building | 26,375 | $0.26 | $6,857.50 | $286 | $7,144 |
| Eliot School | 793,933 | $0.26 | $206,422.58 | $286 | $206,709 |
| Emery Grover - NEW | 200,000 | $0.26 | $52,000.00 | $286 | $52,286 |
| EV Charging Stations (3) | 93,597 | $0.26 | $24,335.22 | $858 | $25,193 |
| Fire Department (2) | 997,247 | $0.26 | $259,284.22 | $572 | $259,856 |
| High Rock School (3) | 687,313 | $0.26 | $178,701.38 | $858 | $179,559 |
| High School (2) | 3,019,567 | $0.26 | $785,087.42 | $572 | $785,659 |
| Hillside School (2) | 210,228 | $0.26 | $54,659.28 | $572 | $55,231 |
| Library | 589,880 | $0.26 | $153,368.80 | $286 | $153,655 |
| Memorial Park (2) | 33,272 | $0.26 | $8,650.72 | $572 | $9,223 |
| Memorial Park Building | 31,867 | $0.26 | $8,285.42 | $286 | $8,571 |
| Mitchell School (3) | 398,587 | $0.26 | $103,632.62 | $858 | $104,491 |
| Municipal Parking Lots (5) | 33,064 | $0.26 | $8,596.64 | $1,430 | $10,027 |
| Newman School | 1,079,012 | $0.26 | $280,543.12 | $286 | $280,829 |
| Park and Recreation Facilities (3) | 53,674 | $0.26 | $13,955.24 | $858 | $14,813 |
| Police Department | 1,238 | $0.26 | $321.88 | $286 | $608 |
| Pollard School (3) | 899,317 | $0.26 | $233,822.42 | $858 | $234,680 |
| Public Services Administration Building | 189,120 | $0.26 | $49,171.20 | $286 | $49,457 |
| Public Works (4) | 169,649 | $0.26 | $44,108.74 | $1,144 | $45,253 |
| Recycling and Transfer Station (2) | 162,405 | $0.26 | $42,225.30 | $572 | $42,797 |
| Ridge Hill Barn | 307 | $0.26 | $79.82 | $286 | $366 |
| Rosemary Recreation Complex | 494,400 | $0.26 | $128,544.00 | $286 | $128,830 |
| Sunita Williams School | 752,707 | $0.26 | $195,703.82 | $286 | $195,990 |
| Town Hall Main | 374,987 | $0.26 | $97,496.62 | $286 | $97,783 |
| Town Parks (8) | 8,797 | $0.26 | $2,287.22 | $2,288 | $4,575 |
| Town Street Lights | 279,762 | $0.20 | $55,952.40 | $3,146 | $59,098 |
| Traffic Controls and Signals (34) | 69,210 | $0.26 | $17,994.60 | $9,724 | $27,719 |
| **Totals** | **12,982,147** | | **$3,358,572.50** | **$29,172** | **$3,387,743** |

The budget request for natural gas supply is $2,100,417 which is $1,079 more than the current budget ($2,099,338), essentially level funded. The calculation for all municipal facilities was based on each facility's three–year average consumption (FY2022 – FY2024). The consumption estimate was multiplied by $3.34 per therm plus the basic service fees. The budget calculations for natural gas are shown on the next page.

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Needham Electric Light and Gas Program |

| All Accounts Excluding Enterprise Funds | Therms | Rate | Use Charge | Account Charge | Total (rounded) |
|---|---|---|---|---|---|
| 1300 Central Ave. Claxton | 2,293 | $3.34 | $7,658.62 | $252 | $7,911 |
| Broadmeadow School | 64,138 | $3.34 | $214,220.92 | $252 | $214,473 |
| Center at the Heights | 606 | $3.34 | $2,024.04 | $252 | $2,276 |
| DPW 470 Dedham Avenue | 22,675 | $3.34 | $75,734.50 | $252 | $75,987 |
| DPW 480 Dedham Avenue | 1,950 | $3.34 | $6,513.00 | $252 | $6,765 |
| Eliot School | 39,204 | $3.34 | $130,941.36 | $252 | $131,193 |
| Fire Station #2 | 11,821 | $3.34 | $39,482.14 | $252 | $39,734 |
| High Rock School | 28,760 | $3.34 | $96,058.40 | $252 | $96,310 |
| High School | 148,489 | $3.34 | $495,953.26 | $252 | $496,205 |
| Jack Cogswell Building | 4,750 | $3.34 | $15,865.00 | $252 | $16,117 |
| Library | 11,202 | $3.34 | $37,414.68 | $252 | $37,667 |
| Memorial Park Building | 2,901 | $3.34 | $9,689.34 | $252 | $9,941 |
| Mitchell School | 54,293 | $3.34 | $181,338.62 | $252 | $181,591 |
| Newman School | 82,064 | $3.34 | $274,093.76 | $252 | $274,346 |
| Newman School Second | 120 | $3.34 | $400.80 | $252 | $653 |
| Pollard School | 87,070 | $3.34 | $290,813.80 | $252 | $291,066 |
| Public Safety Building | 18,578 | $3.34 | $62,050.52 | $252 | $62,303 |
| Rosemary Recreation Pool | 761 | $3.34 | $2,541.74 | $252 | $2,794 |
| Sunita Williams School | 35,266 | $3.34 | $117,788.44 | $252 | $118,040 |
| Town Hall | 10,417 | $3.34 | $34,792.78 | $252 | $35,045 |
| **Totals** | **627,358** | | **$2,095,375.72** | **$5,040** | **$2,100,417** |

The repairs and maintenance expenses ($88,000) are level-funded for FY2026. This allowance pays for the annual maintenance, repairs costs and purchase of additional street and parking lot lights and 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 streetlights when the public utility replaces an existing pole. The line also pays for emergency responses to repair or replace (depending on the amount damage) a streetlight damaged in a pole knock down.

Professional and Technical Services ($25,000) expenses are level funded for FY2026. 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) expenses are also level funded for FY2026. This allowance covers the membership fees the Town pays to participate in joint purchase groups for energy-related programs such as electric vehicle charging stations.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Needham Electric Light and Gas Program | 5,990,690 | | 5,990,690 |
| Total DSR2 & DSR4 | 5,990,690 | | 5,990,690 |

V2026

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Retiree Insurance and 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 $105 billion. Because of this asset size, management fees are lower than those 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 date of June 30, 2022, with a measurement and reporting date of June 30, 2023. The plan remains on target to reach full funding in FY2041. The requested appropriation of $8,540,230 represents:

Pay as you go (current retirees): $7,132,291
Normal cost (future retirees): $1,407,939

Budget Changes

As of November 1, 2024, there are 856 retirees and 31 surviving spouses electing health insurance coverage for 887 unique subscribers (including retiree individual, retiree family, and retiree spouse plans). While survivors pay 100% of the insurance premium, their participation impacts both the rates calculated for subscribers and the OPEB liability.

The Town is undertaking a new actuarial valuation of Other Postemployment Benefits. However, given timing considerations, this budget request is based on the actuarial valuation reporting date of June 30, 2023.

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 $72,943,292. This liability represents the difference between the total liability of $143,077,747 and assets of $70,134,455. This results in a funded ratio of 49.02%. 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 FY2026.

| Townwide Expense Budget | | | |
|---|---|---|---|
| Townwide Budget | Retiree Insurance and Insurance Liability Fund | | |
| Spending Request Recap | | | |
| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
| Retiree Insurance & Insurance Liability Fund | $8,540,230 | | $8,540,230 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total DSR2 & DSR4 | $8,540,230 | | $8,540,230 |
| V2026 | | | |

| 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, 2024, there were 796 active participants, 446 retirees, 34 disabled retirees, and 377 inactive participants. The average pension was $32,041. Chapter 176 of the Acts of 2011 changed the calculation of pension for employees hired after April 1, 2012. As of January 1, 2024, just under 70% of the System's active members were hired after that date, an increase of 10% over last year. The normal cost of those hired after April 1, 2012 is lower than those hired before.

**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 unfunded actuarial accrued liability (UAAL) is $69,191,689. The system is expected to be fully funded by 2032.

The requested appropriation of $14,369,656 represents:
Normal Cost: $4,506,853
3(8)(c) Transfers: $ 600,000
UAAL: $9,262,803

The market value of assets as of January 1, 2024, was $236.7 million, compared to the actuarial value of $241.9 million. The market value return for the year was 11.21% (7.46% for the actuarial value return due to smoothing.) 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).

**Budget Changes**

All actuarial assumptions used in the FY2025 valuation remained the same for the FY2026 valuation. The current funding schedule voted by the Retirement Board limits annual increases to 8% per year.

Historically, the Retirement Board reduced the assumed rate of return (discount rate) from 7.50% to 7.25% for FY2020, 6.50% for FY2022, and 6.25% for FY2024 and FY2025. The discount rate used in the FY2026 assessment calculation remains at 6.25%.

The 2022 Annual Town Meeting voted to increase the base on which retiree cost of living adjustments (COLA) are made, from $14,000 to $16,000. The Retirement Board will be requesting an increase to the base on which retiree cost of living adjustments are made from $16,000 to $18,000 at the 2025 Annual Town Meeting. The requested FY2026 appropriation is not impacted by the outcome of this request.

The funded status of the System is 77.4% as of 1/1/2024 (compared to 74.5% as of 1/1/2023).

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Retirement Assessment | $14,369,656 | | $14,369,656 |

| Townwide Expense Budget | | | |
|---|---|---|---|
| Townwide Budget | Retirement Assessment | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total DSR2 & DSR4 | $14,369,656 | | $14,369,656 |
| | | | V2026 |

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Worker Compensation |

**Purpose of the Budget**

This budget provides funding for costs associated with Workers Compensation for all School Department and General Government employees, except for public safety 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. 40 Section 13A, which allows the Town to roll forward unused appropriations for the purpose of establishing a reserve for large claims.

**Budget Activities**

The FY2025 appropriation for this line is $779,255. To date, $118,658 has been expended.

**Budget Changes**

The Workers Compensation line is projected to grow by 3.45%.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Workers Compensation | $806,137 | | $806,137 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total DSR2 & DSR4 | $806,137 | | $806,137 |

V2026

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Injury on Duty and 111F |

**Purpose of the Budget**

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 from the Workers Compensation appropriation and the requested amount is appropriated to this fund.

**Budget Activities**

The FY2025 appropriation for this line is $165,792. To date, $48,824 has been expended.

**Budget Changes**

The Injury on Duty & 111F line is expected to grow by 5%.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Injury on Duty & 111F | $174,082 | | $174,082 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total DSR2 & DSR4 | $174,082 | | $174,082 |

V2026

| Townwide Expense Budget | |
|---|---|
| Townwide Budget | Classification Performance and Settlements |

**Purpose of the Budget**

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

**Budget Activities**

The CPS budget fluctuates annually depending on the number of collective bargaining agreements that have been settled for a given year. The collective bargaining agreements not already settled for FY2026 include the Needham Police Union and the Police Superior Officers Association.

Since FY2017, general wage increases for managers have been accounted for in the CPS budget rather than in the individual departmental budgets. The FY2026 CPS budget includes this amount, as well as an allowance for settlement of the collective bargaining agreements noted above, salary adjustments for non-union personnel, and a reserve for merit raises, bonus payments, and reclassification actions.

**Budget Changes**

The FY2025 appropriation for this line is $881,000. To date, $520,375 has been transferred.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| Classification, Performance & Settlements | $537,000 | | $537,000 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total DSR2 & DSR4 | $537,000 | | $537,000 |

V2026

| Budget Request<br>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 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 FY2026 Reserve Fund is $2,657,646. This amount was determined in accordance with the method used for projecting the Reserve Fund level for over ten years. The FY2026 Reserve Fund request is 1.4% of the projected FY2026 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 FY2025 operating budget and adjusts it by applying an annual growth rate of 2.5% to determine a projected FY2026 budget. The FY2026 requested funding level of $2,657,646 is anticipated to be sufficient to provide for extraordinary or unforeseen expenditures without unnecessarily cutting into other operating needs.

The FY2026 request for the Reserve Fund represents a 33% increase over the FY2025 appropriation of $2,000,000. The FY2025 original request of $2,499,955 was calculated in the same manner, but was decreased to an even $2,000,000 to help balance the budget and cover priority needs. 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.

**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** |
|---|---|---|---|
| **FY2024** | | | |
| 6/21/2023 | DPW | Quiet Zone Feasibility Study | $100,000 |
| 8/23/2023 | Finance Committee | Consultant | $20,000 |
| 4/24/2024 | Office of Town Manager | Powers Hall Projector | $37,809 |
| 5/1/2024 | Planning and Community | Traffic Study | $28,930 |
| 5/13/2024 | DPW | Snow and Ice Expenses | $250,878 |

| Budget Request<br>Short Form | |
|---|---|
| Budget | Reserve Fund |

| | | | |
|---|---|---|---|
| 5/13/2024 | DPW | Contract Cleaning Services | $366,000 |
| 6/26/2024 | Finance Department | IT Services | $26,500 |
| 6/26/2024 | Town Clerk | Election Expenses | $3,400 |
| **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 |
| | | | |
| **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 |

|

| Description | Purpose | Amount |
|---|---|---|
| Reserve Fund | Extraordinary and unforeseen costs | 2,657,646 |
| | | , |
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| | | |
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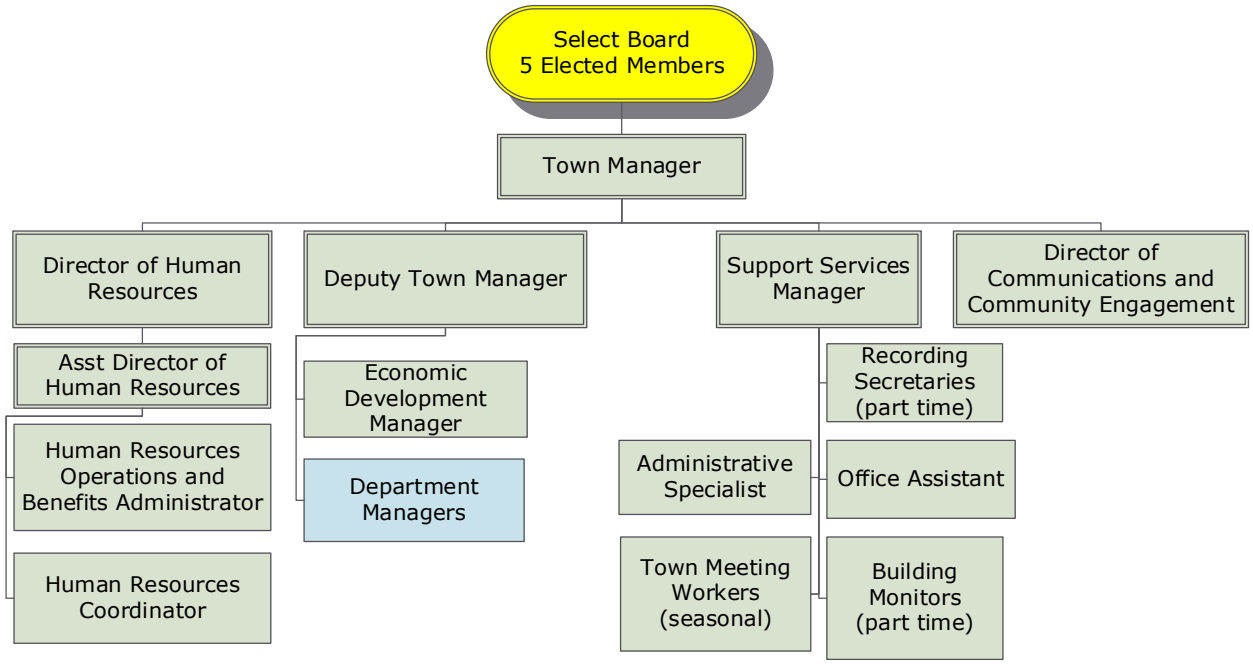
| | | |
| | | |
| | | |
| | | |
| Total Request | | 2,657,646 |

V2026

| Townwide Expenses | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Casualty, Liability, Property & Self-Insurance Program | 1,030,826.00 | 58,266.00 | 5.99% | 0.00 | 1,030,826.00 | 58,266.00 | 5.99% | 972,560.00 | 923,772.00 | 802,154.94 | 742,594.00 |
| Debt Service | 16,836,849.00 | (666,483.00) | -3.81% | 0.00 | 16,836,849.00 | (666,483.00) | -3.81% | 17,503,332.00 | 17,557,774.52 | 20,371,943.52 | 20,754,996.62 |
| Group Health Insurance, Employee Benefits & Administrative Costs | 20,344,435.00 | 1,967,960.00 | 10.71% | 0.00 | 20,344,435.00 | 1,967,960.00 | 10.71% | 18,376,475.00 | 16,553,594.11 | 14,959,165.61 | 14,777,854.33 |
| Needham Electric, Light & Gas Program | 5,990,690.00 | 321,652.00 | 5.67% | 0.00 | 5,990,690.00 | 321,652.00 | 5.67% | 5,669,038.00 | 5,655,057.00 | 4,588,708.54 | 3,953,245.96 |
| Retiree Insurance & Insurance Liability Fund (OPEB) | 8,540,230.00 | 398,924.00 | 4.90% | 0.00 | 8,540,230.00 | 398,924.00 | 4.90% | 8,141,306.00 | 8,199,280.00 | 8,844,474.00 | 7,426,237.00 |
| Retirement Assessments | 14,369,656.00 | 1,064,419.00 | 8.00% | 0.00 | 14,369,656.00 | 1,064,419.00 | 8.00% | 13,305,237.00 | 12,154,582.00 | 11,263,367.00 | 10,276,804.00 |
| Workers Compensation | 806,137.00 | 26,882.00 | 3.45% | 0.00 | 806,137.00 | 26,882.00 | 3.45% | 779,255.00 | 779,244.00 | 732,070.00 | 828,731.00 |
| Injury on Duty & 111F | 174,082.00 | 8,290.00 | 5.00% | 0.00 | 174,082.00 | 8,290.00 | 5.00% | 165,792.00 | 159,426.00 | 151,105.00 | 0.00 |
| Classification Performance & Settlements | 537,000.00 | 176,375.00 | 48.91% | 0.00 | 537,000.00 | 176,375.00 | 48.91% | 360,625.00 | 0.00 | 0.00 | 0.00 |
| Reserve Fund | 2,657,646.00 | 657,646.00 | 32.88% | 0.00 | 2,657,646.00 | 657,646.00 | 32.88% | 2,000,000.00 | 0.00 | 0.00 | 0.00 |
| Total | 71,287,551.00 | 4,013,931.00 | 5.97% | 0.00 | 71,287,551.00 | 4,013,931.00 | 5.97% | 67,273,620.00 | 61,982,729.63 | 61,712,988.61 | 58,760,462.91 |

## 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<br>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, newsletter, 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 Human Resources Advisory Committee on behalf of the Town Manager in its advisory role in such areas as full-cycle recruitment, position classification and policy administration.

| Department Information<br>DSR1 | |
|---|---|
| Department | Office of the Town Manager and Select Board |

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 FY2026 focus on the seven goals adopted by the Select Board and carried out by Town government: 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 48 specific initiatives across the seven goals in August 2024, working with Town staff to develop timelines and desired outcomes for each. Some of the prioritized initiatives include: working with the Planning Board on next steps following the adoption of the Neighborhood Housing Plan, evaluating next steps for the Stephen Palmer Building, and completing the Quiet Zone feasibility and design phase and seeking funding for construction.

Moving into FY2026, the Human Resources Department will continue to focus on long term solutions to increase the recruitment and retention strategy of employees. A wider reach of audiences for potential candidates, proactive recruitment in workforce sources and attractive benefits are all initiatives that the department has been focused on to address the hiring market's volatile status of recent years. Specific actions related to this include increased advertisement efforts, expanding the Co-op program with local vocational schools and colleges, increased participation in job fairs, expedited interview and hiring process, a robust onboarding and orientation process and an ongoing meaningful review of the Town's benefits and workplace culture to continue to ensure the Town remains an attractive option for job seekers.

An important component of the Town's equity mission is to ensure our compensation levels remain competitive and that our internal structure for job skills and responsibilities align with the current market. The Human Resources department hopes to secure funding to contract with a consultant to perform a Compensation and Classification study in FY2026 to confirm our standing in these

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

areas. The department will also continue to work on job description update and standardization, professional development opportunities for staff, employee engagement, recruitment and promotion of uniformed public safety positions outside of the civil service process, and update of personnel policies for modernization of terms, inclusivity of language and updated applicability.

Budget Statement

The FY2026 base budget submission is 2.83% higher than the FY2025 appropriation, with a total increase of $45,761. This total increase is comprised of a $41,260 increase in the salary line, primarily due to salary increases for existing personnel and allocation of committee liaison stipends for a recently assigned liaisons and a stipend removed in error in a prior year. The expense line shows an increase of $4,501.

The requested increase of $5,425 in Professional and Technical Services reflects an increase in the use of consultants for the purpose of policy update and employee engagement.

The requested increase of $1,475 in Travel & Mileage is primarily to account for increased transportation costs related to conferences.

In FY2024, there was a 4.82% turnback. The primary driver in salaries was a two-month vacancy of the Administrative Specialist position in the Office of the Town Manager. The primary driver in expenses was lower usage of contracted AV support for events in Powers Hall.

| | Division | Description | Change from FY2024 | Comments | Net Change |
|---|---|---|---|---|---|
| Professional and Technical | HR | Engagement and Leadership Consulting | $10,000 | Additional emphasis on employee engagement and increase in new manager level staff | $5,425 |
| | HR | HR Software | $6,596 | Renewal of applicant tracking system software | |
| | HR | Public Safety Entry Exams | $1,500 | Non-civil service online platform | |
| | SB | Seminars and Training | $1,175 | Increased attendance at MMA and CRRC trainings and events | |
| | HR | Seminars and Training | $804 | Additional professional development | |

| Department Information DSR1 | | | | | |
|---|---|---|---|---|---|
| Department | Office of the Town Manager and Select Board | | | | |
| | | | | for HR staff | |
| | OTM | Advertising | $350 | Department Recruitment Postings | |
| | OTM | Software | ($15,000) | Actual cost of Board and Committee Solution | |
| Travel and Mileage | HR | Conference Out of State | $2,600 | Realigned from In-State Costs plus HR Director ICMA Conference | $1,475 |
| | HR | Mileage | $600 | Increased training participation by staff | |
| | HR | Conference In-State | ($1,275) | Realigned to Out of State Conference Costs | |
| Office Supplies | SB | Office Supplies | ($25) | Consolidated with Office of the Town Manager | ($25) |
| Dues and Subscriptions | SB | Dues and Subscriptions | $255 | Increased MMA Dues | ($165) |
| | HR | Due and Subscriptions | ($320) | Consolidated Dues | |
| Other Supplies & Equipment | HR | Other Supplies and Equipment | ($988) | Align with actual expenses | ($988) |
| Communications | OTM | Postage | $2,222 | Align with actual expenses | ($1,396) |
| | HR | Wireless | $112 | New IT standard costs | |
| | OTM | Wireless | ($826) | New IT standard costs | |
| | HR | Postage | ($1,104) | Align with actual expenses | |
| | SB | Postage | ($1,800) | Align with actual expenses | |

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

## Accomplishments and Activities

| **Activity** | **FY24** | **FY23** | **FY22** | **FY21** | **FY20** | **FY19** | **FY18** | **FY17** |
|---|---|---|---|---|---|---|---|---|
| Number of ATM Articles | 51 | 40 | 41 | 8 | 33 | 52 | 53 | 65 |
| Number of STM Articles | 23 | 27 | 16 | 62 | 10 | 21 | 27 | 24 |
| Number of SB Meetings | 31 | 35 | 35 | 38 | 36 | 40 | 39 | 38 |
| Number of New Appointments Processed | 67 | 61 | 56 | 19 | 12 | 53 | 37 | 37 |
| Number of Reappointments Processed | 52 | 50 | 73 | 145 | 18 | 32 | 48 | 50 |
| Number of Grant of Location Public Hearings | 17 | 20 | 19 | 11 | 28 | 17 | 35 | 24 |
| Number of Liquor Related Public Hearings | 10 | 18 | 11 | 6 | 45 | 13 | 16 | 10 |
| Number of Other Public Hearings Conducted | 22 | 27 | 21 | 10 | 10 | 15 | 28 | 14 |
| Number of Block Parties Granted | 48 | 42 | 40 | 5 | 48 | 51 | 57 | 57 |
| Number of Road Events Granted | 17 | 14 | 20 | 6 | 14 | 13 | 13 | 17 |

| **Passports** | **FY24** | **FY23** | **FY22** | **FY21** | **FY20** | **FY19** | **FY18** | **FY17** |
|---|---|---|---|---|---|---|---|---|
| Number of Passports Accepted | 412 | 455 | 361 | 116 | 176 | 237 | 239 | 228 |
| Revenue - Execution Charges | $14,420 | $ 15,925 | $12,635 | $4,060 | $6,160 | $8,295 | $6,535 | $5,700 |

| **Powers Hall Usage** | **FY24** | **FY23** | **FY22** | **FY21** | **FY20** | **FY19** | **FY18** | **FY17** |
|---|---|---|---|---|---|---|---|---|
| Total # Meetings/Events | 92 | 81 | 81 | 5 | 83 | 92 | 123 | 107 |
| Municipal Events | 81 | 76 | 81 | 5 | 57 | 72 | 108 | 90 |
| Non-Municipal Events | 11 | 9 | 0 | 0 | 16 | 20 | 15 | 17 |
| Fees | $5,107 | $4,595 | $0 | $0 | $4,917 | $9,032 | $11,286 | $9,179 |
| *Powers Hall closed for public events from March 2020 through May 2022 | | | | | | | | |

## Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 1,344,537 | | 1,344,537 |
| b) Expenses | 316,052 | | 316,052 |
| c) Capital | | | |
| d) | | | |
| e) Total DSR2 & DSR4 | 1,660,589 | | 1,660,589 |

| Department Information<br>DSR1 | | | |
|---|---|---|---|
| Department | Office of the Town Manager and Select Board | | |
| Request (a through d) | | | |
| | | | V2026 |

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Office of the Town Manager and Select Board | | | | | | |
| Object | | | | Description | | | | | Amount | |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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 | | | |
| 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 | | | | | | | | | 1,270,359 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | 4,733 |
| c. | PRD1 Education (5192) | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | 4,500 |
| e. | PRD1 Budget Adjustments | | | | | | | | | 4,905 |
| | | | | | | | | PRD1 Sub Total | | |
| j | DSR3 Other Compensation | | | | | | | | | 7,800 |
| | | | | | | | | Sub Total 1 | | 1,292,297 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | |
| a. | Town Meeting Salaries | | | | | | | | | 3,090 |
| b. | Select Board Recording Secretary | | | | | | | | | 7,600 |
| c. | Ad Hoc Board and Committee Recording Secretary | | | | | | | | | 6,000 |
| d. | | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | |
| | | | | | | | | Sub Total 2 | | 16,690 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | |
| b. | Training and Development | | | | | | | | | |
| c. | Overtime (Town Meeting, SB, OTM, HR, and Central Admin) | | | | | | | | | 20,050 |
| d. | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | |
| | | | | | | | | Sub Total 3 | | 20,050 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | |
| b. | Pay In Lieu of Accrued Leave | | | | | | | | | 11,500 |
| c. | Program Stipend | | | | | | | | | |
| d. | Tuition Reimbursement | | | | | | | | | 4,000 |
| e. | Working Out of Grade | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | | | | | | | | | | |
| h. | DSR3 Other Compensation | | | | | | | | | |
| | | | | | | | | Sub Total 4 | | 15,500 |
| | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | 1,344,537 |

| Department Expenditure Detail<br>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)<br>Employee Engagement Initiative Consulting & Facilitation/HR (35,000)<br>Software License & Maintenance/HR (29,000)<br>Software Maintenance/OTM (21,750)<br>National Citizens Survey/OTM (15,500)<br>Professional Development/OTM (14,200)<br>Public Safety Assessment Centers/HR (13,000)<br>Advertising/HR (12,000)<br>AV Support for Town Hall/CA (9,750)<br>Leadership Training and Consulting/OTM (7,835)<br>Public Safety Exams/HR (7,500)<br>Professional Development/HR (5,709)<br>Staff Training/HR (5,000)<br>Training Seminars and Community Events/SB (1,175)<br>Advertising/OTM (500) | 227,919 |
| Communications (534x) | Postage/OTM (6,222)<br>Wireless/OTM (4,610)<br>Printing/TM (4,000)<br>Printing/TR (4,000)<br>Legal Notices/OTM (2,908)<br>Wireless/HR (1,980)<br>Legal Notices/TM (1,500)<br>Postage/SB (1,000)<br>Postage/TM (750)<br>Postage/HR (500)<br>Printing/OTM (442)<br>Printing/HR (350) | 28,262 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | | |
| Office Supplies (542x) | Office Supplies/OTM (2,000)<br>Office Supplies/HR (1,000) | 3,000 |
| Building & Equipment Supplies (543x) | | |
| Custodial Supplies (545x) | | |
| Grounds Keeping Supplies (546x) | | |
| Vehicular Supplies (548x) | | |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Office of the Town Manager and Select Board | |
| Gasoline and Diesel Fuel (5481) | | |
| Food and Service Supplies (549x) | Community Function/OTM (8,000)<br>Employee Engagement Event Refreshments/HR (1,000)<br>Official Functions/OTM (700)<br>Goals Retreat Meals/SB (350)<br>Town Meeting Staff Refreshments (40) | 10,090 |
| Medical Supplies (550x) | | |
| Public Works Supplies (553x) | | |
| Other Supplies & Equipment (558x) | Legal Posters/HR (2,712)<br>Resolution Plaques/TM (500)<br>Light Pole Banners/OTM (484) | 3,696 |
| Governmental Charges (569x) | Employee CDL Checks/HR | 125 |
| Travel & Mileage (571x – 572x) | Travel ICMA, MMA, MMMA/OTM (15,300)<br>Travel ICMA, SHRM, MMA, MMHR/HR (4,525)<br>MMA Conference/SB (1,100)<br>Mileage/HR (600)<br>Mileage/SB (100) | 21,625 |
| Dues & Subscriptions (573X) | MMA, MLC, & CRRC/SB (10,825)<br>ICMA, MMMA, NAGC, & BBJ/OTM (3,995)<br>MMHR, SHRM, & ICMA/HR (1,015) | 15,835 |
| Other Expenses (574 X – 579x) | | |
| 6. Total Expenses | | 316,052 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | | |
| 7. Total Operating Budget Capital | | |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 1,660,589 |

| | | | | |
|---|---|---|---|---|
| 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 Services (ITS) 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

| Special Financial Warrant Article Request<br>DSR5 | | | |
|---|---|---|---|
| Title | Compensation and Classification Study | | |
| Fiscal Year | FY2026 | Department | Office of the Town Manager and Select Board |
| Funding Amount | $120,000 | Funding Source | General Fund |

Article Information

To see if the Town will vote to raise and/or transfer and appropriate the sum of $120,000 for the purpose of funding a Town-wide employee classification and compensation study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

| 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 article will fund a comprehensive classification and compensation study for all general government (non-public safety) positions. This request is in line with Town's current process of conducting one study every five years. The last classification and compensation study was conducted in 2020 and implemented in 2021.

Management of daily municipal operations brings about a unique set of challenges in the performance of service to the community. The Town's overall strategy for recruitment and retention centers around competitive compensation structures and clear paths for career progression. A professional analysis of the components of our compensation scale for fairness and equity is essential to ensure the Town remains competitive in attracting top talent.

The focus of the study will be to determine the appropriate salary range for new hires and make adjustments to the salary tables for existing employees, to confirm the lack of or help reduce unfair pay disparities within the organization, based on position and experience. This effort will require gathering of market-based salary for comparable communities, benefit information, and the collaboration of multiple employees, department managers and Town leadership. The second component is the job grade classification of all positions to confirm proper relationships between positions, based on the level of responsibilities and the minimum qualifications required to perform the job. A fair and equitable classification structure is critical to Needham's long-term strategy for organizational staffing needs.

V2026

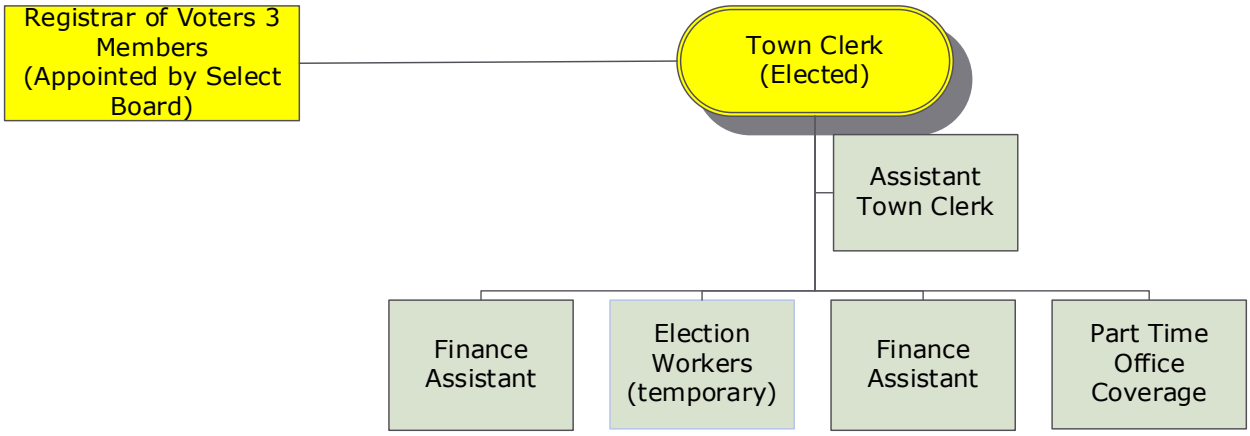
| Office of the Town Manager | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 1,287,797 | 40,510 | | | 1,287,797 | 40,510 | | 1,247,287 | 1,144,681.49 | 1,044,952.23 | 976,445.16 |
| Salary & Wage Temporary | 16,690 | (450) | | | 16,690 | (450) | | 17,140 | 12,478.83 | 10,771.75 | 6,517.04 |
| Salary & Wage Overtime | 20,050 | (1,800) | | | 20,050 | (1,800) | | 21,850 | 12,996.09 | 9,869.76 | 7,210.78 |
| Salary & Wage Other | 20,000 | 3,000 | | | 20,000 | 3,000 | | 17,000 | 6,901.50 | 12,483.66 | 14,000.00 |
| Salary and Wage Total | 1,344,537 | 41,260 | 3.2% | | 1,344,537 | 41,260 | 3.2% | 1,303,277 | 1,177,057.91 | 1,078,077.40 | 1,004,172.98 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 5,500 | | | | 5,500 | | | 5,500 | | 1,048.37 | 630.89 |
| Rental and Leases | | | | | | | | | | 797.20 | 600.00 |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 227,919 | 5,425 | | | 227,919 | 5,425 | | 222,494 | 179,340.55 | 106,598.93 | 90,425.60 |
| Communications | 28,262 | (1,396) | | | 28,262 | (1,396) | | 29,658 | 24,316.30 | 23,922.29 | 21,485.82 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | 212.00 | 806.00 | 260.00 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 3,000 | (25) | | | 3,000 | (25) | | 3,025 | 2,144.92 | 2,367.72 | 2,473.75 |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | 10,090 | | | | 10,090 | | | 10,090 | 6,280.36 | 4,645.54 | 3,277.33 |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 3,696 | (988) | | | 3,696 | (988) | | 4,684 | 17,577.42 | 24,760.82 | 3,760.90 |
| Governmental Charges | 125 | | | | 125 | | | 125 | 531.90 | 125.00 | 75.00 |
| Travel & Mileage | 21,625 | 1,475 | | | 21,625 | 1,475 | | 20,150 | 10,842.96 | 8,965.03 | 7,257.25 |
| Dues & Subscriptions | 15,835 | (165) | | | 15,835 | (165) | | 16,000 | 14,867.28 | 15,072.34 | 14,168.63 |
| Other | | | | | | | | | 0.14 | 5,000.00 | 9,657.24 |
| Expense | 316,052 | 4,326 | 1.4% | | 316,052 | 4,326 | 1.4% | 311,726 | 256,113.83 | 194,109.24 | 154,072.41 |
| Capital Equipment | | | | | | | | | 36,009.12 | | |
| Budget Capital | | | | | | | | | 36,009.12 | | |
| TOTAL | 1,660,589 | 45,586 | 2.8% | | 1,660,589 | 45,586 | 2.8% | 1,615,003 | 1,469,180.86 | 1,272,186.64 | 1,158,245.39 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Town Manager | 1.00 | EC | | EC | 234,008 | | | | | $234,008 | |
| Deputy Town Manager | 1.00 | G | 16 | Merit | 174,836 | | | | | $174,836 | |
| Administrative Specialist | 1.00 | I | 5 | 5 | 72,813 | | | | | $72,813 | |
| Economic Development Manager | 1.00 | G | 9 | 8 | 98,709 | | | | | $98,709 | |
| Director of Communications and Community Engagement | 1.00 | G | 10 | 11 | 109,789 | | | | | $109,789 | |
| Support Services Manager | 1.00 | G | 10 | 11 | 109,789 | | | | | $109,789 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 3,077 | $3,077 | |
| Administration | 6.00 | | | | 799,944 | | | | 3,077 | $803,021 | |
| Director of Human Resources | 1.00 | G | 14 | Merit | 132,613 | | | | | $132,613 | |
| Assistant Director of Human Resources | 1.00 | G | 10 | 8 | 103,128 | | | | | $103,128 | |
| Human Resources Operations and Benefits Coordinator | 1.00 | GT | 7 | 10 | 90,549 | | | | | $90,549 | |
| Human Resources Coordinator | 1.00 | GT | 5 | 8 | 78,878 | 4,733 | | | | $83,611 | Longevity |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,577 | $1,577 | |
| Human Resources | 4.00 | | | | 405,168 | 4,733 | | | 1,577 | $411,478 | |
| Office Assistant | 1.00 | I | 2 | 11 | 65,247 | | | | | $65,247 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 251 | $251 | |
| Central Services | 1.00 | | | | 65,247 | | | | 251 | $65,498 | |
| Department Totals | 11.00 | | | | 1,270,359 | 4,733 | | | 4,905 | $1,279,997 | |
| | Salary and Wage Base (5110) | | | | | | | | | $1,270,359 | |
| | Other Regular Compensation (5110) | | | | | | | | | $4,733 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | | |
| | Budgetary Adjustment (5110) | | | | | | | | | $4,905 | |
| | Total | | | | | | | | | $1,279,997 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Town Manager | 1.00 | 1.00 | 1.00 | EC | EC | EC | 227,192 | 234,008 | 234,008 | |
| Deputy Town Manager | 1.00 | 1.00 | 1.00 | Merit | Merit | Merit | 160,000 | 164,800 | 174,836 | 6.1% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 5 | 6 | 5 | 68,640 | 72,813 | 72,813 | 0.0% |
| Economic Development Manager | 1.00 | 1.00 | 1.00 | 10 | 10 | 8 | 98,142 | 99,541 | 98,709 | -0.8% |
| Director of Communications and Community Engagement | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 101,439 | 106,591 | 109,789 | 3.0% |
| Support Services Manager | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 99,431 | 104,482 | 109,789 | 5.1% |
| BUDGETARY ADJUSTMENT | | | | | | | 2,486 | 2,947 | 3,077 | 4.4% |
| Administration | 6.00 | 6.00 | 6.00 | | | | 757,330 | 785,182 | 803,021 | 2.3% |
| Director of Human Resources | 1.00 | 1.00 | 1.00 | | Merit | Merit | 127,650 | 128,750 | 132,613 | 3.0% |
| Assistant Director of Human Resources | 1.00 | 1.00 | 1.00 | 11 | 11 | 8 | 103,887 | 106,991 | 103,128 | -3.6% |
| Human Resources Operations and Benefits Coordinator | 1.00 | 1.00 | 1.00 | 6 | 7 | 10 | 74,237 | 77,950 | 90,549 | 16.2% |
| Human Resources Coordinator | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,929 | 79,290 | 83,611 | 5.4% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,464 | 1,470 | 1,577 | 7.3% |
| Human Resources | 4.00 | 4.00 | 4.00 | | | | 382,167 | 394,451 | 411,478 | 4.3% |
| Office Assistant | 1.00 | 1.00 | 1.00 | 7 | 8 | 11 | 56,550 | 59,631 | 65,247 | 9.4% |
| BUDGETARY ADJUSTMENT | | | | | | | 218 | 223 | 251 | 12.6% |
| Central Services | 1.00 | 1.00 | 1.00 | | | | 56,768 | 59,854 | 65,498 | 9.4% |
| Department Totals | 11.00 | 11.00 | 11.00 | | | | 1,196,265 | 1,239,487 | 1,279,997 | 3.3% |

## 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<br>DSR1 | |
|---|---|
| Department | Office of the Town Clerk |

Department Mission

The Town Clerk's Office fulfills mandates of local, state, and federal governments as well as the needs of the general public for a variety of services. FY2025 had three scheduled elections and may see more. The complex operational mandates of elections, following changes to State law in June 2022, require that most staff hours be prioritized to address those mandates. Each election requires between 4 and 8 weeks of additional staffing, and over 80 temporary employees are called upon and must be coordinated to complete all necessary tasks. FY2026 has one scheduled Town Election. The Town Clerk's Office, however, will be busy with the State implementation of a new Vitals Record system and increased enforcement of ethics requirements. The Town Clerk's office is a busy office on a daily basis: receiving and certifying nominations and petitions (which continue in off-election years); issuing and recording vital records (burial permits, marriage licenses, and birth, marriage and death certificates); issuing and receiving the Annual Town Census (updating the street list, following up with voter registration); updating voter registration; issuing and maintaining dog licenses and rabies certificates; issuing business certificates and storage of flammable licenses; posting meeting notices and receiving public meeting minutes; receiving and maintaining records of planning and zoning decision and appeals for proper recording with the Registry of Deeds; issuing raffle permits; receiving and responding to public record requests. The Town Clerk is part of the Town's finance team and maintains the Department of Revenue Division of Local Services financial gateway and ensures procedural compliance with State finance law requirements. The Town Clerk's Office is one of the few in the State that also has a sufficient number of staff members qualified to administer oaths, resulting in officials (primarily Notary Public) choosing to get sworn in Needham. In addition, the Town Clerk's Office provides notary services to residents and businesses, for which fees need to be developed. Notary services vary from CORI checks to business certificates and documents, dual citizenship certifications, probate documents, and construction-related affidavit.

On the Horizon

The Fiscal Year 2026 includes one Annual Town Election on Tuesday, April 14, 2026. As with the current local elections scheduled for the second half of Fiscal Year 2025, the Town will incur any costs associated with vote-by-mail, which is required under Massachusetts General Laws unless the Select Board opt out after a hearing and vote. The Registrars, at their meeting of November 12, 2024 recommended that the Select Board continue with vote-by-mail for the town elections, primarily because vote-by-mail provides a way for voters to participate in elections who may otherwise find themselves unable to vote. While "early voting" is not available under State law for local elections, the Town Clerk and Registrars saw the advantage of early voting for many voters, especially those who require extra time or help in the voting booth. When administrating vote-by-mail for local elections, the Town will need to decide whether postcards will be sent to all registered voters in the same way that the State did for the state and presidential primaries and election. During calendar year 2024, more than double the number of voters in Needham voted early, with a total turnout in the State and Presidential election of over 19,700 voters, with 12,300 vote-by-mail and early in person voters, over 7,100 in person voters on election and 300 handcout ballots for permanent out-of-country citizens and post-election ballots. The turnout in the local elections is anticipated to be less, but, with a vote-by-mail option, we will have to wait until after the FY2025 local elections to have a history on which to base projected turnout.

The FY2026 budget request includes replacement of 2 election tabulators. The Town currently owns 15 tabulators. The last purchase of 7 ImageCase Tabulators too place right after the 2018

| Department Information<br>DSR1 | |
|---|---|
| Department | Office of the Town Clerk |

State Election. The last State and Primary election took a toll on the machines, which machines needing to be shut down due to overheating and other mechanical issues. The machines are also very slow with a maximum of 100 to 150 ballots per hour. The request would allow replacement of 2 tabulators. We would also explore the possibility of purchasing some high speed machines.

The State is rolling out a new Vital Records System for burial permits and death certificates. The Town Clerk has been trained on the new program. All other staff will need to be trained. Additional requirements may be imposed in the issuance of burial permits, but the consequences in terms of staff resources, if any, is unknown until the new System is implemented.

During Fiscal Year 2025, the Office completed the transfer of Needham's dog licenses from index cards to an online database. Customers are able to update their own information and pay online. Needham has about 3,400 licensed dogs. We anticipate that the dog licensing process, which takes 1 staff person full-time for most of the first quarter to be more streamlined and cost effective.

The Town Clerk oversees the public records requests for the Town. The Town uses an online system for public records requests, but still receives numerous requests by email, mail, and in person. For calendar year 2024, the total number of requests is estimated at 1,000. Each request needs to be reviewed to ensure that the appropriate town official or officials are assigned to gathering the documents and that responses are timely provided.

The Town Clerk is the State Ethics Commission designee for conflict of interest compliance. While significant progress was made in the past few months to better the Town's compliance, increasing our compliance level from 11% to 45%, much work still needs to be done.

The Town Clerk is responsible for Open Meeting Law education and compliance with agenda posting requirements for all public committees. The Town Clerk is also the repository for all public meeting minutes.

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.

The Town Clerk also issues marriage licenses. During the second half of calendar year 2024, many other clerks focused on the state primary and state and presidential elections, suspending other services, including marriage licenses. Needham continued all its business operations, including marriage licenses without interruption. One couple from Medfield reported that Needham made obtaining the license fun alleviating the normal nervousness surrounding a wedding.

Records Management System –The centralization of town records under the care and custody of the Town Clerk has not progressed in the last year but will become a focus during Fiscal Year 2026.

Preservation of old town records was also paused during the heavy election seasons in Fiscal Year 2024 and Fiscal Year 2025.

| Budget Statement |
|---|
| The Fiscal Year 2026 budget is based on the Fiscal Year 2025, but includes some adjustments to |

| Department Information DSR1 | |
|---|---|
| Department | Office of the Town Clerk |

reflect modernization of elections, including additional monies for vote-by mail for the Annual Town Election, none of which is handled by the State ($30,000 for printing and mailing) and the replacement of 2 voting tabulators to begin a replacement cycle for the 15 machines that the Town owns ($15,000).

Revenue for Fiscal Year 2024 was $185,483.40, as compared to $184,365.85 in Fiscal Year 2023 and $188,511.98 in Fiscal Year 2022. One recommendation would be to charge for certain Notary Public services. These services can range from certifying copies of passports and other identifications, to giving oaths for various court and employment documents, to certifying real estate closing documents, and probate documents. While the Town may wish to continue providing the services and request a donation to the Community Council as in the past, it may be time to charge for certain services that were previously performed in attorneys' offices, such as probate documents and real estate closing documents.

The Fiscal Year 2026 budget is based on the Fiscal Year 2025, but includes some adjustments to reflect modernization of elections, including additional monies for vote-by mail for the Annual Town Election, none of which is handled by the State ($30,000 for printing and mailing) and the replacement of 2 voting tabulators to begin a replacement cycle for the 15 machines that the Town owns ($15,000).

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## Accomplishments and Activities

During the summer of 2024, the Town Clerk's office transferred all dog licenses from index cards to an electronic dog licensing system. New training materials were developed for elections and 4 trainings were provided to election workers. The Town Clerk teamed with Town Counsel to provide an Open Meeting Law and Conflict of Interest Training to elected and appointed board officials. All elected and appointed officials are also now provided with a brief orientation to Open Meeting Law and Conflict of Interest prior to being sworn in.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 459,950 | | 459,950 |
| b) Expenses | 136,635 | | 136,635 |
| c) Capital | 15,000 | | 15,000 |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 608,585 | | 608,585 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Office of the Town Clerk | | | | | | |
| Object | | | | Description | | | | | Amount | |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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 | 5.2 | 4 | 3 | 5.2 | 4 | 3 | 5.2 | |
| 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 | X | NIPEA | |
| Police | | Police Superior | | NA | | | | | | |
| 1. Salary and Wage Permanent Positions. | | | | | | | | | | |
| a. | PRD1 Salary and Wages Base | | | | | | | | | 358,643 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | 4,312 |
| c. | PRD1 Education (5192) | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | |
| e. | PRD1 Budget Adjustments | | | | | | | | | 1,396 |
| | | | | | | | | | PRD1 Sub Total | |
| j | DSR3 Other Compensation | | | | | | | | | |
| | | | | | | | | | Sub Total 1 | 364,351 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | |
| a. | | | | | | | | | | 61,766 |
| b. | | | | | | | | | | 25,000 |
| c. | | | | | | | | | | |
| d. | | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | |
| | | | | | | | | | Sub Total 2 | 33,000 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | |
| b. | Training and Development | | | | | | | | | |
| c. | | | | | | | | | | 2,600 |
| d. | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | |
| | | | | | | | | | Sub Total 3 | 2,600 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | |
| b. | Pay In Lieu of Accrued Leave | | | | | | | | | |
| c. | Program Stipend | | | | | | | | | 3,233 |
| d. | Tuition Reimbursement | | | | | | | | | |
| e. | Working Out of Grade | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | | | | | | | | | | |
| h. | DSR3 Other Compensation | | | | | | | | | |
| | | | | | | | | | Sub Total 4 | 3,233 |
| | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | 459,950 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Office of the Town Clerk | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | 4 typewriters = $600,<br>1 time clock @ $250;<br>Pet Registration Program Annual = $4,500;<br>FOIA Direct Program Annual= $4,500<br>18 Accuvote Machines @ $350 = $6,300;<br>Data Committee Program $550;<br>Poll Pad 15 x $350 = $5,250 | 21,950 |
| Rental & Leases (527X) | Iron Mt Storage = $600,<br>P. O. Box 920663 =$300;<br>Golf Club Lease for 1 election = $850 | 1,750 |
| Other Property Related Services (529x) | | |
| Professional & Technical Services (530x – 531x) | Binding Vitals (6 x $400) = $2,400;<br>Misc, record restoration $1,500;<br>Programming /Printing for 1 elections:<br>Annual Town Election = $6,700 + $2,800 ES&S = $9,500);<br>Early Vote Memory Card rental (5 x $300 = $1,500);<br>ICP Coding = $4,000<br>Conf. in State – 3 MTCA = $900;<br>Tri County (2 dinner meetings = $200)<br>Conf. Out of State NEACTC = $350<br>IIMC = $900 | 21,250 |
| Communications (534x) | Town Clerk postage $.73 x 5000 = $3,650.<br>Census 15,000 x $.73 = $10,950;<br>Confirmation Notices (2,000 x $.73 x 2 = $2,920);<br>Registrars Misc. = $500;<br>Absentee Ballots (8,000 for ATE: = 8,000 x $.98 = $7,840;<br>Census- sort, stuff & mail (15,000 x .20 cents = $3,000<br>Warrants x 1 election, 1 ATM, ASTM = $700.<br><br>[5341] Wireless Monthly Fee $50 x 12 = $600<br><br>[5345] Misc. Town Clerk Printing: letterhead, envelopes, A.G. By-Laws = $2,500<br>vitals security paper = $1,000 (*per 5,000) = $3,500 | 86,310 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Office of the Town Clerk | |
| | Printing Annual 2025 Street List - $3,000;<br>Misc. printing $1,000 (maps, by-laws); Census forms/dog licenses $2,500 & census envelopes & Election Envelopes $2,000; Vote by Mail Printing $20,000 = $28,500.<br><br>Confirmation Notices $1,200;<br><br>Warrants (3) x $150 = $450<br><br>Postage Vote-By-Mail: $10,000 | |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | | |
| Office Supplies (542x) | Misc. Town Clerk Office Supplies $1,500<br>Misc. Other Supplies $1,300,<br>Printer Cartridges $1,000,<br>Misc. Election Supplies $500<br>3-hole punch $400<br>Fax machine $250 Misc. Town Clerk Office Supplies $1,500<br>Misc. Other Supplies $1,300,<br>Printer Cartridges $1,000,<br>Misc. Election Supplies $500<br>3-hole punch $400<br>Fax machine $250 | 4,950 |
| 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 vote-by-mail $2,500, early voting $2,500 and election day $3,000 | 8,000 |
| Medical Supplies (550x) | | |
| Public Works Supplies (553x) | | |
| Other Supplies & Equipment (558x) | Dog Tags/Licenses = $1,200 | 1,200 |
| Governmental Charges (569x) | | |
| Travel & Mileage (571x – 572x) | Conference Travel | 1,000 |
| Dues & Subscriptions (573X) | MTCA= $300 | 300 |
| Other Expenses (574 X – 579x) | Town Clerk Bond = $125 | 125 |
| 6. Total Expenses | | 136,635 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | 2 tabulators @7,500 each | 15,000 |
| 7. Total Operating Budget Capital | | 15,000 |

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

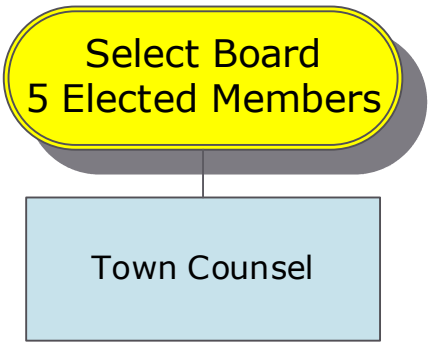
| Town Clerk | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 364,351 | 12,479 | | | 364,351 | 12,479 | | 351,872 | 357,009.09 | 332,218.13 | 314,765.64 |
| Salary & Wage Temporary | 86,766 | (30,390) | | | 86,766 | (30,390) | | 117,156 | 55,609.19 | 67,013.38 | 53,647.98 |
| Salary & Wage Overtime | 2,600 | (3,642) | | | 2,600 | (3,642) | | 6,242 | 4,913.79 | 5,196.25 | 613.84 |
| Salary & Wage Other | 3,233 | 333 | | | 3,233 | 333 | | 2,900 | 2,392.93 | 6,589.24 | 2,602.07 |
| Salary and Wage Total | 456,950 | (21,220) | -4.4% | | 456,950 | (21,220) | -4.4% | 478,170 | 419,925.00 | 411,017.00 | 371,629.53 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 21,950 | 7,325 | | | 21,950 | 7,325 | | 14,625 | 8,240.00 | 645.00 | 6,895.00 |
| Rental and Leases | 1,750 | (7,800) | | | 1,750 | (7,800) | | 9,550 | 1,700.00 | 2,916.00 | 1,012.00 |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 21,250 | (2,625) | | | 21,250 | (2,625) | | 23,875 | 20,634.19 | 15,877.00 | 25,270.38 |
| Communications | 76,310 | 33,105 | | | 76,310 | 33,105 | | 43,205 | 26,916.16 | 39,340.47 | 13,426.25 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | 252.00 | 3,220.00 | 500.00 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 4,950 | 925 | | | 4,950 | 925 | | 4,025 | 2,689.44 | 1,929.32 | 2,712.28 |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | 8,000 | (800) | | | 8,000 | (800) | | 8,800 | 4,188.52 | 4,691.24 | 3,123.20 |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 1,000 | 1,000 | | | 1,000 | 1,000 | | | 8,225.00 | 2,305.00 | 450.00 |
| Governmental Charges | | (950) | | | | (950) | | 950 | 1,073.38 | 928.75 | 928.75 |
| Travel & Mileage | 1,000 | (1,650) | | | 1,000 | (1,650) | | 2,650 | 881.53 | 1,809.60 | 584.98 |
| Dues & Subscriptions | 300 | (150) | | | 300 | (150) | | 450 | 410.00 | 400.00 | 425.00 |
| Other | 125 | 25 | | | 125 | 25 | | 100 | 123.00 | 100.00 | 100.00 |
| Expense | 136,635 | 28,405 | 26.2% | | 136,635 | 28,405 | 26.2% | 108,230 | 75,333.22 | 74,162.38 | 55,427.84 |
| Capital Equipment | 15,000 | 15,000 | | | 15,000 | 15,000 | | | | | |
| Budget Capital | 15,000 | 15,000 | | | 15,000 | 15,000 | | | | | |
| TOTAL | 608,585 | 22,185 | 3.8% | | 608,585 | 22,185 | 3.8% | 586,400 | 495,258.22 | 485,179.38 | 427,057.37 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Town Clerk | 1.00 | Elected | | | 129,130 | | | | | $129,130 | |
| Assistant Town Clerk | 1.00 | G | 6 | 10 | 86,246 | 4,312 | | | | $90,558 | Longevity |
| Finance Assistant | 1.00 | I | 4 | 7 | 72,599 | | | | | $72,599 | |
| Finance Assistant | 1.00 | I | 4 | 6 | 70,668 | | | | | $70,668 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,396 | $1,396 | |
| Department Totals | 4.00 | | | | 358,643 | 4,312 | | | 1,396 | $364,351 | |
| | Salary and Wage Base (5110) | | | | | | | | | $358,643 | |
| | Other Regular Compensation (5110) | | | | | | | | | $4,312 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | | |
| | Budgetary Adjustment (5110) | | | | | | | | | $1,396 | |
| | Total | | | | | | | | | $364,351 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Town Clerk | 1.00 | 1.00 | 1.00 | | | | 127,315 | 129,130 | 129,130 | |
| Assistant Town Clerk | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 81,982 | 86,192 | 90,558 | 5.1% |
| Finance Assistant | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 64,682 | 68,601 | 72,599 | 5.8% |
| Finance Assistant | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 62,615 | 66,632 | 70,668 | 6.1% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,278 | 1,317 | 1,396 | 6.0% |
| Department Totals | 4.00 | 4.00 | 4.00 | | | | 337,872 | 351,872 | 364,351 | 3.5% |

## 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<br>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 license renewal, and activity related to ongoing litigation.

**Budget Changes**

There are no changes to the Legal Services proposed budget for FY2026.

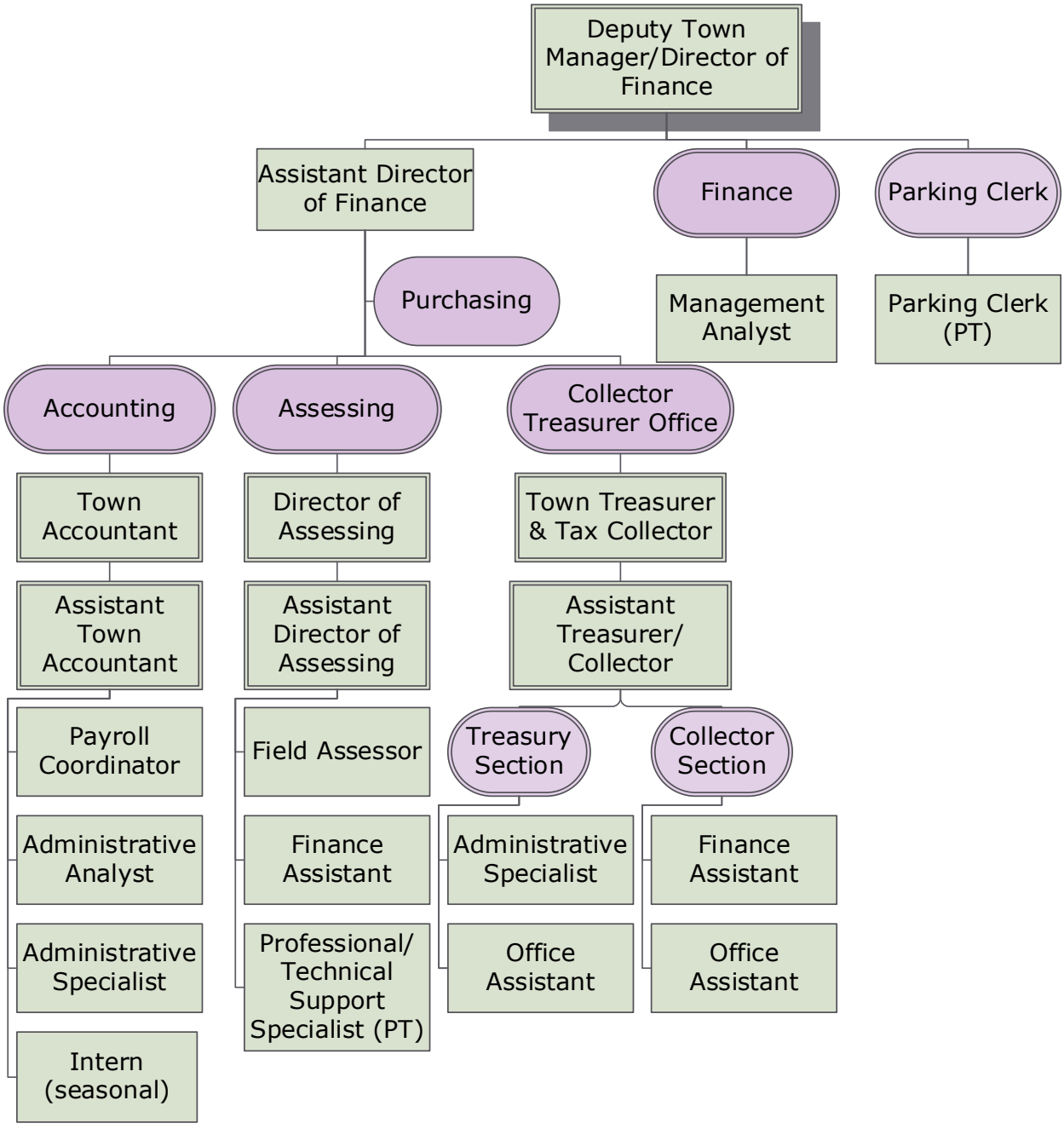
| Description | Purpose | Amount |
|---|---|---|
| Professional & Technical Services (530x – 531x) | Town legal counsel and specialty counsel services. | 329,140 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 329,140 |

V2026

| Legal Services | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 329,140 | | | | 329,140 | | | 329,140 | 248,444 | 334,323 | 272,689 |
| 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 | 329,140 | | | | 329,140 | | | 329,140 | 248,444 | 334,323 | 272,689 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 329,140 | | | | 329,140 | | | 329,140 | 248,444 | 334,323 | 272,689 |

## 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<br>DSR1 | |
|---|---|
| Department | Finance Department |

**Department Mission**

The Finance Department by its primary functions, which include accounting, assessing, budget and finance, collections, 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, provide financial information to facilitate policy deliberation and formulation, coordinate the development and preparation of the annual capital improvement plan and operating budget requests, and monitor implementation and compliance. Monitors purchasing activities for goods and services by all Town departments, to ensure procurements meet legal requirements, whether it is an informal quote, a written quote, a sealed bid or a response to a request for proposal. In addition, the department periodically issues guidelines with respect to best practices and local procedures. We endeavor to provide 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 from other departments to the Finance Department. The Department is responsible for the oversight of fiscal management functions, the 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 annual appropriation, or snow and ice removal expenses, provided that the current year appropriation is at least the same dollar amount or more than the previous year's appropriation, spending may exceed what is appropriated by Town Meeting.

The Finance Department develops, updates, explains, and puts internal controls into effect. The Deputy Town Manager/Director of Finance in conjunction with the Assistant Finance Director, 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. The Department has been focused on the transition of day-to-day technology operations from the Town to the School Department, which now provides support and services to both the school and town departments effective July 1, 2024, for most technological needs.

**Accounting:** At the time of the budget submission, the accounting office was fully staffed. We had a turnover in staff in the last quarter of FY2024, the Accounts Payable Administrative Specialist was promoted to another position in a different department. We permanently welcomed the part-time intern, who was promoted to that position. Our goals for FY2025/FY2026 are to train the new full-time employee in payroll and account reconciliations so that regular activities such as payroll, accounts payable processing, and account reconciliations are done without interruption. A primary department goal is to complete reconciliations monthly so that any adjustments and corrections that are identified will be done timely. The accounting staff attends the Tyler User Group conferences and webinars to keep current with the workings of the general ledger system and to prepare for changes to the applications.

| Department Information<br>DSR1 | |
|---|---|
| Department | Finance Department |

**Assessing:** In FY2025, the Assessing department is undergoing the five-year recertification process with the Department of Revenue (DOR). After the approval of the tax rate, the department will continue to utilize third party vendors in order to ensure regular updates to the property data in the interim years between revaluations.

**Collector/Treasurer:** The offices continue to transition to the new billing and collection software, QDS. Over the past year we have focused on expanding billing and collection software capabilities to other departments such as the Fire Department, Human Resources Department, Police Department, and Town Manager's Office. We will continue to work with the software company to expand the capabilities of the software, including the general billing processes and refining the reporting features.

The software company will be building out the Tax Title feature which allows us to utilize QDS for Tax Takings. We plan on processing Tax Titles in the software during FY25.

The Collector/Treasurer's office now has an online platform that provides "live" data for tax and water/sewer bills. If payment is made, then the balance will be reflected by the following business day. The online payment capabilities for tax and water/sewer will now allow for autopayment and we plan to expand the online payment option to general bills. Also, we will be exploring the option of utilizing our Lockbox provider more efficiently by including a scanline on the general bills for payments to be processed externally.

The department will be adding internal control to ensure permits will not be issued if there are delinquent taxes. There will now be "flags" in our online permit platform to note if a property is delinquent and needs to be contacted by the Collector's Office.

**Parking Clerk:** The Office of the Parking Clerk processes appeal requests of parking tickets online, in person and by mail. Appeal statements are reviewed and investigated promptly, and appellants are provided with written notification of appeal results. The office also prepares, and processes handwritten tickets so that the information will be available to the collection office. Ongoing liaison is maintained with Treasurer's office staff, Police Department, and the Highway Department. Enforcement issues, signage, and meter problems are identified and resolved through by inspections and inter-departmental communications. In the second half of FY2025 the Town will implement an online application that will allow people pay for parking through the application instead of paying by coin. However, payment by coin will still be an option.

**Purchasing:** The Purchasing division is aiming to update and improve the written guidance for the Town departments over the next year. As the cost of doing business increases and the complexities of projects continue to grow, the need for updated procurement guidance is ongoing. The division is also aiming to standardize documentation and process throughout the Town.

Budget Statement

The **FY2026 base budget submission is $2,502,253** which is a change of $68,858 (2.8%) over the current budget of $2,433,395. The current budget is inclusive of $46,374 transferred by the Town Manager from the Classification, Performance, and Settlements reserve to the Finance Department for compensation adjustments for ITWA and non-represented employees as a result of the bargaining agreement and implementation of the new compensation schedules

| Department Information<br>DSR1 | |
|---|---|
| Department | Finance Department |

approved by the Town. The submitted budget for FY2026 is reflective of a reduction of $58,000 from the professional and technical services line which was related to the state required recertification of all property in the Town. This process must occur once every five years. The recertification review is to ensure the proposed values are 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 properties. If the $58,000 was retained, the budget request would have been $2,560,253, a 5.2% increase.

Although there may be some individual line-item changes in the different divisions, the changes are reviewed below on a department wide level, some changes are due to a reallocation of existing funds from one object line to another, so the expense is linked to the account that best describes its purpose. There is also an additional $87,039 requested through a DSR4 submission for an Administrative Analysts position for the purchasing division to begin the process of implementing a centralized procurement office. Including the DSR4 request, the department budget submission is $155,897 over the current budget of $2,433,395 or 6.4% higher. Below is a summary of the changes.

**Salary and Wages**

The fiscal year 2026 base budget submission of $1,918,011 is **$71,614** higher than the current budget of $1,846,397, an increase of 3.9%, after accounting for the transfer from the Classification, Performance, and Settlements budget line by the Town Manager to reflect the changes to ITWA and non-represented employee salary schedules for the fiscal year. The number of benefit eligible FTE's for FY2026 is 18, which is the same as FY2025. There has been some restructuring of positions and division assignments during the current year, due to the changing workforce market, but no change in head count. The department also relies on the services of two part-time positions which are year-round but are not eligible for Town benefits; one is the Parking Clerk, and the other is an administrative position which supports the assessor's functions of the department.

As stated previously, there is a DSR4 request for an additional position in the purchasing division. If the request was approved, the permanent staff FTE would increase by one. Including the DSR4 request, the total increase for personnel is $154,450 or 8.2% over the current year.

The submission includes step, and longevity increases for the eight (8) employees who are members of the Needham Independent Town Workers' Association (ITWA) union which are based on the collective bargaining agreement with this group which expires June 30, 2027.

The request also includes step and longevity increases, if applicable, for the ten (10) non-represented positions. The wages are based on the FY2026 classification and compensation plan. Merit increases for managers, if any, for FY2026, would be funded through the salary reserve funded by Town Meeting and transferred by written approval of the Town Manager.

The temporary and part-time wage expense is funded at $70,873 for FY2026. This is $2,451 lower than the FY2025 budget, which is primarily due to transfer of $2,449 from Finance temporary wages to Finance overtime wages. The $28,924 allocation for overtime is $3,408 higher than FY2025 which represents the transfer from temporary wages to overtime wages, and adjustments to the wages for the different divisions for FY2026. The overtime allowance for the Accounting, Assessing, Collector, Finance, and Parking Clerk offices has been submitted at $10,047, $0, $6,398, $5,875, and $6,044 respectively. Other salary and wage expenses include

| Department Information DSR1 | |
|---|---|
| Department | Finance Department |

tuition reimbursement, payment in lieu of vacation, and a stipend, are budgeted at $24,334, an increase of $908 (3.9%).

**Services, Supplies, and other Expenses**

The fiscal year 2026 submission of $584,242 is **$2,756** lower than the current appropriation of $586,998, 0.5% less. However, the FY2025 budget included $58,000 for the State required five-year recertification process. The change for recurring expenses is $55,244 more for FY2026 compared to FY2025. The major drivers for this increase are contracted services, annual audit, assessing support, communications expenses (postage), other supplies and equipment, and travel expenses. The various changes are shown on the table on the next page.

The Finance Department always seeks ways to hold down costs by regular examination of its expenses as well as trying to anticipate future operating costs. As noted earlier some expense lines are lower while others are higher, which is due in part to reallocation of certain budget lines to cover higher expenses in other budget expense lines and due to expected increase costs for FY2026. The table on the next page shows the various changes from FY2025.

**Operational Capital**

None

**Other Requests for Funding (DSR4):**

The Finance Department is submitting one DSR4 form for FY2026. The request is for an additional position for the purchasing division to move the Town towards centralized purchasing. The DSR4 request also comes with an increase in expenses of $4,203. However, $1,500 of the amount is for one year, and the balance ($2,703) is ongoing. The $1,500 is for a laptop. More information and justification for the request is included in the DSR4 form.

**Other Funding Resources**

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

| Line Item | Division | Description | Change from 2025 | Comment | Net Change | % Change |
|---|---|---|---|---|---|---|
| | Collector & Treasurer | Equipment Maintenance | ($1,465) | Anticipated transfer of mailing operations to School Department | ($1,465) | -44.4% |
| Professional & Technical | Accounting | Professional Services | $6,500 | Increase in annual audit fees | ($4,263) | -1.0% |
| | Accounting | Professional Development | ($1,000) | Reduced to mitigate the increase cost of audit services | | |
| | Assessing | Professional Services | ($58,000) | Reduced nonrecurring five year re-certification consultants and third party validation. | | |
| | Assessing | Professional Services | $36,600 | New contract higher pricing real estate assessment tables and applications for residential and commercial property. | | |
| | Assessing | Professional Services | $10,910 | New contract higher pricing personal property account review, documentation, valuation updates; public utility valuation services | | |
| | Assessing | Professional Services | $10,950 | New contract higher pricing commercial and residential building measuring services | | |
| | Assessing | Professional Development | ($1,000) | Reduced to mitigate the increase cost of software subscriptions | | |
| | Assessing | Software License Fees | $1,970 | Annual CAMA subscription increase | | |
| | Collector & Treasurer | Professional Services | $11,710 | Increased ambulance billing activity service contract is 2.75% of collections | | |
| | Collector & Treasurer | Professional Services | $1,896 | Higher banking fees; lower lockbox fees | | |
| | Collector & Treasurer | Professional Development | $165 | Staff Changes | | |
| | Collector & Treasurer | Software License Fees | ($156) | Reduced based on history | | |
| | Finance | Professional Services | ($601) | reallocation | | |
| | Finance | Software License Fees | ($24,207) | School Department Expense | | |
| Communication | Accounting | Postage | ($100) | Reduced based on history | $1,865 | 1.7% |
| | Assessing | Printing & Mailing | ($100) | Reduced based on history | | |
| | Collector & Treasurer | Postage | $3,565 | Estimated mailing volume for FY2026. Mailings are required by law, notwithstanding other means of communication. | | |
| | Finance | Internet & Landlines | ($1,500) | School Department Expense | | |
| | Finance | Legal Notice | $250 | Transfer from Purchasing | | |
| | Purchasing | Legal Notice | ($250) | Transfer to Finance | | |
| Office Supplies | Accounting | Supplies | ($500) | Reduction based on average | ($1,280) | -19.3% |
| | Assessing | Supplies | $30 | Increase based on average | | |
| | Collector | Supplies | ($100) | Reduction based on average | | |
| | Finance | Supplies | ($550) | Reduction based on average | | |
| | Purchasing | Supplies | ($160) | Reduction based on average | | |
| | Treasurer | Supplies | | | | |
| Other Supplies & Equipment | Collector & Treasurer | Parking Permits | $565 | Increased based on FY2024 | $884 | 12.6% |
| | Collector & Treasurer | Cash Handling and Postage Machine Supplies | $319 | Increased based on FY2024 | | |
| Travel & Mileage | Accounting | In-state, Out-state; Mileage | $763 | Revised budget allocation and updated rates | $1,108 | 5.9% |
| | Assessing | In-state, Out-state; Mileage | $636 | Revised budget allocation and updated rates | | |
| | Collector & Treasurer | In-state, Out-state; Mileage | $776 | Revised budget allocation and updated rates | | |
| | Finance | In-state, Out-state; Mileage | ($2,567) | Revised budget allocation and updated rates | | |
| | Purchasing | In-state, Out-state; Mileage | $1,500 | Revised budget allocation and updated rates | | |
| Other Expenses | Collector & Treasurer | Surety Bond | $395 | Premium Increased Base on Actual | $395 | 14.6% |
| **Total** | | | | | **($2,756)** | |

| Department Information<br>DSR1 | |
|---|---|
| Department | Finance Department |

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:

| 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% |
| FY24 | 98% | 99% | 99% | 99% |

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

Measure: Percentage of electronic payments 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 | 9.92% | 10.13% | 9.89% | 5.14% |
| FY24 | 8.15% | 8.79% | 8.78% | 9.38% |

3. Annual financial audit is completed and presented to Select Board

Measure: Number of days after the end of the Fiscal Year

Results: There were delays due to the audit firm's merger and staff turnover.

| Department Information DSR1 | |
|---|---|
| Department | Finance Department |

| Fiscal Year End | Fiscal Year | Audit Presented | Days after Fiscal Year End |
|---|---|---|---|
| 30-Jun-19 | 2019 | 14-Jan-20 | 198 |
| 30-Jun-20 | 2020 | 9-Feb-21 | 224 |
| 30-Jun-21 | 2021 | 22-Mar-22 | 265 |
| 30-Jun-22 | 2022 | 23-May-23 | 327 |
| 30-Jun-23 | 2023 | 13-Aug-24 | 410 |

4. Number of management letter comments by Independent Auditors compared to prior years and the number of comments from a prior year which was 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 |
| FY2023 | 3 | 1 |

5. Certification of Free Cash by the Department of Revenue

Measure: Number of days after the end of the Fiscal Year that Free Cash is certified.

Results:

| Fiscal Year End | Certified | Days after Fiscal Year End | Use for Fiscal Year |
|---|---|---|---|
| 30-Jun-20 | 17-Feb-21 | 232 | 2021 |
| 30-Jun-21 | 27-Jan-22 | 211 | 2022 |
| 30-Jun-22 | 10-Apr-23 | 284 | 2023 |
| 30-Jun-23 | 1-May-24 | 306 | 2024 |

**Assessing Division Recap**

6.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.

Results: (Next Page)

| Department Information<br>DSR1 | |
|---|---|
| Department | Finance Department |

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 amount of New Growth certified by the Department of Revenue for FY2024 was $284,400,710 ($182,148,140 was residential property).

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

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

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.

| Department Information DSR1 | |
|---|---|
| Department | Finance Department |

**Collector/Treasurer Division Recap**

8.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%

9. Number of properties in tax title at year-end. Measure: Number of tax title accounts at the end of the fiscal year as a percentage of total number parcels. Total amount in tax title at the end of the fiscal year as a percentage of the total real estate levy for the most recent fiscal year.

Results:

| Description | FY2022 | FY2023 | FY2024 |
|---|---|---|---|
| Number of Tax Titles | 50 | 40 | 35 |
| Number of Parcels | 10,231 | 10,231 | 10,241 |
| | 0.49% | 0.39% | 0.34% |
| Amount in Tax Title | $ 1,316,015.47 | $ 823,798.90 | $ 635,579.94 |
| Real Estate Levy | $ 160,552,987 | $ 169,168,654 | $ 174,661,792 |
| | 0.82% | 0.49% | 0.36% |

**Parking Clerk Division Recap**

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

Measure: Number appeals over number of parking tickets issued.

Results: 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. The past two fiscal years staff was pulled from their parking assignments to cover Town priority street detail work.

| Department Information DSR1 | |
|---|---|
| Department | Finance Department |

| | FY2021 | FY2022 | FY2023 | FY2024 |
|---|---|---|---|---|
| Parking Tickets | 1,457 | 4,095 | 2,853 | 2,493 |
| Appeals | 225 | 312 | 218 | 227 |
| Appeal % | 15.4% | 7.6% | 7.6% | 9.1% |

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 1,918,011 | 82,836 | 2,000,847 |
| b) Expenses | 584,242 | 4,203 | 588,445 |
| c) Capital | | | |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 2,502,253 | 87,039 | 2,589,292 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Finance Department | | | | | | |
| Object | | | | Description | | | | | | Amount |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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) | |
| | 24 | | 24 | 18 | | 18 | 18 | | 18 | |
| 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 | 8 | NIPEA | |
| | Police | | Police Superior | | NA | 10 | | | | |
| 1. Salary and Wage Permanent Positions. | | | | | | | | | | |
| a. | PRD1 Salary and Wages Base | | | | | | | | | 1,779,997 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | 7,029 |
| c. | PRD1 Education (5192) | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | 5,600 |
| e. | PRD1 Budget Adjustments | | | | | | | | | 6,854 |
| | PRD1 Sub Total | | | | | | | | | 1,803,728 |
| j | DSR3 Other Compensation | | | | | | | | | |
| | Sub Total 1 | | | | | | | | | 1,799,480 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | |
| a. | Accounting Student Intern 675 hours INT01(Schedule C) | | | | | | | | | 16,794 |
| b. | Assessing Professional/Technical Support Specialist year-round 1,018 hours PTS (Schedule C) | | | | | | | | | 34,662 |
| c. | Parking Clerk year-round 468 hours (Schedule C) | | | | | | | | | 13,112 |
| d. | Collector/Treasurer office customer service part time staff and vacation coverage to keep office open 5 days per week. | | | | | | | | | 6,305 |
| f. | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | |
| | Sub Total 2 | | | | | | | | | 70,873 |
| 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. | | | | | | | | | 10,047 |
| d. | Finance Department Recording Secretary various committees which work with the DTM/FD | | | | | | | | | 5,875 |
| e. | DSR3 Total | | | | | | | | | 13,002 |
| | Sub Total 3 | | | | | | | | | 28,924 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | |
| b. | Pay In Lieu of Accrued Leave | | | | | | | | | 12,234 |
| c. | Program Stipend | | | | | | | | | 1,500 |
| d. | Tuition Reimbursement | | | | | | | | | 5,000 |
| e. | Working Out of Grade | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | | | | | | | | | | |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Finance Department | |
| h. DSR3 Other Compensation | | |
| | Sub Total 4 | 18,734 |
| | | |
| 5. Total Salary and Wages (1+2+3+4) | | 1,918,011 |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | TC – 5245 Mailing equipment repairs (1,300)<br>TC – 5257 office equipment maintenance (535) | 1,835 |
| Rental & Leases (527X) | | |
| Other Property Related Services (529x) | | |
| Professional & Technical Services (530x – 531x) | AC – 5303 Accountants annual conference, quarterly training sessions, employee training (3,000)<br>AC – 5309 Independent financial audits financial and internal controls; federal single audit; SSA; DOE compliance (84,000)<br><br>AS – 5300 Annual services related to residential, commercial, industrial, and personal property data collection and interpretation RRC base charge (24,500); RRC additional accounts (2,450); Utility and Special Property Valuation Reviews (8,000)<br>AS – 5300 Building data collection and analysis CIDARE (23,214); additional and new growth properties (2,321)<br>AS – 5300 Annal review, system updates, sales analysis and valuation updates, technical table modifications; commercial appraisal services; methodology reviews (39,600).<br>AS – 5303 State and County Assessing Association meetings, conferences classes and tutorial courses including MAA designation and re-certification required courses for staff DOR (4,000)<br>AS – 5305 IAS Software CAMA system (21,044); RRC Personal Property software support (2,500)<br>AS – 5309 Valuation and taxpayer appeal related consulting services for land, commercial property, and personal property value defense | 429,668 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Finance Department | |
| | (16,000)<br>AS – 5310 ATB legal services (5,000)<br><br>CT – 5300 Collection service bureau fees (12,500); Electronic payment processing (7,685); Lockbox and payment deposit processing (7,586)<br>CT – 5303 Professional development and training seminars for collector staff (1,500)<br><br>FD – 5300 External professional services (9,500)<br>FD – 5303 Internal control training for Town staff (750); State and professional related seminars (3,250);<br>FD – 5305 DocuSign (12,000)<br><br>PC – 5300 Parking ticket processing (30,000)<br><br>PO – 5303 Purchasing and procurement professional development (2,000)<br><br>TC – 5300 Ambulance billing and processing services (47,210); Banking, credit card, and electronic payment fees (46,425); Continuing Disclosure filings (3,000); Debt administration fees (7,500)<br>TC – 5303 Mass Collector and Treasurer conferences and annual school registration (415)<br>TC – 5305 Pitney Bowes (718)<br>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 (100)<br><br>AS – 5341 Postage, certified notices, and other mailings (3,000)<br>AS – 5344 Wireless communication (660)<br>AS – 5345 Printing services (400)<br><br>CT – 5341 Postage for tax, excise, general, and collection notice billings (64,255) | 109,785 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Finance Department | |
| | CT – 5345 Printing and mailing services for tax and other receivables (24,000)<br><br>FD – 5341 Postage (50)<br>FD – 5347 Legal Notices (250)<br><br>PC – 5341 Postage (150)<br><br>PO – 5344 Wireless communication (660)<br>PO – 5347 Legal notices (1,350)<br><br>TC – 5341 Postage for general notices, certified notices, compliance notices, and payments (14,710)<br>TC – 5345 Printing and mailing services for non-collection communications (200) | |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | AC – Shredding Services (530)<br>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. (2,000)<br>AS - Office supplies and materials plus state forms (personal property info list) income and expense forms (commercial/industrial, mixed use and apartments) and other assessing supplies (855)<br>CT - Office supplies and materials (750)<br>FD - Office supplies and materials including budget and capital plan materials, risk insurance (700)<br>PO – Office supplies and materials (240)<br>TC - Office and payment handling supplies and materials (800) | 5,345 |
| 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) | | |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Finance Department | |
| Other Supplies & Equipment (558x) | AC – Office Equipment (2,500)<br>AS – Office Equipment (500)<br>TC - Coin counting equipment; coin bags; deposit bags (250); mail equipment supplies (1,569) parking permits (3,065) | 7,884 |
| 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 (4,582); AS (4,438); CT (0); FD (4,694); PC (0); PO (1,500); TC (4,776) | 19,990 |
| Dues & Subscriptions (573X) | AC - Accounting related association dues and subscriptions (345)<br>AS – Assessing related association dues and subscriptions (850)<br>FD - Professional related association dues and subscriptions GFOA; MGFOA; NESGFOA (800)<br>PO – Procurement related association dues and subscriptions MAPPO (235)<br>TC – Bank rating subscription service (200); Collector and treasurer related association dues and subscriptions (200) | 2,630 |
| Other Expenses (574 X – 579x) | Town Treasurer and Tax Collector and Asst Treasurer/Collector bonds (3,095) | 3,095 |
| 6. Total Expenses | | 584,242 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | | |
| 7. Total Operating Budget Capital | | 0 |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 2,502,253 |

| | | | | |
|---|---|---|---|---|
| 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 Services (ITS) and/or include funding requests 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 | |
| | | | | V2026 |

| 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 | 6,604 | | | X | |
| 2 | Treasurer/Collector office overtime for seasonal demands | 6,398 | | | X | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
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| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | 13,002 | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | | | | | |
| | Amount Reported Under DSR2A Section 2 | | | | | |
| | Amount Reported Under DSR2A Section 3 | 13,002 | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | | | | | |
| V2026 | | | | | | |

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Finance Department | Fiscal Year | 2026 |
| Title | Administrative Analyst | Priority | 1 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 1 | 82,836 | | 82,836 |
| 2. Expense | | 2,703 | 1,500 | 4,203 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 85,539 | 1,500 | 87,039 |
| 5. Other Costs | | 36,765 | | 36,765 |

| 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 Administrative Analyst in the Procurement Division. This position would focus on the administrative procurement functions in order to assist in the creation of a centralized procurement office. This position would report to the Assistant Director of Finance.

The creation of a centralized procurement office would allow for centralized oversight of all non-school purchasing, including construction projects, which previously have been decentralized. This would allow for improved consistency and efficiency with regards to contract language, bidding procedures, and documentation. It would also allow for improved interdepartmental collaboration on purchasing, which could lead to better pricing. A centralized procurement office would also promote more regular review and updating of the Town's standard contracts, standard bid documents, policies, procedures, and templates.

Currently, no department has a position solely dedicated to procurement. This position would be able to focus on the intricacies of procurement and would instead rely on departments for their subject matter expertise. Procurement is rarely at the forefront of departments' priorities. This position would provide more proactive guidance to departments, including evaluation of the procurement options that would better meet the needs of the department and issuing bids in a more timely fashion. The addition of this position would also allow for the creation of a

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Finance Department | Fiscal Year | 2026 |
| Title | Administrative Analyst | Priority | 1 |

town-wide procurement calendar. Many of the procurements conducted by the Town are cyclical, but currently the departments are responsible for kicking off each new procurement process. Instead, this position would be responsible for proactively reaching out to the departments in advance, based off of the centralized procurement calendar.

The Administrative Analyst will have the following responsibilities:

- Perform administrative aspects of purchasing, including preparing specifications, coordination of bidding and contracting documentation, maintaining contract schedules, and drafting of bids and contracts
- Conduct necessary research on purchasing options to adhere to state procurement law on behalf of Town departments
- Submit required bid advertisements
- Assist departments with pre-bid meetings and assist with drafting and issuing addenda
- Ensure compliance with MGL Chapters 30B; 30,39M; 149; 7C; and 25A
- Attend bid openings and record responses
- Assist the Assistant Director of Finance with the management of the Town's online procurement webpage
- Review contract spending, monitor contract progress, and close out contracts
- Conduct regular procurement training for Town staff
- Conduct training on CMMBUYS for the Town
- Serve as a resource to Town staff on procurement questions
- Assist the Assistant Director of Finance with drafting and reviewing procurement documentation such as the procurement manual, procurement templates, and internal procurement guidance
- Communicate externally with vendors on the status of bids, contracts, and other procurement needs
- Maintain procurement records for the Town
- Consolidate purchasing across multiple departments
- Conduct outreach to potential vendors to diversify bidders

This position would work towards the Select Board goal of "evaluat[ing] ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs."

V2026

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Administrative Analyst | | | | | | | Priority | | |
| Classification | X | FT | | PT | | Seasonal | | | | |
| Part Time /Seasonal | Hours Per Week | | | | | Number of Weeks Per Year | | | | |
| Compensation Detail | | | | | | | | | | |
| Base Rate | Grade 6 Step 8 | | | | | | | | 82,836 | |
| 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 | Laptop | | | | 1,500 | | | |
| Software | | X | Office 365 + Adobe | | | | | | 478 | |
| Mobile Communication Device | | | | | | | | | | |
| Uniform | | | | | | | | | | |
| Tools | | | | | | | | | | |
| Equipment | | | | | | | | | | |
| Other | | X | MAPPO Membership | | | | | | 225 | |
| Other | | X | Trainings | | | | | | 2,000 | |
| Other | | | | | | | | | | |
| Totals | | | | | | | 1,500 | | 2,703 | |
| | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | | | 36,765 | |
| Description and Explanation | | | | | | | | | | |
| This position will require a laptop, Office 365 full suite subscription, and an Adobe subscription. This position will also benefit from a Massachusetts Association of Public Purchasing Officials (MAPPO) membership as well as training from the Office of the Inspector General and other procurement trainings. The budget for the laptop, Office 365, and Adobe license would be in the IT budget instead of Finance. | | | | | | | | | | |
| V2026 | | | | | | | | | | |

| Finance Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 1,793,880 | 69,749 | | 82,836 | 1,876,716 | 152,585 | | 1,724,131 | 1,847,770.76 | 1,847,723.97 | 1,736,874.44 |
| Salary & Wage Temporary | 70,873 | (2,451) | | | 70,873 | (2,451) | | 73,324 | 88,333.79 | 113,558.40 | 87,360.49 |
| Salary & Wage Overtime | 28,924 | 3,408 | | | 28,924 | 3,408 | | 25,516 | 38,526.36 | 22,391.90 | 11,801.80 |
| Salary & Wage Other | 24,334 | 908 | | | 24,334 | 908 | | 23,426 | 20,061.73 | 179,913.02 | 68,932.27 |
| Salary and Wage Total | 1,918,011 | 71,614 | 3.9% | 82,836 | 2,000,847 | 154,450 | 8.4% | 1,846,397 | 1,994,692.64 | 2,163,587.29 | 1,904,969.00 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 1,835 | (1,465) | | | 1,835 | (1,465) | | 3,300 | 90,792.65 | 27,662.60 | 40,976.38 |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 429,668 | (4,263) | | 2,478 | 432,146 | (1,785) | | 433,931 | 1,307,544.66 | 1,071,791.15 | 909,181.27 |
| Communications | 109,785 | 1,865 | | | 109,785 | 1,865 | | 107,920 | 121,295.25 | 143,729.57 | 138,890.04 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 3,030 | | | | 3,030 | | | 3,030 | 7,024.39 | 12,525.80 | 2,923.60 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 5,345 | (1,280) | | | 5,345 | (1,280) | | 6,625 | 4,569.09 | 5,483.15 | 8,334.89 |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | | | | | | | | | | | |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 7,884 | 884 | | 1,500 | 9,384 | 2,384 | | 7,000 | 64,018.73 | 91,695.16 | 83,709.32 |
| Governmental Charges | 980 | | | | 980 | | | 980 | | 171.00 | 912.00 |
| Travel & Mileage | 19,990 | 1,108 | | | 19,990 | 1,108 | | 18,882 | 2,440.19 | 3,097.90 | 2,079.55 |
| Dues & Subscriptions | 2,630 | | | 225 | 2,855 | 225 | | 2,630 | 1,675.00 | 1,230.00 | 880.00 |
| Other | 3,095 | 395 | | | 3,095 | 395 | | 2,700 | 2,651.00 | 2,607.00 | 2,356.00 |
| Expense | 584,242 | (2,756) | -0.5% | 4,203 | 588,445 | 1,447 | 0.2% | 586,998 | 1,602,010.96 | 1,359,993.33 | 1,190,243.05 |
| Capital Equipment | | | | | | | | | 98,362.66 | 86,518.14 | 94,723.44 |
| Budget Capital | | | | | | | | | 98,362.66 | 86,518.14 | 94,723.44 |
| TOTAL | 2,502,253 | 68,858 | 2.8% | 87,039 | 2,589,292 | 155,897 | 6.4% | 2,433,395 | 3,695,066.26 | 3,610,098.76 | 3,189,935.49 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Deputy Town Manager/Director of Finance | 1.00 | G | 16 | Merit | 182,339 | | | | | $182,339 | |
| Assistant Director of Finance | 1.00 | G | 13 | Merit | 130,491 | | | 3,000 | | $133,491 | Vehicle Allowance |
| Management Analyst | 1.00 | G | 8 | 10 | 95,080 | | | | | $95,080 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,566 | $1,566 | |
| Finance | 3.00 | | | | 407,910 | | | 3,000 | 1,566 | $412,476 | |
| Town Accountant | 1.00 | G | 12 | Merit | 130,077 | | | | | $130,077 | |
| Assistant Town Accountant | 1.00 | G | 10 | 11 | 109,789 | 600 | | | | $110,389 | Longevity |
| Payroll Coordinator | 1.00 | I | 6 | 8 | 82,836 | | | | | $82,836 | |
| Administrative Specialist | 1.00 | I | 5 | 5 | 72,813 | | | | | $72,813 | |
| Administrative Analyst | 1.00 | GT | 6 | 8 | 82,836 | 400 | | | | $83,236 | Longevity |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,843 | $1,843 | |
| Accounting | 5.00 | | | | 478,351 | 1,000 | | | 1,843 | $481,194 | |
| Director of Assessing | 1.00 | G | 12 | Merit | 133,004 | | | 2,600 | | $135,604 | Vehicle Allowance |
| Assistant Director of Assessing | 1.00 | G | 9 | 11 | 104,576 | 800 | | | | $105,376 | Longevity |
| Field Assessor | 1.00 | I | 6 | 9 | 84,552 | | | | | $84,552 | |
| Finance Assistant | 1.00 | I | 4 | 6 | 70,668 | | | | | $70,668 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,498 | $1,498 | |
| Assessing | 4.00 | | | | 392,800 | 800 | | 2,600 | 1,498 | $397,698 | |
| Town Treasurer & Tax Collector | 1.00 | G | 12 | Merit | 122,385 | | | | | $122,385 | |
| Administrative Specialist | 1.00 | I | 5 | 6 | 72,813 | | | | | $72,813 | Reclassification |
| Office Assistant | 1.00 | I | 2 | 11 | 65,247 | | | | | $65,247 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,002 | $1,002 | |
| Treasury | 3.00 | | | | 260,445 | | | | 1,002 | $261,447 | |
| Assistant Treasurer/Collector | 1.00 | G | 9 | 11 | 104,576 | 5,229 | | | | $109,805 | Longevity |
| Finance Assistant | 1.00 | I | 4 | 6 | 70,668 | | | | | $70,668 | |
| Office Assistant | 1.00 | I | 2 | 11 | 65,247 | | | | | $65,247 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 945 | $945 | |
| Collector | 3.00 | | | | 240,491 | 5,229 | | | 945 | $246,665 | |

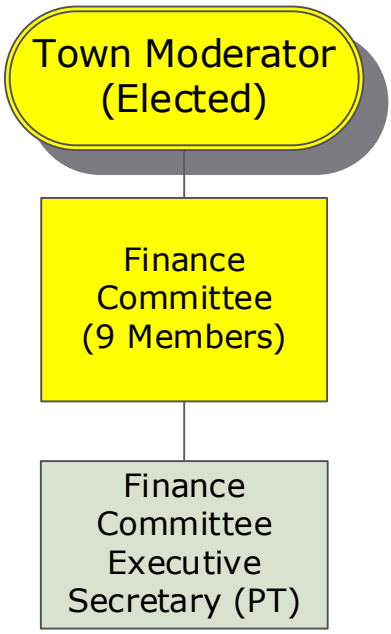
| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Deputy Town Manager/Director of Finance | 1.00 | 1.00 | 1.00 | | | Merit | 171,872 | 177,028 | 182,339 | 3.0% |
| Assistant Director of Finance | 1.00 | 1.00 | 1.00 | | | Merit | 121,960 | 129,690 | 133,491 | 2.9% |
| Management Analyst | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 84,045 | 90,523 | 95,080 | 5.0% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,344 | 1,247 | 1,566 | 25.6% |
| Finance | 3.00 | 3.00 | 3.00 | | | | 379,221 | 398,488 | 412,476 | 3.5% |
| Town Accountant | 1.00 | 1.00 | 1.00 | | | Merit | 122,610 | 126,288 | 130,077 | 3.0% |
| Assistant Town Accountant | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 95,351 | 100,141 | 110,389 | 10.2% |
| Payroll Coordinator | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,237 | 78,507 | 82,836 | 5.5% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 6 | 8 | 5 | 70,688 | 74,354 | 72,813 | -2.1% |
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,437 | 78,907 | 83,236 | 5.5% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,668 | 1,719 | 1,843 | 7.2% |
| Accounting | 5.00 | 5.00 | 5.00 | | | | 438,991.00 | 459,916.00 | 481,194.00 | 4.6% |
| Director of Assessing | 1.00 | 1.00 | 1.00 | | | Merit | 125,226 | 128,904 | 135,604 | 5.2% |
| Assistant Director of Assessing | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 95,551 | 100,341 | 105,376 | 5.0% |
| Field Assessor | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 76,226 | 80,418 | 84,552 | 5.1% |
| Finance Assistant | 1.00 | 1.00 | 1.00 | 5 | 4 | 6 | 65,882 | 64,487 | 70,668 | 9.6% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,382 | 1,398 | 1,498 | 7.2% |
| Assessing | 4.00 | 4.00 | 4.00 | | | | 364,267 | 375,548 | 397,698 | 5.9% |
| Town Treasurer & Tax Collector | 1.00 | 1.00 | 1.00 | | | Merit | 125,369 | 125,369 | 122,385 | -2.4% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 5 | 6 | 6 | 64,682 | 68,601 | 72,813 | 6.1% |
| Office Assistant | 1.00 | 1.00 | 1.00 | 6 | 11 | 11 | 55,049 | 63,356 | 65,247 | 3.0% |
| BUDGETARY ADJUSTMENT | | | | | | | 943 | 975 | 1,002 | 2.8% |
| Treasury | 3.00 | 3.00 | 3.00 | | | | 246,043 | 258,301 | 261,447 | 1.2% |
| Assistant Treasurer/Collector | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 101,474 | 106,607 | 109,805 | 3.0% |
| Finance Assistant | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 62,615 | 66,632 | 70,668 | 6.1% |
| Office Assistant | 1.00 | 1.00 | 1.00 | 6 | 11 | 11 | 55,049 | 63,356 | 65,247 | 3.0% |
| BUDGETARY ADJUSTMENT | | | | | | | 843 | 883 | 945 | 7.0% |
| Collector | 3.00 | 3.00 | 3.00 | | | | 219,981 | 237,478 | 246,665 | 3.9% |

| PRD1 - FY2026 Position | FTE | Sch | Lev | FY26 Step | FY26 Base | FY26 Other Regular Compensation | FY26 Education | FY26 Other Comp | FY26 Budget Adjustment | FY26 Estimate | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Director of Management Information Systems | | | | | | | | | | | |
| Network Manager | | | | | | | | | | | |
| GIS Database Administrator | | | | | | | | | | | |
| Applications Administrator | | | | | | | | | | | |
| Applications Administrator | | | | | | | | | | | |
| Technology Support Technician | | | | | | | | | | | |
| Technology Support Technician | | | | | | | | | | | |
| BUDGETARY ADJUSTMENT | | | | | | | | | | | |
| ITC | | | | | | | | | | | |
| Department Totals | 18.00 | | | | 1,779,997 | 7,029 | | 5,600 | 6,854 | $1,799,480 | |
| | Salary and Wage Base (5110) | | | | | | | | | $1,779,997 | |
| | Other Regular Compensation (5110) | | | | | | | | | $7,029 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | $5,600 | |
| | Budgetary Adjustment (5110) | | | | | | | | | $6,854 | |
| | Total | | | | | | | | | $1,799,480 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Director of Management Information Systems | 1.00 | | | | | | 130,437 | | | |
| Network Manager | 1.00 | | | 11 | | | 109,475 | | | |
| GIS Database Administrator | | | | X | | | 28,464 | | | |
| Applications Administrator | 1.00 | | | 11 | | | 87,068 | | | |
| Applications Administrator | 1.00 | | | 5 | | | 69,538 | | | |
| Technology Support Technician | 1.00 | | | 8 | | | 78,078 | | | |
| Technology Support Technician | 1.00 | | | 11 | | | 78,078 | | | |
| BUDGETARY ADJUSTMENT | | | | | | | 2,527 | | | |
| ITC | 6.00 | | | | | | 583,665 | | | |
| Department Totals | 24.00 | 18.00 | 18.00 | | | | 2,232,168 | 1,729,731 | 1,799,480 | 4.0% |

## 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<br>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 FY2026 represents an increase of 0.07% over the FY2025 budget. Salary and wages are flat to last year. The expense line is increasing 18.75%

**Budget Changes**

The salary and wage line provides the salary of one half-time staff employee. This line is flat to 2025.

The expense line covers office supplies (no change requested in FY2026), dues for professional organizations (no change requested in FY2026) 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 Massachusetts Municipal Association. The budget includes funding for 3-5 attendees at each conference, and a small buffer to allow for potential increased registration fees. These expenses are increasing by $330 primarily to allow newer members to attend conferences, as there has been significant turnover of the Committee in the past year.

| Line Item | Description | Comments | Change ($) |
|---|---|---|---|
| Prof. & Technical | Seminars | Registration fees | 330 |

.

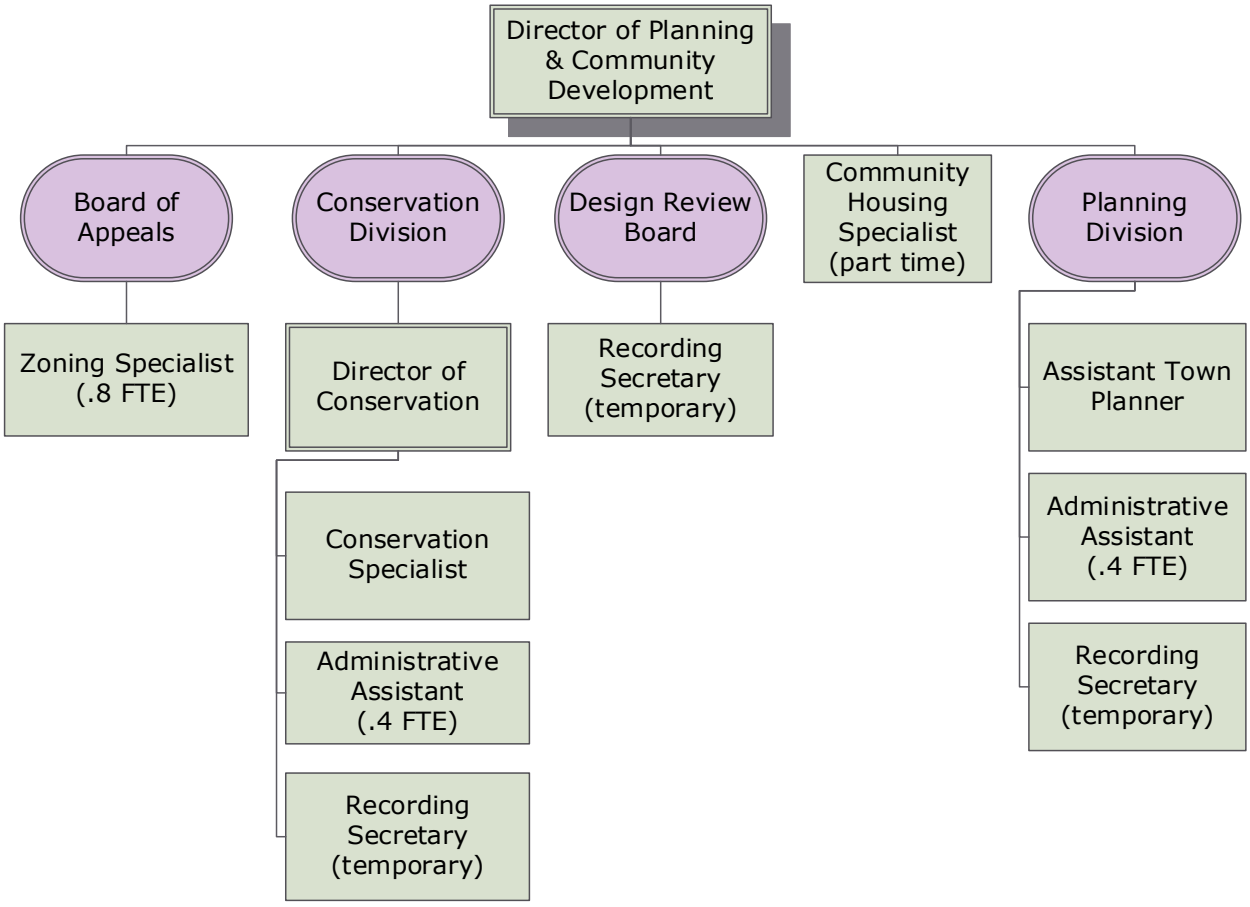
| Description | Purpose | Amount |
|---|---|---|
| Salary and wages | Part-time staff (per PRD1) | 45,365 |
| Registration Fees | Mass. Municipal Assoc. and ATFC Annual Meetings | 1,590 |
| Dues | Assoc. Town Finance Committee | 400 |
| Office Supplies | Misc. supplies, name plates | 100 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 47,455 |

V2026

| Finance Committee | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 45,365 | | | | 45,365 | | | 45,365 | 30,939.20 | 43,401.79 | 40,138.27 |
| Salary & Wage Temporary | | | | | | | | | | | |
| Salary & Wage Overtime | | | | | | | | | | | |
| Salary & Wage Other | | | | | | | | | | | |
| Salary and Wage Total | 45,365 | | | | 45,365 | | | 45,365 | 30,939.20 | 43,401.79 | 40,138.27 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | | | | | | | | | | | |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 1,590 | 330 | | | 1,590 | 330 | | 1,260 | 795.00 | 550.00 | 25.00 |
| Communications | | | | | | | | | | | |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 100 | | | | 100 | | | 100 | 18.65 | 21.78 | |
| 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 | 363.00 | 352.00 | 345.00 |
| Other | | | | | | | | | | | |
| Expense | 2,090 | 330 | 18.8% | | 2,090 | 330 | 18.8% | 1,760 | 1,176.65 | 923.78 | 370.00 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 47,455 | 330 | 0.7% | | 47,455 | 330 | 0.7% | 47,125 | 32,115.85 | 44,325.57 | 40,508.27 |

## 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<br>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**

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 Plan are additionally key priorities.

<u>Needham Crossing Business Center Planning</u>

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 constructed later and the approved use is currently expected to remain office as set forth in the

| Department Information DSR1 | |
|---|---|
| Department | Planning and Community Development |

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.

| Department Information<br>DSR1 | |
|---|---|
| Department | Planning and Community Development |

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.

In response to the MBTA Communities Law, two compliant zoning scenario options were presented to Town Meeting on October 21, 2024. These scenarios are referred to as the "Base Compliance Plan" and the "Neighborhood Housing Plan." The first of these scenarios, the Base Compliance Plan (presented under Articles 8 and 9), adheres very closely to the underlying zoning district boundaries and dimensional standards found in Needham's current Zoning By-Law. This scenario is intended to meet the minimum compliance requirements of the MBTA Communities Law and proposes zoning that would allow for a total of 1,870 units. The second of these scenarios, the Neighborhood Housing Plan (presented under Articles 10 and 11), is designed to increase the dimensional standards and the number of units that can be built on a parcel of land to encourage housing production greater than the minimum compliance requirements, and to respond to goals contained in Needham's 2022 Housing Plan. This scenario is intended to meet and exceed the minimum compliance requirements of the MBTA Communities Law and proposes zoning that would allow for a total of 3,296 units. On October 21, 2024, Town Meeting adopted all four zoning amendments thereby implementing the provision of the Neighborhood Housing Plan. Submittal of the approved zoning amendments to EOHLC is planned for November 2024 thereby assuring Town compliance with the provisions of the MBTA Communities Law by December 31, 2024.

<u>Housing Office</u>

The Housing Office, which is part of the Planning Division, supports the Town's efforts to promote and maintain affordable housing opportunities. The Community Housing Specialist, who staffs the Office, works closely with the Needham Housing Authority (NHA), non-profit and for-profit developers and service providers, and other Town departments as well as regional, state and federal agencies. The Housing Specialist monitors funding opportunities, collects and analyzes demographic and housing-related data, coordinates potential affordable housing initiatives, identifies and enforces ongoing affordability requirements of several subsidized housing

| Department Information<br>DSR1 | |
|---|---|
| Department | Planning and Community Development |

developments, ensures compliance with funding sources, prepares grant applications, and addresses inquiries from the public related to housing issues.

Another important activity involves providing staff support to the Needham Affordable Housing Trust (NAHT) which serves as the Town's entity for overseeing housing initiatives and issues. NAHT, which manages a dedicated fund in support of affordable housing programs and projects, receives fees from NHA, developers and residential management firms for the Housing Specialist's monitoring activities, including those required by resales, refinancing, and capital improvements associated with affordable homeownership units as well as ensuring compliance of affordable rental units and tenants.

A major NAHT responsibility is the Small Repair Grant Program (SRGP), administered by the Housing Office on behalf of the Housing Trust. The SRGP provides financial assistance to eligible low- and moderate-income Needham homeowners to make repairs and alterations to their homes for health and safety reasons. A maximum $5,000 grant is available per household, which must include at least one member who is 60 years or older or has a disability and has a combined income at or below 80% of Area Median Income (AMI—established by HUD). 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 bars, raised toilets and hand-held shower heads. Thirty households have been served since the program's inception through the end of Fiscal Year 2024.

The Community Housing Specialist represents the Town in the WestMetro HOME Consortium, a group of 13 municipalities that receives federal HOME Investment Partnerships Program (HOME) funds from HUD. Administered by the City of Newton on behalf of the member communities, the HOME Consortium provides limited administrative funds to the Town to compensate for the Community Housing Specialist's work on HOME-related activities and provides a mechanism for the Town to apply for HOME funds to promote affordable housing. As a member of the Consortium, the Town of Needham is required to prepare HUD-mandated plans and to document the Town's efforts to advance affordable housing in order to maintain the Town's eligibility for funding.

<u>Conservation Division</u>

The Conservation Division has identified the following primary goals for FY2025: (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) The Conservation Department will be working toward taking over the management of the Implementation of the Comprehensive Trails Master Plan, overseeing the re-invigorated Trails Advisory Group; and getting the Trail Steward Program active including soliciting volunteers; (3) The Conservation Department will be working to update staff job descriptions and re-organize the department to include the new responsibilities of managing the Town trails network; (4) The Conservation Commission and staff will be applying for funding from the Community Preservation Committee (CPC) for implementation of the signage initiative to improve consistency and quality of signage at conservation lands across town, purchase trail markers, maintain and/or construct new kiosks as well as bird boxes for various properties; (5) The Conservation Commission and staff will continue assisting various Town departments in assessing compliance with the Town's NPDES permit and other initiatives; (6) As part of the NPDES permit public education compliance piece, the Conservation staff will continue to schedule presentations

| Department Information DSR1 | |
|---|---|
| Department | Planning and Community Development |

for the public with our interactive Stormwater Model; (7) 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; (8) The Conservation Commission and staff will organize themed trail walks with the public and Conservation Commissioners on Conservation lands; and (9) The Conservation Commission and staff will continue to facilitate presentations to the public on interesting, timely topics.

Budget Statement

Salaries and Wages increasing $23,134, 4.1%
Expenses and Services increasing $9,400, 23%
Total Budget Submission increasing $34,405, 5.3%

Salaries

The increase in Salaries and Wages is largely due to annual wage adjustments. The Other Salary and Wages has remained the same.

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. 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.

Expenses and Services

As relates to the operating component of the Fiscal Year 2025 budget an overall increase of 23.01% is requested for a total of $9,400. This requested increase is reflective of increased costs in the following budget categories: professional and technical services, communications, office supplies, and other supplies and equipment, as well as a decrease in dues and subscriptions, all as further detailed in the table below.

**Table 1: Detail of FY 2026 Budget Changes**

| Category | Change from FY 2025 | Comments |
|---|---|---|
| Professional and Technical Services | $3,500 | Increase in professional and technical services for the Planning Board. |
| Communications | $3,500 | Decrease of $2,000 in |

| Department Information DSR1 | | |
|---|---|---|
| Department | Planning and Community Development | |
| | | printing and mailing and postage cost based on FY 2024. Increase in legal notice cost of $5,500 based on FY 2024. Net changes an increase of $3,500. |
| Office Supplies | $1,000 | Increase in office supplies reflective of FY 2024 costs. |
| Building and Equipment Supplies | No Change | |
| Other Supplies and Equipment | $1,800 | Increase in other supplies and equipment reflective of FY 2024 costs. |
| Travel and Mileage | No Change | |
| Dues and Subscriptions | -$400 | Decrease of $400 reflective of changes for Planning division based on FY 2024. |

**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 FY2025 is expected to decrease by approximately $44,000 from FY 2024 levels due to a reduction in permitting funds and grant funds received for this fiscal year. This is due in large part to a filing fee exemption that was provided to the Needham Housing Authority in their filing for a Major Project Site Plan Review application at Linden Chambers and a reduction in grant funds anticipated for FY 2025. Pending for FY 2025 is a grant request from the Executive Office of Environmental Affairs (EOEA) in the amount of $45,000. This grant if award would allow the Planning Board to retain consultant services to review, identify and develop recommendations for improvements to Needham's parking related standards to align with Low Impact Development parking practices. Off-street parking requirements will be the focus of this effort, with a particular emphasis on the benefits and implications of reducing parking requirements and introducing

| Department Information DSR1 | |
|---|---|
| Department | Planning and Community Development |

parking maximums. A decision on this grant application is expected in November 2024.

**Table 2: Planning and Community Development Application Fees & Grants**

| | FY '22 | FY '23 | FY '24 | FY '25* | FY '25** |
|---|---|---|---|---|---|
| Application Fees | $78,430 | $53,753 | $42,500 | $1,500 | $25,000 |
| Zoning By-Laws | $45 | $15 | $45 | $0 | $45 |
| Zoning Maps | $15 | $15 | $15 | $0 | $15 |
| Subdivision Regulations | $15 | $0 | $0 | $0 | $15 |
| Grants/Donations | $2,680[a] | $2,775[b] | $74,080[c d] | | $47,800 [e] |
| Traffic Mitigation Fee | | | | | |
| Total | $81,185 | $56,558 | $116,580 | $1,500 | $72,875 |

[a]HOME Program ($2,680 received).
[b]HOME Program ($2,775 received).
[c]HOME Program ($4,080 received).
[d]Community Planning Grant Program $70,000 received)
[e]HOME Program Funds Anticipated ($2,800 received) and EOEA Program Funds Anticipated ($45,000).

*Revenue received July 1, 2024 through October 20, 2024.
**Projected revenue to June 30, 2025.

**Conservation Division**

During FY2024, the Conservation Commission met formally a total of twenty-three (23) times and held a total of thirty-four (34) public hearings. During FY2024 the Conservation Commission collected a total of $15,625.00 in fees and there were no fines issued.

**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 |
|---|---|---|---|---|
| FY 2019 | 30 | $10,810 | $ 3,350.00 | $300 |
| FY 2020 | 16 | $8,750 | $ 2,500.00 | $2,200 |
| FY2021 | 32 | $4,470 | $ 6,395.00 | $1,100 |
| FY2022 | 27 | $8,055 | $ 3,105.00 | 0 |
| FY2023 | 26 | $5,950 | $4,765.00 | 0 |

| Department Information DSR1 | | | | |
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| Department | | Planning and Community Development | | |
| FY2024 | 34 | $5,705 | $9,920.00 | 0 |

**Board of Appeals Division**

In FY2024, the Board of Appeals met formally a total of ten (10) times and held a total of twenty (20) public hearings and five (5) informal hearings. During FY2024, the Board of Appeals collected a total of $5,700 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 |
|---|---|---|---|
| FY2021 | 32 | 5 | $8,000 |
| FY2022 | 28 | 6 | $6,700 |
| FY2023 | 21 | 6 | $5,800 |
| FY2024 | 20 | 5 | $5,700 |

**Design Review Board Division**

In FY2024, the DRB met formally a total of eighteen (18) times and held a total of eight (8) public hearings for special permits. During FY2024, the DRB collected a total of $3,286.00 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 |
| FY2024 | 18 | 8 | $3,286.00 |

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

| Department Information<br>DSR1 | |
|---|---|
| Department | Planning and Community Development |

- 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
- 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 FY2024 processed seven (9) applications as "Major Projects" under the Site Plan Review By-Law. In addition, the Board reviewed and approved one (1) subdivision plan, and ten (10) 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 (20) 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>Large House Review Study Committee</u>

In response to concerns expressed at the May 2024 Annual Town Meeting as to the impact new or expanded homes are having on the character of the surrounding residential neighborhood and specifically the action taken under Article 44 to refer the issue to the Planning Board for further study, the Planning Board is appointing the Large House Review Study Committee to develop recommendations on how best to ensure that new residential construction in the Single Residence B and General Residence Districts will complement existing buildings, settings and neighborhood character. The Committee will also explore how the updating and upgrading of structures in such neighborhoods can and should be done, while at the same time conserving the neighborhood's distinctive qualities as change occurs. The Planning Board is taking this action as directed by Town Meeting and with the support of the Select Board.

The Large House Review Study Committee will consist of twelve members as follows: Two members or designees of the Planning Board; Two members or designees of the Select Board; One member or designee of the Design Review Board: One member or designee of the Finance Committee; One member or designee of the Zoning Board of Appeals; One Real Estate Broker

| Department Information DSR1 | |
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| Department | Planning and Community Development |

appointed by the Planning Board; One Developer appointed by the Planning Board; One Architect appointed by the Planning Board; and Two Citizens at Large appointed by the Planning Board.

The Large House Review Study Committee will consider the impact new or expanded homes are having on the character of the neighborhoods within the Single Residence B and General Residence Districts and will develop recommendations consistent with the overall purpose for the Study Committee as noted above. The work of the Large House Review Study Committee will include: (1) Review of past reports, plans and maps prepared by town committees, town officials, state agencies and consultants including the previous Large House Study Committee. (2) Seeking the input of neighborhood residents, builders, contractors, real estate agents, property owners and others as required. It is also expected that the Large House Review Study Committee will hold citizen information meetings to elicit general public comments and input. (3) Review and analyze the current Zoning By-Law and Planning Board Regulations and consideration of amendments to each. (4) Analyze the impact of recent planned and potential new housing constructed in the past 5 years in the Single Residence B and General Residence Districts. (5) Review and analyze alternative zoning dimensions, restrictions or limitations that may address neighborhood concerns. (6) Review the current FAR definition to determine whether it is too permissive and if so, how it should be revised including whether the floor area designed for human occupancy on the third floor or basement level of a house should be included in the FAR calculation. (7) Prepare recommendations to amend the Zoning By-Law or propose other regulatory strategies that will protect the characteristics valued by residents in the Single Residence B and General Residence Districts. (8) Generally, identify key issues and needs, analyze alternative solutions, and make recommendations to the Planning Board, both short and long term, within the overall purpose of the Large House Review Study Committee. (9) Prepare Fiscal Impact Analysis to accompany recommendations of Committee. (8) Coordinate with current efforts around the Stormwater By-Law and Tree By-Law.

It is anticipated that the Committee's work will commence in November of 2024 and will conclude in July of 2025.

Fiscal Year 2024 Zoning Initiatives

In Fiscal Year 2024 three zoning initiatives as described below were adopted by Town Meeting. Articles 18, 19 and 20 were presented at the May 2024 Annual Town Meeting.

Article 18. Amend Zoning By-Law – Affordable Housing District
This article provides for the establishment of the Affordable Housing District (AHD for affordable housing, which is in furtherance of a Town goal, set forth in the Town of Needham Housing Plan of December 2022, to "enable NHA (Needham Housing Authority) to make essential improvements to its property inventory while potentially yielding buildable lot areas for additional deeply affordable or more diverse income affordable housing". The impetus for creation of the AHD came from the Needham Housing Authority (NHA), which seeks to replace its 152 studio apartments at its 11-acre Linden-Chambers housing complex with 247 new units. During phase 1 of development, 128 new one-bedroom and 8 two-bedroom units are expected. Over time, and as financing permits, an additional 111 new units are planned in a phase 2 project. The article provides that all residents must have incomes at or below eighty (80) percent of area median income.

The site at Linden-Chambers is now in two zoning districts, Single Residence-B and General

| Department Information<br>DSR1 | |
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| Department | Planning and Community Development |

Residence B. The land at Linden-Chambers is also subject to restrictions imposed by recorded deeds, Town Meeting votes, and variances, from the 1957-1971 period. The current zoning allows only for single and two-family use. The recorded deeds, Town Meeting votes, and variances, which do allow for multi-family use, limit occupancy to elderly only. The dimensional requirements in the Single Residence-B and General Residence Districts, particularly those relating to number of units, height, and number of stories, do not allow for NHA's intended redevelopment. The new requirements proposed for the AHD District would make such redevelopment of the property possible under zoning. Land use regulations addressed in the article are as follows: Permitted uses; Lot Area and Frontage; Setbacks; Floor Area Ratio and Lot Coverage; Dwelling Units Per Acre; Height and Rooftop Structures; Maximum Number of Stories; and Off-Street Parking, Parking Plan and Design Requirements. Finally, the article provides that AHD projects would be allowed by right but would be subject to Site Plan Review by the Planning Board, as provided in Section 7.4 of the Zoning Bylaw.

Article 19. Amend Zoning By-Law – Map Change for Affordable Housing District

This article describes the area proposed to be placed in the Affordable Housing District. The area comprises an approximately 11-acre geographical area on which the present Linden-Chambers housing development is located, which is owned by the Needham Housing Authority, plus an isolated 714 square foot triangular parcel owned by the Town of Needham, along the easterly side of Linden Street.

Article 20. Amend Zoning By-Law – Solar Energy Systems

This article would establish expanded regulations for Solar Energy Systems. Presently, Needham's Zoning By-Law only addresses Large-scale Ground-mounted Solar Energy Systems through its Ground Mounted Solar PV Installation Overlay District located at the transfer station.

The Zoning By-Law amendment expands the definition of Solar Energy Systems to include Roof-mounted systems, Building-mounted systems, Small-scale Ground-mounted systems, Medium-scale Ground-mounted systems, Solar Parking Canopies, Building Mounted Canopies, Building Integrated Systems and Surface Integrated Systems; adds a new category of solar energy accessory uses with prescribed regulations for each zoning district; establishes dimensional standards for solar energy systems including setback, height, and lot coverage standards; and establishes special permit and site plan review requirements and design standards for higher impact Solar Energy Systems.

Performance Factors

During the previous fiscal year, the Planning Department had committed to tracking the turnaround time required on its Major Project Site Plan Special Permits and Subdivision applications. Monitoring of the timeline between application filing and the scheduling of the public hearing, issuance of the Decision following the close of the public hearing and filing of the written decision with the Town Clerk following Board action were tracked. The goal was to schedule the public hearing within 5 weeks of application receipt, to issue the Special Permit Decision or Subdivision Decision within two weeks of the close of the public hearing, and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met in two of the three studied criteria in FY2024. During the affected timeline 9 new Special Permit applications and 1 Subdivision application were processed. Public hearings were held on average within 32 days of application receipt, decisions were issued within 31 days of the close of the public hearing, with written decisions filed with the Town Clerk within 5 days of permit issuance. The total average

| Department Information<br>DSR1 | |
|---|---|
| Department | Planning and Community Development |

time required to process an application was 95 days with a minimum of 51 days and a maximum of 147 days. The Department plans to continue to track these items and will submit a similar report with its FY2025 budget request.

**Conservation Division**

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

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

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

- Reviews Notice of Intent applications and other filings for completeness and compliance with wetland statutes and associated regulations.
- Assures legal requirements are met including postings, hearing and permit timeframes, minutes, and other records.
- Schedules and attends twice monthly meetings of the Conservation Commission and transcribes meeting minutes.
- Maintains case files and materials including computer databases.
- Arranges and conducts on-site inspections related to filings.
- Reviews wetland delineations.
- Drafts permits with associated conditions and other documents.
- Monitors construction to ensure compliance with permits.
- Reviews building permits for projects occurring within the Commission's jurisdiction to reduce the amount of Enforcement Orders issued and provide better public outreach.
- Responds to complaints and investigates potential violations.
- Keeps regular office hours to provide assistance to the regulated community.
- Collaborates with other Town Departments, Boards and Committees on matters pertaining to permitting municipal projects and activities.

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

- Oversees/carries out management tasks such as trail building and maintenance, signage, and cleanup.
- Participates in various committees, including Trail Advisory Group, Tree Working Group and the Stormwater Bylaw Working Group.
- 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.

| Department Information<br>DSR1 | |
|---|---|
| Department | Planning and Community Development |

- Assists in preparation of Open Space and Recreation Plans to meet criteria for approval.
- Researches and conducts on-site evaluations for parcels under consideration for acquisition, donation, conservation, or agricultural preservation restrictions.
- Researches, pursues, and coordinates grant and other funding opportunities; writes proposals and manages grants.
- Collaborates with other Town Departments, Boards and Committees on matters pertaining to the use, management and protection of the Town's natural resources and open space.
- Educates the public about the importance of protecting wetlands and other open space.

Under both the state and local statutes, the Conservation Commission has a maximum of 21 days from receipt of a completed application to open a public hearing on that application. A hearing may be continued with the consent of the Applicant to allow for the submittal of additional information. After closing the public hearing, the Commission has 21 days to issue an Order of Conditions. In FY2024, all Orders of Conditions were completed within the noted timeline with no requests for additional time requested.

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

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

FY2024 Achievements

The Conservation Commission and staff were involved in the permitting of several large and complicated Town projects in FY2024 including water quality improvements to Walker Pond; Claxton Field remediation and improvements and the extensive permitting required for the dredging project located at the reservoir on Dedham Avenue.

Conservation Department staff were invited to participate in an Environmental Panel Discussion at North Hill as part of their Earth Day celebration that was very well received by the residents. In addition, Conservation staff gave a presentation using the Departments Watershed Models to the residents earlier that same week.

Conservation staff enjoyed participating in the Town's Annual Harvest Fair and as in previous years, our interactive Watershed Model proved to be popular with both adults and children. It is always a pleasure to help educate the public on important topics in a fun interactive way.

Several locations in Town that Conservation staff have worked with other Town Departments to implement usage of our native pollinator seed mix are now serving as examples to the public of how a simple pack of native seeds can create a beautiful, increasingly rare habitat for a variety of pollinator species including bees and butterflies that are in decline. One of these seeded areas adjacent to Walker Pond has become a popular place for prom photos due to the gorgeous flowers.

Conservation staff continued to install trail cameras to capture wildlife usage of the various Conservation-owned properties.

Performance Factors

| Department Information DSR1 | |
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| Department | Planning and Community Development |

The following Table 6 reflects the number of permit application filings and requests received by the Conservation Commission in each of the last four (4) fiscal years. Over the course of Fiscal Year 2024, the Commission once again saw a steady flow of applications, similar to the numbers seen in Fiscal Year 2023. The Conservation staff continued to issue Administrative Approvals for minor projects located within the 100-foot Buffer Zone. This flexibility allows for a shorter, more streamlined experience for the public doing minor projects while maintaining compliance with the wetland rules and regulations. Administrative Approvals stayed strong with eleven (11) issued in Fiscal Year 2024. 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 FY2024, the Conservation Commission met formally a total of twenty-three (23) times and held a total of thirty-four (34) public hearings.

**Table 6: Conservation Commission Application Filings & Requests/**

| Type of Application Filing/Request | FY2021 | FY2022 | FY2023 | FY2024 |
|---|---|---|---|---|
| Notice of Intent[1] | 23 | 18 | 18 | 21 |
| Request to Amend Order of Conditions[1] | 1 | 2 | 1 | 2 |
| Request for Determination of Applicability[1] | 8 | 4 | 6* | 7 |
| Abbreviated Notice of Resource Area Delineation[1] | 1 | 0 | 1 | 0 |
| Extension Permit[1] | 3 | 3 | 3 | 2 |
| Emergency Certification | 0 | 1 | 0 | 0 |
| Certificate of Compliance | 31 | 22 | 15 | 17 |
| Minor Modification Request | 1 | 5 | 2 | 3 |
| Enforcement Order | 1 | 2 | 2 | 3 |
| Trail Maintenance Notification Form | 1 | 0 | 0 | 0 |
| DPW Generic Permit Activity Notification Form | 0 | 1 | 1 | 1 |
| Administrative Approval | 25 | 18 | 9 | 11 |
| 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-two (22) 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 FY2024, three (3) projects required the issuance of an Enforcement Order to restore or protect wetland resource areas.

| Department Information<br>DSR1 | |
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| Department | Planning and Community Development |

**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 holds monthly in-person meetings with livestream broadcast on Zoom and on The Needham Channel.

In FY2024, the Board held twenty (20) public hearings and five (5) 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 eleven (11) applications relating to Special Permits, three (3) Variances, and one (1) Appeal of a Building Inspector Decision. Five (5) were withdrawn (refer to Table 6). Six (6) applications were for residential use; five (5) were for commercial use; and three (3) for education use.

The Board issued ten (10) Decisions in FY2024.

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

- 1180 Great Plain Avenue, a 16 rental units housing complex, consisting of eight one-bedroom units and eight two-bedroom units with 28 parking was completed and occupied. Four units (25%) will meet the definition of low- and moderate-income housing.

| Department Information DSR1 | |
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| Department | Planning and Community Development |

**Table 7: Number of Permit Application Filings FY2021 - FY2024**

| Fiscal Year | Number of Meetings | Special Permit Applications | Variance Applications | Appeals of Building Inspector Decisions | 40B Applications | Withdrawals | Decisions |
|---|---|---|---|---|---|---|---|
| 2021 | 12 | 28 | 3 | 0 | 0 | 2 | 27 |
| 2022 | 12 | 21 | 1 | 1 | 0 | 0 | 23 |
| 2023 | 11 | 21 | 0 | 0 | 0 | 1 | 20 |
| 2024 | 10 | 11 | 3 | 1 | 0 | 5 | 10 |

**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, for example, 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 FY2024, the DRB met formally a total of eighteen (18) times and held a total of eight (8) public hearings for special permits (refer to Table 5). The Board conducted site plan reviews for four (4) projects that were being heard by the Planning Board. The DRB provided their comments and recommendations to the Planning Board for consideration. The site plan reviews that were presented and discussed at the DRB meetings included: 1) a medical building development at 629 Highland Avenue, 2) a loading dock entry at 117 Kendrick Street accessible from Third Avenue, 3) a prefabricated mobile imaging trailer at the rear of the Beth Israel Hospital located at 148 Chestnut Street, while renovating interior imaging space, and 4) an expansion of the restaurant Blue on Highland located at 882 Highland Avenue and their exterior alterations.

A total of 34 sign applications were also reviewed during the FY 2024 period. Seven new businesses to Needham sought signage/awnings/etc. and several existing businesses relocated

| Department Information DSR1 | |
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| Department | Planning and Community Development |

within Needham, refreshed their exterior appearances, and/or redeveloped and expanded their footprint. In addition, other various applications were reviewed. A number of public art proposals were submitted such as the Needham Art Association for outdoor art banners displaying local artists' work throughout town, the Needham Cultural Council for mosaic planters in the courtyard at 20-30 Chestnut Street, and the Revitalization Trust proposed street banners identifying key activities available in the Heights. A dedication plaque to acknowledge Harvey's Hardware at 1004 Great Plain Avenue was also submitted and approved by the Design Review Board.

**Table 8: Number of Permit Application Filings FY 2020 -FY 2024**

| 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* |
| FY 2024 | 18 | 8 | 34 | 4 |

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

In March of FY 2024 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 2024. 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 FY2024 period, the Design Review Board reviewed one (1) outdoor dining application that the restaurant submitted to the Planning Board. Restaurants provided photos of the proposed seating, décor, lighting, for the Board to review. The application for outdoor dining was approved by the Design Review Board.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 628,759 | 99,100 | 727,859 |
| b) Expenses | 50,250 | 4,000 | 54,250 |
| c) Capital | | | |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 679,009 | 103,100 | 782,109 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | | Planning and Community Development | | | | | | | | |
| Object | | | | | Description | | | | | | | Amount | |
| DSR2A | | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | | Current Year (FY2025) | | | | | | Next Year (FY2026) | | |
| | 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 | | | | | | | | | | | | 545,777 |
| 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 | | | | | | | | | | | | 2,102 |
| | | | | | | | | | | | | PRD1 Sub Total | |
| j | DSR3 Other Compensation | | | | | | | | | | | | |
| | | | | | | | | | | | | Sub Total 1 | 548,479 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | | |
| a. | Recording Secretary (Planning Board) | | | | | | | | | | | | 7,545 |
| b. | Recording Secretary (Design Review Board) | | | | | | | | | | | | 6,695 |
| c. | Housing Specialist | | | | | | | | | | | | 59,010 |
| d. | | | | | | | | | | | | | |
| f. | | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | | |
| | | | | | | | | | | | | Sub Total 2 | 73,250 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | | | | |
| b. | Training and Development | | | | | | | | | | | | |
| c. | Additional Hours Part-time staff | | | | | | | | | | | | 1,430 |
| d. | | | | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | | | | |
| | | | | | | | | | | | | Sub Total 3 | 1,430 |
| 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 | 5,600 |
| | | | | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | | | | 628,759 |

| Department Expenditure Detail<br>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 ($11,000)<br>Con Comm (3,200)<br>BOA ($500)<br>Planning Studies and Complex Project Technical Assistance | 14,700 |
| Communications (534x) | Wireless Communications ($2,500)<br>Printing and Mailing ($4,250)<br>Legal Notices ($10,700)<br>Postage ($2,700) | 20,150 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | | |
| Office Supplies (542x) | Planning ($2,500)<br>Con Comm ($1,200)<br>BOA ($650) | 4,350 |
| Building & Equipment Supplies (543x) | Con Comm ($1,000)<br>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 ($2,500)<br>Con Comm ($1,500)<br>Conservation Field Supplies and Clothing, Legal Publication Updates, Magazine Subscriptions and File Cabinet Shelving | 4,000 |
| Governmental Charges (569x) | | |
| Travel & Mileage (571x – 572x) | Conf In State ($1,250)<br>Mileage ($800)<br>Conf Out-State $1,300<br>Conferences including APA, SNEAPA, MACC and AMWS | 3,350 |
| Dues & Subscriptions (573X) | Planning ($1,000)<br>Con Comm ($1,400)<br>BOA ($300) | 2,700 |

| Department Expenditure Detail<br>DSR2 | | | | | |
|---|---|---|---|---|---|
| Department | Planning and Community Development | | | | |
| | Professional Memberships including APA, AMWS, MACC, MSMP, Society of Wetland Scientists, and Massachusetts Association of Planning Directors | | | | |
| Other Expenses (574 X – 579x) | | | | | |
| 6. Total Expenses | | | | | 50,250 |
| DSR2C | | | | | |
| Capital Equipment Replacement (587X) | | | | | |
| 7. Total Operating Budget Capital | | | | | |
| | | | | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | | | | 679,009 |
| | | | | | |
| 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 Services (ITS) 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<br>DSR4 | | | |
|---|---|---|---|
| Department | Planning and Community Development | Fiscal Year | 2026 |
| Title | Planner | Priority | 1 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 1 | 85,000 | | 85,000 |
| 2. Expense | | | 2,000 | 2,000 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | 1 | 85,000 | 2,000 | 87,000 |
| 5. Other Costs | | 36,924 | | 36,924 |

| 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? 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 | 2026 |
| 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 | 2026 |
| Title | Planner | Priority | 1 |

development plan review function it performs for the Planning Board. Additionally, it will allow the Department to advance the Planning Board's planning and zoning initiatives more quickly. 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; (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; and (7) Development of Design Guidelines for the subdistricts of the Mult-family Overlay District as adopted under the MBTA Communities Act.

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 2026 salary account. It is anticipated that $85,000.00 additional dollars would be required to fund the new position during the first year. Additional costs would include a projected an annual benefit cost of $36,924 and a one-time computer purchase cost of $2,000.

V2026

| 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 | | | | | | | | | 85,000 | |
| Other | | | | | | | | | | |
| Other | | | | | | | | | | |
| Other | | | | | | | | | | |
| Other | | | | | | | | | | |
| Other | | | | | | | | | | |
| Other | | | | | | | | | | |
| Other | | | | | | | | | 85,000 | |
| 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 | | | | | | | | | 36,924 | |
| Description and Explanation | | | | | | | | | | |

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| Performance Improvement Funding Request Supplement DSR4S | | | |
|---|---|---|---|
| Position Title | Planner | Priority | 1 |

compliance and enforce remedial action if needed.

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| Performance Improvement Funding Request Supplement<br>DSR4S | | | |
|---|---|---|---|
| Position Title | Planner | Priority | 1 |

Department to advance the Planning Board's planning and zoning initiatives more quickly. 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; (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; and (7) Development of Design Guidelines for the subdistricts of the Mult-family Overlay District as adopted under the MBTA Communities Act.

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V2026

V2026

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Planning and Community Development | Fiscal Year | 2026 |
| Title | Administrative/Office Support Specialist A0S2 | Priority | 2 |

DSR4

| Expenditure Classification | FTE | Frequency Recurring Amount (A) | Frequency One Time Only Amount (B) | Total Amount (A + B) |
|---|---|---|---|---|
| 1. Salary and Wage | | 14,100 | | 14,100 |
| 2. Expense | | | 2,000 | 2,000 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 14,100 | 2,000 | 16,100 |
| 5. Other Costs | | 1,509 | | 1,509 |

| 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. 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. It is anticipated that $14,100 additional dollars would be required to fund the new position during the first year. Additional costs would include a projected an annual benefit cost of $1,509 and a one-time computer purchase cost of $2,000.

V2026

| Performance Improvement Funding Request Supplement<br>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 | | | 5<br>2 |
| Compensation Detail | | | | | | | | |
| Base Rate | | | | | | | | 14,100 |
| Other | | | | | | | | |
| Other | | | | | | | | |
| Other | | | | | | | | |
| Other | | | | | | | | |
| Other | | | | | | | | |
| Other | | | | | | | | |
| Other | | | | | | | | 14,100 |
| 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 | | | | | | | | 1,509 |

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. 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. It is anticipated that $14,100 additional dollars would be required to fund the new position during the first year. Additional costs would include a projected an annual benefit cost of $1,509 and a one-time computer purchase cost of $2,000.

V2026

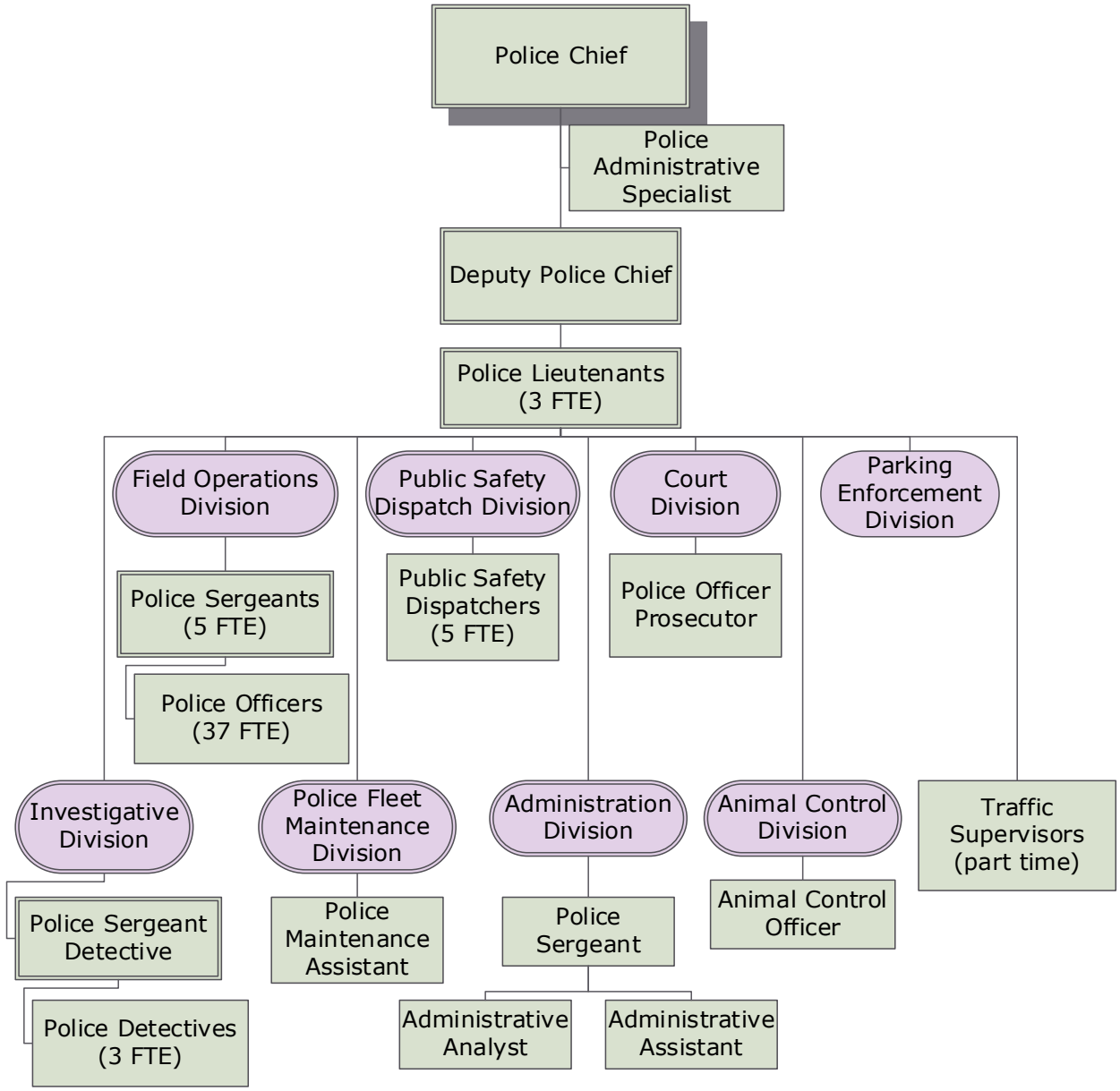
| Planning and Community Development | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 548,479 | 23,134 | | 85,000 | 633,479 | 108,134 | | 525,345 | 540,817.69 | 482,381.58 | 460,008.82 |
| Salary & Wage Temporary | 73,250 | 1,721 | | 14,100 | 87,350 | 15,821 | | 71,529 | 9,143.92 | 6,176.07 | 24,307.33 |
| Salary & Wage Overtime | 1,430 | 50 | | | 1,430 | 50 | | 1,380 | 46.20 | 117.20 | |
| Salary & Wage Other | 5,600 | 100 | | | 5,600 | 100 | | 5,500 | | 981.45 | 8,767.56 |
| Salary and Wage Total | 628,759 | 25,005 | 4.1% | 99,100 | 727,859 | 124,105 | 20.6% | 603,754 | 550,007.81 | 489,656.30 | 493,083.71 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | | | | | | | | | | | |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 14,700 | 3,500 | | | 14,700 | 3,500 | | 11,200 | 29,498.18 | 1,760.00 | 605.00 |
| Communications | 20,150 | 3,500 | | | 20,150 | 3,500 | | 16,650 | 13,370.63 | 11,106.73 | 8,035.70 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 4,350 | 1,000 | | 4,000 | 8,350 | 5,000 | | 3,350 | 3,325.00 | 2,384.37 | 1,875.32 |
| Building & Equipment Rprs/Sp | 1,000 | | | | 1,000 | | | 1,000 | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | | | | | | | | | | | |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 4,000 | 1,800 | | | 4,000 | 1,800 | | 2,200 | 3,508.44 | 589.84 | 3,522.59 |
| Governmental Charges | | | | | | | | | | | 60.00 |
| Travel & Mileage | 3,350 | | | | 3,350 | | | 3,350 | 4.06 | | |
| Dues & Subscriptions | 2,700 | (400) | | | 2,700 | (400) | | 3,100 | 2,025.00 | 1,845.00 | 1,754.00 |
| Other | | | | | | | | | | | |
| Expense | 50,250 | 9,400 | 23.0% | 4,000 | 54,250 | 13,400 | 32.8% | 40,850 | 51,731.31 | 17,685.94 | 15,852.61 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 679,009 | 34,405 | 5.3% | 103,100 | 782,109 | 137,505 | 21.3% | 644,604 | 601,739.12 | 507,342.24 | 508,936.32 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Conservation Manager (Director of Conservation) | 1.00 | G | 9 | 11 | 104,576 | | | | | $104,576 | |
| Conservation Specialist | 1.00 | I | 6 | 8 | 82,836 | | | | | $82,836 | |
| Administrative Specialist | 0.37 | I | 5 | 6 | 27,499 | | | | | $27,499 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 827 | $827 | |
| Conservation | 2.37 | | | | 214,911 | | | | 827 | $215,738 | |
| Director of Planning & Community Development | 1.00 | G | 13 | Max | 146,304 | | | | | $146,304 | |
| Assistant Town Planner | 1.00 | G | 7 | 11 | 92,370 | 600 | | | | $92,970 | Longevity |
| Administrative Specialist | 0.36 | I | 5 | 6 | 27,499 | | | | | $27,499 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,026 | $1,026 | |
| Planning | 2.36 | | | | 266,173 | 600 | | | 1,026 | $267,799 | |
| Zoning Specialist | 0.80 | GT | 6 | 7 | 64,693 | | | | | $64,693 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 249 | $249 | |
| Appeals | 0.80 | | | | 64,693 | | | | 249 | $64,942 | |
| Department Totals | 5.53 | | | | 545,777 | 600 | | | 2,102 | $548,479 | |
| | Salary and Wage Base (5110) | | | | | | | | | $545,777 | |
| | Other Regular Compensation (5110) | | | | | | | | | $600 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | | |
| | Budgetary Adjustment (5110) | | | | | | | | | $2,102 | |
| | Total | | | | | | | | | $548,479 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Conservation Manager (Director of Conservation) | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 94,751 | 99,541 | 104,576 | 5.1% |
| Conservation Specialist | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,237 | 78,507 | 82,836 | 5.5% |
| Administrative Specialist | 0.36 | 0.37 | 0.37 | 4 | 5 | 6 | 24,360 | 25,926 | 27,499 | 6.1% |
| BUDGETARY ADJUSTMENT | | | | | | | 744 | 762 | 827 | 8.5% |
| Conservation | 2.36 | 2.37 | 2.37 | | | | 194,092 | 204,736 | 215,738 | 5.4% |
| Director of Planning & Community Development | 1.00 | 1.00 | 1.00 | | Max | Max | 137,906 | 142,043 | 146,304 | 3.0% |
| Assistant Town Planner | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 85,952 | 90,280 | 92,970 | 3.0% |
| Administrative Specialist | 0.73 | 0.36 | 0.36 | 4 | 5 | 6 | 24,360 | 25,926 | 27,499 | 6.1% |
| BUDGETARY ADJUSTMENT | (0.36) | | | | | | 953 | 964 | 1,026 | 6.4% |
| Planning | 2.37 | 2.36 | 2.36 | | | | 249,171 | 259,213 | 267,799 | 3.3% |
| Zoning Specialist | 0.80 | 0.80 | 0.80 | 5 | 6 | 7 | 57,658 | 61,168 | 64,693 | 5.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 222 | 228 | 249 | 9.2% |
| Appeals | 0.80 | 0.80 | 0.80 | | | | 57,880 | 61,396 | 64,942 | 5.8% |
| Department Totals | 5.53 | 5.53 | 5.53 | | | | 501,143 | 525,345 | 548,479 | 4.4% |

## 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<br>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. POST is still evolving, and new requirements and guidelines are still being developed and implemented.

In September of FY2025 we met all requirements during the mock assessment for accreditation. We will be having our full accreditation in November of FY2025. Accreditation requires that we remain compliant with all standards. We have to continually audit the standards throughout the year for the accreditation assessment every three years.

In FY2025 the MPTC is now requiring all departments to certify officers in the newest release of active shooter protocols. Certification will likely require a minimum of 16 additional hours of training per officer.

The command staff is discussing the possibility of the clinician's position becoming a full-time employee of the Police Department. This is due to Riverside having the ability to pull this person from the Police Department and assign a new clinician at will. Currently Riverside does not hold a contract with BID Needham limiting the clinician's ability to view available inpatient resources statewide through hospital access.

**Budget Statement**

The FY2026 budget request is $9,577,335 which is $128,835 below the FY2025 budget.

The salary and wage amount requested is $8,798,222 which is an increase of $81,961. The increase represents step increases for the officers, cola for the civilians, and administrative staff. The Police Union and Superior Unions are under contract until June 30, 2025. There are no collective bargaining agreement in place for FY2026 and beyond.

The operating capital request is $63,425 which is $291,717 below FY2025 request. This is a result of only requesting one vehicle in accordance with our vehicles replacement schedule. In FY2025 we requested six vehicles.

In late FY2024 and FY2025 we had four vacancies. We hired two lateral transfers and two officers from the civil service list. In FY2025 we had four officers retire. We are currently in the process of hiring four officers through the non-civil service exam or through a lateral transfer.

Our FY2026 Expense Request is $715,688 which is a $80,921 increase over FY2025. The major increase is $35,000 for Professional Technical Software Licenses and Fees. This is not a new expense. It was moved from IT to the Police Budget. Other increases are highlighted in the table below.

| Department Information DSR1 | |
|---|---|
| Department | Police Department |

| Description | Reason for Change | |
|---|---|---|
| POLICE P P & E R&M EQUIP | Radar Lidar Bikes (+Bike Maintenance) | $ 1,000.00 |
| POLICE B G & M REPAIRS & MAINTENANCE | Lift Maint-Inspection | $ 500.00 |
| POLICE ADMIN SOFTWARE LIC & USER FEE | Form Approvals(1K) added Blue Voice Contract | $ 11,000.00 |
| POLICE P P & E RENTALS & LEASES | Motor Cycle/ Tasers (+13000) | $ 13,000.00 |
| POLICE DISPATCH RENTALS & LEASES | Tower (6% increase) | $ 3,250.00 |
| POLICE ADMIN P&T SEM & TRAIN | Administrative training | $ 1,000.00 |
| POLICE TRAIN & DEV P&T SEM & TRAIN | Entire Dept | $ 6,000.00 |
| POLICE P P & E P&T SFTWR LIC FEES | Transfer from IT Dept. | $ 35,000.00 |
| POLICE ADMIN WIRELESS COMMUNICATION | Added Wireless Accounts for each SGT | $ 3,000.00 |
| POLICE ADMIN RECREATION | Junior Police Academy / Citizens Acad 2nd session | $ 1,500.00 |
| POLICE B G & M | $4.18/gallon 16,851 gallons avg usage | $ (10,829.00) |
| POLICE ADMIN UNIFORMS | Vest replacement coverage & Chief (14 Officers) | $ 3,000.00 |
| POLICE TRAIN & DEV OTHR SUPP & EQUIP | AMMO, Range Equip, etc | $ 5,500.00 |
| POLICE P P & E UNIFORMS | Recruit, Transfers, and emergency | $ 2,500.00 |
| POLICE P P & E GOVERNMENTAL CHARGES | State charges | $ 500.00 |
| POLICE ADMIN DUES & MEMBERSHIPS | GBPC*, MetroLec* IACP, SSPI, Plymouth County, FBI, Mass Chiefs, MPAC Membership Accreditation | $ 5,000.00 |
| | **Difference From FY2025:** | **$ 80,921.00** |

Needham was awarded $33,000.38 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.

Needham was awarded two grants through State 911. The total amount awarded through the **Training and EMD Grant** was $39,459.76. This grant assists the department to receive reimbursement for the training related costs associated with the 911 system. The total amount awarded through the **Support and Incentive Grant** was $133,451. This grant is designed to assist public safety answering points in providing enhanced 911.

Through the **Bulletproof Vest Partnership Grant**, Needham requested $9,722 to provide uniquely fitted bulletproof vests for officers. We are waiting for both State and Federal to reimburse their half of the full amount.

## Accomplishments and Activities

We held two sessions of the Jr. Police Academy in FY2024. We also hosted our second annual open house which was attended by 300-400 residents. After almost two years of updating our policies and meeting the standards of the Massachusetts Accreditation Commission we will be having our final assessment on November 12-14, 2024. We have participated in numerous community outreach activities including the addition of a police ice cream truck. One of our Traffic

| Department Information<br>DSR1 | | | |
|---|---|---|---|
| Department | Police Department | | |
| Supervisors was nominated and received the 2024 MassDOT Safe Routes to School Crossings Award. Over 500 Applications were received. | | | |
| Spending Request Recap | | | |
| Description | Base Request<br>DSR2 | Additional<br>Request<br>DSR4 | Total<br>(DSR2 + DSR4) |
| a) Salary and Wages | $8,798,222 | | $8,798,222 |
| b) Expenses | $715,688 | | $715,688 |
| c) Capital | $63,425 | | $63,425 |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | $9,577,335 | | $9,577,335 |
| | | | V2026 |

| Department Expenditure Detail DSR2 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Police | | | | | | | | |
| Object | | | | Description | | | | | | | Amount | |
| DSR2A | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | | | |
| | 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 | | | | | | | | |
| 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 | X | NIPEA | | Police | X |
| Police Superior | X | NA | | | | | | | | | | |
| 1. Salary and Wage Permanent Positions. | | | | | | | | | | | | |
| a. | PRD1 Salary and Wages Base | | | | | | | | | | | $5,502,122 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | | | $654,377 |
| c. | PRD1 Education (5192) | | | | | | | | | | | $803,777 |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | | | $254,490 |
| e. | PRD1 Budget Adjustments | | | | | | | | | | | $27,750 |
| | | | | | | | | | | PRD1 Sub Total | | $7,242,516 |
| j | DSR3 Other Compensation | | | | | | | | | | | |
| | | | | | | | | | | Sub Total 1 | | $7,242,516 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | |
| a. | Traffic Supervisor | | | | | | | | | | | $224,234 |
| b. | Parking | | | | | | | | | | | $60,653 |
| c. | Evidence/Records Support | | | | | | | | | | | $32,779 |
| d. | Juvenile Diversion Coordinator | | | | | | | | | | | $41,500 |
| f. | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | |
| | | | | | | | | | | Sub Total 2 | | $ 359,166 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | | | $562,453 |
| b. | Training and Development | | | | | | | | | | | $231,212 |
| c. | Polls (x 1) | | | | | | | | | | | $1,800 |
| d. | Vacation and NOSL/OSL Backfill | | | | | | | | | | | $365,975 |
| e. | DSR3 Total | | | | | | | | | | | |
| | | | | | | | | | | Sub Total 3 | | $1,161,440 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | | | $28,000 |
| b. | Pay In Lieu of Accrued Leave | | | | | | | | | | | |
| c. | Program Stipend (5190) | | | | | | | | | | | $7,100 |
| d. | Tuition Reimbursement | | | | | | | | | | | |
| e. | Working Out of Grade | | | | | | | | | | | |
| f. | | | | | | | | | | | | |
| g. | | | | | | | | | | | | |
| h. | DSR3 Other Compensation | | | | | | | | | | | |
| | | | | | | | | | | Sub Total 4 | | $35,100 |
| | | | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | | | 8,798,222 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Police | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | Copier Maintenance 2,400<br>Motorola 42,500<br>CJIS, Central Square 3,000<br>Radar Lidar & Bikes 7,000<br>Lift Maintenance 2,000<br>Vehicle Parts 10,000 | 66,900 |
| Rental & Leases (527X) | QLT, Pitney Bowes 2,000<br>Form Approval,PMAM,Blue Voice 13,500<br>Outdoor Range 1,500<br>Motorcycle & Tasers 37,000<br>American Tower 56500 | 110,500 |
| Other Property Related Services (529x) | Hazmat 2,500 | 2500 |
| Professional & Technical Services (530x – 531x) | Clinical Position 95,000<br>Admin Training 4,000<br>Blue Team & SHI International 16,100<br>Training for PP&E 36,000<br>Central Square 35,000<br>Animal Control 300 | 186,400 |
| Communications (534x) | Admin Postage 5,000<br>Verizon, MCI Landlines 8,500<br>Wireless Mobiles 21,500<br>Letter Head Business Cards 6,000 | 41,000 |
| Recreational & Cultural Services (535x) | Jr. Police Academy 5,000 | 5,000 |
| Other Purchased Services (538x) | Towing 3,300<br>Landscaping 900<br>Animal Hosp 800 | 5,000 |
| Office Supplies (542x) | Office Supplies 9,000 | 9,000 |
| Building & Equipment Supplies (543x) | Misc Hardware 1,000 | 1,000 |
| Custodial Supplies (545x) | | |
| Grounds Keeping Supplies (546x) | | |
| Vehicular Supplies (548x) | Vehicle Parts/Tires/Brakes 20,000 | 20,000 |
| Gasoline and Diesel Fuel (5481) | 16851 gl 3-year average @4.18/gl | 70,438 |
| Food and Service Supplies (549x) | Meetings/Incidents 850 | 850 |
| Medical Supplies (550x) | Narcan, Med Supply, Defib 6,000 | 6,000 |
| Public Works Supplies (553x) | | |
| Other Supplies & Equipment (558x) | Vests Replacement 18,000<br>Range Equip & Ammo 25,000<br>PP&E Uniform Supplies 45,000<br>Recruit Transfers & Emergency 32,500<br>Detective Dept 1,900<br>Dispatch 2,000<br>BG&M Maintenance 500<br>Traffic Supervisors 6,000<br>Animal Control 500 | 131,400 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Police | |
| Governmental Charges (569x) | Police ID's 500<br>State Charges/Fees 3,000 | 3,500 |
| Travel & Mileage (571x – 572x) | Admin 500<br>Train & Dev 1,000<br>PP&E 900<br>Court 3,500 | 5,900 |
| Dues & Subscriptions (573X) | Admin GBPC, METRO, IACP, SSPI<br>Plymouth County, FBI, Mass Chiefs,<br>MPAC Accreditation 27,000<br>PP&E Dues/ Memberships 3,300 | 30,300 |
| Other Expenses (574 X – 579x) | Detail Contingency Fund 20,000 | 20,000 |
| 6. Total Expenses | | 715,688 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | Replacement Cruisers 63425 | 63,425 |
| 7. Total Operating Budget Capital | | 63,425 |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 9,577,335 |

| | | | | |
|---|---|---|---|---|
| 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 Services (ITS) 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 |

| Police Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 6,184,249 | 36,115 | | | 6,184,249 | 36,115 | | 6,148,134 | 5,406,993.31 | 5,194,265.07 | 4,776,217.83 |
| Salary & Wage Temporary | 359,166 | | | | 359,166 | | | 359,166 | 201,354.60 | 213,192.21 | 182,043.38 |
| Salary & Wage Overtime | 1,161,440 | 33,828 | | | 1,161,440 | 33,828 | | 1,127,612 | 1,012,849.26 | 1,079,250.44 | 1,033,328.92 |
| Salary & Wage Other | 1,093,367 | 12,018 | | | 1,093,367 | 12,018 | | 1,081,349 | 1,068,834.70 | 921,520.37 | 644,610.13 |
| Salary and Wage Total | 8,798,222 | 81,961 | 0.9% | | 8,798,222 | 81,961 | 0.9% | 8,716,261 | 7,690,031.87 | 7,408,228.09 | 6,636,200.26 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 66,900 | 1,500 | | | 66,900 | 1,500 | | 65,400 | 72,424.17 | 17,548.70 | 18,483.07 |
| Rental and Leases | 110,500 | 27,250 | | | 110,500 | 27,250 | | 83,250 | 49,197.44 | 46,818.92 | 52,317.02 |
| Other Property Related | 2,500 | | | | 2,500 | | | 2,500 | | | |
| Professional & Technical | 186,400 | 42,000 | | | 186,400 | 42,000 | | 144,400 | 145,076.15 | 119,415.97 | 91,307.59 |
| Communications | 41,000 | 3,000 | | | 41,000 | 3,000 | | 38,000 | 31,428.57 | 28,412.73 | 21,041.21 |
| Recreation | 5,000 | 1,500 | | | 5,000 | 1,500 | | 3,500 | | 143.27 | |
| Other Purchased Services | 5,000 | | | | 5,000 | | | 5,000 | 35,063.34 | 37,363.86 | 12,117.01 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 9,000 | | | | 9,000 | | | 9,000 | 11,513.54 | 12,403.27 | 7,453.15 |
| Building & Equipment Rprs/Sp | 1,000 | | | | 1,000 | | | 1,000 | | 50.00 | 1,357.98 |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | 90,438 | (10,829) | | | 90,438 | (10,829) | | 101,267 | 63,426.11 | 73,422.93 | 61,578.79 |
| Food & Service Supplies | 850 | | | | 850 | | | 850 | 3,148.92 | 2,008.51 | 880.03 |
| Medical Supplies | 6,000 | | | | 6,000 | | | 6,000 | 2,565.74 | 441.00 | 680.00 |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | 6,821.32 | | |
| Other Supplies & Equipment | 131,400 | 11,000 | | | 131,400 | 11,000 | | 120,400 | 80,565.75 | 64,315.07 | 71,969.23 |
| Governmental Charges | 3,500 | 500 | | | 3,500 | 500 | | 3,000 | 1,245.00 | 3,275.00 | 1,734.35 |
| Travel & Mileage | 5,900 | | | | 5,900 | | | 5,900 | 10,340.70 | 6,671.16 | 8,884.66 |
| Dues & Subscriptions | 30,300 | 5,000 | | | 30,300 | 5,000 | | 25,300 | 14,984.00 | 13,494.00 | 12,791.00 |
| Other | 20,000 | | | | 20,000 | | | 20,000 | 21,224.44 | 10,098.74 | 11,005.96 |
| Expense | 715,688 | 80,921 | 12.7% | | 715,688 | 80,921 | 12.7% | 634,767 | 549,025.19 | 435,883.13 | 373,601.05 |
| Capital Equipment | 63,425 | (291,717) | | | 63,425 | (291,717) | | 355,142 | 130,560.12 | 257,317.40 | 101,856.81 |
| Budget Capital | 63,425 | (291,717) | -82.1% | | 63,425 | (291,717) | -82.1% | 355,142 | 130,560.12 | 257,317.40 | 101,856.81 |
| TOTAL | 9,577,335 | (128,835) | -1.3% | | 9,577,335 | (128,835) | -1.3% | 9,706,170 | 8,369,617.18 | 8,101,428.62 | 7,111,658.12 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Police Chief | 1.00 | EC | | EC | 200,291 | | 50,073 | 4,006 | | $254,370 | |
| 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 | 9 | 84,552 | | | | | $84,552 | |
| Administrative Assistant | 1.00 | I | 3 | 9 | 68,972 | | | | | $68,972 | |
| Administrative Analyst | 1.00 | GT | 6 | 9 | 84,552 | | | | | $84,552 | |
| Other Elective Compensation | | P | X | X | | | | 6,110 | | $6,110 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 5,059 | $5,059 | |
| Administration | 8.00 | | | | 1,063,571 | | 206,375 | 45,376 | 5,059 | $1,320,381 | |
| Police Officer | 1.00 | P | 1 | 3 | 63,294 | 13,567 | 12,659 | 3,052 | | $92,571 | |
| Police Officer | 1.00 | P | 1 | 3 | 63,294 | 13,567 | 12,659 | 3,052 | | $92,571 | |
| Police Officer | 1.00 | P | 1 | 3 | 63,294 | 13,567 | 12,659 | 3,052 | | $92,571 | |
| Police Officer | 1.00 | P | 1 | 3 | 63,294 | 13,567 | 12,659 | 3,052 | | $92,571 | |
| Police Officer | 1.00 | P | 1 | 3 | 63,294 | 13,567 | 12,659 | 3,052 | | $92,571 | |
| 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 | 18,212 | 8,206 | 3,802 | | $112,276 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 18,368 | 20,514 | 3,802 | | $124,741 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 10,555 | 16,411 | 4,802 | | $113,825 | School Resource Officer |
| Police Officer | 1.00 | P | 1 | 7 | 76,544 | 15,655 | | 3,582 | | $95,781 | |
| Police Officer | 1.00 | P | 1 | 6 | 72,987 | 7,688 | | 3,439 | | $84,114 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 8,627 | 20,514 | 4,802 | | $116,000 | Community Outreach Officer |
| Police Sergeant | 1.00 | P | 2 | 9 | 100,859 | 15,395 | 25,215 | 5,554 | | $147,023 | Patrol Supervisor |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 7,697 | 20,514 | 3,802 | | $114,070 | |
| Police Officer | 1.00 | P | 1 | 5 | 69,597 | 11,209 | 13,919 | 3,304 | | $98,029 | |
| Police Sergeant | 1.00 | P | 2 | 9 | 100,859 | 25,310 | 25,215 | 5,554 | | $156,938 | Patrol Supervisor |
| Police Officer | 1.00 | P | 1 | 5 | 69,597 | 11,209 | 13,919 | 3,304 | | $98,029 | |
| Police Sergeant | 1.00 | P | 2 | 9 | 100,859 | 20,972 | 20,172 | 5,554 | | $147,558 | Administrative Sergeant |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Police Chief | 1.00 | 1.00 | 1.00 | X | X | EC | 235,180 | 244,587 | 254,370 | 4.0% |
| Deputy Police Chief | 1.00 | 1.00 | 1.00 | OOR | EC | EC | 202,680 | 215,821 | 215,821 | 0.0% |
| Police Lieutenant | 1.00 | 1.00 | 1.00 | 6 | 6 | 6 | 191,532 | 200,315 | 200,315 | |
| Police Lieutenant | 1.00 | 1.00 | 1.00 | 6 | 6 | 6 | 191,532 | 200,315 | 200,315 | |
| Police Lieutenant | 1.00 | 1.00 | 1.00 | 6 | 6 | 6 | 191,532 | 200,315 | 200,315 | |
| Police Administrative Specialist | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 76,226 | 80,418 | 84,552 | 5.1% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 11 | 8 | 9 | 67,665 | 65,618 | 68,972 | 5.1% |
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 69,615 | 80,418 | 84,552 | 5.1% |
| Other Elective Compensation | | | | | X | X | 6,110 | 6,110 | 6,110 | |
| BUDGETARY ADJUSTMENT | | | | | | | 4,739 | 4,951 | 5,059 | 2.2% |
| Administration | 8.00 | 8.00 | 8.00 | | | | 1,236,810 | 1,298,867 | 1,320,381 | 1.7% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 3 | 92,454 | 101,625 | 92,571 | -8.9% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 3 | 101,479 | 119,681 | 92,571 | -22.7% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 5 | 3 | 107,239 | 97,202 | 92,571 | -4.8% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 4 | 3 | 92,454 | 96,994 | 92,571 | -4.6% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 3 | 108,829 | 122,131 | 92,571 | -24.2% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 5 | 5 | 90,581 | 102,685 | 101,625 | -1.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,324 | 111,216 | 112,276 | 1.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 112,378 | 124,741 | 124,741 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 104,239 | 113,824 | 113,825 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 73,167 | 90,744 | 95,781 | 5.6% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 6 | 92,454 | 83,549 | 84,114 | 0.7% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 9 | 92,454 | 101,625 | 116,000 | 14.1% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 130,946 | 145,419 | 147,023 | 1.1% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 108,963 | 114,070 | 114,070 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 5 | 92,454 | 101,625 | 98,029 | -3.5% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 131,138 | 148,371 | 156,938 | 5.8% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 5 | 92,454 | 101,625 | 98,029 | -3.5% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 120,767 | 135,797 | 147,558 | 8.7% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 15,091 | 20,514 | 3,802 | | $121,464 | |
| Police Sergeant | 1.00 | P | 2 | 7 | 94,120 | 23,397 | 18,824 | 5,285 | | $141,626 | Patrol Supervisor |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 9,509 | | 3,802 | | $95,367 | |
| Police Sergeant | 1.00 | P | 2 | 9 | 100,859 | 17,159 | 10,086 | 5,554 | | $133,658 | Patrol Supervisor |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 12,670 | 16,411 | 3,802 | | $114,939 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 15,835 | 16,411 | 5,802 | | $120,104 | Car Seat Installer &Traffic Officer |
| Police Sergeant | 1.00 | P | 2 | 9 | 100,859 | 16,310 | | 5,554 | | $122,723 | Patrol Supervisor |
| Police Officer | 1.00 | P | 1 | 8 | 78,083 | 12,222 | | 3,643 | | $93,948 | |
| 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 | 14,292 | 8,206 | 3,802 | | $108,356 | |
| Police Officer | 1.00 | P | 1 | 8 | 78,083 | 6,324 | 15,617 | 4,643 | | $104,667 | School Resource Officer |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 6,465 | | 3,802 | | $92,323 | |
| Police Sergeant | 1.00 | P | 2 | 9 | 100,859 | 12,004 | 20,172 | 7,554 | | $140,590 | Detective |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 16,093 | | 4,802 | | $102,951 | Animal Control Substitute |
| Police Officer | 1.00 | P | 1 | 5 | 69,597 | 11,694 | 17,399 | 3,304 | | $101,994 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 18,064 | 8,206 | 3,802 | | $112,128 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 7,008 | 20,514 | 6,802 | | $116,380 | Detective |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 6,465 | | 3,802 | | $92,323 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 12,119 | | 3,802 | | $97,977 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 17,446 | 20,514 | 6,802 | | $126,818 | Detective |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 7,571 | 16,411 | 5,802 | | $111,840 | Car Seat Installer/Community Service Officer |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 16,588 | | 5,802 | | $104,447 | Armorer & Admin Officer |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 10,060 | 16,411 | 3,802 | | $112,330 | |
| Police Officer | 1.00 | P | 1 | 6 | 72,987 | 11,112 | | 3,439 | | $87,538 | |

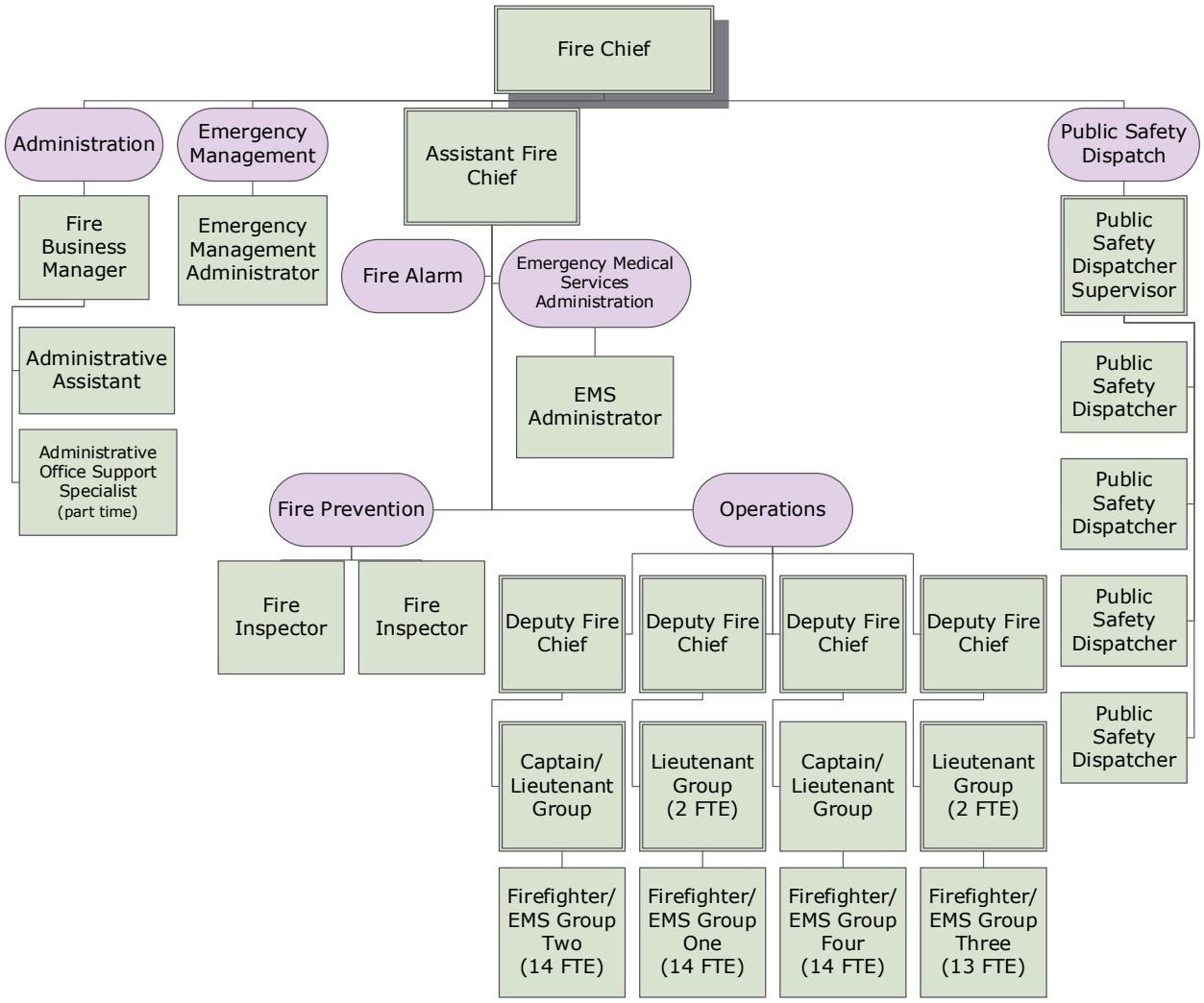
| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 108,972 | 121,029 | 121,464 | 0.4% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 9 | 6 | 7 | 136,575 | 137,849 | 141,626 | 2.7% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 85,704 | 95,368 | 95,367 | 0.0% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 120,282 | 133,658 | 133,658 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 104,239 | 116,244 | 114,939 | -1.1% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 106,239 | 118,174 | 120,104 | 1.6% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 103,725 | 116,336 | 122,723 | 5.5% |
| Police Officer | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 79,867 | 92,130 | 93,948 | 2.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 105,422 | 117,114 | 117,114 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 97,457 | 107,736 | 108,356 | 0.6% |
| Police Officer | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,866 | 102,636 | 104,667 | 2.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 89,110 | 91,888 | 92,323 | 0.5% |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 131,008 | 140,589 | 140,590 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 92,619 | 102,951 | 102,951 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 5 | 92,454 | 98,304 | 101,994 | 3.8% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,547 | 111,694 | 112,128 | 0.4% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,929 | 116,380 | 116,380 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 82,943 | 92,323 | 92,323 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 86,098 | 97,107 | 97,977 | 0.9% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 113,549 | 126,818 | 126,818 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 99,718 | 111,840 | 111,840 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 93,225 | 102,517 | 104,447 | 1.9% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 104,231 | 112,329 | 112,330 | 0.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 5 | 6 | 92,454 | 83,549 | 87,538 | 4.8% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 7,443 | 20,514 | 6,802 | | $116,815 | Detective |
| Police Officer | 1.00 | P | 1 | 8 | 78,083 | 9,989 | 15,617 | 3,643 | | $107,332 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 6,958 | 8,206 | 3,802 | | $101,022 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 16,645 | 16,411 | 4,802 | | $119,914 | Fire Arms Instructor |
| Police Officer | 1.00 | P | 1 | 7 | 76,544 | 11,415 | 15,309 | 3,582 | | $106,850 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 19,994 | $19,994 | |
| P P & E | 47.00 | | | | 3,796,787 | 616,327 | 579,977 | 205,311 | 19,994 | $5,218,397 | |
| Police Officer | 1.00 | P | 1 | 9 | 82,056 | 17,037 | 17,425 | 3,802 | | $120,320 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 463 | $463 | |
| Court | 1.00 | | | | 82,056 | 17,037 | 17,425 | 3,802 | 463 | $120,783 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 5 | 80,288 | 3,860 | | | | $84,148 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 4 | 77,730 | 3,737 | | | | $81,467 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 5 | 80,288 | 3,860 | | | | $84,148 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 8 | 86,965 | 5,019 | | | | $91,984 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 4 | 77,730 | 3,737 | | | | $81,467 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,628 | $1,628 | |
| Dispatch | 5.00 | | | | 403,001 | 20,214 | | | 1,628 | $424,843 | |
| Police Maintenance Assistant | 1.00 | GF | 3 | 11 | 71,781 | 800 | | | | $72,581 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 279 | $279 | |
| Maintenance | 1.00 | | | | 71,781 | 800 | | | 279 | $72,860 | |
| Animal Control Officer | 1.00 | GF | 7 | 7 | 84,926 | | | | | $84,926 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 327 | $327 | |
| Animal Control | 1.00 | | | | 84,926 | | | | 327 | $85,253 | |
| Department Totals | 63.00 | | | | 5,502,122 | 654,377 | 803,777 | 254,490 | 27,750 | $7,242,516 | |
| | Salary and Wage Base (5110) | | | | | | | | | $5,502,122 | |
| | Other Regular Compensation (5110) | | | | | | | | | $654,377 | |
| | Education Compensation (5192) | | | | | | | | | $803,777 | |
| | Other Pay and Stipends (5197) | | | | | | | | | $254,490 | |
| | Budgetary Adjustment (5110) | | | | | | | | | $27,750 | |
| | Total | | | | | | | | | $7,242,516 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Police Officer | 1.00 | 1.00 | 1.00 | 8 | 9 | 9 | 99,839 | 116,380 | 116,815 | 0.4% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 7 | 8 | 87,022 | 105,228 | 107,332 | 2.0% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 92,408 | 100,587 | 101,022 | 0.4% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 93,005 | 121,016 | 119,914 | -0.9% |
| Police Officer | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 78,678 | 101,910 | 106,850 | 4.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 18,069 | 20,018 | 19,994 | -0.1% |
| P P & E | 47.00 | 47.00 | 47.00 | | | | 4,716,030 | 5,224,626 | 5,218,397 | -0.1% |
| Police Officer | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 108,278 | 119,450 | 120,320 | 0.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 416 | 459 | 463 | 0.9% |
| Court | 1.00 | 1.00 | 1.00 | | | | 108,694 | 119,909 | 120,783 | 0.7% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 3 | 4 | 5 | 74,098 | 79,090 | 84,148 | 6.4% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 3 | 3 | 4 | 74,098 | 76,344 | 81,467 | 6.7% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 3 | 4 | 5 | 74,098 | 79,090 | 84,148 | 6.4% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 87,956 | 87,253 | 91,984 | 5.4% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 3 | 3 | 4 | 74,098 | 76,344 | 81,467 | 6.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,478 | 1,486 | 1,628 | 9.6% |
| Dispatch | 5.00 | 5.00 | 5.00 | | | | 385,826 | 399,607 | 424,843 | 6.3% |
| Police Maintenance Assistant | 1.00 | 1.00 | 1.00 | 11 | 11 | 11 | 68,462 | 70,501 | 72,581 | 3.0% |
| BUDGETARY ADJUSTMENT | | | | | | | 263 | 263 | 279 | 6.1% |
| Maintenance | 1.00 | 1.00 | 1.00 | | | | 68,725 | 70,764 | 72,860 | 3.0% |
| Animal Control Officer | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 75,670 | 80,309 | 84,926 | 5.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 291 | 300 | 327 | 9.0% |
| Animal Control | 1.00 | 1.00 | 1.00 | | | | 75,961 | 80,609 | 85,253 | 5.8% |
| Department Totals | 63.00 | 63.00 | 63.00 | | | | 6,592,047 | 7,194,383 | 7,242,516 | 0.7% |

# 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<br>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**

The Fire Department is due to take delivery of a new ladder truck in the spring of 2025. This will replace the department's existing apparatus, which is 24 years old.

The Fire Department is working with ITS and the Building Department to streamline the fire-permitting process. The goal is to offer easy access to all residents and businesses by having an easy online application. This process will be completely rolled out in the coming months.

The Fire Department is looking forward to securing the Safe and Senior Safe grants again to educate both young and old on the importance of fire safety awareness.

An application for the FY25 Firefighting Safety Equipment grant has been submitted and are hopeful we will be awarded $24,000 to replace our 2012 thermal imaging devices.

The Fire Department will be ready to update our fleet to have ALS engines in the spring of 2025. This will be invaluable in giving us the capability of responding with advanced life support when our ambulances are committed to other emergencies.

The Fire Department is planning to coordinate a career day for high school students to educate on the work of a firefighter/paramedic. The hope is we will show our young residents how to access work in public safety as an alternative when graduating high school. When high school graduates are hired, there are education incentives offered while actively employed here.

The Emergency Management Administrator has plans in FY25 and FY26 to update the Towns Comprehensive Emergency Management Plan and Hazard Mitigation Plan to be in compliance and to continue applying and receiving the EMPG and HMEP Grants.

**Budget Statement**

The Fire Department has three (3) main sources of revenue for the Town. In FY2024 we collected
Ambulance Services $1,561,568 (an increase of $165,286 over FY2023)
Inspection Permits $40,510 (an increase of $505 over FY2023)
Wireless Fire Alarm Box monitoring $14,880 (a decrease of $5,280 over FY2023)

These three (3) revenue sources represent an 11% increase over FY2023

**DSR2 Salary and Wages**

The Salary and Wage Permanent Positions are based on FY2026 salaries as Local 1706 have a contract through FY2026. Also included are many step and longevity raises along with additional members attaining higher education compensation.

The Scheduled Overtime line on the DSR2 includes overtime necessary to cover all vacation and ¾ of all personal shifts. We also project the number of $743,317 to cover the estimated cost of coverage for sick, military tours, mutual aid, callbacks, holdovers, storm coverage, 111F, mechanics, training, special events, court and staff meetings for members of Units A & C. Training and Development increased slightly to adjust for contractual increases in overtime rates.

| Department Information<br>DSR1 | |
|---|---|
| Department | Fire Department |

Dispatchers overtime includes desk coverage for use of vacation time, personal time and all other types of leave. Training is state mandated for all Emergency Medical Dispatchers.

Working out of grade is based on the average usage over the past three years.

The Temp PT Special Assignment Admin position has been removed in recognition of our office being fully staffed and cross-trained for coverage during absences.

In FY2024, the Fire Department returned 4.5% of the overall Salary and Wage appropriation We carried three (3) vacancies for most of the fiscal year as hiring suitable candidates continues to be difficult. It can take a year to hire and academy train a firefighter. We have since hired three (3) new firefighters at the beginning of FY2025. Having vacancies affects morale and leaves gaps in service and reduces the ability of members for additional training opportunities that arise.

**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:**
FY24 – Back to Basics, ICS Overview
FY23 – Emergency Shelter Plan
FY22 – Hazard and Vulnerability Assessment

The Hazardous Material 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:**
FY24:
FY23: Hazardous Materials Awareness Training
FY22: HazMat/Mass Casualty Tabletop Exercise

**DSR2 Services and Supplies**

| Line Item | Description | Change from FY25 | Comments | Net Change |
|---|---|---|---|---|
| Repair & Maintenance Services | Firefighting Equipment | ($1,592) | Based on vendor quotes | $2,152 |
| | Radio Maint. Contract | $531 | Contract pricing from vendor | |
| | Vehicle Inspections | ($1,000) | Based on vendor quotes | |
| | Outside Vehicle Repairs | $5,805 | Used three-year average | |
| | Radio Box Repairs | ($1,500) | Service no longer required | |
| | Radio Repair | ($1,500) | Included in Radio Maint. Contract | |
| | Defibrillator & Stretcher Maintenance | $1,408 | Contract pricing from vendor | |

| Department Information DSR1 | | | | |
|---|---|---|---|---|
| Department | Fire Department | | | |
| Professional & Technical Services | New Hire psychological, FF1, FF2 & HazMat Cert | $465 | Anticipate 3 new hires | ($17,858) |
| | Policies & Procedures Software | ($10,923) | Second year of contract pricing without the set-up portion from year 1 | |
| | Fire Chief's Prof Dev Seminar | $500 | Increased pricing | |
| | MMA Conference | $325 | Attendance in FY26 | |
| | Handtevy Program | ($5,794) | Second year of contract pricing without the set-up portion from year 1 | |
| | Emergency Mgmnt Conf | $2,500 | EMA plans to attend in FY26 | |
| | Pediatric Life Support certification | ($4,320) | Second year of contract pricing without the set-up portion from year 1 | |
| | Vector Solutions | $635 | Contract price for year #3 | |
| | Dispatchers' Con ED | $299 | Based on vendor quote | |
| | EOP Software GUEST | $2,100 | Based on vendor quote and increased service | |
| | ESO EMS software | ($227) | Based on vendor quote | |
| | EMT/Paramedic CON ED Prodigy | $1,030 | Based on vendor quote | |
| | EMT/Paramedic Refresher Course, ACLS | ($1,956) | Based on number of employees who will be required to recertify in FY2026 | |
| | Police Detail | ($440) | Not needed in operating as included in Wire removal calculations. | |
| | Medical Oxygen | ($1,152) | Moved to Medical Supplies line | |
| | Instructor Fees | ($4,500) | Not needed as current members have instructor certifications | |
| | Environmental Consultant HazMat | $18,600 | Information provided by | |

| Department Information DSR1 | | | | |
|---|---|---|---|---|
| Department | Fire Department | | | |
| | reporting | | consultant, $15,000 being taken from full scale exercise line | |
| | Emergency Mgmnt Training for schools and Town along with full scale exercise | ($15,000) | Request being moved to consultant and reporting line | |
| Communications | Cable Internet | $177 | Increased pricing for FY2026 | $27 |
| | Emergency Mgmnt Postage | ($150) | Reduced based on need | |
| Gasoline & Diesel Fuel | Gasoline and Diesel Fuel for all vehicle | $882 | Average of last three years with provided rates | $882 |
| Medical Supplies | General Medical Supplies | $2,568 | Based on 3% expected increase in pricing + $1152 from other line for medical oxygen | $2,568 |
| Other Purchased Services | Medical Waste Pickup | ($100) | Based on usage in the last three years | ($100) |
| Other Supplies & Equipment | General Firefighting Supplies | ($9,230) | Some items now included in Capital request for vehicles | ($4,737) |
| | Uniforms | $4,493 | Based on vendor quote and anticipated increase in pricing | |
| Government Charges | Ambulance Licensing | $400 | Additional License for ALS Engine | $400 |
| Travel | Out of state travel for EMA | $800 | Attendance of conference previously covered by HHS Dept | $824 |
| | IAFC out of state conference | $24 | Based on increased pricing | |
| Vehicle | Vehicle Maintenance Supplies | $7,309 | Based on usage for the last three years | $7,309 |
| IT Expenses | Replacement of Vehicle IT requirements | $30,000 | 3-year average replacement, not previously budgeted through individual departments | $30,000 |
| CAD Software | TriTech System | $9,000 | Based on pricing | $9,000 |
| Capital Expenses | Complete Hitch Gear | $5,283 | Based on pricing provided | $5,283 |

| Department Information<br>DSR1 | |
|---|---|
| Department | Fire Department |

Accomplishments and Activities

The Fire Department has moved away from Civil Service, and we are currently developing testing practices for hiring and promotions. The Fire Department is working with Human Resources to hire a vendor for this. We believe that we will reach a wider pool of candidates with this approach and can align with the DEI goals of the Town.

There has been a staff change with the Emergency Management Administrator position. The goal for the EMA is to have the Emergency Operations Team trained and prepared in their EOC roles. Full-scale exercises are planned along with workshops to engage stakeholders and community partners through local emergency planning.
Each Town building along with Town staff is participating in active threat drills and trainings. We are also reviewing and updating our policies and procedures for active shooter responses out in the field. We will continue to train and drill with the Police department and other first responders

The Fire Department is actively removing all the outdated fire alarm wire around Town. This means utility companies can move equipment when necessary. This task was made possible with funding by the passing of the special warrant article at Town Meeting in May 2024.

The Fire Department is implementing a Paramedic Training Officer (PTO) program. The paramedic training officers mentor new hires and train them to the highest standards. The PTO will remain with them throughout their time and ensure the highest standards of care to the residents in their charge.

Back to basics training has been something we have been focusing on. This is vital when we do not see a large number of structural fires on a regular basis. The Fire Department carries out daily trainings on skills that can become rusty if not used repetitively.

Spending Request Recap

| Description | Base Request<br>DSR2 | Additional Request<br>DSR4 | Total<br>(DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 11,885,149 | 365,536 | 12,250,685 |
| b) Expenses | 599,589 | 2,400 | 601,989 |
| c) Capital | 48,074 | 46,516 | 94,590 |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 12,532,812 | 414,452 | 12,947,264 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | Fire Department | | | | | | | | | |
| Object | Description | | | | | | | | | Amount |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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 | | Fire A | 66 | Fire C | 5 | ITWA | 1 | NIPEA | |
| | Police | | Police Superior | | NA | 8 | | | | |
| 1. Salary and Wage Permanent Positions. | | | | | | | | | | |
| a. | PRD1 Salary and Wages Base | | | | | | | | | 7,261,736 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | 1,598,542 |
| c. | PRD1 Education (5192) | | | | | | | | | 618,527 |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | 78,807 |
| e. | PRD1 Budget Adjustments | | | | | | | | | 36,760 |
| | PRD1 Sub Total | | | | | | | | | 9,594,372 |
| j | DSR3 Other Compensation | | | | | | | | | 10,111 |
| | Sub Total 1 | | | | | | | | | 9,604,483 |
| 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) | | | | | | | | | 1,784,573 |
| b. | Training and Development | | | | | | | | | 380,092 |
| c. | Fire Administration Overtime | | | | | | | | | 4,139 |
| d. | Dispatch Overtime | | | | | | | | | 78,702 |
| e. | DSR3 Total | | | | | | | | | 10,999 |
| | Sub Total 3 | | | | | | | | | 2,258,504 |
| 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) | | | | | | | | | | 11,885,149 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Fire Department | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | Copier Maintenance $400<br>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 $20,941<br>Vehicle Inspections $14,020<br>Outside vehicle repair including towing,/service calls; motor chassis, brakes, exhaust, body, pump & Aerial repairs, as well as scheduled maintenance $23,513<br>Radio Maintenance Contract $30,398<br>Defib and Stretcher Maintenance $25,728 IT replacement $30,000 | 145,000 |
| Rental & Leases (527X) | Acetylene Tank rental $190<br>Medical Oxygen Tank Rental$1300 | 1,490 |
| Other Property Related Services (529x) | | |
| Professional & Technical Services (530x – 531x) | Regional Shared resource $1,200<br>New Hire Psychological, Firefighter I & II<br>HazMat Certification$1,395<br>Environmental consultant to do tier2 Haz Mat reporting for Town$26,600<br>Policies & Procedures Mgmnt. Software $10,811<br>Monthly Fire Chiefs Association Meeting and Fire Prevention Meeting<br>Annual Conferences including MMA, FCAM, International Association of Fire Chiefs, FDIC, Emergency Management Conference International Association of Emergency Managers, along with various training for officers and FFs $8,859<br>Pharm Logs – Drug log software $767<br>EMT/Paramedic Course ACLS/CPR $6,230<br>Continuing Education Prodigy $6,580<br>Emergency Medical Dispatch Software & Maintenance $300<br>Civilian Dispatch Required certification $3,085<br>Emergency Management Conference $3,000 | 124,606 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Fire Department | |
| | Emergency Management Full scale exercise $3,000<br>RAVE Emergency notification system $10,500<br>EOP Emergency Management software $5,600<br>Vector Solutions Call back system $6,086<br>Wellness training $7,000<br>PALS Certification $2,520<br>ESO Software $7,883<br>Handtevy System$4,190<br>TriTech CAD Software $9,000 | |
| Communications (534x) | All Wireless Communications $11,190<br>Cable/Internet $$1,200<br>Postage $$350<br>Printing/Mailing $1,177 | 13,917 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | Uniform tailoring & Embroidery $1,670<br>Medical Waste Pick-up $1,000 | 2,670 |
| Office Supplies (542x) | General office Supplies including but not limited to pens, paper, file folders, paper clips, tape, staples, writing materials $1,650 | 1,650 |
| Building & Equipment Supplies (543x) | | |
| Custodial Supplies (545x) | Laundry & Kitchen necessities $$5000 | 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. $61,837 | 61,837 |
| Gasoline and Diesel Fuel (5481) | FY22 Consumption Unleaded 6978 Diesel 6532<br>FY23 Consumption Unleaded 7227 Diesel 6253 FY24 Consumption Unleaded 7877 Diesel 6735 with provided rates | 66,803 |
| Food and Service Supplies (549x) | | |
| Medical Supplies (550x) | Medical Supplies to restock 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. $48,616<br>Medical Oxygen $1,152 | 49,768 |
| Public Works Supplies (553x) | | |
| Other Supplies & Equipment (558x) | Firefighting supplies including but not limited to: SCBA face pieces & | 96,322 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Fire Department | |
| | Accessories, foam, saws, gas meters, batteries etc. $41,893<br>All work and dress uniforms including but not limited to dress pants, shirts, coats, work pants & Shirts, sweatshirts, jackets, hats, gloves, ties etc. $42,711<br>NFPA codes $400 Badges, Nameplates, Hat Badges, Collar Insignias $5,418<br>Fire Prevention Supplies $400<br>Public Education Supplies $1,600<br>Fire Alarm Supplies $800<br>EMS room supplies $2,000<br>Emergency Management supplies $1,100 | |
| Governmental Charges (569x) | Licenses for rescues $1,800<br>Food and Drug License $615<br>EMT/Paramedic State National recertification $5,160 | 7,575 |
| Travel & Mileage (571x – 572x) | Hotels, airfare, mileage, parking & tolls for conferences & meetings, $9,550<br>Mileage for Emergency Management seminars & conferences $500<br>Hotels, airfare 7 parking for Emergency Management Administrator for out-of-state travel $2,800<br>Misc $500 | 13,350 |
| Dues & Subscriptions (573X) | Fire Chiefs association of MA $500<br>Norfolk County Fire Chiefs Association $500<br>International Association of Fire Chiefs $1,576<br>National Fire Protection Association $525<br>Fire Prevention Association $100<br>Metro Fire $5,000<br>International Association of Emergency Managers $200 | 8,401 |
| Other Expenses (574 X – 579x) | Meetings and special events refreshments $700 | 700 |
| 6. Total Expenses | | 599,589 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | Personal Protective Structural Firefighting gear for promotions and new hires along with repairs to existing equipment $48,074 | 48,074 |
| 7. Total Operating Budget Capital | | 48,074 |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 12,532,812 |
| | | |
| Does the Department depend on any Federal or State grants to provide | YES | | NO | X |

| Department Expenditure Detail<br>DSR2 | | | | |
|---|---|---|---|---|
| Department | Fire Department | | | |
| services? | | | | |
| Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Services (ITS) 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 | Fire Department | | | | | |
| | Description | Amount | Amount Reflected DSR2A Section | | | |
| | | | 1 | 2 | 3 | 4 |
| 1 | Certified Paramedic Instructors | 4,000 | X | | | |
| 2 | Civilian Dispatch Holiday Worked | $6,111 | X | | | |
| 3 | Civilian Dispatch Training | $10,999 | | | X | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
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| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | $21,110 | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | $10,111 | | | | |
| | Amount Reported Under DSR2A Section 2 | | | | | |
| | Amount Reported Under DSR2A Section 3 | 10,999 | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | 21,110 | | | | |
| | | | | | | V2026 |

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Fire Department | Fiscal Year | 2026 |
| Title | Four (4) Additional Firefighters/Paramedics | Priority | 1 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 4 | $91,384 | | $91,384 |
| 2. Expense | | $200 | $400 | $600 |
| 3. Operating Capital | | $1,057 | $10,572 | $11,629 |
| 4. Department Total (1+2+3) | | $104,156 | $10,972 | $115,128 |
| 5. Other Costs | | $39,239 | $ | $39,239 |

| 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 Fire Department is requesting four (4) new positions to accommodate the growing needs of the Town of Needham.

With the population and responses to emergency calls on the rise, we are looking to the future to expand our services to meet these needs. We feel this is necessary to continue the high level of response and service that the Town of Needham is accustomed to.

We see several factors that are influencing the request for additional staff:

- The opening of the Children's Hospital in 2025.
- The addition of housing from the MBTA requirement.
- The MWRA tunnel project is slated to start in 2027 and will continue for 13 years.
- The Linden Street/Chambers Street project will replace single dwelling units with four story multiple unit buildings.

These four projects will add patients, residents, workers and visitors to Town. Inevitably calls for service will increase, and we feel the need for the staffing level to correlate with this.

V2026

| Performance Improvement Funding Request Supplement<br>DSR4S | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Firefighter/Paramedic | | | | | | | Priority | 1 | |
| Classification | X | FT | | PT | | Seasonal | | | | |
| Part Time /Seasonal | Hours Per Week | | | | | Number of Weeks Per Year | | | | |
| Compensation Detail | | | | | | | | | | |
| Base Rate | Step 2 $29.10 hourly | | | | | | | | $63,555 | |
| Other | Paramedic Pay 14.5% | | | | | | | | $9,215 | |
| Other | Education Pay 15% | | | | | | | | $9,533 | |
| Other | Holiday Pay | | | | | | | | $4,946 | |
| Other | In-Service Training Stipend | | | | | | | | $2,550 | |
| Other | Hol Worked 3.5/year 10.5hrs | | | | | | | | $1,385 | |
| Other | Dispatch and Boots allowance | | | | | | | | $200 | |
| Other | Salary and Wage Total | | | | | | | | $91,384 | |
| 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 | | Y | Office 365 license | | | | | | | |
| Mobile Communication Device | X | | | | | | | | | |
| Uniform | | Y | Pants/Shirts/ Hats | | | | $400 | | $200 | |
| Tools | X | | | | | | | | | |
| Equipment | | Y | PPE-2 sets | | | | $10,572 | | $1,057 | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Totals | | | | | | | $10,972 | | $1,257 | |
| | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | $39,239 | | $39,239 | |
| Description and Explanation | | | | | | | | | | |
| This funding request is commensurate to a Step 2 Firefighter/Paramedic level in accordance with Local 1706 collective bargaining agreement, which is the rate the department hires at. It assumes a bachelor's level of education. Expenses include a uniform and an Office 365 license. Capital expenses are for outfitting the individual with two (2) sets of personal protective equipment. The estimated annual benefit cost was provided by the finance department. | | | | | | | | | | |
| V2026 | | | | | | | | | | |

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Firefighter/Paramedic | | | | | | | Priority | 2 | |
| Classification | X | FT | | PT | | Seasonal | | | | |
| Part Time /Seasonal | Hours Per Week | | | | | Number of Weeks Per Year | | | | |
| Compensation Detail | | | | | | | | | | |
| Base Rate | Step 2 $29.10 hourly | | | | | | | | $63,555 | |
| Other | Paramedic Pay 14.5% | | | | | | | | $9,215 | |
| Other | Education Pay 15% | | | | | | | | $9,533 | |
| Other | Holiday Pay | | | | | | | | $4,946 | |
| Other | In-Service Training Stipend | | | | | | | | $2,550 | |
| Other | Hol Worked 3.5/year 10.5hrs | | | | | | | | $1,385 | |
| Other | Dispatch and Boots allowance | | | | | | | | $200 | |
| Other | Salary and Wage Total | | | | | | | | $91,384 | |
| 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 | | Y | Office 365 license | | | | | | | |
| Mobile Communication Device | X | | | | | | | | | |
| Uniform | | Y | Pants/Shirts/ Hats | | | | $400 | | $200 | |
| Tools | X | | | | | | | | | |
| Equipment | | Y | PPE-2 sets | | | | $10,572 | | $1,057 | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Totals | | | | | | | $10,972 | | $1,257 | |
| | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | $39,239 | | $39,239 | |
| Description and Explanation | | | | | | | | | | |
| This funding request is commensurate to a Step 2 Firefighter/Paramedic level in accordance with Local 1706 collective bargaining agreement, which is the rate the department hires at. It assumes a bachelor's level of education. Expenses include a uniform and an Office 365 license. Capital expenses are for outfitting the individual with two (2) sets of personal protective equipment. The estimated annual benefit cost was provided by the finance department. | | | | | | | | | | |
| V2026 | | | | | | | | | | |

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Firefighter/Paramedic | | | | | | | Priority | 3 | |
| Classification | X | FT | | PT | | Seasonal | | | | |
| Part Time /Seasonal | Hours Per Week | | | Number of Weeks Per Year | | | | | | |
| Compensation Detail | | | | | | | | | | |
| Base Rate | Step 2 $29.10 hourly | | | | | | | $63,555 | | |
| Other | Paramedic Pay 14.5% | | | | | | | $9,215 | | |
| Other | Education Pay 15% | | | | | | | $9,533 | | |
| Other | Holiday Pay | | | | | | | $4,946 | | |
| Other | In-Service Training Stipend | | | | | | | $2,550 | | |
| Other | Hol Worked 3.5/year 10.5hrs | | | | | | | $1,385 | | |
| Other | Dispatch and Boots allowance | | | | | | | $200 | | |
| Other | Salary and Wage Total | | | | | | | $91,384 | | |
| 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 | | Y | Office 365 license | | | | | | | |
| Mobile Communication Device | X | | | | | | | | | |
| Uniform | | Y | Pants/Shirts/ Hats | | | | | $400 | $200 | |
| Tools | X | | | | | | | | | |
| Equipment | | Y | PPE-2 sets | | | | | $10,572 | $1,057 | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Totals | | | | | | | | $10,972 | $1,257 | |
| | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | | $39,239 | $39,239 | |
| Description and Explanation | | | | | | | | | | |
| This funding request is commensurate to a Step 2 Firefighter/Paramedic level in accordance with Local 1706 collective bargaining agreement, which is the rate the department hires at. It assumes a bachelor's level of education. Expenses include a uniform and an Office 365 license. Capital expenses are for outfitting the individual with two (2) sets of personal protective equipment. The estimated annual benefit cost was provided by the finance department. | | | | | | | | | | |
| V2026 | | | | | | | | | | |

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Firefighter/Paramedic | | | | | | | Priority | 4 | |
| Classification | X | FT | | PT | | Seasonal | | | | |
| Part Time /Seasonal | Hours Per Week | | | | | Number of Weeks Per Year | | | | |
| Compensation Detail | | | | | | | | | | |
| Base Rate | Step 2 $29.10 hourly | | | | | | | | $63,555 | |
| Other | Paramedic Pay 14.5% | | | | | | | | $9,215 | |
| Other | Education Pay 15% | | | | | | | | $9,533 | |
| Other | Holiday Pay | | | | | | | | $4,946 | |
| Other | In-Service Training Stipend | | | | | | | | $2,550 | |
| Other | Hol Worked 3.5/year 10.5hrs | | | | | | | | $1,385 | |
| Other | Dispatch and Boots allowance | | | | | | | | $200 | |
| Other | Salary and Wage Total | | | | | | | | $91,384 | |
| 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 | | Y | Office 365 license | | | | | | | |
| Mobile Communication Device | X | | | | | | | | | |
| Uniform | | Y | Pants/Shirts/ Hats | | | | $400 | | $200 | |
| Tools | X | | | | | | | | | |
| Equipment | | Y | PPE-2 sets | | | | $10,572 | | $1,057 | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Other | X | | | | | | | | | |
| Totals | | | | | | | $10,972 | | $1,257 | |
| | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | $39,239 | | $39,239 | |
| Description and Explanation | | | | | | | | | | |
| This funding request is commensurate to a Step 2 Firefighter/Paramedic level in accordance with Local 1706 collective bargaining agreement, which is the rate the department hires at. It assumes a bachelor's level of education. Expenses include a uniform and an Office 365 license. Capital expenses are for outfitting the individual with two (2) sets of personal protective equipment. The estimated annual benefit cost was provided by the finance department. | | | | | | | | | | |
| V2026 | | | | | | | | | | |

| Fire Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 8,938,809 | 391,913 | | 316,404 | 9,255,213 | 708,317 | | 8,546,896 | 7,593,211.02 | 7,248,654.35 | 7,000,321.67 |
| Salary & Wage Temporary | | (10,800) | | | | (10,800) | | 10,800 | 8,846.05 | 18,954.84 | 51,294.58 |
| Salary & Wage Overtime | 1,867,415 | 94,622 | | | 1,867,415 | 94,622 | | 1,772,793 | 1,479,090.63 | 1,479,555.40 | 1,664,998.44 |
| Salary & Wage Other | 1,078,925 | 104,543 | | 49,132 | 1,128,057 | 153,675 | | 974,382 | 1,076,500.16 | 948,193.89 | 898,239.89 |
| Salary and Wage Total | 11,885,149 | 580,278 | 5.1% | 365,536 | 12,250,685 | 945,814 | 8.4% | 11,304,871 | 10,157,647.86 | 9,695,358.48 | 9,614,854.58 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 145,000 | 32,152 | | | 145,000 | 32,152 | | 112,848 | 110,202.69 | 61,944.81 | 36,680.88 |
| Rental and Leases | 1,490 | | | | 1,490 | | | 1,490 | 2,190.00 | 2,074.40 | 1,429.00 |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 124,606 | (8,858) | | | 124,606 | (8,858) | | 133,464 | 64,566.73 | 70,313.52 | 57,076.90 |
| Communications | 13,917 | 27 | | | 13,917 | 27 | | 13,890 | 13,550.61 | 13,972.52 | 10,609.13 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 2,670 | (100) | | | 2,670 | (100) | | 2,770 | 6,559.36 | 10,538.29 | 3,655.00 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 1,650 | | | | 1,650 | | | 1,650 | 1,793.74 | 1,956.34 | 2,698.65 |
| Building & Equipment Rprs/Sp | | | | | | | | | 2,336.00 | | |
| Custodial Supplies | 5,000 | | | | 5,000 | | | 5,000 | | | |
| Grounds Keeping Supplies | 500 | | | | 500 | | | 500 | | | 300.00 |
| Vehicular Supplies | 128,640 | 8,191 | | | 128,640 | 8,191 | | 120,449 | 110,658.02 | 119,742.26 | 115,026.47 |
| Food & Service Supplies | | | | | | | | | 581.20 | 673.93 | 317.33 |
| Medical Supplies | 49,768 | 2,568 | | | 49,768 | 2,568 | | 47,200 | 43,308.79 | 44,989.56 | 42,891.98 |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 96,322 | (4,737) | | 2,400 | 98,722 | (2,337) | | 101,059 | 79,707.65 | 78,885.46 | 67,837.45 |
| Governmental Charges | 7,575 | 400 | | | 7,575 | 400 | | 7,175 | 8,214.10 | 7,183.00 | 8,774.00 |
| Travel & Mileage | 13,350 | 824 | | | 13,350 | 824 | | 12,526 | 5,374.97 | 7,552.39 | 5,430.74 |
| Dues & Subscriptions | 8,401 | | | | 8,401 | | | 8,401 | 7,624.00 | 7,867.49 | 4,520.00 |
| Other | 700 | | | | 700 | | | 700 | | 85.94 | |
| Expense | 599,589 | 30,467 | 5.4% | 2,400 | 601,989 | 32,867 | 5.8% | 569,122 | 456,667.86 | 427,779.91 | 357,247.53 |
| Capital Equipment | 48,074 | 5,283 | | 46,516 | 94,590 | 51,799 | | 42,791 | 40,027.00 | 35,334.00 | 25,508.00 |
| Budget Capital | 48,074 | 5,283 | 12.3% | 46,516 | 94,590 | 51,799 | 121.1% | 42,791 | 40,027.00 | 35,334.00 | 25,508.00 |
| TOTAL | 12,532,812 | 616,028 | 5.2% | 414,452 | 12,947,264 | 1,030,480 | 8.6% | 11,916,784 | 10,654,342.72 | 10,158,472.39 | 9,997,610.11 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Fire Chief | 1.00 | EC | | EC | 212,180 | | | | | $212,180 | |
| Fire Business Manager | 1.00 | G | 9 | 10 | 102,527 | | | | | $102,527 | |
| Deputy Fire Chief - Operations | | | | | | | | | | | |
| Assistant Fire Chief | 1.00 | F | 6 | 3 | 155,953 | 39,599 | 11,696 | 100 | | $207,348 | |
| Deputy Fire Chief | 1.00 | F | 4 | 9 | 128,004 | 31,472 | 19,201 | 100 | | $178,777 | |
| Deputy Fire Chief | 1.00 | F | 4 | 9 | 128,004 | 36,356 | 19,201 | 100 | | $183,661 | |
| Deputy Fire Chief | 1.00 | F | 4 | 9 | 128,004 | 34,961 | 19,201 | 100 | | $182,266 | |
| Deputy Fire Chief | 1.00 | F | 4 | 9 | 128,004 | 31,992 | 19,201 | 100 | | $179,297 | |
| Administrative Assistant | 1.00 | I | 3 | 9 | 68,972 | | | | | $68,972 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 5,058 | $5,058 | |
| Administration | 8.00 | | | | 1,051,648 | 174,380 | 88,500 | 500 | 5,058 | $1,320,086 | |
| Fire Captain | 1.00 | F | 3 | 8 | 106,536 | 32,600 | 15,980 | 100 | | $155,216 | |
| Fire Captain | 1.00 | F | 3 | 9 | 112,017 | 26,945 | 16,803 | 100 | | $155,865 | |
| Fire Lieutenant | 1.00 | F | 2 | 9 | 102,997 | 25,345 | 15,450 | 100 | | $143,892 | |
| Fire Lieutenant | 1.00 | F | 2 | 9 | 102,997 | 27,759 | 7,725 | 3,460 | | $141,941 | 86 Training Stipend |
| Fire Lieutenant | 1.00 | F | 2 | 9 | 102,997 | 27,332 | 15,450 | 3,460 | | $149,239 | 86 Training Stipend |
| Fire Lieutenant | 1.00 | F | 2 | 9 | 102,997 | 29,275 | 15,450 | 100 | | $147,822 | |
| Fire Lieutenant | 1.00 | F | 2 | 9 | 102,997 | 24,505 | | 1,600 | | $129,102 | Fire Alarm Tech |
| Fire Lieutenant | 1.00 | F | 2 | 6 | 91,466 | 24,394 | 6,860 | 100 | | $122,820 | |
| Firefighter | 1.00 | F | 1 | 8 | 82,774 | 20,024 | | 100 | | $102,898 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,688 | 13,048 | 100 | | $122,825 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 17,508 | 13,048 | 100 | | $117,645 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,075 | 3,500 | 1,880 | | $113,444 | 60 Training Stipend |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,688 | 13,048 | 100 | | $122,825 | |
| Firefighter | 1.00 | F | 1 | 3 | 66,721 | 16,930 | 10,008 | 2,650 | | $96,309 | 86 Training Stipend |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,038 | | 100 | | $108,127 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,626 | 6,524 | 100 | | $115,239 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Fire Chief | 1.00 | 1.00 | 1.00 | X | X | EC | 206,000 | 212,180 | 212,180 | |
| Fire Business Manager | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 92,606 | 97,593 | 102,527 | 5.1% |
| Deputy Fire Chief - Operations | | | | | | | | | | |
| Assistant Fire Chief | 1.00 | 1.00 | 1.00 | 3 | 3 | 3 | 187,992 | 199,800 | 207,348 | 3.8% |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | 8 | 9 | 9 | 164,012 | 170,632 | 178,777 | 4.8% |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | 8 | 9 | 9 | 167,237 | 173,985 | 183,661 | 5.6% |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 157,931 | 170,592 | 182,266 | 6.8% |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | 8 | 9 | 9 | 162,723 | 171,131 | 179,297 | 4.8% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 10 | 8 | 9 | 66,320 | 65,618 | 68,972 | 5.1% |
| BUDGETARY ADJUSTMENT | | | | | | | 4,634 | 4,834 | 5,058 | 4.6% |
| Administration | 8.00 | 8.00 | 8.00 | | | | 1,209,455 | 1,266,364 | 1,320,086 | 4.2% |
| Fire Captain | 1.00 | 1.00 | 1.00 | 8 | 9 | 8 | 125,875 | 137,616 | 155,216 | 12.8% |
| Fire Captain | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 142,948 | 148,749 | 155,865 | 4.8% |
| Fire Lieutenant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 131,962 | 137,327 | 143,892 | 4.8% |
| Fire Lieutenant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 126,774 | 131,931 | 141,941 | 7.6% |
| Fire Lieutenant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 131,962 | 137,327 | 149,239 | 8.7% |
| Fire Lieutenant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 134,555 | 140,025 | 147,822 | 5.6% |
| Fire Lieutenant | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 137,666 | 143,263 | 129,102 | -9.9% |
| Fire Lieutenant | 1.00 | 1.00 | 1.00 | 9 | 9 | 6 | 135,592 | 141,105 | 122,820 | -13.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 89,492 | 97,179 | 102,898 | 5.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 105,824 | 109,955 | 122,351 | 11.3% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 106,263 | 110,410 | 122,825 | 11.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 112,397 | 116,792 | 122,351 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 101,004 | 112,268 | 117,645 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,882 | 106,512 | 113,444 | 6.5% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 112,397 | 116,792 | 122,825 | 5.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 3 | 100,882 | 106,512 | 96,309 | -9.6% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 112,397 | 116,792 | 122,351 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 94,463 | 99,113 | 108,127 | 9.1% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 105,824 | 109,955 | 115,239 | 4.8% |

| PRD1 - FY2026 Position | FTE | Sch | Lev | FY26 Step | FY26 Base | FY26 Other Regular Compensation | FY26 Education | FY26 Other Comp | FY26 Budget Adjustment | FY26 Estimate | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Firefighter | 1.00 | F | 1 | 4 | 70,063 | 16,584 | | 100 | | $86,747 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 16,446 | 6,524 | 100 | | $110,059 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 19,879 | 13,048 | 100 | | $120,016 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,626 | 6,524 | 100 | | $115,239 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,626 | 6,524 | 100 | | $115,239 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,959 | 13,048 | 3,100 | | $126,096 | Fire Mechanic |
| Firefighter | 1.00 | F | 1 | 6 | 77,226 | 18,790 | 5,792 | 100 | | $101,908 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 18,343 | 6,524 | 100 | | $111,956 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,188 | 6,524 | 100 | | $114,801 | |
| Firefighter | 1.00 | F | 1 | 8 | 82,774 | 21,143 | 12,416 | 100 | | $116,433 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 24,111 | 3,500 | 2,650 | | $117,250 | 86 Training Stipend |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 23,794 | 13,048 | 100 | | $123,931 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 18,478 | 6,524 | 1,600 | | $113,591 | Fire Alarm Technician |
| Firefighter | 1.00 | F | 1 | 8 | 82,774 | 20,132 | 6,208 | 100 | | $109,214 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,626 | 6,524 | 100 | | $115,239 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 6 | 77,226 | 19,312 | 11,584 | 100 | | $108,222 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,688 | 13,048 | 100 | | $122,825 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 24,154 | 6,524 | 100 | | $117,767 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 15,972 | 6,524 | 100 | | $109,585 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 5 | 73,557 | 17,903 | 5,517 | 100 | | $97,077 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,863 | 3,500 | 100 | | $112,452 | |
| Firefighter | 1.00 | F | 1 | 8 | 82,774 | 21,143 | 12,416 | 100 | | $116,433 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 20,239 | 6,524 | 100 | | $113,852 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,626 | 6,524 | 100 | | $115,239 | |
| EMS Administrator | 1.00 | F | 1X | 9 | 86,965 | 26,489 | 3,500 | 13,145 | | $130,099 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 7 | 81,157 | 19,741 | 6,087 | 100 | | $107,085 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 4 | 4 | 100,882 | 95,053 | 86,747 | -8.7% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 93,993 | 98,137 | 110,059 | 12.1% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 107,577 | 112,268 | 120,016 | 6.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 94,463 | 105,685 | 115,239 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 94,463 | 105,685 | 115,239 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 115,667 | 120,062 | 126,096 | 5.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 81,215 | 93,544 | 101,908 | 8.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 101,004 | 105,430 | 111,956 | 6.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,882 | 106,512 | 114,801 | 7.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 95,444 | 103,621 | 116,433 | 12.4% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 103,950 | 109,363 | 117,250 | 7.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 113,712 | 118,310 | 123,931 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 97,429 | 107,066 | 113,591 | 6.1% |
| Firefighter | 1.00 | 1.00 | 1.00 | 6 | 6 | 8 | 95,444 | 98,197 | 109,214 | 11.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 6 | 8 | 9 | 95,841 | 105,685 | 115,239 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 105,824 | 109,955 | 122,351 | 11.3% |
| Firefighter | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 86,615 | 99,383 | 108,222 | 8.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 112,397 | 117,248 | 122,825 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 107,139 | 111,473 | 117,767 | 5.6% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 89,042 | 100,460 | 109,585 | 9.1% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 106,973 | 112,256 | 122,351 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 100,718 | 112,256 | 122,351 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 4 | 5 | 100,882 | 89,120 | 97,077 | 8.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 101,759 | 107,423 | 112,452 | 4.7% |
| Firefighter | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 89,492 | 110,064 | 116,433 | 5.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 104,071 | 108,621 | 113,852 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 94,463 | 99,113 | 115,239 | 16.3% |
| EMS Administrator | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 111,482 | 124,378 | 130,099 | 4.6% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 106,973 | 112,256 | 122,351 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 85,259 | 92,067 | 107,085 | 16.3% |

| PRD1 - FY2026 Position | FTE | Sch | Lev | FY26 Step | FY26 Base | FY26 Other Regular Compensation | FY26 Education | FY26 Other Comp | FY26 Budget Adjustment | FY26 Estimate | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 17,034 | 13,048 | 100 | | $117,171 | |
| Firefighter | 1.00 | F | 1 | 6 | 77,226 | 18,790 | 5,792 | 100 | | $101,908 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 16,446 | 6,524 | 100 | | $110,059 | |
| Firefighter | 1.00 | F | 1 | 4 | 70,063 | 16,584 | | 100 | | $86,747 | |
| Firefighter | 1.00 | F | 1 | 6 | 77,226 | 18,790 | 5,792 | 100 | | $101,908 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 16,446 | 6,524 | 100 | | $110,059 | |
| Firefighter | 1.00 | F | 1 | 3 | 66,721 | 11,461 | | 100 | | $78,282 | |
| Firefighter | 1.00 | F | 1 | 3 | 66,721 | 16,249 | 5,004 | 100 | | $88,074 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,214 | 13,048 | 100 | | $122,351 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,512 | | 100 | | $108,601 | |
| Firefighter | 1.00 | F | 1 | 5 | 73,557 | 17,903 | 5,517 | 100 | | $97,077 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,371 | 6,524 | 3,100 | | $118,984 | Fire Mechanic |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 21,038 | | 100 | | $108,127 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 20,915 | 3,500 | 100 | | $111,504 | |
| Firefighter | 1.00 | F | 1 | 9 | 86,989 | 22,440 | 13,048 | 2,600 | | $125,077 | Hazardous Materials |
| BUDGETARY ADJUSTMENT | | | | | | | 0 | | 28,600 | $28,600 | |
| Protection | 64.00 | | | | 5,513,100 | 1,355,288 | 523,027 | 44,545 | 28,600 | $7,464,559 | |
| Fire Inspector | 1.00 | F | 1X | 9 | 86,965 | 22,183 | 3,500 | 16,012 | | $128,660 | On Call/ Training 60 |
| Fire Inspector | 1.00 | F | 1X | 9 | 86,965 | 22,340 | 3,500 | 17,751 | | $130,556 | On Call/Fire Inspector 1/ Training 60 |
| BUDGETARY ADJUSTMENT | | | | | | | | | 997 | $997 | |
| Prevention | 2.00 | | | | 173,930 | 44,523 | 7,000 | 33,762 | 997 | $260,213 | |
| Public Safety Dispatcher - Supervisor | 1.00 | GF | 10 | 7 | 100,526 | 5,881 | | | | $106,407 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 6 | 82,701 | 5,024 | | | | $87,725 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 6 | 82,701 | 4,814 | | | | $87,515 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 6 | 82,701 | 5,024 | | | | $87,725 | |
| Public Safety Dispatcher | 1.00 | GF | 7 | 3 | 75,026 | 3,607 | | | | $78,633 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,723 | $1,723 | |
| Dispatch | 5.00 | | | | 423,655 | 24,351 | | | 1,723 | $449,729 | |

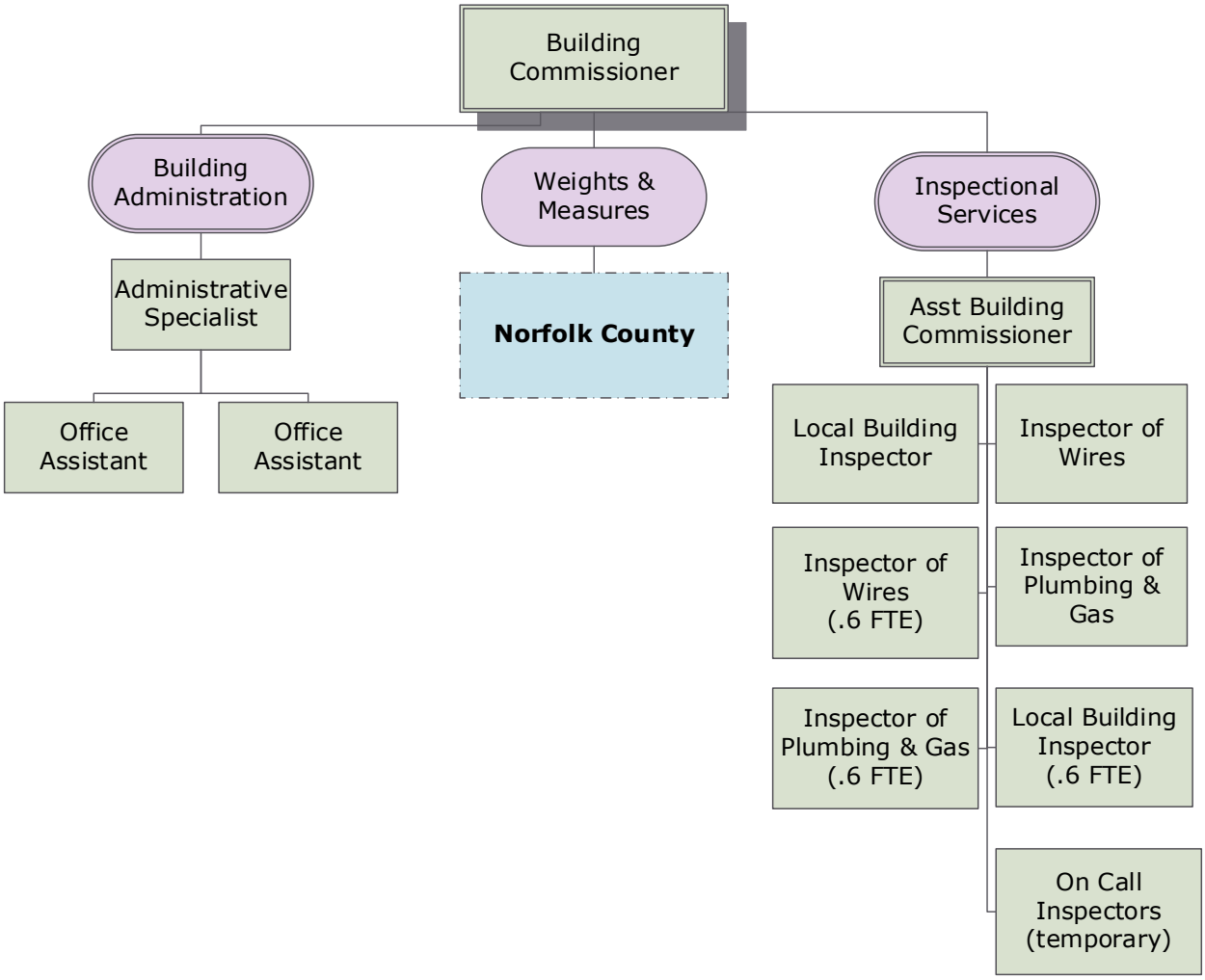
| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,566 | 111,812 | 117,171 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 81,215 | 93,544 | 101,908 | 8.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 106,263 | 110,410 | 110,059 | -0.3% |
| Firefighter | 1.00 | 1.00 | 1.00 | 3 | 4 | 4 | 87,643 | 94,683 | 86,747 | -8.4% |
| Firefighter | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 81,215 | 87,705 | 101,908 | 16.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 106,263 | 104,975 | 110,059 | 4.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 3 | 108,891 | 113,145 | 78,282 | -30.8% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 4 | 3 | 105,824 | 95,053 | 88,074 | -7.3% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 106,973 | 112,256 | 122,351 | 9.0% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 99,251 | 103,573 | 108,601 | 4.9% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 4 | 5 | 100,006 | 83,558 | 97,077 | 16.2% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 109,095 | 113,681 | 118,984 | 4.7% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 94,463 | 99,113 | 108,127 | 9.1% |
| Firefighter | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 100,128 | 106,512 | 111,504 | 4.7% |
| Firefighter | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 106,973 | 114,981 | 125,077 | 8.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 25,765 | 27,136 | 28,600 | 5.4% |
| Protection | 64.00 | 64.00 | 64.00 | | | | 6,724,750 | 7,082,450 | 7,464,559 | 5.4% |
| Fire Inspector | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 114,660 | 121,284 | 128,660 | 6.1% |
| Fire Inspector | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | 117,299 | 121,284 | 130,556 | 7.6% |
| BUDGETARY ADJUSTMENT | | | | | | | 892 | 933 | 997 | 6.9% |
| Prevention | 2.00 | 2.00 | 2.00 | | | | 232,851 | 243,500 | 260,213 | 6.9% |
| Public Safety Dispatcher - Supervisor | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 94,522 | 100,456 | 106,407 | 5.9% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 77,780 | 82,733 | 87,725 | 6.0% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 77,380 | 82,314 | 87,515 | 6.3% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 77,580 | 82,733 | 87,725 | 6.0% |
| Public Safety Dispatcher | 1.00 | 1.00 | 1.00 | 3 | 2 | 3 | 74,498 | 73,357 | 78,633 | 7.2% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,545 | 1,575 | 1,723 | 9.4% |
| Dispatch | 5.00 | 5.00 | 5.00 | | | | 403,305 | 423,168 | 449,729 | 6.3% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Emergency Management Administrator | 1.00 | G | 11 | 5 | 99,403 | | | | | $99,403 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 382 | $382 | |
| Emergency Management | 1.00 | | | | 99,403 | | | | 382 | $99,785 | |
| Department Totals | 80.00 | | | | 7,261,736 | 1,598,542 | 618,527 | 78,807 | 36,760 | $9,594,372 | |
| | Salary and Wage Base (5110) | | | | | | | | | $7,261,736 | |
| | Other Regular Compensation (5110) | | | | | | | | | $1,598,542 | |
| | Education Compensation (5192) | | | | | | | | | $618,527 | |
| | Other Pay and Stipends (5197) | | | | | | | | | $78,807 | |
| | Budgetary Adjustment (5110) | | | | | | | | | $36,760 | |
| | Total | | | | | | | | | $9,594,372 | |

| PRD1 - FY2026<br>Position | FY24<br>FTE | FY25<br>FTE | FY26<br>FTE | FY24<br>Step | FY25<br>Step | FY26<br>Step | FY24<br>Final | FY25<br>Current | FY26<br>Estimate | Change<br>from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Emergency Management Administrator | 1.00 | 1.00 | 1.00 | 5 | 6 | 5 | 93,698 | 96,720 | 99,403 | 2.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 360 | 372 | 382 | 2.7% |
| Emergency Management | 1.00 | 1.00 | 1.00 | | | | 94,058 | 97,092 | 99,785 | 2.8% |
| Department Totals | 80.00 | 80.00 | 80.00 | | | | 8,664,418 | 9,112,574 | 9,594,372 | 5.3% |

## 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<br>DSR1 | |
|---|---|
| Department | Building Department |

**Department Mission**

The Building Department administers and enforces the Massachusetts State Building, Energy and Mechanical Codes, Plumbing and Gas Code, Electrical Code as well as the Needham Zoning Bylaw and portions of our General Bylaw. These various codes serve to enhance public safety and general welfare for residents and the general public as that relates to the construction and/or renovation of all buildings and use of those. Department staff review applications, process and issue permits for construction, renovation and use changes of buildings and inspects and approves work associated with those permits. We are also required to inspect certain buildings on a periodic basis to ensure the proper maintenance of egress and access facilities with these buildings. Staff works closely with all other departments including Fire, Health, Planning and Zoning, DPW, and Engineering to help coordinate the various processes involved in permitting and inspecting.

**On the Horizon**

The department is currently working through specifics of our newly adopted "opt-in" Energy Code. This is a steep learning curve. While we have reasonable confidence on how we apply it to single family homes but are certain that applying it to multi family and commercial projects will be much more challenging. We are and will be adjusting to a new version of the State Building Code, effective 1/1/2025. This adjustment is also lengthy and will continue well into FY 2026. These adjustments add time to permit application reviews and inspections.

Much of what's to come in FY26 is unclear but the adoption of the new MBTA Zoning and the new State mandate on ADUs will bring increased activity. The owners of the former Muzi site have extended their Planning Board/ Site plan approval through December of 2026 so it is likely that some phase of that project will begin. We are also undertaking the rebuilding of our Periodic Inspection processes further explained in the DSR4.

**Budget Statement**

Due to the timing of my hiring last year, we simply copied the FY23 budget for the FY24. This year we have done a more thorough analyses of the budget and are proposing several modest increases. We are requesting a full-time Local Building Inspector, contingent on the resignation/ retirement of our current Part-time Local Inspector. The part-time position would then be eliminated. We also had a line item that provides $20,000 in temporary salaries to help cover the expense of temporary help or additional hours if our Plumbing or wiring Inspector was out sick or incapacitated. This line item was established before we had a part-time plumbing Inspector and Wiring Inspector. The need still exists but I have reduced that line item to $10,000. The net result of this would be an increase of approximately $17,000, dependent on the step rate of the new hire.

We have increased our expenses by approximately $5,515 due to a closer look at the actual cost of cell phones and tablets over last year and the need for increased trainings for inspectors in the coming year. The State has adopted the long-awaited 10$^{th}$ edition of the State Building Code. It typically takes 2 years to adjust to all of the changes that occur when a new code version is released, and we will be attending as many trainings as we can.

There was approximately $92,000 in unspent funds or 10% of the total budget. Two factors caused this. First, we have $20,000 in the budget to pay for Engineering consultant services for projects that have complex Fire Alarm and Fire Sprinkler systems. There have been no projects requiring consultant services so far. This money was originally kept in the Fire department Budget but because these systems are regulated by the State Building Code, not the Fire Code, it was placed in our budget. It is anticipated that some of the buildings at the Muzi site will need this as well as the proposed medical office building at 669 Highland Ave. Second, we had 2 resignations in FY24, 1 Local Building Inspector and 1 part-time Plumbing Inspector. It took 3 to 4 months to fill these

| Department Information<br>DSR1 | |
|---|---|
| Department | Building Department |

and when the new hires came on, they started at a lower rate than the previous persons. These extended vacancies place additional burdens on existing staff which leads to higher stress levels and the setting aside of other important projects. We have determined that we need to "overhaul" our electronic permitting system. The system, designed back in 2020, has not kept up with code changes and has many redundant processes on both the administration and user side. We have been working on this intermittently all year. It is an enormous undertaking and the vacancies prevented us from making significant progress on this. We also are required by the Building Code to perform periodic inspections on certain buildings. The system that controls this process has deteriorated, largely due to the construction boom of the last several years. The rebuilding of this system, also an enormous undertaking, is the primary reason for the new full-time inspector and is explained in more detail in the DSR4.

We have no Capital Requests.

Accomplishments and Activities

As previously mentioned, we are in the process of overhauling our permitting system as well as our periodic inspection system. These processes will continue well into FY26. Additionally, we are anticipating additional duties due to the adoption of the Opt-in Energy Code along with the New 10th Edition Building Code, an anticipated upgraded Storm-water Bylaw, the new law dealing with ADUs and the new MBTA zoning. All of these will have an effect on our operation but the specifics are unknown at this time.

FEES COLLECTED:
FY 22... $2,531,894
FY 23... $4,835,389
FY 24... $2,395,668

Building Activity, New Construction:
Single Family dwellings... 84
2-Family Dwellings..... 1
Multi-family..... 0
Commercial Buildings..... 1 (Day Care Center)

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 895,570 | 30,043 | 925,793 |
| b) Expenses | 54,370 | 660 | 55,030 |
| c) Capital | 0 | | |
| d) | 0 | | |
| e) Total DSR2 & DSR4 Request (a through d) | 950,120 | 30,703 | 980,823 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Building Department | | | | | | |
| Object | | | | Description | | | | | | Amount |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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) | |
| | 9 | 0.8 | 9.8 | 9 | 0.8 | 9.8 | 9 | 0.8 | 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 | |
| | | | | | | | | | | |
| Union Positions: | BCTIA | | Fire A | | Fire C | | ITWA | | NIPEA | Police | Police Superior | NA |
| 1. Salary and Wage Permanent Positions. | | | | | | | | | | |
| a. | PRD1 Salary and Wages Base | | | | | | | | | 871,595 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | 800 |
| c. | PRD1 Education (5192) | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | |
| e. | PRD1 Budget Adjustments | | | | | | | | | 3,355 |
| | | | | | | | | | PRD1 Sub Total | 875,750 |
| j | DSR3 Other Compensation | | | | | | | | | |
| | | | | | | | | | Sub Total 1 | 875,750 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | |
| a. | Temporary coverage for vacation, sick leave and extra work during high volume periods | | | | | | | | | 10,000 |
| b. | | | | | | | | | | |
| c. | | | | | | | | | | |
| d. | | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | |
| | | | | | | | | | Sub Total 2 | 10,000 |
| 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, etc. | | | | | | | | | 10,000 |
| d. | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | |
| | | | | | | | | | Sub Total 3 | 10,000 |
| 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 | 895,750 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Building Department | |
| 5. Total Salary and Wages (1+2+3+4) | | 895,750 |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | Vehicle maintenance | 1,500 |
| Rental & Leases (527X) | | |
| Other Property Related Services (529x) | | |
| Professional & Technical Services (530x – 531x) | Seminars and consultants | 25,500 |
| Communications (534x) | 4 phones 8 tablets | 8,220 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | | |
| Office Supplies (542x) | Typical office supplies/ mailing | 3,000 |
| Building & Equipment Supplies (543x) | | |
| Custodial Supplies (545x) | | |
| Grounds Keeping Supplies (546x) | | |
| Vehicular Supplies (548x) | | |
| Gasoline and Diesel Fuel (5481) | | |
| Food and Service Supplies (549x) | | |
| Medical Supplies (550x) | | |
| Public Works Supplies (553x) | | |
| Other Supplies & Equipment (558x) | Clothing | 1,500 |
| Governmental Charges (569x) | Norfolk County Weights and Measures annual fee | 12,000 |
| Travel & Mileage (571x – 572x) | Travel to conferences | 1,850 |
| Dues & Subscriptions (573X) | Associations annual dues and conferences | 800 |
| Other Expenses (574 X – 579x) | | |
| 6. Total Expenses | | 54,370 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | | |
| 7. Total Operating Budget Capital | | |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 950,120 |

| | | | | |
|---|---|---|---|---|
| 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 Services (ITS) 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<br>DSR4 | | | |
|---|---|---|---|
| Department | Building Department | Fiscal Year | 2026 |
| Title | Local Inspector | Priority | High |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | FT | 30,043 | | 30,043 |
| 2. Expense | | | 660 | 660 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 30,043 | 660 | 30,703 |
| 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

Propose to hire one full-time Local Inspector, contingent on the retirement of a current part-time (.60) Local Inspector. The Department is mandated by the State Building Code to periodically inspect certain buildings. The inspections are primarily to certify that the building's egress facilities are maintained in working order. These include restaurants, public and private schools, adult and child daycare centers, funeral homes, assembly halls, private clubs, hotels, dormitories, nursing homes and health care facilities, on an annual basis. Certain assembly halls, with an occupant load over 400 persons, must be done semi-annually. Multi-family buildings with four or more dwelling units are done every 5 years. There are approximately 160 buildings that need to be annually and 40 buildings every five years. Only (approximately) 15% of these requires inspections are being carried out. This is largely due to the recent construction boom. We are in the process of re-building every aspect of this system including a review of the use and occupant load of each entity that falls under this process, devising a system within VPC that will standardize the recurring application and tracking process. Each event requires the building owner to submit an application, pay a fee, schedule the initial inspection. Most inspections will generate a list of corrective actions and when complete, a re-inspection is performed, resulting in the issuance of a Certificate of Inspection. The fee schedule for these inspections, last updated in 1996, is attached.

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Building Department | Fiscal Year | 2026 |
| Title | Local Inspector | Priority | High |
| The proposed salary for the full-time Local Inspector is 82,833, based on the Grade 6 Level 8 compensation schedule. The current part-time Local Inspector is 52,790. Therefore, this DSR4 request is for the difference, 30,043 in order to hire a full-time Local Inspector and eliminate the position of the part-time Local Inspector. | | | |
| | | | V2026 |

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Position Title | Local Inspector | | | | | | Priority | High | |
| Classification | x | FT | | PT | | Seasonal | | | |
| Part Time /Seasonal | Hours Per Week | | | Number of Weeks Per Year | | | | | |
| Compensation Detail | | | | | | | | | |
| Base Rate | Grade 6/ Level 8 | | | | | | | 82,833 | |
| Other | Eliminate part-time Local Inspector | | | | | | | -52,790 | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | 30,043 | |
| 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 | | | | | | | | | |
| Software | | | | | | | | | |
| Mobile Communication Device | | x | Cell Phone | | | 660 | | 660 | |
| Uniform | | | | | | | | | |
| Tools | | | | | | | | | |
| Equipment | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Totals | | | | | | | | | |
| | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | | 36,765 | |
| Description and Explanation | | | | | | | | | |
| The proposed salary for the full-time Local Inspector is 82,833, based on the Grade 6 Level 8 compensation schedule. The current part-time Local Inspector is 52,790. Therefore, this DSR4 request is for the difference, 30,043 in order to hire a full-time Local Inspector and eliminate the position of the part-time Local Inspector. | | | | | | | | | |
| V2026 | | | | | | | | | |

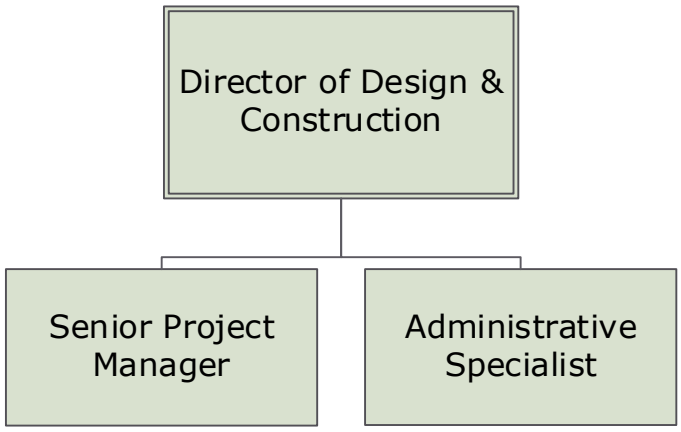
| Building Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 875,750 | 37,591 | | 82,833 | 958,583 | 120,424 | | 838,159 | 765,554.80 | 789,197.09 | 730,048.88 |
| Salary & Wage Temporary | 10,000 | (10,842) | | (52,790) | (42,790) | (63,632) | | 20,842 | | | 923.00 |
| Salary & Wage Overtime | 10,000 | (554) | | | 10,000 | (554) | | 10,554 | 3,351.89 | 2,626.72 | 2,794.13 |
| Salary & Wage Other | | | | | | | | | | 262.73 | |
| Salary and Wage Total | 895,750 | 26,195 | 3.0% | 30,043 | 925,793 | 56,238 | 6.5% | 869,555 | 768,906.69 | 792,086.54 | 733,766.01 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 1,500 | 1,500 | | | 1,500 | 1,500 | | | 1,700.00 | | 2,000.00 |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 25,500 | (11,731) | | | 25,500 | (11,731) | | 37,231 | 7,556.75 | 12,188.00 | 1,985.00 |
| Communications | 8,220 | 2,051 | | 660 | 8,880 | 2,711 | | 6,169 | 6,416.35 | 6,270.52 | 5,002.71 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 3,000 | (149) | | | 3,000 | (149) | | 3,149 | 2,032.90 | 724.16 | 247.83 |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | | | | | | | | | 73.56 | 1,000.00 | |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | 58.50 |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 1,500 | | | | 1,500 | | | 1,500 | 5,705.62 | 9.90 | 2,849.95 |
| Governmental Charges | 12,000 | 12,000 | | | 12,000 | 12,000 | | | 12,100.00 | 12,000.00 | 12,000.00 |
| Travel & Mileage | 1,850 | (261) | | | 1,850 | (261) | | 2,111 | 561.02 | | 412.18 |
| Dues & Subscriptions | 800 | (80) | | | 800 | (80) | | 880 | 513.00 | 1,135.00 | 520.00 |
| Other | | | | | | | | | | | |
| Expense | 54,370 | 3,330 | 6.5% | 660 | 55,030 | 3,990 | 7.8% | 51,040 | 36,659.20 | 33,327.58 | 25,076.17 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 950,120 | 29,525 | 3.2% | 30,703 | 980,823 | 60,228 | 6.5% | 920,595 | 805,565.89 | 825,414.12 | 758,842.18 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Building Commissioner | 1.00 | G | 12 | Merit | 123,967 | | | | | $123,967 | |
| Assistant Building Commissioner | 1.00 | G | 10 | 11 | 109,789 | | | | | $109,789 | |
| Inspector of Wires | 1.00 | GT | 7 | 11 | 92,372 | 800 | | | | $93,172 | Longevity |
| Inspector of Plumbing & Gas | 1.00 | GT | 7 | 11 | 92,372 | | | | | $92,372 | |
| Inspector of Plumbing & Gas | 0.60 | GT | 7 | 8 | 52,182 | | | | | $52,182 | |
| Inspector of Wires | 0.60 | GT | 7 | 10 | 54,335 | | | | | $54,335 | |
| Local Building Inspector | 1.00 | GT | 6 | 10 | 86,249 | | | | | $86,249 | |
| Local Building Inspector | 0.60 | GT | 6 | 11 | 52,790 | | | | | $52,790 | |
| Administrative Specialist | 1.00 | I | 5 | 7 | 77,045 | | | | | $77,045 | |
| Office Assistant | 1.00 | I | 2 | 11 | 65,247 | | | | | $65,247 | |
| Office Assistant | 1.00 | I | 2 | 11 | 65,247 | | | | | $65,247 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 3,355 | $3,355 | |
| Division Totals | 9.80 | | | | 871,595 | 800 | | | 3,355 | $875,750 | |
| Department Totals | 9.80 | | | | 871,595 | 800 | | | 3,355 | $875,750 | |
| | Salary and Wage Base (5110) | | | | | | | | | $871,595 | |
| | Other Regular Compensation (5110) | | | | | | | | | $800 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | | |
| | Budgetary Adjustment (5110) | | | | | | | | | $3,355 | |
| | Total | | | | | | | | | $875,750 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Building Commissioner | 1.00 | 1.00 | 1.00 | | Merit | Merit | 125,369 | 120,356 | 123,967 | 3.0% |
| Assistant Building Commissioner | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 103,487 | 106,591 | 109,789 | 3.0% |
| Inspector of Wires | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 85,952 | 90,281 | 93,172 | 3.2% |
| Inspector of Plumbing & Gas | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 85,352 | 89,681 | 92,372 | 3.0% |
| Inspector of Plumbing & Gas | 0.60 | 0.60 | 0.60 | 6 | 7 | 8 | 46,777 | 49,468 | 52,182 | 5.5% |
| Inspector of Wires | 0.60 | 0.60 | 0.60 | 8 | 9 | 10 | 49,187 | 51,714 | 54,335 | 5.1% |
| Local Building Inspector | 1.00 | 1.00 | 1.00 | 10 | 11 | 10 | 81,296 | 83,733 | 86,249 | 3.0% |
| Local Building Inspector | 0.60 | 0.60 | 0.60 | 11 | 11 | 11 | 49,760 | 51,258 | 52,790 | 3.0% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 68,640 | 72,813 | 77,045 | 5.8% |
| Office Assistant | 1.00 | 1.00 | 1.00 | 6 | 7 | 11 | 55,049 | 58,247 | 65,247 | 12.0% |
| Office Assistant | 1.00 | 1.00 | 1.00 | 8 | 9 | 11 | 57,896 | 60,879 | 65,247 | 7.2% |
| BUDGETARY ADJUSTMENT | | | | | | | 3,111 | 3,138 | 3,355 | 6.9% |
| Division Totals | 9.80 | 9.80 | 9.80 | | | | 811,876 | 838,159 | 875,750 | 4.5% |
| Department Totals | 9.80 | 9.80 | 9.80 | | | | 811,876 | 838,159 | 875,750 | 4.5% |

## 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<br>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 renovation of the Emery Grover Building for the School Administration at 1330 Highland Ave (currently in the punch list phase),
2) Rooftop Unit Replacement at the Eliot Elementary School (currently in the closeout phase),
3) Rooftop Unit Replacement at the Broadmeadow Elementary School, (construction during the summer 2025).
4) MSBA Feasibility Study Phase for the Pollard Middle School renovation,
5) design phase of the Needham Free Public Library interior improvements -Phase-I- Young Adult Area renovation,
6) the design phase of the Public Works Facilities Improvements Phase 1- Fleet Maintenance addition to the Jack Cogswell Building,
7) the code compliant Auditorium Repairs (SAC-2) to the Newman School, Pollard School, and High School auditoriums
8) The design phase of the lighting and sound Theater System Upgrades (TSU) to the Newman Elementary School auditorium.

Several projects that are currently under study by the Building Maintenance Department may evolve into BD&CD projects if their value exceeds the $500,000 threshold. This may include:

A) Needham High School front step repairs,
B) Needham High School – RTU replacement and roof replacement over the NHS theater,
C) Eliot School Boiler replacement project

It is anticipated that the department will hire an additional Senior Project Manager in the Spring of 2025 to manage the upcoming school projects and building projects resulting from the studies started in 2022-2023 which included the School Master Plan, Dept. of Public Works Complex Feasibility Study, the Center at the Heights Space Utilization Study, the Theater Sound & Lighting Study at Select School Buildings and the Library Space Utilization Study.

The Climate Action Roadmap (CAR) and Specialized Opt-in Energy Code were adopted by the May 2024 Annual Town Meeting. The department will incorporate the CAR recommendations and updated energy codes into the public building designs noted above.

| Department Information<br>DSR1 | |
|---|---|
| Department | Building Design & Construction |

**Budget Statement**

The Department budget has increased by $16,275 or 4.27% in the Salary & Wages line item, which includes 25% funding for a Senior Project Manager position (the remaining 75% funding will be from capital projects), projected cost of living increases and/or anticipated step raises. The deduction of the 75% Senior Project Manager salary allocation to capital project budgets is included in the DSR2 line 1.e. PRD1 Budget Adjustments. The expense line item in DRS2B line #6 Total Expense, stays the same as last fiscal year's approved amount.

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 FY2024 in the Salary & Wages line item. The amount of $99,910 or 29% in the Salary & Wages line item remained uncommitted in FY2024. The department did not have any long-term vacancies during FY2024. There is a long-term vacancy for a Senior Project Manager in FY2025. It is anticipated that the position will be filled in the Spring of 2025. The additional Senior Project Manager position was requested in the FY2025 budget in anticipation of several projects entering the design or construction phase. The projects include the Pollard Middle School renovation, the Broadmeadow School RTU replacement, the Library-Phase I renovation, the DPW Complex- Phase 1 and the Newman Theatre Sound & Light project.

**Accomplishments and Activities**

The **Emery Grover Building** construction has reached substantial completion. Renovations were made to the Hillside School for temporary office use by the School Administration and were completed in Dec. 2022 allowing the School Administration to relocate prior to the start of construction at Emery Grover building. The gut renovation of this 126-year-old, National Register Historic building was completed within budget allowing the School Administration staff to return from the Hillside School back to Emery Grover on October 1, 2024.

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 2021-2 was completed by June 2023. Warranty issues for reseeding the wildflower meadow were addressed during the spring of 2024 and the project is complete.

Other recent accomplishments included:

- Sunita L. Williams Elementary School,
- Needham High School expansion,
- Memorial Park Field House,
- Jack Cogswell Storage Facility (& the rooftop solar array investigation),
- Modular Classrooms addition at the Mitchell Elementary School, Phase I & II,
- Rosemary Recreation Complex,

The department oversaw the completion of several studies including:

- School Master Plan study,
- Dept. of Public Works (DPW) Complex Feasibility Study,
- Center at the Heights (CATH) Space Utilization Study,

| Department Information<br>DSR1 | |
|---|---|
| Department | Building Design & Construction |

- Theater Sound & Lighting Study at Select School Buildings,
- Rooftop Unit (RTU) Replacement Feasibility 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. Further code upgrades and improvements to the three school auditoriums will take place over the 2024–2025 school year. The RTU replacement at Eliot School was designed and the bid was awarded. Eliot ES construction was done during the summer of 2024. The Broadmeadow RTU replacement was designed, and the bid was awarded. The Broadmeadow ES RTU replacement construction will be done during the summer of 2025.

The BD&CD assisted the Building Maintenance Department (BMD) with retro commissioning of all Needham Public Schools enabling them to reopen during the COVID 19 pandemic. Department personnel also assist and coordinate with the Sustainability Manager.

The department has managed planning updates in 2022, 2023 and 2024 to the **School Master Plan** which will include renovations / additions to the Pollard Middle School, High Rock modifications, and the rebuilding of the Mitchell Elementary School. BD&CD aided the School Department with the writing and submission of the Statement of Interest to the Massachusetts School Building Authority (MSBA) for the **Pollard Middle School** project. This led to the invitation into Module #1- the Eligibility Phase and we anticipate the invitation into Feasibility Study Phase on October 30, 2024. The **Emery Grover Building** renovation study for the school administration & operations started in 2019 and continued through funding in 2023 resulting in construction 2023-24 and re-occupancy in October 2024. There will be a two-year commissioning period for the new HVAC equipment which the department will help manage, coordinating with the 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 during FY2022-FY2023. This included grant funding from the DOER's "make-ready" and "MassEVIP" programs. The MassEVIP grant was about $23,400. The Department also supported the Climate Action Plan Committee in the development of Needham's Climate Action Roadmap.

The BD&CD 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**-
2024 net metering benefit + $1,129,422
Annual Lease Approximately+ $50,000
Annual Tax on Asset (approx.) +$100,000
***Total annual benefit 2024*** **= $1,279,422 (year 8)** *through March 2024*

***Total Net metering benefits*** *after first eight years of operations* **= $5,942,428**
This exceeds the anticipated total Net Metering Benefit of $3,257,900 by **$2,684,528**
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 737MWh since Oct. 2019, offsetting 442 tons of $CO^2$.

| Department Information<br>DSR1 | |
|---|---|
| Department | Building Design & Construction |

The department personnel working as the Town's OPM has realized over $1.7M in savings to the Town over the last five years based on over $76.7M in construction spending. The $1.7M 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<br>DSR2 | Additional Request<br>DSR4 | Total<br>(DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 397,645 | | 397,645 |
| b) Expenses | 21,235 | | 21,235 |
| c) Capital | | | |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 418,880 | | 418,880 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Building Design & Construction | | | | | | |
| Object | | | | Description | | | | | Amount | |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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 | | 3 | 3.25 | | 3.25 | 3.25 | | 3.25 | |
| 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 | | | | | | | | | 479,726 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | 800 |
| c. | PRD1 Education (5192) | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | 9,000 |
| e. | PRD1 Budget Adjustments (-$93,405 75% Sr.PM +$1,524) | | | | | | | | | -91,881 |
| | | | | | | | | | PRD1 Sub Total | 397,645 |
| j | DSR3 Other Compensation | | | | | | | | | |
| | | | | | | | | | Sub Total 1 | 397,645 |
| 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) | | | | | | | | | | 397,645 |

| Department Expenditure Detail<br>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 (4,420)<br>Advertising – Legal Notices (500) | 4,920 |
| Communications (534x) | Postage (400)<br>Wireless Communication (3,940) | 4,340 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | Other Purchase of Services (1,600) | 1,600 |
| Office Supplies (542x) | Office Supplies (3,950) | 3,950 |
| 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 (600) | 600 |
| Governmental Charges (569x) | | |
| Travel & Mileage (571x – 572x) | Conferences In-State (2,000)<br>Mileage Reimbursement for use of personal vehicle (1,000) | 3,000 |
| Dues & Subscriptions (573X) | Dues & Subscriptions (2,825) | 2,825 |
| Other Expenses (574 X – 579x) | | |
| 6. Total Expenses | | 21,235 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | | |
| 7. Total Operating Budget Capital | | |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 418,880 |

| | | | | |
|---|---|---|---|---|
| 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 Services (ITS) 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

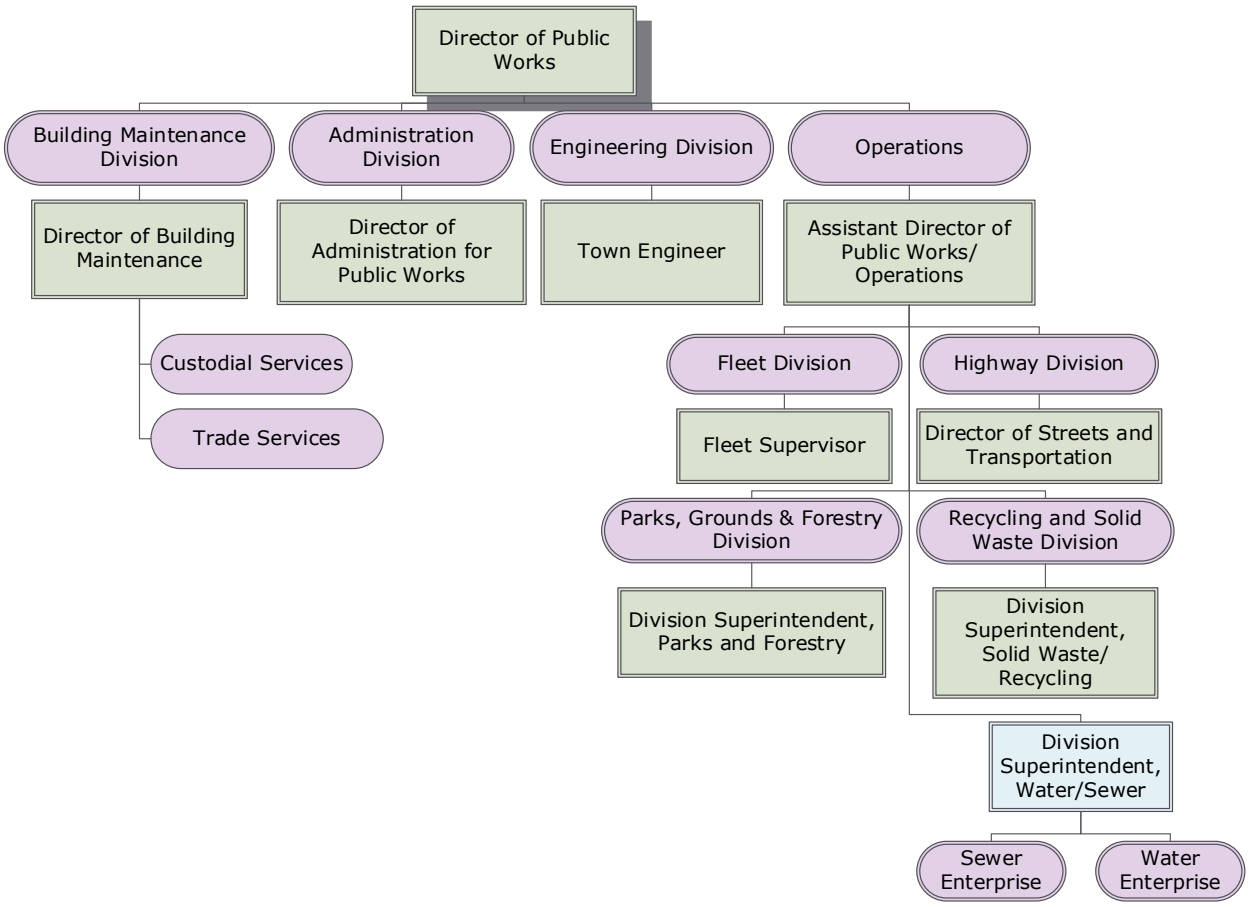
| Building Design and Construction Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 388,645 | 16,275 | | | 388,645 | 16,275 | | 372,370 | 234,735.76 | 213,364.06 | 250,281.09 |
| Salary & Wage Temporary | | | | | | | | | | | |
| Salary & Wage Overtime | | | | | | | | | | | 263.28 |
| Salary & Wage Other | 9,000 | | | | 9,000 | | | 9,000 | 5,250.00 | 3,000.00 | 38,656.91 |
| Salary and Wage Total | 397,645 | 16,275 | 4.3% | | 397,645 | 16,275 | 4.3% | 381,370 | 239,985.76 | 216,364.06 | 289,201.28 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | | | | | | | | | | | |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 4,920 | | | | 4,920 | | | 4,920 | 593.20 | 2,832.79 | 118.00 |
| Communications | 4,340 | | | | 4,340 | | | 4,340 | 1,933.88 | 3,135.91 | 2,857.87 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 1,600 | | | | 1,600 | | | 1,600 | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 3,950 | | | | 3,950 | | | 3,950 | 1,000.00 | 375.45 | 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 | 600 | | | | 600 | | | 600 | | 80.00 | |
| Governmental Charges | | | | | | | | | 450.00 | 333.79 | 1,356.00 |
| Travel & Mileage | 3,000 | | | | 3,000 | | | 3,000 | 145.00 | 190.95 | |
| Dues & Subscriptions | 2,825 | | | | 2,825 | | | 2,825 | 494.99 | | |
| Other | | | | | | | | | | | |
| Expense | 21,235 | | | | 21,235 | | | 21,235 | 4,617.07 | 6,948.89 | 5,723.03 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 418,880 | 16,275 | 4.0% | | 418,880 | 16,275 | 4.0% | 402,605 | 244,602.83 | 223,312.95 | 294,924.31 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Director of Design & Construction | 1.00 | G | 13 | MAX | 146,304 | | | 3,000 | | $149,304 | Vehicle Allowance |
| Senior Project Manager | 1.00 | G | 12 | Merit | 133,004 | | | 3,000 | | $136,004 | Vehicle Allowance |
| Senior Project Manager | 0.25 | G | 12 | Merit | 121,540 | | | 3,000 | (93,405) | $31,135 | 3/4 funding from projects |
| Administrative Specialist | 1.00 | I | 5 | 8 | 78,878 | 800 | | | | $79,678 | Longevity |
| BUDGETARY ADJUSTMENT | | | | | | | | | 1,524 | $1,524 | |
| Division Totals | 3.25 | | | | 479,726 | 800 | | 9,000 | (91,881) | $397,645 | |
| Department Totals | 3.25 | | | | 479,726 | 800 | | 9,000 | (91,881) | $397,645 | |
| | Salary and Wage Base (5110) | | | | | | | | | $479,726 | |
| | Other Regular Compensation (5110) | | | | | | | | | $800 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | $9,000 | |
| | Budgetary Adjustment (5110) | | | | | | | | | ($91,881) | |
| | Total | | | | | | | | | $397,645 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Director of Design & Construction | 1.00 | 1.00 | 1.00 | | MAX | MAX | 140,906 | 145,043 | 149,304 | 2.9% |
| Senior Project Manager | 1.00 | 1.00 | 1.00 | | Merit | Merit | 126,413 | 130,115 | 136,004 | 4.5% |
| Senior Project Manager | | 0.25 | 0.25 | | Merit | Merit | | 29,500 | 31,135 | 5.5% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 71,288 | 75,402 | 79,678 | 5.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,289 | 1,310 | 1,524 | 16.3% |
| Division Totals | 3.00 | 3.25 | 3.25 | | | | 339,896 | 381,370 | 397,645 | 4.3% |
| Department Totals | 3.00 | 3.25 | 3.25 | | | | 339,896 | 381,370 | 397,645 | 4.3% |

## Department Organizational Chart

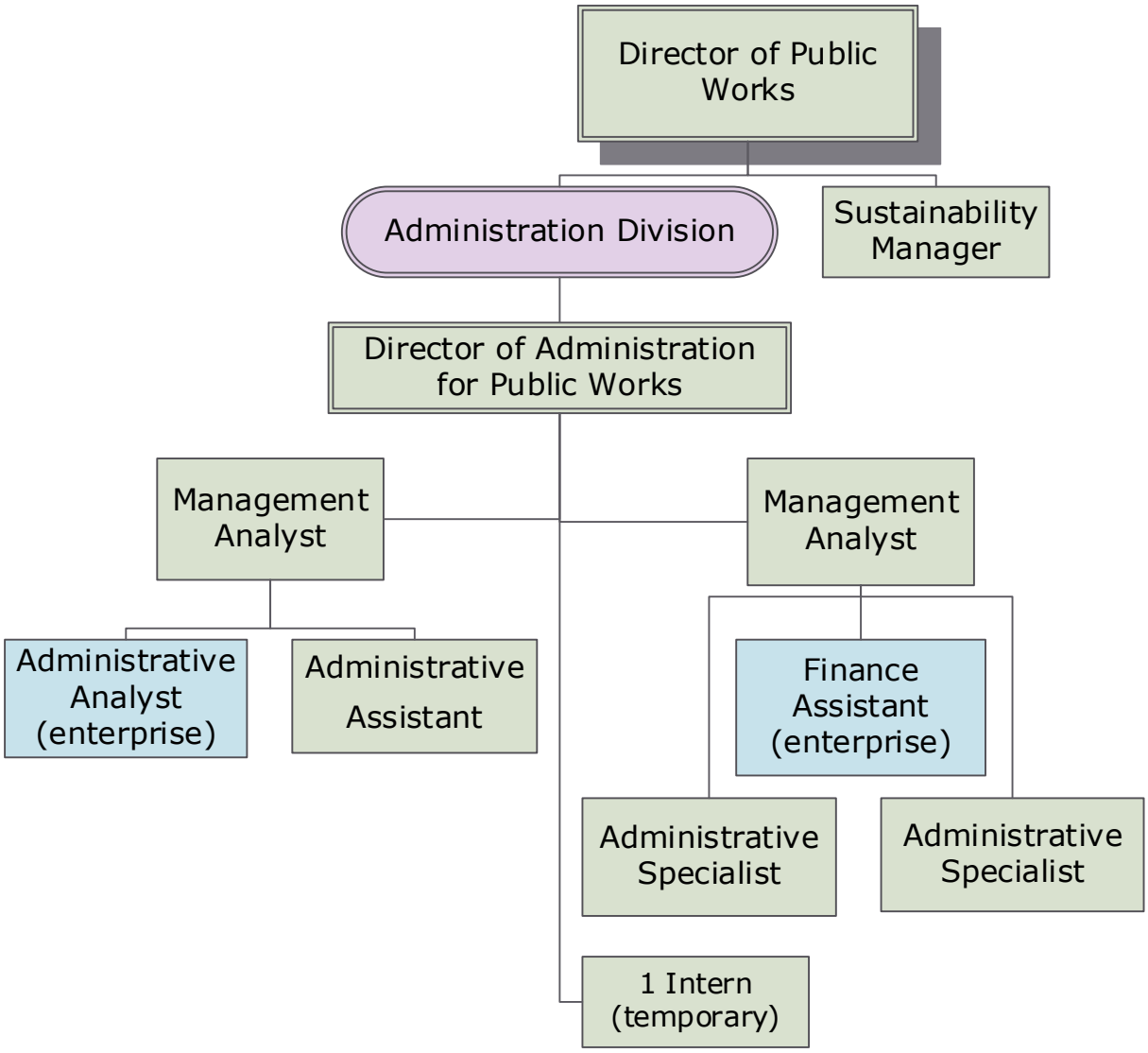
## Department of Public Works General Fund




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

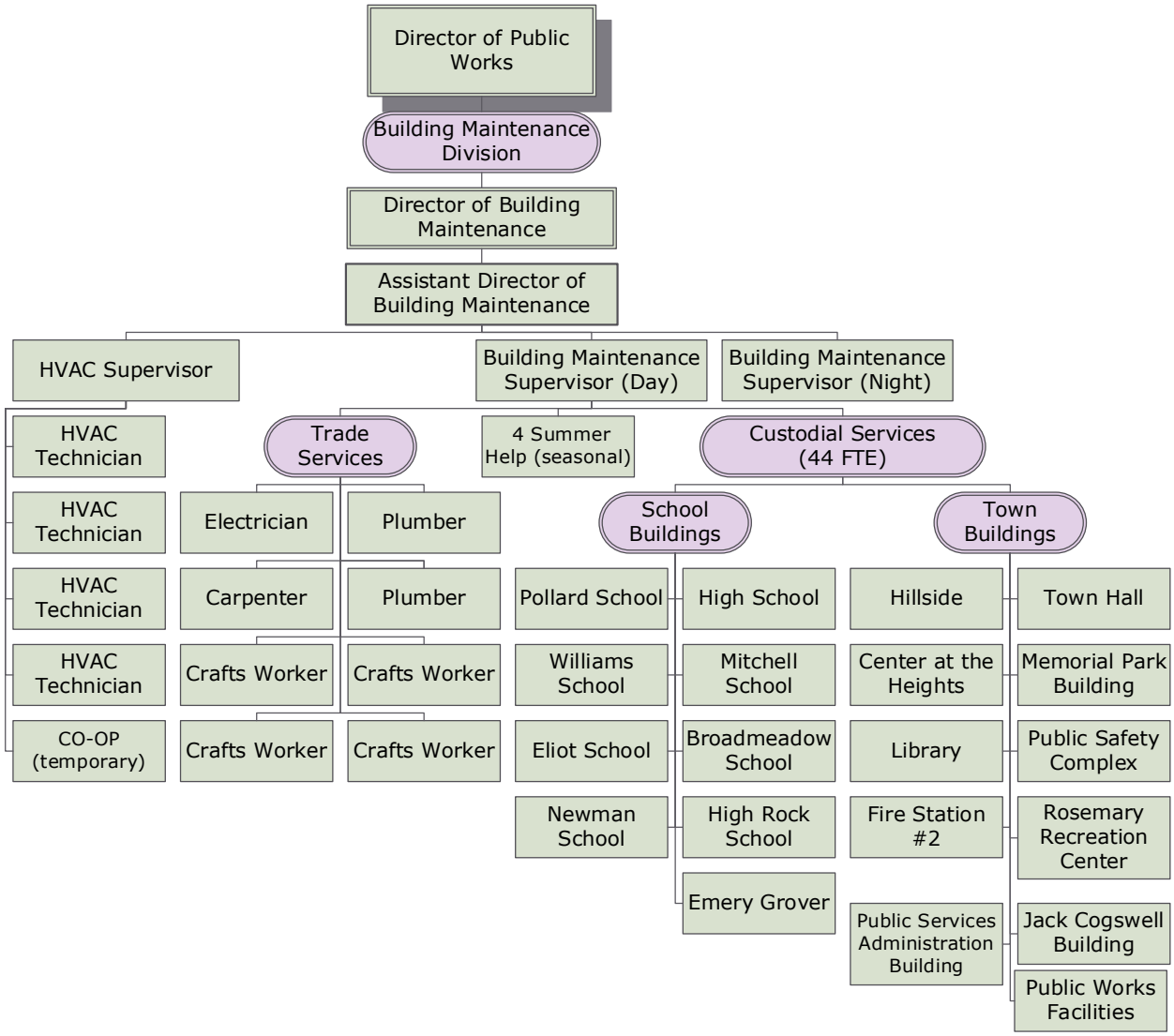
**Department Organizational Chart**

**Administration Division**



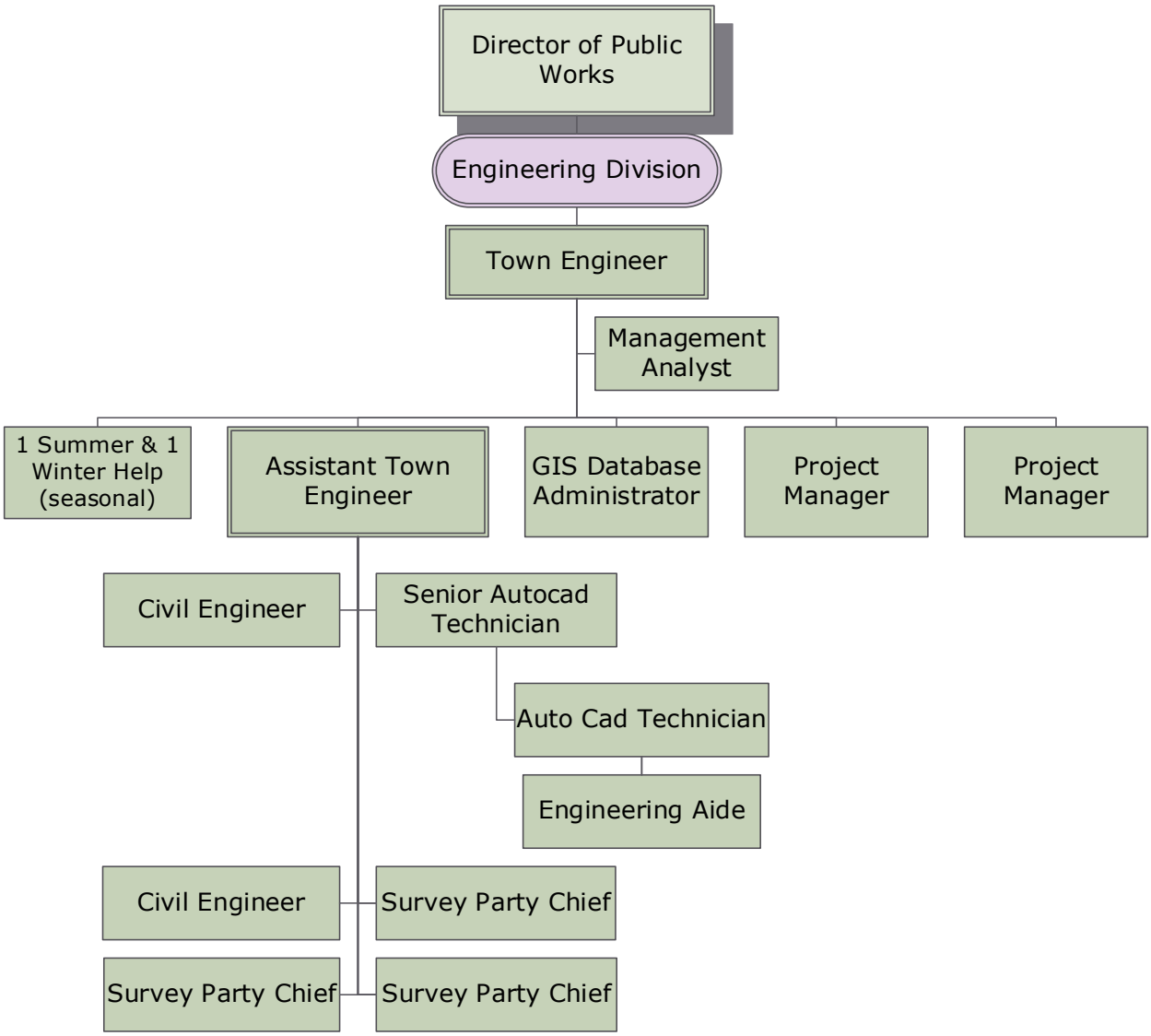
## Department Organizational Chart

## Building Maintenance Division



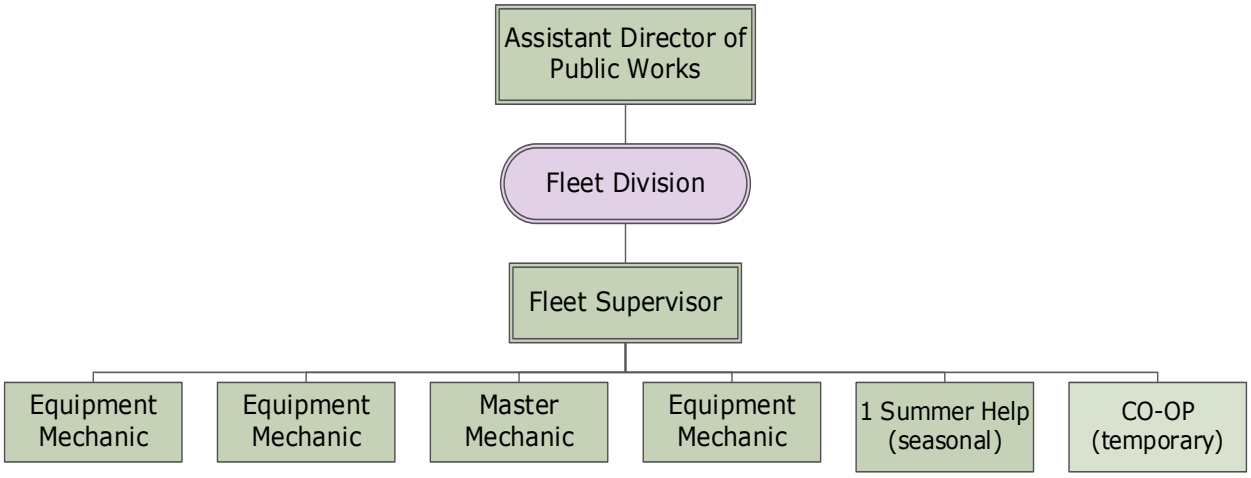
## Department Organizational Chart

## Engineering Division



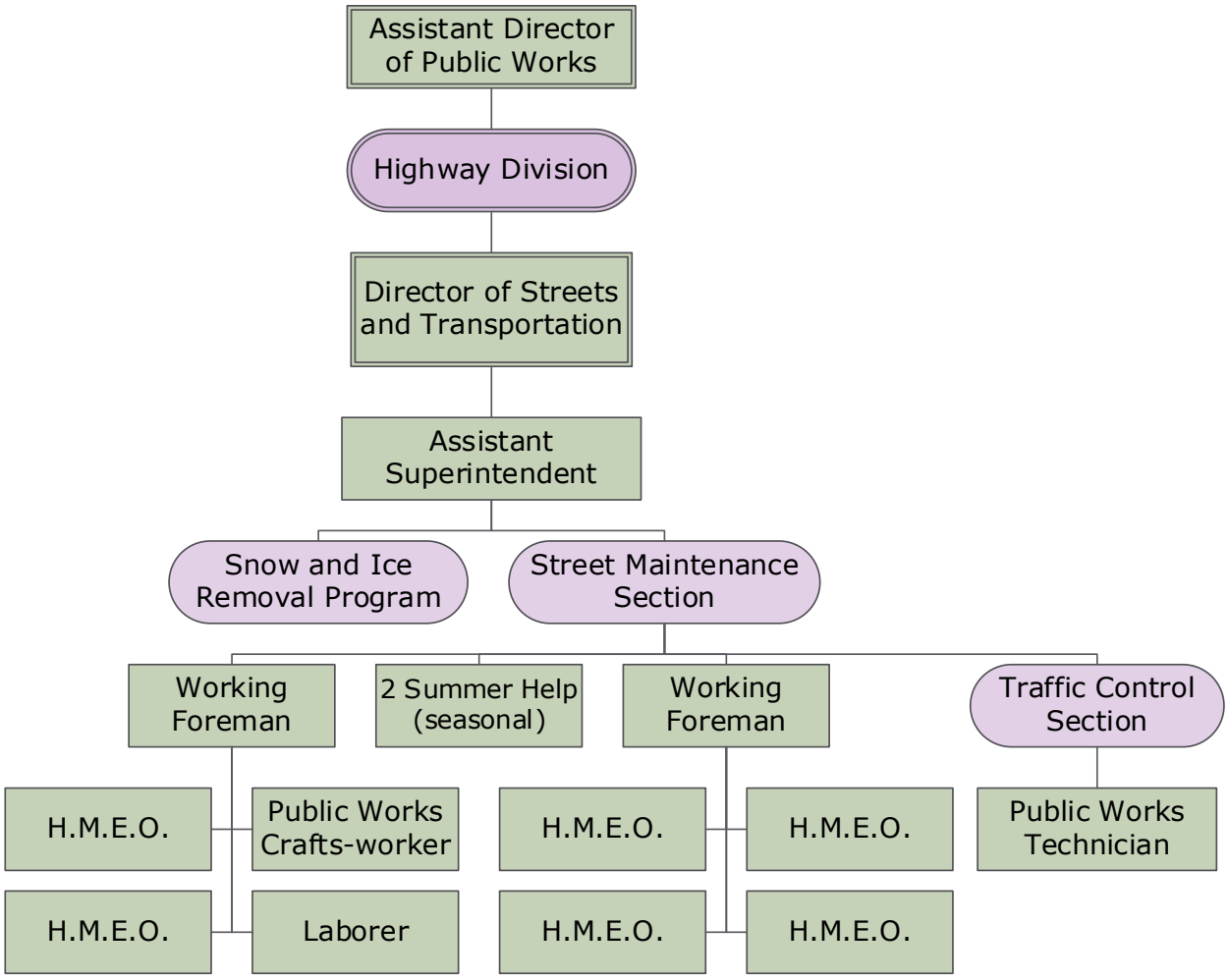
## Department Organizational Chart

## Operations – Fleet Division



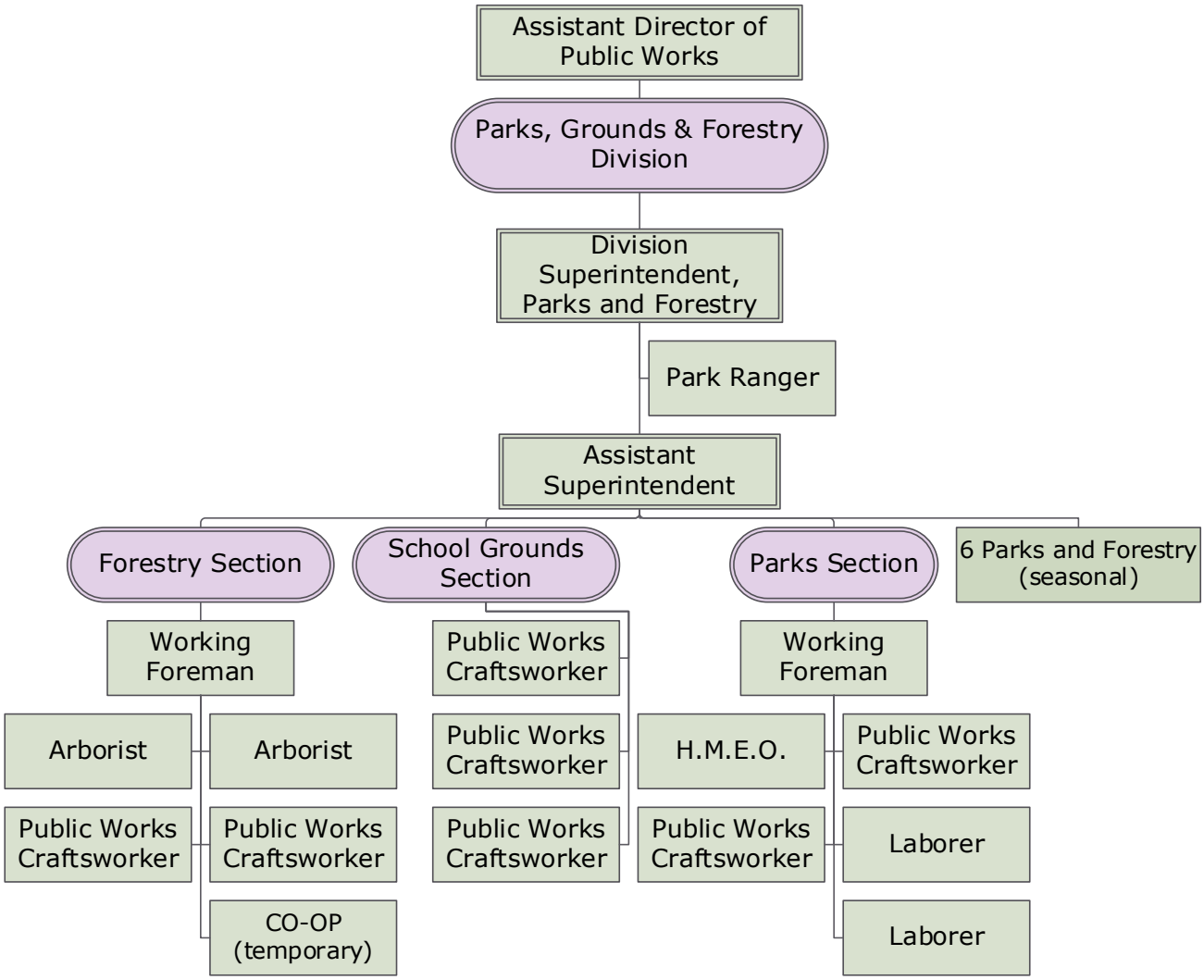
**Department Organizational Chart**

**Operations – Highway Division**



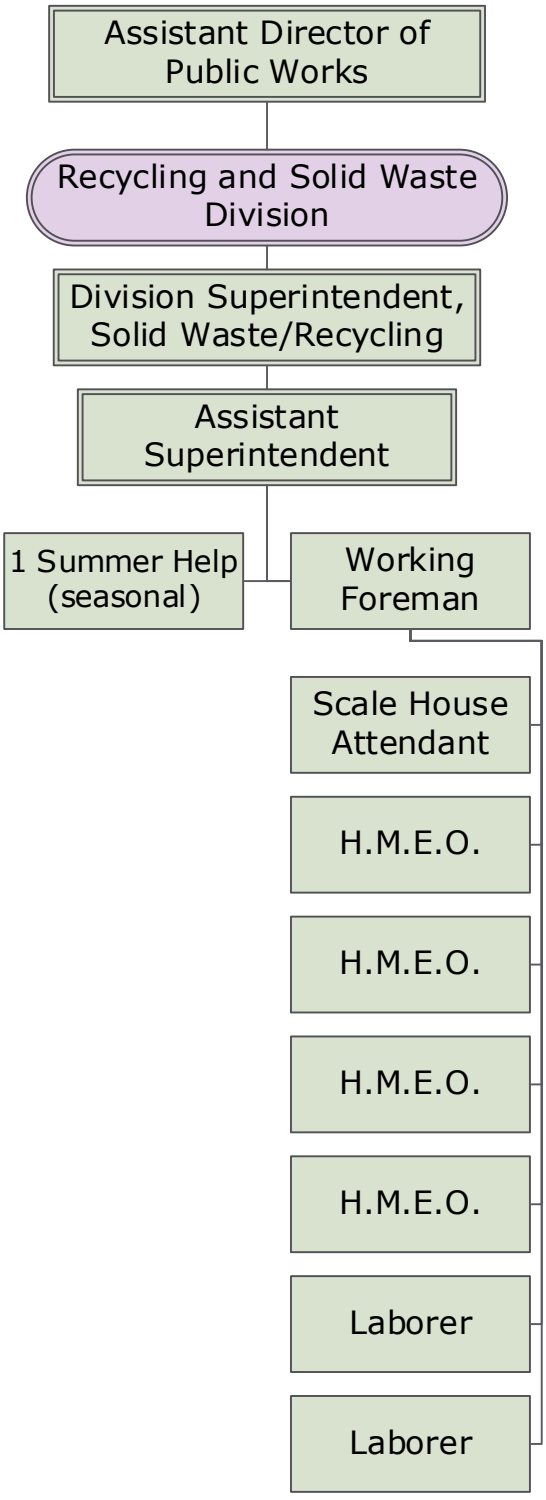
## Department Organizational Chart

## Operations – Parks and Forestry Division



**Department Organizational Chart**

**Operations – Recycling and Solid Waste Division**



| Department Information<br>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 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, being taught by Town employees, that will allow new staff to take their Commercial Driver's License exam. Additionally, through negotiations the Department has added a License Incentive Stipend program that will provide financial incentive for staff to get and maintain necessary licensure for the management of the Town's Public Works operations. This should assist in retraining highly skilled staff and serve as incentive for staff to increase their licensure for both promotional opportunities and to meet the needs of the Town. 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 various programs are putting pressure on existing construction and engineering firms that are not 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.

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

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 and December ‘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 priorities are as follows: 1) Safety, 2) Infrastructure Preservation, and 3) Enhancements to the Built Environment. 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.

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 budget we are presenting for FY2026 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 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.

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

**Building Maintenance**

The Building Maintenance Division aims to provide reliable, consistent, effective operations of all Schools and Town buildings, ensuring comfort and safety for all occupants. The Division continues to face 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 working and planning for another successful year of project work. The Building Maintenance Division continues to use the data collected by Alpha Facilities Solutions and Brightly to engage in ongoing preventative maintenance for the schools and municipal buildings throughout the Town of Needham. Additionally, this will support the efforts to appropriately project costs and make informed decisions in planning future work.

The Division plans to continue to execute projects that promote building sustainability through the replacement of inefficient equipment with more efficient options (Variable Air Volume systems, high efficiency condensing boilers, electric water heaters and air source heat pumps and LED lighting, 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 at large and respond appropriately and effectively.

**Engineering**

The Engineering Division is committed to fostering a welcoming and inclusive environment for all team members, partners, and stakeholders. Our collective goal is to ensure that our projects not only meet technical standards but also enhance the quality of life for the communities we serve.

To improve traffic flow and safety, we are undertaking several street and intersection upgrades such as continuing the design of Marked Tree Road and the intersection improvements at Central and Great Plain Avenue, while the Central at Hunnewell intersection is ready for construction.

A significant focus of our infrastructure efforts this coming year will be the reconstruction of aging sewer interceptor lines along RTE 128. This involves the replacement of deteriorated pipes with larger diameter and durable materials that will handle current and future wastewater flows. These upgrades are essential to prevent sewer overflows, improve water quality, and protect public health.

In addition to immediate improvements, the Engineering Division is dedicated to long-term planning. We are actively preparing master plans for our drainage systems for quality and capacity. These comprehensive plans address current deficiencies and anticipate future needs, ensuring that our infrastructure can support ongoing development and population growth. The Engineering division will continue providing inspectional services for the multi-area gas and underground electrical replacement proposed by Eversource.

**Fleet**

The Fleet Division aims to provide green, elite, vehicle service. 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

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

challenges with delays in the arrival of replacement vehicle deliveries and 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 69,590 gallons of unleaded gasoline and 37,535 gallons of diesel annually. Fleet continues to utilize B20 biodiesel seasonally to supplement our petroleum-based diesel fuel usage on town owned diesel-powered vehicles. Biodiesel is produced from renewable resources, emits fewer greenhouse gases, and is biodegradable. 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 which has expanded to 12 stations. During the past twelve months the town's electric vehicle chargers dispensed 95,958kWh of energy to both public and town electric vehicles. Since its inception the towns electric vehicle charger network has dispensed 323,109kWh of energy which is an equivalent to our planting 8,285 trees and letting them grow for 10 years.

**Highway**

The Highway Division remains committed to its efforts to construct and upgrade surface infrastructure that meets the Town's goals for safe multimodal travel. The Division will continue to pursue state and federal funding opportunities for the reconstruction of Highland Avenue from Great Plain Avenue to Webster Street, with progress being made towards inclusion in the Transportation Improvement Program (TIP). The Division is also playing a role in the relaunched design process for the Great Plain Avenue Corridor project in Needham Center, which will prioritize bicycle and pedestrian improvements. Highway plans to incorporate Complete Streets standards in its regular roadway projects as much as possible, focusing on improvements to bicycle and pedestrian safety, new traffic markings, and traffic calming measures. The Division is also developing plans to better coordinate traffic signals through equipment upgrades with the latest detection and phasing technology.

There are also challenges to consider. The Highway Division continues to experience difficulties in scheduling and coordinating street and sidewalk improvement work due to supply chain issues and a high demand for contractor services. This has required the team to adjust schedules throughout the construction season to ensure project completion, and it is expected that this will be the case in the upcoming year as well. The Highway Division also oversees snow and ice operations for the Town, and the steady decrease in the number of contractors participating in the snow program region-wide means that the Division must continuously adapt snow operations planning to meet the Town's standards for safe travel during winter weather events.

**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, school grounds and forests 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 McLeod softball field, completing the renovation of Asa Small Little League field, off leash dog park refresh and completing the Claxton Field renovation. Parks and Forestry will continue to partner with the Park and Recreation Department on many projects and programs.

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

In addition, we will partner with our colleagues on school grounds to improve their conditions and act as a supporting agency to accomplish new desires and requests. The Division has been facing some challenges, especially regarding the weather and will need to continue to look at ways to combat these challenges. The weather has been especially challenging for our 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. Lastly our division will continue to work with Town residents and stakeholders to help address our place in a sustainable Needham.

**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. During this year, the Recycling & Solid Waste Division will be working with a consultant to complete a Service Delivery Study for trash and recycling for the Town. The consultant will analyze the current operations and evaluate the level of services offered to residents. The consultant will conduct a broad survey of residents to look at ways in which services could be improved or expanded. Four plans will be presented including looking at maintaining the status quo RTS offerings, curbside collections, and possible hybrid models. Cost analysis of all options will be presented to DPW, Public Health, the Select Board and the Solid Waste & Recycling Advisory Committee. This report will provide the basis for decision making going forward for the RSW Division. While this study is underway the RTS will continue to work deploying Bigbelly trash and recycling containers throughout Town. These units improve cleanliness, sanitation and discourage illegal dumping. The RTS will continue working with the School Nutrition Services Staff and Building Maintenance Division to strengthen and expand the food-waste diversion program offered at the schools. The food waste diversion programs will be further promoted through Town outreach to expand resident drop off at the RTS. Needham, like all Massachusetts communities, will be seeing rising trash costs as the region's capacity to process trash becomes strained. All practical diversion strategies will be pursued to offset the costs of trash management.

**Water, Sewer, and Drains**

The Water, Sewer, and Drains Division continues to ensure that Needham has sustainable water resources, meeting increased demand while always battling climatic challenges and increasingly strict environmental protection regulations. The division still faces daily operational challenges in the current employment market and delays caused by the increase in material costs and supply chain shortages, causing the Division to re-evaluate their operational processes and needs.

The Sewer Division continues to perform the daily maintenance tasks, both proactive and reactive to keep our sewer and drain systems operating, while also focusing 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 regularly scheduled 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 throughout town and at all ten sewer pump stations. Sewer will be recruiting new staff in addition to training existing staff to continue to combat staffing shortages, which have been the most challenging within the Water, Sewer, and Drains Divisions. Finally, the Town will be implementing new billing and collections

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

software over the next year, which will impact the process of sewer billing.

The Water Division of the Department of Public Works continues to perform daily operational maintenance tasks, both proactive and reactive to keep our water, 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. The division 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 previously allowed the Division 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 licensures 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, Sewer & Drain Divisions. The Town will be implementing new billing and collections software over the next year, which will impact the process of water billing.

Budget Statement

Salaries & Wages increasing $464,123, 3.89%
Expenses & Services increasing $137,163, 1.43%
Operating Capital decreasing $44,205, -36.74%
Total Budget Submission* increasing $557,081, 2.50%
*not including snow & ice

**Salaries**
The increase in the Salaries and Wages is largely due to annual wage adjustments and/or transitions in positions. All unions are settled for FY '26. The total increase for Regular Salaries is $363,418, $3.43%.

The increase in the Overtime Budget is primarily due to the increase in base salaries. There was a small increase in hours in the Administration Division with two positions being classified as non-exempt, in Parks and Forestry OT for the 4th of July set-up was shifted from double time to time and a half, and at the RTS an additional Sunday was added to the November leaf drop off as 2025 has 5 Sundays in November. The Overtime Budget has increased by $62,385, 5.83%.

The base salary for temporary help has increased. The only hours increase is to expand the summer internship program in Admin from 8 weeks to 12 weeks to better meet the busy summer needs of the DPW. Temporary Salaries has increased by $6,970, 3.09%.

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

The Other Salary and Wages are increasing this year based on a new license incentive program that was negotiated with NIPEA in FY2025. This program provides additional financial incentives for staff to get and maintain critical licensure that is necessary to continue the operations of the Town. Hiring and retaining staff with this licensure is becoming increasingly more difficult and this program will help keep Needham competitive and ensure that we have competent and reliable staff. Other Salary and Wages has increased by $31,350, 69.05%.

While the Department is still undergoing transitions from retirements and internal transitions, staff has been able to maintain services through the use of overtime, temporary workers, and contractors.

**Expenses and Services**

**Administration**

The primary changes in the Administration budget are related to software costs and the increased need for training. Both items are consistent with the Division's mission to plan for future staff transitions and adapt to the increasing demands on the Department. Some small reductions were made in items like office supplies recognizing the transition from paper to digital operations models resulting in a reduction of $15,000. Software costs increased by $29,595 for the DPW's Work Order System, Time Tracking System, and other smaller management software programs. The Training budget increased by $27,600 primarily for an updated safety management system to assist in the DPW in becoming OSHA compliant, as Public Works Departments are now required to do, and to increase training for staff to ensure that staff is fully trained as more seasoned staff retire.

Net increase: $44,705

**Building Maintenance**

Due to some significant transitions the Building Maintenance budget has had a slight decrease in the budget from the prior year. The main area of savings is the Custodial Cleaning Contracts for the High School and the Pollard. In the summer and fall of 2023 there were significant concerns about the cost and performance of outside cleaning at these two locations that required the Town to switch vendors. With the unpredictability of this work, the budget estimates were increased for FY2025. The Town had a successful Request for Proposals in the Spring of 2024, and the actual costs were reduced, resulting in a decrease in the budgeted amount for FY2026 of $290,318. There was an offset increase in Custodial Supplies as the Town is now directly providing supplies for those facilities instead of receiving it as a pass-through cost from the vendor resulting in an increase of $181,962. Additionally, oil costs have been reduced with the removal of the Emery Grover from oil and newly negotiated pricing for the Town's oil contract in the amount of $21,190. Other contractual increases in supplies and services were included in this year's budget.

Energy

| Fuel Type | 3 Year Average Consumption* | Cost per Unit | Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|---|
| Oil | 29,051 | $3.67** | $106,617 | ($21,190) |

*3 year average for Hillside did not include FY22 because it was under renovation
**Decrease from last year's unit budget figure of $5.22

Net decrease: $29,696

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

**Engineering**

The primary increases in the Engineering budget are in the areas of GIS support and technology. There have been minimal increases in the budget over the years and with new leadership staff and a significant increase in workload, there is a push to modernize the division. There is an increase for outside GIS assistance that will assist in providing updated information to the field staff which is an increase of $32,000. Additionally, the Division will be updating their technology in the areas of GIS and Autocad and migrating some in house data storage to the cloud.

Net increase: $59,341

**Fleet**

There are minimal changes in this budget that are due to small changes in the costs for regular services. The largest increase is in the fleet management software program that tracks the maintenance records for all the Town's fleet for an increase of $4,000.

Vehicular Supplies

| Division | Fuel Type | 3 Year Average Consumption | Cost per Unit | Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|---|---|
| Admin | Gasoline | 1,544 | $4.18 *** | $6,454 | ($205) |
| BMD* | Gasoline | 6,151 | $4.18 *** | $25,711 | ($5,682) |
| Engineering | Gasoline | 931 | $4.18 *** | $3,892 | ($88) |
| Fleet | Diesel | 500 | $5.03**** | $2,515 | ($2,451) |
| Fleet** | Gasoline | 3,743 | $4.18 *** | $15,646 | ($2,443) |
| Highway | Diesel | 10,788 | $5.03**** | $54,264 | ($12,144) |
| Highway | Gasoline | 4,750 | $4.18 *** | $19,855 | $1,790 |
| Parks & Forestry | Diesel | 3,752 | $5.03**** | $18,873 | ($874) |
| Parks & Forestry | Gasoline | 8,120 | $4.18 *** | $33,942 | ($3,123) |
| RSW | Diesel | 16,857 | $5.03**** | $84,791 | ($9,298) |
| RSW | Gasoline | 655 | $4.18 *** | $2,738 | ($50) |

*3 year average reduced by 1,000 to account for 2 new electric vehicles
**3 year average reduced by 600 to account for 1 new electric vehicle
***Decrease from last year's unit budget figure of $4.38
****Decrease from last year's unit budget figure of $5.48

Net decrease: $4,701

**Highway**

The Highway budget is increasing primarily based on contract price increases for its primary services including roadway treatments, curb and sidewalk, and other maintenance contracts for an increase of $61,514. Additionally, the Highway Division is moving their hydroseeding into a separate line item because most of the construction occurs in the hot months and the seed doesn't take well for an increase of $32,000.

Net increase: $63,692

| Department Information DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

**Parks and Forestry**

The Parks and Forestry division has a slight decrease in their budget due to a one-time DSR4 request from last year for street trees being funded in that year for a decrease of $10,000.

Net decrease: $8,307

**Recycling and Solid Waste**

The Recycling and Solid Waste Division has minimal budget changes. The MSW costs are neutral with increases in tipping, but a decrease in the hauling costs for an increase of $2,690. Tonnage for MSW has remained relatively flat for the past 5 years. Recycling has had slight increases from last year's costs primarily related to volatility in the recycling markets. The volume of recycling has been slowly decreasing over the past 5 years. The budgetary increase for recycling is $8,969.

MSW Disposal

| Average Tons | FY2026 Anticipated Tipping Fee* | MSW Disposal Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|
| 9,671 | $81.73 | $790,439 | $24,035 |

*Increase from prior year tipping fee of $79.35

| Cost per Load | Estimated Number of Loads | MSW Hauling Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|
| $495* | 421** | $208,395 | ($21,345) |

*Decrease from prior year's budgetary cost of $547 per load.
**Estimated figure of 23 tons per load.

Recycling

| Material | 3 Year Average Tons | Estimated Cost per Ton | Estimated Value | Difference from Prior Year Submission |
|---|---|---|---|---|
| Corrugated Cardboard | 411.00 | ($23.18)* | ($9,526.98) | $9,503.80 |
| Mixed Paper | 741.00 | $16.82 ** | $12,463.62 | ($12,446.80) |
| Commingle Containers | 469.00 | $84.40 *** | $39,583.60 | ($39,499.20) |
| Single Stream Recycling | 360.00 | $82.97*** | $29,869.20 | ($29,786.23) |

*Decrease in revenue from prior year's budgetary estimate of ($29.71)
**Decrease in cost estimate from prior year's budgetary estimate of $24.20
***Increase in cost estimate form prior year's budgetary estimate of $63.94
****Increase in cost estimate from prior year's budgetary estimate of $66.84

| Cost per Load | Est. Number of Loads | Recycling Hauling Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|
| $605 | 199 | $120,597 | $622 |

*Increase from prior year's budgetary cost of $547 per load.
**Estimated figure of 23 tons per load.

Net Increase: $12,129

| Department Information DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

Budget Changes

| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
|---|---|---|---|---|---|
| Energy | BMD | Oil | ($21,190) | Based on 3-year consumption average & decrease in oil cost | ($21,190) |
| Repairs & Maintenance Services | Admin | Copier & Printer Repair | ($2,000) | Based on prior year spending | $93,385 |
| | BMD | Alarm and Sprinkler Servicing | $2,020 | 3.5% contractual increase | |
| | BMD | Building Repairs | $8,362 | Based on prior spending | |
| | BMD | Door Repairs | $1,448 | 5% contractual increase | |
| | BMD | Elevator Maintenance | $17,967 | 43% contractual increase | |
| | BMD | Equipment Repair | $712 | Based on prior spending | |
| | BMD | Generator Repair | $760 | 3.5% contractual increase | |
| | BMD | Hardware Maint. Agree | $2,147 | Based on prior spending | |
| | BMD | HVAC Maintenance | $31,526 | 3.5% contractual increase | |
| | BMD | Mech. Electric. Plumb. | $14,484 | Based on prior spending | |
| | BMD | Roof Repairs | $3,422 | 5% contractual increase | |
| | Fleet | Vehicle & Equipment Inspections | $600 | Based on prior spending | |
| | Highway | Fence/Guardrail | $1,254 | Based on prior contractual increase of 5% | |
| | Highway | Repairs & Maintenance to Traffic Signals | $675 | 4% contractual increase | |
| | Highway | Roadway Markings | $8,508 | 5% contractual increase | |
| | RSW | Loader Repair | $1,000 | Based on updated state contract pricing | |
| | RSW | Scale Repair | $500 | Based on increased need | |

| Department Information DSR1 | | | | | |
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| Department | Department of Public Works – General Fund | | | | |
| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
| Other Property Related Services | BMD | Contract Cleaning | ($290,318) | New contractual pricing | ($233,405) |
| | BMD | Irrigation Systems | ($389) | Based on prior spending | |
| | BMD | Other Prop Related Service | ($3,758) | Based on prior spending | |
| | BMD | Parking Lot Maintenance | $2,000 | Based on prior contractual increase of 5% | |
| | BMD | Pest Control Services | $981 | 4% contractual increase | |
| | Highway | Crack Seal | $3,401 | 4% contractual increase | |
| | Highway | Disposal of Street Sweepings | $1,690 | 5% contractual increase | |
| | Highway | Hydroseeding | $25,000 | Pulling out from Curb, Sidewalk, and Ramps for better timing and quality | |
| | Highway | Road Surface Treatments | $4,472 | Based on current contract pricing + 3.5% | |
| | Highway | Roadway Paving | $16,375 | 4% contractual increase | |
| | Highway | Sidewalk Curb, and HP Improvements | $4,278 | 4% contractual increase | |
| | Highway | Street Sweeping | $1,204 | Based on current contract pricing + 3.5% | |
| | P&F | Street Tree Inventory | ($10,000) | FY25 one year funding | |
| | RSW | MSW Disposal | $24,035 | Based on 3-year tonnage average and updated costs | |
| | RSW | MSW Hauling | ($21,345) | Based on 3-year tonnage average and updated costs | |
| | RSW | Recycling Disposal | $8,347 | Based on 3-year tonnage average and updated costs | |
| | RSW | Recycling Hauling | $622 | Based on 3-year tonnage average and updated costs | |

| Department Information DSR1 | | | | | |
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| Department | Department of Public Works – General Fund | | | | |
| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
| Professional & Technical Services | Admin | Advertising | $1,500 | Increased job postings in public works industries | $128,312 |
| | Admin | Consolidated Work Order System for DPW | $17,000 | Updated software costs | |
| | Admin | Monday.com | $620 | Additional users | |
| | Admin | PeopleGIS - PeopleForm Licenses | $4,975 | Based on increased software costs | |
| | Admin | Safety Management System | $13,000 | Program to manage OSHA compliance | |
| | Admin | Seminars and Training | $14,600 | Additional trainings | |
| | Admin | UKG Timeclock System | $7,000 | Contract increase | |
| | BMD | HVAC Programming | $4,084 | Based on current contract pricing + 3.5% | |
| | BMD | Other Consulting Services | $3,054 | Based on prior spending | |
| | Eng. | GIS Support Services | $32,000 | Utilizing additional outside contracting services to ensure system is up to date and usable by operating staff | |
| | Eng. | Inspectional Services - Street Permits | $1,500 | Increase in volume of work from Eversource | |
| | Eng. | Right-of-Way & Property Surveys | $1,000 | Increased cost based on volume of surveys necessary to manage Town's inventory | |
| | Eng. | Software Licenses | $20,779 | Based on increased software costs | |
| | Fleet | Fuel Management Software | ($5,850) | Based on updated costs | |
| | Fleet | Vehicle Maintenance Software | $4,000 | Based on increased software costs | |
| | Highway | Seminars and Training | $1,650 | Based on prior spending and increase in trainings | |
| | Highway | Weather Monitoring Services | $2,200 | Based on additional need | |
| | RSW | PC Scale Annual Contract | $200 | Based on increased software costs | |
| | RSW | Seminars and Training | $5,000 | Additional trainings | |

| Department Information DSR1 | | | | | |
|---|---|---|---|---|---|
| Department | Department of Public Works – General Fund | | | | |
| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
| Communications | Admin | Legal Ads | $3,365 | Based on prior spending | $8,216 |
| | Admin | Postage | ($2,250) | Based on prior spending | |
| | Admin | Wireless Communications | $600 | Adding tablets | |
| | BMD | Cable | ($5,500) | Based on prior spending | |
| | BMD | Cable/Internet | ($1,045) | Based on prior spending | |
| | BMD | Landline Telephone | $4,742 | Based on prior spending | |
| | BMD | Wireless Communications | $2,810 | Adding tablets | |
| | Eng. | Cell Phones | $2,650 | Adding tablets | |
| | Fleet | Cell Phones | $43 | Based on prior spending | |
| | Highway | Cell Phones | $677 | Adding tablets | |
| | P&F | Cell Phones | $1,815 | Adding tablets | |
| | RSW | Cell Phones | $309 | Adding tablets | |
| Other Purchased Services | BMD | Other Purchase of Service | $280 | Based on prior spending | $9,106 |
| | BMD | Water Filtration | $77 | Based on prior spending | |
| | P&F | Goose Management Program | $5,000 | Additional locations added | |
| | RSW | Line Painting | $2,000 | Based on prior spending | |
| | RSW | Police Detail | ($1,000) | Based on prior spending | |
| | RSW | Tailings Disposal | $2,749 | Based on prior spending | |
| Office Supplies | Admin | Office Supplies | ($15,000) | Based on a decreased need | ($15,000) |
| Building & Equipment Supplies | BMD | Building & Equipment Supplies | $17,038 | Based on 3.5% inflation of costs | $17,038 |
| Custodial Supplies | BMD | Custodial Supplies | $181,962 | Purchasing all supplies for buildings that are cleaned by contracted services | $181,962 |

| Department Information DSR1 | | | | | |
|---|---|---|---|---|---|
| Department | Department of Public Works – General Fund | | | | |
| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
| Vehicular Supplies | Fleet | Vehicle Tires | $1,400 | Based on prior spending | $1,400 |
| Gasoline & Diesel Fuel | Admin | Gasoline | ($205) | Based on 3-year consumption average & decrease in fuel costs | ($34,568) |
| | BMD | Gasoline | ($5,682) | Based on 3-year consumption average & decrease in fuel costs | |
| | Eng. | Gasoline | ($88) | Based on 3-year consumption average & decrease in fuel costs | |
| | Fleet | Diesel | ($2,451) | Based on 3-year consumption average & decrease in fuel costs | |
| | Fleet | Gasoline | ($2,443) | Based on 3-year consumption average & decrease in fuel costs | |
| | Highway | Diesel | ($12,144) | Based on 3-year consumption average & decrease in fuel costs | |
| | Highway | Gasoline | $1,790 | Based on 3-year consumption average & decrease in fuel costs | |
| | P&F | Diesel | ($874) | Based on 3-year consumption average & decrease in fuel costs | |
| | P&F | Gasoline | ($3,123) | Based on 3-year consumption average & decrease in fuel costs | |
| | RSW | Diesel | ($9,298) | Based on 3-year consumption average & decrease in fuel costs | |
| | RSW | Gasoline | ($50) | Based on 3-year consumption average & decrease in fuel costs | |
| Food & Service Supplies | Admin | Food & Service Supplies | $500 | Providing food for staff during increased trainings | $500 |
| Public Works Supplies | Highway | Granite Curbing | $566 | 7% contractual increase | $1,657 |
| | Highway | Lumber & Hardware | $1,000 | Based on prior spending | |
| | Highway | Traffic Control Supplies | $175 | 3.5% contractual increase | |
| | Highway | Traffic Marking Paint | ($1,000) | Moved into lumber & hardware | |
| | Highway | Traffic Signs | $916 | 3.5% contractual increase | |

| Department Information DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
|---|---|---|---|---|---|
| Other Supplies & Equipment | Admin | Other Supplies & Equipment | $1,000 | Increased need for promotional materials | $1,170 |
| | BMD | Flags | $105 | Based on prior spending | |
| | Highway | Clothing Supplies | $1,005 | Based on prior spending | |
| | RSW | Employee PPE Gear & Clothing | ($940) | Based on prior spending | |
| Governmental Charges | BMD | Boiler Inspection | $105 | Based on prior spending | ($695) |
| | P&F | Licenses and Certifications | ($800) | Based on updated licensures | |
| Travel & Mileage | BMD | Mileage Reimbursement | ($750) | Based on prior spending | $750 |
| | Eng. | Conf. - Out of State | $1,500 | Based on increased need | |
| Dues & Subscriptions | BMD | APWA | ($400) | Based on current staff | ($1,475) |
| | BMD | MFAA | ($750) | Based on current staff | |
| | P&F | Professional Association Memberships | ($325) | Based on current staff | |

**Operating Capital**

Highway - Asphalt Curb Extruder (2006)
This curb building machine is used by the Highway Division to install new and replace damaged asphalt curbing. As a smaller mobile unit, it is primarily used for short segments and spot repair, including at locations damaged by plowing operations. It includes multiple curb molds that can be swapped out for different shapes and height profiles.

Highway - Walk Behind Paint Machine (2011)
This portable paint machine is used by the Traffic Division to lay new pavement markings on public ways and parking lots, including parking stall lines, stop bars, symbols, and crosswalks. As a walk-behind unit, it allows the Public Works Technician to complete work orders and other smaller-scale pavement markings handwork without the need for a contractor service call.

Parks & Forestry - Landscape Trailer – 322 (2017)
This landscape trailer is used to haul mowing and other equipment around town to maintain our open spaces.

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

Parks & Forestry - Landscape Trailer – 332 (2016)
This landscape trailer is used to haul mowing and other equipment around town to maintain our open spaces.

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.

**Grants and Other Supplemental Funding**
The DPW has received supplemental funding for capital projects from various federal programs related to COVID mitigation and economic stimulus. These projects have provided a huge opportunity for DPW, but also provided additional resources to manage and oversee.

Additionally, the Town has worked with Eversource and MassDOT to provide funding to roadway projects for both condition improvements and enhanced safety.

The Parks and Forestry Division receives supplemental funding from fees collected by the Park & Recreation Department. This covers additional work that the Division does to maintain the field in safe and well-maintained order for user groups. The anticipated transfer in FY2026 is $150,000. Without these funds cultural practices would need to be cut back on certain fields and the playing conditions would decrease.

Accomplishments and Activities

**Administration**
This past year there have been several transitions within staffing including internal promotions. This has provided new challenges and opportunities for the organization. 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, continuing 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 technology in the field. 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.

There was significant progress this past year on moving forward with several projects including the Downtown Great Plain Ave redesign, the implementation of a quiet zone, moving forward with the Highland Ave Corridor South Project with the state, redesigning the Central Ave/Centre Street Bridge, and executing all of the ARPA projects that the Department was tasked with. Additionally, continuing to respond to flooding concerns and provide short and long term solutions for these potential threats has shifted work loads to these issues.

**Building Maintenance**
The Building Maintenance Division completed many significant repair and upgrade projects throughout the town including, roof repairs, elevator repairs, life safety repairs and upgrades, exterior lighting repairs and upgrades to name a few. BMD worked closely with BD&C on the installation of four new fully electric Roof Top Units at the Elliot and added Air Source Heat Pump to use during the shoulder months for re-heat purposes, which reduces the need to use the gas fired boilers. The Division focused time on repairs to masonry concerns at the Rosemary

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

Recreation Center, the Public Safety Complex, Memorial Park and the Library which needed significant work to address cracked sidewalks and walkways. A significant portion of Building Maintenance's focus continued to be on completing HVAC repairs and upgrades at almost every building in Town and will continue to work with the Town's Sustainability Manager on all projects to find ways to reduce the use of gas appliances.

**Engineering**

The Engineering Division completed multiple projects including construction of the new Town Common, the drainage improvements on Walker Lane, and water mains on Central and Rosemary Streets. The Reservoir sediment removal design and permits were completed with expectation of clean-up activities this coming year. Drainage designs for improvements of the areas in vicinity of Concord at Burnside, drainage designs for Charles River Street at Walker Gordon Field and at the Walker Pond outlet control structure at Central Avenue. The Engineering Division provided extensive construction inspection and oversight services for the water main replacements on Central Avenue and Rosemary Street. Additionally, the Division inspected 378 street/sidewalk occupancy and excavation permits, completed 537 building permit reviews, 27 project review for the Planning Board, 20 project reviews for the Zoning Board of Appeals, completed nine traffic count studies, and prepared six traffic regulations.

**Fleet**

The Fleet Division completed a repurposing of surplus unit 29 into a dedicated Snow Fighter. The repurposed vehicle, reassigned as unit 8029 had its original body and jetter equipment removed, a new custom body was fabricated inhouse by fleet staff and a heavy duty 14' snowplow was installed. Fleet added a new Assistant Fleet Supervisors position. This new position has provided required support to shop operations which is improving efficiencies. 40 GPS devices were installed in the operational fleet and plans to add 40 more in the coming months. Fleet activated an additional electric vehicle charging station at Emery Grover School and now manages 9 chargers with 18 service ports providing charging for both town and public owned vehicles. Fleet performed the following top 5 service task over the past 12 months: 184 PM Services, 141 State Vehicle Inspections, 72 Tire/Wheel Services, 71 Snow Plow Repairs.

**Highway**

The Highway Division rehabilitated approximately 11 lane miles of roadway in FY2025, more than double the previous year. Paved streets included Webster Street (Dedham Avenue to High Street, Fox Hill Road to South Street), Dedham Avenue (Lincoln Street to Town of Dedham), Warren Street (School Street to Great Plain Avenue), Harris Avenue (Dedham Avenue to Webster Street), Fair Oaks Park (Dedham Avenue to Harris Avenue), Sunnyside Road (Hillside Avenue to Wayne Road), Frank Street, Lynn Road, William Street, Hazelton Avenue, Nichols Road, Canavan Circle, Brewster Drive, Stewart Road, Pilgrim Road, Aldridge Road, Redington Road, Emerson Place, and Emerson Road. Each of these rehabilitation projects were preceded by the installation and upgrade of ADA-compliant handicap ramps, with nearly 80 of these ramps being added over the course of the construction season. Another 10.4 lane miles of roadway were surface treated to extend the streets' life cycles and delay the need for rehabilitation, and over 5000 feet of sidewalk was repaired on Dell Avenue, Holmes Street, Bancroft Street, and portions of Dedham Avenue.

The Highway Division also geometrically reconstructed the intersection of Brewster Drive and Alden Road to calm traffic speeds and enhance pedestrian safety. This intersection project reduced the open pavement significantly with berm extensions that will help contain stormwater

| Department Information<br>DSR1 | |
|---|---|
| Department | Department of Public Works – General Fund |

runoff. The Dedham Avenue and Webster Street projects also included multiple traffic calming elements and pedestrian upgrades, including raised crosswalks in front of Needham High School, curb extensions and a new crosswalk on Webster Street at Rosemary Street, a new crosswalk and flashing beacon on Dedham Avenue near DeFazio Park, and a sidewalk expansion on Dedham Avenue under the MBTA track bridge. A pair of combination School Zone/Speed Feedback electronic signs granted by MassDOT were installed on Highland Avenue. The Division also continued its work to convert traffic signal detection from outdated magnetic loops to modern overhead cameras, upgrading this equipment at four different intersections.

**Parks and Forestry**

The Parks and Forestry Division hosted multiple project VANS across Needham last year, including Arbor Day celebrations, the Rail Trail with Eversource, four 2nd grade classes at Eliot Elementary School, a 9/11 memorial tree with a 1st grade class at Newman Elementary School, several groups at Riverside Park, and coordinated a giveaway of 500 saplings with the Parks and Recreation Department. The Division also maintained its Tree City USA designation for the 29th year.

The Division made improvements to the Dog Park, spading in 5 mature trees, and renovating the grounds with wood Engineered Wood Fi-Bar, installed new irrigation at the Asa Small Field, established new pads and benches at the Cricket field and Mitchell Elementary School, renovated the Memorial batting cages, a fluff and buff at Warner, and conducted a Townwide Irrigation Assessment. The Division also performed a renovation at the mini heights common with new concrete pathways, landscaping improvements, cleaned, sanded, painted, and stained all the benches, and installed new Big Belly trash cans.

Parks and Forestry collaborated on an Eagle Scout project to create an outdoor classroom at the Newman Elementary School, built dig boxes and made garden bed improvements at High Rock Elementary School, and supported multiple townwide events from the Fourth of July celebrations, Veterans Day and Blue Tree celebrations, and Memorial Day activities including hosting the annual Memorial Day Soccer Tournament.

**Recycling and Solid Waste**

The Recycling & Solid Waste Division had a strong year. Over 9,700 tons of trash were processed and nearly 2,000 tons of household recycling were diverted from the waste stream. Household recycling commodity values were variable but have been strong in recent months. 638 tons of scrap metal were recycled at the RTS, over 1,300 mattresses and 69 tons of clothing & textiles were diverted from the trash. Food waste collections were expanded to all schools when the Newman came on board, and our Town-wide collections increased from 83 tons in 2022 to 317 tons in 2023. The Bigbelly program expanded, with triple units - trash/recycling/pizza box - getting deployed to the Heights Common and Greene's Field. Older trash receptacles at Walker Gordon, Perry Park and Mills Field were replaced with solar-powered Bigbelly units to cut down on illegal dumping and control wind-blown litter. The RTS brought back the residents' rock & block drop off collection with a heavy-duty collection dumpster that can be directly monitored from the scale office. Replacement dumpsters were purchased for the High School, Pollard and the Emery Grover Building. Challenges included the ongoing battle against illegal dumping throughout Town. DPW will work with Needham Police and citizen groups to monitor and report on problem areas.

| Department Information<br>DSR1 | | | |
|---|---|---|---|
| Department | Department of Public Works – General Fund | | |
| Spending Request Recap | | | |
| Description | Base Request<br>DSR2 | Additional Request<br>DSR4 | Total<br>(DSR2 + DSR4) |
| a) Salary and Wages | 12,390,026 | 300,072 | 12,690,098 |
| b) Expenses | 9,729,630 | 55,730 | 9,785,360 |
| c) Capital | 76,120 | | 76,120 |
| d) Snow & Ice | 446,262 | | 446,262 |
| e) Total DSR2 & DSR4 Request (a through d) | 22,642,038 | 355,802 | 22,997,840 |
| | | | V2025 |

| Department Expenditure Detail DSR2 | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Department of Public Works – General Fund | | | | | | | | | | |
| Object | | | | Description | | | | | | | | | | Amount |
| DSR2A | | | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | | | | | |
| | 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) | | | | | |
| | 128 | | 128 | 130 | | 130 | 130 | | 130 | | | | | |
| 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 | | | | | | | | | | | | | 10,583,536 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | | | | | 150,872 |
| c. | PRD1 Education (5192) | | | | | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | | | | | 171,500 |
| e. | PRD1 Budget Adjustments | | | | | | | | | | | | | 41,947 |
| | | | | | | | | | | | | PRD1 Sub Total | | 10,947,855 |
| j | DSR3 Other Compensation | | | | | | | | | | | | | |
| | | | | | | | | | | | | Sub Total 1 | | 10,947,855 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | | | |
| a. | | | | | | | | | | | | | | |
| b. | | | | | | | | | | | | | | |
| c. | | | | | | | | | | | | | | |
| d. | | | | | | | | | | | | | | |
| f. | | | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | | | 232,502 |
| | | | | | | | | | | | | Sub Total 2 | | 232,502 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | | | | | |
| a. | DSR3 – Page 1 Total | | | | | | | | | | | | | 374,186 |
| b. | DSR3 – Page 2 Total | | | | | | | | | | | | | 470,445 |
| c. | DSR3 – Page 3 Total | | | | | | | | | | | | | 191,663 |
| d. | Highway On-Call Program | | | | | | | | | | | | | 29,008 |
| e. | RTS Scheduled OT | | | | | | | | | | | | | 67,617 |
| | | | | | | | | | | | | Sub Total 3 | | 1,132,919 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | | | | | 76,750 |
| 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 | | 76,750 |
| | | | | | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | | | | | 12,390,026 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | Building Maintenance<br>• Oil (106,617) | 106,617 |
| Repairs & Maintenance Services (524x – 525x) | Administration<br>• Copier & Printer Repair (4,000)<br>Building Maintenance<br>• Alarm & Sprinkler Servicing (59,692)<br>• Building Repairs (175,598)<br>• Door Repairs (30,418)<br>• Elevator Maintenance (59,660)<br>• Equipment Repair (21,052)<br>• Generator Repair (22,420)<br>• Hardware Maint. Agree (63,484)<br>• HVAC Maintenance (932,278)<br>• Mech. Electric. Plumb. (428,294)<br>• Roof Repairs (71,869)<br>Engineering<br>• Large Document Copiers & Survey Equip. Repair (930)<br>Fleet<br>• Equipment Refurbishment (20,000)<br>• Equipment Repair (10,000)<br>• Fuel Tank Maintenance (5,000)<br>• Vehicle & Equipment Inspections (15,600)<br>• Vehicle Repair (50,000)<br>Highway<br>• Fence/Guardrail (26,334)<br>• Message Board Repairs (4,000)<br>• Repairs & Maintenance to Traffic Signals (19,956)<br>• Roadway Markings (178,666)<br>Parks & Forestry<br>• Electrical Repair (4,000)<br>• Equipment Repair (18,800)<br>• Fence Repair (26,125)<br>• Irrigation Repair (21,424)<br>Recycling & Solid Waste<br>• Loader Repair (9,000)<br>• Other Equipment Repair (3,000)<br>• Other Vehicle Repair (10,000)<br>• Packer Repair (2,000)<br>• Power Washer Repair (1,000)<br>• Scale Calibration (3,000)<br>• Scale Repair (1,500)<br>• Tire Repair & Install (30,000) | 2,345,600 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | • Trailer Inspections (1,500)<br>• Trailer Tarp Repair (5,000)<br>• Trommel Repair (10,000) | |
| Rental & Leases (527X) | Building Maintenance<br>• Rentals of Specialty Equipment (5,100)<br>Fleet<br>• Shop Supplies, Gas, & Welding Supplies (1,500)<br>Highway<br>• Rentals of Specialty Equipment (5,000)<br>Recycling & Solid Waste<br>• Employee Trailer Rental (65,000)<br>• Misc. Equipment Rentals (9,000)<br>• Oxygen & Acetylene Tank Rental (600) | 86,200 |
| Other Property Related Services (529x) | Building Maintenance<br>• Contract Cleaning (801,350)<br>• Irrigation Systems (11,170)<br>• Other Property Related Service (107,342)<br>• Parking Lot Maintenance (42,000)<br>• Pest Control Services (25,498)<br>Highway<br>• Crack Seal (88,415)<br>• Disposal of Street Sweepings (35,482)<br>• Hydroseeding (25,000)<br>• Road Surface Treatments (132,245)<br>• Roadway Paving (425,742)<br>• Sidewalk Curb, & HP Improvements (111,221)<br>• Street Sweeping (35,608)<br>Parks & Forestry<br>• Contracted Mowing/Mulching (271,308)<br>• Crane Work – Trees (30,000)<br>• Diamond Maintenance (20,000)<br>• Fertilizer & Grub Control (160,304)<br>• Field Work (61,134)<br>• Invasive Weed Control – Carol Brewster (4,900)<br>• Sod Installation (4,000)<br>• Soil Sampling (1,835)<br>• Top Dressing (28,358)<br>• Trail Maintenance (20,000) | 3,764,428 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | • Tree Spade (6,000)<br>• Wetting Agent (13,710)<br>• Xeriscape Plantings (4,000)<br>Recycling & Solid Waste<br>• Landfill Mowing (10,000)<br>• MSW Disposal (790,439)<br>• MSW Hauling (208,395)<br>• Organics Recycling Program (94,000)<br>• Paper Shredding (2,000)<br>• Recycling Disposal (72,375)<br>• Recycling Hauling (120,597) | |
| Professional & Technical Services (530x – 531x) | Administration<br>• Consolidated Work Order System for DPW (65,000)<br>• Monday.com (3,500)<br>• PeopleGIS – PeopleForm Licenses (9,975)<br>• Safety Management System (13,000)<br>• Seminars & Training (35,200)<br>• UKG Timeclock System (7,000)<br>Building Maintenance<br>• HVAC Programming (120,787)<br>• Other Consulting Services (90,309)<br>• Seminars & Training (9,000)<br>Engineering<br>• Inspectional Services – Street Permits (46,500)<br>• Right-of-Way & Property Surveys (31,000)<br>• Seminars & Training (6,000)<br>• Software Licenses (44,500)<br>• GIS Support Services (32,000)<br>Fleet<br>• Annual Licensing for Electronic Diagnostic Tool (2,000)<br>• Fuel Management Software (5,000)<br>• GPS Monitoring Services (18,000)<br>• Seminars & Training (4,000)<br>• Vehicle Maintenance Software (16,000)<br>Highway<br>• Engineering Consulting (60,000)<br>• Seminars and Training (4,150)<br>• Weather Monitoring Services (2,200) | 685,221 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | Parks & Forestry<br>• Consulting (7,500)<br>• Seminars and Training (2,600)<br>Recycling & Solid Waste<br>• Landfill Groundwater Monitoring & Testing (37,800)<br>• PC Scale Annual Contract (1,200)<br>• Seminars and Training (10,000)<br>• Soil & Compost Testing (1,000) | |
| Communications (534x) | Administration<br>• Legal Ads (7,500)<br>• Postage (1,000)<br>• Printing (350)<br>• Job Posting Ads (1,500)<br>• Wireless Communications (3,800)<br>Building Maintenance<br>• )<br>• Cable/Internet (13,455)<br>• Landline Telephone (140,142)<br>• Printing & Mailing (400)<br>• Wireless Communications (22,900)<br>Engineering<br>• Cell Phones (7,300)<br>• Printing (200)<br>Fleet<br>• Cell Phones (5,600)<br>Highway<br>• Cell Phones (5,800)<br>• Printing – Payroll Books (250)<br>• Telephones (600)<br>Parks & Forestry<br>• Cell Phones (6,500)<br>• Telephones (505)<br>Recycling & Solid Waste<br>• Business Cards (100)<br>• Cell Phones (5,000)<br>• Disposal Stickers (1,000)<br>• Landline Telephone (2,500)<br>• Other Printed Material (1,000) | 227,402 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | Building Maintenance<br>• Other Purchase of Service (8,280)<br>• Water Filtration (4,677)<br>Fleet<br>• Towing Services (7,500)<br>• Vehicle Washing (45,000)<br>Highway<br>• Police Details (25,212) | 369,399 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | Parks & Forestry<br>• Goose Management Program (25,000)<br>• Police Details (8,000)<br>Recycling & Solid Waste<br>• Crack Sealing Pavement (9,000)<br>• E-Waste (30,000)<br>• HH Hazardous Waste (30,000)<br>• Line Painting (6,000)<br>• Log & Brush Grinding (41,480)<br>• Mattress Recycling Program (25,000)<br>• Medical Waste Disposal (5,000)<br>• Paint Disposal (Oil) (7,500)<br>• Police Detail (500)<br>• Refrigerant Disposal (13,000)<br>• Rock Crushing/Material Processing (25,000)<br>• Septic Tank Pumping (10,000)<br>• Tailings Disposal (26,250)<br>• Tire Disposal (7,000)<br>• Universal Waste Disposal (5,000)<br>• Waste Oil Burner Maintenance (5,000) | |
| Office Supplies (542x) | Admin<br>• Office Supplies (10,000) | 10,000 |
| Building & Equipment Supplies (543x) | Building Maintenance<br>• Building & Equipment Supplies (503,831)<br>Parks & Forestry<br>• Light Bulbs, Paint, & Hardware (700)<br>Recycling & Solid Waste<br>• Gates & Signs (7,500)<br>• Misc. Supplies (5,000) | 517,031 |
| Custodial Supplies (545x) | Building Maintenance<br>• Custodial Supplies (510,499) | 510,499 |
| Grounds Keeping Supplies (546x) | Building Maintenance<br>• Grounds Keeping Supplies (9,100)<br>Highway<br>• Seed & Fertilizer (5,000)<br>Parks & Forestry<br>• Infield Mix (4,000)<br>• Irrigation Supplies (5,000)<br>• Landscaping Materials (4,000)<br>• Loam, Sod, & Soil Additives (5,000) | 120,876 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | • Marking Lime (400)<br>• Mulch (4,000)<br>• Quick Dry Clay (1,500)<br>• Rubber Crump Top Dressing (4,500)<br>• Sand (350)<br>• Seed (68,026)<br>• Trees & Shrubs (10,000) | |
| Vehicular Supplies (548x) | Fleet<br>• Fuel Additives & DEF Fluids (10,000)<br>• GPS Equipment (2,000)<br>• Vehicle Repair Parts & Batteries (110,000)<br>• Vehicle Tires (41,400)<br>Highway<br>• Cutting Edges & Related Accessories (11,823)<br>• Sweeper Brooms & Wear Parts (7,146)<br>Parks & Forestry<br>• Parts & Supplies, Fuel Additives (4,000)<br>Recycling & Solid Waste<br>• Additives & Fluids (6,000)<br>• Cutting & Rubber Edges (7,500)<br>• Equipment Parts (13,000)<br>• Trommel Parts (4,000)<br>• Waste Handling Dozer Parts (5,000) | 221,869 |
| Gasoline and Diesel Fuel (5481) | Administration<br>• Gasoline (6,454)<br>Building Maintenance<br>• Gasoline (25,711)<br>Engineering<br>• Gasoline (3,892)<br>Fleet<br>• Diesel (2,515)<br>• Gasoline (15,646)<br>Highway<br>• Diesel (54,264)<br>• Gasoline (19,855)<br>Parks & Forestry<br>• Diesel (18,873)<br>• Gasoline (33,942)<br>Recycling & Solid Waste<br>• Diesel (84,791)<br>• Gasoline (2,738) | 268,681 |
| Food and Service Supplies (549x) | Administration | 3,000 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | • Food & Service Supplies (1,500)<br>Building Maintenance<br>• Food & Service Supplies (500)<br>Recycling & Solid Waste<br>• Water (1,000) | |
| Medical Supplies (550x) | Fleet<br>• Vehicle First Aid Kits (3,000)<br>Highway<br>• Over the Counter Medical Supplies (450)<br>Parks & Forestry<br>• First Aid Supplies (750)<br>Recycling & Solid Waste<br>• Medical Supplies (500) | 4,700 |
| Public Works Supplies (553x) | Engineering<br>• Drafting, Engineering, & Surveying Supplies (4,500)<br>Fleet<br>• Hardware Supplies (10,000)<br>• Shop Supplies (7,000)<br>• Welding Supplies (2,000)<br>Highway<br>• Asphalt (180,944)<br>• Concrete & Masonry Supplies (2,100)<br>• Dead Animal Supplies (106)<br>• Granite Curbing (8,658)<br>• Lumber & Hardware (1,950)<br>• Personal Safety Equipment (700)<br>• Tools (2,250)<br>• Traffic Control Supplies (5,175)<br>• Traffic Marking Paint (3,030)<br>• Traffic Signal Equipment & Supplies (5,946)<br>• Traffic Signs (27,089)<br>Parks & Forestry<br>• Lumber, Paint, Tools, Parts, & Accessories, Misc. Hardware, Field Marking Supplies (21,500)<br>Recycling & Solid Waste<br>• Calcium Chloride, Speedy Dry, Etc. (1,700)<br>• Carpentry Supplies (2,000)<br>• Gaylord Boxes for Paint (1,200)<br>• Landfill Flare Parts (2,300)<br>• Paint (250)<br>• Pay-Per-Throw Supplies (84,000)<br>• Public Space Recycling Containers (1,000) | 395,598 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | • Replacement Dumpsters & Lids (5,000)<br>• Replacement Flares (8,200)<br>• Tarps & Bungee Cords (7,000) | |
| Other Supplies & Equipment (558x) | Administration<br>• Other Supplies (3,300)<br>Building Maintenance<br>• Flags (3,105)<br>• Uniforms (10,700)<br>Engineering<br>• Plan Size Copy Paper, Large Toner Bar, Books, & Manuals (1,000)<br>Fleet<br>• 2-Way Radio Supplies (2,000)<br>• Clothing Supplies (1,030)<br>• Electronic Diagnostic Tools (4,500)<br>• Shop Equipment (3,000)<br>Highway<br>• Clothing Supplies (3,500)<br>Parks & Forestry<br>• Clothing, Work & Safety Gear, Supplies, & Equipment (9,270)<br>• Dog Park & Other Recreation Area Supplies (5,000)<br>Recycling & Solid Waste<br>• Employee PPE Gear & Clothing (2,410) | 48,815 |
| Governmental Charges (569x) | Building Maintenance<br>• Boiler Inspection (3,105)<br>Engineering<br>• Registry of Deeds Fees (1,500)<br>Fleet<br>• Licenses & Certifications (250)<br>Highway<br>• Licenses & Certifications (505)<br>Parks & Forestry<br>• Licenses & Certifications (1,000)<br>Recycling & Solid Waste<br>• Hoisting & CDL Licensing (600) | 6,960 |
| Travel & Mileage (571x – 572x) | Administration<br>• Conference In State (9,500)<br>• Conference Out of State (10,000)<br>• In State/Mileage (1,500)<br>Building Maintenance<br>• Conference In State (500)<br>• Conference Out of State (1,500)<br>• Mileage Reimbursement (500) | 25,800 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Department of Public Works – General Fund | |
| | Engineering<br>• Travel & Mileage (500)<br>• GIS Conference (1,500)<br>Fleet<br>• Travel & Mileage (50)<br>Parks & Forestry<br>• Travel & Mileage (250) | |
| Dues & Subscriptions (573X) | Administration<br>• Professional Association Memberships (2,809)<br>Building Maintenance<br>• APWA (400)<br>• MFAA (700)<br>Engineering<br>• Professional Association Memberships (2,250)<br>Fleet<br>• Professional Association Memberships (900)<br>Highway<br>• Professional Association Memberships (1,000)<br>Parks & Forestry<br>• Professional Association Memberships (1,675)<br>Recycling & Solid Waste<br>• Professional Association Memberships (1,200) | 10,934 |
| Other Expenses (574 X – 579x) | | |
| 6. Total Expenses | | 9,729,630 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | Highway<br>• Asphalt Curb Extruder (14,675)<br>• Walk Behind Paint Machine (8,545)<br>Parks & Forestry<br>• Landscape Trailer (6,200)<br>• Landscape Trailer (6,200)<br>• Walk Behind Mower (12,500)<br>Recycling & Solid Waste<br>• Roll Off Containers (28,000) | 76,120 |
| 7. Total Operating Budget Capital | | 76,120 |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 22,195,776 |

| | | | | |
|---|---|---|---|---|
| Does the Department depend on any Federal or State grants to provide services? | YES | | NO | X |

| Department Expenditure Detail<br>DSR2 | | | | |
|---|---|---|---|---|
| Department | Department of Public Works – General Fund | | | |
| 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) | 11,942 | | X | | |
| 2 | Building Maintenance – Building Monitor CATH | 6,629 | | X | | |
| 3 | Building Maintenance – Building Monitor Memorial Park | 21,951 | | X | | |
| 4 | Building Maintenance – Building Monitor PSAB | 5,772 | | X | | |
| 5 | Building Maintenance – Building Monitor Rosemary | 17,827 | | X | | |
| 6 | Building Maintenance – Building Monitor Town Hall | 11,981 | | X | | |
| 7 | Building Maintenance – Co-Op | 12,240 | | X | | |
| 8 | Building Maintenance – Summer Help (4 people for 8 weeks) | 21,760 | | X | | |
| 9 | Engineering – Summer & Winter Help (2 person for 12 weeks) | 16,320 | | X | | |
| 10 | Fleet – Co-Op | 12,240 | | X | | |
| 11 | Fleet – Summer Help (1 person for 12 weeks) | 8,160 | | X | | |
| 12 | Highway – Summer Help (2 people for 12 weeks) | 16,320 | | X | | |
| 13 | Park & Forestry – Co-Op | 12,240 | | X | | |
| 14 | Parks & Forestry – Summer Help (6 people for 12 weeks) | 48,960 | | X | | |
| 15 | Recycling & Solid Waste – Summer Help (1 person for 12 weeks) | 8,160 | | X | | |
| 16 | Administration – Complete Overflow Work | 14,773 | | | X | |
| 17 | Building Maintenance – Absence Coverage | 116,640 | | | X | |
| 18 | Building Maintenance – Additional Trade Work | 90,978 | | | X | |
| 19 | Building Maintenance – Boiler Watch | 36,962 | | | X | |
| 20 | Building Maintenance – CATH Coverage | 15,222 | | | X | |
| 21 | Building Maintenance – Memorial Park Coverage | 12,442 | | | X | |
| 22 | Building Maintenance – Non-Billing Permit Coverage | 46,656 | | | X | |
| 23 | Building Maintenance – Preschool Coverage | 15,552 | | | X | |
| 24 | Building Maintenance – Public Safety Weekend Coverage | 20,295 | | | X | |
| 25 | Building Maintenance – Remove Pool Equipment | 4,666 | | | X | |
| I | Total | | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | | | | | |
| | Amount Reported Under DSR2A Section 2 | 232,502 | | | | |
| | Amount Reported Under DSR2A Section 3 | 374,186 | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | 606,688 | | | | |
| 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 | 148,156 | | | X | |
| 2 | Building Maintenance – Snow Program (Double Time) | 87,921 | | | X | |
| 3 | Building Maintenance – Sunday Coverage at the Library | 16,490 | | | X | |
| 4 | Engineering – Complete Overflow Work | 2,011 | | | X | |
| 5 | Engineering – Contractor Oversight | 11,493 | | | X | |
| 6 | Fleet – Preventative Maintenance Services | 7,932 | | | X | |
| 7 | Fleet – RMV Pre-Inspections | 3,966 | | | X | |
| 8 | Fleet – Seasonal Equipment Services | 11,897 | | | X | |
| 9 | Highway – Animal Pick-Up | 5,802 | | | X | |
| 10 | Highway – Construction Inspections | 7,810 | | | X | |
| 11 | Highway – Construction Inspection – Capital & Ch. 90 Projects | 15,062 | | | X | |
| 12 | Highway – DPW Markings | 24,992 | | | X | |
| 13 | Highway – Emergency OT | 11,603 | | | X | |
| 14 | Highway – Maintenance of Public Ways | 7,810 | | | X | |
| 15 | Highway – Overtime Downtime Sweeping | 11,603 | | | X | |
| 16 | Highway – Special Events | 8,926 | | | X | |
| 17 | Highway – Street Sweeping | 20,529 | | | X | |
| 18 | Highway – Street Sign Program | 4,463 | | | X | |
| 19 | Highway – Traffic Signal Repair | 4,017 | | | X | |
| 20 | Parks & Forestry – Carol Brewster Maintenance | 10,512 | | | X | |
| 21 | Parks & Forestry – Dog Park | 7,008 | | | X | |
| 22 | Parks & Forestry – July 4 Celebration | 4,380 | | | X | |
| 23 | Parks & Forestry – Leaf Clean Up at Jack Cogswell | 3,504 | | | X | |
| 24 | Parks & Forestry – Mowing, Leaves, Watering & Diamond Work | 29,784 | | | X | |
| 25 | Parks & Forestry – Problems Relating to Irrigation, Buildings, & Vandalism | 2,774 | | | X | |
| I | Total | 470,445 | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | | | | | |
| | Amount Reported Under DSR2A Section 2 | | | | | |
| | Amount Reported Under DSR2A Section 3 | 470,445 | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | | | | | |
| 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 | 7,884 | | | X | | |
| 2 | Parks & Forestry – Special Events | 1,752 | | | X | | |
| 3 | Parks & Forestry – Storm Damage Clean–Up | 10,513 | | | X | | |
| 4 | Recycling & Solid Waste – Add Saturday Staff | 45,073 | | | X | | |
| 5 | Recycling & Solid Waste – Household Hazardous Waste Day | 971 | | | X | | |
| 6 | Recycling & Solid Waste – Landfill Flare Inspections & Maintenance | 2,591 | | | X | | |
| 7 | Recycling & Solid Waste – Leaf Collection (Sunday Only) | 12,953 | | | X | | |
| 8 | Recycling & Solid Waste – Monday Custodial Staff | 11,269 | | | X | | |
| 9 | Recycling & Solid Waste – Monday Equipment Maintenance | 45,076 | | | X | | |
| 10 | Recycling & Solid Waste – Other Absence Backfill (Saturday Only) | 6,476 | | | X | | |
| 11 | Recycling & Solid Waste – Paint Collection | 9,067 | | | X | | |
| 12 | Recycling & Solid Waste – Sunday Supplemental Trash | 10,362 | | | X | | |
| 13 | Recycling & Solid Waste – Town Fairs Container Assistance | 432 | | | X | | |
| 14 | Recycling & Solid Waste – Unscheduled OT | 3,454 | | | X | | |
| 15 | Recycling & Solid Waste – Vacation Backfill (Saturday Only) | 12,521 | | | X | | |
| 16 | Recycling & Solid Waste – Weekly Sweeping | 11,269 | | | X | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| I | Total | 191,663 | | | | | |
| Sections | | | | | | | |
| | Amount Reported Under DSR2A Section 1 | | | | | | |
| | Amount Reported Under DSR2A Section 2 | | | | | | |
| | Amount Reported Under DSR2A Section 3 | 191,663 | | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | | |
| II | Total | 191,663 | | | | | |
| V2025 | | | | | | | |

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Department of Public Works – Building Maintenance Division | Fiscal Year | 2026 |
| Title | Custodian | Priority | 1 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 1 | 70,102 | | 70,102 |
| 2. Expense | | 1,310 | | 1,310 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 71,412 | | 71,412 |
| 5. Other Costs | 1 | 36,753 | | 36,753 |

| 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

This request is for an additional Custodian position. This Custodian position would be a split position, 50% at the Emery Grover building and 50% at Hillside School. DPW Building Maintenance Division previously had a position split between Emery Grover and Memorial Park but now need a full-time custodian at the Emery Grover after all the new upgrades and additions to the building. The net impact will be one full time custodian at the Emery Grover and a full custodian who will work half time at Memorial Park and half time at Hillside. As the square footage and number of buildings increases in Town, there becomes a need for additional custodial staff at any given time, on any given day, at any building. Building Maintenance is responsible for cleaning approximately 1,383,764 square feet of building space throughout Town, and currently, with a total of 41 custodians, that means each custodian is responsible for cleaning approximately 33,750 square feet of building a day. This request includes the salary (70,102), and recurring cell phone and uniform costs (1,310).

This position will allow us to maintain buildings and infrastructure more effectively and efficiently.

V2024

| Performance Improvement Funding Request Supplement<br>DSR4S | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Custodian | | | | | | | | Priority | | | |
| Classification | X | FT | | | PT | | | Seasonal | | | | |
| Part Time /Seasonal | Hours Per Week | | | | | | | Number of Weeks Per Year | | | | |
| Compensation Detail | | | | | | | | | | | | |
| Base Rate | B2 Step10 | | | | | | | | | | | 68,702 |
| Other | Snow Incentive | | | | | | | | | | | 1,000 |
| Other | Sick Incentive | | | | | | | | | | | 400 |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | 70,102 |
| 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 | Cell Phone | | 660 | | | | | | | |
| Uniform | | X | Shirts and Jacket | | 650 | | | | | | | |
| Tools | X | | | | | | | | | | | |
| Equipment | X | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Totals | | | | | 1,310 | | | | | | | |
| | | | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | 36,753 | | | | | | | |
| Description and Explanation | | | | | | | | | | | | |
| This position would require a cell phone and uniforms. | | | | | | | | | | | | |
| V2026 | | | | | | | | | | | | |

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Works – General Fund | Fiscal Year | 2026 |
| Title | Park Ranger | Priority | 2 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 1 | 70,102 | | 70,102 |
| 2. Expense | | 800 | | 800 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 70,902 | | 70,902 |
| 5. Other Costs | | 34,788 | | 34,788 |

| 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 and Park & Recreation Commission | |
| 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 addition of the Park Ranger will enhance the existing Ranger's significant impact on reducing litter, vandalism, and improper use of fields throughout the town. Additionally, this will provide much-needed assistance to the existing Park Ranger thus reducing the need for supplemental help from other divisions allowing them to return to their core responsibilities.

For example, currently the Director of Park & Recreation and the Superintendent of Parks & Forestry cover emergency calls whenever the Park Ranger is not on duty. The addition of a new Park Range will allow for staggered scheduling to cover critical days when the existing Ranger is not scheduled such as Sundays and Mondays. This will provide a consistent/stable presence in the parks throughout the entire week thereby adding to the enforcement of park rules/regulations, and reduction of litter and vandalism.

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 make sure they are going through the proper approval channels and adherence to Town policies.

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Works – General Fund | Fiscal Year | 2026 |
| Title | Park Ranger | Priority | 2 |

The additional Ranger would allow for the expansion of public education and further raise awareness regarding the responsible use of these facilities with wider-reaching oversight and visibility.

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.

V2026

| 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 | | | | | | | | | 68,702 | |
| Other | Snow Incentive | | | | | | | | | 1000 | |
| Other | Sick Incentive | | | | | | | | | 400 | |
| 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 | Town cell Phone | | | | | | | 650 | |
| Uniform | | X | Shirts and Jacket | | | | | | | 150 | |
| Tools | | | | | | | | | | | |
| Equipment | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Totals | | | | | | | | | | 800 | |
| | | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | | | | 34,788 | |
| Description and Explanation | | | | | | | | | | | |
| | | | | | | | | | | | |
| V2026 | | | | | | | | | | | |

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Department of Public Works – General Fund | Fiscal Year | 2026 |
| Title | Public Works Craftsworker | Priority | 3 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 1 | 82,378 | | 82,378 |
| 2. Expense | | 1,310 | | 1,310 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | 1 | 83,688 | | 83,688 |
| 5. Other Costs | | 36,701 | | 36,701 |

| 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 Public Works Craftsworker within the Highway Division, specifically to support Traffic Maintenance operations. The primary role of this added position would be to assist the only currently dedicated Traffic Maintenance staff—the Public Works Technician—in their wide range of responsibilities. These include the installation, maintenance, and repair of traffic signs, traffic signals, and parking meters, as well as the supervision of all pavement markings operations.

The demand for these services has expanded in recent years as the Town has continued to add more maintenance-intensive flashing signs and pedestrian and bicycle pavement markings. The Highway Division's role in the parking meter program has also evolved to include collecting, bagging, and tagging the meter revenue, all of which takes hours of time away from other tasks. Especially with the increasing number of traffic control work orders and improvement requests from the Transportation Safety Committee (TSC), this is a large workload for one person. Some of these jobs also involve large or heavy signs and equipment, requiring two people to perform the work safely. The Traffic Craftsworker would provide valuable support and backup to our existing Traffic staff member, allowing the Highway Division to complete more tasks and cover multiple responsibilities simultaneously. As the team looks to the future and anticipates role changes and retirements, it is crucial to establish

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Department of Public Works – General Fund | Fiscal Year | 2026 |
| Title | Public Works Craftsworker | Priority | 3 |

a pathway for staff to receive more advanced traffic control and traffic signal training, and this position would be one of the ways to build that knowledge base and succession plan.

One of the other key roles of the Traffic Craftsworker would be to substitute for the existing Craftsworker when they are unavailable, assist them with more complicated skilled work, or to join the rest of the team when larger projects require the entire Division's help. The Highway Division currently operates with 11 unionized staff who are responsible for the maintenance of 260 lane miles of roadway, 140 linear miles of sidewalk, and 246 miles of grass, curbing, and parking lots. More infrastructure requiring maintenance is built each year, mostly by contractors who require oversight and inspection. The construction and maintenance workload has continued to grow while Highway has been unable to offset this demand with additional in-house staff. The additional Craftsworker could be called in to operate extra equipment or provide additional supervision over contractor crews to make sure the jobs get done on time and to Town specifications. This is similar to how the existing Craftsworker flexes between their duties based on need.

As a final and critical benefit, the Traffic Craftsworker would also be a contributing member of the Snow and Ice Program. During major snow events, the Town depends on all DPW staff being available for snow removal, especially with the continued downward trend of contractor support. Though union staff are limited in the amount of vacation they can take during the winter months, there are several times where backfilling, or route reassignment is necessary. The new Craftsworker would be an additional CDL driver, vital during snow events to keep as many snow fighting units deployed as possible.

This request is in support of the Select Board Goal #5 "Safe," specifically the item "Fosters a climate of safety in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places." The Traffic Craftsworker would expand the capacity of the Division to address traffic safety concerns while also supporting the effort to clear snow and ice from the public ways and ensure that they are safe for all users.

V2026

| Performance Improvement Funding Request Supplement<br>DSR4S | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Public Works Craftsworker | | | | | | | | Priority | 3 | |
| Classification | X | FT | | PT | | Seasonal | | | | | |
| Part Time /Seasonal | Hours Per Week | | | | | Number of Weeks Per Year | | | | | |
| Compensation Detail | | | | | | | | | | | |
| Base Rate | N4 Step 10 | | | | | | | | | 78,978 | |
| Other | Snow Incentive | | | | | | | | | 3,000 | |
| Other | Sick Incentive | | | | | | | | | 400 | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | 82,378 | |
| 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 | Cell Phone | | | | | | | 660 | |
| Uniform | | X | Shirts and Jacket | | | | | | | 650 | |
| Tools | X | | | | | | | | | | |
| Equipment | X | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Totals | | | | | | | | | | 1,310 | |
| | | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | | | | 36,701 | |
| Description and Explanation | | | | | | | | | | | |
| This position would require a cell phone and uniforms. This position would mainly support the Public Works Technician with Traffic Maintenance Division duties, and so would not require their own vehicle. The Craftsworker would instead share the existing #48H with the Technician and use it when they are unavailable. | | | | | | | | | | | |
| V2026 | | | | | | | | | | | |

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Works – General Fund | Fiscal Year | 2026 |
| Title | Student Co-op Trades Positions | Priority | 4 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | | 12,240 | | 12,240 |
| 2. Expense | | | | |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 12,240 | | 12,240 |
| 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 Town funded a student cooperative education program (co-op) in 2022. In Building Maintenance this has resulted in an electrical student who works with the Town's Electrician. Given the significant shortage of qualified skilled trades workers, especially in the public sector, providing these opportunities for students to learn and provide additional support to the Town's licensed trades will be essential in developing our future workforce and supplementing our additional trades staffing, which can be difficult to recruit.

The intent of this co-op will be to add a second trades worker co-op to Building Maintenance. The likely discipline would be heating, ventilation, and air conditioning (HVAC). The HVAC trade is difficult to recruit, with the Town having at least one full-time vacancy for the past five years. The Town added the position of HVAC Supervisor in 2022 which has provided greater oversight to the increasingly complex nature of these systems across all Town and School buildings. This individual is certified to provide supervision to a co-op student that would assist them using their hours with the Town to obtain their refrigeration license.

Building Maintenance would like to reserve the right to change the discipline of this position in upcoming years to best meet the demands of the Town's maintenance needs and the challenges of the industry.

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Works – General Fund | Fiscal Year | 2026 |
| Title | Student Co-op Trades Positions | Priority | 4 |

Select Board Goal #6: Responsibly Governed
Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization.

V2026

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Student Co-op Trades Positions | | | | | | | Priority | 4 | | | |
| Classification | | FT | X | PT | | | Seasonal | | | | | |
| Part Time /Seasonal | Hours Per Week | 40 | | | | Number of Weeks Per Year | | 18 | | | | |
| Compensation Detail | | | | | | | | | | | | |
| Base Rate | Schedule C Laborer/Trades Assistant Year 4 | | | | | | | 12,240 | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | 12,240 | | | | |
| 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 | | | | | | | | | | | | |
| Description and Explanation | | | | | | | | | | | | |
| This position is a temporary position that is not benefit eligible. | | | | | | | | | | | | |
| V2026 | | | | | | | | | | | | |

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Works – General Fund | Fiscal Year | 2026 |
| Title | Engineering Student Co-op | Priority | 5 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency<br>Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | | 65,250 | | 65,250 |
| 2. Expense | | 500 | 2,000 | 2,500 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 65,750 | 2,000 | 67,750 |
| 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

In 2024, the Engineering Division of Public Works decided to fill a full-time position of Engineering Aid through a cooperative education program (co-op) through a local university specializing in Engineering. This yielded a positive experience in the Spring of 2024 where that student was able to be exposed to the world of Civil Engineering from the municipal perspective, and the Engineering Division was enriched with additional support and a student with new ideas and perspectives.

It has been difficult in both the private and the public sector to find applicants in the field of Civil Engineering and providing these college and graduate students with the opportunities to learn this field, while providing critical support, is essential in developing our future workforce and supplementing the fast-paced work of our Engineering office.

At this time the Engineering Division intends to continue filling the role of Engineering Aide with a co-op student and this additional program will expand that program to two students.

Select Board Goal #6: Responsibly Governed
Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization.

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Position Title | Engineering Student Co-op | | | | | | | | Priority | 5 | | |
| Classification | | FT | X | PT | | | Seasonal | | | | | |
| Part Time /Seasonal | Hours Per Week | 40 | | | | | Number of Weeks Per Year | | | 52 | | |
| Compensation Detail | | | | | | | | | | | | |
| Base Rate | Special Assignment Support (SAS) | | | | | | | | | 65,250 | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | 65,250 | | |
| 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 | | | | | 2,000 | | 500 | | |
| Software | X | | | | | | | | | | | |
| Mobile Communication Device | X | | | | | | | | | | | |
| Uniform | X | | | | | | | | | | | |
| Tools | X | | | | | | | | | | | |
| Equipment | X | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Totals | | | | | | | | 2,000 | | 500 | | |
| | | | | | | | | | | | | |
| Estimated Annual Benefit Cost | | | | | | | | | | | | |
| Description and Explanation | | | | | | | | | | | | |
| This position is a temporary position that is not benefit eligible. | | | | | | | | | | | | |
| V2026 | | | | | | | | | | | | |

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Department of Public Works – General Fund | Fiscal Year | 2026 |
| Title | Fleet Key Management System | Priority | 6 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | | | | |
| 2. Expense | | 3,000 | 46,810 | 49,810 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 3,000 | 46,810 | 49,810 |
| 5. Other Costs | | 0 | | 0 |

| 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

A key management system will allow for the centralized access management of the department's primary fleet and vehicle pool which will improve vehicle security, prevent unauthorized access and provide key performance indicator data for improved efficiency and utilization in right sizing the department's fleet and improved vehicle keys and key-fobs management for the overall fleet.

<u>General Summary</u>

Implementing a fleet key management solution streamlines all aspects of fleet operations with powerful, automated controls over scheduling and key transactions, and on-the-ground insight in fleet utilization so you can optimize how your operations vehicles and equipment are utilized. Some of these benefits include:

- Utilization reporting: The system will provide valuable data on the usage of all vehicles, allowing for better decision-making and resource allocation.
- Vehicle information data collection: All necessary information about each vehicle will be stored in one centralized location, making it easy to access for maintenance and tracking purposes.
- Vehicle issue tracking: Any issues or maintenance needs can be quickly recorded and

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Department of Public Works – General Fund | Fiscal Year | 2026 |
| Title | Fleet Key Management System | Priority | 6 |

addressed through the system, ensuring the safety and reliability of our vehicles.

- Pool vehicle scheduling and calendar with phone app functionality: Users can easily schedule and reserve pool vehicles through a convenient phone app, making it simpler to manage vehicle usage.
- Vehicle assignment customization: The system allows for customization of vehicle assignments based on user needs, ensuring that the right vehicle is always available for the right purpose.
- Pool vehicle booking versatility: Users can book pool vehicles for a variety of purposes, from official town business to personal use, making the pool more versatile and accessible.
- On-demand bookings: If a vehicle is needed last minute, users can make on-demand bookings through the system, ensuring that all needs are met in a timely manner.
- Five types of reports: The system will generate five types of reports, including user, vehicle, utilization, transactions, and capacity reports, providing valuable insights into vehicle usage and performance.
- Notifications for unauthorized or suspicious use: Any suspicious or unauthorized vehicle use will trigger notifications, allowing for quick action to be taken to address any issues.

Overall, implementing a key management system for the Department of Public Work's primary fleet and vehicle pool would greatly benefit our community by improving efficiency, increasing accountability, and ensuring the proper maintenance and utilization of our vehicles.

Select Board Goal #7 that Needham "Combats the climate crisis; Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy."

V2025

| Special Financial Warrant Article Request<br>DSR5 | | | |
|---|---|---|---|
| Title | Appropriate Funds from Outside Sources | | |
| Fiscal Year | 2026 | 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<br>DSR5 | | | |
|---|---|---|---|
| Title | Climate Action Committee Funding | | |
| Fiscal Year | 2026 | Department | Department of Public Works – General Fund |
| Funding Amount | 500,000 | Funding Source | General Fund |

Article Information

"To see if the Town will vote to raise and/or transfer and appropriate the sum of $500,000 for the purpose of funding projects identified by the Climate Action Committee to complete the capital-related actions identified in the Climate Action Roadmap and leverage grant opportunities, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that funds be transferred from Free Cash; or take any other action relative thereto."

In 2024, the Town of Needham finalized Sustainable Needham, Needham's first-ever Climate Action Roadmap, to serve as a strategic plan to achieve a more sustainable future in Needham. The Roadmap identifies 56 priority actions across six goal categories to enable Needham to become a climate resilient and sustainable community. To ensure that the Town is able to complete each of the identified capital-related actions, funding will be required. This funding request will be utilized to leverage additional grant funding to support the completion of actions identified in the Roadmap. Additional future requests will be conditional upon all prior funds being expended. Projects may include the installation and maintenance of public EV charging stations and fleet-only EV charging stations ($470,000), educational materials to inform residents and businesses of energy efficiency incentives ($8,000), pilot projects for fleet alternatives ($2,000), energy reporting services to support compliance with new state requirements ($10,000), among others.

| 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 a recurring special financial warrant article intended to fund the actions identified in the Climate Action Roadmap. Additional future requests will be conditional upon all prior funds being expended.

8. This program will continue as additional projects are identified and completion of different Climate Action Roadmap actions occurs each year. As funding will be supplemented by grants, project funding needs will vary from year to year. Additional future requests will be conditional upon all prior funds being expended.

12. This program will enable the Town to meet the goals that have been identified in the Climate

| Special Financial Warrant Article Request<br>DSR5 | |
|---|---|
| Title | Climate Action Committee Funding |
| Action Roadmap to enable Needham to achieve net zero emissions by 2050. This request is in support of Select Board Goal #7 that Needham "Combats the climate crisis; Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy; Encourages the efficient use of natural resources; and Protects and enhances the biodiversity and vitality of ecological systems." | |
| V2026 | |

| Special Financial Warrant Article Request<br>DSR5 | | | |
|---|---|---|---|
| Title | Facilities Maintenance Warrant Article | | |
| Fiscal Year | 2026 | 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.

Also included under this article are planned maintenance programs that use a rotating annual schedule by building, such as duct cleaning at the Broadmeadow and Pollard Schools, and wood floor refinishing at the High School, Newman School, and High Rock School. Additional projects to be completed in FY2026 include boiler upgrades at Hillside and Mitchell School as well as replacing older gas fired appliances with electrifying appliances and Town Hall interior repairs and painting.

| 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<br>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<br>DSR5 | | | |
|---|---|---|---|
| Title | Forestry Management Program | | |
| Fiscal Year | 2026 | Department | Department of Public Works – General Fund |
| Funding Amount | 222,600 | Funding Source | General Fund |

Article Information

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

This request is to fund and formalize a Forestry Management Program overseen by the Parks and Forestry Division. This three-fold funding request would address the most pressing issues facing the Division through immediate and measurable actions. This program will support multiple initiatives requested by the public, as well as internal staff goals that have been discussed over the past few years, most recently with the Town Tree Working Group.

The demand for forestry management efforts has increased significantly in Needham over the past several years. As climate change both challenges existing species and demands an increase in tree canopy to bolster carbon sequestration and resiliency to extreme weather events, the importance of ensuring a healthy tree population in Needham cannot be overstated.

This request includes funding for three components of the Forestry Management Program. First, $10,000 would be allocated to continue the development of a comprehensive tree inventory for Needham, to be performed by a qualified arborist contractor. The resulting data will be loaded into DPW's Asset Manager system and used as a baseline to guide forestry program planning. This information is critical to the health and safety of Needham residents who may be at risk from fallen trees and limbs, as well as to the protection of the Town's tree assets. In FY25, $10,000 was appropriated for starting a comprehensive tree inventory with Bartlett Tree Experts, which will cover a limited portion (600 trees) of Needham's public shade trees. This additional funding would allow the Town to complete an additional portion of its assessment of all public shade trees in Needham, an essential step for estimating tree canopy loss, establishing benchmarks for future canopy growth, and identifying and prioritizing tree work that can be addressed internally by Town staff.

Second, $110,000 would be allocated for an expansion of the Town's tree planting program. Few residents know 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, in the grassy median strips along public sidewalks (otherwise known as "berms"), and on private properties in support of the Division's setback planting program. The setback planting program is free to all Needham residents and has seen a significant growth in popularity. However, due to this increased demand, the wait for a planting can sometimes extend for more than a year. Parks and Forestry are constrained by existing 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 staffing and funding limitations, the Town has not been able to keep up with this goal. With dedicated funding, DPW will be able to bid out additional tree planting services and also purchase additional trees for the planting program, helping to ensure a robust tree canopy is maintained across the community.

| Special Financial Warrant Article Request<br>DSR5 | |
|---|---|
| Title | Forestry Management Program |

Third, a key component of healthy forest management is proactive, targeted tree removals to curtail the spread of tree pests or diseases. For example, the increased presence of the "Emerald Ash Borer" alone has led to 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. At the currently contracted rates, Parks and Forestry has funding for less than one week of removal services. Under the Forestry Management Program, $102,600 would be allocated to allow for one week of targeted 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 anticipated tree removal workloads, ensuring a healthy forest canopy in Needham.

| 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 as a DSR4.
2. This is a recurring special financial warrant article intended to fund a comprehensive Forest Management Program. Additional future requests will be conditional upon all prior funds being expended.
8. This program will continue as projects are completed and additional forestry management needs are identified. Funding may be supplemented by grants and Community Preservation Act funds, therefore project funding needs will vary from year to year. Additional future requests will be conditional upon all prior funds being expended.
12. This request is in support of Select Board Goal #7 that Needham "Encourages the efficient use of natural resources; and Protects and enhances the biodiversity and vitality of ecological systems." This program will enable the Town to meet the goals that have been identified in the Climate Action Roadmap, in particular Goal NA.1, "Public and private landscapes are designed to be climate resilient, manage stormwater, maximize tree canopy, and promote community resilience and carbon sequestration."

| Special Financial Warrant Article Request<br>DSR5 | |
|---|---|
| Title | Forestry Management Program |
| | V2026 |

| DPW General Fund | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 10,947,855 | 363,418 | | 221,382 | 11,169,237 | 584,800 | | 10,584,437 | 8,916,612.63 | 8,522,610.99 | 7,998,900.91 |
| Salary & Wage Temporary | 232,502 | 6,970 | | 77,490 | 309,992 | 84,460 | | 225,532 | 105,832.48 | 77,398.68 | 67,863.87 |
| Salary & Wage Overtime | 1,132,919 | 62,385 | | | 1,132,919 | 62,385 | | 1,070,534 | 1,436,964.35 | 1,306,450.72 | 1,121,930.35 |
| Salary & Wage Other | 76,750 | 31,350 | | 1,200 | 77,950 | 32,550 | | 45,400 | 209,151.51 | 189,185.09 | 230,503.68 |
| Salary and Wage Total | 12,390,026 | 464,123 | 3.9% | 300,072 | 12,690,098 | 764,195 | 6.4% | 11,925,903 | 10,668,560.97 | 10,095,645.48 | 9,419,198.81 |
| Energy | 106,617 | (21,190) | | | 106,617 | (21,190) | | 127,807 | 138,369.17 | 117,321.50 | 33,152.08 |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 2,345,600 | 93,385 | | | 2,345,600 | 93,385 | | 2,252,215 | 1,810,668.03 | 1,741,953.61 | 1,776,992.30 |
| Rental and Leases | 86,200 | | | | 86,200 | | | 86,200 | 7,997.40 | 6,216.81 | 11,845.83 |
| Other Property Related | 3,764,428 | (233,405) | | | 3,764,428 | (233,405) | | 3,997,833 | 3,997,518.61 | 3,440,196.37 | 3,074,905.90 |
| Professional & Technical | 685,221 | 126,812 | | 3,000 | 688,221 | 129,812 | | 558,409 | 575,689.92 | 498,226.58 | 388,700.83 |
| Communications | 227,402 | 9,716 | | 1,970 | 229,372 | 11,686 | | 217,686 | 211,912.85 | 205,729.83 | 195,458.97 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 369,399 | 9,106 | | | 369,399 | 9,106 | | 360,293 | 318,093.89 | 280,211.60 | 256,814.49 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 10,000 | (15,000) | | 2,500 | 12,500 | (12,500) | | 25,000 | 5,787.40 | 6,845.01 | 13,596.74 |
| Building & Equipment Rprs/Sp | 517,031 | 17,038 | | | 517,031 | 17,038 | | 499,993 | 479,402.06 | 460,298.12 | 375,436.97 |
| Custodial Supplies | 510,499 | 181,962 | | | 510,499 | 181,962 | | 328,537 | 358,378.45 | 255,574.40 | 134,954.11 |
| Grounds Keeping Supplies | 120,876 | | | | 120,876 | | | 120,876 | 136,672.88 | 145,370.05 | 84,902.64 |
| Vehicular Supplies | 490,550 | (33,168) | | | 490,550 | (33,168) | | 523,718 | 457,957.52 | 485,026.42 | 399,985.09 |
| Food & Service Supplies | 3,000 | 500 | | | 3,000 | 500 | | 2,500 | 11,069.93 | 10,752.95 | 9,766.25 |
| Medical Supplies | 4,700 | | | | 4,700 | | | 4,700 | 117.97 | 100.25 | |
| Educational Supplies | | | | | | | | | | 1,719.12 | |
| Public Works Supplies | 395,598 | 1,657 | | | 395,598 | 1,657 | | 393,941 | 356,040.58 | 413,105.19 | 323,298.43 |
| Other Supplies & Equipment | 48,815 | 1,170 | | 382,830 | 97,075 | 49,430 | | 47,645 | 78,497.04 | 18,433.07 | 38,678.11 |
| Governmental Charges | 6,960 | (695) | | | 6,960 | (695) | | 7,655 | 7,477.00 | 9,745.00 | 6,230.00 |
| Travel & Mileage | 25,800 | 750 | | | 25,800 | 750 | | 25,050 | 22,958.20 | 7,886.25 | 2,702.40 |
| Dues & Subscriptions | 10,934 | (1,475) | | | 10,934 | (1,475) | | 12,409 | 4,603.65 | 4,395.00 | 6,230.00 |
| Other | | | | | | | | | 3,006.00 | 4,121.39 | 5,418.95 |
| Expense | 9,729,630 | 137,163 | 1.4% | 390,300 | 9,785,360 | 192,893 | 2.0% | 9,592,467 | 8,982,218.55 | 8,113,228.52 | 7,139,070.09 |
| Capital Equipment | 76,120 | (44,205) | | | 76,120 | (44,205) | | 120,325 | 155,946.19 | 82,398.66 | 170,726.02 |
| Budget Capital | 76,120 | (44,205) | -36.7% | | 76,120 | (44,205) | -36.7% | 120,325 | 155,946.19 | 82,398.66 | 170,726.02 |
| Snow and Ice | 446,262 | 4,417 | 1.0% | | 446,262 | 4,417 | 1.0% | 441,845 | 688,347.92 | 433,139.00 | 727,027.61 |
| TOTAL | 22,642,038 | 561,498 | 2.5% | 690,372 | 22,997,840 | 917,300 | 4.2% | 22,080,540 | 20,495,073.63 | 18,724,411.66 | 17,456,022.53 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Director of Building Maintenance | 1.00 | G | 13 | Max | 146,304 | | | | | $146,304 | |
| Asst Director Building Maintenance | 1.00 | G | 11 | 10 | 113,016 | | | 3,000 | | $116,016 | Vehicle Allowance |
| Building Maintenance Supervisor | 1.00 | G | 9 | 7 | 95,762 | | | | | $95,762 | |
| Building Maintenance Supervisor | 1.00 | G | 9 | 11 | 104,576 | 600 | | | | $105,176 | Longevity |
| HVAC Supervisor | 1.00 | G | 9 | 10 | 102,527 | | | | | $102,527 | |
| Carpenter | 1.00 | BS | 7 | 10 | 95,930 | 3,900 | | 1,000 | | $100,830 | Trade License/Snow/Longevity |
| Electrician | 1.00 | BS | 7 | 10 | 95,930 | 3,900 | | 1,000 | | $100,830 | Trade License/Snow/Longevity |
| HVAC Technician | 1.00 | BS | 7 | 10 | 95,930 | 3,500 | | 1,000 | | $100,430 | Trade License/Snow |
| HVAC Technician | 1.00 | B | 7 | 7 | 86,154 | 3,500 | | 1,000 | | $90,654 | Trade License/Snow |
| HVAC Technician | 1.00 | B | 7 | 10 | 92,810 | 4,300 | | 1,000 | | $98,110 | Trade License/Snow/Longevity |
| HVAC Technician | 1.00 | B | 7 | 10 | 92,810 | 3,700 | | 1,000 | | $97,510 | Trade License/Snow/Longevity |
| Plumber | 1.00 | B | 7 | 10 | 92,810 | 3,500 | | 1,000 | | $97,310 | Trade License/Snow |
| Plumber | 1.00 | BS | 7 | 10 | 95,930 | 3,900 | | 1,000 | | $100,830 | Trade License/Snow/Longevity |
| Crafts Worker | 1.00 | BS | 4 | 8 | 78,936 | 400 | | 1,000 | | $80,336 | Longevity/Snow |
| Crafts Worker | 1.00 | B | 4 | 9 | 77,563 | | | 1,000 | | $78,563 | Snow |
| Crafts Worker | 1.00 | B | 4 | 9 | 77,563 | 400 | | 1,000 | | $78,963 | Longevity/Snow |
| Crafts Worker | 1.00 | B | 4 | 5 | 68,890 | | | 1,000 | | $69,890 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 9 | 70,512 | 400 | | 1,000 | | $71,912 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 800 | | 1,000 | | $73,914 | Longevity/Snow |
| Senior Custodian | 1.00 | BS | 3 | 8 | 72,030 | 1,900 | | 1,000 | | $74,930 | Longevity/Snow/Special Duty |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 600 | | 1,000 | | $73,714 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 1,200 | | 1,000 | | $74,314 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 8 | 65,790 | | | 1,000 | | $66,790 | Snow |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Director of Building Maintenance | 1.00 | 1.00 | 1.00 | | Max | Max | 137,906 | 142,043 | 146,304 | 3.0% |
| Asst Director Building Maintenance | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 105,122 | 110,596 | 116,016 | 4.9% |
| Building Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 84,981 | 90,342 | 95,762 | 6.0% |
| Building Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 95,151 | 99,941 | 105,176 | 5.2% |
| HVAC Supervisor | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 90,266 | 97,593 | 102,527 | 5.1% |
| Carpenter | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 94,548 | 97,689 | 100,830 | 3.2% |
| Electrician | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 92,455 | 97,489 | 100,830 | 3.4% |
| HVAC Technician | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 94,148 | 97,289 | 100,430 | 3.2% |
| HVAC Technician | 1.00 | 1.00 | 1.00 | 7 | 6 | 7 | 85,308 | 85,100 | 90,654 | 6.5% |
| HVAC Technician | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 92,148 | 94,969 | 98,110 | 3.3% |
| HVAC Technician | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 91,748 | 90,869 | 97,510 | 7.3% |
| Plumber | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 89,655 | 94,169 | 97,310 | 3.3% |
| Plumber | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 94,548 | 97,689 | 100,830 | 3.2% |
| Crafts Worker | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 70,872 | 75,656 | 80,336 | 6.2% |
| Crafts Worker | 1.00 | 1.00 | 1.00 | 6 | 8 | 9 | 67,872 | 74,258 | 78,563 | 5.8% |
| Crafts Worker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 70,256 | 74,458 | 78,963 | 6.1% |
| Crafts Worker | 1.00 | 1.00 | 1.00 | 9 | 10 | 5 | 74,958 | 79,048 | 69,890 | -11.6% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 63,974 | 67,781 | 71,912 | 6.1% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 67,744 | 71,280 | 73,914 | 3.7% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 5 | 7 | 8 | 62,718 | 70,687 | 74,930 | 6.0% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 67,744 | 71,280 | 73,714 | 3.4% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 68,144 | 71,680 | 74,314 | 3.7% |
| Custodian | 1.00 | 1.00 | 1.00 | 9 | 7 | 8 | 70,944 | 62,901 | 66,790 | 6.2% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 1,900 | | 1,000 | | $75,014 | Longevity/Snow/Special Duty |
| Senior Custodian | 1.00 | BS | 3 | 10 | 75,234 | 600 | | 1,000 | | $76,834 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 2,500 | | 1,000 | | $75,614 | Longevity/Snow/Special Duty |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 2,700 | | 1,000 | | $75,814 | Longevity/Snow/Special Duty |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 600 | | 1,000 | | $73,714 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 1,000 | | 1,000 | | $74,114 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 1,200 | | 1,000 | | $74,314 | Longevity/Snow |
| Senior Custodian | 1.00 | BS | 3 | 8 | 72,030 | 1,700 | | 1,000 | | $74,730 | Longevity/Snow/Special Duty |
| Senior Custodian | 1.00 | BS | 3 | 10 | 75,234 | 1,700 | | 1,000 | | $77,934 | Longevity/Snow/Special Duty |
| Senior Custodian | 1.00 | B | 3 | 9 | 70,512 | | | 1,000 | | $71,512 | Longevity/Snow |
| Senior Custodian | 1.00 | B | 3 | 10 | 72,114 | 2,700 | | 1,000 | | $75,814 | Longevity/Snow/Special Duty |
| Custodian | 1.00 | BS | 2 | 6 | 62,067 | | | 1,000 | | $63,067 | Snow |
| Custodian | 1.00 | BS | 2 | 5 | 60,070 | | | 1,000 | | $61,070 | Snow |
| Custodian | 1.00 | BS | 2 | 8 | 65,790 | 200 | | 1,000 | | $66,990 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 9 | 67,246 | 200 | | 1,000 | | $68,446 | Snow |
| Custodian | 1.00 | B | 2 | 8 | 62,670 | 200 | | 1,000 | | $63,870 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 10 | 68,702 | 1,000 | | 1,000 | | $70,702 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 5 | 60,070 | | | 1,000 | | $61,070 | Snow |
| Custodian | 1.00 | B | 2 | 10 | 65,582 | 200 | | 1,000 | | $66,782 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 8 | 65,790 | | | 1,000 | | $66,790 | Snow |
| Custodian | 1.00 | BS | 2 | 8 | 65,790 | 200 | | 1,000 | | $66,990 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 10 | 68,702 | 200 | | 1,000 | | $69,902 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 10 | 68,702 | 200 | | 1,000 | | $69,902 | Snow |
| Custodian | 1.00 | B | 2 | 10 | 65,582 | 400 | | 1,000 | | $66,982 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 5 | 60,070 | | | 1,000 | | $61,070 | Snow |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 67,344 | 72,380 | 75,014 | 3.6% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 8 | 10 | 10 | 68,181 | 74,400 | 76,834 | 3.3% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 70,442 | 73,180 | 75,614 | 3.3% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 70,642 | 73,180 | 75,814 | 3.6% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 67,744 | 71,280 | 73,714 | 3.4% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 67,944 | 71,480 | 74,114 | 3.7% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 68,344 | 71,880 | 74,314 | 3.4% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 64,578 | 70,487 | 74,730 | 6.0% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 68,446 | 73,940 | 77,934 | 5.4% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 9 | 10 | 9 | 67,744 | 71,280 | 71,512 | 0.3% |
| Senior Custodian | 1.00 | 1.00 | 1.00 | 10 | 10 | 10 | 70,642 | 73,180 | 75,814 | 3.6% |
| Custodian | 1.00 | 1.00 | 1.00 | 5 | 7 | 6 | 57,014 | 62,901 | 63,067 | 0.3% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 5 | 58,886 | 62,901 | 61,070 | -2.9% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 59,086 | 63,101 | 66,990 | 6.2% |
| Custodian | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 60,675 | 64,669 | 68,446 | 5.8% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 56,486 | 59,981 | 63,870 | 6.5% |
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 63,181 | 67,083 | 70,702 | 5.4% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 5 | 58,886 | 62,901 | 61,070 | -2.9% |
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 59,981 | 63,163 | 66,782 | 5.7% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 58,886 | 62,901 | 66,790 | 6.2% |
| Custodian | 1.00 | 1.00 | 1.00 | 7 | 7 | 8 | 60,875 | 63,101 | 66,990 | 6.2% |
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 62,581 | 66,283 | 69,902 | 5.5% |
| Custodian | 1.00 | 1.00 | 1.00 | 7 | 8 | 10 | 60,675 | 64,669 | 69,902 | 8.1% |
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 59,981 | 63,363 | 66,982 | 5.7% |
| Custodian | 1.00 | 1.00 | 1.00 | 5 | 7 | 5 | 57,014 | 62,901 | 61,070 | -2.9% |

| PRD1 - FY2026 Position | FTE | Sch | Lev | FY26 Step | FY26 Base | FY26 Other Regular Compensation | FY26 Education | FY26 Other Comp | FY26 Budget Adjustment | FY26 Estimate | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Custodian | 1.00 | BS | 2 | 10 | 68,702 | 400 | | 1,000 | | $70,102 | Longevity/Snow |
| Custodian | 1.00 | B | 2 | 8 | 62,670 | 200 | | 1,000 | | $63,870 | Longevity/Snow |
| Custodian | 1.00 | B | 2 | 10 | 65,582 | 400 | | 1,000 | | $66,982 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 9 | 67,246 | 200 | | 1,000 | | $68,446 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 9 | 67,246 | 200 | | 1,000 | | $68,446 | Longevity/Snow |
| Custodian | 1.00 | B | 2 | 9 | 64,126 | 200 | | 1,000 | | $65,326 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 8 | 65,790 | 200 | | 1,000 | | $66,990 | Snow |
| Custodian | 1.00 | BS | 2 | 10 | 68,702 | 600 | | 1,000 | | $70,302 | Longevity/Snow |
| Custodian | 1.00 | BS | 2 | 7 | 63,960 | | | 1,000 | | $64,960 | Snow |
| Custodian | 1.00 | B | 2 | 6 | 62,067 | | | 1,000 | | $63,067 | Snow |
| Custodian | 1.00 | BS | 2 | 5 | 60,070 | | | 1,000 | | $61,070 | Snow |
| Custodian | 1.00 | BS | 2 | 5 | 60,070 | | | 1,000 | | $61,070 | Snow |
| Custodian | 1.00 | BS | 2 | 5 | 60,070 | | | 1,000 | | $61,070 | Snow |
| BUDGETARY ADJUSTMENT | | | | | | | | | 18,063 | $18,063 | |
| Building Maintenance | 61.00 | | | | 4,579,057 | 58,300 | | 59,000 | 18,063 | $4,714,420 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 62,781 | 66,483 | 70,102 | 5.4% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 56,286 | 59,981 | 63,870 | 6.5% |
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 10 | 10 | 62,581 | 64,557 | 66,982 | 3.8% |
| Custodian | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 60,875 | 64,869 | 68,446 | 5.5% |
| Custodian | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 60,875 | 64,869 | 68,446 | 5.5% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 9 | 9 | 59,086 | 63,163 | 65,326 | 3.4% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 58,886 | 62,901 | 66,990 | 6.5% |
| Custodian | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 62,981 | 66,683 | 70,302 | 5.4% |
| Custodian | 1.00 | 1.00 | 1.00 | 5 | 7 | 7 | 57,014 | 62,901 | 64,960 | 3.3% |
| Custodian | 1.00 | 1.00 | 1.00 | 6 | 7 | 6 | 56,286 | 59,781 | 63,067 | 5.5% |
| Custodian | | 1.00 | 1.00 | | 10 | 5 | | 67,477 | 61,070 | -9.5% |
| Custodian | | 1.00 | 1.00 | | 10 | 5 | | 67,477 | 61,070 | -9.5% |
| Custodian | | 1.00 | 1.00 | | 10 | 5 | | 67,477 | 61,070 | -9.5% |
| BUDGETARY ADJUSTMENT | | | | | | | 15,836 | 16,631 | 18,063 | 8.6% |
| Building Maintenance | 58.00 | 61.00 | 61.00 | | | | 4,132,955 | 4,556,642 | 4,714,420 | 3.5% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,088 | | 3,000 | | $83,298 | Longevity/Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 5 | 68,557 | 686 | | 2,500 | | $71,743 | Longevity/Snow |
| Arborist | 1.00 | N | 5 | 8 | 79,997 | 1,200 | | 3,000 | | $84,197 | Longevity/Snow |
| Assistant Superintendent | 1.00 | G | 9 | 5 | 90,156 | | | | | $90,156 | |
| Division Superintendent, Parks and Forestry | 1.00 | G | 12 | Max | 133,004 | | | | | $133,004 | |
| Arborist | 1.00 | N | 5 | 8 | 79,997 | | | 3,000 | | $82,997 | Snow |
| BUDGETARY ADJUSTMENT | | | | | | | | | 2,098 | $2,098 | |
| Forestry | 6.00 | | | | 528,921 | 4,974 | | 11,500 | 2,098 | $547,493 | |
| Laborer 3 | 1.00 | N | 3 | 8 | 68,578 | 343 | | 2,500 | | $71,421 | Longevity/Snow |
| Heavy Motor Equipment Operator (budgeted as Laborer 3) | 1.00 | N | 3 | 5 | 62,317 | | | 2,500 | | $64,817 | Snow |
| Park Ranger | 1.00 | BS | 2 | 7 | 63,960 | 200 | | 1,000 | | $65,160 | Longevity/Snow |
| Working Foreman | 1.00 | N | 7 | 9 | 90,334 | 5,420 | | 2,500 | | $98,254 | Longevity/Snow |
| Working Foreman | 1.00 | N | 7 | 9 | 90,334 | 6,323 | | 2,500 | | $99,157 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 8 | 75,442 | 754 | | 3,000 | | $79,196 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 7 | 73,258 | 366 | | 2,500 | | $76,124 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,861 | | 2,500 | | $83,571 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,861 | | 2,500 | | $83,571 | Longevity/Snow |
| BUDGETARY ADJUSTMENT | | | | | | | | | 2,774 | $2,774 | |
| Parks | 9.00 | | | | 678,643 | 21,128 | | 21,500 | 2,774 | $724,045 | |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,861 | | 2,500 | | $83,571 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,861 | | 2,500 | | $83,571 | Longevity/Snow |
| BUDGETARY ADJUSTMENT | | | | | | | | | 643 | $643 | |
| Schools | 2.00 | | | | 154,420 | 7,721 | | 5,000 | 643 | $167,784 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 73,971 | 79,555 | 83,298 | 4.7% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 3 | 4 | 5 | 62,975 | 67,302 | 71,743 | 6.6% |
| Arborist | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,474 | 79,532 | 84,197 | 5.9% |
| Assistant Superintendent | 1.00 | 1.00 | 1.00 | 9 | 4 | 5 | 102,284 | 85,498 | 90,156 | 5.4% |
| Division Superintendent, Parks and Forestry | 1.00 | 1.00 | 1.00 | | Max | Max | 125,369 | 129,130 | 133,004 | 3.0% |
| Arborist | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 73,761 | 78,774 | 82,997 | 5.4% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,971 | 1,942 | 2,098 | 8.0% |
| Forestry | 6.00 | 6.00 | 6.00 | | | | 514,805 | 521,733 | 547,493 | 4.9% |
| Laborer 3 | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 63,895 | 67,783 | 71,421 | 5.4% |
| Heavy Motor Equipment Operator (budgeted as Laborer 3) | 1.00 | 1.00 | 1.00 | 7 | 5 | 5 | 69,981 | 67,554 | 64,817 | -4.1% |
| Park Ranger | 1.00 | 1.00 | 1.00 | 6 | 6 | 7 | 58,886 | 61,070 | 65,160 | 6.7% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 87,763 | 93,823 | 98,254 | 4.7% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 89,387 | 94,685 | 99,157 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 70,377 | 75,184 | 79,196 | 5.3% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 67,763 | 72,068 | 76,124 | 5.6% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 75,358 | 79,792 | 83,571 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 75,358 | 79,792 | 83,571 | 4.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 2,534 | 2,592 | 2,774 | 7.0% |
| Parks | 9.00 | 9.00 | 9.00 | | | | 661,302 | 694,343 | 724,045 | 4.3% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 75,358 | 79,792 | 83,571 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 75,358 | 79,792 | 83,571 | 4.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 580 | 596 | 643 | 7.9% |
| Schools | 2.00 | 2.00 | 2.00 | | | | 151,296 | 160,180 | 167,784 | 4.7% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Project Manager (Engineering) | 1.00 | G | 10 | 11 | 109,789 | | | 3,000 | | $112,789 | Vehicle Allowance |
| Administrative Specialist | 1.00 | I | 5 | 5 | 72,813 | | | | | $72,813 | |
| Compliance Coordinator | | | | | | | | | | | |
| Management Analyst (Engineering) | 1.00 | G | 8 | 9 | 93,239 | | | | | $93,239 | |
| Administrative Specialist | 1.00 | I | 5 | 3 | 68,036 | | | | | $68,036 | |
| Administrative Analyst | | | | | | | | | | | |
| Administrative Analyst | 1.00 | GT | 6 | 8 | 82,836 | | | | | $82,836 | |
| Director of Public Works | 1.00 | G | 15 | Merit | 173,850 | | | | | $173,850 | |
| Administrative Assistant | 1.00 | I | 3 | 11 | 71,780 | | | | | $71,780 | |
| Office Assistant | | | | | | | | | | | |
| Sustainability Manager | 1.00 | G | 9 | 9 | 100,521 | | | | | $100,521 | |
| Assistant Director of Public Works/Operations | 1.00 | G | 13 | MAX | 142,043 | | | | | $142,043 | |
| Director of Administration for Public Works | 1.00 | G | 12 | Merit | 103,744 | | | | | $103,744 | |
| Management Analyst | 1.00 | G | 8 | 8 | 91,315 | 400 | | | | $91,715 | Longevity |
| BUDGETARY ADJUSTMENT | | | | | | | | | 4,282 | $4,282 | |
| Administration | 11.00 | | | | 1,109,966 | 400 | | 3,000 | 4,282 | $1,117,648 | |
| Civil Engineer | 1.00 | G | 7 | 11 | 92,370 | 600 | | | | $92,970 | Longevity |
| Survey Party Chief | 1.00 | GF | 6 | 6 | 78,770 | | | | | $78,770 | |
| Survey Party Chief | 1.00 | GF | 6 | 10 | 86,258 | 1,000 | | | | $87,258 | Longevity |
| AutoCAD Technician | 1.00 | GF | 4 | 11 | 78,936 | | | | | $78,936 | |
| Project Manager | 1.00 | G | 10 | 11 | 109,789 | | | 3,000 | | $112,789 | Vehicle Allowance |
| Town Engineer | 1.00 | G | 13 | Merit | 136,454 | | | | | $136,454 | |
| Senior AutoCAD Technician | 1.00 | GF | 6 | 11 | 87,984 | 800 | | | | $88,784 | Longevity |
| Assistant Town Engineer | 1.00 | G | 11 | 10 | 113,016 | | | | | $113,016 | |
| Civil Engineer | 1.00 | G | 7 | 11 | 92,370 | 1,000 | | | | $93,370 | Longevity |
| Engineering Aide | 1.00 | GF | 2 | 11 | 65,250 | | | | | $65,250 | |
| GIS Database Administrator | 1.00 | IE | 7 | 11 | 92,372 | | | | | $92,372 | |
| Survey Party Chief | 1.00 | GF | 6 | 7 | 80,870 | 800 | | | | $81,670 | Longevity |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Project Manager (Engineering) | 1.00 | 1.00 | 1.00 | 11 | 11 | 11 | 106,487 | 109,591 | 112,789 | 2.9% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 6 | 7 | 5 | 70,688 | 74,802 | 72,813 | -2.7% |
| Compliance Coordinator | 1.00 | | | 11 | | | | | | |
| Management Analyst (Engineering) | 1.00 | 1.00 | 1.00 | 11 | 8 | 9 | 82,934 | 88,655 | 93,239 | 5.2% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 5 | 6 | 3 | 68,640 | 72,813 | 68,036 | -6.6% |
| Administrative Analyst | 1.00 | | | 5 | | | | | | |
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 5 | 5 | 8 | 72,072 | 80,418 | 82,836 | 3.0% |
| Director of Public Works | 1.00 | 1.00 | 1.00 | | Merit | Merit | 159,097 | 163,870 | 173,850 | 6.1% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 65,013 | 69,693 | 71,780 | 3.0% |
| Office Assistant | 1.00 | | | 9 | | | | | | |
| Sustainability Manager | | 1.00 | 1.00 | | 8 | 9 | 59,905 | 95,834 | 100,521 | 4.9% |
| Assistant Director of Public Works/Operations | 1.00 | 1.00 | 1.00 | | MAX | MAX | 137,906 | 142,043 | 142,043 | |
| Director of Administration for Public Works | 1.00 | 1.00 | 1.00 | 11 | 11 | Merit | 108,674 | 108,674 | 103,744 | -4.5% |
| Management Analyst | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 82,242 | 86,966 | 91,715 | 5.5% |
| BUDGETARY ADJUSTMENT | | | | | | | 3,881 | 4,333 | 4,282 | -1.2% |
| Administration | 13.00 | 11.00 | 11.00 | | | | 1,017,539.00 | 1,097,692.00 | 1,117,648.00 | 1.8% |
| Civil Engineer | 1.00 | 1.00 | 1.00 | 10 | 1 | 11 | 85,752 | 90,080 | 92,970 | 3.2% |
| Survey Party Chief | 1.00 | 1.00 | 1.00 | 4 | 6 | 6 | 69,763 | 76,461 | 78,770 | 3.0% |
| Survey Party Chief | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 78,883 | 83,098 | 87,258 | 5.0% |
| AutoCAD Technician | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 72,946 | 76,627 | 78,936 | 3.0% |
| Project Manager | 1.00 | 1.00 | 1.00 | 10 | 10 | 11 | 104,439 | 107,482 | 112,789 | 4.9% |
| Town Engineer | 1.00 | 1.00 | 1.00 | | Merit | Merit | 128,597 | 136,454 | 136,454 | |
| Senior AutoCAD Technician | 1.00 | 1.00 | 1.00 | 11 | 11 | 11 | 83,530 | 86,026 | 88,784 | 3.2% |
| Assistant Town Engineer | 1.00 | 1.00 | 1.00 | 8 | 8 | 10 | 102,122 | 105,186 | 113,016 | 7.4% |
| Civil Engineer | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 86,352 | 90,680 | 93,370 | 3.0% |
| Engineering Aide | 1.00 | 1.00 | 1.00 | OOR | 11 | 11 | 63,803 | 64,157 | 65,250 | 1.7% |
| GIS Database Administrator | 1.00 | 1.00 | 1.00 | OOR | 11 | 11 | 58,604 | 89,681 | 92,372 | 3.0% |
| Survey Party Chief | 1.00 | 1.00 | 1.00 | 10 | 6 | 7 | 85,352 | 77,261 | 81,670 | 5.7% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| BUDGETARY ADJUSTMENT | | | | | | | | | 4,314 | $4,314 | |
| Engineering | 12.00 | | | | 1,114,439 | 4,200 | | 3,000 | 4,314 | $1,125,953 | |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 8 | 75,442 | | | 3,000 | | $78,442 | Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 7 | 73,258 | 366 | | 3,000 | | $76,624 | Longevity/Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 9 | 77,210 | 5,405 | | 3,000 | | $85,615 | Longevity/Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 5 | 68,557 | | | 3,000 | | $71,557 | Snow |
| Working Foreman | 1.00 | N | 7 | 9 | 90,334 | 5,420 | | 3,000 | | $98,754 | Longevity/Snow |
| Director of Streets and Transportation | 1.00 | G | 12 | Merit | 106,090 | | | | | $106,090 | |
| Assistant Superintendent | 1.00 | G | 9 | 11 | 104,576 | 6,275 | | | | $110,851 | Longevity/Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 9 | 77,210 | 1,158 | | 3,000 | | $81,368 | Longevity/Snow |
| Working Foreman | 1.00 | N | 7 | 10 | 92,352 | 4,618 | | 3,000 | | $99,970 | Longevity/Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 6 | 70,949 | | | 2,500 | | $73,449 | Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 9 | 77,210 | 1,158 | | 3,000 | | $81,368 | Longevity/Snow |
| Laborer 2 (budget as Labore 3) | 1.00 | N | 3 | 6 | 64,501 | | | 3,000 | | $67,501 | Snow |
| BUDGETARY ADJUSTMENT | | | | | | | | | 3,968 | $3,968 | |
| Highway | 12.00 | | | | 977,689 | 24,399 | | 29,500 | 3,968 | $1,035,556 | |
| Public Works Technician | 1.00 | N | 5 | 10 | 83,782 | 1,257 | | 3,000 | | $88,039 | Longevity/Snow |
| BUDGETARY ADJUSTMENT | | | | | | | | | 339 | $339 | |
| Traffic Control | 1.00 | | | | 83,782 | 1,257 | | 3,000 | 339 | $88,378 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| BUDGETARY ADJUSTMENT | | | | | | | 3,698 | 4,046 | 4,314 | 6.6% |
| Engineering | 12.00 | 12.00 | 12.00 | | | | 1,023,841 | 1,087,239 | 1,125,953 | 3.6% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 3 | 7 | 8 | 62,975 | 74,469 | 78,442 | 5.3% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 67,438 | 72,222 | 76,624 | 6.1% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 76,746 | 81,764 | 85,615 | 4.7% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 4 | 5 | 74,665 | 67,480 | 71,557 | 6.0% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 87,763 | 94,323 | 98,754 | 4.7% |
| Director of Streets and Transportation | 1.00 | 1.00 | 1.00 | | Max | Merit | 128,369 | 128,369 | 106,090 | -17.4% |
| Assistant Superintendent | 1.00 | 1.00 | 1.00 | 11 | 11 | 11 | 103,502 | 106,607 | 110,851 | 4.0% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 72,930 | 77,715 | 81,368 | 4.7% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 7 | 9 | 10 | 86,951 | 94,655 | 99,970 | 5.6% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 5 | 5 | 6 | 67,763 | 69,393 | 73,449 | 5.8% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 72,930 | 77,715 | 81,368 | 4.7% |
| Laborer 2 (budget as Labore 3) | 1.00 | 1.00 | 1.00 | 5 | 5 | 6 | 61,530 | 63,798 | 67,501 | 5.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 3,706 | 3,784 | 3,968 | 4.9% |
| Highway | 12.00 | 12.00 | 12.00 | | | | 967,268 | 1,012,294 | 1,035,556 | 2.3% |
| Public Works Technician | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 79,411 | 84,070 | 88,039 | 4.7% |
| BUDGETARY ADJUSTMENT | | | | | | | 305 | 314 | 339 | 8.0% |
| Traffic Control | 1.00 | 1.00 | 1.00 | | | | 79,716 | 84,384 | 88,378 | 4.7% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Equipment Mechanic | 1.00 | N | 5 | 10 | 83,782 | 1,257 | | 3,000 | | $88,039 | Longevity/Snow |
| Equipment Mechanic | 1.00 | N | 5 | 10 | 83,782 | 838 | | 3,000 | | $87,620 | Longevity/Snow |
| Master Mechanic | 1.00 | N | 7 | 10 | 92,352 | 4,618 | | 3,000 | | $99,970 | Longevity/Snow |
| Fleet Supervisor | 1.00 | G | 10 | 11 | 109,789 | | | | | $109,789 | |
| Equipment Mechanic | 1.00 | N | 5 | 10 | 83,782 | 3,351 | | 3,000 | | $90,133 | Longevity/Snow |
| Assistant Fleet Supervisor | 1.00 | G | 8 | 11 | 96,983 | | | | | $96,983 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 2,202 | $2,202 | |
| Fleet | 6.00 | | | | 550,470 | 10,063 | | 12,000 | 2,202 | $574,735 | |
| Laborer 3 | 1.00 | N | 3 | 5 | 62,317 | | | 3,000 | | $65,317 | |
| Assistant Superintendent | 1.00 | G | 9 | 9 | 100,521 | | | | | $100,521 | |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 6 | 70,949 | | | 3,000 | | $73,949 | Snow/RTS Dump |
| Scalehouse Attendant | 1.00 | N | 4 | 9 | 77,210 | 386 | | 3,000 | | $80,596 | Longevity/Snow/RTS Dump |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 9 | 77,210 | 772 | | 3,000 | | $80,982 | Longevity/Snow/RTS Dump |
| Laborer 3 | 1.00 | N | 3 | 7 | 66,581 | 333 | | 3,000 | | $69,914 | Longevity/Snow/RTS Dump |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 10 | 78,978 | 395 | | 3,000 | | $82,373 | Longevity/Snow/RTS Dump |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 9 | 77,210 | 1,158 | | 3,000 | | $81,368 | Longevity/Snow/RTS Dump |
| Working Foreman | 1.00 | N | 7 | 8 | 88,317 | 883 | | 3,000 | | $92,200 | Longevity/Snow/RTS Dump |
| Division Superintendent, Solid Waste/Recycling | 1.00 | G | 12 | 4 | 106,856 | | | | | $106,856 | |
| Monday Holidays (6) | | N | | | | 14,502 | | | | $14,502 | Holiday Pay |
| BUDGETARY ADJUSTMENT | | | | | | | | | 3,264 | $3,264 | |
| Recycling & Solid Waste Disposal | 10.00 | | | | 806,149 | 18,429 | | 24,000 | 3,264 | $851,842 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Equipment Mechanic | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 79,411 | 84,070 | 88,039 | 4.7% |
| Equipment Mechanic | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 79,032 | 83,671 | 87,620 | 4.7% |
| Master Mechanic | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 92,350 | 97,611 | 99,970 | 2.4% |
| Fleet Supervisor | 1.00 | 1.00 | 1.00 | 11 | 11 | 11 | 103,487 | 106,591 | 109,789 | 3.0% |
| Equipment Mechanic | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 81,305 | 86,067 | 90,133 | 4.7% |
| Assistant Fleet Supervisor | | 1.00 | 1.00 | | 11 | 11 | | 94,158 | 96,983 | 3.0% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,675 | 1,712 | 2,202 | 28.6% |
| Fleet | 5.00 | 6.00 | 6.00 | | | | 437,260 | 553,880 | 574,735 | 3.8% |
| Laborer 3 | 1.00 | 1.00 | 1.00 | 5 | 5 | 5 | 61,530 | 63,298 | 65,317 | 3.2% |
| Assistant Superintendent | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 90,266 | 95,834 | 100,521 | 4.9% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 6 | 6 | 6 | 70,041 | 72,068 | 73,949 | 2.6% |
| Scalehouse Attendant | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 72,236 | 76,979 | 80,596 | 4.7% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 72,583 | 77,347 | 80,982 | 4.7% |
| Laborer 3 | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 61,530 | 65,920 | 69,914 | 6.1% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 6 | 8 | 10 | 70,041 | 76,979 | 82,373 | 7.0% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 72,930 | 77,715 | 81,368 | 4.7% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 81,931 | 87,473 | 92,200 | 5.4% |
| Division Superintendent, Solid Waste/Recycling | 1.00 | 1.00 | 1.00 | Merit | 4 | 4 | 108,102 | 103,744 | 106,856 | 3.0% |
| Monday Holidays (6) | | | | | X | | 21,647 | 15,644 | 14,502 | -7.3% |
| BUDGETARY ADJUSTMENT | | | | | | | 3,011 | 3,050 | 3,264 | 7.0% |
| Recycling & Solid Waste Disposal | 10.00 | 10.00 | 10.00 | | | | 785,848 | 816,051 | 851,842 | 4.4% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Department Totals | 130.00 | | | | 10,583,536 | 150,872 | | 171,500 | 41,947 | $10,947,855 | |
| | Salary and Wage Base (5110) | | | | | | | | | $10,583,536 | |
| | Other Regular Compensation (5110) | | | | | | | | | $150,872 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | $171,500 | |
| | Budgetary Adjustment (5110) | | | | | | | | | $41,947 | |
| | Total | | | | | | | | | $10,947,855 | |

| PRD1 - FY2026<br>Position | FY24<br>FTE | FY25<br>FTE | FY26<br>FTE | FY24<br>Step | FY25<br>Step | FY26<br>Step | FY24<br>Final | FY25<br>Current | FY26<br>Estimate | Change<br>from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Department Totals | 128.00 | 130.00 | 130.00 | | | | 9,771,830 | 10,584,438 | 10,947,855 | 3.4% |

| 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. Municipal 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 seal pavement markings, repair fences, and maintain the landscaping in the municipally-owned parking lots. The funding is also used to pay lease fees for lots owned by outside organizations by utilized by the Town, such as the MBTA parking lot.

In FY2025, the Town entered into an agreement with Arcadis to implement their HotSpot paid parking application in high traffic areas of the Town, such as the Downtown and the Heights. This will allow those parking in these areas of the Town to utilize an app on their phone to pay for parking instead of needing to have coins on them to pay at the meters.

**Budget Changes**

Salaries and Wages increasing $2,213, 8.24%.
Expenses and Services increasing $4,181, 2.88%.
Total Budget Submission increasing $6,394, 3.71%.

**Salaries**

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

**Expenses and Services**

The increases seen in these expense lines are from two areas. The first is the annual lease costs for all three rented parking lots. The second is an increase in contractual pricing for the maintenance and property services covered under this budget.

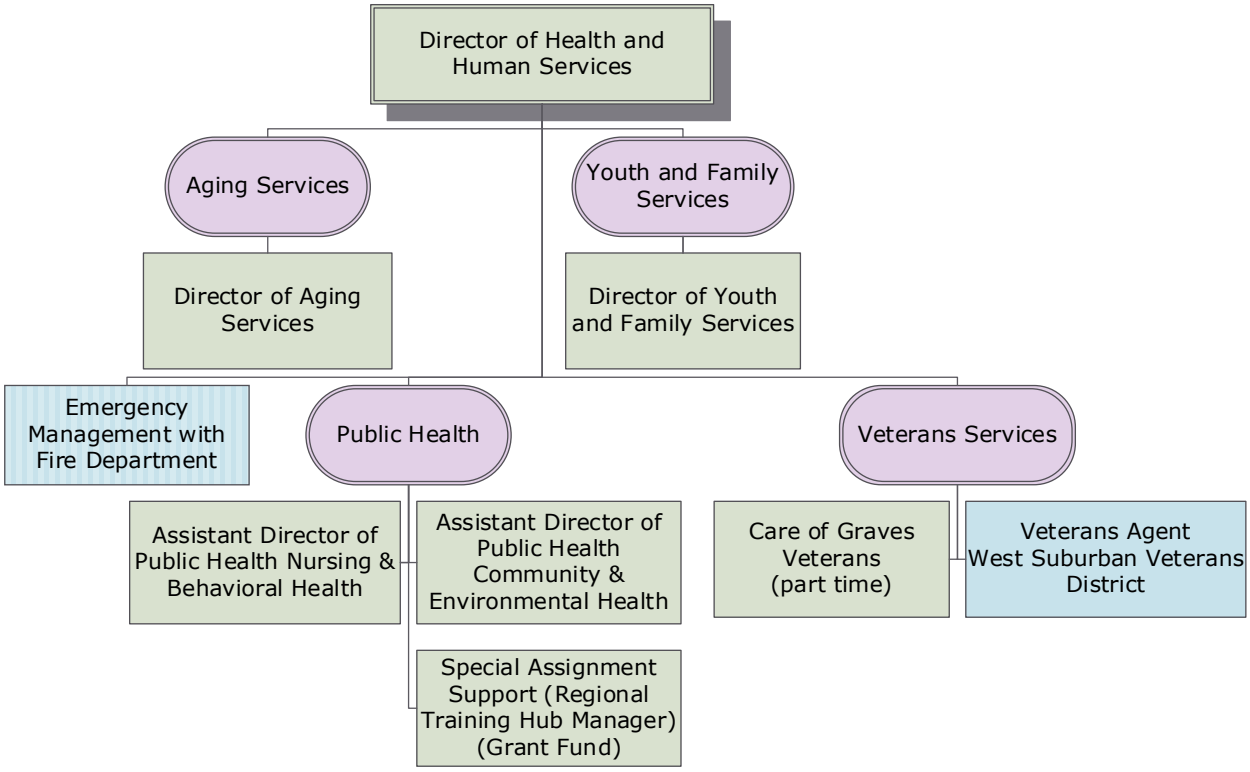
| Line Item | Description | Change from FY25 | Comments | Net Change |
|---|---|---|---|---|
| Salaries & Wages | Overtime Salary & Wages | $2,213 | Contractual salary increase | $2,213 |
| Repairs & Maintenance Services | Fence & Guardrail Repair | $523 | Contract pricing increase of 5% | $523 |
| Rentals & Leases | Lease for Episcopal Church Lot | $1,000 | New lease pricing | $2,780 |
| | Lease for First Church Lot | $1,000 | New lease pricing | |
| | Lease for MBTA Lot | $780 | New lease pricing | |
| Other Property Related Services | Paint Markings | $572 | Contract pricing increase of 5% | $878 |
| | Pavement, Curbing, & Sidewalk Repair | $306 | Contract pricing increase of 4% | |

| Budget Request<br>Short Form | | |
|---|---|---|
| Budget | Municipal Parking Program | |
| I | | |
| Description | Purpose | Amount |
| Salaries | Overtime | 29,057 |
| Repairs & Maintenance | Fence & Guardrail Repair | 10,973 |
| Rentals & Leases | Lease for Episcopal Church Lot | 15,000 |
| Rentals & Leases | Lease for First Church Lot | 22,000 |
| Rentals & Leasesa | Lease for MBTA Lot | 26,780 |
| Rentals & 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 | 12,017 |
| Other Property Related Services | Pavement, Curbing, & Sidewalk Repair | 10,296 |
| Other Property Related Services | Plantings | 5,000 |
| Grounds Keeping Supplies | Mulch | 2,500 |
| Public Works Supplies | Parking Meter Supplies | 1,000 |
| Public Works Supplies | Signs | 1,800 |
| Total Request | | 178,646 |
| | | V2026 |

| Municipal Parking Program | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | | | | | | | | | | | |
| Salary & Wage Temporary | | | | | | | | | | | |
| Salary & Wage Overtime | 29,057 | 2,213 | | | 29,057 | 2,213 | | 26,844 | 20,957.68 | 17,473.64 | 9,560.35 |
| Salary & Wage Other | | | | | | | | | | | |
| Salary and Wage Total | 29,057 | 2,213 | 8.2% | | 29,057 | 2,213 | 8.2% | 26,844 | 20,957.68 | 17,473.64 | 9,560.35 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 10,973 | 523 | | | 10,973 | 523 | | 10,450 | 3,340.38 | 12,300.00 | 19,300.00 |
| Rental and Leases | 74,700 | 2,780 | | | 74,700 | 2,780 | | 71,920 | 57,445.90 | 54,501.05 | 51,093.92 |
| Other Property Related | 58,616 | 878 | | | 58,616 | 878 | | 57,738 | 69,054.10 | 29,700.00 | 42,800.00 |
| Professional & Technical | | | | | | | | | | | |
| Communications | | | | | | | | | | 2,199.45 | 2,399.40 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | 2,500 | | | | 2,500 | | | 2,500 | 2,805.00 | 2,720.00 | 2,635.00 |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | | | | | | | | | | | |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | 2,800 | | | | 2,800 | | | 2,800 | 600.00 | 1,300.00 | 3,314.65 |
| Other Supplies & Equipment | | | | | | | | | 516.31 | 500.00 | |
| Governmental Charges | | | | | | | | | | | |
| Travel & Mileage | | | | | | | | | | | |
| Dues & Subscriptions | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Expense | 149,589 | 4,181 | 2.9% | | 149,589 | 4,181 | 2.9% | 145,408 | 133,761.69 | 103,220.50 | 121,542.97 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 178,646 | 6,394 | 3.7% | | 178,646 | 6,394 | 3.7% | 172,252 | 154,719.37 | 120,694.14 | 131,103.32 |

## Department Organizational Chart

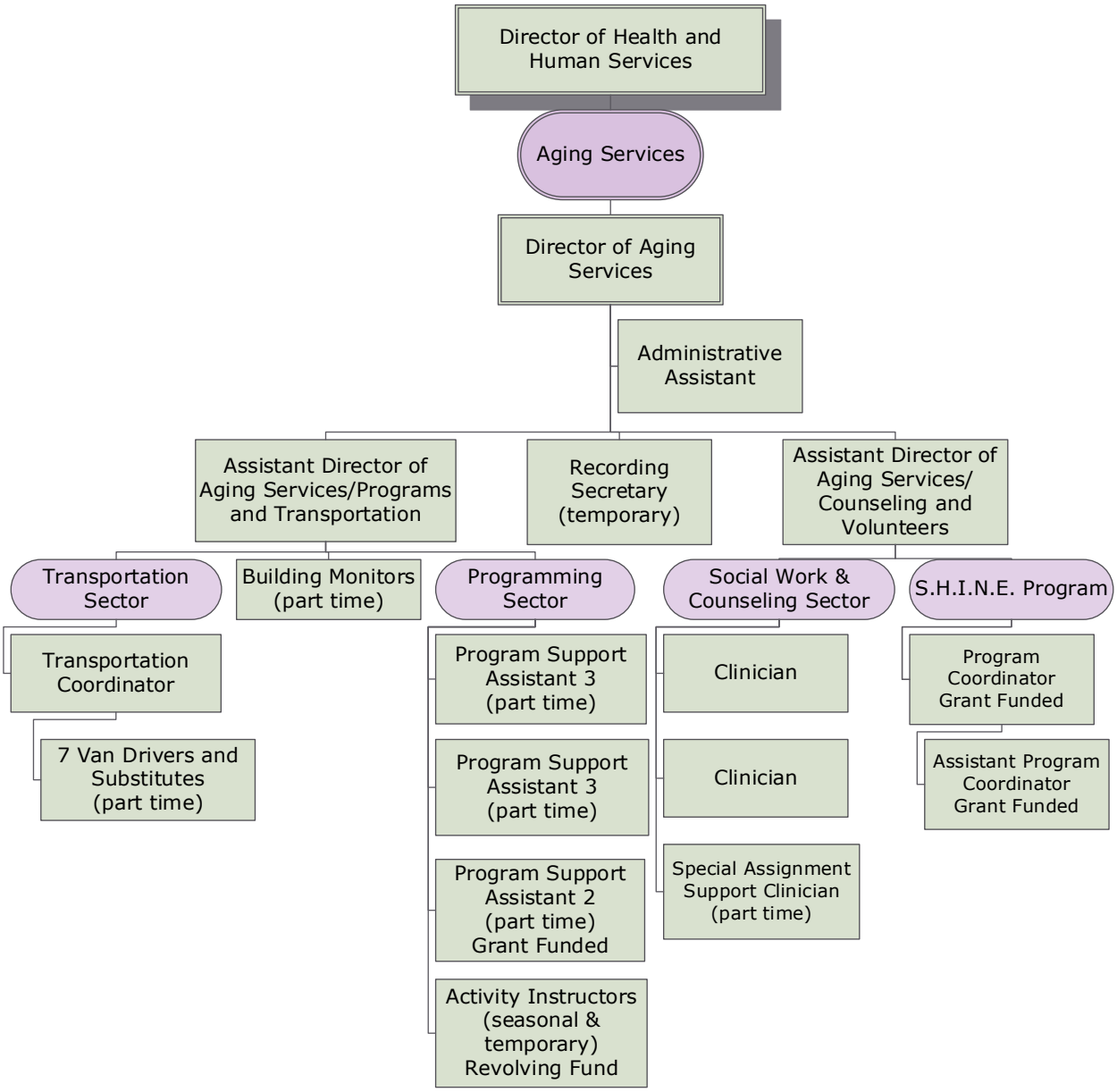
## Health and Human Services Department




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

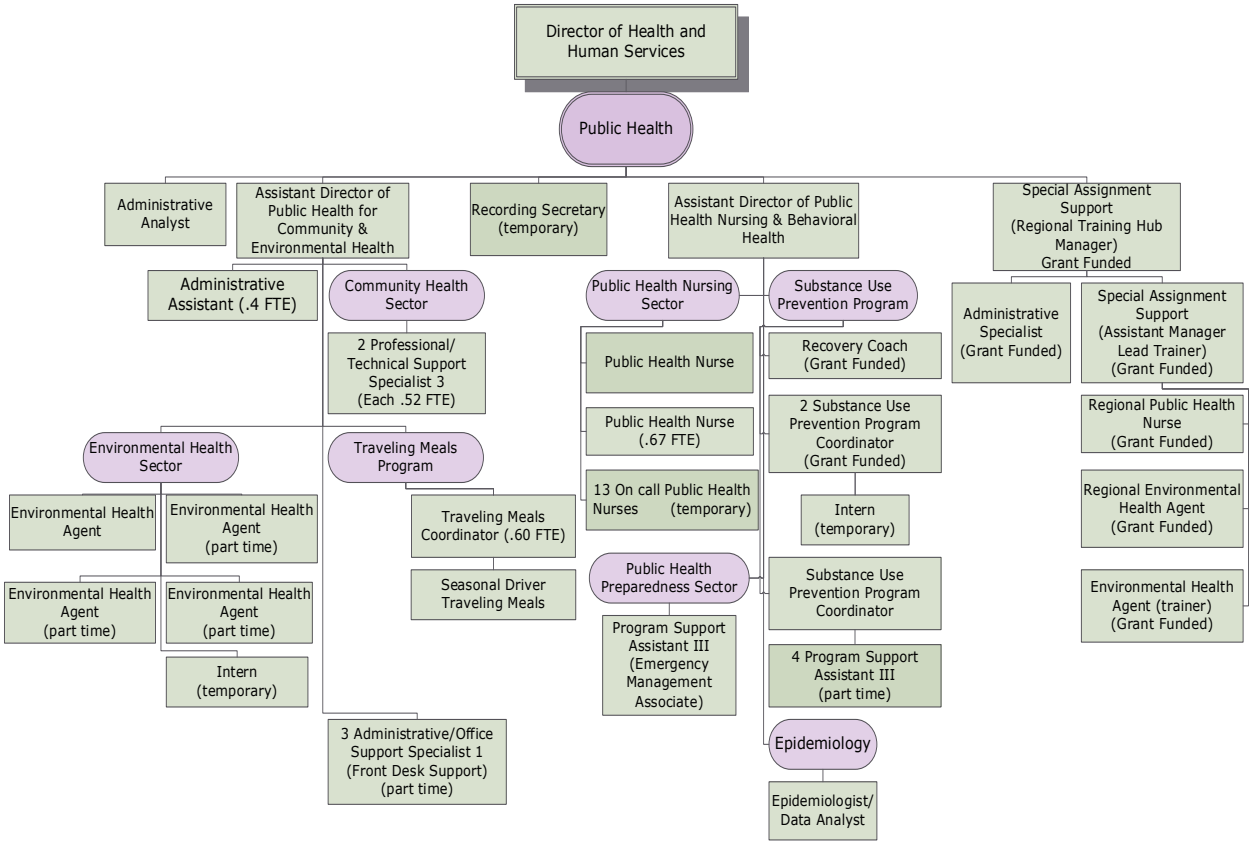
## Department Organizational Chart

## Aging Services Division



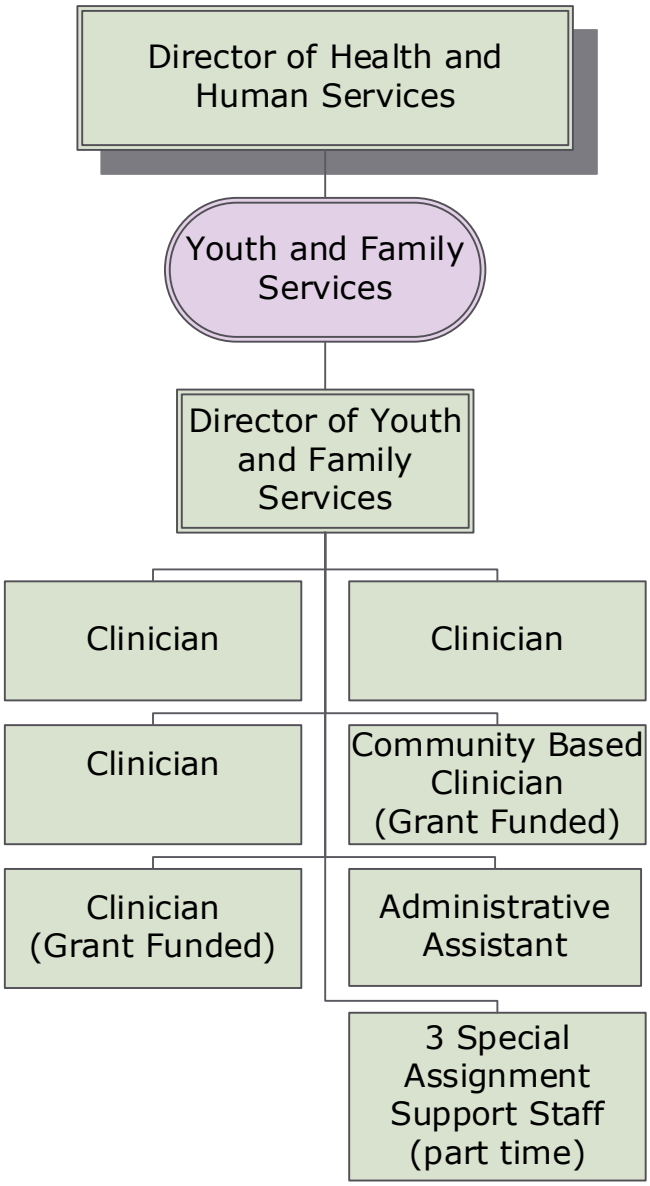
# Department Organizational Chart

## Public Health Division



**Department Organizational Chart**

**Youth and Family Services Division**



| Department Information<br>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

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**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:
The Aging Services Division 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 (both at CATH and delivered to residents' homes); 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.

Reducing socialization continues to be a top priority of the Aging Services Division. In the last FY the Aging Services team received a grant from the Executive Office of Elder Affairs to support hybrid programming, which including funding for our valuable programming staff as well as for the purchase of electronic tablets to be distributed at no charge in the community. The Aging Services Division has also prioritized 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.

In addition to providing mental health and psychosocial supports essential to healthy aging, Aging Services is committed to addressing a broad array of needs relating to aging. The SHINE (Serving Health Insurance Needs of Everyone) program provides free health insurance counseling to Medicare beneficiaries and their families. Last FY, with additional state earmark funding, the SHINE program was able to do a substantial outreach campaign, which in turn has now increased demand for this valuable program. The Programming Department is another true asset to our division. Offering an array of both in-person, hybrid, and remote programming provides valuable connections and opportunities for engagement for older adults. The Programming Department has begun offering more exciting new trips and excursions, providing a variety of programs both based out of the Center and in the broader community. Providing opportunities for older adults to stay connected and engaged in the community remains a high priority for the Division.

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

The Transportation Department continues to thrive, utilizing a fleet of four vehicles. The Aging Services Division recently completed 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. A new grant through the Massachusetts Council on Aging Association is allowing the Aging Services Division to continue this service through rideshare agencies. Transportation continues to be a priority amongst older adults surveyed in the community. 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 Aging Services Division reflects reductions in five spending categories, reflective of the move towards more hybrid meeting and remote 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, particularly an increase in demands for excursions with transportation, as well as events serving food.

| Line | Division | Description | Change from FY2024 | Comments |
|---|---|---|---|---|
| Other Expenses | Aging Services | EZ Pass Tolls | $150 | Increase reflects increased consumer desire for programming trips and excursions. |
| Wireless Communication | Aging Services | Cellular Device Service Charges | $425 | Slight increase to accommodate increases in monthly charges. |
| Printing & Mailing | Aging Services | Printing & Mailing | ($250) | 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 | $250 | Increase in anticipation of new tires needed for COA van/s. |
| Gasoline/Diesel | Aging Services | Fuel for COA Vans | ($101) | Small reduction in total budget for gasoline, reflects increased cost per gallon but reduction in total mileage projected. |
| Food & Service Supplies | Aging Services | Food and supplies related to direct programming costs | $1,000 | Increase reflects higher than anticipated attendance at food related events. Aging Services seeks to hold more DEI, community, and wellness events. |
| Computer Supplies & Equipment | Aging Services | Replacement technologies including monitors, wireless | $3,000 | NEW Category – Departments are now charged with budgeting for some replacement technology items including monitors, keyboards, mice, other |

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

| | | | | |
|---|---|---|---|---|
| | | keyboards, other peripherals, and smart phones | | peripherals, and smart phones. Based on a division of 20 employees (not FTE), one-fifth of the monitors and other desktop items are planned for replacement each year. Aging Services has six staff members with smart phones (not including grant-funded staff members), and one-third of the smart phones are planned for replacement each year. Anticipated costs are $400 per monitor, $100 per wireless keyboard and mice combo, and $250 per smart phone. |
| **Line** | **Division** | **Description** | **Change from FY2024** | **Comments** |
| Office Supplies | Aging Services | Office Supplies | ($250) | Decrease reflects greater staff reliance on remote and internet-based software for daily tasks. |
| Mileage | Aging Services | Mileage reimbursements for work related travel | ($250) | Increased utilization of remote platforms for conferences and meetings with consumers has reduced the need to physically travel to meetings |
| Dues & Memberships | Aging Services | Professional Association Dues | ($110) | Reduction to reflect lower than anticipated spending in prior years |

There are no DSR4 or DSR5 budget requests for the Aging Services Division. For the overall HHS Department in FY2024, underspending of 0.02% of salary costs and 0.00% of expense line costs occurred. In total, $348.02 dollars were unspent and will roll into Free Cash. That represents a return of 0.01% of the allocated FY2024 funding.

Accomplishments & Activities:

**Programming:**

- The Programming Unit continues to embrace a hybrid model for programming. This model is more popular per surveying and allows staff to reach a wider base of consumers. Programs include, community meals, health and wellness classes, educational lectures, card games, music programs, and more. This calendar year, Aging Services has logged nearly 6,000 duplicated check ins for programing. On average the programming department organizes between 25-30 programs a day, including at least one program unique to that day only.
- In partnership with Springwell Elder Services, the Aging Services Division continues to provide 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 delivers an average of 50-60 meals per day. This number often increases in the winter. Consumers

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

are also able to opt to eat their meal in-house at CATH.

**Social Services:**

- The Social Services Unit continues 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. The Social Work Unit is now also offering walk-in appointments once a week at the Needham Community Council's food pantry. In FY2024, the Social Work Unit served 376 individuals and logged 4,445 interactions.
- The Social Services Unit continues to offer short-term counseling services to residents over 60 as a supplemental support for those struggling with mental health concerns. This service is free of charge.

**Transportation:**

- Our Transportation Department provides essential rides to older adults in Needham to and from the Center, on shopping excursions, and trips. A grant from MassDevelopment allowed the Aging Services Division to resume its medical taxi ride program, offering free transportation to medical appointments within an 8-mile radius for older adults in Needham. This program will transition to a rideshare services sponsored by a grant through the Massachusetts Council on Aging Association.
- Last FY, the Aging Services Division provided approximately 4,700 rides to over 200 consumers through our fleet of vans. This excludes those who utilized medical transportation through our taxi program.

**Volunteers:**

- 37 volunteers supported the Aging Services Division in FY24, providing 1,477 hours of service. Volunteers provide vital in-person support including assisting in the Boutique, 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. Last FY the MetroWest SHINE Program had a 42% increase in group outreach efforts, and a 7.9% increase in contacts.
- The MetroWest SHINE Program documented a $4,717,903.62 savings in medical costs through assisting consumers in registering for the right plan for them.
-

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

| Grantor | Amount | Comments |
|---|---|---|
| EEOA - SHINE | $73,000 | SHINE Counselors |
| EEOA – SHINE Earmark | $238,234.67 | Legislative Earmark |
| EEOA - Formula | $113,106 | General statewide population-based funding for programs and services |

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

| | | |
|---|---|---|
| EOEA-Hybrid Programming | $39,160 | A grant to fund Aging Services Programming staff and distribute a number of electronic tablets to older adults in Needham at no cost. |
| MCOA | $9,999 | A grant to fund medical transportation for older adults over the age of 60 in Needham through Rideshare services. |
| NCOA | $10,000 | COVID-19/Influenza Vaccine Initiatives |
| **Aging Total** | **$383,499.67** | |

On the Horizon

**Public Health Division**

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

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

One the Horizon:
Public health staff completed a busy year in FY2024, and a number of critical plans and reports were developed and finalized last year including the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP), and a Five-Year Opioid Strategic Plan.

Like last year, 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 mid-November 2024.

Budget Statement:
This year's base budget submission for the Public Health Division reflects increases in some lines to accurately reflect the costs of certain services and equipment which have escalated rapidly in the last three years. The largest actual increase is requested in the Computer Supplies &

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

Equipment line and reflects the Town's new requirement that departments and divisions budget for the costs of replacing monitors, wireless keyboards and mice, other peripherals, and smart phones. The budget chart below also reflects the move of $96,500 for Professional/Technical – Licensed Professionals funding line to the Professional/Technical – General funding line to more appropriately reflect the spending category that is used each year.

| Line | Division | Description | Change for FY2024 | Comments |
|---|---|---|---|---|
| Professional/Technical | Public Health | Contracts | $97,500 | Contract costs have increased modestly ($1K). There is also a transfer from the Licensed Prof/Technical line to more accurately reflect the proper category of the spending |
| Professional/ Technical – Seminars & Trainings | Public Health | Trainings for staff members | $1,000 | Costs of trainings have increased, as well as the size of the staff of the division |
| Professional/ Technical – Software License Fees | Public Health | Annual license costs for inspection and other software | $1,500 | Slight increase to accoun for increased license costs, expenditures exceeded budget by more than $5K in FY2024 |
| Licensed Professional & Technical | Public Health | Contracts | ($96,500) | Moving funding across lines – the nature of the PH Division contracts is that most of them do not involved licensed environmental professionals and should be more appropriately classified in Professional/Technical overall. |
| Advertising | Public Health | Advertising of job postings | ($1,250) | Budgeted funds were reduced due to less spending in previous fiscal years. |
| Communications | Public Health | Communication | ($2,000) | There has been significant underspending in this line, and it is now reduced by one-third to reflect the history of recent expenditures. |
| Communications – Postage | Public Health | Postage/Mailing Costs | ($250) | Funds were reduced based on prior year |

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

| | | | | expenditures which were well below budget |
|---|---|---|---|---|
| **Line** | **Division** | **Description** | **Change for FY2024** | **Comments** |
| Wireless Communications | Public Health | Phones, iPad monthly charges | $1,250 | Staff size has increased with the need for phones and iPads for inspectors |
| Printing & Mailing | Public Health | Printing and mailing of documents | ($250) | Budgeted funds were reduced due to less spending in previous fiscal years, as well as increased use of email and online distribution of notices |
| Legal Notices | Public Health | Legal Notices for proposed changes in Board of Health regulations | ($250) | A small reduction to reflect the reduced frequency with which legal notices have been utilized over the last three FYs |
| Mileage | Public Health | Mileage | ($100) | Decrease in driving distances |
| Computer Supplies & Equipment | Public Health | Replacement technologies including monitors, wireless keyboards, other peripherals, and smart phones | $4,500 | NEW Category – Departments are now charged with budgeting for some replacement technology items including monitors, keyboards, mice, other peripherals, and smart phones. Based on a division of 31 employees (not FTE), one-fifth of the monitors and other desktop items are planned for replacement each year. Public Health has 18 staff members with smart phones (not including grant-funded staff members), and one-third of the smart phones are planned for replacement each year. Anticipated costs are $400 per monitor, $100 per wireless keyboard and mice combo, and |

| Department Information DSR1 | | | | |
|---|---|---|---|---|
| Department | Health & Human Services | | | |
| | | | | $250 per smart phone. |
| Governmental Charges | Public Health | Licenses & State Certifications for staff | $450 | The cost of some of renewing various credentials and licensures from MA DPH and the Boards of Registration |
| Conference In-State | Public Health | In-state travel for conferences | ($800) | More out-of-state conferences |
| Mileage | Public Health | Mileage | $150 | Increased staff and increased staff driving |
| Dues & Memberships | Public Health | Dues & Memberships | $395 | More staff and additional memberships |

There are no DSR4 or DSR5 budget requests for the Public Health Division. For the overall HHS Department in FY2024, underspending of 0.02% of salary costs and 0.00% of expense line costs occurred. In total, $348.02 dollars were unspent and will roll into Free Cash. That represents a return of 0.01% of the allocated FY2024 funding.

Accomplishments & Activities:

**Environmental Team Accomplishments and Activities:**

• 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. We are also seeing an uptick in pest nuisance complaints throughout town, which we are investigating and sending out pest control information and working in conjunction with owners and pest control operators as issues arise, on a case-by-case basis. We developed a pest control brochure to educate the public on how to prevent the risk of pests.

• 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 Spanish training) to all our permitted food establishment owners, managers, and staff. We have adopted FDA Voluntary National Retail Food Regulatory Program 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, with having a strict disciplinary structure, which includes fining for ongoing repeat critical food safety violations. We will also be rolling out our Food Establishment Excellence Program inspection report scoring initiative, which scores reports on a scale of 1 – 100, which we hope will also help incentivize ongoing compliance with

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

the FDA Food Code. Our food establishment inspection reports have also been posted online for the public to view and download. These initiatives have been revised after feedback received by our food establishment owner/managers, along with our inspection team, after the conclusion of our six-month pilot program, which wrapped up last spring.

• In 2024, the Public Health Division Environmental Team was awarded the following combined base and travel/training grant 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:

- NEHA-FDA Development Base Projects and Staff Trainings Award: **$10,000.00** to enable us to continue to complete and meet the requirements for adopting additional FDA Standards, specifically our last standard, FDA Standard 8 -Program Support and Resources,. And this funding will also enable us to re-assess and maintain our existing standards. This award will also allow staff to travel to food safety national and local conferences and seminars to keep our staff apprised of the latest updates in the field of Environmental food safety and health and to satisfy requirements for FDA Standard 2- Standardization of Inspection Staff. The goal with this grant was to allow us to hire a consultant to audit our FDA Standard 8, which our summer intern assisted us with, however, we learned we will need to take more time to adopt due to the amount of data that is still needed to satisfy this standard, which will require additional staffing help to accomplish. This grant funding also enabled us to hire a food safety consultant to help us maintain our FDA Standard 7- Industry and Community Relations, to assist us with our annual permitted Food Establishment educational forum trainings, specifically to translate our PowerPoint slides and to hold our virtual bilingual Spanish forum training coming up in November.

• This NEHA-FDA grant funding allows 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 2024, 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 2025, and we were awarded $10,000.00. Our goal is to finish meeting the requirements of Standard 8-Program Support and Resources, and to continue work on maintaining our already 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 5- Foodborne Illness and Food Defense Preparedness and Response; and Standard 7- Industry and Community Relations. We will also continue to follow the practices in our already adopted FDA Standard 6- Compliance and Enforcement, by revising our Food Code policy as needed, and also our FDA Standard 9- Program Assessment – Risk-based inspection program, by increasing the risk levels of food establishments, which would allow us to increase the number of routine inspections, as needed.

• We have been very successful in receiving grant money from the FDA for the past seven 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 mandatory 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 for our four upcoming trainings in November, we

| Department Information DSR1 | |
|---|---|
| Department | Health & Human Services |

are focusing on our revised Food Safety Excellence Program, which encompasses our newly revised Board of Health approved Food Code Enforcement Policy and our revised Food Establishment Inspection Report Scoring initiative, and we will also provide up to date information about safe food handling practices and requirements; as a result, re-training our permitted food establishment owners and management staff on an annual basis has proved to be a significant step towards improving food safety compliance in Needham. We are happy to continue to provide these free trainings and hope to expand them in the future.

**Accreditation** -
During FY24 and continuing into FY25, the Needham Public Health Division focused on applying for full public health accreditation. The application was completed and submitted in mid-December 2024. We are awaiting feedback from the Public Health Accreditation Board to learn if the submission requires editing. Next, will be a site visit and then the decision about whether Needham Public Health Division will be accredited.

The accreditation process has identified some areas, such as quality improvement, performance management, and workforce development, that will require ongoing work. If we achieve accreditation, Needham will apply for reaccreditation in five years.

**The Traveling Meals Program -**
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 an average of 924 meals delivered to 53 clients per month in FY24. We have up to 28 volunteers delivering meals for nine months out of the year and an average of four paid part-time staff working during the summer months, to continue providing the nutritionally balanced two-meal packages year-round to our clients.

FY 2024 and FY 2025 continued to see increases in activities such as CPR training to the community, vaccinations, and the need for more substance use prevention, harm reduction, and mental health resources. There continues to be an increased need for financial assistance, food access, and other educational needs.

**Nursing**
During FY 2025 the Public Health Nursing team continued to provide influenza and COVID-19 vaccinations as needed and continued to adjust to the changing climate. The Public Health Nursing team is working to provide the Foundational Public Health Services that the Massachusetts Department of Public Health is working to role out to each town and city, as levels of services to provide to every resident in Massachusetts. The Public Health Nurses have been working to develop a mother-baby check-in program for every new mother in Needham.

**Epidemiology**
The data analyst/epidemiologist who has been able to provide data driven analyses to help inform the Public Health team's work. 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 data analyst/epidemiologist has been working across departments with teams such as the Schools, Sustainability Manager, and the Fire Dept. on projects that include sustainability, climate change, informational data development, and data sharing needs.

| Department Information<br>DSR1 | |
|---|---|
| Department | Health & Human Services |

**Substance Use Prevention**
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. Peer Recovery Coaching and community outreach has been another important piece for FY 2025 that has reached many new residents who are curious about recovery and families who would like to help loved ones with recovery. Opioid education, harm reduction, and program development have been another large piece of the Substance Use Prevention team's work.

**Public Health Preparedness**
In FY 2025 Public Health Emergency Team has been working to develop new plans and updating old ones for emergency operation needs. They have worked to provide education and training to the Medical Reserve Corp and to develop emergency materials that are available and culturally appropriate including all languages for all Needham residents

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 (interim VSO) and a Deputy Director (currently vacant) to work with each community.

On the Horizon:
Partnerships and Outreach continue to grow within the Veteran Services Division, enhancing the Division's ability to provide necessary services to not only low-income Veterans and their families, but also to assist widows and family members with VA applications and to provide 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:

| Department Information<br>DSR1 | |
|---|---|
| Department | Health & Human Services |

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 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 2024 from the two primary funding lines (Governmental Charges and Veterans' Benefits) and the projected spending levels in FY 2025. Overall, the 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 2025 budget and the FY 2026 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.

| Line | Division | Description | Change from FY2024 | Comments |
|---|---|---|---|---|
| Other Property Related Services | Veterans Services | Other Services | ($500) | Repairs and maintenance services related to care of graves has decreased |
| Communications | Veterans Services | Postage | ($10) | Reduced spending on postage due to reduced mailings |
| Office Supplies | Veterans Services | Office Supplies | ($10) | More functions are performed electronically, so there is reduced need for office supplies |
| Food & Service Supply | Veterans Services | Food Service | $500 | Costs for food at Veterans and Memorial Day Observances has increased |
| Other Supplies & Equipment | Veterans Services | Other Supplies & Equipment | $3,000 | The costs of flags for Veteran graves has increased significantly for the third year in a row, despite efforts to find alternate suppliers |
| Governmental Charges | Veterans Services | Governmental Charges | $2,500 | The FY2026 budget for the West Suburban Veterans' District has not yet been set, although an increase is seen as highly likely as the WSVD re-hires after significant staff departures. |

| Department Information<br>DSR1 | |
|---|---|
| Department | Health & Human Services |

There are no DSR4 or DSR5 budget requests for the Veterans Services Division. For the overall HHS Department in FY2024, underspending of 0.02% of salary costs and 0.00% of expense line costs occurred. In total, $348.02 dollars were unspent and will roll into Free Cash. That represents a return of 0.01% of the allocated FY2024 funding.

Accomplishments and Activities

**Youth & Family Services Division**

**Mission:**
To provide leadership in developing a community focus on youth and family issues, and to promote community wellness by: advocating for youth and family interests; developing and implementing quality wellness programs and clinical services; educating and communicating with the public regarding youth and family issues; identifying and addressing youth and family needs; and partnering with agencies that serve youth and families.

**On the Horizon:**
The mental health of our youth is a pressing concern, exacerbated by recent societal challenges, including the COVID-19 pandemic. As we seek to bolster mental health support for our youth, it is imperative to address the alarming statistics that highlight the urgency of this need. Recent data indicates a significant rise in mental health issues among youth in Needham. According to the MetroWest Adolescent Health Survey, 35% of high school students and 23% of middle school students report feeling nervous, anxious, or on edge at least half the days in the past 2 weeks (prior to the survey) and 28% of high school students and 16% of middle school students report feeling unable to stop or control worrying. 22% of high school youth and 13% of middle school youth reported depressive symptoms over the past 12 months, and 12% of high school youth and 8% of middle school youth reported engaging in intentional self-injury in the past 12 months. 9% of high school youth and 12% of middle school youth seriously considered suicide in the past 12 months; and 2% of high school youth and 3% of middle school youth attempted suicide in this time.

In response to this escalating need, Needham Youth and Family Services has proactively increased its capacity to address the heightened demand 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 Youth & Family Services team has expanded and have specialized staff trained to manage higher levels of need and acuity among our youth population. In addition, Youth & Family Services continues to host two graduate level interns to help with the increase in mental health needs. This increase in staffing not only allows us to serve more individuals but also to provide tailored interventions for those experiencing more severe mental health challenges.

As in years past, Youth & Family Services is going to provide robust clinical support through individual, family, and group therapy sessions. Our licensed therapists employ evidence-based practices tailored to the unique challenges faced by youth and their families. These therapeutic interventions address issues such as anxiety, depression, substance misuse, suicidality, social struggles and behavioral challenges, fostering resilience and healthier coping strategies. We have been able to significantly increase our capacity for clinical services with our full-time

| Department Information<br>DSR1 | |
|---|---|
| Department | Health & Human Services |

additional staff member. The division staff also understand that mental health crises can arise unexpectedly and in response we offer crisis response services to provide immediate support. Our trained staff are equipped to handle urgent situations, ensuring that youth and families receive timely care and guidance during critical moments. Staff continue to attend training courses and explore strategies to best support the community when it comes to crisis situations.

In addition, we believe that effective mental health support extends beyond clinical settings. Our outreach initiatives engage with families and youth throughout the community, raising awareness about mental health resources and promoting positive mental health practices. We host workshops, informational sessions, and community events to connect with families and ensure they know how to access our services. Youth & Family Services staff are meeting regularly to ensure that the overall mental health needs of the community are being met and are creating innovative programs to address these needs. Staff are constantly outreaching 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 Services is partnering with community-based organizations for funding support and outreach possibilities. Last year we created a very important partnership with some local organizations including the Needham Community Council and the Becca Schmill Foundation to create and implement a workshop series to raise awareness around mental health, providing concrete interventions and education so that parents, caregivers, and community members are better able to manage themselves and their loved ones as it relates to mental health. This partnership will continue to grow this year to provide additional support to the community.

Youth & Family Services will continue to offer various enrichment programs designed to enhance social skills, build self-esteem, and promote healthy relationships. These programs include life skills workshops, social-emotional learning sessions, and recreational activities that provide youth with opportunities to explore their interests and develop new competencies. One of our continued growth efforts is our volunteer programs. We encourage youth to engage in community service as a way to foster a sense of responsibility and connection to their community. Through organized service projects, young people can contribute positively while gaining valuable experiences that enhance their empathy and social skills.

One of the bigger initiatives that started last year and will continue this year is the roll out of teen Mental Health First Aid. Mental Health First 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 implementing Youth Mental Health First Aid which equips adults with skills on how to respond to youth experiencing difficulties. This year, Youth & Family Services is working closely with the Needham Resiliency Network to train leaders in the community. In addition, this past academic year staff instructed the entire 10$^{th}$ grade of Needham High School in the teen version of this course, which teaches students how to respond to their peers experiencing a mental health challenge. This required 90 hours of training at the high school. This year, staff will continue this initiative, which will result in approximately 50% of the students at Needham High School having information about how to respond to a mental health challenge or crisis. Two staff members are also working on getting certified to teach Adult Mental Health

| Department Information DSR1 | |
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| Department | Health & Human Services |

First Aid with a focus on training more community members and town staff. Another certification training that staff will be offering to community members this year is Question, Persuade, Refer (QPR), which is a suicide prevention model to reduce suicidal behaviors and save lives by providing innovative, practical and evidence-based instruction.

In addition to the community training initiatives, our Youth & Family Services staff are deeply committed to enhancing their clinical expertise. Given the pressing clinical needs within our community, our team prioritizes ongoing education in the latest modalities and interventions. This year, we aim to advance our training efforts, ensuring that all staff are equipped with the skills necessary to address a diverse range of mental health challenges and crises effectively. One of the bigger initiatives that the division is trying to incorporate into treatment is Supportive Parenting for Anxious Children (SPACE). The training is evidence-based and extremely impactful but also fairly intensive as it requires staff to attend a two-day training and ongoing consultation.

Through our comprehensive range of services, Youth & Family Services is dedicated to fostering a supportive environment for youth and families in our community. By offering strong clinical therapy, community outreach, enrichment programs, and advocacy, we aim to enhance the mental health and overall well-being of our community members. As a division, we strive to create a healthier, more resilient future for our youth.

**Budget Statement:**

This year's base budget submission for the Youth & Family Services Division reflects a modest increase in spending. We are recommending increasing funds for professional and technical so that staff can attend quality training to best serve the community with an increase of $1,500. We believe that training is essential to mental health treatment as the needs are ever changing and knowledge of effective interventions are needed to provide the best possible treatment. Secondly, we would like to increase funding for programming as staff are providing a broader range of services than in the past, and prices for materials have increased. Lastly, we are asking for an increase of $100 to cover all cell phone usage by staff. Youth & Family Services has a decrease in funds for postage due to the continued increase in virtual platforms and a decrease in mileage for staff as many meetings are held virtually. The overall increase is fairly modest given the increase in cost for various items and services.

| Line | Division | Description | Change from FY2024 | Comments |
|---|---|---|---|---|
| Professional and technical Seminars and trainings | Youth & Family | Seminars and trainings for staff to enhance clinical expertise | $1,500 | Training of professional staff is essential for skill development and there has been an increase cost for trainings. |
| Postage | Youth & Family | Postage for mailings | ($100) | Decreased need for postage due to an increase in virtual platforms. |
| Wireless communication | Youth & Family | Cell phones for staff | $100 | Increased cost for cell phones. |
| Other Supplies and Equipment | Youth & Family | Various supplies for | $750 | Y&FS has increased programming which has increased the need for |

| Department Information DSR1 | | | | |
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| Department | Health & Human Services | | | |
| | | programming | | supplies. |
| Computer Supplies & Equipment | Youth & Family | Replacement technologies including monitors, wireless keyboards, other peripherals, and smart phones | $1,500 | NEW Category – Departments are now charged with budgeting for some replacement technology items including monitors, keyboards, mice, other peripherals, and smart phones. Based on a division of 8 employees (not FTE), one-quarter of the monitors and other desktop items are planned for replacement each year. Youth & Family Services has six staff members with smart phones (not including grant-funded staff members), and one-third of the smart phones are planned for replacement each year. Anticipated costs are $400 per monitor, $100 per wireless keyboard and mice combo, and $250 per smart phone |
| Mileage | Youth & Family | Mileage for staff | ($300) | Slight decrease in the need for this due to virtual meetings and trainings. |

There are no DSR4 or DSR5 budget requests for the Aging Services Division. For the overall HHS Department in FY2024, underspending of 0.02% of salary costs and 0.00% of expense line costs occurred. In total, $348.02 dollars were unspent and will roll into Free Cash. That represents a return of 0.01% of the allocated FY2024 funding.

**Accomplishments & Activities:**

Over the past year, Youth & Family Services has offered an extensive array of clinical support, programs, and workshops. We are dedicated to ensuring that our initiatives and community engagement make a meaningful impact on both the individual and community levels.

- One of the priorities of the division is to ensure that community members have access to direct clinical services, including individual, family and group therapy. This past year staff have continued to provide these crucial services, expanding the group therapy program drastically and providing therapy not only in the office but also in the community. Staff have also implemented an evidence-based substance misuse treatment program called IDECIDE, which has been incorporated into the Substance Awareness Program that the division currently offers.
- Over the past year, Youth & Family Services has engaged in extensive community outreach and has provided vital support during numerous crisis situations. Needham has faced critical youth issues, including suicide, loss, self-injury, depression, and anxiety. In response, Youth & Family Services has offered clinical support, raised community awareness and discourse, and implemented effective crisis management strategies. Our efforts have fostered partnerships with various organizations to enhance our support

| Department Information DSR1 | |
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| Department | Health & Human Services |

initiatives. On a more individualized level, crisis and case management services have grown significantly. Our staff have been dedicated to assisting countless individuals and families navigating challenges such as homelessness, domestic violence, trauma, loss, and mental health issues. Through our support, we not only provide clinical services but also connect these individuals and families to a network of additional resources in the community.

- Youth & Family Services has continued to run various enrichment programs including the Peer Tutor Program and the VIP Peer Mentor Program. This past year staff also started SHOP (Students Helping Older People), which pairs high school students with older adults to help them with their grocery shopping. Not only does this program have a concrete goal of helping with the task of shopping, but it also helps to build a meaningful mentorship and connection between an older adult and a youth. This program started on a smaller scale, and we hope to grow it this year.
- The Volunteers Around Needham program is a longstanding enrichment program that organizes youth in various volunteer opportunities around Needham. This program has grown over the years as we have increased the number of opportunities to run over the summer and February and April school vacations. In addition, Youth & Family Services has fostered a new volunteer relationship with Newbridge on Charles in Dedham, a senior living facility. In this partnership, Youth & Family Services hosts groups of volunteers to provide an orientation where they learn about Newbridge on Charles and services that are offered and ways they can volunteer for the organization on an ongoing basis. This has helped connect many youth to the organization for ongoing opportunities.
- Needham Unplugged was a huge success this year. Unplugged is a joint effort between Youth & Family Services, the Charles River YMCA, Needham Park and Recreation, the Needham Free Public Library, and Needham Public Schools to create a calendar of activities in the month of March that encourage people to disconnect from electronics and spend more time enhancing face-to-face interaction and overall wellness.
- Youth & Family Services continues to host two Family Nights per year. This is an evening event that provides the opportunity for community members to connect with each other and other families, meet the Youth & Family Services staff and enjoy a night of food and fun.
- Family Playgroups is a program that has grown 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.
- Youth & Family Services has continued a relationship with a local expressive art therapist Tova Speter, LMHC, who has provided art therapy workshops for the community. This past year the division has helped to support a larger scale project that engaged Needham teens and community members in a collaborative art project culminating in the creation of two beautiful mosaic planters displayed on Haddock McLeod Plaza. Youth & Family Services also hosted a Self-Care Workshop for Parents during Mental Health Awareness Month in May. The goal of the workshop was to offer a therapeutic space for parents to relax, exhale, and find some creative respite during challenging times. Youth & Family Services will continue to work with Ms. Speter on offering future programming.
- Youth & Family Services has partnered with the Needham Community Council and the Becca Schmill Foundation to create a speaker series to help support the community called Mindful Community Lecture Services: Talking About Mental Health. Youth & Family

| Department Information<br>DSR1 | |
|---|---|
| Department | Health & Human Services |

Services organized the following presentations for this initiative: On November 8th, 2024, Dr. Lisa Damour presented on her book, *The Emotional Lives of Teenagers.* This workshop focused on helping parents understand their teenager's intense emotional lives and how to support them through this. On January 31st, 2024, Kimberly Martin, Assistant Vice President of Children and Family Services at Riverside Community Care presented *Navigating the Child and Teen Mental Health System* and spoke on strategies to help families navigate the behavioral health system to access services. On March 13th, 2024, Dr. Robert Brooks spoke on *Nurturing Hope and Resilience in Children and Teens During Troubled Times*. Lastly, on May 9th, 2024, Youth & Family Services hosted nationally recognized anxiety expert Lynn Lyons, LICSW who presented *Modeling Matters: What Parents Need to Know (and Do) to Decrease Stress, Worry, and Anxiety.* This workshop focused on helping parents with strategies to help their children manage their anxiety, moods and social pressures. Lynn is an author and contributor to many publications as well as hosting a very popular podcast *Flusterclux.*

- The Patrick and Particia Forde Good Person Memorial Award was awarded to this year's nominee, as this is an opportunity to recognize a community member who significantly gave back to the Needham community in unique ways. This year's recipient was Dan Brownridge, who has been actively involved in volunteer coaching and a supporter of the Positive Coaching Alliance (PCA), an organization whose mission is "to change the culture of youth sports so that every child, regardless of social or economic circumstance, has access to a positive youth sports experience." Additionally, Dan is a coordinator for the Holiday Dreams Foundation, where he recruits families to purchase gifts to fulfill wish lists for specific children of limited means. Over the years Dan has spent a significant amount of time collecting and distributing hundreds of gifts to ensure that families in need are supported around the holidays. Also, through Mass Athlete Performance, Dan also works to support Needham Goes Purple for Alzheimer's and the MAP Passback Program which collects and donates soccer gear to kids in impoverished countries including Antigua and Uganda. Dan's work is admirable as he is someone that inspires others to give back and to make the community a better place.
- Youth & Family Services has a number of staff members who are certified trainers in Youth Mental Health First Aid. These trainings have continued over the past year, teaching community participants how to recognize and respond to the signs and symptoms that suggest a potential mental health challenge, how to listen nonjudgmentally and give reassurance to a youth who may be experiencing a mental health challenge, and how to refer a person to appropriate professional support and services. This past year, staff at Needham Public Schools as well as all staff at the Needham Community Council and the Needham Housing Authority were trained. There has been a huge increase in interest in this training as the mental health needs of the community are growing. In addition, staff were certified to be teen Mental Health First Aid trainers which instructs teens on how to help their peers experiencing a mental health challenge. The class not only demonstrates skills to the students but helps to eliminate barriers to treatment (including stigma and access) and will help identify students in need. This year staff were teaching Needham High School sophomores for a total of 90 hours to ensure the whole grade received the curriculum. The goal is to continue this partnership moving forward.
- Youth & Family Services organizes an employment program that helps connect residents to students who are looking to do various residential jobs such as lawn care, snow shoveling, babysitting and odd jobs, as well as connecting youth to flexible employment and community service opportunities.

| Department Information<br>DSR1 | |
|---|---|
| Department | Health & Human Services |

- Youth & Family Services maintains membership in several community groups including the Youth Resource Network and the Community Crisis Intervention Team. Other groups include the Domestic Violence Action Committee, the Homelessness Prevention Committee, the Online Safety Coalition, the Community Health Resource Group, International Overdose Awareness Day Committee, Chapter 84, and the Substance Prevention Alliance of Needham, where Division staff sit on the steering committee and action committees.
- Youth & Family Services continues to monitor the Crisis Donation Fund that was created a couple years ago. This fund assists individuals or families who have significant needs in the midst of crisis and are in need of some financial support. This past year, the fund has been able to help people avoid homelessness, provide clothing and supplies, as well as a number of basic needs.

Spending Request Recap

| Description | Base Request<br>DSR2 | Additional Request<br>DSR4 | Total<br>(DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | $2,595,592 | $0 | $2,595,592 |
| b) Expenses | $477,245 | $0 | $477,245 |
| c) Capital | | | |
| d) TOTAL | $3,072,837 | $0 | $3,072,837 |
| e) Total DSR2 & DSR4 Request (a through d) | $3,072,837 | | $3,072,837 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Health & Human Services | | | | | | |
| Object | | | | Description | | | | | | Amount |
| DSR2A | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | |
| | 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 | 20 | 3 | 21.67 | 20 | 3 | 21.67 | |
| 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 | | |
| 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 | | | | | | | | | 3,109,207 |
| 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 | | | | | | | | | (1,042,478) |
| | | | | | | | | | PRD1 Sub Total | 2,079,429 |
| j | DSR3 Other Compensation | | | | | | | | | |
| | | | | | | | | | Sub Total 1 | 2,079,429 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | |
| a. | Aging Services Division – Recording Secretary for 145 hrs/yr plus DSR3 costs listed below | | | | | | | | | 3,289 |
| b. | Public Health Division – Recording Secretary for 145 hrs/yr plus DSR3 costs listed below | | | | | | | | | 3,289 |
| c. | Youth & Family Services Division – Recording Secretary for 145 hrs/yr plus DSR3 costs listed below | | | | | | | | | 3,289 |
| d. | | | | | | | | | | |
| f. | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | 470,156 |
| | | | | | | | | | Sub Total 2 | 480,023 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | 5,000 |
| b. | Training and Development | | | | | | | | | |
| c. | | | | | | | | | | |
| d. | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | |
| | | | | | | | | | Sub Total 3 | 5,000 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | |
| b. | Pay In Lieu of Accrued Leave | | | | | | | | | 17,500 |
| c. | Program Stipend | | | | | | | | | 13,640 |
| d. | Tuition Reimbursement | | | | | | | | | |
| e. | Working Out of Grade | | | | | | | | | |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Health & Human Services | |
| f. | | |
| g. | | |
| h. | DSR3 Other Compensation | |
| | Sub Total 4 | 31,140 |
| | | |
| 5. Total Salary and Wages (1+2+3+4) | | 2,595,592 |

| 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)<br>Property Services @ 500 (Veterans) | 16,000 |
| Professional & Technical Services (530x – 531x) | 5300 – Professional & Technical @ 125,500 for technical consultant and other contracts (Interface/Riverside, mental health referral, Fuss & O'Neil for environmental sampling, etc.) (PH)<br>Professional & Technical @ 9,750 for clinical consultation for mental health staff (Aging)<br>Professional & Technical @ 12,000 for clinical consultation for mental health staff (Youth)<br><br>5303 – Seminars & Trainings @ 6,000 (PH).<br>Seminars & Trainings @ 2,000 (Aging)<br>Seminars & Training @ 5,300 (Youth)<br><br>5305 – Software License Fee @ 12,500 for Food Code Pro & Housing Code Pro inspection software for all EH & PHN staff (PH)<br>5305 – Software License Fees @ 3,500 for clinician case notes software (Youth)<br><br>5311 – Advertising of flu clinics, public health forums, healthy notes @ 3,000 (PH) | 179,550 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Health & Human Services | |
| Communications (534x) | 5340 – Graphic Design @ 4,000 to support the design of community education materials and public health awareness campaigns (PH)<br><br>5341 – Postage @ 750 because of reduced need to mail permits and licenses and renewal applications on account of permitting software (PH)<br>Postage @ 1,000 for targeted mailing amid increasing use of electronic newsletters for CATH patrons (Aging)<br>Postage @ 40 (Vet)<br>Postage @ 500 to reflect reduce cost of postage for community updates (Youth)<br><br>5344 – Wireless Communications @ 12,250 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)<br>Wireless Communications @ 6,965 to cover costs of smart phones and data plan for Director, all social workers, and three of four vans (Aging)<br>Wireless Communications @ 3,300 to cover costs of smart phones and data plans for mental health clinicians (Youth)<br><br>5345 – Mailing, Printing, and Photocopying @ 4,000 for both internal (photocopier) and external printing (includes copying of inspection forms, business cards, and posters). (PH)<br>Mailing, Printing, and Photocopying @ 750 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)<br>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) | 37,105 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Health & Human Services | |
| | 5347 - Legal Notices @3,250 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 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 full time, part-time regular, and 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)<br><br>Supplies and equipment necessary for the program and service delivery such as but not limited to paper, pens, files, labels @ 2,750 (Aging)<br><br>To purchase basic office supplies --- paper, pens, folders, mailers, etc @ 800 (Youth)<br><br>Office Supplies @ 40 (Vet) | 8,590 |
| 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 @ 2,500 (Aging) | 2,500 |
| Gasoline and Diesel Fuel (5481) | 5481 – Gasoline for the Aging Vans @ 11,000; this represents a decrease to reflect better estimates of costs based on FY 2024 usage and projected usage in FY 2025 (Aging) | 11,000 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Health & Human Services | |
| Food and Service Supplies (549x) | 5490 – Supplies related to program operation @ 4,000 Aging and @ 2,200 Youth and @ 1,000 for Veterans | 7,200 |
| Medical Supplies (550x) | 5500 – Medical Supplies and health materials, largely for public health nursing purposes @ 3,000 (PH)<br>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<br><br>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 Health Department. (PH)<br><br>Special Event and Public Recognition Expenses @ 6,750 (Aging)<br><br>For a variety of expenses including program materials, off-site printing, etc. To purchase books, manuals, and literature regarding youth/family issues and treatment @ 5,000 (Youth)<br><br>Flags and Holders @ 9,000, a 3,000 increase to reflect the sharp rise in costs for flags and other decorations on Veterans and Memorial Days (Vet) | 32,050 |
| 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 @ 750 (PH)<br><br>West Suburban Veterans District Assessment @ 77,500. New level of assessment cost based on anticipated budget increase. West Suburban | 78,950 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Health & Human Services | |
| | Veterans District budget for FY2025 has not yet been established. (Vet)<br><br>Licensure for Social Workers @ 700 (Youth) | |
| Travel & Mileage (571x – 572x) | 5710 – In-State Travel Expenses @ 2,000 for in-state registration fees (PH)<br><br>In-State Travel Expenses @ 1,000 for in-state registration fees (Aging)<br><br>In-State Travel Expenses @ 1,500 for in-state registration fees (Youth)<br><br>5711 – Mileage @ 4,000 (PH)<br><br>Mileage @ 500 (Aging)<br><br>Mileage @ 700, a decrease of 300 (Youth)<br><br>Mileage @ 50 (Vet)<br><br>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)<br><br>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) | 19,750 |
| 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, the MA Health Officers Association, and the Community Anti-Drug Coalitions of America @ 3,500 (PH) | 9,650 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Health & Human Services | |
| | Professional Subscriptions such as National Association of Social Workers 5,100 (Aging)<br><br>Veterans' Association @ 50, a decrease of 10 (Vet)<br><br>Professional Subscriptions and NASW Membership @ 1,000 (Youth) | |
| Other Expenses (574 X – 579x) | 5770 – Veterans Benefits @ 17,500 (Vets)<br><br>5780 – 650 for Transponder charges for COA Vans (Aging) | 18,150 |
| 6. Total Expenses | | 477,245 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | | 0 |
| 7. Total Operating Budget Capital | | 0 |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 3,072,837 |

| | | | | |
|---|---|---|---|---|
| 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 Services (ITS) 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 & Human Services | | | | | |
| | Description | Amount | Amount Reflected DSR2A Section | | | |
| | | | 1 | 2 | 3 | 4 |
| 1 | Aging Services Division – Building Monitor II for 1,016 hrs/yr | 21,976 | | X | | |
| 2 | Aging Services Division – Program Support Assistant III (Evenings) for 1,033 hrs/yr | 31,528 | | X | | |
| 3 | Aging Services Division – Program Support Assistant II (Weekends) for 520 hrs/yr | 12,818 | | X | | |
| 4 | Aging Services Division – Part-time Clinician for 1,033 hrs/yr | 38,221 | | X | | |
| 5 | Aging Services - Front Desk Support (Admin/Office Support Specialist 1) for 1,033 hours/yr | 23,429 | | X | | |
| 6 | Aging Services Division – Van Drivers for 3,436 hrs/yr | 79,200 | | X | | |
| 7 | | | | | | |
| 8 | Public Health Division – Temporary Office Coverage (PSA2) for 155 hrs/yr | 3,821 | | X | | |
| 9 | Public Health Division – Professional/Technical Support III for 1,075 hrs/yr | 45,913 | | X | | |
| 10 | Public Health Division – Traveling Meals Summer Drivers for 610 hrs/yr | 12,066 | | X | | |
| 11 | Public Health Division – Per Diem & Substitute Nurses for 1,800 hrs/yr | 76,500 | | X | | |
| 12 | Public Health Division – Environmental Health Inspectors (after-hours and weekends) for 940 hrs/yr | 39,950 | | X | | |
| 13 | Public Health Division – Substance Prevention Alliance of Needham (SPAN) program support for 1,033 hrs/yr | 31,528 | | X | | |
| 14 | | | | | | |
| 15 | Youth & Family Servies Division – Part-time and Per Diem Clinicians for 1,438 hrs/yr | 53,206 | | X | | |
| V16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | 470,156 | | | | |
| 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 | 470,156 | | | | |
| | | | | | | V2026 |

| Health and Human Services Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 2,079,429 | 206,639 | | | 2,079,429 | 206,639 | | 1,872,790 | 1,661,652.50 | 1,508,811.46 | 1,483,475.97 |
| Salary & Wage Temporary | 480,023 | 3,375 | | | 480,023 | 3,375 | | 476,648 | 392,588.87 | 442,929.08 | 321,090.88 |
| Salary & Wage Overtime | 5,000 | 1,500 | | | 5,000 | 1,500 | | 3,500 | 2,794.53 | 2,810.22 | 2,902.32 |
| Salary & Wage Other | 31,140 | 2,265 | | | 31,140 | 2,265 | | 28,875 | 17,094.42 | 23,534.67 | 57,311.03 |
| Salary and Wage Total | 2,595,592 | 213,779 | 9.0% | | 2,595,592 | 213,779 | 9.0% | 2,381,813 | 2,074,130.32 | 1,978,085.43 | 1,864,780.20 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 500 | | | | 500 | | | 500 | | 2,047.88 | 8,247.20 |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | 16,000 | (500) | | | 16,000 | (500) | | 16,500 | 8,783.00 | 5,813.00 | 375.00 |
| Professional & Technical | 179,550 | 3,750 | | | 179,550 | 3,750 | | 175,800 | 252,949.75 | 155,787.60 | 96,672.65 |
| Communications | 37,105 | (1,335) | | | 37,105 | (1,335) | | 38,440 | 26,386.25 | 32,420.82 | 21,460.13 |
| Recreation | 52,000 | | | | 52,000 | | | 52,000 | 34,977.81 | 54,051.58 | 52,081.26 |
| Other Purchased Services | 1,000 | | | | 1,000 | | | 1,000 | 18,168.16 | 4,078.68 | 7,358.22 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 8,590 | (260) | | | 8,590 | (260) | | 8,850 | 4,596.02 | 3,432.52 | 3,674.53 |
| Building & Equipment Rprs/Sp | | | | | | | | | 69.99 | 204.82 | 991.20 |
| Custodial Supplies | | | | | | | | | | | 32.40 |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | 13,500 | 149 | | | 13,500 | 149 | | 13,351 | 4,789.25 | 10,638.93 | 5,605.56 |
| Food & Service Supplies | 7,200 | 1,500 | | | 7,200 | 1,500 | | 5,700 | 6,603.98 | 6,600.18 | 5,881.25 |
| Medical Supplies | 3,250 | | | | 3,250 | | | 3,250 | 8,813.07 | 3,039.69 | 33,707.48 |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 32,050 | 12,750 | | | 32,050 | 12,750 | | 19,300 | 22,032.12 | 36,601.32 | 56,510.17 |
| Governmental Charges | 78,950 | 2,950 | | | 78,950 | 2,950 | | 76,000 | 69,781.27 | 67,360.60 | 63,612.10 |
| Travel & Mileage | 19,750 | (1,200) | | | 19,750 | (1,200) | | 20,950 | 7,986.61 | 10,143.13 | 8,514.48 |
| Dues & Subscriptions | 9,650 | 285 | | | 9,650 | 285 | | 9,365 | 11,887.46 | 5,703.41 | 7,237.87 |
| Other | 18,150 | 150 | | | 18,150 | 150 | | 18,000 | 98.92 | 5,145.49 | 3,051.39 |
| Expense | 477,245 | 18,239 | 4.0% | | 477,245 | 18,239 | 4.0% | 459,006 | 477,923.66 | 403,069.65 | 375,012.89 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 3,072,837 | 232,018 | 8.2% | | 3,072,837 | 232,018 | 8.2% | 2,840,819 | 2,552,053.98 | 2,381,155.08 | 2,239,793.09 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Director of Health and Human Services | 1.00 | G | 14 | Merit | 145,373 | | | 4,500 | | $149,873 | Vehicle Allowance |
| Assistant Director of Public Health for Community & Environmental Health | 1.00 | G | 11 | 11 | 115,292 | 1,000 | | 2,000 | | $118,292 | Vehicle Allowance/Longevity |
| Assistant Director of Public Health for Nursing & Behavioral Health | 1.00 | G | 11 | 11 | 115,292 | | | 2,000 | | $117,292 | Vehicle Allowance |
| Substance Use Prevention Program Coordinator | 1.00 | G | 8 | 11 | 96,983 | 600 | | | | $97,583 | Grant Funded |
| Substance Use Prevention Program Coordinator | 1.00 | G | 8 | 6 | 86,826 | | | | | $86,826 | Grant Funded |
| Substance Use Prevention Program Coordinator | 1.00 | G | 8 | 11 | 96,983 | | | | | $96,983 | |
| Administrative Analyst | 1.00 | GT | 6 | 10 | 86,249 | 600 | | | | $86,849 | |
| Traveling Meals Coordinator | 0.60 | GT | 5 | 11 | 50,275 | | | | | $50,275 | |
| Administrative Specialist | 1.00 | I | 5 | 9 | 80,535 | | | | | $80,535 | Grant Funded through 06/30/2027 |
| Public Health Nurse | 0.67 | I | 9 | 11 | 69,719 | | | | | $69,719 | |
| Public Health Nurse | 1.00 | IE | 9 | 6 | 93,052 | | | | | $93,052 | Grant (ARPA) ENDS FY25 |
| Environmental Health Agent | 1.00 | I | 7 | 7 | 84,923 | | | | | $84,923 | |
| Environmental Health Agent (trainer) | 1.00 | I | 7 | 8 | 80,301 | | | | | $80,301 | Grant Funded through 06/30/2027 |
| Regional Environmental Health Agent | 1.00 | I | 7 | 5 | 80,282 | | | | | $80,282 | Grant Funded through 06/30/2027 |
| Regional Public Health Nurse | 1.00 | I | 9 | 6 | 93,054 | | | | | $93,054 | Grant Funded through 06/30/2027 |
| Administrative Assistant | 0.40 | I | 3 | 6 | 25,701 | | | | | $25,701 | |
| Epidemiologist/Data Analyst (SAS) | 1.00 | G | 8 | 6 | 86,826 | | | | | $86,826 | Grant Funding Ends 12/31/2024 |
| Regional Training Hub Manager (SAS) | 1.00 | Sch C | | | 99,431 | | | | | $99,431 | Grant Funded through 06/30/2027 |
| Assistant Manager Lead Trainer (SAS) | 1.00 | Sch C | | | 90,266 | | | | | $90,266 | Grant Funded through 06/30/2027 |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Director of Health and Human Services | 1.00 | 1.00 | 1.00 | | Merit | Merit | 145,639 | 149,873 | 149,873 | |
| Assistant Director of Public Health for Community & Environmental Health | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 109,329 | 114,935 | 118,292 | 2.9% |
| Assistant Director of Public Health for Nursing & Behavioral Health | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 108,529 | 113,935 | 117,292 | 2.9% |
| Substance Use Prevention Program Coordinator | 1.00 | 1.00 | 1.00 | 11 | 11 | 11 | | | 97,583 | |
| Substance Use Prevention Program Coordinator | 1.00 | 1.00 | 1.00 | | 5 | 6 | | | 86,826 | |
| Substance Use Prevention Program Coordinator | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 87,887 | 92,311 | 96,983 | 5.1% |
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 78,678 | 82,695 | 86,849 | 5.0% |
| Traveling Meals Coordinator | 0.60 | 0.60 | 0.60 | 9 | 9 | 11 | 45,548 | 46,917 | 50,275 | 7.2% |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 9 | 9 | 9 | | | 80,535 | |
| Public Health Nurse | 0.67 | 0.67 | 0.67 | 9 | 10 | 11 | 63,167 | 66,365 | 69,719 | 5.1% |
| Public Health Nurse | 1.00 | 1.00 | 1.00 | 7 | 5 | 6 | | 42,491 | 93,052 | 119.0% |
| Environmental Health Agent | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 73,262 | 80,301 | 84,923 | 5.8% |
| Environmental Health Agent (trainer) | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | | | 80,301 | |
| Regional Environmental Health Agent | 1.00 | 1.00 | 1.00 | 6 | 6 | 5 | | | 80,282 | |
| Regional Public Health Nurse | 1.00 | 1.00 | 1.00 | X | X | 6 | | | 93,054 | |
| Administrative Assistant | 0.40 | 0.40 | 0.40 | 6 | 6 | 6 | 24,227 | 24,952 | 25,701 | 3.0% |
| Epidemiologist/Data Analyst (SAS) | 1.00 | 1.00 | 1.00 | X | X | 6 | | 39,449 | 86,826 | 120.1% |
| Regional Training Hub Manager (SAS) | 1.00 | 1.00 | 1.00 | X | X | | | | 99,431 | |
| Assistant Manager Lead Trainer (SAS) | 1.00 | 1.00 | 1.00 | 7 | X | | | | 90,266 | |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Adjustment for Grant Funded Wages | | | | | | | | | (708,278) | ($708,278) | |
| BUDGETARY ADJUSTMENT | (8.00) | | | | | | | | 6,493 | $6,493 | |
| Public Health | 9.67 | | | | 1,677,363 | 2,200 | | 8,500 | (701,785) | $986,278 | |
| Director of Aging Services | 1.00 | G | 13 | Merit | 114,117 | | | | | $114,117 | |
| Assistant Director for Counseling & Volunteers | 1.00 | G | 11 | 7 | 105,569 | | | | | $105,569 | |
| Assistant Director for Programs & Transportation | 1.00 | G | 10 | 6 | 97,686 | | | | | $97,686 | |
| Transportation Coordinator | 1.00 | GT | 6 | 8 | 82,836 | | | | | $82,836 | |
| SHINE Program Coordinator | 1.00 | GT | 8 | 7 | 89,154 | | | | | $89,154 | Grant Funded |
| SHINE Assistant Program Coordinator | 1.00 | GT | 7 | 6 | 82,700 | | | | | $82,700 | Grant Funded |
| Clinician | 1.00 | IE | 7 | 11 | 92,372 | | | | | $92,372 | |
| Clinician | 1.00 | IE | 7 | 4 | 77,727 | | | | | $77,727 | |
| Administrative Assistant | 1.00 | I | 3 | 10 | 70,356 | | | | | $70,356 | |
| Adjustment for Grant Funded Wages | | | | | | | | | (171,854) | ($171,854) | |
| BUDGETARY ADJUSTMENT | (2.00) | | | | | | | | 3,125 | $3,125 | |
| Aging Services | 7.00 | | | | 812,517 | | | | (168,729) | $643,788 | |
| Director of Youth and Family Services | 1.00 | G | 12 | Merit | 118,293 | | | 2,000 | | $120,293 | Vehicle Allowance |
| Clinician | 1.00 | IE | 7 | 11 | 92,372 | | | | | $92,372 | |
| Clinician | 1.00 | IE | 7 | 3 | 75,017 | | | | | $75,017 | Grant Ends 12/31/2024 |
| Clinician | 1.00 | IE | 7 | 11 | 92,372 | | | | | $92,372 | |
| Administrative Assistant | 1.00 | I | 3 | 8 | 67,587 | | | | | $67,587 | |
| Community Based Clinician (Outreach) | 1.00 | I | 7 | 9 | 88,764 | | | | | $88,764 | Grant Funded |
| Community Training Coordinator | 1.00 | G | 7 | 7 | 84,922 | | | | | $84,922 | Grant Funded |
| Adjustment for Grant Funded Wages | | | | | | | | | (173,686) | ($173,686) | |
| BUDGETARY ADJUSTMENT | (2.00) | | | | | | | | 1,722 | $1,722 | |
| Youth and Family Services | 5.00 | | | | 619,327 | | | 2,000 | (171,964) | $449,363 | |

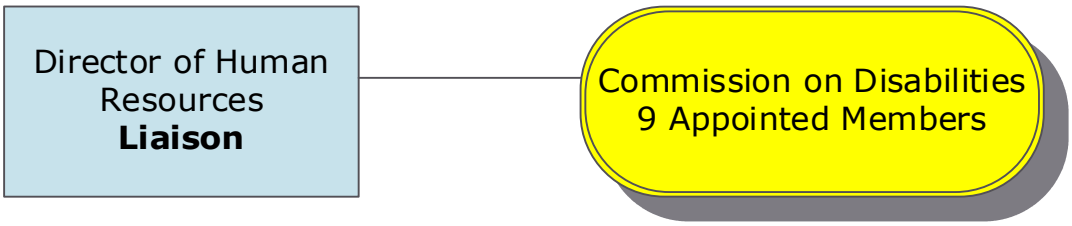
| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Adjustment for Grant Funded Wage: | | | | | | | | | (708,278) | |
| BUDGETARY ADJUSTMENT | (10.00) | (10.00) | (8.00) | | | | 2,816 | 2,879 | 6,493 | 125.5% |
| Public Health | 7.67 | 7.67 | 9.67 | | | | 739,082 | 857,103 | 986,278 | 15.1% |
| Director of Aging Services | 1.00 | 1.00 | 1.00 | | Merit | Merit | 110,793 | 114,117 | 114,117 | 0.0% |
| Assistant Director for Counseling & Volunteers | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 93,698 | 99,622 | 105,569 | 6.0% |
| Assistant Director for Programs & Transportation | 1.00 | 1.00 | 1.00 | 5 | 6 | 6 | 89,232 | 94,841 | 97,686 | 3.0% |
| Transportation Coordinator | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 74,237 | 78,507 | 82,836 | 5.5% |
| SHINE Program Coordinator | 0.80 | 0.80 | 1.00 | 5 | 6 | 7 | | | 89,154 | |
| SHINE Assistant Program Coordinator | 0.80 | 0.80 | 1.00 | 4 | 5 | 6 | | | 82,700 | |
| Clinician | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 85,352 | 89,681 | 92,372 | 3.0% |
| Clinician | 1.00 | 1.00 | 1.00 | 6 | 4 | 4 | 77,961 | 75,465 | 77,727 | 3.0% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 7 | 9 | 10 | 62,205 | 68,309 | 70,356 | 3.0% |
| Adjustment for Grant Funded Wage: | | | | | | | | | (171,854) | |
| BUDGETARY ADJUSTMENT | (1.60) | (1.60) | (2.00) | | | | 2,752 | 2,325 | 3,125 | 34.4% |
| Aging Services | 7.00 | 7.00 | 7.00 | | | | 596,230 | 622,867 | 643,788 | 3.4% |
| Director of Youth and Family Services | 1.00 | 1.00 | 1.00 | | Merit | Merit | 110,255 | 116,848 | 120,293 | 2.9% |
| Clinician | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 83,675 | 87,906 | 92,372 | 5.1% |
| Clinician | 1.00 | 1.00 | 1.00 | 4 | 5 | 3 | | 37,840 | 75,017 | 98.2% |
| Clinician | 1.00 | 1.00 | 1.00 | 9 | 10 | 11 | 83,675 | 87,906 | 92,372 | 5.1% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 5 | 7 | 8 | 58,812 | 64,077 | 67,587 | 5.5% |
| Community Based Clinician (Outreach) | | 1.00 | 1.00 | | 8 | 9 | | | 88,764 | |
| Community Training Coordinator | | 1.00 | 1.00 | | 7 | 7 | | 78,512 | 84,922 | 8.2% |
| Adjustment for Grant Funded Wage: | | | | | | | | | (173,686) | |
| BUDGETARY ADJUSTMENT | (1.00) | (3.00) | (2.00) | | | | 1,294 | 1,332 | 1,722 | 29.3% |
| Youth and Family Services | 4.00 | 4.00 | 5.00 | | | | 337,711 | 474,421 | 449,363 | -5.3% |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Department Totals | 21.67 | | | | 3,109,207 | 2,200 | | 10,500 | (1,042,478) | $2,079,429 | |
| | Salary and Wage Base (5110) | | | | | | | | | $3,109,207 | |
| | Other Regular Compensation (5110) | | | | | | | | | $2,200 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | $10,500 | |
| | Budgetary Adjustment (5110) | | | | | | | | | ($1,042,478) | |
| | Total | | | | | | | | | $2,079,429 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Department Totals | 18.67 | 18.67 | 21.67 | | | | 1,673,023 | 1,954,391 | 2,079,429 | 6.4% |

## 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<br>Short Form | |
|---|---|
| Budget | Needham Commission on Disabilities |

**Purpose**

The purpose of the Needham Commission on Disabilities (NCOD) is to promote full integration and improve accessibility for the people with disabilities in the Town of Needham. Through advocacy and special projects and programs, the Commission provides resources and guidance in all matters related to disability issues, promotes awareness, and addresses the needs of persons with disabilities in the community.

**Budget Statement**

The Commission on Disabilities continues to seek new ways to partner with the Town in ensuring that all community projects have input on accessibility and compliance. This past year the Commission continued to provide feedback on the audible pedestrian signal to improve performance to the Transportation Committee, continued to participate in the Local Emergency Planning Committee, and partnered with Autism Alliance in promoting their Autism Welcoming Training for local businesses. The Commission sponsored two recent CATH programs: Fall prevention for Seniors and a Benefits event for disabled veterans. We hope to continue to partner with other community groups in doing outreach to the persons with disabilities community.

**Budget Changes**

This year's budget reflects an increase of $500 in the Professional and Technical line. The Commission hopes to use this funding to secure educational speakers for community training and information purposes. The Commission has partnered and wishes to continue to partner with the Council on Aging to support educational programs and other community events that address the needs of persons with disabilities. To this end, funding from the Printing and Mailing line has been moved to the Food & Service supplies line, to better reflect that spending trend. Other ongoing expenses are met by the annual budget, without a need for additional funds.

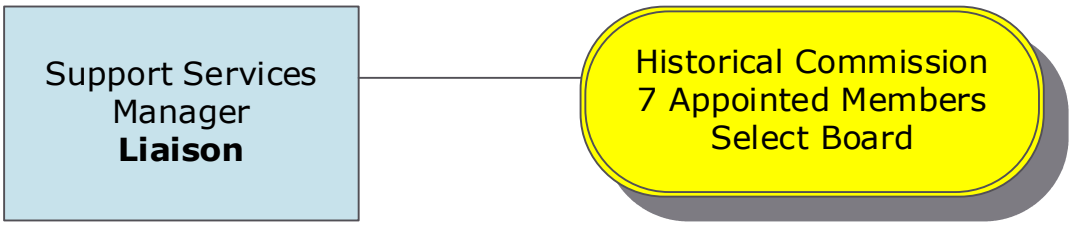
| Description | Purpose | Amount |
|---|---|---|
| Professional & Technical | Speaker fee for education/training | 500 |
| Office Supplies | As needed | 100 |
| Food & Service Supplies | Food and other supplies for training and other community events | 200 |
| Other Supplies and Equipment | Recognition plaques, additional disabled parking materials as needed | 250 |
| Town Liaison Stipend | | 1,500 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 2,550 |

V2026

| Commission on Disabilities | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 500 | 500 | | | 500 | 500 | | | | | |
| 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 | 200 | 200 | | | 200 | 200 | | | 166.18 | | 139.64 |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 250 | 100 | | | 250 | 100 | | 150 | 69.00 | 70.00 | 403.50 |
| Governmental Charges | | | | | | | | | | | |
| Travel & Mileage | | (100) | | | | (100) | | 100 | | | |
| Dues & Subscriptions | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Expense | 1,050 | 500 | 90.9% | | 1,050 | 500 | 90.9% | 550 | 235.18 | 70.00 | 543.14 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | 2,550 | 500 | 24.4% | | 2,550 | 500 | 24.4% | 2,050 | 1,735.18 | 1,570.00 | 2,043.14 |

## 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<br>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 postage costs that are borne by the Commission.

**Budget Changes**

There is a $525 decrease in the Communications expense line to account for the intent of printing and mailing preparation for public hearing materials to be done in-house by the Support Services Manager versus using an outside vendor.

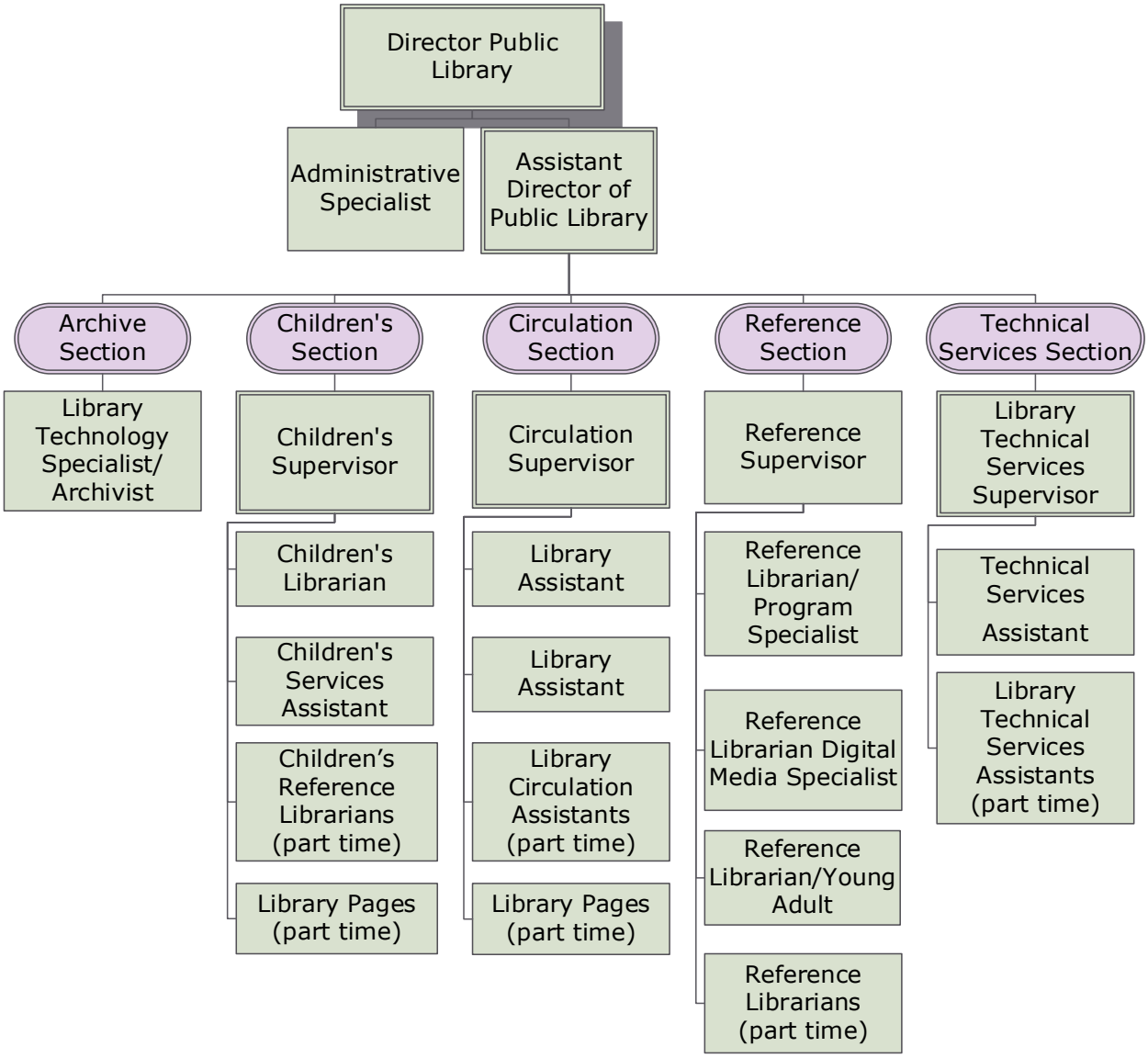
| Description | Purpose | Amount |
|---|---|---|
| Communications (534x) | Postage | 525 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 525 |

V2026

| Historical Commission | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 525 | (525) | | | 525 | (525) | | 1,050 | | | |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | 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 | | | | | | | | | | | |
| Governmental Charges | | | | | | | | | | | |
| Travel & Mileage | | | | | | | | | | | |
| Dues & Subscriptions | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Expense | 525 | (525) | -50.0% | | 525 | (525) | -50.0% | 1,050 | | | 60.00 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| TOTAL | 525 | (525) | -50.0% | | 525 | (525) | -50.0% | 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<br>DSR1 | |
|---|---|
| Department | Public Library |

Department Mission

Mission Statement: The Needham Free Public Library provides access to materials, resources and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

Vision 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

In significant ways the usage of the Needham Free Public Library continued to see marked improvement in FY2024 in comparison to FY2023. In FY2024, 264,074 people visited the library—an 11.3% increase over FY2023's number; 566,697 items were checked out, almost 12,000 more than FY2023; and Library staff offered more programming in FY2024 for children, teens, and adults and more people attended those programs than in FY2023—including a remarkable 38.5% increase in attendance at children's programs.

With a five-year Strategic Plan still guiding the direction of the Library in FY2026, Library staff will continue to meet the goals set in the Annual Action Plan developed by Library administration and staff and reviewed and approved by the Board of Library Trustees. While this vital work continues across the six critical goals of the Strategic Plan and staff continue to meet the growing daily needs of patrons across our collections, programs, and services, staff will focus on the construction work related to Phase 1 of our multi-year/multi-phase renovation of four areas within the Needham Free Public Library. If funding for construction is approved at Annual Town Meeting in Spring 2025, construction to quadruple the size of the existing Teen Room will begin at the end of June 2025. This project, estimated to last six months and to occur while the Library remains open to the public, will create many logistical issues and projects that Library staff will need to monitor and address proactively and in a manner that allows the project to continue on time and on budget. Librarians' training and skills at being flexible and detail and goal oriented will be tested during this critical time during FY2026 as we seek to improve the physical space of the Library dedicated to teens and prepare to meet their needs even more than we currently do.

Full-time employee salaries continue to drive costs in FY2026 as all of these staff members are receiving step increases; none of our full-time staff have reached the top step of their respective salary grade. This alone, outside of any potential cost of living adjustment for non-represented Town employees in FY2026, represents a 4.94% increase over FY2025.

After careful review of our departmental scheduling needs for part-time staff, our FY2026 budget request meets the standards of excellence Needham patrons have come to expect while ensuring an efficient outlay of staffing resources. This review has resulted in a slight decrease of 1.24% in comparison to FY2025 in our salary request for part-time staff.

As of late October 2024, we continue to seek the perfect candidates to fill three positions including

| Department Information<br>DSR1 | |
|---|---|
| Department | Public Library |

Reference Supervisor and Assistant Library Director despite a challenging labor market.

The Needham Free Public Library is blessed to have financial resources other than Town of Needham funding for operations. Through guidance from the Board of Library Trustees, the Finance Committee, and Town Administration, our use of library state aid and annual gifts from the Friends of Needham Public Library (Friends) and the Library Foundation of Needham (LFN) has allowed the Library to embrace innovation and creatively address the community's needs. The creation of our popular Library of Things collection as well as support for our Books by Mail program and our growing community outreach efforts are some examples. However, for many years we have had to look to these sources to help cover basic operational expenses, too. This budget request for FY2026 seeks to slowly address this by shifting funding for our OverDrive Advantage collection from library state aid. Our OverDrive digital collection, which patrons access through the Libby app, has been part of our work for more than 15 years and, with almost 113,000 checkouts by 3,715 Needham patrons in FY2024, has become a basic and essential collection. In addition, through a DSR4, we seek to move the annual cost to maintain the Library's website, which had more than 203,000 hits in FY2024, to our Town budget. In June 2021, the Library's new website launched thanks to funding from the LFN and the Friends. Since then the annual expense to maintain the Library's website has been paid out of a library trust fund (late FY2022) and an unfunded line item in the Library's operating budget (5300/Library Professional & Technical Services in early FY2024 and FY2025). The Library's website is a much-used and critical resource for the community to access droves of information about the work we do. Proactively funding this line item within our expenses guards against intentionally underutilizing other needed line items in order to pay this annual maintenance cost. Shifting these basic operational expenses to our Town budget in an intentional way will allow us to continue to use our other resources to innovate on behalf of our patrons.

## Budget Statement

The FY2026 Operating Budget request reflected in DSR2 includes the following changes from FY2025:

| OBJ | Library | Comments | FY2026 Request | Net Change |
|---|---|---|---|---|
| 5110 | LIBRARY SALARIES REGULAR | Increasing for normal step raises for all full-time staff and associated longevity payments. | $1,425,194 | $67,051 |
| 5120 | LIBRARY SALARIES TEMPORARY | Decrease. Reflects scheduling that maintains existing library service to patrons. | $575,933 | ($7,227) |

| Department Information DSR1 | | | | | | |
|---|---|---|---|---|---|---|
| Department | | Public Library | | | | |
| 5245 | LIBRARY HARDWARE MAINTENANCE AGREEMENTS | Increase due to inclusion of a new service agreement for a printer not currently covered by existing service agreements. | $6,350 | $1,000 | | |
| 5257 | LIBRARY R&M EQUIP | Decreasing since one-time purchase of Community Room tables completed in FY2025. | $400 | ($3,500) | | |
| 5270 | LIBRARY RENTAL & LEASES | Decreasing since off-site storage of microfilm no longer necessary. | $0 | ($200) | | |
| 5305 | LIBRARY P&T SFTWR LIC FEE | Increasing for Minuteman Library Network assessment fee by $500. Decreasing by $1,500 for other license fees based on recent expenditure history. | $80,000 | ($1,000) | | |
| 5345 | LIBRARY PRINTING & MAILING | Increasing based on higher patron use for printing and recent expenditures in FY 23 and FY 24. | $4,000 | $800 | | |
| 5380 | LIBRARY OTHER PURCH OF SERVICES | Decreasing due to elimination of costs for a bindery and microfilm formatting. | $1,200 | ($2,400) | | |
| 5420 | LIBRARY OFFICE SUPPLIES | Increasing due to expected restoration of higher spending reflected in FYs prior to FY23 and FY24. Underspending in FY23 and FY24 is not sustainable moving forward in order to meet the Library's needs for office supplies. | $10,000 | $2,000 | | |
| 5581 | LIBRARY SUBSCRIPTIONS | Decreasing - several print publications have ceased. The cost of the remaining print publications is expected to increase, especially daily and weekly publications, but we are closely examining patron usage of the subscriptions that we retain to make cuts. | $18,000 | ($3,000) | | |

| Department Information DSR1 | | | | | | |
|---|---|---|---|---|---|---|
| Department | | Public Library | | | | |
| 5582 | LIBRARY BOOKS | Increasing to match historical expenditures in this category - books are still the most popular circulating format and related costs are increasing. | $140,000 | $8,000 | | |
| 5583 | LIBRARY AUDIOVISUAL MATERIALS | Decrease in demand for physical media on discs (CDs/DVDs/Blu-Rays), but sustained and even increasing demand in other types of physical media, particularly children's Playaways and Wonderbooks. | $29,000 | ($5,000) | | |
| 5584 | LIBRARY DATABASES | Increase in costs of annual database subscription renewals; we are closely examining patron usage of the databases that we retain. This line now includes spending ($26,000) for our OverDrive Advantage collection of digital books and audiobooks. In previous years, OverDrive Advantage had been funded through the use of library state aid. After more than 15 years of patron use of this collection, this vital service was used by 3,715 Needham library patrons in FY2024 resulting in 112,915 checkouts. In addition, 65,729 holds were placed on unavailable items in FY2024 by Needham Library patrons reflecting a need for continuing, reliable funding to purchase ebook and e-audiobook licenses. | $135,000 | $30,000 | | |
| 5585 | LIBRARY COMPUTER SUPP & EQUIP | Increase reflects a conservative estimate of 3% inflation for purchases. Recent expenditures of $12,885.89 (FY22), $9,527.62 (FY23), and $10,974.46 (FY24) support the need for such an increase. | $11,330 | $330 | | |

| Department Information DSR1 | | | | | | |
|---|---|---|---|---|---|---|
| Department | | Public Library | | | | |
| 5711 | LIBRARY MILEAGE | Decrease due to recent expenditures but high enough to support staff attendance at in-person professional meetings. | $600 | ($300) | | |
| 5730 | LIBRARY DUES & MEMBERSHIPS | Increase due to effort to support the professional development of Library staff in a concerted manner. | $2,000 | $1,400 | | |

In FY2025, the Library had a budget return of $196,040.43 (8.77%). 97% of this budget return came from unspent salaries ($189,561.88) and 3% came from expenses ($6,478.55). In FY2025, due to resignations the Library was without a Library Director for eight months and without two department supervisors for a number of months in addition to three other full-time openings. In total, seven of 16 full-time positions became open during FY2025 resulting in an unusually large budget return. With its part-time staff, the Library saw continuing regular turnover as dedicated employees accepted full-time or higher-paying or benefit-eligible positions at other libraries. While essential functions continued during FY2025, the absence of key leadership affected the spending on the expense side and resulted in a return of 3%.

During the long period to find and hire a new Library Director, the Assistant Library Director was the Interim Library Director while the Library Technology Specialist/Archivist and the Administrative Specialist acted in support of him and the two departments without supervisors. For their efforts that went above and beyond, they were awarded Merit Bonuses to recognize their help in allowing the most essential operations of the Library to continue during this period. Due to this gap in leadership many items from the trustee-approved FY2024 Action Plan were postponed; several are now incorporated into the FY2025 Action Plan. In addition, hiring to fill needed part-time positions was delayed.

## Accomplishments and Activities

Highlights among the 28 priority action items listed in the FY2024 Action Plan developed in order to implement the goals of the FY2023-2027 Strategic Plan include the implementation and integration of a new workforce scheduling tool across departments to bring greater efficiency to weekly scheduling and to support the analysis of staffing levels; extensive outreach into the community by staff of the Children's Department; work to strengthen existing relationships between the Library and the Town and to raise the Library's profile by close collaboration with other Town of Needham departments; the creation of a VolunTeens group to harness the energy and enthusiasm of teen patrons to support the Library; the creation of a monthly report to showcase the EDIB (Equity, Diversity, Inclusion, and Belonging) titles added to the Library's collection in addition to programming and displays that reflect the diversity of Needham's residents; the creation of an express collection of popular and new adult fiction and nonfiction titles to offer instant access to Needham patrons; and the completion of a Space Planning Study that identifies four areas of the Library that need significant investment to renovate these spaces as

| Department Information<br>DSR1 | |
|---|---|
| Department | Public Library |

we approach our 20th year since the last renovation and expansion.

This work was in addition to the daily successes of meeting patrons' needs through our space, collections, and programming as outlined in the On the Horizon" section.

This busy FY2024 followed these major accomplishments in FY2023: the completion of a new five-year Strategic Plan that incorporated significant feedback and direction from stakeholders including patrons, staff, and trustees; the expansion of the World Languages collection; the creation of an adult graphic novel collection and a videogame collection; and the completion of an EDIB audit of the existing collection.

The Action Plan for FY2025 contains 38 priority action items including the creation of a community outreach plan; enhance cross-training opportunities among departments; review and improve onboarding procedures for new staff and trustees; and creating better access to the Large Print collection by relocating it.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 2,001,127 | 113,012 | 2,114,139 |
| b) Expenses | 456,130 | 4,835 | 460,965 |
| c) Capital | 0 | 0 | 0 |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 2,457,257 | 117,847 | 2,575,104 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | Public Library | | | | | | | | |
| Object | | | | Description | | | | | | | | Amount |
| DSR2A | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | Current Year (FY2025) | | | Next Year (FY2026) | | | | | |
| | 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 | | 16 | 16 | | 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 | | | | | | | | | | | 1,405,185 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | | | 14,548 |
| c. | PRD1 Education (5192) | | | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | | | |
| e. | PRD1 Budget Adjustments | | | | | | | | | | | 5,461 |
| | | | | | | | | | | | PRD1 Sub Total | 1,425,194 |
| j | DSR3 Other Compensation | | | | | | | | | | | |
| | | | | | | | | | | | Sub Total 1 | 1,425,194 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | |
| a. | Temporary Department Coverage, Part-Time, Monday-Saturday | | | | | | | | | | | 485,541 |
| b. | Temporary Department Coverage, Part-Time, Sunday | | | | | | | | | | | 90,392 |
| c. | | | | | | | | | | | | |
| d. | | | | | | | | | | | | |
| f. | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | |
| | | | | | | | | | | | Sub Total 2 | 575,933 |
| 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) | | | | | | | | | | | | 2,001,127 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Public Library | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | Technology Hardware Maintenance Agreements = 6,350<br><br>Repair & Maintenance Equipment = 400 | 6,750 |
| Rental & Leases (527X) | | |
| Other Property Related Services (529x) | | |
| Professional & Technical Services (530x – 531x) | Professional development seminars and trainings = 1,500<br><br>Software licensing fee = 80,000 (Minuteman Library Network FY26 member assessment is 68,500; other licenses are 11,500 | 81,500 |
| Communications (534x) | Postage = 850<br><br>Wireless Communication = 5,500<br><br>Printing & Mailing = 4,000 | 10,350 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | Mass. Library System interlibrary loan sorting fee = 1,000<br>BMI fee for music use = 200 | 1,200 |
| Office Supplies (542x) | Office supplies = 10,000 | 10,000 |
| 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 = 18,000<br>Physical books = 140,000<br>Audiovisual materials = 29,000<br>Databases = 135,000<br><br>Computer supplies and equipment = 11,330<br><br>Other supplies for processing materials, Archives, Children's programming, Library of Things collection = 10,000 | 343,330 |
| Governmental Charges (569x) | | |
| Travel & Mileage (571x – 572x) | In-State Conferences = 400<br>Mileage = 600 | 1,000 |

| Department Expenditure Detail<br>DSR2 | | | | | |
|---|---|---|---|---|---|
| Department | Public Library | | | | |
| Dues & Subscriptions (573X) | Institutional memberships (ALA 400, Digital Commonwealth 200) = 600<br>Professional memberships (ALA, NELA, MLA) = 1,000 | | | 2,000 | |
| Other Expenses (574 X – 579x) | | | | | |
| 6. Total Expenses | | | | 456,130 | |
| DSR2C | | | | | |
| Capital Equipment Replacement (587X) | | | | | |
| 7. Total Operating Budget Capital | | | | 0 | |
| | | | | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | | | 2,457,257 | |
| | | | | | |
| 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 Services (ITS) 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: 64 hours/week | $134,011 | | X | | |
| 2 | Children's Reference Librarians PT: 65.2 hours/week | $136,260 | | X | | |
| 3 | Library Circulation Assistants PT: 154.3 hours/week | $183,297 | | X | | |
| 4 | Technical Services Assistants PT: 39 hours/week | $45,185 | | X | | |
| 5 | Pages PT: 82 hours/week | $75,003 | | X | | |
| 6 | Recording Secretary PT: 8 hours/month | $2,177 | | X | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| V16 | | | | | | |
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| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | $575,933 | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | | | | | |
| | Amount Reported Under DSR2A Section 2 | $575,933 | | | | |
| | Amount Reported Under DSR2A Section 3 | | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | $575,933 | | | | |
| | | | | | | V2026 |

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Public Library | Fiscal Year | FY2026 |
| Title | Part-Time 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 | 37,995 | | 37,995 |
| 2. Expense | | | | |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 37,995 | | 37,995 |
| 5. Other Costs | | 2,933 | | 2,933 |

| 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, 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 funding would allow the hiring of a part-time Reference Librarian/Young Adult Specialist in alignment with a priority action item under Objective 1: Improve service, space, outreach, and resources for Emerging Adults under Goal 3: Offer a user experience catered to the specific wants and needs of the Needham community as outlined in the Board of Library Trustees-approved FY2025 Action Plan. This DSR4 was put forward for consideration for the FY2025 operating budget in alignment with the FY2024 Action Plan. The request was denied. This funding request also acts in support of the Select Board's Goal #1: Healthy and Socially Thriving for FY2025-2026 as stated in "Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups," "Supports the physical and mental well-being of its community members" and "Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community." As Phase 1, which will quadruple the size of the existing Teen Room, is set to begin construction at the end of June 2025, if funding is approved at Annual Town Meeting in Spring 2025, this staffing need is timely and critical to the success of the new Teen Room, which is set to open at the end of December 2025.

Currently, we see upwards of 100 teens visiting the Library after high school lets out across the

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Library | Fiscal Year | FY2026 |
| Title | Part-Time Reference Librarian/Young Adult Specialist | Priority | 1 |

street. This population is served by a full-time Reference Librarian/Young Adult Specialist who spends 40% of her time working as a Reference Librarian. During her off-desk time, she concentrates on collection development for teens (selection and curation, weeding, and marketing), participating in off-site outreach in schools, and developing, managing, and running programming for teens. A new part-time Reference Librarian/Young Adult Specialist, who would work those evenings and Saturdays when the current Reference Librarian/Young Adult Specialist is not scheduled would provide expanded opportunities for teen programming and the delivery of library services. We expect the renovated and expanded Teen Room to attract even more teens to the Library, especially in the evenings and on the weekend. The new Teen Room will have a staff desk and the ability to provide a staff member at that desk during the evenings and on Saturdays is crucial to properly serving our teen patrons and provide staff oversight of an exciting, new space that the Town will have invested millions of dollars in renovating and expanding.

If approved, this position would be recurring in future operating budgets.

V2026

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Position Title | PT Reference Librarian/Young Adult Specialist | | | | | Priority | 1 | |
| Classification | | FT | X | PT | | Seasonal | | |
| Part Time /Seasonal | Hours Per Week | 19.5 | Number of Weeks Per Year | 52 | | | | |
| Compensation Detail | | | | | | | | |
| Base Rate | 37.47/hour (1,014 hours per year) | | | | | 37,995 | | |
| 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 | | | | | | 2,933 | | |

Description and Explanation

This funding would allow the hiring of a part-time Reference Librarian/Young Adult Specialist in alignment with a priority action item under Objective 1: Improve service, space, outreach, and resources for Emerging Adults under Goal 3: Offer a user experience catered to the specific wants and needs of the Needham community as outlined in the Board of Library Trustees-approved FY2025 Action Plan. This DSR4 was put forward for consideration for the FY2025 operating budget in alignment with the FY2024 Action Plan. The request was denied. This funding request also acts in support of the Select Board's Goal #1: Healthy and Socially Thriving for FY2025-2026 as stated in "Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups," "Supports the physical and mental well-being of its community members" and "Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community." As Phase 1, which will quadruple the size of the existing Teen Room, is set to begin construction at the end of June 2025, if funding is approved at Annual Town Meeting in Spring 2025, this staffing need is timely and critical to the success of the new Teen Room, which is set

| Performance Improvement Funding Request Supplement<br>DSR4S | | | |
|---|---|---|---|
| Position Title | PT Reference Librarian/Young Adult Specialist | Priority | 1 |

to open at the end of December 2025.

Currently, we see upwards of 100 teens visiting the Library after high school lets out across the street. This population is served by a full-time Reference Librarian/Young Adult Specialist who spends 40% of her time working as a Reference Librarian. During her off-desk time, she concentrates on collection development for teens (selection and curation, weeding, and marketing), participating in off-site outreach in schools, and developing, managing, and running programming for teens. A new part-time Reference Librarian/Young Adult Specialist, who would work those evenings and Saturdays when the current Reference Librarian/Young Adult Specialist is not scheduled would provide expanded opportunities for teen programming and the delivery of library services. We expect the renovated and expanded Teen Room to attract even more teens to the Library, especially in the evenings and on the weekend. The new Teen Room will have a staff desk and the ability to provide a staff member at that desk during the evenings and on Saturdays is crucial to properly serving our teen patrons and provide staff oversight of an exciting, new space that the Town will have invested millions of dollars in renovating and expanding.

If approved, this position would be recurring in future operating budgets.

V2026

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Public Library | Fiscal Year | 2026 |
| Title | FT Reference Librarian/Community Outreach Specialist | Priority | 2 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | 1.0 | 75,017 | | 75,017 |
| 2. Expense | | | | |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | 75,017 | | 75,017 |
| 5. Other Costs | | 36,183 | | 36,183 |

| 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; 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 funding would allow the hiring of a full-time Reference Librarian/Community Outreach Specialist in alignment with a priority action item under Objective 1: Offer superior customer service to all library users under Goal 1: Provide a seamless, efficient, equitable, and outstanding user experience as outlined in the Board of Library Trustees-approved FY2025 Action Plan. This funding request also acts in support of the Select Board's Goal #1: Healthy and Socially Thriving for FY2025-2026 as stated in "Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups," "Supports the physical and mental well-being of its community members" and "Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community" and Goal #6: Responsibly Governed as stated in "Supports, develops, and enhances relationships between the Town and community and regional partners."

The Human Resources department along with other departments normally involved in onboarding a full-time employee (Finance, Retirement) will be required to provide support if this funding request is approved.

If approved, this position would be recurring in future operating budgets.

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Library | Fiscal Year | 2026 |
| Title | FT Reference Librarian/Community Outreach Specialist | Priority | 2 |
| | | | V2026 |

| Performance Improvement Funding Request Supplement DSR4S | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Position Title | FT Reference Librarian/Community Outreach Specialist | | | | | | Priority | 2 | |
| Classification | X | FT | | PT | | Seasonal | | | |
| Part Time /Seasonal | Hours Per Week | 37.50 | Number of Weeks Per Year | 52 | | | | | |
| Compensation Detail | | | | | | | | | |
| Base Rate | 38.47/hour | | | | | | 75,017 | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Other | | | | | | | | | |
| Salary and Wage Total | | | | | | | 75,017 | | |
| 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 | | | | | | | 36,183 | | |

Description and Explanation

Under our Reference Supervisor the three full-time staff function as Reference Librarians to meet the informational needs of our patrons but they also specialize in the critical programming, services, and collections we provide to our adult and teen patrons. In addition to Reference-specific work, the Reference Librarian/Programming Specialist is a selector for our adult fiction collection, plans, manages, secures funding for, and runs all adult programming, creates marketing materials for programs and the Library, and manages the hundreds of Library and community uses of our Community Room. In addition to Reference-specific work, the Reference Librarian/Young Adult Specialist selects all physical items for the teen collection, creates marketing materials and displays for teens, and provides a robust variety of services and programs for teens. In addition to Reference-specific work, the Reference Librarian/Digital Media Specialist selects and manages all digital collections for the Library as well as working on our social media platforms, and is our go-to staff member for one-on-one assistant for patrons accessing these collections. What the Library does not have is a staff member dedicated to implement the goals of the Select Board and the Board of Library Trustees for the Library to

| Performance Improvement Funding Request Supplement DSR4S | | | |
|---|---|---|---|
| Position Title | FT Reference Librarian/Community Outreach Specialist | Priority | 2 |

become fully engaged with the Needham community and bring our important collections and services outside of our walls to where the community is gathering. We do our best to hobble together available staff to support community outreach initiatives such as the Harvest Fair, HR events for Town staff, and Needham Public School classroom visits. But too often we have to say no or delay our ability to respond to requests to introduce our work and services to new groups or residents. A Reference Librarian with a community outreach mission will allow us to do what is needed—meet our patrons where they are and engage them with the free and exciting collections and services we offer.

This funding would allow the hiring of a full-time Reference Librarian/Community Outreach Specialist in alignment with a priority action item under Objective 1: Offer superior customer service to all library users under Goal 1: Provide a seamless, efficient, equitable, and outstanding user experience as outlined in the Board of Library Trustees-approved FY2025 Action Plan. This funding request also acts in support of the Select Board's Goal #1: Healthy and Socially Thriving for FY2025-2026 as stated in "Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups," "Supports the physical and mental well-being of its community members" and "Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community" and Goal #6: Responsibly Governed as stated in "Supports, develops, and enhances relationships between the Town and community and regional partners."

The annual benefit costs have not been determined by the deadline for submission of the operating budget request. That additional cost will be determined and this DSR4 request will be updated to include that cost. The Human Resources department along with other departments normally involved in onboarding a full-time employee (Finance, Retirement) will be required to provide support if this funding request is approved.

If approved, this position would be recurring in future operating budgets.

V2026

| Performance Improvement Funding Request DSR4 | | | |
|---|---|---|---|
| Department | Public Library | Fiscal Year | FY2026 |
| Title | Website Hosting & Maintenance | Priority | 3 |

| DSR4 | | | | |
|---|---|---|---|---|
| Expenditure Classification | FTE | Frequency Recurring Amount (A) | One Time Only Amount (B) | Total Amount (A + B) |
| 1. Salary and Wage | | | | |
| 2. Expense | | $4,835 | | $4,835 |
| 3. Operating Capital | | | | |
| 4. Department Total (1+2+3) | | | | $4,835 |
| 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? | 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

The request to incorporate the annual expense related to the hosting and maintenance of the Needham Free Public Library's website into its FY2026 operating budget is in support of the Library's Strategic Plan for FY2022-2027 approved by the Board of Library Trustees and its related FY2025 Annual Action Plan. Specifically, this expense supports the following objectives of the Strategic Plan: Objective 1: Offer superior customer service to all library users from Goal 1: Provide a seamless, efficient, equitable, and outstanding user experience; Objective 1: Grow the Library's visibility and position as the heart of the community from Goal 2: Increase visibility as a critical community partner, known and valued by everyone in Needham; Objective 3: Invest in "24/7" and mobile library concepts and Objective 4: Strengthen the Library's branding and marketing from Goal 3: Offer a user experience catered to the specific wants and needs of the Needham community. Specifically, this expense supports the following action items in the FY2025 Action Plan: Review the Library website for redundancies, broken links, and underused webpages. Create a plan for regular review of Library website under Objective 1: Offer superior customer service to all library users.

We seek to move the annual cost to maintain the Library's website, which had more than 203,000 hits in FY2024, to our Town budget. This annual maintenance agreement includes

| Performance Improvement Funding Request<br>DSR4 | | | |
|---|---|---|---|
| Department | Public Library | Fiscal Year | FY2026 |
| Title | Website Hosting & Maintenance | Priority | 3 |

hosting of the Library's website, maintenance and upgrading of the website including custom plug-ins, and 30 hours of service time to support the Library's website. In June 2021, the Library's new website launched thanks to funding from the LFN and the Friends. Since then the annual expense to maintain the Library's website has been paid out of a library trust fund (late FY2022) and an unfunded line item in the Library's operating budget (5300/Library Professional & Technical Services in early FY2024 and FY2025). The Library's website is a much-used and critical resource for the community to access droves of information about the work we do. Proactively funding this line item within our expenses guards against intentionally underutilizing other needed line items in order to pay this annual maintenance cost. Shifting these basic operational expenses to our Town budget in an intentional way will allow us to continue to use our other resources to innovate on behalf of our patrons.

If approved, this expense would be recurring in future operating budget requests.

V2026

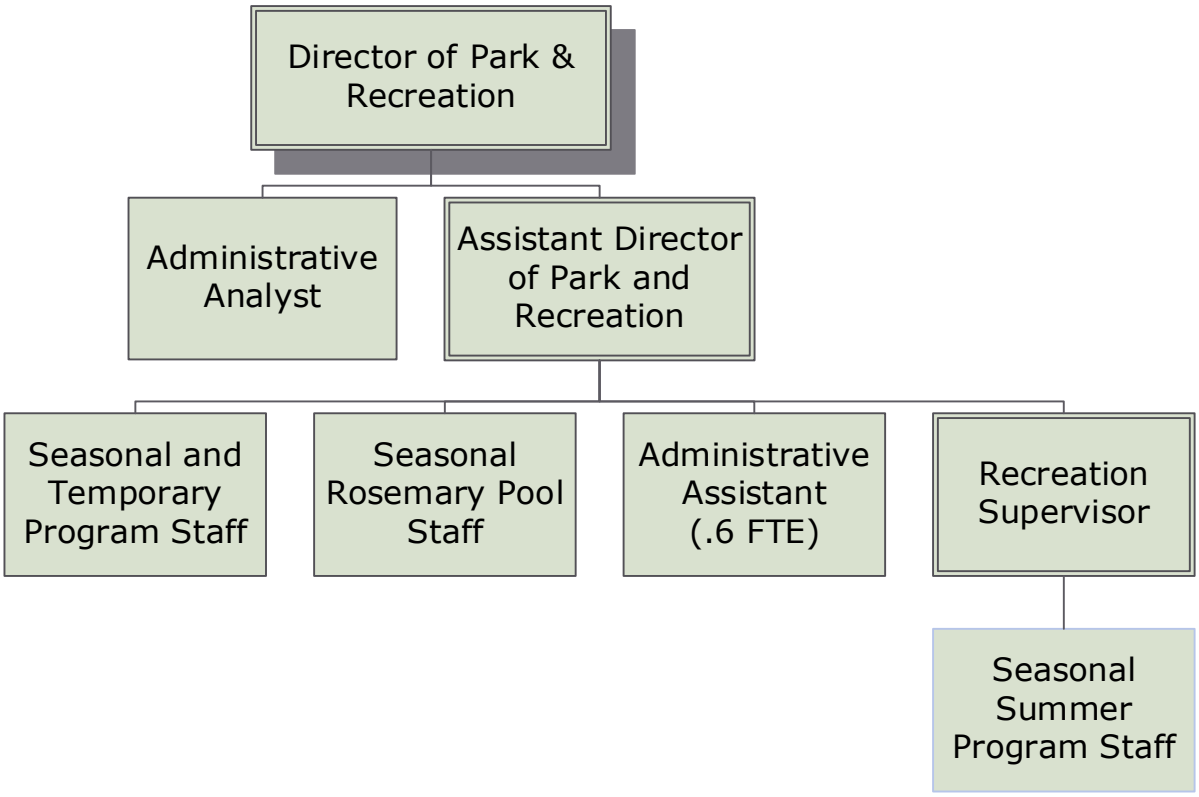
| Needham Public Library | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 1,425,194 | 67,051 | | 75,017 | 1,500,211 | 142,068 | | 1,358,143 | 1,160,483.27 | 1,187,927.19 | 1,107,286.22 |
| Salary & Wage Temporary | 575,933 | (7,227) | | 37,995 | 613,928 | 30,768 | | 583,160 | 468,588.85 | 451,466.91 | 437,039.11 |
| Salary & Wage Overtime | | | | | | | | | | | |
| Salary & Wage Other | | | | | | | | | | | 88,666.98 |
| Salary and Wage Total | 2,001,127 | 59,824 | 3.1% | 113,012 | 2,114,139 | 172,836 | 8.9% | 1,941,303 | 1,629,072.12 | 1,639,394.10 | 1,632,992.31 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 6,750 | (2,500) | | | 6,750 | (2,500) | | 9,250 | 8,731.28 | 4,172.76 | 5,656.27 |
| Rental and Leases | | (200) | | | | (200) | | 200 | 73.00 | 73.00 | 73.00 |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | 81,500 | (1,000) | | 4,835 | 86,335 | 3,835 | | 82,500 | 84,117.62 | 74,722.89 | 73,031.90 |
| Communications | 10,350 | 800 | | | 10,350 | 800 | | 9,550 | 9,667.31 | 9,956.24 | 6,362.86 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 1,200 | (2,400) | | | 1,200 | (2,400) | | 3,600 | 1,502.50 | 710.50 | 3,632.66 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 10,000 | 2,000 | | | 10,000 | 2,000 | | 8,000 | 3,949.83 | 3,687.04 | 8,899.19 |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | | | | | | | | | 333.68 | | |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 343,330 | 30,330 | | | 343,330 | 30,330 | | 313,000 | 300,709.43 | 296,425.00 | 273,602.23 |
| Governmental Charges | | | | | | | | | | | |
| Travel & Mileage | 1,000 | (300) | | | 1,000 | (300) | | 1,300 | 201.48 | 116.02 | 701.75 |
| Dues & Subscriptions | 2,000 | 1,400 | | | 2,000 | 1,400 | | 600 | 1,335.32 | 357.65 | 598.00 |
| Other | | | | | | | | | | | |
| Expense | 456,130 | 28,130 | 6.6% | 4,835 | 460,965 | 32,965 | 7.7% | 428,000 | 410,621.45 | 390,221.10 | 372,557.86 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 2,457,257 | 87,954 | 3.7% | 117,847 | 2,575,104 | 205,801 | 8.7% | 2,369,303 | 2,039,693.57 | 2,029,615.20 | 2,005,550.17 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Library Director | 1.00 | G | 14 | Merit | 135,960 | | | | | $135,960 | |
| Assistant Library Director | 1.00 | G | 12 | 4 | 106,856 | | | | | $106,856 | |
| Administrative Assistant | | | | | | | | | | | |
| Administrative Specialist | 1.00 | I | 5 | 6 | 74,997 | | | | | $74,997 | Reclassified |
| Library Technical Services Supervisor | 1.00 | G | 10 | 5 | 94,666 | | | | | $94,666 | |
| Library Technology Specialist/Archivist | 1.00 | G | 11 | 6 | 102,611 | 600 | | | | $103,211 | |
| Library Children's Supervisor | 1.00 | G | 10 | 6 | 97,686 | | | | | $97,686 | |
| Library Reference Supervisor | 1.00 | G | 10 | 6 | 97,686 | | | | | $97,686 | |
| Reference Librarian/Program Specialist | 1.00 | G | 7 | 9 | 88,771 | 7,989 | | | | $96,760 | |
| Reference Librarian/Young Adult | 1.00 | G | 7 | 7 | 84,922 | | | | | $84,922 | |
| Reference Librarian Digital Media Specialist | 1.00 | G | 7 | 5 | 80,289 | | | | | $80,289 | |
| Children's Librarian | 1.00 | G | 7 | 2 | 72,075 | | | | | $72,075 | |
| Library Circulation Supervisor | 1.00 | G | 9 | 6 | 93,052 | 600 | | | | $93,652 | |
| Children's Services Assistant | 1.00 | GT | 5 | 8 | 78,878 | 800 | | | | $79,678 | |
| Technical Services Assistant | 1.00 | GT | 3 | 10 | 70,356 | 600 | | | | $70,956 | |
| Library Assistant | 1.00 | GT | 3 | 4 | 60,392 | | | | | $60,392 | |
| Library Assistant | 1.00 | GT | 3 | 7 | 65,988 | 3,959 | | | | $69,947 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 5,461 | $5,461 | |
| Division Total | 16.00 | | | | 1,405,185 | 14,548 | | | 5,461 | $1,425,194 | |
| Department Totals | 16.00 | | | | 1,405,185 | 14,548 | | | 5,461 | $1,425,194 | |
| | Salary and Wage Base (5110) | | | | | | | | | $1,405,185 | |
| | Other Regular Compensation (5110) | | | | | | | | | $14,548 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | | |
| | Budgetary Adjustment (5110) | | | | | | | | | $5,461 | |
| | Total | | | | | | | | | $1,425,194 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Library Director | 1.00 | 1.00 | 1.00 | 4 | Merit | Merit | 121,873 | 135,960 | 135,960 | |
| Assistant Library Director | 1.00 | 1.00 | 1.00 | | 4 | 4 | 103,240 | 103,744 | 106,856 | 3.0% |
| Administrative Assistant | | | | 5 | | | | | | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | 5 | 4 | 6 | 58,812 | 60,567 | 74,997 | 23.8% |
| Library Technical Services Supervisor | 1.00 | 1.00 | 1.00 | 3 | 4 | 5 | 82,836 | 88,816 | 94,666 | 6.6% |
| Library Technology Specialist/Archivist | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 91,139 | 97,109 | 103,211 | 6.3% |
| Library Children's Supervisor | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 86,229 | 91,909 | 97,686 | 6.3% |
| Library Reference Supervisor | 1.00 | 1.00 | 1.00 | 3 | 5 | 6 | 82,836 | 91,909 | 97,686 | 6.3% |
| Reference Librarian/Program Specialist | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 86,452 | 91,192 | 96,760 | 6.1% |
| Reference Librarian/Young Adult | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 75,680 | 80,300 | 84,922 | 5.8% |
| Reference Librarian Digital Media Specialist | 1.00 | 1.00 | 1.00 | 3 | 4 | 5 | 70,707 | 75,459 | 80,289 | 6.4% |
| Children's Librarian | 1.00 | 1.00 | 1.00 | 4 | 5 | 2 | 73,262 | 77,950 | 72,075 | -7.5% |
| Library Circulation Supervisor | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 82,534 | 87,930 | 93,652 | 6.5% |
| Children's Services Assistant | 1.00 | 1.00 | 1.00 | 6 | 7 | 8 | 71,488 | 75,602 | 79,678 | 5.4% |
| Technical Services Assistant | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 64,107 | 67,363 | 70,956 | 5.3% |
| Library Assistant | 1.00 | 1.00 | 1.00 | 5 | 6 | 4 | 59,212 | 61,167 | 60,392 | -1.3% |
| Library Assistant | 1.00 | 1.00 | 1.00 | 5 | 6 | 7 | 61,753 | 66,124 | 69,947 | 5.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 4,893 | 5,042 | 5,461 | 8.3% |
| Division Total | 16.00 | 16.00 | 16.00 | | | | 1,277,053 | 1,358,143 | 1,425,194 | 4.9% |
| Department Totals | 16.00 | 16.00 | 16.00 | | | | 1,277,053 | 1,358,143 | 1,425,194 | 4.9% |

**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<br>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

We continue to march towards upgrading and renovating our 18 playgrounds in Needham to not only be ADA compliant, but to move to universally inclusiveness within each playground. Additionally, our Capital Improvement Plan reflects our drive to ensure equality among facilities including equitable field availability for all youth sports.

We continue to add additional options to our plans such as a skate park, pump track, pickleball courts and disc golf within the next 5-10 years.

Due to the success of our playground assessment, the Department and Commission are looking into an Athletic Field Assessment to determine the exact needs of each of our thirty-five (35) fields.

In addition to a field assessment and playground projects, the Department will be working on projects around town such as the Claxton Field Renovations, Needham High School Tennis Court renovations, Rosemary Pool Shade Upgrades & various playground renovations

Seasonal, Temporary & Part-time Staff Salaries – 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:

Schedule C Wages – Effective July 1, 2024:

| **POSITIONS** | **LEVEL** | **1 YR EXP** | **2 YR EXP** | **3 YR EXP** | **4 YR EXP** | **5YR EXP** | **6 YR EXP** |
|---|---|---|---|---|---|---|---|
| Counselor; Booth & Maintenance Staff | PR01 | $16.26 | $16.75 | $17.25 | $17.77 | $18.30 | $18.85 |
| Group Leader; Lifeguard (cert required) | PR02 | $17.35 | $17.86 | $18.41 | $18.95 | $19.52 | $20.11 |
| Swim Coach (cert required) | PR03 | $17.89 | $18.44 | $18.98 | $19.56 | $20.14 | $20.74 |
| Site Supervisor, Specialist, AM/PM Care | PR04 | $18.98 | $19.55 | $20.14 | $20.74 | $21.36 | $21.36 |
| Water Safety Instructor (cert required) | PR05 | $19.52 | $20.11 | $20.70 | $21.33 | $21.97 | $22.63 |
| Assistant Supervisor | PR06 | $20.60 | $21.22 | $21.84 | $22.52 | $23.19 | $23.89 |
| Supervisor | PR07 | $22.77 | $23.45 | $24.15 | $24.88 | $25.63 | $26.40 |

| Department Information<br>DSR1 | |
|---|---|
| Department | Park and Recreation |

Budget Statement

In FY2024, the department turned back to the town over 17% of our operating budget. About 11.5% of this turnback is salaries. We were understaffed for about six months as the department went through a re-organization. We moved from having an Administrative Specialist to an Administrative Analyst. During the search for the Administrative Analyst, we were down to just four staff members. The other 5.5% return was due to using our Revolving Fund for expenses that should have been coming out of the Revolving Fund, but in past years had come out of the Operating Budget. For those items, I have adjusted the budget accordingly.

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 most programs be self-sustaining.

The fees for the 2024 pool season were updated and approved in December of 2023. 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 2025 season will be voted on in December 2024.

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 funds hold donations for the Arts in the Parks concert series and the Children's Theatre programs. The donation of $20,000 from the estate of Harold J. A. Street is also in the fund, with a balance of approximately $9,000.

The following information outlines the dollar changes to specific budget lines:

| Line | Description | Change from FY24 | Comments | Net Change |
|---|---|---|---|---|
| Admin Salaries Regular | Full-time staff salaries | $43,128 | The department re-organized by changing our Admin Specialist position into an Admin Analyst position. This created the largest increase of $16,126 in the department's salary. The rest was due to staff wage increases. | $43,128 |
| Admin Salaries Temporary | Part-time non-benefit staff salaries | ($9,744) | More of our PT staff and instructors are now to be paid out of the Revolving Fund since they are running classes that pay into the Revolving Fund | $1,512 |

| Department Information<br>DSR1 | | | | |
|---|---|---|---|---|
| Department | Park and Recreation | | | |
| Pool Salaries Temporary | Summer Pool Staff | $12,981 | Increases in Schedule C; anticipating a large number of returning staff moving from a lower Schedule C position to a higher one. Such as a lifeguard becoming a WSI. | $12,981 |
| Program Salaries Temporary | Summer Camp Staff | $8,500 | Increases in Schedule C; anticipated higher number of returning staff members | $8,500 |
| Admin Salaries Overtime | OT for office personnel and DPW | ($13,627) | As the Department has become more fully staffed, we have been able to somewhat reduce the amount of OT used in past years. | ($13,627) |
| Pool Salaries Overtime | Summer Staff | ($2,500) | The department is a Seasonal Certified Employer and OT for summer pool and summer camp staff is no longer needed. | ($2,500) |
| Program Salaries Overtime | Summer Staff | ($2,500) | The department is a Seasonal Certified Employer and OT for summer pool and summer camp staff are no longer needed. | ($2,500) |
| Repairs & Maintenance | Playground maintenance | ($35,000) | All pool repairs and maintenance have been moved to budget line Professional & Tech. Only playground maintenance will be paid out of this line moving forward. | ($35,000) |
| R&M Building | Building Repairs | ($2,000) | We have not used this line item since 2021 as all building repairs go through the Building/Maintenance Department | ($2,000) |
| | | | | |

| Department Information<br>DSR1 | | | | |
|---|---|---|---|---|
| Department | Park and Recreation | | | |
| Rentals & Leases | Porta-Potties | $35,000 | Moving all fees related to porta-potty rentals to this line item | $35,000 |
| Other Property Related Services | Services by non-staff | ($44,500) | We have moved all pool repairs, maintenance, opening & closing to the Professional & Tech budget line. | ($44,500) |
| Professional Technical | Pool Opening, Closing, and On-Call Services | $127,000 | We have moved all pool repairs, maintenance, opening & closing to the Professional & Tech budget line. All other budget lines have been adjusted to reflect the large increase in this budget line. | $6,600 |
| Seminars & Training | Professional Development for FT, PT and Seasonal Staff members. | $3,000 | This budget line will now include all conferences, workshops, CPR training, Lifeguard & WSI training, CPO and CPRP certifications, and other professional development. Other line items have been adjusted to account for this increase. | $500 |
| Software & Licensing | Software, Licenses, Annual Fees and Updates | $16,500 | This budget will now include all music and movies licenses as well as our software systems including JotForm, Canva, Hydroapps & MyRec. In previous years, MyRec has been paid out of the Revolving Fund and will now be paid out of the Operating Fund. | $16,500 |
| Licensed Professionals | ($300) | ($300) | Adjusting to appropriate line items | ($300) |
| Advertising | Advertising | ($4,850) | Now using the Town's new brand and logo. | ($4,850) |
| Postage | Postage | ($50) | Continued reduction in need | ($50) |
| | | | | |

| Department Information DSR1 | | | | |
|---|---|---|---|---|
| Department | Park and Recreation | | | |
| Recreation | Entertainers, films, refs, vendors | ($3,500) | Most of these services now come out of the Revolving Fund as the registration fees for these events go into the Revolving Fund | ($3,500) |
| Other Services | Services that don't fit other line items | ($5,000) | Historically we have paid bus transportation out of this line item, but it now goes through the Revolving Fund. | ($5,000) |
| Office Supplies | Office Supplies | ($500) | Adjusting to actual money spent in previous fiscal years. | ($500) |
| Building & Equipment Supplies | Supplies to repair equipment in the building | ($71,000) | Adjusting amount to correct line items. This account will now only be used for supplies such as Pool Lifeguard Chair replacement, Umbrellas, Tables chairs, etc. for the pool areas. | ($71,000) |
| Custodial Supplies | Cleaning Supplies | $500.00 | Supplies such as silver polish, rags, wax and buffer equipment for pool equipment. | $500.00 |
| Medical Supplies | First Aid Supplies | ($500) | Adjusting to actual money spent in previous fiscal years. | ($500) |
| Public Works Supplies | Pool Chemicals | $15,500 | Moving all pool chemicals to this line item. | $15,500 |
| Other Supplies | Lifeguard Suits, Staff clothing, Pool supplies such as whistles, tubes, ring buoys. | ($21,500) | Adjusting to appropriate line items. | ($21,500) |
| Conference In-State | Hotels and Food | ($4,250) | Adjusting to only travel costs for Director and Asst. Director. No longer includes conference registrations | ($3,250) |
| Conference Out-State | Flight and hotels | $1,000 | Increase costs of flights and hotels for National Annual Conference | $1,000 |
| | | | | |

| Department Information DSR1 | | | | |
|---|---|---|---|---|
| Department | Park and Recreation | | | |
| Dues & Memberships | Dues and memberships | $1,000 | Adding AOAP and increased membership fees at NRPA & MRPA | $1,000 |

Accomplishments and Activities

In Spring of 2024, the Department underwent a reorganization. We moved our Administrative Specialist position in an Administrative Analyst position. This change put the Department in a much better place to handle the numerous contracts and finances related to our Capital Projects. In April 2024, Nikki Witham joined us, coming over from the Accounting Department. Nikki has been with the Town of Needham for over 19 years and within the first week of her being with us, it was clear she was and is the perfect fit for the department.

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.

At the beginning of the spring season, we reopened McLeod Field at the DeFazio Complex to be our new, premier 60' softball diamond. This field used to function as a baseball diamond, but after some research it was clear that the access to baseball vs. softball fields was not equitable in Needham. This change moves the needle in the right direction as we dive into the equity of our fields and facilities in town.

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.

Spending Request Recap

| Description | Base Request DSR2 | Additional Request DSR4 | Total (DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 1,242,265 | | 1,242,265 |
| b) Expenses | 345,700 | | 345,700 |
| c) Capital | | | |
| d) | | | |
| e) Total DSR2 & DSR4 Request (a through d) | 1,587,965 | | 1,587,965 |

V2026

| Department Expenditure Detail DSR2 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | | Park and Recreation | | | | | | | |
| Object | | | | | Description | | | | | | | Amount |
| DSR2A | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | | Current Year (FY2025) | | | | Next Year (FY2026) | | | |
| | 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) | |
| | 4.0 | | 3.6 | | 5.0 | | 4.6 | | 5.0 | | 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 | 2 | NIPEA | | Police | | Police Superior | | NA | |
| 1. Salary and Wage Permanent Positions. | | | | | | | | | | | | |
| a. | PRD1 Salary and Wages Base | | | | | | | | | | | 435,565 |
| 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 | | | | | | | | | | | 1,684 |
| | | | | | | | | | | | PRD1 Sub Total | 439,649 |
| j | DSR3 Other Compensation | | | | | | | | | | | |
| | | | | | | | | | | | Sub Total 1 | 439,649 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | |
| a. | Summer Pool Staff (see DSR3) | | | | | | | | | | | 477,834 |
| b. | Summer Camp Staff (see DSR3) | | | | | | | | | | | 268,689 |
| c. | Temporary Staff | | | | | | | | | | | 22,961 |
| d. | | | | | | | | | | | | |
| f. | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | 746,523 |
| | | | | | | | | | | | Sub Total 2 | 769,484 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | | | |
| b. | Training and Development | | | | | | | | | | | |
| c. | Other: Admin Assistant, Admin Analyst, Rec Supervisor, DPW, etc. | | | | | | | | | | | 31,132 |
| d. | | | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | | | 31,132 |
| | | | | | | | | | | | Sub Total 3 | 31,132 |
| 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) | | | | | | | | | | | | 1,242,265 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Park and Recreation | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | | |
| Repairs & Maintenance Services (524x – 525x) | Playground Maintenance | 20,000 |
| Rental & Leases (527X) | Porta-Potties | 35,000 |
| Other Property Related Services (529x) | Non-staff services | 5,000 |
| Professional & Technical Services (530x – 531x) | Pool Opening, Closing and On-Call Services - 150,000<br><br>Seminars & Training - 12,000<br><br>Software Licenses - 20,000<br><br>Advertising - 150 | 182,150 |
| Communications (534x) | Postage - 50<br><br>Cable/Internet - 400<br><br>Wireless - 3,000<br><br>Legal - 100 | 3,550 |
| Recreational & Cultural Services (535x) | Entertainers, films, refs, vendors | 1,500 |
| Other Purchased Services (538x) | Services that don't fit other line items | 2,500 |
| Office Supplies (542x) | Office Supplies | 2,500 |
| Building & Equipment Supplies (543x) | Pool Lifeguard Chair replacement, Umbrellas, Tables chairs, etc. for the pool areas | 20,000 |
| Custodial Supplies (545x) | Supplies such as silver polish, rags, wax and buffer equipment for pool equipment | 500 |
| Grounds Keeping Supplies (546x) | Playground Fibers, sod | 20,000 |
| Vehicular Supplies (548x) | | |
| Gasoline and Diesel Fuel (5481) | | |
| Food and Service Supplies (549x) | Food, utensils, serving platters, etc. | 500 |
| Medical Supplies (550x) | First aid supplies | 1,000 |
| Public Works Supplies (553x) | Pool chemicals | 28,000 |
| Other Supplies & Equipment (558x) | Staff apparel, Lifeguard tubes & whistles | 12,000 |
| Governmental Charges (569x) | | |
| Travel & Mileage (571x – 572x) | In State - 750<br>Mileage - 750<br>Out of State - 7,000 | 8,500 |
| Dues & Subscriptions (573X) | Memberships | 3,000 |
| Other Expenses (574 X – 579x) | | |
| 6. Total Expenses | | 345,700 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | | |
| 7. Total Operating Budget Capital | | |

| Department Expenditure Detail<br>DSR2 | | | | |
|---|---|---|---|---|
| Department | Park and Recreation | | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | | 1,587,965 | |
| | | | | |
| 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 Services (ITS) 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 (15) | 52,500 | | X | | |
| 2 | Pools PR02: Lifeguard (50) | 253,800 | | X | | |
| 3 | Pools PR03: Swim Coach (5) | 26,524 | | X | | |
| 4 | Pools PR05: WSI (6) | 37,872 | | X | | |
| 5 | Pools PR06: Assistant Supervisor (6) | 66,630 | | X | | |
| 6 | Pools PR07: Supervisor (3) | 40,508 | | X | | |
| 7 | POOLS SUBTOTAL (86) | **477,834** | | | | |
| 8 | | | | | | |
| 9 | Camp PR01: Counselor (35) | 134,750 | | X | | |
| 10 | Camp PR02: Group Leader (10) | 43,200 | | X | | |
| 11 | Camp PR04: Site Supervisor, Specialist, AM/PM Care (10) | 58,650 | | X | | |
| 12 | Camp PR06: Assistant Supervisor (1) | 9,994 | | X | | |
| 13 | Camp PR07: Supervisor (2) | 22,095 | | X | | |
| 14 | CAMP SUBTOTAL (58) | **268,689** | | | | |
| 15 | | | | | | |
| V16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | 746,523 | | | | |
| 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 | 746,523 | | | | |
| | | | | | | V2025 |

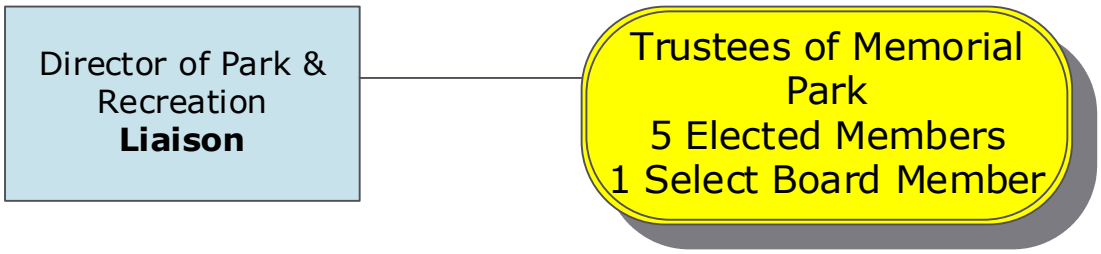
| Park and Recreation Department | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 437,249 | 43,128 | | | 437,249 | 43,128 | | 394,121 | 337,305.80 | 319,056.39 | 337,033.39 |
| Salary & Wage Temporary | 769,484 | 11,737 | | | 769,484 | 11,737 | | 757,747 | 610,662.30 | 591,475.45 | 357,896.14 |
| Salary & Wage Overtime | 31,132 | (18,627) | | | 31,132 | (18,627) | | 49,759 | 12,971.47 | 26,003.91 | 42,388.80 |
| Salary & Wage Other | 4,400 | | | | 4,400 | | | 4,400 | 5,365.88 | 8,239.88 | 5,400.00 |
| Salary and Wage Total | 1,242,265 | 36,238 | 3.0% | | 1,242,265 | 36,238 | 3.0% | 1,206,027 | 966,305.45 | 944,775.63 | 742,718.33 |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 20,000 | (37,000) | | | 20,000 | (37,000) | | 57,000 | 11,916.56 | 55,745.08 | 5,360.17 |
| Rental and Leases | 35,000 | 35,000 | | | 35,000 | 35,000 | | | 31,525.43 | 2,399.78 | 6,000.00 |
| Other Property Related | 5,000 | (44,500) | | | 5,000 | (44,500) | | 49,500 | 80,738.40 | 16,002.50 | 79,162.00 |
| Professional & Technical | 182,150 | 141,350 | | | 182,150 | 141,350 | | 40,800 | 28,250.22 | 11,918.87 | 12,085.99 |
| Communications | 3,550 | (50) | | | 3,550 | (50) | | 3,600 | 3,341.40 | 3,286.08 | 3,197.37 |
| Recreation | 1,500 | (3,500) | | | 1,500 | (3,500) | | 5,000 | | | 6,762.16 |
| Other Purchased Services | 2,500 | (5,000) | | | 2,500 | (5,000) | | 7,500 | 12,043.36 | 20,720.07 | 1,567.00 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 2,500 | (500) | | | 2,500 | (500) | | 3,000 | 2,000.00 | | 4,479.12 |
| Building & Equipment Rprs/Sp | 20,000 | (71,000) | | | 20,000 | (71,000) | | 91,000 | 46,623.81 | 44,877.37 | 46,075.54 |
| Custodial Supplies | 500 | 500 | | | 500 | 500 | | | | | |
| Grounds Keeping Supplies | 20,000 | | | | 20,000 | | | 20,000 | 14,259.00 | 2,850.00 | 9,655.00 |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | 500 | | | | 500 | | | 500 | 30.00 | 155.89 | |
| Medical Supplies | 1,000 | (500) | | | 1,000 | (500) | | 1,500 | 91.67 | 1,611.65 | 1,000.00 |
| Educational Supplies | | | | | | | | | | 90.00 | |
| Public Works Supplies | 28,000 | 15,500 | | | 28,000 | 15,500 | | 12,500 | | | |
| Other Supplies & Equipment | 12,000 | (21,500) | | | 12,000 | (21,500) | | 33,500 | 18,914.20 | 44,725.54 | 27,193.48 |
| Governmental Charges | | | | | | | | | | | |
| Travel & Mileage | 8,500 | (3,250) | | | 8,500 | (3,250) | | 11,750 | 3,287.03 | 2,029.83 | 2,660.66 |
| Dues & Subscriptions | 3,000 | 1,000 | | | 3,000 | 1,000 | | 2,000 | 1,374.99 | 425.00 | 1,200.00 |
| Other | | | | | | | | | | | |
| Expense | 345,700 | 6,550 | 1.9% | | 345,700 | 6,550 | 1.9% | 339,150 | 254,396.07 | 206,837.66 | 206,398.49 |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 1,587,965 | 42,788 | 2.8% | | 1,587,965 | 42,788 | 2.8% | 1,545,177 | 1,220,701.52 | 1,151,613.29 | 949,116.82 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Director of Park & Recreation | 1.00 | G | 12 | Merit | 128,533 | | | 2,400 | | $130,933 | Vehicle Allowance |
| Assistant Director of Park and Recreation | 1.00 | G | 11 | 4 | 96,053 | | | | | $96,053 | |
| Recreation Supervisor | 1.00 | I | 8 | 6 | 86,834 | | | | | $86,834 | |
| Administrative Specialist | | | | | | | | | | | |
| Administrative Analyst | 1.00 | GT | 6 | 9 | 84,552 | | | | | $84,552 | Department Structure |
| Administrative Assistant | 0.60 | I | 3 | 7 | 39,593 | | | | | $39,593 | |
| BUDGETARY ADJUSTMENT | (0.40) | | | | | | | | 1,684 | $1,684 | |
| Division Total | 4.20 | | | | 435,565 | | | 2,400 | 1,684 | $439,649 | |
| Department Totals | 4.20 | | | | 435,565 | | | 2,400 | 1,684 | $439,649 | |
| | Salary and Wage Base (5110) | | | | | | | | | $435,565 | |
| | Other Regular Compensation (5110) | | | | | | | | | | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | $2,400 | |
| | Budgetary Adjustment (5110) | | | | | | | | | $1,684 | |
| | Total | | | | | | | | | $439,649 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Director of Park & Recreation | 1.00 | 1.00 | 1.00 | Merit | Merit | Merit | 120,027 | 123,556 | 130,933 | 6.0% |
| Assistant Director of Park and Recreation | 1.00 | 1.00 | 1.00 | 6 | 3 | 4 | 96,720 | 89,579 | 96,053 | 7.2% |
| Recreation Supervisor | 1.00 | 1.00 | 1.00 | 3 | 5 | 6 | 74,256 | 81,822 | 86,834 | 6.1% |
| Administrative Specialist | | | | 2 | 3 | | | | | |
| Administrative Analyst | | 1.00 | 1.00 | | | 9 | 61,620 | 64,136 | 84,552 | 31.8% |
| Administrative Assistant | 0.60 | 0.60 | 0.60 | 6 | 6 | 7 | 36,340 | 37,428 | 39,593 | 5.8% |
| BUDGETARY ADJUSTMENT | | | | | | | 1,483 | 1,488 | 1,684 | 13.2% |
| Division Total | 3.60 | 4.60 | 4.60 | | | | 390,446 | 398,009 | 439,649 | 10.5% |
| Department Totals | 3.60 | 4.60 | 4.60 | | | | 390,446 | 398,009 | 439,649 | 10.5% |

## 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<br>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**

The prices of flags have increased over the last few years. The Memorial Park Trustees have relied on the Park & Recreation Department's budget to fill the gap for the flag purchases. There are also some minor repairs and maintenance that occur at Memorial Park. To date, the Trustees have again relied on the Park & Recreation Department budget to pay for these repairs. This year's budget will help the Trustees take care of these concerns on their own. 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.

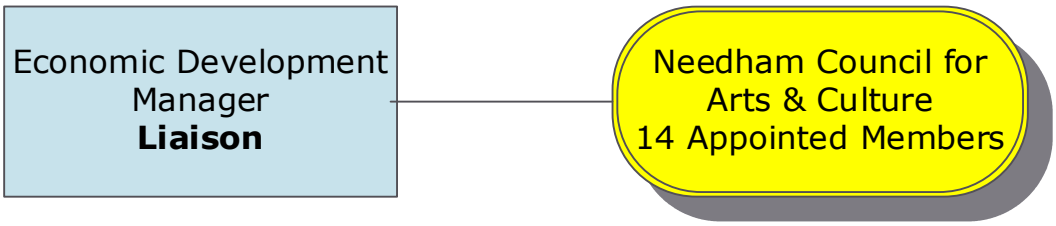
| Description | Purpose | Amount |
|---|---|---|
| Other Supplies and Equipment | American & POW Flags, Signage | 1,000 |
| Repairs and Maintenance | Flagpole and Bench Repairs | 1,000 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 2,000 |

V2026

| Memorial Park Trustees | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | | | | | | | | | | | |
| Salary & Wage Temporary | | | | | | | | | | | |
| Salary & Wage Overtime | | | | | | | | | | | |
| Salary & Wage Other | | | | | | | | | | | |
| Salary and Wage Total | | | | | | | | | | | |
| Energy | | | | | | | | | | | |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 1,000 | 1,000 | | | 1,000 | 1,000 | | | | | |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | | | | | | | | | | | |
| Professional & Technical | | | | | | | | | | | |
| Communications | | | | | | | | | | | |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | | | | | | | | | | | |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | | | | | | | | | 456.00 | | |
| Building & Equipment Rprs/Sp | | | | | | | | | | | |
| Custodial Supplies | | | | | | | | | | | |
| Grounds Keeping Supplies | | | | | | | | | | | |
| Vehicular Supplies | | | | | | | | | | | |
| Food & Service Supplies | | | | | | | | | | | |
| Medical Supplies | | | | | | | | | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | | | | | | | | | | | |
| Other Supplies & Equipment | 1,000 | 250 | | | 1,000 | 250 | | 750 | 184.30 | | |
| Governmental Charges | | | | | | | | | | | |
| Travel & Mileage | | | | | | | | | | | |
| Dues & Subscriptions | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Expense | 2,000 | 1,250 | 166.7% | | 2,000 | 1,250 | 166.7% | 750 | 640.30 | | |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 2,000 | 1,250 | 166.7% | | 2,000 | 1,250 | 166.7% | 750 | 640.30 | | |

## 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 |

| Budget Request<br>Short Form | |
|---|---|
| Budget | Needham Arts & Culture Council (NCAC)- FY2026 |

**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 to support local programming in Needham. The objective behind the funding request is to allow the NCAC to continue having a large impact on the number of people its programming reaches. In addition to Town funds, the Massachusetts Cultural Council (MCC) distributes funding to NCAC annually, which has been $9,000 in 2022 and $9,000 in 2023 and $9,400 in 2024.

In the past year NCAC has funded almost 40 Arts and Culture projects including the installation of a New Mural in Needham Center at 91 Chapel as well as continue the funding on unique and diverse Art and Culture projects thought-out the year. 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 town with the help of MAPC has completed a 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 long range plan.

**Budget Changes**

In this section you must explain all the dollar changes (increases and decreases) to the FY2026 budget request from the current appropriated budget for FY2025. This includes changes to town wide expenses, personnel cost, services, supplies, and other expenses, and operating capital.

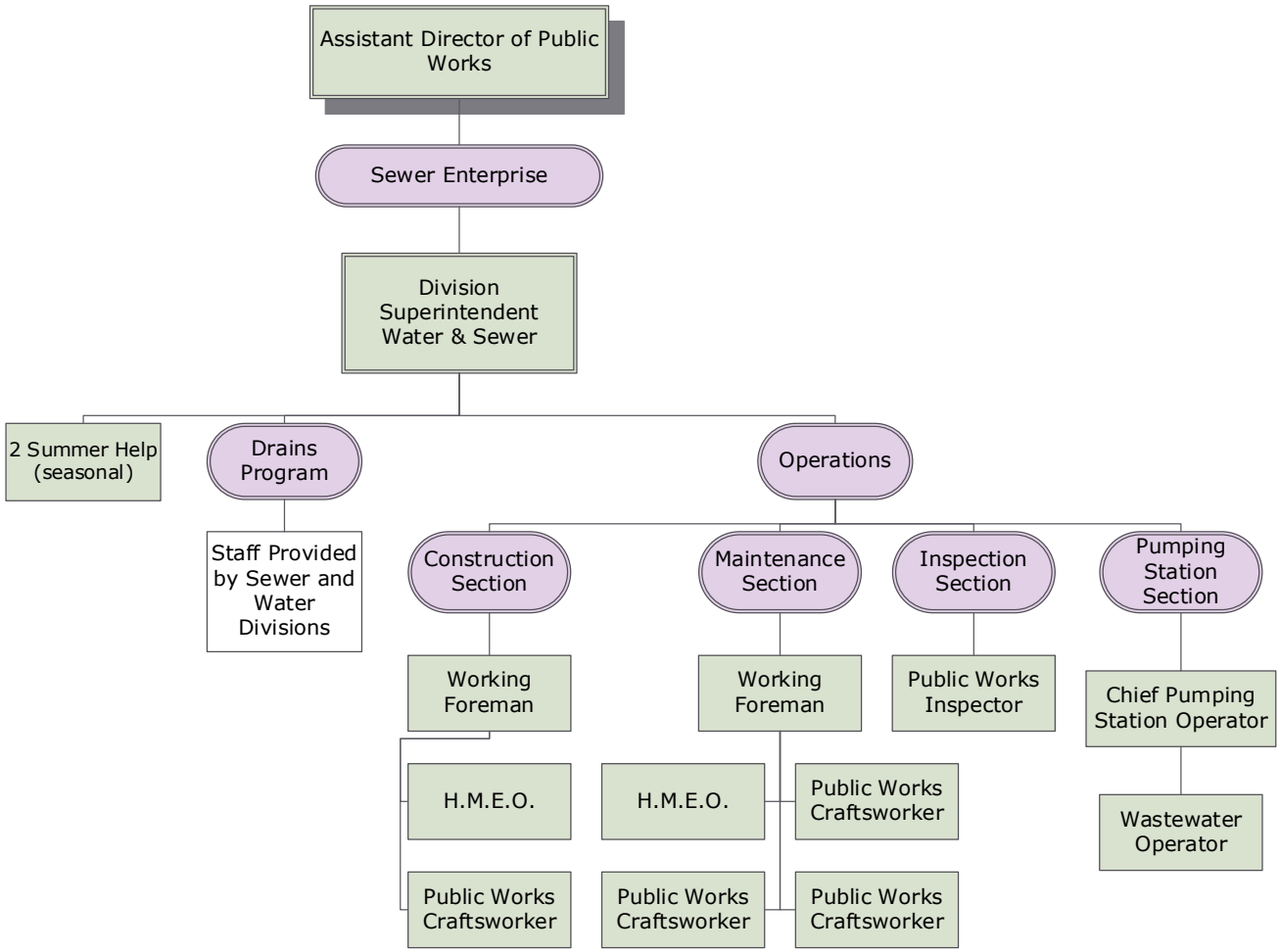
| Description | Purpose | Amount |
|---|---|---|
| NCAC Annual Funding | To be used to supplement grant funds from the Massachusetts Cultural Council | 18,300 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 18,300 |

V2026

| Needham Council for Arts and Culture | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 18,300 | | | | 18,300 | | | 18,300 | 8,300.00 | 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 | 18,300 | | | | 18,300 | | | 18,300 | 8,300.00 | 8,300.00 | |
| Capital Equipment | | | | | | | | | | | |
| Budget Capital | | | | | | | | | | | |
| TOTAL | 18,300 | | | | 18,300 | | | 18,300 | 8,300.00 | 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<br>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 continued to see operational challenges in the current employment market 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 continued 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 regularly scheduled 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 throughout town and at all ten sewer pump stations.

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 continuing to implement new billing and collections software over the next year, which will impact the process of sewer billing.

**Budget Statement**

Salaries & Wages increasing 56,179, 4.61%
Expenses & Services increasing 38,124, 4.40%
Operating Capital increasing 38,000, 39.58%
Total Budget* increasing 132,303, 6.07%
*not inclusive of MWRA, Debt Service, or Reserve Fund

**Salaries**

The increase in the Salaries and Wages is largely due to annual wage adjustments and/or transitions in positions. All unions are settled for FY2026. The total increase for Regular Salaries is $36,820, $3.69%.

The increase in the Overtime Budget is primarily due to the increase in base salaries. The Overtime Budget has increased by $14,003, 7.19%.

| Department Information<br>DSR1 | |
|---|---|
| Department | Sewer Enterprise |

The base salary for temporary help has increased minimally. Temporary Salaries have increased by $6, 0.03%.

The Other Salary and Wages are increasing this year based on a new license incentive program that was negotiated with NIPEA in FY2025. This program provides additional financial incentives for staff to get and maintain critical licensure that is necessary to continue the operations of the Town. Hiring and retaining staff with this licensure is becoming increasingly more difficult and this program will help keep Needham competitive and ensure that we have competent and reliable staff. Other Salary and Wages has increased by $5,350, 109.63%.

While the Department is still undergoing transitions from retirements and internal transitions, staff has been able to maintain services through the use of overtime, temporary workers, and contractors.

**Expenses and Services**

Energy

| Energy Type | 5 Year Consumption Average | Cost per Unit | Fixed Costs | Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|---|---|
| Electric | 516,773 | $0.26* | $1,747 | $134,361 | $10,598 |
| Natural Gas | 2,582 | $3.34** | $126 | $8,623 | ($957) |

*Increase from last year's unit budget figure of $0.24
** Increase from last year's unit budget figure of $3.30

Vehicular Supplies

| Division | Fuel Type | 3 Year Consumption Average | Cost per Unit | Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|---|---|
| Drains | Diesel | 217 | $5.03** | $1,093 | ($708) |
| Sewer | Diesel | 2,312 | $5.03** | $11,632 | ($347) |
| Sewer | Gas | 3,047 | $4.18* | $12,738 | ($105) |

*Decrease from last year's unit budget figure of $4.38
**Decrease from last year's unit budget figure of $5.48

Highlighted Changes

There are incremental changes in the FY2026 budget. The largest increases are in Repairs and Maintenance and Professional and Technical Services and are based on contract changes in FY2026, including a new contract for on-call mechanical ($10,146) and electrical services ($2,029). In Professional and Technical, the main increase is in the MWRA's testing for sulfides ($6,455) and increased costs for pond treatments ($3,200).

| Department Information DSR1 | |
|---|---|
| Department | Sewer Enterprise |

Budget Changes

| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
|---|---|---|---|---|---|
| Energy | Sewer | Electricity | $10,598 | Based on 5 year consumption average | $9,641 |
| | Sewer | Natural Gas | ($957) | Based on 5 year consumption average | |
| Repairs & Maintenance Services | Sewer | Alarm & Sprinkler Maintenance | $16 | 3.5% contractual increase | $13,449 |
| | Sewer | Electrical On-Call Services | $2,029 | 17% contractual increase | |
| | Drains | Equipment Repairs | $136 | Based on prior spending | |
| | Sewer | Equipment Repairs | $136 | Based on prior spending | |
| | Sewer | Generator Maintenance | $118 | 3.5% contractual increase | |
| | Sewer | Mechanical On-Call Services | $10,146 | 17% contractual increase | |
| | Sewer | Overhead Door Maintenance | $22 | 5% contractual increase | |
| | Sewer | Wet Well Cleaning | $846 | 3.5% contractual increase | |
| Other Property Related Services | Drains | Debris Disposal - Catch Basin | $2,659 | 6.5% contractual increase | $3,830 |
| | Drains | Debris Disposal - Sweeping | $1,171 | 3.5% contractual increase | |
| Professional & Technical Services | Sewer | MWRA/Mandated Sulfide Testing | $6,455 | Based on increase in pricing | $10,655 |
| | Drains | Pond Treatment | $3,200 | Based on increased treatments | |
| | Drains | Seminar and Training | $500 | Increased trainings | |
| | Sewer | Seminar and Training | $500 | Increased trainings | |
| Other Purchased Services | Drains | Street Sweeping | $630 | 1.8% contractual increase | $630 |
| Vehicular Supplies | Drains | CCTV Truck Supplies | $150 | Based on increased need | $300 |
| | Sewer | CCTV Truck Supplies | $150 | Based on increased need | |

| Department Information DSR1 | |
|---|---|
| Department | Sewer Enterprise |

| Line Item | Div. | Description | Change from FY2025 | Comments | Net Change |
|---|---|---|---|---|---|
| Gasoline & Diesel Fuel | Drains | Diesel | ($708) | Based on 3 year consumption average and decreased fuel costs | ($1,160) |
| | Sewer | Diesel | ($347) | Based on 3 year consumption average and decreased fuel costs | |
| | Sewer | Unleaded Gasoline | ($105) | Based on 3 year consumption average and decreased fuel costs | |
| Public Works Supplies | Drains | Concrete Blocks | $280 | Based on increased costs | $779 |
| | Drains | Crushed Stone | $96 | Based on increased costs | |
| | Sewer | Crushed Stone | $96 | Based on increased costs | |
| | Drains | Precast Manholes | $254 | Based on increased costs | |
| | Drains | Sand & Bagged Cement | $53 | Based on increased costs | |

**Operating Capital**

Pump Replacement Program

The Sewer Division will be purchasing a new replacement pump as back up for the pumps in our sewer stations.

Grinder Replacement Program

The Sewer Division will be purchasing a new replacement grinder to replace a grinder at one of our sewer stations.

Turnback

Due to the water billing software being offline at the beginning of FY2025, there was a spending freeze in this budget to ensure that sufficient revenues were collected prior to the end of the fiscal year. This reduction in service is not sustainable in the coming year and full service needs to be restored to ensure that all appropriate and necessary sewage operationd and maintenance continues.

Accomplishments and Activities

The Sewer Division performed regularly scheduled maintenance tasks in addition to larger projects , and unanticipated 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 regularly scheduled cleaning of stormwater drain catch basins through-out town. This involved removal and proper disposal of sediment from the stormwater drain system.

| Department Information<br>DSR1 | |
|---|---|
| Department | Sewer Enterprise |

During FY2024, the Sewer Division repaired or replaced stormwater catch basins and associated drain pipes. The division also performed pipeline point repairs on the sewer and drain lines.

The Division CCTV'd 81,244 feet of sewer pipe, 68,913 feet of storm drainpipe, and flushed/jetted 200,475 feet of sewer and drainpipes within the Town's roadways and easements.

Using the CCTV truck in conjunction with the Jet/Vactor/Flush truck allowed the Division to investigate the sewer and drain lines to proactively locate any defects, potential blockages and make any necessary repairs prior to the completion of scheduled road surface improvements.

Spending Request Recap

| Description | Base Request<br>DSR2 | Additional<br>Request<br>DSR4 | Total<br>(DSR2 + DSR4) |
|---|---|---|---|
| a) Salary and Wages | 1,275,049 | | 1,275,049 |
| b) Expenses | 904,663 | | 904,663 |
| c) Capital | 134,000 | | 134,000 |
| d) MWRA | 7,445,411 | | 7,445,411 |
| e) Debt Service | 700,000 | | 700,000 |
| f) Reserve Fund | 35,000 | | 35,000 |
| g) Total DSR2 & DSR4 Request (a through d) | 10,494,123 | | 10,494,123 |

V2025

| Department Expenditure Detail DSR2 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | | Sewer Enterprise | | | | | | | |
| Object | | | | | Description | | | | | | | Amount |
| DSR2A | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | | Current Year (FY2025) | | | | Next Year (FY2026) | | | |
| | 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 | | | | | | | | | | | 884,126 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | | | 33,194 |
| c. | PRD1 Education (5192) | | | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | | | 29,000 |
| e. | PRD1 Budget Adjustments | | | | | | | | | | | 89,296 |
| | | | | | | | | | | | PRD1 Sub Total | 1,035,616 |
| j | DSR3 Other Compensation | | | | | | | | | | | |
| | | | | | | | | | | | Sub Total 1 | 1,035,616 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | |
| a. | Summer Help (2 positions for 15 weeks) | | | | | | | | | | | 20,400 |
| b. | | | | | | | | | | | | |
| c. | | | | | | | | | | | | |
| d. | | | | | | | | | | | | |
| f. | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | |
| | | | | | | | | | | | Sub Total 2 | 20,400 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | | | 30,239 |
| b. | Training and Development | | | | | | | | | | | |
| c. | | | | | | | | | | | | |
| d. | | | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | | | 178,563 |
| | | | | | | | | | | | Sub Total 3 | 208,803 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | | | 10,230 |
| 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 | 10,230 |
| | | | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | | | 1,275,049 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Sewer Enterprise | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | Sewer<br>• Electricity (134,361)<br>• Natural Gas (8,623) | 142,984 |
| Repairs & Maintenance Services (524x – 525x) | Drains<br>• Contracting Special Services (15,000)<br>• Equipment Repairs (886)<br>• Trench Restoration (11,000)<br>• Vehicle Repairs (20,000)<br>Sewer<br>• Alarm & Sprinkler Maintenance (446)<br>• Electrical On-Call Services (13,759)<br>• Equipment Repairs (886)<br>• Generator Maintenance (3,493)<br>• Mechanical On-Call Services (68,796)<br>• Overhead Door Maintenance (462)<br>• Pump Inspections (3,000)<br>• Vehicle Repairs (9,250)<br>• Wet Well Cleaning (25,003) | 172,001 |
| Rental & Leases (527X) | Drains<br>• Pump Rentals (3,000)<br>Sewer<br>• Pump Rentals (3,000) | 6,000 |
| Other Property Related Services (529x) | Drains<br>• Debris Disposal - Catch Basin (43,568)<br>• Debris Disposal – Sweeping (34,642)<br>• NPDES (100,000) | 178,210 |
| Professional & Technical Services (530x – 531x) | Drains<br>• NPDES (95,000)<br>• PeopleGIS – PeopleForms (7,000)<br>• Pond Treatment (7,200)<br>• Seminars and Training (2,500)<br>Sewer<br>• MWRA/Mandated Sulfide Testing (9,755)<br>• Seminars and Training (2,500)<br>• Sewer SCADA Annual Software (6,510) | 130,465 |
| Communications (534x) | Sewer<br>• Cell Phones (7,200)<br>• Landline (1,900) | 10,015 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Sewer Enterprise | |
| | • Legal Notices (215)<br>• Postage (500)<br>• Printing (200) | |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | Drains<br>• Street Sweeping (35,650)<br>Sewer<br>• Police Details (20,000)<br>• Sewer Flow Meter Monitoring (63,999) | 119,649 |
| Office Supplies (542x) | Sewer<br>• Office Supplies (700) | 700 |
| Building & Equipment Supplies (543x) | Sewer<br>• Pump Station Supplies (2,000) | 2,000 |
| Custodial Supplies (545x) | Sewer<br>• Rags for Spills, Cleaning Supplies, Disinfecting Supplies (1,000) | 1,000 |
| Grounds Keeping Supplies (546x) | Sewer<br>• Grass Seed and Fertilizer (150) | 150 |
| Vehicular Supplies (548x) | Drains<br>• CCTV Truck Supplies (4,150)<br>• Vactor Truck Parts (1,500)<br>Sewer<br>• CCTV Truck Supplies (4,150)<br>• Vactor Truck Parts (1,500) | 11,300 |
| Gasoline and Diesel Fuel (5481) | Drains<br>• Diesel (1,093)<br>Sewer<br>• Diesel (11,632)<br>• Unleaded Gasoline (12,738) | 25,463 |
| Food and Service Supplies (549x) | | |
| Medical Supplies (550x) | Sewer<br>• Medical Supplies (150) | 150 |
| Public Works Supplies (553x) | Drains<br>• Concrete Blocks (8,280)<br>• Crushed Stone (2,846)<br>• Manhole Frames & Covers (8,364)<br>• Precast Manholes (7,514)<br>• Sand & Bagged Cement (1,553)<br>• Special Flushing & Roding Tools (2,500)<br>Sewer<br>• Asphalt (14,185)<br>• Crushed Stone (2,846)<br>• Hardware Supplies, Paint, etc. (3,250)<br>• Manhole Frames & Covers (8,656)<br>• Pump Replacement Parts | 96,356 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Sewer Enterprise | |
| | (22,000)<br>• Sewer Pipe (4,862)<br>• Special Flushing & Roding Tools (3,000)<br>• Testing Equipment (2,000)<br>• Tools (4,500) | |
| Other Supplies & Equipment (558x) | Drains<br>• Misc. Items (750)<br>Sewer<br>• Clothing (2,000)<br>• Health/Safety Equipment (1,300)<br>• Safety Clothing (2,570) | 6,620 |
| Governmental Charges (569x) | Sewer<br>• Certification & Licenses (400) | 400 |
| Travel & Mileage (571x – 572x) | Sewer<br>• Conferences (200) | 200 |
| Dues & Subscriptions (573X) | Sewer<br>• Professional Association Memberships (1,000) | 1,000 |
| Other Expenses (574 X – 579x) | | |
| 6. Total Expenses | | 904,663 |
| DSR2C | | |
| Capital Equipment Replacement (587X) | Pump Replacement Program (96,000)<br>Grinder Replacement (38,000) | 134,000 |
| 7. Total Operating Budget Capital | | 134,000 |
| | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | 2,313,712 |

| | | | | |
|---|---|---|---|---|
| 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 | 74,150 | | | X | |
| 2 | Drains – Unscheduled/Investigations of Blockages & Equipment Failures | 2,781 | | | X | |
| 3 | Sewer – Night Sewer Cleaning/TV Camera Inspection | 34,758 | | | X | |
| 4 | Sewer – Pumping Stations (Holidays & Weekends) | 62,008 | | | X | |
| 5 | Sewer – Unscheduled/Investigations of Blockages & Equipment Failures | 4,866 | | | X | |
| 6 | Portion of Water Enterprise Salaries that Support Drains Operations | 85,330 | X | | | |
| 7 | Portion of Sewer Salaries that Support Drains Operations | 303,567 | X | | | |
| 8 | Sewer Salaries Assigned to Drains Operations | -303,567 | X | | | |
| 9 | Budgetary Adjustment beyond 52 Weeks | 3,966 | X | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| V16 | | | | | | |
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| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | 267,859 | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | 89,296 | | | | |
| | Amount Reported Under DSR2A Section 2 | | | | | |
| | Amount Reported Under DSR2A Section 3 | 178,563 | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | 267,859 | | | | |
| | | | | | | V2025 |

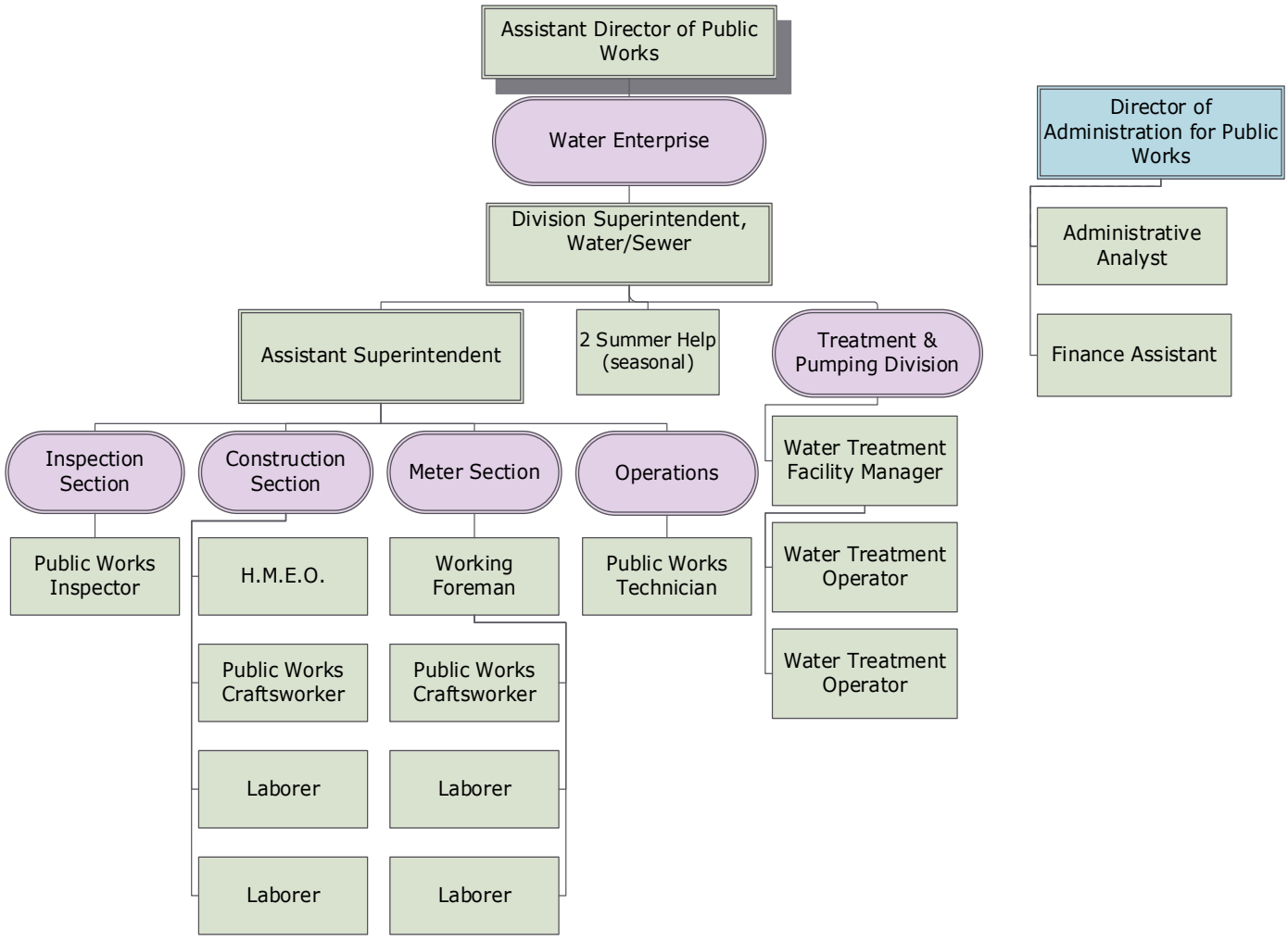
| Sewer Enterprise | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 1,035,616 | 36,820.00 | | | 1,035,616 | 36,820.00 | | 998,796.00 | 866,725.25 | 802,134.01 | 724,836.38 |
| Salary & Wage Temporary | 20,400 | 6.00 | | | 20,400 | 6.00 | | 20,394.00 | 10,090.66 | 17,879.88 | 5,048.04 |
| Salary & Wage Overtime | 208,803 | 14,003.00 | | | 208,803 | 14,003.00 | | 194,800.00 | 223,397.44 | 160,210.40 | 144,826.74 |
| Salary & Wage Other | 10,230 | 5,350.00 | | | 10,230 | 5,350.00 | | 4,880.00 | 30,250.00 | 22,952.34 | 12,976.97 |
| Salary and Wage Total | 1,275,049 | 56,179.00 | 4.6% | | 1,275,049 | 56,179.00 | 4.6% | 1,218,870.00 | 1,130,463.35 | 1,003,176.63 | 887,688.13 |
| Energy | 142,984 | 9,641.00 | | | 142,984 | 9,641.00 | | 133,343.00 | 144,695.92 | 113,861.15 | 115,807.54 |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 172,001 | 13,449.00 | | | 172,001 | 13,449.00 | | 158,552.00 | 135,334.73 | 202,334.22 | 137,638.97 |
| Rental and Leases | 6,000 | | | | 6,000 | | | 6,000.00 | | | |
| Other Property Related | 178,210 | 3,830.00 | | | 178,210 | 3,830.00 | | 174,380.00 | 11,734.92 | 25,581.21 | 17,972.68 |
| Professional & Technical | 130,465 | 10,655.00 | | | 130,465 | 10,655.00 | | 119,810.00 | 32,738.90 | 31,124.96 | 8,984.95 |
| Communications | 10,015 | | | | 10,015 | | | 10,015.00 | 9,383.30 | 7,776.29 | 7,024.37 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 119,649 | 630.00 | | | 119,649 | 630.00 | | 119,019.00 | 64,054.83 | 117,046.30 | 65,779.00 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 700 | | | | 700 | | | 700.00 | | | |
| Building & Equipment Rprs/Sp | 2,000 | | | | 2,000 | | | 2,000.00 | | | |
| Custodial Supplies | 1,000 | | | | 1,000 | | | 1,000.00 | 132.50 | 106.56 | 215.91 |
| Grounds Keeping Supplies | 150 | | | | 150 | | | 150.00 | | | |
| Vehicular Supplies | 36,763 | (860.00) | | | 36,763 | (860.00) | | 37,623.00 | 23,219.56 | 20,384.62 | 18,308.69 |
| Food & Service Supplies | | | | | | | | | | | |
| Medical Supplies | 150 | | | | 150 | | | 150.00 | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | 96,356 | 779.00 | | | 96,356 | 779.00 | | 95,577.00 | 52,128.01 | 65,627.10 | 63,734.80 |
| Other Supplies & Equipment | 6,620 | | | | 6,620 | | | 6,620.00 | 3,777.18 | 1,750.00 | 1,216.03 |
| Governmental Charges | 400 | | | | 400 | | | 400.00 | 308.00 | 560.00 | 331.99 |
| Travel & Mileage | 200 | | | | 200 | | | 200.00 | | | |
| Dues & Subscriptions | 1,000 | | | | 1,000 | | | 1,000.00 | | | |
| Other | | | | | | | | | 500.00 | 200.00 | 200.00 |
| Expense | 904,663 | 38,124.00 | 4.4% | | 904,663 | 38,124.00 | 4.4% | 866,539.00 | 478,007.85 | 586,352.41 | 437,214.93 |
| MWRA Assessment | 7,445,411 | | | | 7,445,411 | | | 7,445,411.00 | 7,084,841.00 | 6,760,857.00 | 6,614,690.00 |
| Capital Equipment | 134,000 | 38,000.00 | | | 134,000 | 38,000.00 | | 96,000.00 | | 49,950.00 | 44,600.00 |
| Operating Budget | 9,759,123 | 132,303.00 | 1.4% | | 9,759,123 | 132,303.00 | 1.4% | 9,626,820.00 | 8,693,312.20 | 8,400,336.04 | 7,984,193.06 |
| Debt Service | 700,000 | 30,000.00 | | | 700,000 | 30,000.00 | | 670,000.00 | 493,424.12 | 600,614.51 | 603,692.88 |
| Reserve Fund | 35,000 | | | | 35,000 | | | 35,000.00 | | | |
| TOTAL | 10,494,123 | 162,303.00 | 1.6% | | 10,494,123 | 162,303.00 | 1.6% | 10,331,820.00 | 9,186,736.32 | 9,000,950.55 | 8,587,885.94 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Chief Wastewater Operator | 1.00 | N | 7 | 10 | 92,352 | 6,465 | | 2,500 | | $101,317 | Longevity/Snow |
| Public Works Inspector | 1.00 | N | 6 | 10 | 87,984 | 5,279 | | 2,500 | | $95,763 | Longevity/Snow |
| Working Foreman | 1.00 | N | 7 | 8 | 88,317 | 4,416 | | 3,000 | | $95,733 | Longevity/Snow |
| Working Foreman | 1.00 | N | 7 | 10 | 92,352 | 5,541 | | 2,500 | | $100,393 | Longevity/Snow |
| Wastewater Operator | 1.00 | N | 5 | 10 | 83,782 | 4,189 | | 3,000 | | $90,971 | Longevity/Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 3 | 63,544 | | | 2,500 | | $66,044 | Snow |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 10 | 78,978 | | | 2,500 | | $81,478 | Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,861 | | 3,000 | | $84,071 | Longevity/Snow/ SW Tractor |
| Public Works Craftsworker | 1.00 | N | 4 | 6 | 70,949 | | | 3,000 | | $73,949 | Snow/ SW Tractor |
| Public Works Craftsworker | 1.00 | N | 4 | 9 | 77,210 | 3,088 | | 2,500 | | $82,798 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 6 | 70,949 | 355 | | 2,500 | | $73,804 | Longevity/Snow |
| Transfer from Water | | | | | | | | | 85,330 | $85,330 | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 3,968 | $3,968 | |
| Division Total | 11.00 | | | | 883,627 | 33,193 | | 29,500 | 89,298 | $1,035,618 | |
| Department Totals | 11.00 | | | | 883,627 | 33,193 | | 29,500 | 89,298 | $1,035,618 | |
| | Salary and Wage Base (5110) | | | | | | | | | $883,627 | |
| | Other Regular Compensation (5110) | | | | | | | | | $33,193 | |
| | Education Compensation (5192) | | | | | | | | | | |
| | Other Pay and Stipends (5197) | | | | | | | | | $29,500 | |
| | Budgetary Adjustment (5110) | | | | | | | | | $89,298 | |
| | Total | | | | | | | | | $1,035,618 | |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Chief Wastewater Operator | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 91,155 | 96,799 | 101,317 | 4.7% |
| Public Works Inspector | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 86,082 | 91,398 | 95,763 | 4.8% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 5 | 7 | 8 | 81,521 | 90,819 | 95,733 | 5.4% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 7 | 9 | 10 | 88,575 | 95,918 | 100,393 | 4.7% |
| Wastewater Operator | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 82,820 | 87,963 | 90,971 | 3.4% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 2 | 5 | 3 | 60,241 | 67,438 | 66,044 | -2.1% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 9 | 10 | 71,889 | 77,817 | 81,478 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 75,358 | 80,292 | 84,071 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 6 | 6 | 6 | 70,377 | 72,414 | 73,949 | 2.1% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 74,665 | 79,055 | 82,798 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 3 | 5 | 6 | 62,674 | 69,727 | 73,804 | 5.8% |
| Transfer from Water | | | | | | | 85,330 | 85,330 | 85,330 | |
| BUDGETARY ADJUSTMENT | | | | | | | 3,580 | 3,826 | 3,968 | 3.7% |
| Division Total | 11.00 | 11.00 | 11.00 | | | | 934,267 | 998,796 | 1,035,618 | 3.7% |
| Department Totals | 11.00 | 11.00 | 11.00 | | | | 934,267 | 998,796 | 1,035,618 | 3.7% |

## 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<br>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 continues to perform daily operational maintenance tasks, both proactive and reactive to keep our water, 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. The division 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 previously allowed the Division 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, Sewer & Drain 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 $99,524, 5.95%
Expenses & Services increasing $14,774, 0.87%
Operating Capital decreasing $10,116, -17.72%
Total Operating Submission increasing $104,182, 2.96%
*not inclusive of MWRA, Debt Service, Reserve Fund

**Salaries**

The increase in the Salaries and Wages is largely due to annual wage adjustments and/or transitions in positions. All unions are settled for FY '26. The total increase for Regular Salaries is $62,154, 4.65%.

| Department Information<br>DSR1 | |
|---|---|
| Department | Water Enterprise |

The increase in the Overtime Budget is primarily due to the increase in base salaries. The Overtime Budget has increased by $24,060, 8.02%.

The base salary for temporary help has increased minimally. Temporary Salaries have increased by $960, 3.03%.

The Other Salary and Wages are increasing this year based on a new license incentive program that was negotiated with NIPEA in FY '25. This program provides additional financial incentives for staff to get and maintain critical licensure that is necessary to continue the operations of the Town. Hiring and retaining staff with this licensure is becoming increasingly more difficult and this program will help keep Needham competitive and ensure that we have competent and reliable staff. Other Salary and Wages has increased by $12,350, 285.88%.

While the Department is still undergoing transitions from retirements and internal transitions, staff has been able to maintain services through the use of overtime, temporary workers, and contractors.

**Expenses and Services**

Energy

| Energy Type | 3 Year Consumption Average | Cost per Unit | Fixed Costs | Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|---|---|
| Electric | 2,037,105 | $0.26* | $2,685 | $531,847 | $36,024 |
| Natural Gas | 16,516 | $3.34** | $357 | $55,412 | ($16,541) |

*Increase from last year's unit budget figure of $0.24
** Increase from last year's unit budget figure of $3.30

Vehicle Supplies

| Fuel Type | 3 Year Consumption Average | Cost per Unit | Budgeted Amount | Difference from Prior Year Submission |
|---|---|---|---|---|
| Diesel | 3,381 | $5.03** | $17,004 | ($2,720) |
| Gas | 6,212 | $4.18* | $25,964 | ($1,205) |

*Decrease from last year's unit budget figure of $4.38
**Decrease from last year's unit budget figure of $5.48

Highlighted Changes

The Water Division has a relatively flat budget change from the prior year. There are increases in the Professional and Technical lines that are offset by decreases in Public Work Supplies. The increases in Professional and Technical are primarily from the need to conduct a study on the Division's cyber security ($30,000). As a high value asset for the community the Division and IT Departments are recommending that the security of this facility be evaluated and upgraded on a regular basis. The always volatile water treatment market has seen a reduction in costs in this past year with an anticipated decrease in budget (-$65,491). All other changes are small adjustments in contracts over the upcoming year.

| Department Information DSR1 | |
|---|---|
| Department | Water Enterprise |

Budget Changes

| Line Item | Description | Change from FY2025 | Comments | Net Change |
|---|---|---|---|---|
| Energy | Electricity | $36,024 | Based on 3-year consumption average | $19,483 |
| | Natural Gas | ($16,541) | Based on 3-year consumption average | |
| Repairs & Maintenance Services | Building Repairs & Maintenance | $525 | Based on multiple contractual increases | $7,400 |
| | Fire/Security Monitoring, Generator Maintenance | $200 | 3.5% contractual increase | |
| | Flow Meter Calibrations | $2,200 | Based on prior spending | |
| | SCADA Maintenance & On-Call Services | $4,475 | Based on prior spending | |
| Other Property Related Services | Tree & Brush Clearing | $3,000 | Based on prior spending | $3,000 |
| Professional & Technical Services | Cross Connection Backflow Software | $2,600 | Based on increased software costs | $31,300 |
| | Cyber Security - Study & Implementation | $30,000 | A one-year program to evaluate the WTP | |
| | Filter Media Testing | $1,000 | Based on prior spending | |
| | Leak Detection | ($12,300) | Based on prior spending | |
| | SCADA Software Renewal | $7,500 | Based on increased software costs | |
| | Seminars & Training | $4,000 | Based on increased need | |
| | Tank Inspections at Dunster & Birds Hill | $4,500 | Based on increased need | |
| | Water Quality Sampling & Analysis | ($6,000) | Based on decreased need | |
| Communications | Wireless Communications | ($2,540) | Based on decreased spending | ($2,540) |
| Other Purchased Services | Police Details | $10,000 | Based on increased need | $20,000 |
| | Trench Restoration | $10,000 | Based on increased need | |

| Department Information DSR1 | |
|---|---|
| Department | Water Enterprise |

| Line Item | Description | Change from FY2025 | Comments | Net Change |
|---|---|---|---|---|
| Gasoline & Diesel Fuel | Diesel | ($2,720) | Based on 5-year consumption average and decreased fuel costs | ($3,925) |
| | Gasoline | ($1,205) | Based on 5-year consumption average and decreased fuel costs | |
| Public Works Supplies | Fluoride Pumps | $5,500 | Based on increased need | ($59,944) |
| | Treatment Process Chemicals: Hydroflousilicic Acid | ($13,311) | Based on updated contract pricing | |
| | Treatment Process Chemicals: Phosphate | ($9,208) | Based on updated contract pricing | |
| | Treatment Process Chemicals: Sodium Hydroxide | ($44,163) | Based on updated contract pricing | |
| | Treatment Process Chemicals: Sodium Hypochlorite | $1,191 | Based on updated contract pricing | |
| | Water Services: Repair Sleeves | $47 | Based on updated contract pricing | |

**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. Only two valves remain to be replaced.

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

Due to the water billing software being offline at the beginning of FY2024, there was a spending freeze in this budget to ensure that sufficient revenues were collected prior to the end of the fiscal year. This reduction in service is not sustainable in the coming year and full service needs to be

| Department Information DSR1 | |
|---|---|
| Department | Water Enterprise |

restored to ensure that all appropriate and necessary water operating and maintenance continues.

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, removed or replaced various fire hydrants that weren't functioning correctly, or were damaged or leaking. Staff also performed numerous water leak repairs during normal business hours and emergency water repairs after-business hours. Staff replaced various size inoperable water gate valves and removed lead water services and replaced them with new copper services when encountered during these repairs. Staff also performed water main improvements on Elizabeth Circle by replacing approximately 200 feet of the existing 1-1/2" diameter failing steel water line with a new 6-inch diameter Ductile Iron water main, adding a new fire hydrant and new copper water service connections to the properties for improved water and fire protection service in the area.

The Water Division continues to replace and install new water meters, respond to customer and resident calls for leaks, and performs daily water quality testing. Staff continued testing all backflow protection devices and surveyed facilities to ensure cross-connection compliance.
Additionally, during FY2024 the DPW's Water, Sewer & Drains Division hired a contractor to remove and replace approximately 45 lead-lined, lead gooseneck and galvanized 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 on October 16, 2024. The Division also hired Weston & Sampson to redevelop one 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 | 1,771,597 | | 1,771,597 |
| b) Expenses | 1,704,771 | | 1,704,771 |
| c) Capital | 46,984 | | 46,984 |
| d) MWRA | 1,212,985 | | 1,212,985 |
| e) Debt Service | 1,550,000 | | 1,550,000 |
| f) Reserve Fund | 75,000 | | 75,000 |
| g) Total DSR2 & DSR4 Request (a through d) | 6,361,337 | | 6,361,337 |

V2025

| Department Expenditure Detail DSR2 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | | | | | Water Enterprise | | | | | | | | |
| Object | | | | | Description | | | | | | | Amount | |
| DSR2A | | | | | | | | | | | | | |
| Permanent Personnel | Last Year (FY2024) | | | | Current Year (FY2025) | | | | | | Next Year (FY2026) | | |
| | 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 | | | | | | | | | | | | 1,405,087 |
| b. | PRD1 Other Regular Compensation (Conditions, Longevity, Requirements, Shifts) 5110 | | | | | | | | | | | | 41,177 |
| c. | PRD1 Education (5192) | | | | | | | | | | | | |
| d. | PRD1 Other Compensation (Stipends, Snow, POST, Vehicle) 5197 | | | | | | | | | | | | 32,000 |
| e. | PRD1 Budget Adjustments | | | | | | | | | | | | -79,980 |
| | | | | | | | | | | | | PRD1 Sub Total | 1,398,284 |
| j | DSR3 Other Compensation | | | | | | | | | | | | |
| | | | | | | | | | | | | Sub Total 1 | 1,398,284 |
| 2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) | | | | | | | | | | | | | |
| a. | Co-Op (1 position) | | | | | | | | | | | | 12,240 |
| b. | Summer Help (2 positions for 15 weeks) | | | | | | | | | | | | 20,400 |
| c. | | | | | | | | | | | | | |
| d. | | | | | | | | | | | | | |
| f. | | | | | | | | | | | | | |
| g. | DSR3 Total | | | | | | | | | | | | |
| | | | | | | | | | | | | Sub Total 2 | 32,640 |
| 3. Salary and Wage Overtime (Itemized Below) | | | | | | | | | | | | | |
| a. | Scheduled Overtime (contractually obligated) | | | | | | | | | | | | 57,222 |
| b. | Training and Development | | | | | | | | | | | | |
| c. | | | | | | | | | | | | | |
| d. | | | | | | | | | | | | | |
| e. | DSR3 Total | | | | | | | | | | | | 266,781 |
| | | | | | | | | | | | | Sub Total 3 | 324,003 |
| 4. Other Salary and Wage Expenses – (Itemized Below) | | | | | | | | | | | | | |
| a. | Incentive Programs | | | | | | | | | | | | 16,670 |
| 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 | 16,670 |
| | | | | | | | | | | | | | |
| 5. Total Salary and Wages (1+2+3+4) | | | | | | | | | | | | | 1,771,597 |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Water Enterprise | |
| DSR2B | | |
| Object | Description | Amount |
| Energy (521x) | Electricity (531,847)<br>Natural Gas (55,412) | 587,259 |
| Repairs & Maintenance Services (524x – 525x) | Building Repairs & Maintenance (15,525)<br>Emergency On-Call Repair Services (35,280)<br>Fire/Security Monitoring, & Generator Maintenance (5,899)<br>Maintenance of Altitude/Actuator Valves (10,000)<br>SCADA Maintenance & On-Call Services (20,000)<br>Vehicle Repairs (5,000)<br>Well Redevelopment (43,600) | 135,304 |
| Rental & Leases (527X) | | |
| Other Property Related Services (529x) | Tree and Brush Clearing (10,000) | 10,000 |
| Professional & Technical Services (530x – 531x) | Back Flow Testing and/or Cross Connection Survey for Facilities (4,000)<br>Cross Connection Backflow Software (5,200)<br>CRWTF Sewer Residuals – MWRA (7,000)<br>Engineering Services (10,000)<br>Filter Media Testing (1,500)<br>Leak Detection (30,000)<br>N360 Software - Meter Reading (18,000)<br>Seminars & Training (14,000)<br>Tank Inspections at Dunster & Bird Hill (7,500)<br>Water Meter Testing Program (10,000)<br>Water Quality Sampling & Analysis (18,000)<br>Well/Pump Performance Testing (3,000)<br>Cyber Security Study & Implementation (30,000)<br>SCADA software renewal (7,500) | 165,700 |
| Communications (534x) | Landlines (9,500)<br>Legal Notices (300)<br>Postage - CCR & Misc. (5,000)<br>Printing - CCR & Misc. (4,000)<br>Water Conservation Program (15,600)<br>Wireless Communications (7,200) | 41,600 |
| Recreational & Cultural Services (535x) | | |
| Other Purchased Services (538x) | Plumbing Services (1,000)<br>Police Details (30,000)<br>Trench Restoration (30,000) | 61,000 |
| Office Supplies (542x) | Office Supplies (1,000) | 1,000 |
| Building & Equipment Supplies (543x) | | |

| Department Expenditure Detail<br>DSR2 | | |
|---|---|---|
| Department | Water Enterprise | |
| Custodial Supplies (545x) | CRWTF (900)<br>Dedham Ave Pump Station (1,500)<br>St. Mary's Pump Station (500) | 2,900 |
| 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 (17,004)<br>Gasoline (25,964) | 42,968 |
| Food and Service Supplies (549x) | | |
| Medical Supplies (550x) | Medical Supplies (300) | 300 |
| Public Works Supplies (553x) | Asphalt (14,891)<br>Chemical Feed Pump Kits (5,000)<br>CPVC Pipe & Valves (2,000)<br>Gravel Fill (6,000)<br>Laboratory Chemicals: Reagents (5,000)<br>Laboratory Equipment (4,600)<br>Meter Couplings (11,525)<br>Meter Parts - Various Sizes (7,964)<br>Process Analyzers (1,100)<br>Tools, Hardware and Paint Supplies (7,500)<br>Treatment Process Chemicals: Hydroflousilicic Acid (13,000)<br>Treatment Process Chemicals: Phosphate (31,930)<br>Treatment Process Chemicals: Sodium Hydroxide (145,000)<br>Treatment Process Chemicals: Sodium Hypochlorite (29,413)<br>Water Mains: Gate Valves (18,245)<br>Water Mains: Hydrant Parts/Boxes (25,693)<br>Water Mains: Repair Sleeves (19,640)<br>Water Meters- Various Sizes (207,000)<br>Water Services: Brass Fittings - Service Connections (46,113)<br>Water Services: Copper Tubing (6,171)<br>Water Services: Repair Sleeves (600)<br>Water Services: Service Valves/Boxes (5,675)<br>Flouride Pumps (5,500) | 619,560 |
| Other Supplies & Equipment (558x) | Educational Supplies (200)<br>Health and Safety Equip. Prescrip. Safety Glasses (500)<br>Safety Clothing/Vest, Gloves & Hard Hats (2,000)<br>Work Clothing (3,380) | 6,080 |
| Governmental Charges (569x) | Certification & Licenses (1,600)<br>Other - DEP, SDWA (13,000) | 14,600 |

| Department Expenditure Detail<br>DSR2 | | | | | |
|---|---|---|---|---|---|
| Department | Water Enterprise | | | | |
| Travel & Mileage (571x – 572x) | Seminars (1,100) | | | | 1,100 |
| Dues & Subscriptions (573X) | Professional Association Memberships (3,400) | | | | 3,400 |
| Other Expenses (574 X – 579x) | | | | | |
| 6. Total Expenses | | | | | 1,704,771 |
| DSR2C | | | | | |
| Capital Equipment Replacement (587X) | Backwash Valves (30,000)<br>Light Tower for Unit 193 (16,984) | | | | 46,984 |
| 7. Total Operating Budget Capital | | | | | 46,984 |
| | | | | | |
| 8. Total Base Request (Line 5 + Line 6 + Line 7) | | | | | 3,523,352 |
| | | | | | |
| 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<br>DSR3 | | | | | | |
|---|---|---|---|---|---|---|
| Department | Water Enterprise | | | | | |
| | Description | Amount | Amount Reflected DSR2A Section | | | |
| | | | 1 | 2 | 3 | 4 |
| 1 | CRWTF & Wells (Weekends & Holidays) | 96,213 | | | X | |
| 2 | Uni-Directional Hydrant Flushing | 84,188 | | | X | |
| 3 | Hydrant Dry Testing Program | 18,416 | | | X | |
| 4 | Unscheduled/Main Breaks, Leaks, Equipment Failures, Shutoffs, Resident Complaints, etc. | 54,810 | | | X | |
| 5 | Water Conservation | 13,154 | | | X | |
| 6 | Portion of Water Enterprise Salaries that Support Drains Operations | -85,330 | X | | | |
| 7 | General Budgetary Adjustment – over 52 weeks | 5,350 | X | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
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| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| I | Total | 186,801 | | | | |
| Sections | | | | | | |
| | Amount Reported Under DSR2A Section 1 | -79,980 | | | | |
| | Amount Reported Under DSR2A Section 2 | | | | | |
| | Amount Reported Under DSR2A Section 3 | 266,781 | | | | |
| | Amount Reported Under DSR2A Section 4 | | | | | |
| II | Total | 186,801 | | | | |
| V2025 | | | | | | |

| Water Enterprise Fund | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | 1,398,284.00 | 62,154.00 | | | 1,398,284.00 | 62,154.00 | | 1,336,130.00 | 1,034,421.31 | 849,917.15 | 914,777.09 |
| Salary & Wage Temporary | 32,640.00 | 960.00 | | | 32,640.00 | 960.00 | | 31,680.00 | 13,011.28 | 1,140.80 | 570.40 |
| Salary & Wage Overtime | 324,003.00 | 24,060.00 | | | 324,003.00 | 24,060.00 | | 299,943.00 | 281,056.40 | 272,280.24 | 249,329.86 |
| Salary & Wage Other | 16,670.00 | 12,350.00 | | | 16,670.00 | 12,350.00 | | 4,320.00 | 22,090.59 | 18,250.37 | 64,335.54 |
| Salary and Wage Total | 1,771,597.00 | 99,524.00 | 6.0% | | 1,771,597.00 | 99,524.00 | 6.0% | 1,672,073.00 | 1,350,579.58 | 1,141,588.56 | 1,229,012.89 |
| Energy | 587,259.00 | 19,483.00 | | | 587,259.00 | 19,483.00 | | 567,776.00 | 469,979.06 | 429,911.56 | 360,434.50 |
| Non Energy Utilities | | | | | | | | | | | |
| Repairs and Maintenance | 135,304.00 | 7,400.00 | | | 135,304.00 | 7,400.00 | | 127,904.00 | 153,878.95 | 107,458.40 | 178,313.46 |
| Rental and Leases | | | | | | | | | | | |
| Other Property Related | 10,000.00 | 3,000.00 | | | 10,000.00 | 3,000.00 | | 7,000.00 | 66,266.78 | 6,030.85 | 2,387.98 |
| Professional & Technical | 165,700.00 | 31,300.00 | | | 165,700.00 | 31,300.00 | | 134,400.00 | 61,067.83 | 77,608.65 | 59,517.38 |
| Communications | 41,600.00 | (2,540.00) | | | 41,600.00 | (2,540.00) | | 44,140.00 | 44,993.54 | 18,753.93 | 19,735.31 |
| Recreation | | | | | | | | | | | |
| Other Purchased Services | 61,000.00 | 20,000.00 | | | 61,000.00 | 20,000.00 | | 41,000.00 | 55,560.96 | 29,857.00 | 23,112.50 |
| Energy Supplies | | | | | | | | | | | |
| Office Supplies | 1,000.00 | | | | 1,000.00 | | | 1,000.00 | | | 1,361.38 |
| Building & Equipment Rprs/Sp | | | | | | | | | 8,542.67 | 95.22 | 685.47 |
| Custodial Supplies | 2,900.00 | | | | 2,900.00 | | | 2,900.00 | 1,563.18 | 1,903.44 | 1,925.32 |
| Grounds Keeping Supplies | 2,000.00 | | | | 2,000.00 | | | 2,000.00 | 1,500.00 | 586.00 | 4,954.96 |
| Vehicular Supplies | 52,968.00 | (3,925.00) | | | 52,968.00 | (3,925.00) | | 56,893.00 | 33,349.38 | 35,789.46 | 36,323.94 |
| Food & Service Supplies | | | | | | | | | | | |
| Medical Supplies | 300.00 | | | | 300.00 | | | 300.00 | | | |
| Educational Supplies | | | | | | | | | | | |
| Public Works Supplies | 619,560.00 | (59,944.00) | | | 619,560.00 | (59,944.00) | | 679,504.00 | 499,619.59 | 629,640.13 | 420,210.74 |
| Other Supplies & Equipment | 6,080.00 | | | | 6,080.00 | | | 6,080.00 | 6,285.71 | 2,307.27 | 3,679.74 |
| Governmental Charges | 14,600.00 | | | | 14,600.00 | | | 14,600.00 | 11,909.17 | 13,013.17 | 11,309.88 |
| Travel & Mileage | 1,100.00 | | | | 1,100.00 | | | 1,100.00 | | 1,631.67 | 12.00 |
| Dues & Subscriptions | 3,400.00 | | | | 3,400.00 | | | 3,400.00 | 1,867.75 | 764.00 | 1,900.00 |
| Other | | | | | | | | | 500.00 | 200.00 | 200.00 |
| Expense | 1,704,771.00 | 14,774.00 | 0.9% | | 1,704,771.00 | 14,774.00 | 0.9% | 1,689,997.00 | 1,416,884.57 | 1,355,550.75 | 1,126,064.56 |
| MWRA Assessment | 1,212,985.00 | | | | 1,212,985.00 | | | 1,212,985.00 | 1,887,130.00 | 1,464,186.00 | 1,670,433.00 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Capital Equipment | 46,984.00 | (10,116.00) | | 46,984.00 | (10,116.00) | | 57,100.00 | 40,000.00 | | 28,715.00 |
| Operating Budget | 4,736,337.00 | 104,182.00 | 2.2% | 4,736,337.00 | 104,182.00 | 2.2% | 4,632,155.00 | 4,694,594.15 | 3,961,325.31 | 4,054,225.45 |
| Debt Service | 1,550,000.00 | 90,000.00 | | 1,550,000.00 | 90,000.00 | | 1,460,000.00 | 1,249,009.17 | 1,244,475.11 | 849,217.98 |
| Reserve Fund | 75,000.00 | | | 75,000.00 | | | 75,000.00 | | | |
| TOTAL | 6,361,337.00 | 194,182.00 | 3.1% | 6,361,337.00 | 194,182.00 | 3.1% | 6,167,155.00 | 5,943,603.32 | 5,205,800.42 | 4,903,443.43 |

| PRD1 - FY2026 | | | | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | FY26 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Position | FTE | Sch | Lev | Step | Base | Other Regular Compensation | Education | Other Comp | Budget Adjustment | Estimate | Note |
| Division Superintendent, Water/Sewer | 1.00 | G | 12 | Merit | 129,130 | | | | | $129,130 | |
| Assistant Superintendent | 1.00 | G | 9 | 9 | 100,521 | | | | | $100,521 | |
| Water Treatment Facility Manager | 1.00 | G | 10 | 11 | 109,789 | 20,311 | | | | $130,100 | Longevity/Special Duty |
| Administrative Analyst | 1.00 | GT | 6 | 8 | 82,836 | | | | | $82,836 | |
| Finance Assistant | 1.00 | I | 4 | 6 | 70,668 | | | | | $70,668 | |
| Public Works Inspector | 1.00 | N | 6 | 8 | 84,053 | | | 3,000 | | $87,053 | Snow/SW Tractor |
| Working Foreman | 1.00 | N | 7 | 10 | 92,352 | 4,618 | | 3,000 | | $99,970 | Longevity/Snow/SW Tractor |
| Public Works Technician | 1.00 | N | 5 | 10 | 83,782 | | | 2,500 | | $86,282 | Snow |
| Water Treatment Operator | 1.00 | N | 5 | 10 | 83,782 | 5,446 | | 3,000 | | $92,228 | SW Tractor/License/Snow/Longevity |
| Water Treatment Operator | 1.00 | N | 5 | 10 | 83,782 | 3,770 | | 2,500 | | $90,052 | License/Snow/Longevity |
| Heavy Motor Equipment Operator | 1.00 | N | 4 | 9 | 77,210 | 3,088 | | 2,500 | | $82,798 | Longevity/Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 6 | 70,949 | | | 2,500 | | $73,449 | Snow |
| Public Works Craftsworker | 1.00 | N | 4 | 6 | 70,949 | 355 | | 2,500 | | $73,804 | Longevity/Snow |
| Laborer 3 | 1.00 | N | 3 | 6 | 64,501 | | | 2,500 | | $67,001 | Snow |
| Laborer 2 (budget as Labore 3) | 1.00 | N | 3 | 6 | 64,501 | | | 2,500 | | $67,001 | Snow |
| Laborer 2 (budget as Labore 3) | 1.00 | N | 3 | 10 | 71,781 | 3,589 | | 2,500 | | $77,870 | Longevity/Snow |
| Laborer 2 (budget as Labore 3) | 1.00 | N | 3 | 6 | 64,501 | | | 2,500 | | $67,001 | Snow |
| Transfer to Sewer | | | | | | | | | (85,330) | ($85,330) | |
| BUDGETARY ADJUSTMENT | | | | | | | | | 5,356 | $5,356 | |
| Division Total | 17.00 | | | | 1,405,087 | 41,177 | | 31,500 | (79,974) | $1,397,790 | |
| Department Totals | 17.00 | | | | 1,405,087 | 41,177 | | 31,500 | (79,974) | $1,397,790 | |

| | |
|---|---|
| Salary and Wage Base (5110) | $1,405,087 |
| Other Regular Compensation (5110) | $41,177 |
| Education Compensation (5192) | |
| Other Pay and Stipends (5197) | $31,500 |
| Budgetary Adjustment (5110) | ($79,974) |
| Total | $1,397,790 |

| PRD1 - FY2026 Position | FY24 FTE | FY25 FTE | FY26 FTE | FY24 Step | FY25 Step | FY26 Step | FY24 Final | FY25 Current | FY26 Estimate | Change from 25 |
|---|---|---|---|---|---|---|---|---|---|---|
| Division Superintendent, Water/Sewer | 1.00 | 1.00 | 1.00 | Merit | Merit | Merit | 124,214 | 129,130 | 129,130 | 0.0% |
| Assistant Superintendent | 1.00 | 1.00 | 1.00 | 6 | 8 | 9 | 87,711 | 95,834 | 100,521 | 4.9% |
| Water Treatment Facility Manager | 1.00 | 1.00 | 1.00 | 10 | 11 | 11 | 119,191 | 126,310 | 130,100 | 3.0% |
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 5 | 7 | 8 | 72,072 | 78,507 | 82,836 | 5.5% |
| Finance Assistant | 1.00 | 1.00 | 1.00 | 4 | 5 | 6 | 61,094 | 66,632 | 70,668 | 6.1% |
| Public Works Inspector | 1.00 | 1.00 | 1.00 | 8 | 7 | 8 | 86,082 | 82,081 | 87,053 | 6.1% |
| Working Foreman | 1.00 | 1.00 | 1.00 | 7 | 9 | 10 | 83,703 | 95,037 | 99,970 | 5.2% |
| Public Works Technician | 1.00 | 1.00 | 1.00 | 9 | 10 | 10 | 81,205 | 84,244 | 86,282 | 2.4% |
| Water Treatment Operator | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 82,442 | 87,563 | 92,228 | 5.3% |
| Water Treatment Operator | 1.00 | 1.00 | 1.00 | 8 | 9 | 10 | 81,684 | 85,966 | 90,052 | 4.8% |
| Heavy Motor Equipment Operator | 1.00 | 1.00 | 1.00 | 7 | 8 | 9 | 74,665 | 79,055 | 82,798 | 4.7% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 6 | 6 | 6 | 69,705 | 71,722 | 73,449 | 2.4% |
| Public Works Craftsworker | 1.00 | 1.00 | 1.00 | 3 | 5 | 6 | 62,975 | 69,727 | 73,804 | 5.8% |
| Laborer 3 | 1.00 | 1.00 | 1.00 | 5 | 5 | 6 | 61,530 | 63,298 | 67,001 | 5.9% |
| Laborer 2 (budget as Labore 3) | 1.00 | 1.00 | 1.00 | 5 | 5 | 6 | 61,530 | 63,298 | 67,001 | 5.9% |
| Laborer 2 (budget as Labore 3) | 1.00 | 1.00 | 1.00 | 9 | 9 | 10 | 71,614 | 73,691 | 77,870 | 5.7% |
| Laborer 2 (budget as Labore 3) | 1.00 | 1.00 | 1.00 | 8 | 5 | 6 | 67,458 | 63,298 | 67,001 | 5.9% |
| Transfer to Sewer | | | | | | | (85,330) | (85,330) | (85,330) | |
| BUDGETARY ADJUSTMENT | | | | | | | 4,860 | 5,117 | 5,356 | 4.7% |
| Division Total | 17.00 | 17.00 | 17.00 | | | | 1,268,405 | 1,335,179 | 1,397,790 | 4.7% |
| Department Totals | 17.00 | 17.00 | 17.00 | | | | 1,268,405 | 1,335,179 | 1,397,790 | 4.7% |

| Budget Request<br>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, and preserve open space; acquire, rehabilitate, restore, and preserve historic resources; acquire, create, preserve, and support community housing; and acquire, create, rehabilitate, restore, and preserve land for recreational use. Community housing and open space may only 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 receive Community Preservation funding, proponents must first apply and the Community Preservation Committee must then determine if the project is eligible for CPA funding. Eligibility determinations are based upon guidance provided by the Community Preservation Coalition and Town Counsel, and as authorized by the Community Preservation Act. Once a project is deemed eligible, the proponent must answer the Committee's due diligence questions and present the full scope of the project to the Committee. The proponent will also present the project to the public during the Committee's public hearing. At the public hearing, the Committee encourages feedback from the public in support or non-support of the projects under review. The Committee also consults with the Select Board and the Finance Committee on proposed projects prior to making its final recommendation for funding 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. Although the Committee does not typically use the full amount each year, it does set aside approximately 5% of annual revenues to be prepared for unknown expenses. At the end of each fiscal year, unused administrative funds 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 also reserved for the Committee to investigate and research proposed projects to determine their viability for funding.

The Assistant Director of Finance in the Finance Department 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 an Administrative Coordinator and use of Town Counsel.

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.

| Budget Request<br>Short Form | |
|---|---|
| Budget | Community Preservation Committee |

The May 2024 Annual Town Meeting authorized $5,917,000 through Community Preservation funds to support two projects. The Needham Housing Authority's Linden Street Redevelopment Project was determined to be eligible under the category of Community Housing, and was funded through the Community Housing Reserve ($3,649,749) and CPA Free Cash ($1,850,251). The Needham Department of Public Works' DeFazio Complex Fencing Project was determined to be eligible under the category of Recreation and was funded through CPA Free Cash ($417,000).

The October 2024 Special Town Meeting authorized $1,400,000 through Community Preservation funds, part of the overall $3,000,000 funding request for Improvements to the Needham High School Tennis Courts. This project was determined to be eligible under the category of Recreation and was funded through the CPA General Reserve ($1,100,000) and CPA Free Cash ($300,000).

The application deadline for funding that will be recommended at the May 2025 Annual Town Meeting is November 1, 2024.

Budget Changes

The only change to this budget is moving the $40,000 from Other Property Related Services to Professional & Technical Services. This was incorrectly budgeted under the wrong expense line in FY2025.

| Description | Purpose | Amount |
|---|---|---|
| Salary & Wage Expense | Staff Support for Community Preservation Committee | 30,300 |
| Professional & Technical 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 |

V2026

| Community Preservation Committee | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Administrative Budget | 82,000.00 | 0.00 | 0.00% | 0.00 | 82,000.00 | 0.00 | 0.00% | 82,000.00 | 41,744.00 | 10,998.00 | 13,804.83 |
| Total | 82,000.00 | 0.00 | 0.00% | 0.00 | 82,000.00 | 0.00 | 0.00% | 82,000.00 | 41,744.00 | 10,998.00 | 13,804.83 |

| Budget Request<br>Short Form | |
|---|---|
| Budget | Minuteman Assessment |

**Purpose**

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.

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**Budget Statement**

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 2025. Historical full-time student enrollment is shown below:

| Full-Time High School Student Enrollment | |
|---|---|
| 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 |
| 2024/2025 School Year | 58 |
| **Ten Year Change:** | **142%** |

**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 29% increase over the FY2025 assessment. The budget request will be updated when preliminary assessments are released.

| Description | Purpose | Amount |
|---|---|---|
| Assessment | Vocational Technical Education | 2,352,672 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Request | | 2,352,672 |

V2026

| Minuteman Assessment | FY2026 DSR2 Request | BASE $ Change from Current Year | BASE % Change | FY2026 DSR4 Request | FY2026 Total Request | Total $ Change from Current Year | Total % Change | Budget 2025 | Expenditures 2024 | Expenditures 2023 | Expenditures 2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Salary & Wage Regular | | | | | | | | | | | |
| Salary & Wage Temporary | | | | | | | | | | | |
| Salary & Wage Overtime | | | | | | | | | | | |
| Salary & Wage Other | | | | | | | | | | | |
| 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 | | | | | | | | | | | |
| Capital Equipment | | | | | | | | | | | |
| Other | 2,352,672 | 528,895 | 29.0% | | 2,352,672 | 528,895 | 29.0% | 1,823,777 | 1,640,461.00 | 1,367,739.00 | 1,230,287.00 |
| TOTAL | 2,352,672 | 528,895 | 29.0% | | 2,352,672 | 528,895 | 29.0% | 1,823,777 | 1,640,461.00 | 1,367,739.00 | 1,230,287.00 |

## FY26 SCHOOL OPERATING BUDGET REQUEST HIGHLIGHTS - SCHOOLS

| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **865.39** | **865.39** | **865.39** | **51.61** | **570.13** | **154.39** | **89.26** | **APPROVED FY25 BUDGET** | | **$97,517,926** | | **$97,517,926** | | **$97,517,926** |
| | | | | | | | | | | | | | |
| | | | | | | | **LEVEL SERVICE REQUESTS** | | | | | | |
| | | | | | | | **Level Service Contractual Salary Increases** | | | | | | |
| **0.00** | **0.00** | **0.00** | **0.60** | **0.00** | **0.00** | **-0.60** | **SUBTOTAL - Contractual Salary Increases** | | **$5,718,140** | **$0** | **$5,718,140** | **$0** | **$5,718,140** |
| | | | | | | | **Level Service Requests: Elementary School** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | -1.00 | -1.00 | - | -1.00 | - | - | Reduce Eliot Classroom Teacher | Eliot Elementary | $0 | -$76,781 | -$76,781 | | -$76,781 |
| 0.20 | 0.20 | - | - | - | - | - | Expand Sunita Williams Building Assistant from Part-Time to Full-Time | Sunita Williams Elementary | $7,905 | | $7,905 | -$7,905 | $0 |
| - | -2.00 | -2.00 | - | -2.00 | - | - | Reduce Mitchell Classroom Teachers | Mitchell Elementary | $0 | -$143,947 | -$143,947 | | -$143,947 |
| - | -1.00 | -1.00 | - | | -1.00 | | Reduce Mitchell Kindergarten Assistant | Mitchell Elementary | $0 | -$40,296 | -$40,296 | | -$40,296 |
| 1.00 | 1.00 | 1.00 | - | 1.00 | - | - | Full-Time Newman Classroom Teacher for Enrollment | Newman Elementary | $93,331 | -$16,550 | $76,781 | | $76,781 |
| 1.00 | - | - | - | - | - | - | Convert Newman Office Aide to Permanent Position | Newman Elementary | $36,271 | -$36,271 | $0 | | $0 |
| - | - | - | - | - | - | - | Newman ILC Classroom Supplies and Furniture | Newman Elementary | $5,500 | -$5,000 | $500 | -$500 | $0 |
| 0.20 | 0.20 | 0.20 | - | 0.20 | - | - | Expand Broadmeadow Guidance Counselor | Guidance | $25,076 | | $25,076 | | $25,076 |
| - | 0.20 | 0.20 | - | 0.20 | - | - | Part-Time Newman School Guidance Counselor | Guidance | $0 | $14,394 | $14,394 | | $14,394 |
| 0.40 | - | - | - | - | - | - | Expand Part-Time Mitchell School Guidance Counselor to Full-Time | Guidance | $49,328 | -$49,328 | $0 | | $0 |
| 0.50 | 0.40 | 0.40 | - | 0.40 | - | - | Part-Time SWS Guidance Counselor | Guidance | $38,391 | -$7,678 | $30,713 | | $30,713 |
| 0.09 | - | - | - | - | - | - | Expand Occupational Therapist to Full Time at Sunita Williams School | Special Education | $9,591 | -$9,591 | $0 | | $0 |
| 0.20 | 0.20 | - | - | - | - | - | Continue 0.2 Speech Language Pathologist (SLP) at Newman School | Special Education | $22,382 | | $22,382 | -$22,382 | $0 |
| 1.00 | - | - | - | - | - | - | Continue Full-Time Specialized Program Assistant at the Newman ILC | Special Education | $32,208 | -$32,208 | $0 | | $0 |
| 0.20 | - | - | - | - | - | - | Continue Part-Time Sunita Williams Specialized Intensive Program Assistant | Special Education | $7,914 | -$7,914 | $0 | | $0 |
| - | - | - | - | - | - | - | Elevate Two Broadmeadow SPEd Instructional Assistants to Specialized Program Assistants in the Connections Program | Special Education | $2,875 | | $2,875 | -$2,875 | $0 |
| 0.50 | 0.50 | - | - | - | - | - | Expanded Board Certified Behavior Analyst (BCBA) Serving Broadmeadow, Eliot and Mitchell | Special Education | $43,426 | | $43,426 | -$43,426 | $0 |
| 1.00 | - | - | - | - | - | - | Full-Time 1:1 Instructional Assistant for Sunita Williams | Special Education | $33,789 | -$33,789 | $0 | | $0 |
| 1.00 | - | - | - | - | - | - | Full-Time Instructional Assistant at Eliot School | Special Education | $33,789 | -$33,789 | $0 | | $0 |
| 0.60 | - | - | - | - | - | - | Part-Time Mitchell SpEd Teacher for Co-Teach Model | Special Education | $46,069 | -$46,069 | $0 | | $0 |
| -1.00 | -1.00 | -1.00 | - | 1.00 | -2.00 | - | Special Education Liaison for Sunita Williams School | Special Education | $10,503 | -$1,300 | $9,203 | | $9,203 |
| 0.50 | - | - | - | - | - | - | Expand Newman EL Teacher Position | ELL | $55,955 | -$55,955 | $0 | | $0 |
| 0.40 | 0.20 | - | - | - | - | - | Part-Time Elementary EL Teacher | ELL | $30,712 | -$15,356 | $15,356 | -$15,356 | $0 |
| - | - | - | - | - | - | - | Replacement Digital Learning Devices (Year 4 of 4) | Educational Technology | $125,000 | -$50,000 | $75,000 | -$75,000 | $0 |
| 0.07 | 0.07 | 0.07 | - | 0.07 | - | - | Expanded Part-Time Physical Education Teacher at Sunita Williams | Physical Education | $5,375 | | $5,375 | | $5,375 |
| - | - | - | - | - | - | - | Elementary Recorders | Performing Arts | $2,500 | -$2,500 | $0 | | $0 |
| 0.03 | 0.03 | 0.03 | - | 0.03 | - | - | Part-Time Newman Spanish Teacher | World Languages | $2,303 | | $2,303 | | $2,303 |
| **7.89** | **-2.00** | **-3.10** | **-** | **-0.10** | **-3.00** | **-** | **SUBTOTAL - Level Service Requests: Elementary School** | | **$720,193** | **-$649,928** | **$70,265** | **-$167,444** | **-$97,179** |
| | | | | | | | **Level Service Requests: Middle School** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | - | - | - | - | - | - | Middle School Play Set and Technical Director Stipend | Pollard Middle School | $3,076 | -$3,076 | $0 | | $0 |
| 0.10 | 0.10 | 0.10 | - | 0.10 | - | - | Expand Pollard Guidance Counselor to Full Time | Guidance | $12,332 | | $12,332 | | $12,332 |
| 2.00 | 2.00 | - | - | - | - | - | Continue Full-Time High Rock Instructional Assistants Formerly Grant Funded | Special Education | $76,792 | | $76,792 | -$76,792 | $0 |
| 1.00 | - | - | - | - | - | - | Continue Full-Time SpEd Instructional Assistant at High Rock School | Special Education | $32,196 | -$32,196 | $0 | | $0 |
| - | -0.40 | -0.40 | - | -0.40 | - | - | Reduce Part-Time Pollard Literacy Coach | K-8 Reading Instruction | $0 | -$48,503 | -$48,503 | | -$48,503 |
| 0.06 | 0.06 | 0.06 | - | 0.06 | - | - | Expanded Part-Time Physical Education Teacher at Pollard | Physical Education | $4,283 | | $4,283 | | $4,283 |
| 0.10 | - | - | - | - | - | - | Part-Time Pollard Arts Interdisciplinary Arts Integration Specialist | Fine Arts | $6,815 | -$6,815 | $0 | | $0 |
| - | - | - | - | - | - | - | Pollard Visual Art Supplies | Fine Arts | $1,500 | -$1,500 | $0 | | $0 |
| **3.26** | **1.76** | **-0.24** | **-** | **-0.24** | **-** | **-** | **SUBTOTAL - Level Service Requests: Middle School** | | **$136,994** | **-$92,090** | **$44,904** | **-$76,792** | **-$31,888** |
| | | | | | | | **Level Service Requests: High School** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | - | - | - | - | - | - | Expand NHS Bookkeeper from 35 to 40 hours | Needham High School | $9,131 | -$9,131 | $0 | | $0 |
| - | - | - | - | - | - | - | National History Day Stipend Increase | Needham High School | $1,024 | -$1,024 | $0 | | $0 |
| 0.50 | - | - | - | - | - | - | NHS Dean of Students (Part Time) | Needham High School | $63,791 | -$63,791 | $0 | | $0 |
| - | - | - | - | - | - | - | NHS English Books | Needham High School | $1,500 | | $1,500 | -$1,500 | $0 |
| - | - | - | - | - | - | - | NHS Mentors Like Me Stipend | Needham High School | $5,000 | | $5,000 | | $5,000 |
| - | - | - | - | - | - | - | NHS Science Lab Probes | Needham High School | $3,000 | | $3,000 | -$3,000 | $0 |
| - | - | - | - | - | - | - | Middle School Baseball Stipend | Needham High School Athle | $4,255 | -$4,255 | $0 | | $0 |
| - | - | - | - | - | - | - | NHS Flag Football Stipends | Needham High School Athle | $4,305 | -$4,305 | $0 | | $0 |
| - | - | - | - | - | - | - | NHS Volleyball Boys Coaching Stipend - Increase | Needham High School Athle | $2,245 | -$2,245 | $0 | | $0 |
| 0.50 | 0.40 | - | - | - | - | - | Part-Time NHS Guidance Clinician | Guidance | $38,391 | -$7,678 | $30,713 | -$30,713 | $0 |
| 0.50 | 0.40 | - | - | - | - | - | Part-Time NHS School Counselor | Guidance | $42,587 | -$8,517 | $34,070 | -$34,070 | $0 |
| 1.00 | - | - | - | - | - | - | NHS Specialized Program Assistant for ILC Program | Special Education | $32,711 | -$32,711 | $0 | | $0 |

## FY26 SCHOOL OPERATING BUDGET REQUEST HIGHLIGHTS - SCHOOLS

| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| - | - | - | - | - | - | - | NHS Convert Instructional Assistant to Specialized Program Assistant at ILC Program | Special Education | $1,335 | | $1,335 | -$1,335 | $0 |
| - | - | - | - | - | - | - | NHS Visual Art Supplies | Fine Arts | $3,000 | -$3,000 | $0 | | $0 |
| **2.50** | **0.80** | **-** | **-** | **-** | **-** | **-** | **SUBTOTAL - Level Service Requests: High School** | | **$212,275** | **-$136,658** | **$75,617** | **-$70,617** | **$5,000** |
| | | | | | | | **Level Service Requests: District** | | | | | | |
| **REQ** | **SUPT** | **SC** | **SC ADMIN** | **SC TEACH** | **SC ASST** | **SC CLER** | **Description of Budgetary Increase** | **Department/School** | **Total** | **Superintendent** | **Total** | **SC** | **Total** |
| - | - | - | - | - | - | - | Eliminate School Committee Notetaker Stipend | School Committee | -$5,000 | | -$5,000 | | -$5,000 |
| 0.29 | 0.29 | 0.29 | - | - | - | 0.29 | Convert Central Office Support Position to Grant Coordinator/ Budget Analyst | Financial Operations | $52,480 | | $52,480 | | $52,480 |
| 0.71 | - | - | - | - | - | - | Full-Time Senior Bookkeeper for Central Office Departments (Shared with Transportation Revolving Fund) | Financial Operations | $47,666 | -$47,666 | $0 | | $0 |
| 1.00 | 1.00 | 1.00 | - | - | - | 1.00 | Continue Funding for Full-Time District Registrar - Family Welcome Center Coordinator | Financial Operations/ DART | $94,627 | | $94,627 | | $94,627 |
| - | - | - | - | - | - | - | Convert Data Assistant to DART Data Analyst/ Reporting Specialist | Financial Operations/ DART | $37,033 | | $37,033 | | $37,033 |
| - | - | - | - | - | - | - | AirTable Enterprise Subscription | Financial Operations | $24,600 | | $24,600 | -$24,600 | $0 |
| - | - | - | - | - | - | - | Continue Funding for Open Architect District Data Dashboard (DART) | Financial Operations/ DART | $67,725 | | $67,725 | -$67,725 | $0 |
| - | - | - | - | - | - | - | Substitute Pay Rate Increase | Substitutes | $167,052 | -$83,526 | $83,526 | | $83,526 |
| - | - | - | - | - | - | - | Additional Funds for District Paper Purchases | General Supplies, Services & | $25,000 | -$12,500 | $12,500 | -$12,500 | $0 |
| - | - | - | - | - | - | - | Additional Funds for District Postage Purchases | Production Center/Mail Roor | $20,000 | | $20,000 | | $20,000 |
| - | - | - | - | - | - | - | School Software as a Service (SaaS) Rate Increase | Administrative Technology | $36,700 | | $36,700 | | $36,700 |
| - | - | - | - | - | - | - | Outsourced Printer Maintenance | Administrative Technology | $39,000 | | $39,000 | | $39,000 |
| -2.18 | -2.18 | -2.18 | - | - | - | -2.18 | Reallocate School Technology Staff to Town Functions (Cost Center 1550) | Administrative Technology | -$177,484 | | -$177,484 | | -$177,484 |
| - | - | - | - | - | - | - | Yellow Bus Contractual Increase | Transportation | $21,002 | | $21,002 | | $21,002 |
| - | - | - | - | - | - | - | Special Education Out-of-District Transportation Contractual Increase | Transportation | $378,628 | | $378,628 | -$39,122 | $339,506 |
| - | - | - | - | - | - | - | AED Device Maintenance | Health/Nursing: School Heal | $1,495 | | $1,495 | -$1,495 | $0 |
| - | - | - | - | - | - | - | Liability Insurance for Nurses | Health/Nursing: School Heal | $628 | | $628 | | $628 |
| 0.80 | 0.80 | 0.80 | - | 0.80 | - | - | Part-Time Teacher of the Visually Impaired (TVI) (Net Cost) | Special Education | $18,165 | | $18,165 | | $18,165 |
| - | - | - | - | - | - | - | Provide Laptop for Preschool Occupational Therapy Assistant | Special Education | $1,300 | -$1,300 | $0 | | $0 |
| - | - | - | - | - | - | - | Increase Preschool Operating Budget Subsidy | Special Education | $0 | $0 | $0 | $50,000 | $50,000 |
| - | - | - | - | - | - | - | SpEd Tuition Funding Request | Special Education Out-of-Dis | -$403,515 | | -$403,515 | -$300,000 | -$703,515 |
| - | - | - | - | - | - | - | Additional Funding Extended School Year (ESY) Program | Special Education Summer S | $56,000 | -$56,000 | $0 | | $0 |
| - | - | - | - | - | - | - | Reduce Regular Education Tuition Budget | Regular ED Tuitions | -$13,270 | | -$13,270 | | -$13,270 |
| 0.20 | 0.20 | - | - | - | - | - | Part-Time EL Teacher for Preschool | ELL | $15,356 | | $15,356 | -$15,356 | $0 |
| **0.82** | **0.11** | **-0.09** | **-** | **0.80** | **-** | **-0.89** | **SUBTOTAL - Level Service Requests: District** | | **$505,188** | **-$200,992** | **$304,196** | **-$410,798** | **-$106,602** |
| | | | | | | | **Reductions to Existing Budget** | | | | | | |
| **REQ** | **SUPT** | **SC** | **SC ADMIN** | **SC TEACH** | **SC ASST** | **SC CLER** | **Description of Budgetary Reduction** | **Department/School** | **Total** | **Superintendent** | **Total** | **SC** | **Total** |
| - | - | - | - | - | - | - | Early Retirement Incentive Savings | Various | $0 | | $0 | -$263,436 | -$263,436 |
| - | - | - | - | - | - | - | Salary Budget Adjustments | Various | $0 | | $0 | -$133,930 | -$133,930 |
| - | - | - | - | - | - | - | Reduction to District-Wide Departmental Supply Budgets | Various | $0 | | $0 | -$17,000 | -$17,000 |
| - | - | -0.09 | - | - | - | -0.09 | Shift Community Education Coordinator to Community Education Revovling Fund | Superintendent | $0 | | $0 | -$8,098 | -$8,098 |
| - | - | -0.22 | - | - | - | -0.22 | Shift Community Education Bookkeeper to Community Education Revovling Fund | Superintendent | $0 | | $0 | -$13,799 | -$13,799 |
| - | - | -0.43 | - | - | - | -0.43 | Reduce Student Support Services Administrative Coordinator to Part Time | Student Support Services | $0 | | $0 | -$37,105 | -$37,105 |
| - | - | - | - | - | - | - | Reduce Administrative Technology Services Budget | Administrative Technology | $0 | | $0 | -$129,859 | -$129,859 |
| - | - | - | - | - | - | - | Shift Regular Education Transportation Budget to Transportation Revolving Fund | Transportation | $0 | | $0 | -$37,380 | -$37,380 |
| - | - | - | - | - | - | - | Eliminate 7D Driver License Stipend | Transportation | $0 | | $0 | -$900 | -$900 |
| - | - | - | - | - | - | - | Eliminate Bus & Van Driver Substitute Driver Funds | Transportation | $0 | | $0 | -$14,080 | -$14,080 |
| - | - | - | - | - | - | - | Reduce Middle School Supply Budgets | High Rock/ Pollard | $0 | | $0 | -$7,000 | -$7,000 |
| - | - | -0.50 | - | -0.50 | - | - | Eliminate NHS Inclusive Practices Coach | Needham High School | $0 | | $0 | -$61,660 | -$61,660 |
| - | - | -1.00 | - | -1.00 | - | - | Eliminate NHS Classroom Teacher | Needham High School | $0 | | $0 | -$76,781 | -$76,781 |
| - | - | -0.43 | - | - | - | -0.43 | Reduce NHS Office Aide to Part-Time | Needham High School | $0 | | $0 | -$18,267 | -$18,267 |
| - | - | - | - | - | - | - | Eliminate Athletic Director Certification Stipend | Needham High School Athle | $0 | | $0 | -$1,095 | -$1,095 |
| - | - | - | - | - | - | - | Eliminate Per Diem Days Elementary BCBAs & Sunita Williams Team Chair | Special Education | $0 | | $0 | -$20,260 | -$20,260 |
| - | - | -0.60 | - | -0.60 | - | - | Eliminate Part-Time High Rock Literacy Coach | K-8 Reading Instruction | $0 | | $0 | -$72,754 | -$72,754 |
| - | - | - | - | - | - | - | Eliminate Summer Program Coordination Stipend | Summer Program Coordinati | $0 | | $0 | -$10,400 | -$10,400 |
| - | - | - | - | - | - | - | Eliminate Science Center STEAM Professional Development Funds | Science Center | $0 | | $0 | -$5,000 | -$5,000 |
| - | - | -0.20 | - | -0.20 | - | - | Reduce Sunita Williams Media Teacher To Part-Time | Media and Digital Learning | $0 | | $0 | -$24,664 | -$24,664 |
| - | - | -0.60 | - | - | - | -0.60 | Eliminate Pollard Library Assistant | Media and Digital Learning | $0 | | $0 | -$29,526 | -$29,526 |
| - | - | -2.00 | - | - | -2.00 | - | Eliminate NHS Media/Library Assistants | Media and Digital Learning | $0 | | $0 | -$69,082 | -$69,082 |
| - | - | - | - | - | - | - | Eliminate Summer Technology Assistant | Media and Digital Learning | $0 | | $0 | -$4,374 | -$4,374 |
| - | - | - | - | - | - | - | Eliminate Fine & Performing Arts Professional Development Funds | Fine & Performing Arts | $0 | | $0 | -$2,500 | -$2,500 |
| - | - | -1.00 | - | -1.00 | - | - | Eliminate NHS Visual Arts Teacher | Fine Arts | $0 | | $0 | -$76,781 | -$76,781 |
| - | - | -0.20 | - | -0.20 | - | - | Reduce Part-Time Pollard World Language Teacher | World Language | $0 | | $0 | -$17,724 | -$17,724 |
| - | - | -1.00 | - | -1.00 | - | - | Eliminate NHS World Language Teacher for Latin | World Language | $0 | | $0 | -$123,320 | -$123,320 |
| **-** | **-** | **-8.27** | **-** | **-4.50** | **-2.00** | **-1.77** | **SUBTOTAL - Level Service Requests: District** | | **$0** | **$0** | **$0** | **-$1,276,775** | **-$1,276,775** |

## FY26 SCHOOL OPERATING BUDGET REQUEST HIGHLIGHTS - SCHOOLS

| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **14.47** | **0.67** | **-11.70** | **0.60** | **-4.04** | **-5.00** | **-3.26** | **SUBTOTAL - Level Service Requests: Schools** | | **7,292,790** | **-1,079,668** | **6,213,122** | **-2,002,427** | **4,210,695** |
| | | | | | | | **PROGRAM IMPROVEMENT REQUESTS** | | | | | | |
| | | | | | | | **Program Improvement Requests: Elementary School** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | - | - | - | - | - | - | Elementary Social Studies Interdisciplinary Instruction | Curriculum Development | $5,500 | | $5,500 | -$5,500 | $0 |
| - | - | - | - | - | - | - | Elementary Scheduling Software | All Elementary Schools | $9,000 | | $9,000 | | $9,000 |
| - | - | - | - | - | - | - | Elementary Dismissal Software | All Elementary Schools | $11,000 | | $11,000 | -$11,000 | $0 |
| - | - | - | - | - | - | - | Eliot Translation Text Subscription | Eliot Elementary | $2,675 | -$2,675 | $0 | | $0 |
| 0.50 | - | - | - | - | - | - | Expanded BCBA for Broadmeadow School | Special Education | $44,725 | -$44,725 | $0 | | $0 |
| - | - | - | - | - | - | - | Elementary Reading Curriculum Adoption | K-8 Reading Instruction | $200,000 | -$50,000 | $150,000 | | $150,000 |
| 0.50 | - | - | - | - | - | - | Expand Part-Time Sunita Williams Math Instructional Coach to Full-Time | Elementary Math Instructior | $38,391 | -$38,391 | $0 | | $0 |
| - | - | - | - | - | - | - | Science Center Elementary Program Coaches | Elementary Science Center | $23,305 | -$23,305 | $0 | | $0 |
| 0.25 | - | - | - | - | - | - | Part-Time Elementary String Program Teacher | Performing Arts | $19,195 | -$19,195 | $0 | | $0 |
| **1.25** | **-** | **-** | **-** | **-** | **-** | **-** | **SUBTOTAL - Program Improvement Requests: Elementary School** | | **$353,791** | **-$178,291** | **$175,500** | **-$16,500** | **$159,000** |
| | | | | | | | **Program Improvement Requests: Middle School** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | - | - | - | - | - | - | High Rock Afternoon School Monitor Stipend | High Rock | $2,052 | | $2,052 | | $2,052 |
| 1.00 | - | - | - | - | - | - | High Rock Building Assistant | High Rock | $33,789 | -$33,789 | $0 | | $0 |
| 0.50 | 0.40 | - | - | - | - | - | Expanded High Rock Math Intervention Specialist | High Rock | $39,691 | -$8,978 | $30,713 | -$30,713 | $0 |
| - | - | - | - | - | - | - | High Rock Social Emotional Learning (RULER) Training | High Rock | $10,000 | | $10,000 | -$10,000 | $0 |
| - | - | - | - | - | - | - | High Rock SEL Committee Stipend Increase (2) | High Rock | $1,709 | -$1,709 | $0 | | $0 |
| 1.00 | - | - | - | - | - | - | Full-Time Pollard Personalized Learning Center (PLC) Teacher | Pollard Middle School | $78,081 | -$78,081 | $0 | | $0 |
| - | - | - | - | - | - | - | Mentors Like Me | Pollard Middle School | $5,000 | -$2,500 | $2,500 | -$2,500 | $0 |
| - | - | - | - | - | - | - | Middle School Musical Choreographer Stipend | Pollard Middle School | $2,052 | -$2,052 | $0 | | $0 |
| - | - | - | - | - | - | - | Pollard Book Haven Stipend | Pollard Middle School | $2,052 | | $2,052 | -$2,052 | $0 |
| - | - | - | - | - | - | - | Pollard Social Emotional Learning (RULER) Training | Pollard Middle School | $10,000 | | $10,000 | -$10,000 | $0 |
| | - | - | - | - | - | - | Pollard Wellness Club Stipend | Pollard Middle School | $3,076 | -$3,076 | $0 | | $0 |
| - | - | - | - | - | - | - | SCOIR Career Readiness Software System | Guidance | $1,365 | | $1,365 | -$1,365 | $0 |
| 0.20 | 0.20 | - | - | - | - | - | Expand Part-Time to Full-Time Pollard Nurse | Health/Nursing: School Heal | $17,893 | | $17,893 | -$17,893 | $0 |
| 0.20 | - | - | - | - | - | - | Part-Time High Rock Technology Integration Specialist | Media and Digital Learning | $16,656 | -$16,656 | $0 | | $0 |
| 0.25 | 0.20 | - | - | - | - | - | Part-Time Pollard Technical Theater Director | Performing Arts | $19,195 | -$3,839 | $15,356 | -$15,356 | $0 |
| - | - | - | - | - | - | - | Pier Diem Days for World Language Teachers for Student Assessment | World Languages | $844 | -$844 | $0 | | $0 |
| - | - | - | - | - | - | - | World Language Platform Software License | World Languages | $5,000 | | $5,000 | | $5,000 |
| **3.15** | **0.80** | **-** | **-** | **-** | **-** | **-** | **SUBTOTAL - Program Improvement Requests: Middle School** | | **$248,455** | **-$151,524** | **$96,931** | **-$89,879** | **$7,052** |
| | | | | | | | **Program Improvement Requests: High School** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | - | - | - | - | - | - | NHS Best Buddies Stipend Increase | Needham High School | $1,024 | | $1,024 | -$1,024 | $0 |
| - | - | - | - | - | - | - | NHS Black Student Union Advisor Stipend | Needham High School | $2,052 | | $2,052 | -$2,052 | $0 |
| - | - | - | - | - | - | - | NHS National History Day Budget Increase | Needham High School | $2,000 | | $2,000 | -$2,000 | $0 |
| - | - | - | - | - | - | - | NHS Needham Steps Up Assistant Director Stipend | Needham High School | $2,052 | -$2,052 | $0 | | $0 |
| - | - | - | - | - | - | - | NHS Extra-Curricular Music Stipend | Needham High School | $3,076 | -$3,076 | $0 | | $0 |
| - | - | - | - | - | - | - | NHS Poetry Out Loud Stipend | Needham High School | $2,052 | -$2,052 | $0 | | $0 |
| - | - | - | - | - | - | - | Reduce NHS SAMD Lighting & Sound Director Stipend | Needham High School | -$3,076 | | -$3,076 | | -$3,076 |
| 0.40 | 0.40 | - | - | - | - | - | Part-Time Math Help Room Support | Needham High School | $30,712 | | $30,712 | -$30,712 | $0 |
| - | - | - | - | - | - | - | Increase in Athletics Subsidy for Fiscal Sustainability | Needham High School Athlet | $50,000 | -$25,000 | $25,000 | -$25,000 | $0 |
| - | - | - | - | - | - | - | NHS Boys Swim JV Coach Stipend | Needham High School Athlet | $4,541 | | $4,541 | | $4,541 |
| - | - | - | - | - | - | - | NHS Ultimate Frisbee Varsity Sport Coaching Stipends | Needham High School Athlet | $9,422 | -$9,422 | $0 | | $0 |
| - | - | - | - | - | - | - | Transportation to HBCU College Fair | Guidance | $650 | | $650 | | $650 |
| - | - | - | 1.00 | -1.00 | - | - | Elevate NHS Team Chairperson (Unit A) to a SpEd Program Coordinator | Special Education | $19,126 | | $19,126 | | $19,126 |
| 0.25 | 0.20 | - | - | - | - | - | Part-Time NHS Technical Theater Director | Performing Arts | $19,195 | -$3,839 | $15,356 | -$15,356 | $0 |
| 0.20 | - | - | - | - | - | - | Expanded World Languages Instructional Coach | World Languages | $24,664 | -$24,664 | $0 | | $0 |
| - | - | - | - | - | - | - | Pier Diem Days for World Language Teachers for Student Assessment | World Languages | $844 | -$844 | $0 | | $0 |
| **0.85** | **0.60** | **-** | **1.00** | **-1.00** | **-** | **-** | **SUBTOTAL - Program Improvement Requests: High School** | | **$168,334** | **-$70,949** | **$97,385** | **-$76,144** | **$21,241** |
| | | | | | | | **Program Improvement Requests: District** | | | | | | |
| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
| - | - | - | - | - | - | - | Summer/ School-Year Eight Week Internship Program | Human Resources | $16,800 | -$16,800 | $0 | | $0 |
| - | - | - | - | - | - | - | Cybersecurity All in Platform Monitoring Response and Training Software | Administrative Technology | $126,000 | | $126,000 | | $126,000 |
| - | - | - | - | - | - | - | School Technician Overtime | Administrative Technology | $10,254 | -$7,313 | $2,941 | | $2,941 |

## FY26 SCHOOL OPERATING BUDGET REQUEST HIGHLIGHTS - SCHOOLS

| REQ | SUPT | SC | SC ADMIN | SC TEACH | SC ASST | SC CLER | Description of Budgetary Increase | Department/School | Total | Superintendent | Total | SC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| - | - | - | - | - | - | - | Placeholder Request for New Bus | Transportation | $80,100 | -$40,050 | $40,050 | -$40,050 | $0 |
| - | - | - | - | - | - | - | Multi-Function Student Activity Bus (MFSAB) | Needham High School Athle | $38,350 | -$38,350 | $0 | | $0 |
| - | - | - | - | - | - | - | Nursing iPad and Wireless Contract | Health/Nursing: School Heal | $800 | | $800 | | $800 |
| 0.60 | - | - | - | - | - | - | Part-Time Floating Nurse | Health/Nursing: School Heal | $47,499 | -$47,499 | $0 | | $0 |
| 1.00 | - | - | - | - | - | - | Full-Time Administrative Assistant II for 504 Accommodations | Student 504 Compliance | $63,503 | -$63,503 | $0 | | $0 |
| - | - | - | - | - | - | - | Learning Management System (LMS) | Curriculum Dev/ Educational | $33,000 | | $33,000 | | $33,000 |
| - | - | - | - | - | - | - | Comprehensive Student Internet Safety Platform | Media and Digital Learning | $25,000 | | $25,000 | -$25,000 | $0 |
| 0.10 | - | - | - | - | - | - | Part-Time FPA Coordinator Position | K-12 Fine & Performing Arts | $8,923 | -$8,923 | $0 | | $0 |
| **1.70** | - | - | - | - | - | - | **SUBTOTAL - Program Improvement Requests: District** | | **$450,229** | **-$222,438** | **$227,791** | **-$65,050** | **$162,741** |
| **6.95** | **1.40** | **-** | **1.00** | **-1.00** | **-** | **-** | **SUBTOTAL - Program Improvement Requests: Schools** | | **$1,220,809** | **-$623,202** | **$597,607** | **-$247,573** | **$350,034** |
| **21.42** | **2.07** | **-11.70** | **1.60** | **-5.04** | **-5.00** | **-3.26** | **TOTAL REQUESTS** | | **$8,513,599** | **-$1,702,870** | **$6,810,729** | **-$2,250,000** | **$4,560,729** |
| **886.81** | **867.46** | **853.69** | **53.21** | **565.09** | **149.39** | **86.00** | **TOTAL FY6 SCHOOL BUDGET - SCHOOLS** | | **$106,031,525** | **-$1,702,870** | **$104,328,655** | **-$2,250,000** | **$102,078,655** |
| **21.42** | **2.07** | **-11.70** | **1.60** | **-5.04** | **-5.00** | **-3.26** | **INCREASE FROM FY25** | | **$8,513,599** | **-$1,702,870** | **$6,810,729** | **-$2,250,000** | **$4,560,729** |
| **2.48%** | **0.24%** | **-1.35%** | **3.10%** | **-0.88%** | **-3.24%** | **-3.65%** | **% INCREASE FROM FY25** | | **8.73%** | **-** | **6.98%** | **-** | **4.68%** |

## FY26 SCHOOL OPERATING BUDGET REQUEST HIGHLIGHTS - TOWN IT

| REQ TL FTE | SUPT TL FTE | SC TL FTE | SC ADMIN FTE | SC TEACH FTE | SC ASST FTE | SC CLER FTE | Cost Center | PONG Priority | Description of Budgetary Increase | Department/School | Total Request | Superintendent Change | Total Recommended | SC Change | Total Approved |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **6.00** | **6.00** | **6.00** | **0.00** | **0.00** | **0.00** | **6.00** | | | **APPROVED FY25 BUDGET** | | **$1,904,283** | | **$1,904,283** | | **$1,904,283** |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | **LEVEL SERVICE REQUESTS** | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | **Level Servcice Contractual Salary Increases** | | | | | | |
| - | - | - | 0.40 | - | - | -0.40 | | | **SUBTOTAL - Contractual Salary Increases** | | **$32,699** | **$0** | **$32,699** | **$0** | **$32,699** |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | **Level Servcice Requests: Town IT** | | | | | | |
| - | - | - | - | - | - | - | 1550 | 4.A | Town - Software as a Service | Town IT | $48,144 | | $48,144 | | $48,144 |
| 2.18 | 2.18 | 2.18 | - | - | - | 2.18 | 1550 | 4.2 | Reallocate School Technology Staff to Town Functions | Town IT | $307,343 | | $307,343 | | $307,343 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Ongoing Funding for QDS Biling & Collections Application | Town IT | $118,980 | | $118,980 | | $118,980 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Return Tritech Public Safety Sofware to Town for FY 25/26 | Town IT | -$39,300 | | -$39,300 | | -$39,300 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Town Cybersecurity All in Platform Monitoring Response and Training Software | Town IT | $84,000 | | $84,000 | | $84,000 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Town Device Replacement | Town IT | $52,500 | | $52,500 | -$52,500 | $0 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Town Outsourced Printer Maintenance | Town IT | $26,000 | | $26,000 | | $26,000 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Town Phone System Maintenance | Town IT | $30,000 | -$30,000 | $0 | | $0 |
| - | - | - | - | - | - | - | 1550 | 4.2 | Town Technician Overtime | Town IT | $3,000 | | $3,000 | | $3,000 |
| **2.18** | **2.18** | **2.18** | **-** | **-** | **-** | **2.18** | | | **SUBTOTAL - Level Service Requests: Town IT** | | **$630,667** | **-$30,000** | **$600,667** | **-$52,500** | **$548,167** |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | **Reductions to Existing Budget: Town IT** | | | | | | |
| - | - | - | - | - | - | - | 1550 | 4.2 | Reduce Town Device Replacement Cycle | Town IT | $0 | | $0 | -$47,500 | -$47,500 |
| **-** | **-** | **-** | **-** | **-** | **-** | **-** | | | **SUBTOTAL - Level Service Requests: Town IT** | | - | - | - | **-47,500.00** | **-47,500.00** |
| | | | | | | | | | | | | | | | |
| **2.18** | **2.18** | **2.18** | **0.40** | **-** | **-** | **1.78** | **-** | **-** | **SUBTOTAL - Level Service Requests: Town IT** | | **$663,366** | **-$30,000** | **$633,366** | **-$100,000** | **$533,366** |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | **PROGRAM IMPROVEMENT REQUESTS** | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | **Program Improvement Requests: Town IT** | | | | | | |
| - | - | - | - | - | - | - | 1550 | 4 | Town - Device Deployment Management | Town IT | $45,000 | | $45,000 | | $45,000 |
| - | - | - | - | - | - | - | 1550 | 4 | Town-Licenses MS Office and Adobe | Town IT | $20,125 | | $20,125 | | $20,125 |
| - | - | - | - | - | - | - | 1550 | 4 | Town-ISP Bandwith increase | Town IT | $8,000 | | $8,000 | | $8,000 |
| **-** | **-** | **-** | **-** | **-** | **-** | **-** | | | **SUBTOTAL - Program Improvement Requests: Town IT** | | **$73,125** | **$0** | **$73,125** | **$0** | **$73,125** |
| | | | | | | | | | | | | | | | |
| **-** | **-** | **-** | **-** | **-** | **-** | **-** | | | **SUBTOTAL - Program Improvement Requests: Schools** | | **$73,125** | **$0** | **$73,125** | **$0** | **$73,125** |
| | | | | | | | | | | | | | | | |
| **2.18** | **2.18** | **2.18** | **0.40** | **-** | **-** | **1.78** | | | **TOTAL REQUESTS** | | **$736,491** | **-$30,000** | **$706,491** | **-$100,000** | **$606,491** |
| | | | | | | | | | | | | | | | |
| **8.18** | **8.18** | **8.18** | **0.40** | **0.00** | **0.00** | **7.78** | | | **TOTAL FY6 SCHOOL BUDGET - TOWN IT** | | **$2,640,774** | **-$30,000** | **$2,610,774** | **-$100,000** | **$2,510,774** |
| **2.18** | **2.18** | **2.18** | **0.40** | **0.00** | **0.00** | **1.78** | | | **INCREASE FROM FY25** | | **$736,491** | **-$30,000** | **$706,491** | **-$100,000** | **$606,491** |
| **36.3%** | **36.3%** | **36.33%** | **-** | **-** | **-** | **29.67%** | | | **% INCREASE FROM FY25** | | **38.68%** | **-** | **37.10%** | **-** | **31.85%** |