

NEEDHAM FIRE DEPARTMENT



CAPITAL IMPROVEMENT PLAN FY2022—FY2026 OFFICE OF THE TOWN MANAGER

Executive Summary

Section 1

EXECUTIVE SUMMARY

The Recommended Capital Plan

The Town Charter requires that the Town Manager, after consultation with the Select Board, submit in writing to the Board a careful, detailed estimate of the recommended capital expenditures showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the Town. This plan includes the proposed FY2022 Capital Budget, which is recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2023-FY2026 reflect an assessment by municipal departments and the School Committee of future capital needs and are primarily shown for planning purposes. While many of these projects may ultimately be recommended for funding, the plan is a fluid one, and projects may be added and deleted from the list as circumstances change. The proposed financing plan for the recommended FY2022 capital budget is shown in Table 1.

Table 1
Proposed Financing Plan

Fund	Cash	Debt	Other	Total
General Fund Tier 1	\$5,765,715	\$1,700,000		\$7,465,715
General Fund Tier 2	\$1,153,879			\$1,153,879
General Fund Total	\$6,919,594	\$1,700,000		\$8,619,594
Community Preservation Fund	\$2,045,000			\$2,045,000
Sewer Enterprise	\$1,073,860			\$1,073,860
Water Enterprise	\$1,016,634	\$1,000,000		\$2,016,634
Total (all funds)	\$11,055,088	\$2,700,000		\$13,755,088

FY2022 Highlights

In October 2016, the Select Board convened a Capital Facility Summit and committed to planning for the renovation, reconstruction or construction of eight facilities: Rosemary Pool, the Public Safety Building, Fire Station #2, the Memorial Park Fieldhouse, the DPW Complex, the Hillside School (now Sunita L. Williams), Needham High School, and Emery Grover. Over the past several years, the Town has made significant progress in this effort.

Rosemary Pool – The Town approved construction of the Rosemary Recreation Complex, which includes two pools, greatly improved parking, and provides office and programming space for the Park & Recreation and Public Health departments. The first full season of the pool occurred in 2019, serving just under 50,000 individuals.

Public Safety Building & Fire Station #2 – The appropriation to fund the total reconstruction of these two public safety buildings was approved by the voters on November 6, 2018. Construction of Fire Station #1 was completed in 2020, and the construction of the Police Station, the second phase of the Public Safety Building Project, is underway with an expected opening in the winter of 2021/2022. Staff from Fire Station #2 moved to temporary quarters in early 2020, and construction of the new Station #2 is well underway. Fire Station #2 is expected to re-open at the end of CY2021. The public safety communications network, including towers at the Jack Cogswell Building, the Public Safety Building, on State land behind the Norfolk County House of Correction, and on leased property on Cabot Street is now complete.

Memorial Park Fieldhouse – The new fieldhouse was dedicated in September 2019 and is in use.

DPW Complex – This project is progressing in phases. A new fuel station was installed in 2017, and construction of the new Jack Cogswell Building storage facility was completed in the fall of 2019. Continued planning for the phased reconstruction of the DPW operations building at 470 Dedham Avenue is a priority for the Select Board.

Sunita Williams School – The new school on Central Avenue replacing the Hillside School on Glen Gary Road opened in September 2019.

Needham High School – The High School Cafeteria was expanded in 2017, and construction of eight new classrooms and the “A” gym renovations were completed in the fall of 2018.

Emery Grover – The October 10, 2018 Special Town Meeting approved funding for an expanded feasibility study for appropriate workspace for School Administration. The School Committee has selected a preferred design plan and is pursuing financing options. If no capital facility solution is approved for School Administration in the near future, alternatives such as investment in maintenance for the 120-year-old Emery Grover Building, or leased office space must be considered.

The School Committee embarked on a School Master Planning process in 2019/2020 in an effort to evaluate and plan for future use of school facilities. The School Committee has selected a preferred option that would replace the Mitchell School, add onto the Pollard School to create a 6 – 8 middle school, and repurpose the High Rock School as an elementary school. An evaluation of funding options and alternatives is underway.

In the coming years, the Town will be required to make significant investment in improving stormwater quality. This effort will require funding in the operating budget (for maintenance) and in the capital budget (for construction items). The Select Board will consider options for funding the new investment, including the option of instituting a stormwater fee and the potential creation of a stormwater fund.

Capital Planning 101

Capital Improvement Plan

A capital expenditure is defined by the Needham General By-laws as the acquisition, construction, renovation, betterment, or improvement involving land, public buildings and facilities; water and sewer system laterals, mains and appurtenances; and equipment or vehicles; provided that the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expense.

The Capital Improvement Plan (CIP) is a multi-year tool used to coordinate the financing and timing of major public improvements for the Town of Needham. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP identifies each proposed project and presents a summary description, estimate of cost, method of financing, and a schedule of implementation. Capital planning helps ensure that the community is positioned to:

- preserve and improve its basic infrastructure through construction, rehabilitation and maintenance;
- maximize the useful life of capital investments by scheduling major renovation, rehabilitation, or replacement at the appropriate time in the life cycle of the facility or equipment;
- identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage; and
- improve financial planning by balancing needs and resources and identifying potential fiscal implications.

Operating Budget and Capital Budget

The Town's capital budget and operating budget are developed separately but are closely linked. The annual operating budget provides for general municipal service delivery, including personnel, supplies and other contractual services, and certain capital equipment. Most appropriations in the annual operating budget are for a single fiscal year. In contrast, the capital budget is a multi-year budget designed to expend monies which add to the physical assets of the Town. Capital projects typically require

expenditures which take place beyond a single fiscal year, funding with debt because of significant costs to be shared by current and future beneficiaries, systematic acquisition over an extended period in order to implement major operating systems or programs, and scheduled replacement or maintenance of specific elements of physical assets.

Notwithstanding the differences between the two, the operating and capital budgets are closely interwoven inasmuch as operating costs related to capital projects are estimated and incorporated into the operating budget. Many capital projects will have an impact on operating costs once constructed or acquired. Town practice is to project the net effect a capital project will have on the operating budget. While maintenance and repair costs may be lower in a new facility, larger and more modern facilities are often more costly to operate. In addition, since many capital projects are financed through municipal debt, repayment of that debt becomes part of the operating budget and is incorporated into the Town's forecasting models. The necessity to incur some degree of debt in order to finance the CIP carries with it the burden to effectively manage that debt within the Town's financial resources.

Best Practices

The following best practices have been used in the development of the FY2022 operating and capital budgets:

1. Current revenues must be sufficient to support current expenditures.
2. The operating and capital budgets will be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.
3. The five-year Pro Forma budget should be updated on an annual basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data.
4. Debt must not be used to fund on-going operating expenses and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.
5. The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.
6. Adequate contingency funds will be maintained.
7. Appropriate maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.
8. The operating and capital budgets must be resilient – allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.
9. The operating and capital budgets must be sustainable – meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Budget Priorities

The Select Board has adopted the following core budget priorities for general government operations in FY2022. These priorities served as a key guideline in our evaluation of departmental spending requests.

1. The primary goal of the Board is the maintenance and optimization of existing Town services during a pandemic along with financial, social, and economic crises.
2. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities:
 - a. Support for items that contribute to the achievement of Town wide goals and objectives, including recovering from COVID-19 and advancing racial equity in Needham.
 - b. Support for the continuation of the Public Information Officer position.
 - c. Support for a five to ten-year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner, including continued investment in buildings infrastructure, and fleet maintenance.
 - d. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
 - e. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost-effective manner.
 - f. Support for a funding mechanism for mandated water quality (stormwater) expenses.

Financial Benefits of Capital Planning

Needham's capital planning initiatives have contributed to the successful achievement and maintenance of its AAA bond rating from Standard and Poor's. This bond rating places Needham in the top tier of communities in Massachusetts and allows the Town to borrow at a lower interest rate. Investors and bond rating agencies stress the value of a CIP for a municipality seeking to borrow funds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to Needham by rating agencies and the result would be higher interest rates on bond issues and the diversion of tax dollars to pay for the interest on loans. Another financial benefit of the capital planning process is the avoidance of poorly timed projects. Good planning can ensure that capital improvement efforts are coordinated. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bond issues are sold infrequently, and at times during the economic cycle when the Town can take advantage of low interest rates.

Development of the CIP

The process for preparing the FY2022 - FY2026 Capital Improvement Plan and its associated FY2022 Capital Budget involves active participation by the Town Manager, Assistant Town Managers, and requesting departments, boards, committees and commissions. The Capital Budget is prepared in the context of a five-year determination of need by departments and the School Committee, in conjunction with the Town's overall financial capacity to affordably accommodate the required debt service payments. Projected debt service payments and budgetary impacts are forecast annually to help ensure affordability and sustainability of the Capital Improvement Program. The Town's Capital Improvement Policies provide guidance for assessing the capital needs of the Town. These policies, included in Section 5, define capital projects as those items requiring the

expenditure of at least \$25,000 and having a useful life of more than five years. Recommended capital project requests are prioritized using the following criteria:

- the project is required to comply with State and/or Federal accessibility standards;
- the project is necessary to protect the health and safety of people; or
- the project is necessary to maintain an existing capital facility, or operation of equipment used in providing Town services.

In addition to the criteria listed above, the Town has a long practice of funding the systematic replacement of obsolete or worn-out equipment, and those items requested for the improvement of operating efficiency and the equitable provision of services.

The development of the CIP occurs over the following approximate timeframe:

Late Summer — Following Town Meeting, departments are provided with their previously submitted five-year requests for review, update and the addition of the next fifth year. While requests for each year should remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to the Town Manager and staff for review. Also in the summer, the Assistant Town Manager/Finance Director develops a pro forma budget for the ensuing five-year period. The pro forma budget is the basis for the determination of the amount of revenue available to support the CIP. Due to the added demands resulting from COVID-19, the Pro Forma was not updated in 2020.

Autumn — The Town Manager and staff meet with each department to gain a better understanding of each request.

Late Autumn/Early Winter — The Assistant Town Manager/Finance updates the preliminary debt schedules and financial forecasts in order to provide context to the Capital Budget as well as the five-year Capital Improvement Plan, and the Town Manager presents the Select Board with a proposed five-year plan.

January — The Town Manager transmits the Capital Improvement Plan, along with any recommendations made by the Select Board, to the Finance Committee by the first Tuesday after the first Monday in January.

January/February/March — The Finance Committee reviews each project in the capital budget and makes recommendations on items included in the Town Meeting Warrant.

May — The capital budget is presented to Town Meeting for consideration.

Financing of Capital Projects

The number of capital projects to be funded must be considered in the context of the total operating budget, capital budget needs, and revenue growth. Capital improvement projects are funded through current receipts, reserves, and/or other funds such as grants.

Current Receipts – Current receipts include property tax revenue, local receipts (such as fees and charges), and state aid. This plan includes no projects to be funded from current receipts.

Free Cash – Free Cash is a function of actual revenue collections in excess of estimates and expenditures less than appropriations. Because Free Cash should not be relied upon as a recurring revenue source, the Town's practice is not to rely upon it as an operating revenue source. In this plan, we have continued the effort to minimize the Town's reliance on Free Cash to support on-going operations by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower. The recommended plan includes \$5,765,715 in Tier 1 projects to be funded from Free Cash.

Capital Improvement Fund – In 2004, the Town created a General Fund Cash Capital Equipment and Facility Improvement Fund (CIF). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital. The CIF may be used in future years to fund the acquisition of new equipment, the replacement of existing equipment, and building and facility improvements which cost less than \$250,000, for which the Town may borrow for a period of five years or more. Projects must be included in the CIP in order to be eligible for funding through the CIF. This plan includes no projects to be funded from the Capital Improvement Fund.

Capital Facility Stabilization Fund – In 2007, the Town created a Capital Facility Stabilization Fund to allow the Town to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. For this purpose, capital facility refers to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager, including any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town. This plan includes no projects to be funded from the Capital Facility Stabilization Fund.

Athletic Facility Improvement Fund – In 2012, the Town created an Athletic Facility Improvement Fund to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities. For the purpose of the fund, athletic facilities include any Town-owned building, structure, pool, synthetic turf and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and school teams. This plan includes no projects to be funded from the Athletic Facility Improvement Fund.

Debt Service Stabilization Fund – The November 2, 2015 Special Town Meeting approved the establishment of a Debt Service

Stabilization Fund to set aside funds to be available as necessary to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund would provide added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. All appropriations to and from the fund require Town Meeting action. This plan includes no projects to be financed through use of the Debt Service Stabilization Fund for FY2022.

Retained Earnings – Two of the Town's operations – water and sewer – are accounted for as enterprise funds. The revenues and expenditures of these operations are not commingled with those generated by General Fund operations. Generally, each enterprise will generate surplus funds on an annual basis. The Select Board's retained earnings policies are included in Section 5. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds above the target are considered available for appropriation. This plan includes \$1,073,860 in funding from Sewer Enterprise Fund retained earnings and \$1,016,634 in Water Enterprise Fund retained earnings.

Debt – The Select Board's debt management policies (Section 5) provide guidance in translating capital expenditures into annual debt service. Section 2 of this plan contains a graphic presentation of the Town's current debt service and a calculation of the Town's debt burden (annual debt service as a percent of total Town revenues). The figures used in calculating the debt burden are derived from the Town's long-term debt service schedule that is also included in Section 2. This plan includes \$1,700,000 in projects to be funded through General Fund debt, and \$1,000,000 in projects to be funded through Water Enterprise Fund debt for FY2022.

Community Preservation Fund – The Community Preservation Act (CPA) allows cities and towns to raise monies through a surcharge on the tax levy. These funds may then be used to acquire, create and preserve open space, acquire and preserve historic resources, create, preserve and support community housing, and acquire, create and preserve land for recreational use. The CPA also provides for matching funds from the Commonwealth. The CPA requires that each fiscal year Needham must spend, or set aside for later spending, at least 10% of the annual revenues in the Community Preservation Fund for each of three CPA target areas: open space (but not including land for recreational use), historic resources, and community housing. The remaining 70% may be appropriated at the Town's discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the annual revenue estimate for the administrative expenses of the Community Preservation Committee (CPC). Projects submitted for inclusion in the CIP that qualify for CPA funding are forwarded to the CPC for its consideration. This plan includes a recommendation for \$2,045,000 in projects contingent upon Community Preservation Funding for FY2022.

Other Available Funds – An Available Fund is actual monies which have become available and may be used to fund expenditures. Monies may become available after a project is completed and the cost was less than appropriated, monies that were previously set aside for future expenditure (e.g., stabilization fund), or monies that are received by the Town but must be

specifically identified as a funding source in the Town Meeting motion. An available fund may be restricted to certain purposes (e.g. surplus bond proceeds, special stabilization funds, sale of surplus real estate, grants), or may be non-restricted and hence can be appropriated for any legal purpose. Some Available Funds carry over from year to year and others expire at the end of the fiscal year and close out to fund balance.

The CIP Is a Flexible Planning Tool

While much of the Town's budget and financial planning efforts are by necessity focused on one or at most two-year intervals, capital planning helps to focus attention on the Town's long-term objectives and financial capacity, and the balance between operating and capital needs. The Town is often faced with the option of reducing its capital plan in order to balance the operating budget. Having a formal and accepted plan helps to maintain a consistent level of spending for capital needs, barring extraordinary circumstances. Individual projects are evaluated against long-term objectives and in relationship to each other. By strategically programming capital projects, the Town can maintain a tolerable level of debt service and prevent unexpected changes in debt service payments.

Investment in Real Property, Facilities and Infrastructure

Asset preservation – committing necessary resources to preserve, repair, or adaptively re-use current assets – is a high priority for the Town in order to keep its physical plant and infrastructure in reliable operating condition. While significant investment in many capital facilities is still required, the Town of Needham has made an extraordinary investment in public infrastructure during the past decade. The Town's success in this area is a direct result of continued and sustained focus on asset evaluation, needs assessment, careful planning, and prioritization. The need for this level of investment in facilities and infrastructure is generally attributable to three factors – the age of the community and its infrastructure and assets, the built environment and amount of lane miles of roadway, and the growth in school age population after the Second World War that resulted in a building boom from 1951 to 1960. After the advent of Proposition 2½, the community found it difficult to make necessary investment in its array of school facilities. This resulted in a need for complete replacement or rehabilitation of the entire system beginning in the mid-1990s and continuing today.

FY2020 and FY2021 saw the beginning and completion of several major projects including the opening of the Sunita Williams Elementary School, the first full season of the Pools at Rosemary Complex, the opening of the Memorial Park Fieldhouse, the opening of the Jack Cogswell Building, the construction of the temporary Station #2 and temporary Police Station at the Hillside School, and the opening of Fire Station #1. Projects underway include the construction of the Police Station portion of the Public Safety Building, construction of Fire Station #2, and continued planning for School Administration/Emery Grover, and the School Building Master Plan.

Over the past several years, the Town has also made significant investment in athletic facilities, parks, and recreational amenities including Walker Gordon Field, Greene's Field and Playground, Newman Fields, Eastman Trail, the Rail Trail, the

Needham Accessible Reservoir Trail, the replacement of the synthetic turf fields at Memorial Park and DeFazio Complex, the renovation of Cricket Field, and the Rosemary Lake sediment removal project. Table 2 shows the Town's investment in facilities and infrastructure over the past five years.

Table 2
Facility and Infrastructure Investment FY2017 to FY2021

Description	2017	2018	2019	2020	2021	Total	Average
Municipal Facilities	\$649,000	\$6,126,000	\$74,641,000	\$794,000	\$0	\$82,210,000	\$16,442,000
Townwide Facilities and Community Services	\$756,154	\$17,202,000	\$8,826,000	\$3,662,000	\$561,500	\$31,007,654	\$6,201,531
Public Works Infrastructure Program	\$1,700,000	\$2,011,000	\$2,508,500	\$2,219,550	\$820,500	\$9,259,550	\$1,851,910
School Facilities	\$58,791,714	\$15,168,000	\$2,796,000	\$1,471,200	\$1,016,000	\$79,242,914	\$15,848,583
Drains, Sewer, and Water Infrastructure	\$375,860	\$2,900,000	\$2,395,000	\$7,021,500	\$270,000	\$12,962,360	\$2,592,472
Total Appropriations	\$62,272,728	\$43,407,000	\$91,166,500	\$15,168,250	\$2,668,000	\$214,682,478	\$42,936,496

Investment in Equipment, Technology and Fleet

The position of the Town with respect to its equipment and technology capital investment is also positive. Major categories of this capital spending include Public Safety and Public Works fleet and equipment, School and Town-wide technology, and School copiers and equipment. Table 3 shows the Town's investment in these categories of capital spending for the five-year period FY2017 through FY2021.

Town of Needham
Capital Improvement Plan
January 2021

**Table 3
Equipment, Technology, and Fleet Capital FY2017 to FY2021**

Description	2017	2018	2019	2020	2021	Total	Average
All Other Functions	\$0	\$0	\$68,970	\$137,960	\$0	\$206,930	\$41,386
Public Facilities & Works	\$120,000	\$162,000	\$176,500	\$68,000	\$192,000	\$718,500	\$143,700
Public Safety	\$0	\$167,872	\$43,424	\$43,424	\$109,309	\$364,029	\$72,806
Public School	\$45,000	\$45,000	\$60,500	\$35,000	\$35,000	\$220,500	\$44,100
Equipment	\$165,000	\$374,872	\$349,394	\$284,384	\$336,309	\$1,509,959	\$301,992
All Other Functions	\$0	\$145,000	\$215,000	\$85,600	\$65,600	\$511,200	\$102,240
Public Facilities & Works	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Safety	\$0	\$0	\$112,000	\$852,550	\$0	\$964,550	\$192,910
Public School	\$347,080	\$510,290	\$706,790	\$684,820	\$648,995	\$2,897,975	\$579,595
Technology	\$347,080	\$655,290	\$1,033,790	\$1,622,970	\$714,595	\$4,373,725	\$874,745
All Other Functions	\$87,353	\$0	\$0	\$33,085	\$0	\$120,438	\$24,088
Public Facilities & Works	\$730,618	\$640,433	\$1,616,409	\$1,245,083	\$1,132,090	\$5,364,633	\$1,072,927
Public Safety	\$137,877	\$224,677	\$840,163	\$35,249	\$392,981	\$1,630,947	\$326,189
Public School	\$0	\$99,611	\$97,552	\$158,718	\$104,748	\$460,629	\$92,126
Fleet	\$955,848	\$964,721	\$2,554,124	\$1,472,135	\$1,629,819	\$7,576,647	\$1,515,329
Total Appropriations	\$1,467,928	\$1,994,883	\$3,937,308	\$3,379,489	\$2,680,723	\$13,460,331	\$2,692,066

Project Summaries – Recommended Projects for Fiscal Year 2022

GENERAL GOVERNMENT

TOWN HALL CLOCK RESTORATION

The Town Hall Clock is in need of restoration. This request is for funding to remove the existing gold leafed numerals and minute markers, reapply gold leaf to all screws and other areas in need of touch up, scrape the clock faces to bare wood, apply primer and top coats, power wash the entire cupola, scrape and spot prime any loose paint, apply a top coat to all currently painted surfaces, and reinstall gold leafed numerals and minute markers. This work will restore the aesthetic of the clock and avoid more costly repairs in the future. (Submitted by: Department of Public Works/Building Maintenance)

The Town Manager's recommendation for Town Hall Clock Restoration is \$83,000 contingent on Community Preservation Funding.

TOWN INTERNET CONTROL, ANALYSIS & REPORTING

The request is for hardware, software, and services to monitor, control, analyze, and report on the data traffic that currently takes place across the local area network as well as incoming and outgoing traffic from the internet. The hardware and software would be used by the Information Technology Center to provide information on the current activity across the network as well as to maintain historic data for analyzing past events, identifying trends, or comparing week by week activity. This information can be used to improve the performance, security and general management of the network by monitoring activity of users, applications, files, and connections using processes such as bandwidth monitoring, network traffic analysis, application traffic alerting, advanced application recognition, and internal traffic intrusion detection that will help determine where vulnerabilities might exist. This funding would increase the level of network security for the Town. (Submitted by: Information Technology Center)

The Town Manager's recommendation for Town Internet Control, Analysis & Reporting is \$75,000 to be funded by Free Cash.

PUBLIC SAFETY

PUBLIC SAFETY MOBILE DEVICES

This request is for the replacement of laptops and tablets that are used in Needham Police and Fire Department Vehicles. The hardware communicates with the Public Safety CAD software as well as State and Federal websites and databases. The devices themselves are hardened devices for use in more intensive environments. The planned replacement cycle for these devices is six years, supplemented by State 911 Grant Funds when available. (Submitted by: Information Technology Center)

The Town Manager's recommendation for Public Safety Mobile Devices is \$50,000 to be funded by Free Cash.

MONITOR/DEFIBRILLATOR

A Physio LIFEPAK 15 is the Cardiac Monitor/Defibrillator used by Needham Fire on the front-line rescue units. The average life span for this equipment is estimated to be five years. The Department's current LIFEPAK units are two and seven years old respectively. Replacement units offer improved features not available in older units, such as the ability to monitor carbon monoxide in a patient, thereby enhancing diagnosis and treatment protocols. The addition of this piece of equipment will allow the Department to place the aging LIFEPAK on Rescue 3, which serves as a backup ambulance, where it would get limited use and extend its working life. Placement of the LIFEPAK on Rescue 3 will allow it to be upgraded from a basic life support vehicle to an advanced life support vehicle. Finally, having a third LIFEPAK would allow the Department to send other units out to be serviced while continuing operations, without having to borrow a unit from a neighboring town. (Submitted by: Fire Department)

The Town Manager's recommendation for Public Safety Monitor Defibrillator is \$30,577 to be funded by Free Cash.

SELF-CONTAINED BREATHING APPARATUS

This request is to replace outdated self-contained breathing apparatus (SCBA) units to meet current standards. These units are essential pieces of equipment to maintain the life, safety and health of personnel as they work in fire and other emergency incidents where toxins exist. Much of the Department's equipment was purchased prior to 2012 and is outdated by NFPA standards and is either now or will soon be out of the range of serviceability. (Submitted by: Fire Department)

The Town Manager's recommendation for Self-contained Breathing Apparatus is \$192,120 to be funded by Free Cash.

PERSONAL PROTECTIVE EQUIPMENT

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis, ensuring that the life span of the equipment does not exceed the 10-year guideline. Through this program, NFD has been able to ensure that all line personnel have two sets of PPE available, enabling them to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps delivering the expected longevity of the equipment and more importantly significantly reduce long term health risks faced by personnel. The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat. (Submitted by: Fire Department)

The Town Manager's recommendation for Personal Protective Equipment is \$43,358 to be funded by Free Cash.

PUBLIC SAFETY BUILDING PROJECT CONTINGENCY ADJUSTMENT

The Public safety Building project consists of the reconstruction of Fire Stations 1 and 2, and the Police Station. This capital request is for additional costs to the Public Safety project to account for unforeseen COVID-19 related expenses incurred to enable continuation of work to proceed, keeping the project within established timetables. In addition, soil contamination was found at Fire Station 2 while excavating foundations. In order to mitigate this situation and meet current environmental standards and regulations unforeseen costs were incurred. These costs were outside of predictability at the time of budget estimates and were not carried within the contingency line item that was identified for the project. (Submitted by: Fire Department)

The Town Manager's recommendation for Public Safety Building Project Contingency Adjustment is \$1,700,000 to be funded by General Fund debt.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT

School photocopiers are located in all the schools and the administration building and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, and teaching packets. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. The FY2022 request is to replace seven copiers in the following locations: Broadmeadow Room 162, Pollard Rooms 220 and 229, Pollard Classroom M7, and NHS Rooms 609, 503 and 408. (Submitted by: School Department)

The Town Manager's recommendation for School Copier Replacement is \$61,264 to be funded by Free Cash.

SCHOOL FURNITURE

In FY2005 Town Meeting approved funding to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY2015, all furniture in poor condition was replaced in the schools. The FY2022 request is allocated for new classroom furniture as needed for increased enrollment or replacement purposes. (Submitted by: School Department)

The Town Manager's recommendation for School Furniture is \$25,000 in the Tier 2 category.

SCHOOL TECHNOLOGY

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. This request of \$479,650 reflects the School Department's classroom technology standard and the decision in FY2017 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. The FY2022 request includes \$366,650 for hardware and \$113,000 for infrastructure replacement. (Submitted by: School Department)

The Town Manager's recommendation for School Technology is \$479,650 to be funded by Free Cash.

BROADMEADOW SCHOOL TECHNOLOGY ROOM CONVERSION

The School Committee implemented Full-Day Kindergarten in September 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom to open during School Year 2022/23. (Submitted by: School Department)

The Town Manager's recommendation for Broadmeadow School Technology Room Conversion is \$213,100 to be funded by Free Cash.

HILLSIDE SCHOOL BOILER INSTALLATION DESIGN

The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly difficult. While the building is no longer being used as a school, it is still in use as swing space. The boilers are necessary in order to prevent the building from freezing and causing major damage. This request is for the design phase of the project. Any salvageable parts will be kept, providing spare parts for boiler #2. Boiler #1 will be replaced with a high efficiency condensing boiler. (Submitted by: Department of Public Works/Building Maintenance)

The Town Manager's recommendation for Hillside School Boiler Installation Design is \$16,000 to be funded by Free Cash.

POLLARD SCHOOL FEASIBILITY STUDY

The purpose of this study is to provide sufficient development of the School Committee's referred option at Pollard School for the purpose of allowing the Town to make informed decisions about the retrofit/replacement of systems and or building elements, until the renovation work can occur. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of the preferred renovation option and allow modifications within the current Pollard that would later be in concert with future plans. This request complements the projects proposed as part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools.

The Town Manager's recommendation for Pollard School Feasibility Study is \$280,000 to be funded by Free Cash.

AUDITORIUM THEATRICAL SOUND AND LIGHTING SYSTEMS NEEDS ASSESSMENT

This project is to conduct a needs assessment/ feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include: speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats; sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production; and amplification equipment (such as wireless receivers and microphones) that are insufficient in number and/or broken. The lighting systems include fixtures that are partially non-functioning, and uncoordinated with sound delivery. Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades. (Submitted by: School Department)

The Town Manager's recommendation for Auditorium Theatrical Sound and Lighting Systems Needs Assessment is \$60,000 in the Tier 2 category.

PUBLIC WORKS

PERMANENT MESSAGE BOARDS

This request is for permanently installed message boards to communicate with residents. Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice. This project will alleviate competition for the current message boards. The new message

boards will have the capacity to be programmed remotely. The plan is to fund one message board per year. Unless circumstances require otherwise, this funding would support a permanent message board near the intersection of Dedham Avenue and South Street. (Submitted by: Department of Public Works/Engineering)

The Town Manager's recommendation for Permanent Message Boards is \$56,000 in the Tier 2 category.

ENERGY EFFICIENCY UPGRADE IMPROVEMENTS

This program supports on-going energy efficiency upgrades throughout Town and School buildings. Due to COVID-19, during FY2021 the Building Maintenance Division conducted a recommissioning of all School buildings throughout Town with the goal of increasing air flow in all occupied spaces, correcting controls, and making repairs to the mechanical systems. Many of the pieces of equipment were not designed with the intention of operating at this magnitude, therefore these systems will need to be reevaluated. This request is intended for a review of keeping the systems operating at the necessary level for increased air flow while also evaluating their energy consumption. These systems will need to be rebalanced with both goals in mind. Performing a review of these systems will lead to a list of recommended adjustments that will help inform the upcoming years' Energy Efficient Upgrades submissions. (Submitted by: Public Works/Building Maintenance)

The Town Manager's recommendation for Energy Efficiency Upgrade Improvements is \$100,000 to be funded by Free Cash.

RTS PROPERTY IMPROVEMENTS

This article will be used to fund improvements to the Recycling and Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The RTS composting operation is presently under a July 2014 Conservation Commission Negative Determination of Applicability (NDA) resulting from adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will also assist the Town in complying with its 2016 NPDES MS4 Permit. The plan is to grade and pave the existing dirt road behind the salt shed, which is the main access to the salt shed for deliveries and loading. This work will stabilize the road, preventing drainage and runoff problems and prevent erosion of soil into the wetlands adjacent to the RTS. (Submitted by: Department of Public Works/RTS)

The Town Manager's recommendation for the RTS Property Improvements is \$480,000 to be funded by Free Cash.

PUBLIC WORKS INFRASTRUCTURE PROGRAM

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

STREET RESURFACING

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI under 70 for resurfacing and specialized treatment, and a PCI under 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. Target funding for street resurfacing in FY2022 is \$990,000.

ROADWAY RECONSTRUCTION

Road resurfacing may be the appropriate treatment to extend the useful life of a road, but conditions may require a total reconstruction of the road to address structural issues within the road including drainage, grading, and subsurface material construction. In deciding which roads are candidates for reconstruction, the department evaluates the sight distance, drainage, presence of handicap ramps, condition of sidewalks, subsurface utilities, public utility poles, and overhead utilities, as well as the physical condition of the road such as shape, foundation, and traffic volume. The roads proposed for reconstruction are deficient in one or more of the areas listed. No funding is allocated to the Roadway Reconstruction category in FY2022.

SIDEWALK PROGRAM

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvement including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2022 is \$545,000.

INTERSECTION IMPROVEMENTS

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The intersection of Highland Avenue and West Street has aging traffic control infrastructure and can be unreliable. The signals have only one timer, which only allows for one traffic pattern regardless of the time of day. This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principles. Target funding for intersection improvements is \$860,000.

BRIDGE REPAIRS

Surrounded on three sides by the Charles River, the Town jointly maintains several bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified several bridges that have some level of deficiency and has recommended future repairs. No funding is allocated to the bridge repair category in FY2022.

STORM DRAIN CAPACITY IMPROVEMENTS

The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstance require otherwise, FY2022 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the recently extended Greendale Avenue drain project to provide additional stormwater capacity. Target funding for storm drain capacity improvements is \$85,000 for the design phase of this project.

BROOKS AND CULVERTS

Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. The Town is requesting funding to hire a consultant to assist with a Master Plan to address deficiencies with the brooks and culverts. This would help to better comply with NPDES requirements. The brooks and culvert requests within the infrastructure article moving forward would be based upon the recommendations of the Master Plan. Target funding for brooks and culverts is \$159,000.

GUARDRAIL

Many of the Town's guardrails are noncompliant and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2022. (Submitted by: Department of Public Works/Highway)

The Town Manager's recommendation for the Public Works Infrastructure Program is \$2,203,000 to be funded by Free Cash and \$436,000 in the Tier 2 Cash Capital category.

DPW SPECIALTY EQUIPMENT

Specialty equipment fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. In FY2022, the DPW is requesting funding for a specialty mower for the Parks and Forestry Division. This small mower (Unit 334) performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a

higher quality cut and playing surface. It also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers, it can cut fields even after heavy rains. (Submitted by: Department of Public Works/Parks & Forestry)

The Town Manager's recommendation for DPW Specialty Equipment is \$38,000 to be funded by Free Cash.

COMMUNITY SERVICES

LIBRARY TECHNOLOGY

This capital request is for the three remaining years of a four-year Library Technology Plan. Year one was funded at the Annual Town Meeting held on June 8, 2020. Unless circumstances require otherwise, FY2022 funding is proposed for the replacement of 29 public computers (Adult 20; Young Adult 4; Children's 4, Community Room 1), and two self-check computers. The equipment was originally purchased in 2013. (Submitted by: Needham Free Public Library)

The Town Manager's recommendation for Library Technology is \$48,500 in the Tier 2 category.

LIBRARY SPACE PLANNING

The funding will enable the Library Trustees to engage a professional library space planner to determine if the library's interior space can be better arranged to accommodate the number of students and tutors who use the library's study rooms and study areas. Under "normal conditions" in the afternoons during the school year, the library is packed with students, tutors, and other people using the three study rooms, the row of carrels, and the many four-seat tables. The trustees are also interested in updating the furniture and exploring a set-up that would allow the library to use an automatic materials handler that would check in and sort returned materials. (Submitted by: Needham Free Public Library).

The Town Manager's recommendation for Library Space Planning is \$60,000 in the Tier 2 Category.

TOWN COMMON HISTORIC REDESIGN & BEAUTIFICATION

The Town completed an internal design process for the Town Common and drafted a scope of services which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the new Downtown Streetscape Improvement Project. This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project. The design phase was funded in FY2020. (Submitted by: Public Works/Parks & Forestry)

The Town Manager's recommendation for Town Common Historic Redesign & Beautification is \$1,364,000 contingent on Community Preservation Funding.

RIDGE HILL BUILDING DEMOLITION

The 2019 Annual Town Meeting approved \$50,000 in feasibility funding for the demolition of buildings at the Ridge Hill site. This request would fund the demolition of the Ridge Hill Manor House and Garage at 463 Charles River Street. The existing barn structure is excluded from this scope. Most of the Ridge Hill Reservation is under the jurisdiction of the Conservation Commission, with approximately 3 acres under the authority of the Select Board. The demolition scope of work includes hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition. (Submitted by: Department of Public Works/Building Maintenance)

The Town Manager's recommendation for the Ridge Hill Building Demolition is \$746,891 to be funded by Free Cash.

ATHLETIC FACILITY IMPROVEMENTS – DEFAZIO SYNTHETIC TRACK

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. The Department engaged a consultant to evaluate the synthetic track at DeFazio Complex and identified some delamination. The track is presently under a fifteen-year warranty that will be expiring within the next five years. Basic maintenance, including the proposed resurfacing of the synthetic track, is required to ensure that a total replacement is not necessary. (Submitted by: Department of Public Works/Parks & Forestry)

The Town Manager's recommendation for DeFazio Synthetic Track is \$166,000 contingent on Community Preservation Funding.

ATHLETIC FACILITY IMPROVEMENTS – MCCLOUD FIELD RENOVATION DESIGN

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. Since McCloud Field was renovated in 2009, there have been several drainage issues related to the 4' drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field. Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in the design. This project will address both the 4'

drain and the subsurface of the field that has been eroded by storm events. This funding is for the design component of this project. The construction funding will be requested in FY2023. (Submitted by: Department of Public Works/Parks & Forestry)

The Town Manager's recommendation for McCloud Field Renovation Design is \$45,000 contingent on Community Preservation Funding.

WALKER POND IMPROVEMENTS

Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond. In FY2022, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of eight-foot-wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three six-foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission. (Submitted by: Department of Public Works/Engineering)

The Town Manager's recommendation for Walker Pond Improvements is \$125,000 contingent on Community Preservation Funding.

TOWN RESERVOIR SEDIMENT REMOVAL DESIGN

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES. The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPEs. Category 5 is the worst rating a water body can receive from the EPA. The Town will engage a designer to determine the best way to remove the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023. (Submitted by Department of Public Works/Water & Sewer)

The Town Manager's recommendation for Town Reservoir Sediment Removal Design is \$262,000 contingent on Community Preservation Funding.

GENERAL FUND FLEET REPLACEMENT PROGRAM

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general-purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2022 fleet replacement schedule is as follows. (Submitted by: Multiple Departments)

GENERAL FUND CORE FLEET REPLACEMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
712	Ford Econ Van E250	DPW Building Maintenance	2011	Utility Van Class 2	\$69,831
756	SUV Hybrid	DPW Building Maintenance	2010	SUV Hybrid	\$50,814
45	Ford E150 Van	DPW Engineering	2012	Utility Van	\$54,973
32	Ford F350	DPW Highway	2012	Work Truck Class 3 Pick-up	\$61,916
C-02	Chevy Tahoe	Fire Department	2016	Public Safety Response Vehicle	\$62,540
404	Ford #350 Van	Health & Human Services	2012	Large Passenger Van	\$90,050
Van 10	Toyota Sienna	School Department	2015	Passenger Van	\$51,419
Van 9	Toyota Sienna	School Department	2014	Passenger Van	\$51,419

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
10	International 7400	DPW Highway	2010	Heavy Duty Truck Class 8 Large Dump	\$284,119
39	Ford F550	DPW Highway	2012	Work Truck Class 5 Dump	\$94,210

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UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
R-03	Ford 450 Ambulance	Fire Department	2008	Ambulance	\$353,843

The Town Manager's recommendation for General Fund Core Fleet Replacement is \$402,912 to be funded by Free Cash and \$90,050 in the Tier 2 Cash Capital Category.

The Town Manager's recommendation for General Fund Specialized Equipment is \$353,843 to be funded by Free Cash and \$378,329 in the Tier 2 Cash Capital Category.

SEWER ENTERPRISE FUND

SEWER MAIN REPLACEMENT/GREENDALE AVENUE/ROUTE 128

This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or reline the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys wastewater from numerous sewer lines. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. This request is for DPW to complete the design and construction phases of the removal of the blockage, including updating the current MassDOT permit to allow for this work and CCTC investigations of the buried manholes. Additionally, the consultant will provide a contingency plan in case of complications or breakage due to the removal of the blockage. This work is necessary in order to continue with the replacement of the sewer main. (Submitted by Department of Public Works/Water & Sewer)

The Town Manager's recommendation for Sewer Main Replacement is \$363,000 to be funded by Sewer Enterprise Fund Retained Earnings.

SEWER FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
17	Ford F550 Dump	Sewer	2012	Work Class 5 Dump Truck	\$94,210
19	Int'l 7400 Dump	Sewer	2010	Heavy Duty Class 8 Dump Truck	\$284,119

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
29	Int'l 7400 Dump	Sewer	2008	Heavy Duty Class 8 Dump Truck	\$332,531

(Submitted by Department of Public Works/Water & Sewer)

The Town Manager's recommendation for Sewer Fleet Replacement is \$710,860 to be funded by Sewer Enterprise Fund Retained Earnings.

WATER ENTERPRISE FUND

WATER DISTRIBUTION SYSTEM IMPROVEMENTS/ROSEMARY

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. There is a water main that is currently located under Rosemary Lake, making leaks difficult to detect and repairs difficult to conduct. The 8" water main under the lake will be removed and relocated to Rosemary Street. This request is for the construction phase of the project – the design was funded in FY2020. (Submitted by: Department of Public Works/Water & Sewer)

The Town Manager's recommendation for Water Distribution System Improvements/Rosemary is \$460,000 to be funded by Water Enterprise Fund Retained Earnings.

WATER DISTRIBUTION SYSTEM IMPROVEMENTS DESIGN/SOUTH STREET

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. This request is for the design of the replacement of the water main pipe on South Street between Charles River Street and Chestnut Street. It is past its useful life and has had numerous breaks in recent years. (Submitted by: Department of Public Works/Water & Sewer)

The Town Manager's recommendation for Water Distribution System Improvements/South Street is \$250,000 to be funded by Water Enterprise Fund Retained Earnings.

WATER SERVICE CONNECTIONS

There are old iron pipe water services that may need to be removed because they contain lead. There are approximately 800 services remaining to be replaced. The Town currently has in place water treatment practices that reduce the corrosion on lead

components, as well as a rigorous testing program. Originally, this program was to replace any components containing lead prior to road repaving, but the Town is ahead of that schedule and continuing to remove any necessary components. The Town continues to target the removal of any services or components containing lead in reaction to the nationwide concerns over lead. Even as more services are replaced, the Town continues with their water treatment practices and testing. Once all lead is removed from the Town system, the Water Division will continue to provide corrosion control through water treatment practices because plumbing inside buildings may still The DPW continuously replaces water connections that may have components containing lead. Over the last ten-year period the Town has replaced 1,150 service connections. Previously, this request has been requested as an annual funding of \$200,000 to replace water service connections throughout Town. Due to variability in years, the request has changed to be a \$1,000,000 request every four to five years to allow for continuous replacement as soon as possible. (Submitted by: Department of Public Works/Water & Sewer)

The Town Manager’s recommendation for Water Service Connections is \$1,000,000 to be funded by Water Enterprise Fund Debt/MWRA Grant & Loan Program.

WATER FLEET REPLACEMENT – CORE FLEET

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
40	Ford F350	Water	2012	Work Truck Class 4 Utility	\$78,745

(Submitted by: Department of Public Works/Water & Sewer)

The Town Manager’s recommendation for Water Core Fleet Replacement is \$78,745 to be funded by Water Enterprise Fund Retained Earnings.

WATER FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
30	Ford F550	Water	2012	Work Truck Class 5 Swap Body	\$135,452
25	Ford F450	Water	2012	Work Truck Class 5 Dump	\$92,437

(Submitted by: Department of Public Works/Water & Sewer)

The Town Manager’s recommendation for Water Fleet Replacement/Specialized Equipment is \$227,889 to be funded by Water Enterprise Fund Retained Earnings.

Capital Recommendations and Funding Sources

Section 2

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**FY2022
Capital Budget
Funding Recommendations**

Title	Code*	Function	Cat*	2022 Department Request	Cash	Debt	Other	Note	Page
Public Safety Mobile Devices	P	Public Safety	1	50,000	50,000				3-005
Town Internet Control, Analysis and Reporting	P	General	1	75,000	75,000				3-006
LIFEPAK 15 V4 Monitor/Defibrillator	NU	Public Safety	1	30,577	30,577			New request but a high priority item	3-020
Self Contained Breathing Apparatus	NU	Public Safety	1	192,120	192,120			New request but a high priority item	3-022
Personal Protective Equipment	M	Public Safety	1	43,358	43,358				3-024
School Copiers	RM	Schools	1	61,264	61,264				3-030
School Furniture	R	Schools	1	25,000	25,000			Recommended as Tier II	3-036
School Technology	RM	Schools	1	479,650	479,650				3-042
Library Technology	M	Community	1	48,500	48,500			Recommended as Tier II	3-053
Fleet Refurbishment	PB	Public Works	1	150,000			150,000	Funding request does not qualify as capital; is recommended as a Financial Warrant Article.	3-057
Permanent Message Boards	P	Community	1	56,000	56,000			Recommended as Tier II	3-060
Specialty Equipment - Unit 334 Specialty Mower (PF)	P	Public Works	1	38,000	38,000				3-066
Broadmeadow School Technology Room Conversion	M	Schools	2	213,100	213,100				3-067
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	M	Schools	5	1,475,130			1,475,130	Board discussions pending, no recommendation at this time.	3-070
Auditorium Theatrical Sound and Lighting Systems Needs Assessment (High School, Newman School, and Pollard School)	P	Schools	2	60,000	60,000			Recommended as Tier II	3-075
Pollard School Feasibility Study	N	Schools	2	280,000	280,000			New request but is an urgent request in light of the substantial building capital requests.	3-080
Pollard School Renovation/Expansion as 6-8 Middle School	M	Schools	5	3,500,000			3,500,000	Board discussions pending, no recommendation at this time.	3-083
Mitchell Elementary School	M	Schools	5	1,250,000			1,250,000	Board discussions pending, no recommendation at this time.	3-088

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**FY2022
Capital Budget
Funding Recommendations**

Title	Code*	Function	Cat*	2022 Department Request	Cash	Debt	Other	Note	Page
Library Space Planning	P	Community	2	60,000	60,000			Recommended as Tier II	3-093
Library Materials Handler	PS	Community	2	100,000			100,000	On hold until a space study is funded and completed.	3-095
Energy Efficiency Upgrade Improvements	P	Utilities	2	100,000	100,000			Ongoing program which seeks to improve building systems and reduce cost.	3-109
Public Works Facilities Improvements	N	Public Works	5	60,000			60,000	Board discussions pending, no recommendation at this time.	3-123
Ridge Hill Building Demolition	GMU	General	2	885,000	746,891		138,109	Revised cost estimate for the project.	3-127
Recycling and Transfer Station Property Improvements	M	Public Works	3	480,000	480,000			Required stormwater area 2 improvements	3-128
Hillside School Boiler Installation	M	General	2	16,000	16,000			Design only estimated construction cost is \$235,000	3-135
Open Space Acquisitions	PI	Community	5	1,000,000			1,000,000	No parcel identified	3-149
NPDES Support Projects	M	Stormwater	3	666,000			666,000	Prior funding was based on adoption of a stormwater fee.	3-165
Public Works Infrastructure Program	M	Transportation Network	3	2,639,000	2,639,000			\$436,000 recommended as Tier II	3-179
Unit 10 replace with a class 8 dump truck	L	Public Works	4	284,119	284,119			Recommended as Tier II	3-228
Unit 32 replace with a class 3 heavy duty truck	C	Public Works	4	61,916	61,916				3-228
Unit 39 replace with a class 5 dump truck	L	Public Works	4	94,210	94,210			Recommended as Tier II	3-228
Unit 45 replace with a utility van	C	Public Works	4	54,973	54,973				3-228
Unit 404 replace with a 14 passenger van	C	Community	4	90,050	90,050			Recommended as Tier II	3-228
Unit 712 replace with a class 2 utility van	C	Public Works	4	69,831	69,831				3-228
Unit 756 replace with a hybrid SUV	C	Public Works	4	50,814	50,814				3-228
Unit C-02 replace with a large public safety response vehicle	C	Public Safety	4	62,540	62,540				3-228
Unit R-03 Ambulance	L	Public Safety	4	353,843	353,843				3-228
Van 10 replacement passenger van	C	Schools	4	51,419	51,419				3-228

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**FY2022
Capital Budget
Funding Recommendations**

Title	Code*	Function	Cat*	2022 Department Request	Cash	Debt	Other	Note	Page
Van 9 replacement passenger van	C	Schools	4	51,419	51,419				3-228
Public Safety Building Project	NPU	Public Safety	5	1,700,000		1,700,000		Current project, request results from site conditions, Covid19 related expenses, and supplemental contingency. Current funding source debt within the levy limit.	3-238
General Fund				16,958,833	6,919,594	1,700,000	8,339,239		
Town Hall Clock Repairs	N	General	2	83,000	83,000			Historic designation	3-134
Athletic Facility Improvements (DeFazio Synthetic Track)	M	Community	3	166,000	166,000			Recreation designation	3-156
Athletic Facility Improvements (McCloud Field renovation design)	P	Community	3	45,000	45,000			Recreation designation	3-156
Town Common Historic Redesign and Beautification	M	Community	3	1,364,000	1,364,000			Historic designation	3-190
Walker Pond Improvements	N	Community	3	125,000	125,000			Open Space designation	3-197
Town Reservoir Sediment Removal	P	Stormwater	3	262,000	262,000			Open Space designation	3-204
Community Preservation Fund				2,045,000	2,045,000				
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Utilities	3	363,000	363,000				3-207
Unit 17 replace with a class 5 dump truck	L	Utilities	4	94,210	94,210				3-228
Unit 19 replace with a class 8 dump truck	L	Utilities	4	284,119	284,119				3-228
Unit 29 replace with a class 8 dump truck	L	Utilities	4	332,531	332,531				3-228
Sewer Enterprise Fund				1,073,860	1,073,860				

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**FY2022
Capital Budget
Funding Recommendations**

Title	Code*	Function	Cat*	2022 Department Request	Cash	Debt	Other	Note	Page
Water Distribution System Improvements (Rosemary)	M	Utilities	3	460,000	460,000			Design was funded in FY2020	3-217
Water Distribution System Improvements (South Street/Charles River to Chestnut)	M	Utilities	3	250,000	250,000			Design only, construction estimate is \$2.9M	3-217
Water Service Connections	MR	Utilities	3	1,000,000		1,000,000		Possible State Financing	3-222
Unit 25 replace with a class 4 work truck	L	Utilities	4	92,437	92,437				3-228
Unit 30 replace with a class 5 dump truck	L	Utilities	4	135,452	135,452				3-228
Unit 40 replace with a class 3 heavy duty truck	C	Utilities	4	78,745	78,745				3-228
Water Enterprise Fund				2,016,634	1,016,634	1,000,000			
Grand Total				22,094,327	11,055,088	2,700,000	8,339,239		

Code

B = Funding may be considered under the operating budget/special warrant article
 C = Core Fleet
 D = Recommendation is deferred or on hold pending other actions
 E = Emergency approval
 F = Funded appropriation outside the capital plan
 G = Request may not qualify as capital submission
 L = Specialized Fleet Equipment
 I = Project submission is incomplete or waiting additional information
 M = Submission has been modified from previous submission
 N = New submission with this CIP
 P = Project request has appeared in previous CIP's
 Q = Request does not qualify as a capital submission
 R = Request is a regularly occurring capital expense
 S = No recommendation; under study
 U = Urgent request based on identified conditions

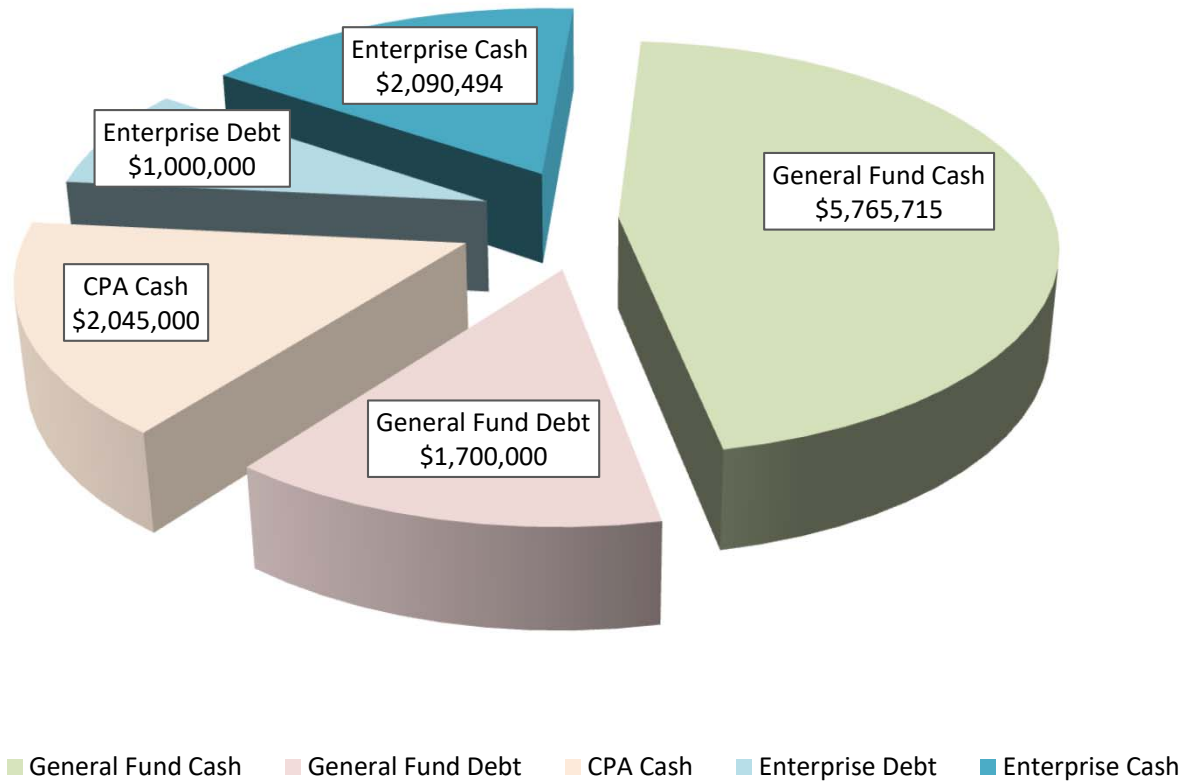
Cat (Category)

1 = Equipment or Technology
 2 = Building or Facility
 3 = Infrastructure
 4 = Fleet
 5 = Extraordinary

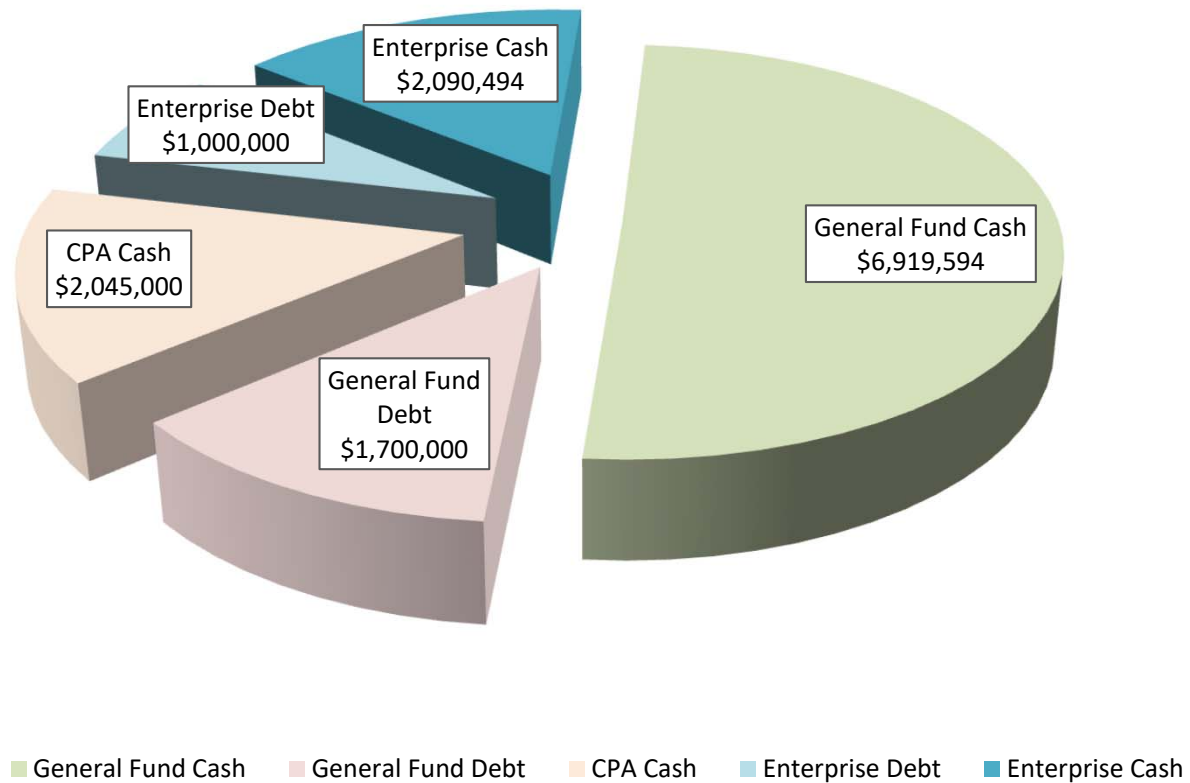
Truck Classification

Class 1 = Smallest Pick-up Trucks 6,000 lbs.
 Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150/F250)
 Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
 Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
 Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)
 Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)
 Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commer
 Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (specialized equipment)

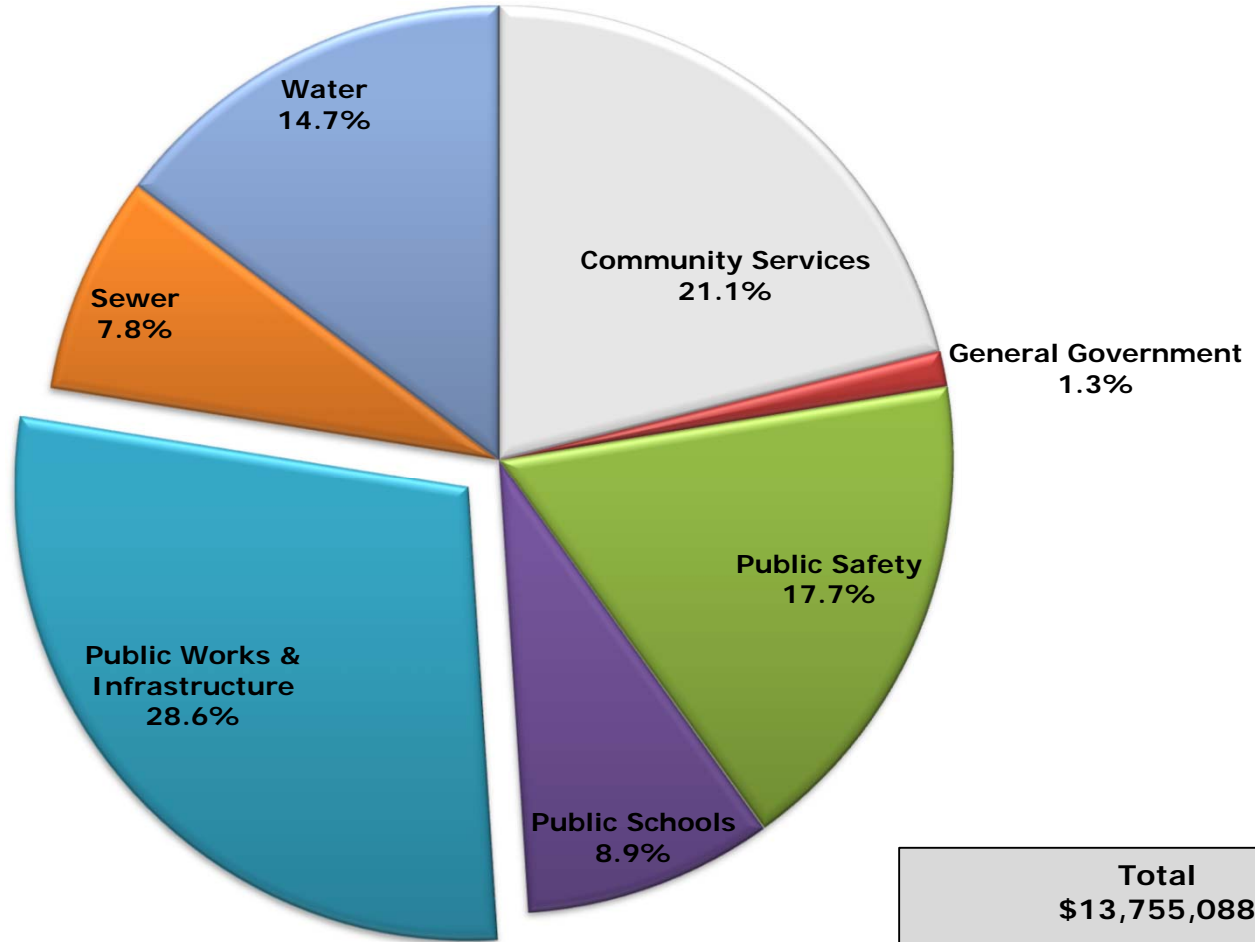
**FY2022
Proposed Capital by Funding Source
Tier I Only**



**FY2022
Proposed Capital by Funding Source
Tier I & II**



**FY2022 Proposed Capital by Function
Tier I & II**



FY2023
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Library Technology	M	Library	Community	1	26,280	26,280	26,280			3-053
Permanent Message Boards	P	Engineering	Community	1	58,000	58,000	58,000			3-060
Center at the Heights Generator Installation	MS	COA	Community	2	37,500	37,500	37,500			3-099
Center at the Heights Space Utilization Study	PB	COA	Community	2	75,000	75,000	75,000			3-102
Outdoor Basketball Courts	M	Recreation	Community	3	50,000	50,000	50,000			3-141
Passive Recreation Improvements (Dwight Field/Charles River Center)	M	Parks	Community	3	39,000				39,000	3-176
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-149
GIS Technology Systems	P	ITC	General	1	120,000	120,000	120,000			3-007
Town Offices Replacement Furniture	P	Manager	General	1	25,000	25,000	25,000			3-001
Hillside School Boiler Installation	M	Bldg. Maint	General	2	235,000	235,000	235,000			3-135
Replace Unit 452 2013 Ford Taurus	C	Assessing	General	4	35,758	35,758	35,758			3-230
Personal Protective Equipment	M	Fire	Public Safety	1	45,525	45,525	45,525			3-024
Public Safety Mobile Devices	P	Police	Public Safety	1	50,000	50,000	50,000			3-008
Replace Unit C-06 2015 Ford F350	C	Fire	Public Safety	4	68,750	68,750	68,750			3-230
Public Works Mobile Devices	P	Admin	Public Works	1	50,000	50,000	50,000			3-009
Recycling and Transfer Station Property Improvements	M	Solid Waste	Public Works	3	124,500	124,500	124,500			3-128
Replace Unit 108 2011 Trackless Tractor	LS	Highway	Public Works	4	184,821	184,821	184,821			3-230

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FY2023
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit 112 2011 Prinoth (Sidewalk Tractor)	LS	Highway	Public Works	4	229,613	229,613	229,613			3-230
Replace Unit 254 2013 Bandit Brush Chipper	L	Parks	Public Works	4	68,317	68,317	68,317			3-230
Replace Unit 3 2012 Ford F450	L	Fleet	Public Works	4	75,910	75,910	75,910			3-230
Replace Unit 350 2010 John Deere Loader	L	Parks	Public Works	4	64,971	64,971	64,971			3-230
Replace Unit 5 2011 International 7400 Dump Truck	L	Solid Waste	Public Works	4	230,918	230,918	230,918			3-230
Replace Unit 700 2012 Ford Econ Van E250	C	Bldg. Maint	Public Works	4	45,239	45,239	45,239			3-230
Replace Unit 91 2000 CONSTRUCTION SCALP TRUCK	L	Solid Waste	Public Works	4	138,301	138,301	138,301			3-230
School Copiers	RM	Schools	Schools	1	50,738	50,738	50,738			3-030
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-036
School Technology	RM	Schools	Schools	1	437,000	437,000	437,000			3-042
Emery Grover Roof Replacement	MS	Schools	Schools	2	19,000				19,000	3-106
Emery Grover Window Replacement	MS	Schools	Schools	2	34,200				34,200	3-103
Pollard School Air Conditioning Upgrade	M	Schools	Schools	2	107,000	1,311,000		1,311,000		3-118
Pollard School Locker Room Retrofit	M	Schools	Schools	2	653,000	653,000	653,000			3-121
Replace Unit Bus 2 2017 Blue Bird 202 School Bus	L	Schools	Schools	4	99,785	99,785	99,785			3-230
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location (Option #3)	M	Schools	Schools	5	25,620,128				25,620,128	3-070
NPDES Support Projects	M	Engineering	Stormwater	3	688,000	688,000	688,000			3-168

Town of Needham
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FY2023
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Public Works Infrastructure Program	M	Highway	Transportation Network	3	3,233,000	2,655,000	2,655,000		578,000	3-182
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-192
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-109
TOTAL					34,195,254	8,108,926	6,797,926	1,311,000	27,290,328	

FY2023
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Community Preservation Fund										
Walker Pond Improvements	N	Parks	Community	3	356,000	356,000	356,000			3-197
Athletic Facility Improvements (Broadmeadow & Eliot Fields renovation designs)	P	Parks	Community	3	107,000	107,000	107,000			3-159
Athletic Facility Improvements (Claxton Field Lighting Installation)	M	Parks	Community	3	758,000	758,000	758,000			3-158
Athletic Facility Improvements (Claxton Softball Field Skin construction)	M	Parks	Community	3	250,000	250,000	250,000			3-158
Drain System Improvements	P	Sewer	Stormwater	3	2,070,000	2,070,000	2,070,000			3-204
TOTAL					3,541,000	3,541,000	3,541,000			
Sewer Enterprise										
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Sewer	Utilities	3	2,018,250	2,018,250	1,018,250	1,000,000		3-207
Cooks Bridge Sewer Pump Station	M	Sewer	Utilities	3	357,000				357,000	3-201
Replace Unit 11 2013 Ford Explorer	C	Sewer	Utilities	4	38,851	38,851	38,851			3-230
Replace Unit 37 2010 International 7500 Vactor	L	Sewer	Utilities	4	398,030	398,030	398,030			3-230
TOTAL					2,812,131	2,455,131	1,455,131	1,000,000	357,000	

FY2023
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Water Enterprise										
Water Distribution System Improvements (South Street - CR to Chestnut)	M	Water	Utilities	3	2,900,000	2,900,000			2,900,000	3-218
Water Supply Development	M	Water	Utilities	3	464,000				464,000	3-224
Replace Unit 164 2008 Atlas Copco Trailer (Generator)	L	Water	Utilities	4	34,592	34,592			34,592	3-230
TOTAL					3,398,592	2,934,592			3,398,592	
FY2023 Grand Total					43,946,977	17,039,649	11,794,057	2,311,000	31,045,920	

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FY2024
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Library Technology	M	Library	Community	1	36,500	36,500	36,500			3-053
Permanent Message Boards	P	Engineering	Community	1	60,000	60,000	60,000			3-060
Video Projection Equipment Rosemary Recreation Complex	P	HHS	Community	1	55,000	55,000	55,000			3-011
Center at the Heights Generator Installation	MS	COA	Community	2	250,000	250,000	250,000			3-099
Cricket Field Building Improvements	PS	Recreation	Community	2	180,000				180,000	3-096
Athletic Facility Improvements (Fencing)	P	Parks	Community	3	290,000	290,000	290,000			3-160
Outdoor Basketball Courts	M	Recreation	Community	3	250,000	250,000	250,000			3-141
Passive Recreation Improvements (Dwight Field/Charles River Center)	M	Parks	Community	3	389,000				389,000	3-176
Public Playgrounds	M	Recreation	Community	3	25,000				25,000	3-146
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-149
Town Building Switchings	M	ITC	General	1	90,000	90,000	90,000			3-010
Wireless Hardware Infrastructure	P	ITC	General	1	175,000	175,000	175,000			3-012
Personal Protective Equipment	M	Fire	Public Safety	1	47,802	47,802	47,802			3-024
Replace Unit 453 2016 Ford Focus	C	Building	Public Safety	4	35,441	35,441	35,441			3-232
Replace Unit 454 2014 Ford Fusion	C	Building	Public Safety	4	35,441	35,441	35,441			3-232
Replace Unit 455 2016 Ford Focus	C	Building	Public Safety	4	35,441	35,441	35,441			3-232
Replace Unit 456 1014 Ford Fusion	C	Building	Public Safety	4	35,441	35,441	35,441			3-232

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**FY2024
Capital Project Requests
Preliminary Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit L-01 2004 Sutphen Quint Ladder Truck	L	Fire	Public Safety	4	1,839,671	1,839,671		1,839,671		3-232
Fleet Refurbishment	PB	Fleet	Public Works	1	150,000				150,000	3-057
Recycling and Transfer Station Property Improvements	M	Solid Waste	Public Works	3	129,000	129,000	129,000			3-128
Replace Unit 713 2012 Ford F450 Dump Truck	L	Bldg. Maint	Public Works	4	78,567	78,567	78,567			3-232
Replace Unit 9 2012 INTERNATIONAL 7400 Dump Truck	L	Highway	Public Works	4	268,830	268,830	268,830			3-232
School Copiers	RM	Schools	Schools	1	34,656	34,656	34,656			3-030
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-036
School Technology	RM	Schools	Schools	1	460,750	460,750	460,750			3-042
Emery Grover Roof Replacement	MS	Schools	Schools	2	239,000				239,000	3-106
Emery Grover Window Replacement	MS	Schools	Schools	2	394,000				394,000	3-103
Facility Assessment for Sustainable Building Management	P	Schools	Schools	2	50,000	50,000	50,000			3-115
Pollard School Air Conditioning Upgrade	M	Schools	Schools	2	1,204,000				1,204,000	3-118
Replace Unit Bus 1 2017 Blue Bird 202 School Bus	C	Schools	Schools	4	103,277	103,277	103,277			3-232
High Rock Reconfigure as K-5 Elementary School	N	Schools	Schools	5	315,500				315,500	3-077
Mitchell Elementary School (new building)	M	Schools	Schools	5	74,596,900				74,596,900	3-088
Pollard School Renovation/Expansion as 6-8 Middle School	M	Schools	Schools	5	172,300,300				172,300,300	3-083
NPDES Support Projects	M	Engineering	Stormwater	3	712,000	712,000	712,000			3-180

Town of Needham
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**FY2024
Capital Project Requests
Preliminary Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Public Works Infrastructure Program	M	Highway	Transportation Network	3	3,445,000	3,186,000	3,186,000		259,000	3-184
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-192
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-109
TOTAL				5	259,486,517	8,433,817	6,594,146	1,839,671	251,052,700	
Community Preservation Fund										
Athletic Facility Improvements (McCloud Field renovation construction)	M	Parks	Community	3	466,000	466,000	466,000			3-160
TOTAL					466,000	466,000	466,000			
Sewer Enterprise										
Replace Unit 103 2012 John Deere Backhoe	L	Sewer	Utilities	4	139,768	139,768	139,768			3-232
TOTAL					139,768	139,768	139,768			
Water Enterprise										
Water Supply Development	M	Water	Utilities	3	1,350,000				1,350,000	3-224
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Water	Utilities	3	45,000	45,000	45,000			3-219
TOTAL					1,395,000	45,000	45,000		1,350,000	
FY2024 Grand Total					261,487,285	9,084,585	7,244,914	1,839,671	252,402,700	

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FY2025
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Permanent Message Boards	P	Engineering	Community	1	62,000	62,000	62,000			3-060
Cricket Field Building Improvements	PS	Recreation	Community	2	1,000,000				1,000,000	3-096
Athletic Fields Master Plan	G	Recreation	Community	3	75,000				75,000	3-139
Outdoor Basketball Courts	M	Recreation	Community	3	50,000				50,000	3-141
Public Playgrounds	M	Recreation	Community	3	250,000				250,000	3-146
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-149
Data Center Servers	M	ITC	General	1	600,000	600,000	600,000			3-013
Town Building Security and Traffic Cameras	PIS	Police	General	1	350,000				350,000	3-018
Town Offices Replacement Furniture	P	Manager	General	1	25,000	25,000	25,000			3-003
Replace Unit 440 2017 Ford Explorer	L	ITC	General	4	38,305	38,305	38,305			3-234
Personal Protective Equipment	M	Fire	Public Safety	1	50,192	50,192	50,192			3-024
Taser Replacement	N	Police	Public Safety	1	35,000	35,000	35,000			3-019
Replace Unit C-01 2017 Ford Explorer	C	Fire	Public Safety	4	62,924	62,924	62,924			3-234
Replace Unit C-43 2017 Ford Escape	C	Fire	Public Safety	4	51,234	51,234	51,234			3-234
Replace Unit E-04 2005 E-One Cyclone II fire Truck	L	Fire	Public Safety	4	900,004	900,004		900,004		3-234
Replace Unit R-01 2016 Ford E450 Ambulance	L	Fire	Public Safety	4	392,312	392,312	392,312			3-234
Replace Unit 111 2013 Trackless Sidewalk Plow Tractor	LS	Highway	Public Works	4	192,456	192,456	192,456			3-234

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**FY2025
Capital Project Requests
Preliminary Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit 61 2013 Genie Forklift	L	Solid Waste	Public Works	4	90,754	90,754	90,754			3-234
Replace Unit 66 Ford F550	L	Highway	Public Works	4	100,793	100,793	100,793			3-234
Replace Unit 701 2014 Ford F250	C	Bldg. Maint	Public Works	4	44,950	44,950	44,950			3-234
Replace Unit 72 2015 Ford F550 Chip Box	L	Parks	Public Works	4	92,390	92,390	92,390			3-234
Replace Unit 93 2015 McCloskey Brothers Trommel Screener	L	Solid Waste	Public Works	4	138,841	138,841	138,841			3-234
School Copiers	RM	Schools	Schools	1	71,722	71,722	71,722			3-030
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-036
School Technology	RM	Schools	Schools	1	581,150	581,150	581,150			3-042
Facility Assessment for Sustainable Building Management	P	Schools	Schools	2	50,000	50,000	50,000			3-115
Replace Unit Van 11 2018 Ford Transit Passenger Van	C	Schools	Schools	4	57,009	57,009	57,009			3-234
Replace Unit Van 12 2018 Ford Transit Passenger Van	C	Schools	Schools	4	57,009	57,009	57,009			3-234
NPDES Support Projects	M	Engineering	Stormwater	3	735,000	735,000	735,000			3-172
Public Works Infrastructure Program	M	Highway	Transportation Network	3	3,448,000	3,448,000	3,448,000			3-186
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-192
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-109
TOTAL				5	10,777,045	8,052,045	7,152,041	900,004	2,725,000	

**FY2025
 Capital Project Requests
 Preliminary Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Community Preservation Fund										
Athletic Facility Improvements (Broadmeadow & Eliot School Fields renovations)	M	Parks	Community	3	1,121,000	1,121,000	1,121,000			3-162
TOTAL					1,121,000	1,121,000	1,121,000			
Sewer Enterprise										
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Sewer	Utilities	3	9,315,000	9,315,000	1,315,000	8,000,000		3-207
TOTAL					9,315,000	9,315,000	1,315,000	8,000,000		
Water Enterprise										
Water Distribution System Improvements (Kingsbury Street - Oakland Avenue to Webster)	M	Water	Utilities	3	112,500	112,500			112,500	3-220
Water Distribution System Improvements (Mills/Sachem (Mayo Ave - Harris Ave to GPA)	M	Water	Utilities	3	434,000	434,000			434,000	3-220
Replace Unit 160 2013 Wach Utility Trailer Vac	L	Water	Utilities	4	67,654	67,654			67,654	3-234
TOTAL					614,154	614,154			614,154	
FY2025 Grand Total					21,827,199	19,102,199	9,588,041	8,900,004	3,339,154	

FY2026
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Permanent Message Boards	P	Engineering	Community	1	64,000	64,000	64,000			3-060
Outdoor Basketball Courts	M	Recreation	Community	3	550,000	550,000	550,000			3-141
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-149
Data Center Servers	M	ITC	General	1	750,000	750,000	750,000			3-013
Personal Protective Equipment	M	Fire	Public Safety	1	52,701	52,701	52,701			3-024
Replace Unit R-02 2017 Ford E450 Ambulance	L	Fire	Public Safety	4	406,043	406,043	406,043			3-236
Replace Unit 104 2016 Volvo Front End Loader	L	Solid Waste	Public Works	4	302,274	302,274	302,274			3-236
Replace Unit 116 2014 Prinoth Sidewalk Plow	LS	Highway	Public Works	4	199,631	199,631	199,631			3-236
Replace Unit 41 2016 Ford F250 Truck	C	Parks	Public Works	4	46,524	46,524	46,524			3-236
Replace Unit 42 2014 International 7400	L	Solid Waste	Public Works	4	256,023	256,023	256,023			3-236
Replace Unit 50 2016 Ford F250 Truck	C	Parks	Public Works	4	48,943	48,943	48,943			3-236
Replace Unit 703 2015 Ford Transit Van	C	Bldg. Maint	Public Works	4	31,572	31,572	31,572			3-236
Replace Unit 708 2016 Ford Transit Van	C	Bldg. Maint	Public Works	4	35,828	35,828	35,828			3-236
Replace Unit 73 2016 Ford F450 Truck	L	Parks	Public Works	4	78,424	78,424	78,424			3-236
Replace Unit 74 2016 Ford F450 Dump	L	Parks	Public Works	4	129,197	129,197	129,197			3-236
Replace Unit 75 2016 Ford F450 Truck	L	Parks	Public Works	4	78,424	78,424	78,424			3-236
Replace Unit 8 2014 International 7400	L	Highway	Public Works	4	242,381	242,381	242,381			3-236

FY2026
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
School Copiers	RM	Schools	Schools	1	82,787	82,787	82,787			3-030
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-036
School Technology	RM	Schools	Schools	1	577,875	577,875	577,875			3-042
Replace Unit Van 4 2019 Ford E150 Van	C	Schools	Schools	4	59,004	59,004	59,004			3-236
Replace Unit Van 5 2019 Ford E150 Van	C	Schools	Schools	4	59,004	59,004	59,004			3-236
NPDES Support Projects	N	Engineering	Stormwater	3	760,000	760,000	760,000			3-174
Public Works Infrastructure Program	N	Highway	Transportation Network	3	2,103,000	3,448,000	3,448,000			3-188
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-192
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-109
TOTAL					8,088,635	8,433,635	8,433,635		1,000,000	
Sewer Enterprise										
Replace Unit 16 2014 Freightliner Box Truck	L	Sewer	Utilities	4	243,478	243,478	243,478			3-236
TOTAL					243,478	243,478	243,478			

FY2026
Capital Project Requests
Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Water Enterprise										
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	N	Water	Utilities	3	508,500	508,500	508,500			3-221
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	N	Water	Utilities	3	350,000	350,000	350,000			3-221
Replace Unit 21 2016 Ford F250 Truck	C	Water	Utilities	4	43,942	43,942	43,942			3-236
Replace Unit 156 2011 Baker Robinson 10" Water Pump Trailer	L	Water	Utilities	4	101,518	101,518	101,518			3-236
TOTAL					1,003,960	1,003,960	1,003,960			
FY2026 Grand Total					9,336,073	9,681,073	9,681,073		1,000,000	

Code

B = Funding may be considered under the operating budget/special warrant article
C = Core Fleet
D = Recommendation is deferred or on hold pending other actions
E = Emergency approval
F = Funded appropriation outside the capital plan
G = Request may not qualify as capital submission
L = Specialized Fleet Equipment
I = Project submission is incomplete or waiting additional information
M = Submission has been modified from previous submission
N = New submission with this CIP
P = Project request has appeared in previous CIP's
Q = Request does not qualify as a capital submission
R = Request is a regularly occurring capital expense
S = No recommendation; under study
U = Urgent request based on identified conditions

Cat (Category)

1 = Equipment or Technology
2 = Building or Facility
3 = Infrastructure
4 = Fleet
5 = Extraordinary

Truck Classification

Class 1 = Smallest Pick-up Trucks 6,000 lbs.
Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)
Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)
Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)
Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial
Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (specialized equipment)

**Preliminary Tier One Recommendations
FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Town Offices Replacement Furniture	P	General	1			25,000	25,000							25,000	25,000			3-001
Town Offices Replacement Furniture	P	General	1							25,000	25,000			25,000	25,000			3-003
Public Safety Mobile Devices	P	Public Safety	1	50,000	50,000									50,000	50,000			3-005
Town Internet Control, Analysis and Reporting	P	General	1	75,000	75,000									75,000	75,000			3-006
GIS Technology Systems	P	General	1			120,000	120,000							120,000	120,000			3-007
Public Safety Mobile Devices	P	Public Safety	1			50,000	50,000							50,000	50,000			3-008
Public Works Mobile Devices	P	Public Works	1			50,000	50,000							50,000	50,000			3-009
Town Building Switchings	M	General	1					90,000	90,000					90,000	90,000			3-010
Video Projection Equipment Rosemary Recreation Complex	P	Community	1					55,000	55,000					55,000	55,000			3-011
Wireless Hardware Infrastructure	P	General	1					175,000	175,000					175,000	175,000			3-012
Data Center Servers	M	General	1							600,000	600,000	750,000	750,000	1,350,000	1,350,000			3-013
Town Building Security and Traffic Cameras	PIS	General	1							350,000								3-018
Taser Replacement	N	Public Safety	1							35,000	35,000			35,000	35,000			3-019
LIFEPAK 15 V4 Monitor/Defibrillator	N	Public Safety	1	30,577	30,577									30,577	30,577			3-020
Personal Protective Equipment	M	Public Safety	1	43,358	43,358	45,525	45,525	47,802	47,802	50,192	50,192	52,701	52,701	239,578	239,578			3-024
Self Contained Breathing Apparatus	N	Public Safety	1	192,120	192,120									192,120	192,120			3-022
School Copiers	RM	Schools	1	61,264	61,264	50,738	50,738	34,656	34,656	71,722	71,722	82,787	82,787	301,167	301,167			3-030
School Furniture	R	Schools	1	25,000		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	100,000	100,000			3-036
School Technology	RM	Schools	1	479,650	479,650	437,000	437,000	460,750	460,750	581,150	581,150	577,875	577,875	2,536,425	2,536,425			3-042
Permanent Message Boards	P	Community	1	56,000		58,000	58,000	60,000	60,000	62,000	62,000	64,000	64,000	244,000	244,000			3-060
Fleet Refurbishment	PB	Public Works	1	150,000				150,000										3-057
Specialty Equipment - Unit 334 Specialty Mower (PF)	P	Public Works	1	38,000	38,000									38,000	38,000			3-066
Library Technology	M	Community	1	48,500		26,280	26,280	36,500	36,500					62,780	62,780			3-053
Equipment & Technology			1	1,249,469	969,969	887,543	887,543	1,134,708	984,708	1,800,064	1,450,064	1,552,363	1,552,363	5,844,647	5,844,647			

**Preliminary Tier One Recommendations
FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Broadmeadow School Technology Room Conversion	M	Schools	2	213,100	213,100									213,100	213,100			3-067
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems	P	Schools	2	60,000														3-075
Pollard School Feasibility Study	N	Schools	2	280,000	280,000									280,000	280,000			3-080
Energy Efficiency Upgrade Improvements	P	Utilities	2	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	500,000	500,000			3-109
Hillside School Boiler Installation	M	General	2	16,000	16,000	235,000	235,000							251,000	251,000			3-135
Ridge Hill Building Demolition	GMU	General	2	885,000	746,891									746,891	746,891			3-127
Town Hall Clock Repairs	N	General	2	83,000	83,000									83,000		83,000		3-134
Center at the Heights Generator Installation	MS	Community	2			37,500	37,500	250,000	250,000					287,500	287,500			3-099
Center at the Heights Space Utilization Study	PB	Community	2			75,000	75,000							75,000	75,000			3-102
Emery Grover Roof Replacement	MS	Schools	2			19,000		239,000										3-106
Emery Grover Window Replacement	MS	Schools	2			34,200		394,000										3-103
Pollard School Air Conditioning Upgrade	M	Schools	2			107,000	1,311,000	1,204,000						1,311,000		1,311,000		3-118
Pollard School Locker Room Retrofit	M	Schools	2			653,000	653,000							653,000	653,000			3-121
Facility Assessment for Sustainable Building Management	P	Schools	2					50,000	50,000	50,000	50,000			100,000	100,000			3-115
Cricket Field Building Improvements	PS	Community	2					180,000		1,000,000								3-096
Library Materials Handler	PS	Community	2	100,000														3-095
Library Space Planning	P	Community	2	60,000														3-093
Buildings & Facilities			2	1,797,100	1,438,991	1,260,700	2,411,500	2,417,000	400,000	1,150,000	150,000	100,000	100,000	4,500,491	3,106,491	1,311,000	83,000	
NPDES Support Projects	M	Stormwater	3	666,000														3-165
Traffic Improvements	P	Transportation Network	3			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	200,000	200,000			3-192
NPDES Support Projects	M	Stormwater	3			688,000	688,000							688,000			688,000	3-168
NPDES Support Projects	M	Stormwater	3					712,000	712,000					712,000			712,000	3-180

**Preliminary Tier One Recommendations
FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
NPDES Support Projects	M	Stormwater	3							735,000	735,000			735,000			735,000	3-172
NPDES Support Projects	N	Stormwater	3									760,000	760,000	760,000			760,000	3-174
Public Works Infrastructure Program	M	Transportation Network	3	2,639,000	2,203,000									2,203,000	2,203,000			3-179
Public Works Infrastructure Program	M	Transportation Network	3			3,233,000	2,655,000							2,655,000	2,655,000			3-182
Public Works Infrastructure Program	M	Transportation Network	3					3,445,000	3,186,000					3,186,000	3,186,000			3-184
Public Works Infrastructure Program	M	Transportation Network	3							3,448,000	3,448,000			3,448,000	3,448,000			3-186
Public Works Infrastructure Program	N	Transportation Network	3									2,103,000	3,448,000	3,448,000	3,448,000			3-188
Athletic Facility Improvements (DeFazio Synthetic Track)	M	Community	3	166,000	166,000									166,000			166,000	3-156
Athletic Facility Improvements (McCloud Field renovation design)	P	Community	3	45,000	45,000									45,000			45,000	3-156
Town Common Historic Redesign and Beautification	M	Community	3	1,364,000	1,364,000									1,364,000			1,364,000	3-190
Walker Pond Improvements	N	Community	3	125,000	125,000	356,000	356,000							481,000			481,000	3-197
Athletic Facility Improvements (Broadmeadow & Eliot Fields renovation designs)	P	Community	3			107,000	107,000							107,000			107,000	3-159
Athletic Facility Improvements (Claxton Field Lighting Installation)	M	Community	3			758,000	758,000							758,000			758,000	3-158
Athletic Facility Improvements (Claxton Softball Field Skin construction)	M	Community	3			250,000	250,000							250,000			250,000	3-158
Passive Recreation Improvements (Dwight Field/Charles River Center)	M	Community	3			39,000		389,000										3-176
Athletic Facility Improvements (Fencing)	P	Community	3					290,000	290,000					290,000	290,000			3-160
Athletic Facility Improvements (McCloud Field renovation construction)	M	Community	3					466,000	466,000					466,000			466,000	3-160
Athletic Facility Improvements (Broadmeadow & Eliot School Fields renovations)	M	Community	3							1,121,000	1,121,000			1,121,000			1,121,000	3-162
Athletic Facility Improvements (Asa Small Field Renovations)	N	Community	3															3-164
Recycling and Transfer Station Property Improvements	M	Public Works	3	480,000	480,000	124,500	124,500	129,000	129,000					733,500	733,500			3-128
Boat Launch on Charles River	I	Community	3															3-138
Public Playgrounds	M	Community	3					25,000		250,000								3-146

**Preliminary Tier One Recommendations
FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Outdoor Basketball Courts	M	Community	3			50,000	50,000	250,000	250,000	50,000		550,000	550,000	850,000	850,000			3-141
Athletic Fields Master Plan	G	Community	3							75,000								3-139
Infrastructure & Land			3	5,485,000	4,383,000	5,655,500	5,038,500	5,756,000	5,083,000	5,729,000	5,354,000	3,463,000	4,808,000	24,666,500	17,013,500		7,653,000	
Replace Unit 3 2012 Ford F450	L	Public Works	4			75,910	75,910							75,910	75,910			3-230
Replace Unit 5 2011 International 7400 Dump Truck	L	Public Works	4			230,918	230,918							230,918	230,918			3-230
Replace Unit 8 2014 International 7400	L	Public Works	4									242,381	242,381	242,381	242,381			3-236
Replace Unit 9 2012 INTERNATIONAL 7400 Dump Truck	L	Public Works	4					268,830	268,830					268,830	268,830			3-232
Replace Unit 10 2010 International 7400 Dump Truck	L	Public Works	4	284,119														3-228
Replace Unit 32 2012 Ford F350	C	Public Works	4	61,916	61,916									61,916	61,916			3-228
Replace Unit 39 2012 Ford F550 Dump Truck	L	Public Works	4	94,210														3-228
Replace Unit 41 2016 Ford F250 Truck	C	Public Works	4									46,524	46,524	46,524	46,524			3-236
Replace Unit 42 2014 International 7400	L	Public Works	4									256,023	256,023	256,023	256,023			3-236
Replace Unit 45 2012 FORD E150 VAN	C	Public Works	4	54,973	54,973									54,973	54,973			3-228
Replace Unit 50 2016 Ford F250 Truck	C	Public Works	4									48,943	48,943	48,943	48,943			3-236
Replace Unit 53 2013 International Paystar 5600 Pellet	L	Public Works	4															3-4
Replace Unit 61 2013 Genie Forklift	L	Public Works	4							90,754	90,754			90,754	90,754			3-234
Replace Unit 66 Ford F550	L	Public Works	4							100,793	100,793			100,793	100,793			3-234
Replace Unit 72 2015 Ford F550 Chip Box	L	Public Works	4							92,390	92,390			92,390	92,390			3-234
Replace Unit 73 2016 Ford F450 Truck	L	Public Works	4									78,424	78,424	78,424	78,424			3-236
Replace Unit 74 2016 Ford F450 Dump	L	Public Works	4									129,197	129,197	129,197	129,197			3-236
Replace Unit 75 2016 Ford F450 Truck	L	Public Works	4									78,424	78,424	78,424	78,424			3-236
Replace Unit 91 2000 CONSTRUCTION SCALP TRUCK	L	Public Works	4			138,301	138,301							138,301	138,301			3-230
Replace Unit 93 2015 McCloskey Brothers Trommel Screener	L	Public Works	4							138,841	138,841			138,841	138,841			3-234
Replace Unit 104 2016 Volvo Front End Loader	L	Public Works	4									302,274	302,274	302,274	302,274			3-236
Replace Unit 108 2011 Trackless Tractor	LS	Public Works	4			184,821	184,821							184,821	184,821			3-230

**Preliminary Tier One Recommendations
FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit 111 2013 Trackless Sidewalk Plow Tractor	LS	Public Works	4							192,456	192,456			192,456	192,456			3-234
Replace Unit 112 2011 Prinoth (Sidewalk Tractor)	LS	Public Works	4			229,613	229,613							229,613	229,613			3-230
Replace Unit 116 2014 Prinoth Sidewalk Plow	LS	Public Works	4									199,631	199,631	199,631	199,631			3-236
Replace Unit 254 2013 Bandit Brush Chipper	L	Public Works	4			68,317	68,317							68,317	68,317			3-230
Replace Unit 350 2010 John Deere Loader	L	Public Works	4			64,971	64,971							64,971	64,971			3-230
Replace Unit 400 2005 Ford Taurus	C	Public Safety	4															3-4
Replace Unit 404 2012 Ford E350 VAN (14 Passengers)	C	Community	4	90,050														3-228
Replace Unit 440 2017 Ford Explorer	L	General	4							38,305	38,305			38,305	38,305			3-234
Replace Unit 452 2013 Ford Taurus	C	General	4			35,758	35,758							35,758	35,758			3-230
Replace Unit 453 2016 Ford Focus	C	Public Safety	4					35,441	35,441					35,441	35,441			3-232
Replace Unit 454 2014 Ford Fusion	C	Public Safety	4					35,441	35,441					35,441	35,441			3-232
Replace Unit 455 2016 Ford Focus	C	Public Safety	4					35,441	35,441					35,441	35,441			3-232
Replace Unit 456 1014 Ford Fusion	C	Public Safety	4					35,441	35,441					35,441	35,441			3-232
Replace Unit 700 2012 Ford Econ Van E250	C	Public Works	4			45,239	45,239							45,239	45,239			3-230
Replace Unit 701 2014 Ford F250	C	Public Works	4							44,950	44,950			44,950	44,950			3-234
Replace Unit 703 2015 Ford Transit Van	C	Public Works	4									31,572	31,572	31,572	31,572			3-236
Replace Unit 708 2016 Ford Transit Vam	C	Public Works	4									35,828	35,828	35,828	35,828			3-236
Replace Unit 712 2011 Ford Econ Van E250	C	Public Works	4	69,831	69,831									69,831	69,831			3-228
Replace Unit 713 2012 Ford F450 Dump Truck	L	Public Works	4					78,567	78,567					78,567	78,567			3-232
Replace Unit 756 2010 Ford F150	C	Public Works	4	50,814	50,814									50,814	50,814			3-228
Replace Unit Bus 1 2017 Blue Bird 202 School Bus	C	Schools	4					103,277	103,277					103,277	103,277			3-232
Replace Unit Bus 2 2017 Blue Bird 202 School Bus	L	Schools	4			99,785	99,785							99,785	99,785			3-230
Replace Unit C-01 2017 Ford Explorer	C	Public Safety	4							62,924	62,924			62,924	62,924			3-234
Replace Unit C-02 2016 Chevrolet Tahoe	C	Public Safety	4	62,540	62,540									62,540	62,540			3-228
Replace Unit C-06 2015 Ford F350	C	Public Safety	4			68,750	68,750							68,750	68,750			3-230

Preliminary Tier One Recommendations
FY2022 - FY2026

Title	Code*	Function	Cap*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit C-43 2017 Ford Escape	C	Public Safety	4							51,234	51,234			51,234	51,234			3-234
Replace Unit E-04 2005 E-One Cyclone II fire Truck	L	Public Safety	4							900,004	900,004			900,004		900,004		3-234
Replace Unit L-01 2004 Sutphen Quint Ladder Truck	L	Public Safety	4					1,839,671	1,839,671					1,839,671		1,839,671		3-232
Replace Unit R-01 2016 Ford E450 Ambulance	L	Public Safety	4							392,312	392,312			392,312	392,312			3-234
Replace Unit R-02 2017 Ford E450 Ambulance	L	Public Safety	4									406,043	406,043	406,043	406,043			3-236
Replace Unit R-03 2008 Ford E450 Ambulance	L	Public Safety	4	353,843	353,843									353,843	353,843			3-228
Replace Unit Van 10 2015 Toyota Sienna Van	C	Schools	4	51,419	51,419									51,419	51,419			3-228
Replace Unit Van 11 2018 Ford Transit Passenger Van	C	Schools	4							57,009	57,009			57,009	57,009			3-234
Replace Unit Van 12 2018 Ford Transit Passenger Van	C	Schools	4							57,009	57,009			57,009	57,009			3-234
Replace Unit Van 4 2019 Ford E150 Van	C	Schools	4									59,004	59,004	59,004	59,004			3-236
Replace Unit Van 5 2019 Ford E150 Van	C	Schools	4									59,004	59,004	59,004	59,004			3-236
Replace Unit Van 9 2014 Toyota Sienna Van	C	Schools	4	51,419	51,419									51,419	51,419			3-228
Fleet			4	1,225,134	756,755	1,242,383	1,242,383	2,432,109	2,432,109	2,218,981	2,218,981	1,973,272	1,973,272	8,623,500	5,883,825	2,739,675		
Mitchell Elementary School (new building)	M	Schools	5	1,250,000				74,596,900										3-088
Pollard School Renovation/Expansion as 6-8 Middle School	M	Schools	5	3,500,000				172,300,300										3-083
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location (Option #3)	M	Schools	5	1,475,130		25,620,128												3-070
High Rock Reconfigure as K-5 Elementary School	N	Schools	5					315,500										3-077
Public Works Facilities Improvements (Year 1)	N	Public Works	5	60,000														3-123
Public Works Facilities Improvements (Year 2)	N	Public Works	5															3-125
Public Safety Building Project	NPU	Public Safety	5	1,700,000	1,700,000									1,700,000		1,700,000		3-238
Public Works Facilities Improvements (Year 3)	N	Public Works	5															3-126
Open Space Acquisitions	PI	Community	5	1,000,000		1,000,000		1,000,000		1,000,000		1,000,000						3-149
Other			5	8,985,130	1,700,000	26,620,128		248,212,700		1,000,000		1,000,000		1,700,000		1,700,000		

**Preliminary Tier One Recommendations
 FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
TOTAL				18,741,833	9,248,715	35,666,254	9,579,926	259,952,517	8,899,817	11,898,045	9,173,045	8,088,635	8,433,635	45,335,138	31,848,463	5,750,675	7,736,000	
General Fund Cash					5,765,715		6,109,926		5,882,146		6,417,041		7,673,635		31,848,463			
Other Available Funds					1,783,000		2,159,000		1,178,000		1,856,000		760,000		7,736,000			
Debt					1,700,000		1,311,000		1,839,671		900,004				5,750,675			
TOTAL					9,248,715		9,579,926		8,899,817		9,173,045		8,433,635		45,335,138			

**Preliminary Tier One Recommendations
FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Sewer Enterprise																		
Drain System Improvements	P	Stormwater	3	262,000	262,000	2,070,000	2,070,000							2,332,000			2,332,000	3-204
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Utilities	3	363,000	363,000	2,018,250	2,018,250			9,315,000	9,315,000			11,696,250	2,696,250	9,000,000		3-207
Cooks Bridge Sewer Pump Station	M	Utilities	3			357,000				3,606,500								3-201
Inflow Feasibility Study	I	Utilities	3															3-211
Infrastructure & Land			3	625,000	625,000	4,445,250	4,088,250			12,921,500	9,315,000			14,028,250	2,696,250	9,000,000	2,332,000	
Replace Unit 11 2013 Ford Explorer	C	Utilities	4			38,851	38,851							38,851	38,851			3-230
Replace Unit 16 2014 Freightliner Box Truck	L	Utilities	4									243,478	243,478	243,478	243,478			3-236
Replace Unit 17 2012 Ford F550 Dump Truck	L	Utilities	4	94,210	94,210									94,210	94,210			3-228
Replace Unit 19 2010 International 7400 Dump Truck	L	Utilities	4	284,119	284,119									284,119	284,119			3-228
Replace Unit 29 2008 International 7400	L	Utilities	4	332,531	332,531									332,531	332,531			3-228
Replace Unit 37 2010 International 7500 Vactor	L	Utilities	4			398,030	398,030							398,030	398,030			3-230
Replace Unit 103 2012 John Deere Backhoe	L	Utilities	4					139,768	139,768					139,768	139,768			3-232
Fleet			4	710,860	710,860	436,881	436,881	139,768	139,768			243,478	243,478	1,530,987	1,530,987			
TOTAL				1,335,860	1,335,860	4,882,131	4,525,131	139,768	139,768	12,921,500	9,315,000	243,478	243,478	15,559,237	4,227,237	9,000,000	2,332,000	
Enterprise Fund Cash					1,073,860		1,455,131		139,768		1,315,000		243,478					4,227,237
Other Available Funds					262,000		2,070,000											2,332,000
Debt							1,000,000				8,000,000							9,000,000
TOTAL					1,335,860		4,525,131		139,768		9,315,000		243,478					15,559,237

Preliminary Tier One Recommendations
FY2022 - FY2026

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Water Enterprise																		
Water Distribution System Improvements (Rosemary)	M	Utilities	3	460,000	460,000									460,000	460,000			3-217
Water Distribution System Improvements (South Street (Charles River to Chestnut))	M	Utilities	3	250,000	250,000									250,000	250,000			3-217
Water Service Connections	MR	Utilities	3	1,000,000	1,000,000									1,000,000		1,000,000		3-222
Water Distribution System Improvements (South Street - CR to Chestnut)	M	Utilities	3			2,900,000	2,900,000							2,900,000	2,900,000			3-218
Water Supply Development	M	Utilities	3			464,000		1,350,000										3-224
Charles River Water Treatment Plant HVAC Upgrade	I	Utilities	3															3-213
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Utilities	3					45,000	45,000					45,000	45,000			3-219
Water Distribution System Improvements (Kingsbury Street - Oakland Avenue to Webster)	M	Utilities	3							112,500	112,500			112,500	112,500			3-220
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Utilities	3							434,000	434,000			434,000	434,000			3-220
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	N	Utilities	3									508,500	508,500	508,500	508,500			3-221
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	N	Utilities	3									350,000	350,000	350,000	350,000			3-221
Infrastructure & Land			3	1,710,000	1,710,000	3,364,000	2,900,000	1,395,000	45,000	546,500	546,500	858,500	858,500	6,060,000	5,060,000	1,000,000		
Replace Unit 21 2016 Ford F250 Truck	C	Utilities	4									43,942	43,942	43,942	43,942			3-236
Replace Unit 25 2012 Ford F450 Utility Truck	L	Utilities	4	92,437	92,437									92,437	92,437			3-228
Replace Unit 30 2012 Ford F550 Dump Truck	L	Utilities	4	135,452	135,452									135,452	135,452			3-228
Replace Unit 40 Ford F350	C	Utilities	4	78,745	78,745									78,745	78,745			3-228
Replace Unit 156 2011 Baker Robinson 10" Water Pump Trailer	L	Utilities	4									101,518	101,518	101,518	101,518			3-236
Replace Unit 160 2013 Wach Utility Trailer Vac	L	Utilities	4							67,654	67,654			67,654	67,654			3-234
Replace Unit 164 2008 Atlas Copco Trailer (Generator)	L	Utilities	4			34,592	34,592							34,592	34,592			3-230
Fleet			4	306,634	306,634	34,592	34,592			67,654	67,654	145,460	145,460	554,340	554,340			
TOTAL				2,016,634	2,016,634	3,398,592	2,934,592	1,395,000	45,000	614,154	614,154	1,003,960	1,003,960	6,614,340	5,614,340	1,000,000		

Preliminary Tier One Recommendations
FY2022 - FY2026

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Enterprise Fund Cash					1,016,634		2,934,592		45,000		614,154		1,003,960	5,614,340				
Other Available Funds																		
Debt					1,000,000												1,000,000	
TOTAL					2,016,634		2,934,592		45,000		614,154		1,003,960	6,614,340				

Equipment & Technology			1	1,249,469	969,969	887,543	887,543	1,134,708	984,708	1,800,064	1,450,064	1,552,363	1,552,363	5,844,647	5,844,647			
Buildings & Facilities			2	1,797,100	1,438,991	1,260,700	2,411,500	2,417,000	400,000	1,150,000	150,000	100,000	100,000	4,500,491	3,106,491	1,311,000	83,000	
Infrastructure & Land			3	7,820,000	6,718,000	13,464,750	12,026,750	7,151,000	5,128,000	19,197,000	15,215,500	4,321,500	5,666,500	44,754,750	24,769,750	10,000,000	9,985,000	
Fleet			4	2,242,628	1,774,249	1,713,856	1,713,856	2,571,877	2,571,877	2,286,635	2,286,635	2,362,210	2,362,210	10,708,827	7,969,152	2,739,675		
Other			5	8,985,130	1,700,000	26,620,128		248,212,700		1,000,000		1,000,000		1,700,000		1,700,000		
GRAND TOTAL				22,094,327	12,601,209	43,946,977	17,039,649	261,487,285	9,084,585	25,433,699	19,102,199	9,336,073	9,681,073	67,508,715	41,690,040	15,750,675	10,068,000	

Equipment & Technology			1	1,249,469	969,969	887,543	887,543	1,134,708	984,708	1,800,064	1,450,064	1,552,363	1,552,363	5,844,647	5,844,647			
Buildings & Facilities			2	1,797,100	1,438,991	1,260,700	2,411,500	2,417,000	400,000	1,150,000	150,000	100,000	100,000	4,500,491	3,106,491	1,311,000	83,000	
Infrastructure & Land			3	5,485,000	4,383,000	5,655,500	5,038,500	5,756,000	5,083,000	5,729,000	5,354,000	3,463,000	4,808,000	24,666,500	17,013,500		7,653,000	
Fleet			4	1,225,134	756,755	1,242,383	1,242,383	2,432,109	2,432,109	2,218,981	2,218,981	1,973,272	1,973,272	8,623,500	5,883,825	2,739,675		
Other			5	8,985,130	1,700,000	26,620,128		248,212,700		1,000,000		1,000,000		1,700,000		1,700,000		
General Fund				18,741,833	9,248,715	35,666,254	9,579,926	259,952,517	8,899,817	11,898,045	9,173,045	8,088,635	8,433,635	45,335,138	31,848,463	5,750,675	7,736,000	

Equipment & Technology			1															
Buildings & Facilities			2															
Infrastructure & Land			3	625,000	625,000	4,445,250	4,088,250			12,921,500	9,315,000			14,028,250	2,696,250	9,000,000	2,332,000	
Fleet			4	710,860	710,860	436,881	436,881	139,768	139,768			243,478	243,478	1,530,987	1,530,987			
Other			5															
Sewer Fund				1,335,860	1,335,860	4,882,131	4,525,131	139,768	139,768	12,921,500	9,315,000	243,478	243,478	15,559,237	4,227,237	9,000,000	2,332,000	

Equipment & Technology			1															
Buildings & Facilities			2															
Infrastructure & Land			3	1,710,000	1,710,000	3,364,000	2,900,000	1,395,000	45,000	546,500	546,500	858,500	858,500	6,060,000	5,060,000	1,000,000		
Fleet			4	306,634	306,634	34,592	34,592			67,654	67,654	145,460	145,460	554,340	554,340			
Other			5															
Water Fund				2,016,634	2,016,634	3,398,592	2,934,592	1,395,000	45,000	614,154	614,154	1,003,960	1,003,960	6,614,340	5,614,340	1,000,000		

**Preliminary Tier One Recommendations
 FY2022 - FY2026**

Title	Code*	Function	Cat*	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2025 Department Request	FY2025 Recommended Tier 1	FY2026 Department Request	FY2026 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Grand Total				22,094,327	12,601,209	43,946,977	17,039,649	261,487,285	9,084,585	25,433,699	19,102,199	9,336,073	9,681,073	67,508,715	41,690,040	15,750,675	10,068,000	

Code

- B = Funding may be considered under the operating budget/special warrant article
- C = Core Fleet
- D = Recommendation is deferred or on hold pending other actions
- E = Emergency approval
- F = Funded appropriation outside the capital plan
- G = Request may not qualify as capital submission
- L = Specialized Fleet Equipment
- I = Project submission is incomplete or waiting additional information
- M = Submission has been modified from previous submission
- N = New submission with this CIP
- P = Project request has appeared in previous CIP's
- Q = Request does not qualify as a capital submission
- R = This is a regularly reoccurring capital request
- S = No recommendation; under study
- U = Urgent request based on identified conditions

Orange highlighted amounts indicate that all or a portion of the funding recommendation may be funded by CPA funds

Pink highlighted amounts indicate that all or a portion of the funding recommendation may be funded by debt.

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
							Tier I & II
Current Year Requests						16,958,833	8,620,044
Cash							
Current Receipts & Free Cash	2,729,117	5,438,467	10,491,289	7,418,252	3,939,433		6,919,594
Other Available Funds	302,000	3,888,000	2,144,000	2,744,500			
Total - Cash	3,031,117	9,326,467	12,635,289	10,162,752	3,939,433		6,919,594
Debt							
Within the Annual Levy Limit	500,000	15,075,000	6,671,000		676,700		1,700,000
Excluded from the Levy Limit	58,305,000	3,750,000	66,245,000				
Total - Debt	58,805,000	18,825,000	72,916,000		676,700		1,700,000
Total	61,836,117	28,151,467	85,551,289	10,162,752	4,616,133	16,958,833	8,619,594

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	Tier I & II					
Automated External Defibrillators Replacement					32,885	G							
Firearm Replacement					33,000	G							
Library Furniture			43,970	G	112,960	G							
LIFEPAK 15 V4 Monitor/Defibrillator							30,577	30,577	G				
Permanent Message Boards							56,000	56,000	G*				
Personal Protective Equipment		167,872	G	43,424	G	43,424	G	43,424	G	43,358	43,358	G	
Police Use-Of-Force Training Simulator				47,000	G								
Public Safety Data Center Servers and Storage Units				30,000	G								
Public Safety Mobile Devices				35,000	G	35,000	G		50,000	50,000	G		
Public Works Storage Facility		150,000	G	4,885,000	DG								
School Furniture & Musical Equipment	45,000	G	45,000	G	60,500	G	35,000	G	35,000	G	25,000	25,000	G*
School Phone System Replacement				319,000	G								
Self Contained Breathing Apparatus								192,120	192,120	G			
Specialty Equipment - Field Renovator (Parks)		30,000	G										
Specialty Equipment - Loader Mounted Snow Blower (Highway)							192,000	G					
Specialty Equipment - Unit 334 Specialty Mower (Parks)								38,000	38,000	G			

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	Tier I & II					
Specialty Equipment - Unit 344 Large Mower (Parks)			76,500	G									
Specialty Equipment - Unit 351 Tractor (Parks)					68,000	G							
Town Offices Replacement Furniture			25,000	G	25,000	G							
Vehicle & Equipment Refurbishment Program							150,000						
Library Technology						30,000	G	48,500	48,500 G*				
Multi-Function Printer Devices			35,000	G	35,600	G	35,600	G					
Non-Public Safety Data Center Servers and Storage Units		145,000	G	180,000	G								
Public Safety Desktops, Printers and Peripherals					200,000	G							
School Copier Replacement	39,330	G	46,790	G	84,190	G	52,470	G	62,420 G	61,264	61,264	G	
School Technology Replacement	307,750	G	463,500	G	303,600	G	632,350	G	586,575	G	479,650	479,650	G
Town Internet Control, Analysis and Reporting										75,000	75,000	G	
Broadmeadow School Technology Room Conversion										213,100	213,100	G	
Building Management System Upgrade						392,000	G						
Center at the Heights Computer Lab						50,000	G						
DPW Boiler Replacement 470 Dedham Avenue						50,000	A	460,000	G				
Eliot School Technology Room Conversion								179,300	G				

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Tier I & II							
Emery Grover Building Reconstruction						1,475,130	
Energy Efficiency Upgrade Improvements	38,154 G	57,000 G	71,000 G	57,000 A	100,000 G	100,000	100,000 G
Facility Assessment for Sustainable Building Management				100,000 G			
Fuel Island Relocation and Upgrade	131,000 G	1,056,000 G					
High School A Gym Upgrade	130,557 G						
High School Chiller		125,000 O					
High School Classroom Expansion & Other Improvements		14,138,000 ADS	431,000 G				
High School Locker Reconfiguration & Addition				50,000 AG			
Hillcrest Radio Repeater Building Replacement			136,000 G				
Hillside Boiler Installation (Design)						16,000	16,000
Library Materials Handler						100,000	
Memorial Park Buildings and Grounds Improvements	50,000 G	375,000 G	5,750,000 DSG				
Mitchell School Locker Replacement			70,000 A				
Mitchell School Modular Classrooms			1,560,000 AG	630,000 G			
Mitchell School Replacement						1,250,000	
Mitchell School Restroom Upgrades				67,000 G	676,700 D		

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022		
Tier I & II									
Newman Preschool Playground Custom Shade Shelter				69,200	G				
Newman School Gym Floor				275,000	G				
Police and Fire Mobile and Portable Radios				617,550	G				
Pollard School Blue & Green Gym Upgrades		45,000	G	540,000	G	155,000	AG		
Pollard School Locker Replacement	41,157	G							
Pollard School Locker Room Retrofit Design						60,000	G		
Pollard School Renovation/Expansion						3,500,000			
Pollard School Restroom Upgrades		650,000	O						
Public Safety Complex/Station #2 Projects	90,000	O	4,000,000	OX	66,245,000	X	1,700,000	1,700,000	D
Ridge Hill Building Demolition						885,000	746,891	G	
Rosemary Complex		3,800,000	DO						
School Master Plan Supplement					125,000	G			
Town Hall Stair Modifications		200,000	G						
Williams Elementary School	57,542,500	X							
Streetlight Conversion to LED				685,000	G				
Open Space Purchase						1,000,000			

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	Tier I & II			
Property Acquisition (609 Central Avenue)	762,500	X									
Recycling and Transfer Station Property Improvements				295,000	G	480,000	480,000		G		
Turf Field Replacement at DeFazio Field and Memorial Park			55,000	S	2,500,000	S					
Williams Elementary School Outside Play Area	250,000	A									
Public Works Infrastructure Program	1,700,000	DG	1,762,000	G	1,773,500	DG	2,169,550	G	2,639,000	2,639,000	G+
Traffic Improvements			249,000	G	50,000	G	50,000	G	50,000	G	
NPDES Support Projects						770,500	G	666,000			
Fleet - Ambulance (Fire)			224,677	G			337,479	G			
Fleet - Ambulance Unit R3 (Fire)							353,843		353,843		G
Fleet - Utility Van Class 2 Unit 712 (Building Maintenance)							69,831		69,831		G
Fleet - Heavy Duty Truck Class 3 Unit 32 (Highway)							61,916		61,916		G
Fleet - Dump Truck Class 5 Unit 39 (Highway)							94,210		94,210		G*
Fleet - Dump Truck Class 8 Unit 10 (Highway)							284,119		284,119		G*
Fleet - Delivery Van (School)			33,861	G							
Fleet - Dump Truck 10 Wheel Unit 47 (Highway)	223,109										G
Fleet - Dump Truck 6 Wheel Unit 70 (Parks)	68,364										G

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Tier I & II							
Fleet - Dump Truck 6 Wheel Unit 71 (Parks)	68,364	G					
Fleet - Fire Engine E2 (Fire)			840,163	G			
Fleet - Fire Prevention Vehicle C-42 (Fire)				35,249	G		
Fleet - Fire Response Vehicle C-03 (Fire)					55,502	G	
Fleet - Heavy Duty Bucket Truck Class 8 Unit 35 (Parks)				274,434	G		
Fleet - Heavy Duty Work Truck Class 8 Unit 34 (Solid Waste)					168,255	G	
Fleet - Hybrid SUV Unit 756 (Building Maintenance)						50,814	50,814 G
Fleet - Large Tractor Unit 102 (Highway)				252,140	G		
Fleet - Passenger Vehicle Unit 1 (Admin)			33,616	G			
Fleet - Passenger Vehicle Unit 15 (Admin)		35,481	G				
Fleet - Passenger Vehicle Unit 43 (Fire)	35,123	G					
Fleet - Passenger Vehicle Unit 44 (Engineering)			33,616	G			
Fleet - Passenger Vehicle Unit 46 (Engineering)			33,616	G			
Fleet - Passenger Vehicle Unit 52 (Highway)		34,729	G				
Fleet - Pickup Truck Unit 12 (Parks)		38,277	G				
Fleet - School Bus Unit 14 (School)				81,942	G		

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Tier I & II							
Fleet - Sidewalk Tractor Plow Unit 107 (Highway)				178,571	G		
Fleet - Sidewalk Tractor Plow Unit 113 (Highway)						178,163	G
Fleet - Skid Steer Loader Unit 76 (Highway)			122,182	G			
Fleet - Small SUV replaces Unit 457 (Building)				33,085	G		
Fleet - Street Sweeper Unit 181 (Highway)						263,412	G
Fleet - Street Sweeper Unit 182 (Highway)			264,101	G			
Fleet - SUV Emergency Response Unit 2 (Fire)	56,635	G					
Fleet - SUV Emergency Response Unit 3 (Fire)	46,116	G					
Fleet - SUV Emergency Response Unit C2 (Fire)						62,540	62,540 G
Fleet - Tractor Mower Unit 336 (Parks)		98,747	G				
Fleet - Trailer Large Unit 183 (Parks)			25,722	G			
Fleet - Transport Van Unit 1 (School)				38,388	G		
Fleet - Transport Van Unit 10 (School)						51,419	51,419 G
Fleet - Transport Van Unit 2 (School)				38,388	G		
Fleet - Transport Van Unit 3 (School)		32,875	G				
Fleet - Transport Van Unit 4 (School)			48,776	G			

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	
Tier I & II								
Fleet - Transport Van Unit 404 (HHS Aging Services)						90,050	90,500	G*
Fleet - Transport Van Unit 404 (HHS Aging Services)	87,354	AG						
Fleet - Transport Van Unit 5 (School)			48,776	G				
Fleet - Transport Van Unit 6 (School)		32,875	G					
Fleet - Transport Van Unit 9 (School)						51,419	51,419	G
Fleet - Transport Van with Wheelchair Lift Van 7 (School)					52,374	G		
Fleet - Transport Van with Wheelchair Lift Van 8 (School)					52,374	G		
Fleet - Utility Trailer Chipper Unit 256 (Parks)				64,936	G			
Fleet - Utility Trailer Portable Messenger Board Unit 120 (Highway)	23,031	G						
Fleet - Utility Truck Unit 48 (Highway)		83,561	G					
Fleet - Utility Van Unit 45 (Engineering)						54,973	54,973	G
Fleet - Work Truck Class 1 Unit 720 (Building Maintenance)						43,002	G	
Fleet - Work Truck Class 2 Unit 2 (Fleet)				37,060	G			
Fleet - Work Truck Class 2 Unit 56 (Solid Waste)				50,332	G			
Fleet - Work Truck Class 2 Unit 57 (Highway)				63,804	G			
Fleet - Work Truck Class 2 Unit 702 (Building Maintenance)			45,765	G				

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Tier I & II							
Fleet - Work Truck Class 2 Unit 705 (Building Maintenance)				37,060	G		
Fleet - Work Truck Class 3 Unit 4 (Fleet)			82,671	G			
Fleet - Work Truck Class 3 Unit 43 (Highway)					69,455	G	
Fleet - Work Truck Class 3 Unit 65 (Parks)			66,037	G			
Fleet - Work Truck Class 5 Unit 55 (Highway)			142,495	G			
Fleet - Work Van Class 2 Unit 707 (Building Maintenance)					48,713	G	
Fleet - Work Van Unit 301 (Parks)			34,069	G			
Fleet - Work Van Unit 704 (Building Maintenance)		31,222	G				
Fleet - Work Van Unit 706 (Glazier)	35,073	G					
Fleet - Work Van Unit 715 (Building Maintenance)				43,709	G		
Fleet - Work Van Unit 92 (Engineering)				41,550	G		
DPW Complex						60,000	
Emery Grover Building Study			130,000	G			
High School Classroom Expansion Alternatives Feasibility Study	65,000	G					
Library Space Planning						60,000	60,000 G*
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems						60,000	60,000 G*

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	
								Tier I & II
Pollard School Feasibility Study						280,000	280,000	G
Pollard School Phased Improvements Feasibility Study			65,000					G

Funding Source			
A = Transfer from another Financial Warrant Article	E = Enterprise Fund Cash	S = Stabilization Fund	3 = Open Space Reserve
B = Operating Budget	G = General Fund Cash	T = CPA General Reserve	4 = CPA Free Cash
C = CPA Fund Cash	O = Overlay Surplus	1 = Community Housing Reserve	X = Excluded Debt
D = Debt	R = Retained Earnings	2 = Historic Reserve	

**Community Preservation Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Current Year Requests						2,045,000	2,045,000
Cash							
Current Receipts & State Match		1,030,000	500,000		101,500		419,000
Other Available Funds	978,000	4,075,000	2,450,000	1,162,000			1,626,000
Total - Cash	978,000	5,105,000	2,950,000	1,162,000	101,500		2,045,000
Debt							
CPA Surcharge Supported		8,000,000					
Total - Debt		8,000,000					
Total	978,000	13,105,000	2,950,000	1,162,000	101,500	2,045,000	2,045,000

**Community Preservation Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	
Athletic Facility Improvements (Claxton Field Lighting)					72,500			C
Athletic Facility Improvements (Claxton Softball Field Skin)					29,000			C
Athletic Facility Improvements (DeFazio Synthetic Track) +						166,000	166,000	C
Athletic Facility Improvements (McCloud Field renovation design) +						45,000	45,000	C
Cricket Field Improvements		35,000	4		480,000			4
Fisher Street Trailhead Design					15,000			T
Memorial Park Buildings and Grounds Improvements	310,000	4		500,000				C
Public Playgrounds					350,000			T
Rosemary Complex	550,000	4	12,000,000					CD T4
Rosemary Lake Camp and Trail				50,000	4	200,000		T
Rosemary Lake Sediment Removal	118,000	4		2,400,000				T 3,4
Town Common Historic Redesign					117,000			T
Town Common Historic Redesign and Beautification+						1,364,000	1,364,000	4
Town Hall Clock Repairs+						83,000	83,000	C
Town Reservoir Sediment Removal (Design) +						262,000	262,000	3

**Community Preservation Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	
Trail Improvement Project - Needham Reservoir		860,000	4					
Walker Pond Improvements+						125,000	125,000	C
Williams Elementary School Walking Trails		210,000	4					

Notes

+ Subject to approval by the Community Preservation Committee

Funding Source

A = Transfer from another Financial Warrant Article	E = Enterprise Fund Cash	S = Stabilization Fund	3 = Open Space Reserve
B = Operating Budget	G = General Fund Cash	T = CPA General Reserve	4 = CPA Free Cash
C = CPA Fund Cash	O = Overlay Surplus	1 = Community Housing Reserve	X = Excluded Debt
D = Debt	R = Retained Earnings	2 = Historic Reserve	

**RTS Enterprise Fund Capital
 Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2020	Requested FY2022	Proposed FY2022
Current Year Requests							
Cash							
Current Receipts & Retained Earnings	215,927	725,342	345,360				
Other Available Funds	22,073						
Total - Cash	238,000	725,342	345,360				
Debt							
Fee Supported^	269,000		645,000				
Total - Debt	269,000		645,000				
Total	507,000	725,342	990,360				

**RTS Enterprise Fund Capital
 Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2020	Requested FY2022	Proposed FY2022
Big Belly Trash Cans			100,000	R			
Fleet - Collection Packer Unit 80		211,256	R				
Fleet - Front End Loader Unit 104	269,000	D					
Fleet - Front End Loader Unit 143			245,360	R			
Fleet - Grinder Unit 67		43,086	R				
Fleet - Swap Loader Truck Unit 5	120,000	R					
Fuel Island Relocation and Upgrade		15,000	R				
RTS Property Improvements	68,000	AR	290,000	R	645,000	D	
RTS Stormwater Plan	50,000	R					
Transfer Station Floor Replacement		166,000	R				

Funding Source

A = Transfer from another Financial Warrant Article E = Enterprise Fund Cash S = Stabilization Fund 3 = Open Space Reserve
 B = Operating Budget G = General Fund Cash T = CPA General Reserve 4 = CPA Free Cash
 C = CPA Fund Cash O = Overlay Surplus 1 = Community Housing Reserve X = Excluded Debt
 D = Debt R = Retained Earnings 2 = Historic Reserve

**Sewer Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Current Year Requests						1,073,860	1,073,860
Cash							
Current Receipts & Retained Earnings	63,525	87,000	2,301,111	1,631,487	488,088		1,073,860
Other Available Funds	10,335				100,000		
Total - Cash	73,860	87,000	2,301,111	1,631,487	588,088		1,073,860
Debt							
Fee Supported		600,000		800,000			
Total - Debt		600,000		800,000			
Total	73,860	687,000	2,301,111	2,431,487	588,088	1,073,860	1,073,860

**Sewer Enterprise Fund Capital
Current and Prior
Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	
Fleet - Dump Truck Class 5 Unit 17						94,210	94,210	R
Fleet - Dump Truck Class 8 Unit 19						284,119	284,119	R
Fleet - Dump Truck Class 8 Unit 29						332,531	332,531	R
Fleet - Front End Loader Unit 101					238,283			R
Fleet - Heavy Duty Work Truck Class 8 Unit 35 (with Catch Basin Cleaner)				201,487				R
Fleet - Work Truck Class 2b Unit 94			67,864					R
Fleet - Work Truck Class 3 Unit 23					79,805			R
Fleet - Work Truck Class 3 Unit 28 (Rodder)			64,247					R
Fuel Island Relocation and Upgrade		87,000						R
Public Works Storage Facility			944,000					R
Sewer Main Extension Walker Lane					270,000			EA
Sewer Main Extension Zone I and II	73,860	AR		690,000				R
Sewer Main Project (Greendale/Rte 128)						363,000	363,000	R
Sewer Main Replacements			330,000					R
Sewer Pump Station Improvements (Alden Road)		600,000						D
Sewer Pump Station Improvements (Lake Drive)				630,000				R
Sewer System Infiltration & Inflow Removal Program			205,000		1,600,000			R DR

**Sewer Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
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Funding Source

A = Transfer from another Financial Warrant Article	E = Enterprise Fund Cash	S = Stabilization Fund	3 = Open Space Reserve
B = Operating Budget	G = General Fund Cash	T = CPA General Reserve	4 = CPA Free Cash
C = CPA Fund Cash	O = Overlay Surplus	1 = Community Housing Reserve	X = Excluded Debt
D = Debt	R = Retained Earnings	2 = Historic Reserve	

**Water Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Current Year Requests						2,016,634	2,016,634
Cash							
Current Receipts & Retained Earnings	345,679	433,074	3,311,048	291,500	43,002		1,016,634
Other Available Funds							
Total - Cash	345,679	433,074	3,311,048	291,500	43,002		1,016,634
Debt							
Fee Supported		2,300,000		4,500,000			1,000,000
Total - Debt		2,300,000		4,500,000			1,000,000
Total	345,679	2,733,074	3,311,048	4,791,500	43,002	2,016,634	2,016,634

**Water Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022	
Birds Hill Water Tank			340,000	R				
Fire Flow Improvement Study	20,000	R						
Fleet - Dump Truck Class 5 Unit 30						135,452	135,452	R
Fleet - Heavy Duty Truck Class 3 Unit 40						78,745	78,745	R
Fleet - Heavy Duty Truck Class 7 Unit 14			239,404	R				
Fleet - Medium Work Truck Class 4 Unit 22			115,644	R				
Fleet - Pickup Truck Unit 26	43,679	R						
Fleet - Pickup Truck Unit 31					43,002	R		
Fleet - SUV Hybrid Unit 20		34,729	R					
Fleet - Tractor Excavator Unit 115		132,000	R					
Fleet - Van Unit 24		29,345	R					
Fleet - Work Truck Class 4 Unit 25						92,437	92,437	R
Fuel Island Relocation and Upgrade		162,000	R					
Public Works Storage Facility			1,786,000	R				
Trail Improvement Project - Needham Reservoir		75,000	R					

**Water Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
Water Distribution System Improvements			830,000 R	3,800,000 D			
Water Distribution System Improvements				430,000 D			
Water Distribution System Improvements				430,000 DR			
Water Distribution System Improvements				82,000 R			
Water Distribution System Improvements				49,500 R			
Water Distribution System Improvements (Rosemary)						460,000	460,000 R
Water Distribution System Improvements (South Street/Charles River to Chestnut)						250,000	250,000 R
Water Service Connections						1,000,000	1,000,000 D
Water Service Connections	200,000 R		1,000,000 D				
Water System Rehabilitation Program		1,300,000 D					
Water System Rehabilitation Program	82,000 R						

Funding Source

A = Transfer from another Financial Warrant Article	E = Enterprise Fund Cash	S = Stabilization Fund	3 = Open Space Reserve
B = Operating Budget	G = General Fund Cash	T = CPA General Reserve	4 = CPA Free Cash
C = CPA Fund Cash	O = Overlay Surplus	1 = Community Housing Reserve	X = Excluded Debt
D = Debt	R = Retained Earnings	2 = Historic Reserve	

All Capital Funds							
Funding Sources							
Description	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Requested FY2022	Proposed FY2022
						Tier I & II	
Current Year Requests						22,094,327	13,755,088
Cash							
Cash	2,729,117	6,468,467	10,991,289	7,418,252	4,210,933		7,338,594
Retained Earnings	625,131	1,245,416	5,957,519	1,922,987	361,090		2,090,494
Other Available Funds	1,312,408	7,963,000	4,594,000	3,906,500	100,000		1,626,000
Total - Cash	4,666,656	15,676,883	21,542,808	13,247,739	4,672,023		11,055,088
Debt							
Operating Revenues	769,000	17,975,000	7,316,000	5,300,000	676,700		2,700,000
CPA Surcharge		8,000,000					
Debt Excluded	58,305,000	3,750,000	66,245,000				
Total - Debt	59,074,000	29,725,000	73,561,000	5,300,000	676,700		2,700,000
Total	63,740,656	45,401,883	95,103,808	18,547,739	5,348,723	22,094,327	13,755,088

**Debt Service to Revenue
Issued, Authorized and Proposed
FY2021 - FY2026**

Description	2021	2022	2023	2024	2025	2026
Revenue						
General Fund Within the Levy *	\$173,092,196	\$178,821,432	\$185,080,182	\$191,557,988	\$198,262,518	\$205,201,706
General Fund Excluded from Levy **	\$13,657,093	\$13,602,030	\$12,981,108	\$12,468,103	\$11,189,791	\$10,111,541
CPA Revenue	\$3,591,848	\$3,222,101	\$3,306,112	\$3,388,765	\$3,473,484	\$3,560,321
Sewer Revenue	\$8,388,447	\$8,388,447	\$8,493,303	\$8,599,469	\$8,706,962	\$8,815,799
Water Revenue	\$6,153,530	\$6,153,530	\$6,230,449	\$6,308,330	\$6,387,184	\$6,467,024
Total Revenue	\$204,883,114	\$210,187,540	\$216,091,154	\$222,322,655	\$228,019,939	\$234,156,391
Debt Service						
General Debt (Table I)	\$5,238,091	\$5,367,745	\$4,455,319	\$4,408,575	\$4,434,813	\$3,891,157
Gross Excluded Debt (Table II)	\$14,448,297	\$14,375,000	\$13,676,256	\$13,163,251	\$11,189,791	\$10,111,541
CPA Debt (Table III)	\$1,425,000	\$1,021,397	\$988,238	\$959,638	\$931,244	\$902,913
Sewer Debt (Table IV)	\$900,000	\$610,000	\$610,000	\$710,000	\$810,000	\$910,000
Water Debt (Table V)	\$1,250,000	\$1,250,000	\$1,256,093	\$1,205,027	\$1,173,634	\$1,078,479
Total Debt Service	\$23,261,388	\$22,624,142	\$20,985,906	\$20,446,491	\$18,539,482	\$16,894,089
Total Debt Service to Total Revenue	11.4%	10.8%	9.7%	9.2%	8.1%	7.2%
Total Debt Service to Total Revenue (less MSBA) ***	11.0%	10.4%	9.4%	8.9%	8.1%	7.2%
Total Debt Service less Excluded Debt to Related Revenues	4.6%	4.2%	3.6%	3.5%	3.4%	3.0%
General Debt Service to General Fund Revenue	3.0%	3.0%	2.4%	2.3%	2.2%	1.9%

* General Fund revenue is based on the FY2021 recap estimate increased annually at 3.50% (except FY2022 which is 3.3%)

** Excludes Massachusetts School Building Assistance (MSBA) Revenue and offsets.

*** Uses net general fund debt excluded figure (or actual debt to be paid by Town after MSBA payment) see table II.

Projected Debt Service as a Percentage of Revenue

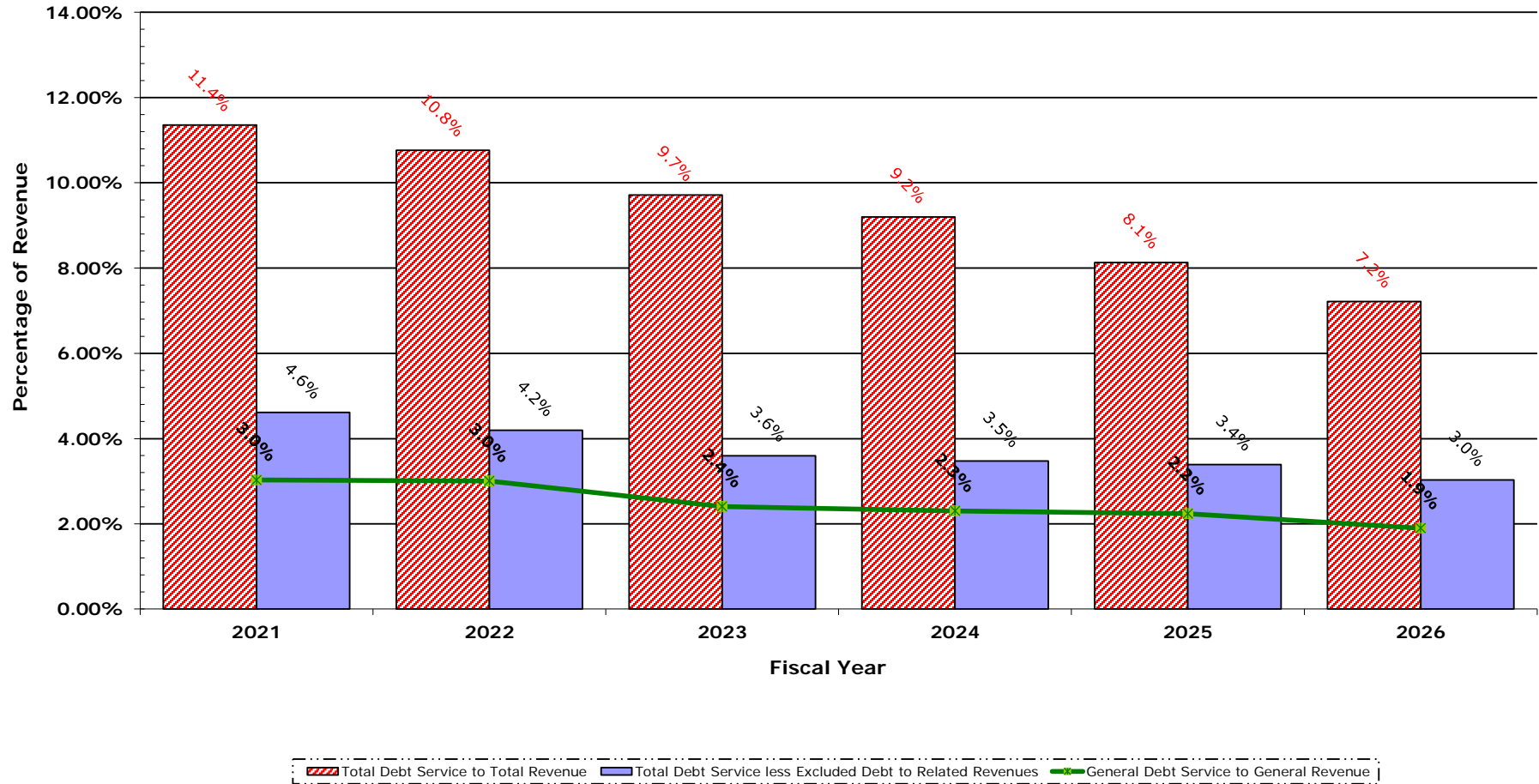


Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2022

Project	Amount	Years +	Bond Rate	Budget	Estimated Debt Service Schedule				
				2021	2022	2023	2024	2025	2026
<u>General Fund Within the Levy</u>									
Public Safety Building Project (FY2022)	1,700,000	10	6.00%		\$272,000	\$261,800	\$251,600	\$241,400	\$231,200
Pollard School Air Conditioning (FY2023)	1,311,000	5	7.00%				\$402,770	\$320,000	\$302,500
Quint Ladder Truck (FY2024)	1,839,671	5	7.00%					\$568,448	\$448,000
Fire Engine (FY2025)	900,004	4	7.00%						\$288,004
Estimated Debt Service for Recommended New Authorizations	5,750,675				\$272,000	\$261,800	\$654,370	\$1,129,848	\$1,269,704
General Fund Debt									
Authorized & Issued (refer to schedule)				\$4,904,058	\$3,906,639	\$3,094,919	\$2,915,105	\$2,581,365	\$2,218,453
Authorized Not Yet Issued & Short Term Costs				\$334,033	\$1,189,106	\$1,098,600	\$839,100	\$723,600	\$403,000
Proposed Authorizations					\$272,000	\$261,800	\$654,370	\$1,129,848	\$1,269,704
Total General Fund Debt Service Within the Levy				\$5,238,091	\$5,367,745	\$4,455,319	\$4,408,575	\$4,434,813	\$3,891,157
General Fund Within the Levy Revenue *				\$173,092,196	\$178,821,432	\$185,080,182	\$191,557,988	\$198,262,518	\$205,201,706
Debt Service % of General Fund Revenue				3.0%	3.0%	2.4%	2.3%	2.2%	1.9%

* Refer to the Debt Service to Revenue Table

Table II
Capital Projects
Proposed Funding by Debt Exclusion
FY2022

Project	Amount	Years +	Bond Rate	Budget	Estimated Debt Service Schedule					
				2021	2022	2023	2024	2025	2026	
<u>General Fund Debt Excluded</u>										
Currently No Recommendations										
Estimated Debt Service for Recommended New Authorizations										
General Fund Debt Excluded										
Authorized & Issued (refer to schedule)				\$11,624,875	\$9,353,536	\$9,059,556	\$8,753,751	\$7,850,041	\$6,878,541	
Authorized Not Yet Issued & Short Term Costs				\$2,823,422	\$5,021,464	\$4,616,700	\$4,409,500	\$3,339,750	\$3,233,000	
Proposed Authorizations										
Total General Fund Excluded Debt Service				\$14,448,297	\$14,375,000	\$13,676,256	\$13,163,251	\$11,189,791	\$10,111,541	
Projected SBA Payments/Other Adjustments				\$791,204	\$772,970	\$695,148	\$695,148			
Net General Fund Excluded Debt Service				\$13,657,093	\$13,602,030	\$12,981,108	\$12,468,103	\$11,189,791	\$10,111,541	

Table III
CPA Capital Projects
Proposed Funding by Debt
FY2022

Project	Amount	Years +	Bond Rate	Budget	Estimated Debt Service Schedule				
				2021	2022	2023	2024	2025	2026
CPA Fund									
No New Authorizations Proposed for FY2022									
Estimated Debt Service for Recommended New Authorizations									
CPA Fund Debt									
Authorized & Issued (refer to schedule)				\$1,413,833	\$1,021,397	\$988,238	\$959,638	\$931,244	\$902,913
Authorized Not Yet Issued & Short Term Costs				\$11,167	\$0				
Proposed Authorizations									
Total CPA Fund Debt Service				\$1,425,000	\$1,021,397	\$988,238	\$959,638	\$931,244	\$902,913

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2022

Project	Amount	Years +	Bond Rate	Budget	Estimated Debt Service Schedule				
				2021	2022	2023	2024	2025	2026
<u>Sewer Enterprise</u>									
Sewer Main Engineering Greendale/Rte 128 (FY2023)	1,000,000	5	7.00%				\$241,441	\$341,619	\$242,000
Sewer Main Greendale/Rte 128 (FY2025)	8,000,000	20	7.00%						\$287,798
Estimated Debt Service for Recommended New Authorizations	9,000,000						\$241,441	\$341,619	\$529,798
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$644,136	\$601,082	\$576,050	\$468,560	\$468,381	\$380,202
Authorized Not Yet Issued & Short Term Costs				\$255,864	\$8,918	\$33,950			
Proposed Authorizations							\$241,441	\$341,619	\$529,798
Total Sewer Debt Service				\$900,000	\$610,000	\$610,000	\$710,000	\$810,000	\$910,000

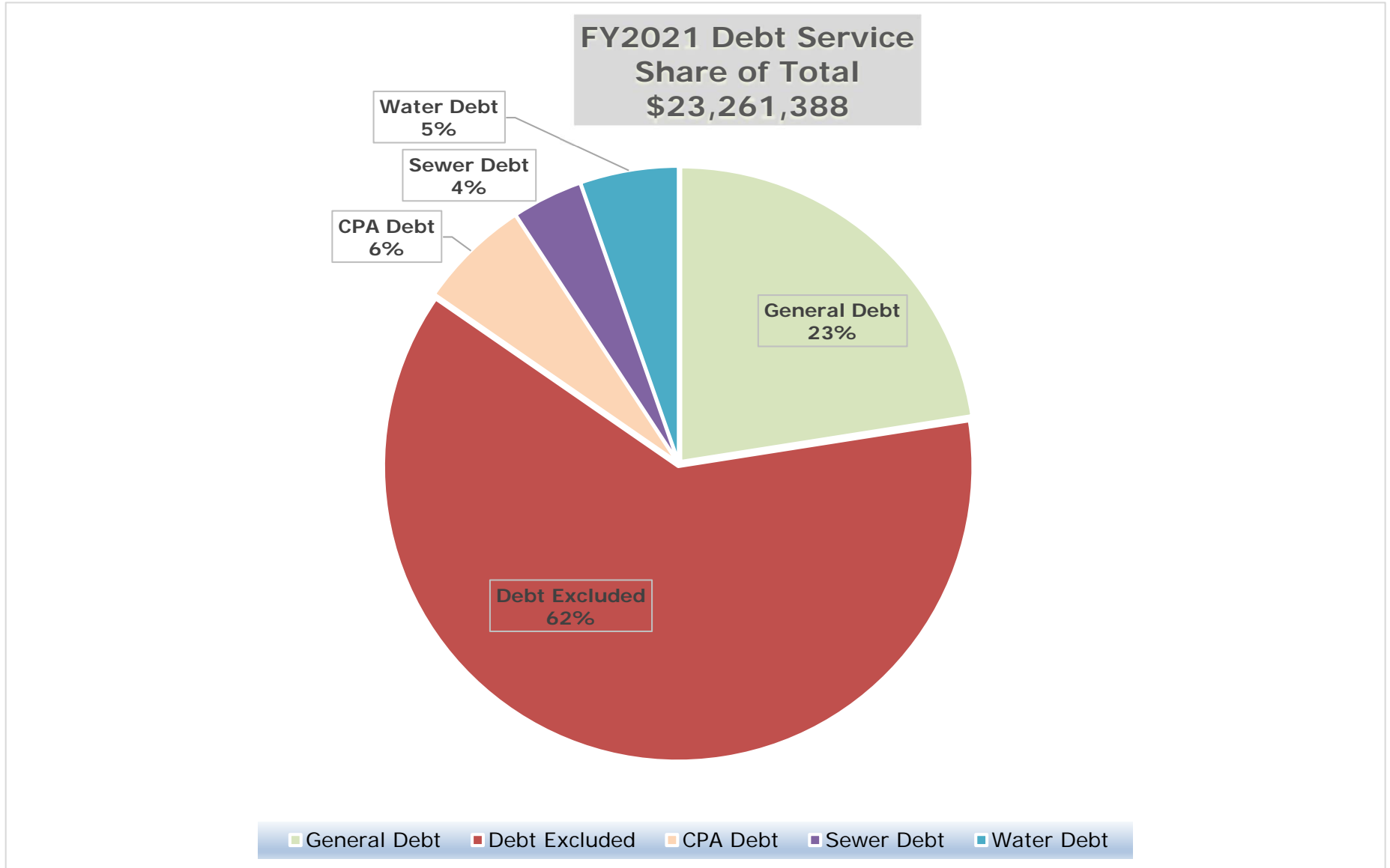
Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2022

Project	Amount	Years +	Bond Rate	Budget	Estimated Debt Service Schedule				
				2021	2022	2023	2024	2025	2026
<u>Water Enterprise</u>									
Water Service Connections (FY2022)	1,000,000	10	7.00%			\$135,000	\$163,000	\$156,000	\$149,000
Estimated Debt Service for Recommended New Authorizations				1,000,000		\$135,000	\$163,000	\$156,000	\$149,000
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$745,445	\$727,526	\$709,718	\$584,277	\$575,634	\$503,229
Authorized Not Yet Issued & Short Term Costs				\$504,555	\$522,474	\$411,375	\$457,750	\$442,000	\$426,250
Proposed Authorizations						\$135,000	\$163,000	\$156,000	\$149,000
Total Water Debt Service				\$1,250,000	\$1,250,000	\$1,256,093	\$1,205,027	\$1,173,634	\$1,078,479

**Previously Approved Debt Funded Capital
 Open Authorizations
 Balances Not Yet Issued**

Approved	Project	Town Meeting	Art	New Account	Authorized	Balance
2021	Mitchell School Restroom Upgrades	08-Jun-20	23	3158	\$676,700	\$676,700
2020	Water Distribution System Improvements	06-May-19	41	4199	\$4,500,000	\$4,500,000
2019	Memorial Park Building Project	09-May-18	30	3145	\$2,918,000	\$128,000
2019	Public Works Infrastructure Program	09-May-18	34	3148	\$250,000	\$155,000
2019	Public Works Storage Facility	14-May-18	35	3149	\$3,503,000	\$2,478,000
2019	Public Safety Buildings Construction	10-Oct-18	10	3150	\$66,245,000	\$34,245,000
2019	Transfer Station Property Improvements	07-May-18	37	4241	\$645,000	\$585,000
2018	Rosemary Recreational Complex - CPA	08-May-17	33	3130	\$8,000,000	\$107,500
2018	Wastewater System Rehabilitation	10-May-17	48	4042	\$600,000	\$7,550
2018	Water Distribution System Improvements	01-May-17	51	4151	\$1,300,000	\$35,735
2017	Central Avenue Elementary School (Williams)	05-Oct-16	2	3128	\$57,542,500	\$2,602,504
2017	High School Expansion Design	10-May-17	43	3136	\$950,000	\$9,500
2017	Public Safety Building & Station 2 Design	02-Oct-17	11	3140	\$3,750,000	\$32,000
2017	High School Expansion Construction	02-Oct-17	13	3141	\$11,125,000	\$84,000
2016	Water System Rehabilitation Program	11-May-15	47	4148	\$635,000	\$12,000
Total					\$162,640,200	\$45,658,489

The above projects are in various stages of completion and therefore the amount and timing of each Note and Bond issue has not yet been determined. The debt retirement will be structured to fit within the proposed budget allocation shown in the debt tables.



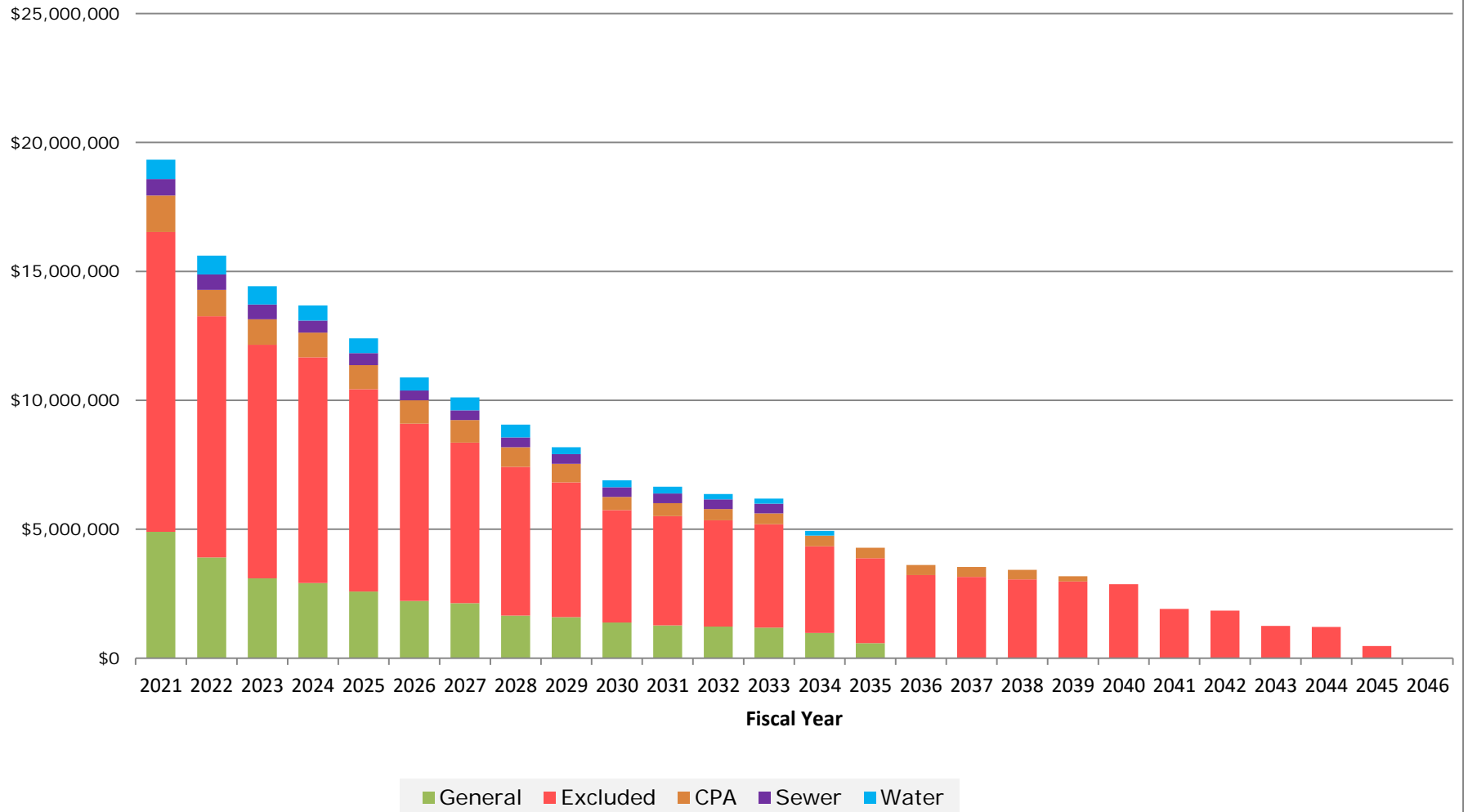
**Town of Needham
 Current Long Term Debt Service Obligations
 Inclusive of the June 25, 2020 Bond Issue**

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2021	\$4,904,057.52	\$11,624,875.01	\$1,413,833.34	\$644,135.82	\$745,445.10	\$19,332,346.79
2022	\$3,906,638.77	\$9,353,536.26	\$1,021,396.89	\$601,082.43	\$727,526.31	\$15,610,180.66
2023	\$3,094,918.77	\$9,059,556.26	\$988,237.52	\$576,050.45	\$709,717.67	\$14,428,480.67
2024	\$2,915,105.02	\$8,753,751.26	\$959,637.52	\$468,559.50	\$584,277.08	\$13,681,330.38
2025	\$2,581,365.02	\$7,850,041.26	\$931,243.77	\$468,380.66	\$575,634.41	\$12,406,665.12
2026	\$2,218,452.52	\$6,878,541.26	\$902,912.52	\$380,202.39	\$503,228.76	\$10,883,337.45
2027	\$2,134,484.39	\$6,222,981.26	\$874,287.52	\$380,076.63	\$497,058.76	\$10,108,888.56
2028	\$1,651,051.26	\$5,773,823.76	\$756,853.14	\$379,952.24	\$491,411.50	\$9,053,091.90
2029	\$1,593,115.64	\$5,220,675.01	\$720,493.76	\$374,829.00	\$273,088.06	\$8,182,201.47
2030	\$1,381,686.27	\$4,358,663.76	\$514,668.76	\$374,907.65	\$267,663.04	\$6,897,589.48
2031	\$1,269,538.76	\$4,240,530.01	\$500,281.26	\$374,987.84	\$261,387.51	\$6,646,725.38
2032	\$1,224,827.50	\$4,122,478.76	\$437,256.26	\$375,070.14	\$206,775.00	\$6,366,407.66
2033	\$1,184,580.00	\$4,007,795.02	\$424,856.26	\$375,154.05	\$195,650.00	\$6,188,035.33
2034	\$977,268.75	\$3,362,578.14	\$413,556.26		\$184,600.00	\$4,938,003.15
2035	\$583,156.25	\$3,293,346.89	\$403,356.26			\$4,279,859.40
2036		\$3,223,262.51	\$393,056.26			\$3,616,318.77
2037		\$3,151,875.01	\$382,531.26			\$3,534,406.27
2038		\$3,058,040.63	\$366,853.13			\$3,424,893.76
2039		\$2,974,084.38	\$203,250.00			\$3,177,334.38
2040		\$2,871,003.13				\$2,871,003.13

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the June 25, 2020 Bond Issue

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2041		\$1,907,975.00				\$1,907,975.00
2042		\$1,845,650.00				\$1,845,650.00
2043		\$1,252,300.00				\$1,252,300.00
2044		\$1,213,300.00				\$1,213,300.00
2045		\$466,900.00				\$466,900.00

Current Total Annual Long Term Debt Service
 By Category
 FY2021 - FY2046



Town of Needham
Capital Improvement Plan
January 2021

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Project	Amount Issued	Final Maturity								
Public Services Administration Building (Series I)			240,000.00							
Interest			3,600.00							
Public Services Administration Building (Series I)	\$4,000,000	01-Aug-26	243,600.00							
Public Services Administration Building (Series II)			75,000.00	75,000.00	75,000.00	75,000.00	75,000.00			
Interest			11,437.50	9,093.75	6,562.50	3,937.50	1,312.50			
Public Services Administration Building (Series II)	\$1,000,000	01-Dec-24	86,437.50	84,093.75	81,562.50	78,937.50	76,312.50			
Town Hall (Series III)			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
Interest			4,656.26	4,031.26	3,375.01	2,656.26	1,906.26	1,156.26	390.63	
Town Hall (Series III)	\$385,000	01-Aug-26	29,656.26	29,031.26	28,375.01	27,656.26	26,906.26	26,156.26	25,390.63	
Kendrick Street Bridge Repair			75,000.00	75,000.00						
Interest			2,812.50	937.50						
Kendrick Street Bridge Repair	\$750,000	01-Aug-21	77,812.50	75,937.50						
Public Services Administration Building (Series III)			10,000.00	10,000.00	10,000.00					
Interest			1,000.00	600.00	200.00					
Public Services Administration Building (Series III)	\$100,000	15-Jul-22	11,000.00	10,600.00	10,200.00					
59 Lincoln Street & 89 School Street			3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	2,000.00	10,000.00	4,000.00
Interest			865.00	745.00	625.00	505.00	415.00	365.00	1,182.50	120.00
59 Lincoln Street & 89 School Street	\$52,500	15-Jul-32	3,865.00	3,745.00	3,625.00	3,505.00	3,415.00	2,365.00	11,182.50	4,120.00
Senior Center (Series I)			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	240,000.00	90,000.00
Interest			19,756.26	18,256.26	16,756.26	15,256.26	13,756.26	12,256.26	37,696.92	3,543.75
Senior Center (Series I)	\$1,000,000	01-Nov-32	69,756.26	68,256.26	66,756.26	65,256.26	63,756.26	62,256.26	277,696.92	93,543.75

Town of Needham
Capital Improvement Plan
January 2021

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
59 Lincoln Street & 89 School Street			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	100,000.00
Interest			20,500.00	19,000.00	17,500.00	16,000.00	14,500.00	13,000.00	41,062.50	3,937.50
59 Lincoln Street & 89 School Street	\$1,005,000	01-Nov-32	70,500.00	69,000.00	67,500.00	66,000.00	64,500.00	63,000.00	291,062.50	103,937.50
37-39 Lincoln Street			30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	150,000.00	60,000.00
Interest			12,300.00	11,400.00	10,500.00	9,600.00	8,700.00	7,800.00	24,637.50	2,362.50
37-39 Lincoln Street	\$605,000	01-Nov-32	42,300.00	41,400.00	40,500.00	39,600.00	38,700.00	37,800.00	174,637.50	62,362.50
51 Lincoln Street			50,000.00	50,000.00	50,000.00	45,000.00	45,000.00	45,000.00	225,000.00	90,000.00
Interest			18,825.00	17,325.00	15,825.00	14,400.00	13,050.00	11,700.00	36,956.27	3,543.75
51 Lincoln Street	\$950,000	01-Nov-32	68,825.00	67,325.00	65,825.00	59,400.00	58,050.00	56,700.00	261,956.27	93,543.75
Senior Center (Series II)			255,000.00	255,000.00	255,000.00	255,000.00	250,000.00	250,000.00	1,250,000.00	750,000.00
Interest			119,350.00	110,425.00	102,775.00	93,850.00	85,000.00	77,500.00	262,500.00	45,000.00
Senior Center (Series II)	\$5,050,000	15-Jul-33	374,350.00	365,425.00	357,775.00	348,850.00	335,000.00	327,500.00	1,512,500.00	795,000.00
DPW Complex - Garage Bays			80,000.00	80,000.00	80,000.00	80,000.00				
Interest			6,800.00	5,200.00	3,600.00	2,000.00				
DPW Complex - Garage Bays	\$800,000	15-May-24	86,800.00	85,200.00	83,600.00	82,000.00				
Senior Center (Series III)			55,000.00	55,000.00	55,000.00	55,000.00	50,000.00	50,000.00	250,000.00	150,000.00
Interest			19,900.00	18,800.00	17,700.00	16,600.00	15,225.00	13,975.00	49,950.00	10,500.00
Senior Center (Series III)	\$1,050,500	15-May-34	74,900.00	73,800.00	72,700.00	71,600.00	65,225.00	63,975.00	299,950.00	160,500.00
66 - 70 Chestnut Street			70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	350,000.00	210,000.00
Interest			32,550.00	29,750.00	26,950.00	24,150.00	21,350.00	18,550.00	57,575.00	9,450.00
66 - 70 Chestnut Street	\$1,330,000	15-Nov-33	102,550.00	99,750.00	96,950.00	94,150.00	91,350.00	88,550.00	407,575.00	219,450.00

Town of Needham
Capital Improvement Plan
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Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Project	Amount Issued	Final Maturity								
Central Avenue/Elliott Street Bridge			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
Interest			14,000.00	12,000.00	10,000.00	8,000.00	6,000.00	4,000.00	2,000.00	
Central Avenue/Elliott Street Bridge	\$500,000	15-Jan-27	64,000.00	62,000.00	60,000.00	58,000.00	56,000.00	54,000.00	52,000.00	
Public Works Infrastructure Program			150,000.00							
Interest			6,000.00							
Public Works Infrastructure Program	\$750,000	15-Jan-21	156,000.00							
Central Avenue/Elliott Street Bridge			80,000.00	80,000.00						
Interest			6,000.00	2,000.00						
Central Avenue/Elliott Street Bridge	\$240,000	15-Jul-21	86,000.00	82,000.00						
Rosemary Recreational Complex			455,000.00	300,000.00	150,000.00	150,000.00	150,000.00	150,000.00	450,000.00	
Interest			78,875.00	60,000.00	48,750.00	41,250.00	33,750.00	26,250.00	33,750.00	
Rosemary Recreational Complex	\$2,260,000	15-Jul-28	533,875.00	360,000.00	198,750.00	191,250.00	183,750.00	176,250.00	483,750.00	
Memorial Park Building			270,000.00	85,000.00	85,000.00	85,000.00	75,000.00	75,000.00	295,000.00	
Interest			57,916.67	32,875.00	28,625.00	24,375.00	20,375.00	16,625.00	29,125.00	
Memorial Park Building	\$970,000	01-Aug-29	327,916.67	117,875.00	113,625.00	109,375.00	95,375.00	91,625.00	324,125.00	
Jack Cogswell Facility			205,000.00	205,000.00	205,000.00	205,000.00	205,000.00			
Interest			30,750.00	41,000.00	30,750.00	20,500.00	10,250.00			
Jack Cogswell Facility	\$1,025,000	01-Feb-25	235,750.00	246,000.00	235,750.00	225,500.00	215,250.00			
Memorial Park Building			110,000.00	110,000.00	110,000.00	110,000.00				
Interest			13,200.00	16,500.00	11,000.00	5,500.00				
Memorial Park Building	\$440,000	01-Feb-24	123,200.00	126,500.00	121,000.00	115,500.00				

Town of Needham
Capital Improvement Plan
January 2021

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Project	Amount Issued	Final Maturity								
Public Services Administration Building			500.00	206,000.00	210,000.00	215,000.00	190,000.00	195,000.00	185,000.00	
Interest			33,765.00	56,250.00	45,950.00	35,450.00	24,700.00	15,200.00	7,400.00	
Public Services Administration Building	\$1,201,500	01-Feb-27	34,265.00	262,250.00	255,950.00	250,450.00	214,700.00	210,200.00	192,400.00	
Public Works Infrastructure Program			95,000.00							
Interest			2,850.00							
Public Works Infrastructure Program	\$95,000	01-Feb-21	97,850.00							
Pollard School Roof Replacement			70,000.00	70,000.00	70,000.00					
Interest			7,000.00	4,200.00	1,400.00					
Pollard School Roof Replacement	\$725,000	15-Jul-22	77,000.00	74,200.00	71,400.00					
Pollard School Boiler Replacement			70,000.00	70,000.00						
Interest			3,500.00	1,050.00						
Pollard School Boiler Replacement	\$565,000	15-Jul-21	73,500.00	71,050.00						
High School Cafeteria Construction			150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
Interest			42,000.00	36,000.00	30,000.00	24,000.00	18,000.00	12,000.00	6,000.00	
High School Cafeteria Construction	\$1,500,000	15-Jan-27	192,000.00	186,000.00	180,000.00	174,000.00	168,000.00	162,000.00	156,000.00	
High School Expansion Construction			650,000.00	650,000.00	325,000.00	325,000.00	325,000.00	325,000.00	1,625,000.00	1,300,000.00
Interest			221,000.00	188,500.00	164,125.00	147,875.00	131,625.00	115,375.00	346,125.00	78,000.00
High School Expansion Construction	\$6,500,000	15-Jul-34	871,000.00	838,500.00	489,125.00	472,875.00	456,625.00	440,375.00	1,971,125.00	1,378,000.00
High School Expansion Construction			454,000.00	255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	1,275,000.00	1,000,000.00
Interest			229,683.33	151,700.00	138,950.00	126,200.00	113,450.00	100,700.00	313,525.00	59,375.00
High School Expansion Construction	\$4,004,000	01-Aug-34	683,683.33	406,700.00	393,950.00	381,200.00	368,450.00	355,700.00	1,588,525.00	1,059,375.00

Town of Needham
Capital Improvement Plan
January 2021

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	Amount Issued	Final Maturity	2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
High School Expansion Construction			5,500.00							
Interest			165.00							
High School Expansion Construction	\$5,500	01-Feb-21	5,665.00							
Total General Fund Debt Service within the Levy Limit			4,904,057.52	3,906,638.77	3,094,918.77	2,915,105.02	2,581,365.02	2,218,452.52	8,029,876.32	3,969,832.50
High School (Series III)			200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	305,000.00	
Interest			53,450.00	47,200.00	40,450.00	33,700.00	26,700.00	19,450.00	16,150.00	
High School (Series III)	\$3,850,000	01-Jun-28	253,450.00	247,200.00	240,450.00	233,700.00	226,700.00	219,450.00	321,150.00	
High Rock & Pollard School Projects (Series IV)			550,000.00							
Interest			8,250.00							
High Rock & Pollard School Projects (Series IV)	\$10,500,000	01-Aug-28	558,250.00							
Newman School Extraordinary Repairs (Series III)			280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	800,000.00	
Interest			79,600.00	68,925.00	61,050.00	52,650.00	43,900.00	34,450.00	44,125.00	
Newman School Extraordinary Repairs (Series III)	\$5,000,000	01-Oct-28	359,600.00	348,925.00	341,050.00	332,650.00	323,900.00	314,450.00	844,125.00	
Broadmeadow School (Refunding Bond)			655,000.00	645,000.00	640,000.00	630,000.00				
Interest			86,425.00	63,700.00	38,000.00	12,600.00				
Broadmeadow School (Refunding Bond)	\$8,400,000	01-Nov-23	741,425.00	708,700.00	678,000.00	642,600.00				
Newman School Extraordinary Repairs (Series IV)			452,000.00	452,000.00	452,000.00	452,000.00	452,000.00	448,000.00	2,240,000.00	886,000.00
Interest			158,260.00	140,180.00	122,100.00	104,020.00	90,460.00	81,460.00	263,380.00	26,580.00
Newman School Extraordinary Repairs (Series IV)	\$9,000,000	15-Jul-32	610,260.00	592,180.00	574,100.00	556,020.00	542,460.00	529,460.00	2,503,380.00	912,580.00

Town of Needham
Capital Improvement Plan
January 2021

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Project	Amount Issued	Final Maturity								
Newman School Extraordinary Repairs (Series V)			110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	550,000.00	220,000.00
Interest			45,100.00	41,800.00	38,500.00	35,200.00	31,900.00	28,600.00	90,337.50	8,662.50
Newman School Extraordinary Repairs (Series V)	\$2,200,000	01-Nov-32	155,100.00	151,800.00	148,500.00	145,200.00	141,900.00	138,600.00	640,337.50	228,662.50
Eliot School (Refunding Bond)			250,000.00	250,000.00	245,000.00	245,000.00	245,000.00			
Interest			44,400.00	34,400.00	24,500.00	14,700.00	4,900.00			
Eliot School (Refunding Bond)	\$2,562,000	15-Nov-24	294,400.00	284,400.00	269,500.00	259,700.00	249,900.00			
High School Series 1 (Refunding Bond)			460,000.00	460,000.00	460,000.00	455,000.00	455,000.00	450,000.00		
Interest			100,400.00	82,000.00	63,600.00	45,300.00	27,100.00	9,000.00		
High School Series 1 (Refunding Bond)	\$4,775,000	15-Nov-25	560,400.00	542,000.00	523,600.00	500,300.00	482,100.00	459,000.00		
High Rock School Design (Refunding Bond)			25,000.00	25,000.00	25,000.00	25,000.00	20,000.00	20,000.00	18,500.00	
Interest			5,840.00	4,840.00	3,840.00	2,840.00	1,940.00	1,140.00	370.00	
High Rock School Design (Refunding Bond)	\$187,770	01-Aug-26	30,840.00	29,840.00	28,840.00	27,840.00	21,940.00	21,140.00	18,870.00	
High Rock & Pollard School Projects (Refunding Bond)			55,000.00	55,000.00	55,000.00	50,000.00	50,000.00	50,000.00	46,500.00	
Interest			13,360.00	11,160.00	8,960.00	6,860.00	4,860.00	2,860.00	930.00	
High Rock & Pollard School Projects (Refunding Bond)	\$429,470	01-Aug-26	68,360.00	66,160.00	63,960.00	56,860.00	54,860.00	52,860.00	47,430.00	
High School (Series IIA) (Refunding Bond)			495,000.00	490,000.00	490,000.00	485,000.00	485,000.00			
Interest			87,900.00	68,200.00	48,600.00	29,100.00	9,700.00			
High School (Series IIA) (Refunding Bond)	\$2,991,900	01-Aug-24	582,900.00	558,200.00	538,600.00	514,100.00	494,700.00			
Public Works Infrastructure Program			150,000.00							
Interest			6,000.00							
Public Works Infrastructure Program	\$750,000	15-Jan-21	156,000.00							

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Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031	
Project	Amount Issued	Final Maturity									
Central Avenue/Elliot Street Bridge			80,000.00	80,000.00							
Interest			6,000.00	2,000.00							
Central Avenue/Elliot Street Bridge	\$240,000	15-Jul-21	86,000.00	82,000.00							
Owens Farm Land Purchase			280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	1,400,000.00	2,940,000.00	
Interest			225,700.00	214,500.00	203,300.00	192,100.00	180,900.00	169,700.00	680,500.00	639,800.00	
Owens Farm Land Purchase	\$7,000,000	15-Jan-42	505,700.00	494,500.00	483,300.00	472,100.00	460,900.00	449,700.00	2,080,500.00	3,579,800.00	
609 Central Land Purchase			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	125,000.00	200,000.00	
Interest			17,750.00	16,750.00	15,750.00	14,750.00	13,750.00	12,750.00	48,750.00	32,593.78	
609 Central Land Purchase	\$730,000	15-Jan-39	42,750.00	41,750.00	40,750.00	39,750.00	38,750.00	37,750.00	173,750.00	232,593.78	
William School Construction Project			720,000.00	720,000.00	720,000.00	720,000.00	720,000.00	720,000.00	3,600,000.00	9,360,000.00	
Interest			649,800.00	613,800.00	577,800.00	541,800.00	505,800.00	469,800.00	1,837,800.00	2,022,300.00	
William School Construction Project	\$18,000,000	15-Jul-43	1,369,800.00	1,333,800.00	1,297,800.00	1,261,800.00	1,225,800.00	1,189,800.00	5,437,800.00	11,382,300.00	
William School Construction Project			1,210,000.00	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	1,475,000.00	3,240,000.00	
Interest			374,225.01	235,481.26	220,731.26	205,981.26	191,231.26	176,481.26	662,631.30	517,440.69	
William School Construction Project	\$7,400,000	01-Aug-41	1,584,225.01	530,481.26	515,731.26	500,981.26	486,231.26	471,481.26	2,137,631.30	3,757,440.69	
Public Safety Building & Station 2 Design			340,000.00								
Interest			14,166.67								
Public Safety Building & Station 2 Design	\$340,000	01-Aug-20	354,166.67								
Public Safety Buildings Construction			480,000.00	475,000.00	470,000.00	465,000.00	465,000.00	465,000.00	2,305,000.00	6,440,000.00	
Interest			583,433.33	410,700.00	387,075.00	363,700.00	340,450.00	317,200.00	1,241,550.00	1,326,812.50	
Public Safety Buildings Construction	\$11,565,000	01-Aug-44	1,063,433.33	885,700.00	857,075.00	828,700.00	805,450.00	782,200.00	3,546,550.00	7,766,812.50	

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Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
High Rock & Pollard School Projects (Refunding Bond)			500.00	463,000.00	470,000.00	475,000.00	475,000.00	480,000.00	1,425,000.00	
Interest			102,225.00	170,350.00	147,200.00	123,700.00	99,950.00	76,200.00	113,600.00	
High Rock & Pollard School Projects (Refunding Bond)	\$3,788,500	01-Feb-29	102,725.00	633,350.00	617,200.00	598,700.00	574,950.00	556,200.00	1,538,600.00	
Public Safety Buildings Construction			1,540,000.00	895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	4,475,000.00	8,050,000.00
Interest			395,190.00	581,650.00	536,900.00	492,150.00	447,400.00	402,650.00	1,476,250.00	840,400.00
Public Safety Buildings Construction	\$18,540,000	01-Feb-40	1,935,190.00	1,476,650.00	1,431,900.00	1,387,150.00	1,342,400.00	1,297,650.00	5,951,250.00	8,890,400.00
Total General Fund Debt Service Excluded from the Levy Limit			11,414,975.01	9,007,636.26	8,650,356.26	8,358,151.26	7,472,941.26	6,519,741.26	25,241,373.80	36,750,589.47

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			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031	
Project	Amount Issued	Final Maturity									
Town Hall (Series II)			195,000.00	195,000.00	195,000.00	195,000.00	195,000.00	195,000.00	575,000.00		
Interest			56,150.00	48,715.63	43,231.26	37,381.26	31,287.51	24,706.26	32,515.64		
Town Hall (Series II)	\$3,500,000	01-Oct-28	251,150.00	243,715.63	238,231.26	232,381.26	226,287.51	219,706.26	607,515.64		
Town Hall (Series III)			80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00		
Interest			14,900.00	12,900.00	10,800.00	8,500.00	6,100.00	3,700.00	1,250.00		
Town Hall (Series III)	\$1,225,000	01-Aug-26	94,900.00	92,900.00	90,800.00	88,500.00	86,100.00	83,700.00	81,250.00		
Town Hall (Series IV)			55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	255,000.00		
Interest			15,625.00	13,425.00	11,225.00	9,025.00	7,375.00	6,275.00	14,612.50		
Town Hall (Series IV)	\$970,000	15-Jul-30	70,625.00	68,425.00	66,225.00	64,025.00	62,375.00	61,275.00	269,612.50		
Rosemary Recreational Complex			200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	1,000,000.00	1,600,000.00	
Interest			146,000.00	136,000.00	126,000.00	116,000.00	106,000.00	96,000.00	338,000.00	198,750.00	
Rosemary Recreational Complex	\$4,000,000	15-Jul-37	346,000.00	336,000.00	326,000.00	316,000.00	306,000.00	296,000.00	1,338,000.00	1,798,750.00	
Rosemary Recreational Complex			471,000.00	170,000.00	165,000.00	165,000.00	165,000.00	165,000.00	805,000.00	1,115,000.00	
Interest			172,433.34	110,356.26	101,981.26	93,731.26	85,481.26	77,231.26	265,206.30	110,965.69	
Rosemary Recreational Complex	\$3,221,000	01-Aug-37	643,433.34	280,356.26	266,981.26	258,731.26	250,481.26	242,231.26	1,070,206.30	1,225,965.69	
Rosemary Recreational Complex			7,500.00								
Interest			225.00								
Rosemary Recreational Complex	\$7,500	01-Feb-21	7,725.00								
Total CPA Debt Service			1,413,833.34	1,021,396.89	988,237.52	959,637.52	931,243.77	902,912.52	3,366,584.44	3,024,715.69	

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Project	Amount Issued	Final Maturity	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
			2021	2022	2023	2024	2025	2026	2027 - 2031
Sewer Rehabilitation - Rte. 128 Area			15,000.00						
Interest			225.00						
Sewer Rehabilitation - Rte. 128 Area	\$320,000	01-Aug-28	15,225.00						
Sewer Pump Station GPA			25,000.00						
Interest			375.00						
Sewer Pump Station GPA	\$550,000	01-Aug-28	25,375.00						
Sewer Pump Station Reservoir B - MWPAT			283,739.00	289,906.00	296,207.00	302,644.00	309,222.00	315,942.00	1,685,744.00
Interest			90,517.32	84,416.93	78,183.95	71,815.50	65,308.66	58,660.39	188,409.36
Sewer Pump Station Reservoir B - MWPAT	\$6,034,290	15-Jan-33	374,256.32	374,322.93	374,390.95	374,459.50	374,530.66	374,602.39	1,874,153.36
Sewer Rehabilitation - Rte. 128 Area (Refunding Bond)			70,000.00	70,000.00	70,000.00				
Interest			7,000.00	4,200.00	1,400.00				
Sewer Rehabilitation - Rte. 128 Area (Refunding Bond)	\$500,000	15-Nov-22	77,000.00	74,200.00	71,400.00				
MWRA Sewer System Rehab - I/I Work			35,909.50	35,909.50	35,909.50				
No Interest									
MWRA Sewer System Rehab - I/I Work	\$179,548	15-May-23	35,909.50	35,909.50	35,909.50				
MWRA Sewer System Rehab - I/I Work			88,000.00	88,000.00	88,000.00	88,000.00	88,000.00		
No Interest									
MWRA Sewer System Rehab - I/I Work	\$440,000	15-Nov-24	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00		
Sewer Rehabilitation - Rte. 128 Area (Refunding Bond)				6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00
Interest			990.00	1,650.00	1,350.00	1,100.00	850.00	600.00	600.00
Sewer Rehabilitation - Rte. 128 Area (Refunding Bond)	\$36,000	01-Feb-28	990.00	7,650.00	6,350.00	6,100.00	5,850.00	5,600.00	10,600.00

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Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	Amount Issued	Final Maturity	2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
Wastewater System Rehabilitation			26,000.00	20,000.00						
Interest			1,380.00	1,000.00						
Wastewater System Rehabilitation	\$46,000	01-Feb-22	27,380.00	21,000.00						
Total Sewer Fund Debt Service			644,135.82	601,082.43	576,050.45	468,559.50	468,380.66	380,202.39	1,884,753.36	750,224.19
Water System Rehabilitation - Rte. 128 Area			5,000.00							
Interest			75.00							
Water System Rehabilitation - Rte. 128 Area	\$100,000	01-Aug-28	5,075.00							
Water Distribution System Rehab (Chapel & May) (Pickering & GPA)			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00			
Interest			3,812.50	3,031.25	2,187.50	1,312.50	437.50			
Water Distribution System Rehab (Chapel & May) (Pickering & GPA)	\$400,000	01-Dec-24	28,812.50	28,031.25	27,187.50	26,312.50	25,437.50			
MWPAT Water DWS-08-24			39,252.94	40,042.82	40,847.50	41,668.96	42,506.17	43,361.11	230,233.80	
Interest			9,853.16	9,000.74	8,131.17	7,244.12	6,339.24	5,416.15	12,572.07	
MWPAT Water DWS-08-24	\$765,335	15-Jul-30	49,106.10	49,043.56	48,978.67	48,913.08	48,845.41	48,777.26	242,805.87	
St Mary's Pump Station			100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	500,000.00	295,000.00
Interest			38,775.00	36,775.00	34,775.00	32,775.00	30,275.00	27,775.00	99,025.00	20,475.00
St Mary's Pump Station	\$1,995,000	15-May-34	138,775.00	136,775.00	134,775.00	132,775.00	130,275.00	127,775.00	599,025.00	315,475.00
Water Main Improvements			40,000.00	40,000.00	40,000.00	40,000.00	40,000.00			
Interest			7,200.00	5,600.00	4,000.00	2,400.00	800.00			
Water Main Improvements	\$400,000	15-Nov-20	47,200.00	45,600.00	44,000.00	42,400.00	40,800.00			

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Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
			2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
St Mary's Pump Station			90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	450,000.00	260,000.00
Interest			41,550.00	37,950.00	34,350.00	30,750.00	27,150.00	23,550.00	72,525.00	11,550.00
St Mary's Pump Station	\$1,700,000	15-Nov-33	131,550.00	127,950.00	124,350.00	120,750.00	117,150.00	113,550.00	522,525.00	271,550.00
Water System Rehabilitation - Rte. 128 Area (Refunding Bond)			120,000.00	120,000.00	115,000.00					
Interest			11,800.00	7,000.00	2,300.00					
Water System Rehabilitation - Rte. 128 Area (Refunding Bond)	\$638,000	15-Nov-22	131,800.00	127,000.00	117,300.00					
Water Service Connection Replacement (MWRA)			100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	200,000.00	
No Interest										
Water Service Connection Replacement (MWRA)	\$1,000,000	15-May-28	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	200,000.00	
Water System Rehabilitation (MWRA)			113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	226,253.00	
No Interest										
Water System Rehabilitation (MWRA)	\$1,131,265	15-May-28	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	226,253.00	
Total Water Fund Debt Service			745,445.10	727,526.31	709,717.67	584,277.08	575,634.41	503,228.76	1,790,608.87	587,025.00
Total Debt Service			19,122,446.79	15,264,280.66	14,019,280.67	13,285,730.38	12,029,565.12	10,524,537.45	40,313,196.79	45,082,386.85

Project Submissions

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Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Town Offices Replacement Furniture			Submitted by	Town Manager		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$25,000	Funding Year	2023
Description							

Town Hall was renovated with new furniture when it re-opened in September, 2011. In FY2022, the furniture will be 10 years old and will need to start to be replaced, where applicable due to heavy wear and tear. The Public Services Administration Building was opened as a new building with new furniture in February, 2010. In FY2022, the furniture will be 12 years old and the more worn and broken furniture will need to start to be replaced. A furniture inventory, including current condition, has been done for the Town Hall and for the Public Services Administration Building and will be updated annually.

In Fiscal Year 2023, furniture to be replaced will be as much of the stated "poorer condition" furniture as budget request would allow. Depending upon the condition of the furniture in out-lying years, this request may be repeated either annually or every other year.

FYI - replacement furniture prices at 2020 pricing: office task chairs \$900 each. 5 drawer regular file cabinets \$1,000 each. 5' conference table \$1,300 each, conference chairs \$1,000 each.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Town Offices Replacement Furniture			Fiscal Year	2023	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	\$25,000
Useful Life		Land		Construction Management		Technology	
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact		Project Cost Source		In-House Estimate		Project Cost	\$25,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

Town Hall was renovated with new furniture when it re-opened in September, 2011. In FY2022, the furniture will be 10 years old and will need to start to be replaced, where applicable due to heavy wear and tear. The Public Services Administration Building was opened as a new building with new furniture in February, 2010. In FY2022, the furniture will be 12 years old and the more worn and broken furniture will need to start to be replaced. A furniture inventory, including current condition, has been done for the Town Hall and for the Public Services Administration Building and will be updated annually.

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FYI - replacement furniture prices at 2020 pricing: office task chairs \$900 each. 5 drawer regular file cabinets \$1,000 each. 5' conference table \$1,300 each, conference chairs \$1,000 each.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Town Offices Replacement Furniture			Submitted by	Town Board or Committee		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$25,000	Funding Year	2025
Description							

Town Hall was renovated with new furniture when it re-opened in September, 2011. In FY2022, the furniture will be 10 years old and will need to start to be replaced, where applicable due to heavy wear and tear. The Public Services Administration Building was opened as a new building with new furniture in February, 2010. In FY2022, the furniture will be 12 years old and the more worn and broken furniture will need to start to be replaced. A furniture inventory, including current condition, has been done for the Town Hall and for the Public Services Administration Building and will be updated annually.

In Fiscal Year 2025, furniture to be replaced will be as much of the stated "poorer condition" furniture as budget request would allow. Depending upon the condition of the furniture in out-lying years, this request may be repeated either annually or every other year.

FYI - replacement furniture prices at 2020 pricing: office task chairs \$900 each. 5 drawer regular file cabinets \$1,000 each. 5' conference table \$1,300 each, conference chairs \$1,000 each.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Town Offices Replacement Furniture			Fiscal Year	2025	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	\$25,000
Useful Life		Land		Construction Management		Technology	
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact		Project Cost Source		In-House Estimate		Project Cost	\$25,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

Town Hall was renovated with new furniture when it re-opened in September, 2011. In FY2022, the furniture will be 10 years old and will need to start to be replaced, where applicable due to heavy wear and tear. The Public Services Administration Building was opened as a new building with new furniture in February, 2010. In FY2022, the furniture will be 12 years old and the more worn and broken furniture will need to start to be replaced. A furniture inventory, including current condition, has been done for the Town Hall and for the Public Services Administration Building and will be updated annually.

In Fiscal Year 2025, furniture to be replaced will be as much of the stated "poorer condition" furniture as budget request would allow. Depending upon the condition of the furniture in out-lying years, this request may be repeated either annually or every other year.

FYI - replacement furniture prices at 2020 pricing: office task chairs \$900 each. 5 drawer regular file cabinets \$1,000 each. 5' conference table \$1,300 each, conference chairs \$1,000 each.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Public Safety Mobile Devices Replacement				Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$50,000	Funding Year	2022	
Description								

This request is for the replacement of laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the daily operations of either an individual working in a Police or Fire vehicle. The hardware communicates with the Public Safety CAD software as well as State and Federal web sites and databases. The devices themselves are hardened devices with specifications similar to military hardware devices which requires manufacturing for use in more intensive environments than normally found in off the shelf hardware. The current hardware is a mix of hardened laptops and tablets. Each vehicle is a rolling office and Police and Fire need to be able to access local, State, and Federal information through this hardware twenty-four hours a day, seven days a week. Typically the Information Technology Center tries to maintain hardware for a five year cycle however the day to day usage by the Police and Fire officers in their vehicles is proving difficult to keep the equipment for that period of time. Moving forward the request for replacement capital will be on a six year cycle with an intervening third year request through the State 911 Grant Funds. There will be reserve devices incase the State 911 Grant Funds are not available which may also require moving the out year capital request forward to make up the difference in replacement timing. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Town Network and Internet Control, Analysis, and Reporting			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$75,000	Funding Year	2022
Description							

The request is for hardware, software, and services for implementation to monitor, control, analyze, and report on the data traffic that currently takes place across the local area network as well as incoming and outgoing traffic from the internet. The hardware and software would be used by the Information Technology Center to provide information on the current activity across the network as well as maintain historic data for analyzing past events for identifying trends or comparing week by week activity. This information can be used to improve the performance, security and general management of the network by monitoring activity of users, applications, files, and connections using processes such as bandwidth monitoring, network traffic analysis, application traffic alerting, advanced application recognition, and internal traffic intrusion detection that would help determine where vulnerabilities might exist. The Information Technology Center will use the technology to monitor and report on any unwanted internal use as well as report on any suspicious internet activity. More and more there are increased interests and demands for cyber security protection from both internal and external elements across all levels of industry and how to better defend from unwanted attacks. This request would assist the Information Technology Center in this by increasing the level of network security used from where the Town is currently. The Information Technology Center will also be looking for any upgrade to provide a performance analysis dashboard that will show the Information Technology Center a current, concise view of the workings across the network. Though no specific hardware or software has been determined, the costs for this project were worked out through conversations between Information Technology Center staff and vendors who have implemented these types of systems in the recently.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	GIS Technology Systems and Applications			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$120,000	Funding Year	2023
Description							

The Imagery and Planimetric Data Updates (previously titled Geographic Information Systems Upgrade) project is a request for a flight to update aerial imagery and then use that aerial imagery to update the Town's planimetric data. The aerial imagery and planimetric data is used across Town departments but it is most used by Public Works Engineering using computer aided design (CAD) software and the Information Technology Center Geographic Information System (GIS) Administrator using GIS software (ESRI, Inc) in support of multiple Town and School Departments. CAD and GIS are systems that use hardware and software for storage, retrieval, mapping, analysis, design, and planning. The planimetric data is the electronic representation of above ground physical structures and features.

These physical structures and features are then associated with layers in CAD and geospatial information and databases in GIS which then allows for the different departments to use the planimetric data for needs specific to each department. The updated planimetric data will be incorporated into the Town's web GIS as well as secure web GIS sites accessed by DPW Divisions for viewing and querying including the Engineering Division using the data for planning and design projects. Because Water & Sewer, Planning, Conservation and other Town and School Departments use or request services specific to the planimetric data it is important to have up to date data so these departments can plan, analyze and display with as accurate a representation of the physical structures and features. Licensing costs to use the data through specific software are currently paid through the operating budget. The use of new planimetrics and imagery will not directly cause any increase to these costs.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Public Safety Mobile Devices Replacement				Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$50,000	Funding Year	2023	
Description								

This request is for the replacement of laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the daily operations of either an individual working in a Police or Fire vehicle. The hardware communicates with the Public Safety CAD software as well as State and Federal web sites and databases. The devices themselves are hardened devices with specifications similar to military hardware devices which requires manufacturing for use in more intensive environments than normally found in off the shelf hardware. The current hardware is a mix of hardened laptops and tablets. Each vehicle is a rolling office and Police and Fire need to be able to access local, State, and Federal information through this hardware twenty-four hours a day, seven days a week. Typically the Information Technology Center tries to maintain hardware for a five year cycle however the day to day usage by the Police and Fire officers in their vehicles is proving difficult to keep the equipment for that period of time. Moving forward the request for replacement capital will be on a six year cycle with an intervening third year request through the State 911 Grant Funds. There will be reserve devices incase the State 911 Grant Funds are not available which may also require moving the out year capital request forward to make up the difference in replacement timing. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Public Works Mobile Devices			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$50,000	Funding Year	2023
Description							

This project is for the replacement of laptops and tablets that are used by Public Works employees. The hardware is used to access multiple applications during the daily operations of either an individual or vehicle. The hardware communicates with multiple applications depending on what division within Public Works is using the equipment. The devices themselves are a mixture of off the shelf devices and hardened military specification hardware manufactured for above normal use in more intensive environments. The current hardware is a mix of Android and Microsoft tablets as well as Panasonic ToughBooks purchased through prior CIP and operating appropriations.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Town Buildings Switching			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$90,000	Funding Year	2024
Description							

Switching is an important aspect of the communications between the multiple building supported by the Information Technology Center (ITC). The request is to upgrade and replace switches in Town Hall, the Public Services Administration Building, and the Center at The Heights. Because of the increased data transfer speeds between the buildings, currently at 10GB, it is important to maintain the current level of switching. Many of the current switches within the buildings today (2020) are four to five years old so the replacement of them will be important in the years out. There is annual licensing and maintenance for this product which is currently maintained in the the Finance Department budget.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Video Projection Equipment Rosemary Recreation Complex				Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$55,000	Funding Year	2024	
Description								

At the Rosemary Recreation Complex there are Smart TVs and display monitors that were included in the base construction of the building. Normally the Information Technology Center tries to have five year replacement cycle for this hardware but in this case the equipment will be into its sixth year of use. The replacement equipment will have more features and better capabilities. The request not only includes the purchase of hardware but also the dollars estimated for installation and training.

Rosemary Recreation Complex rooms where equipment will be replaced

- 1) Multi-pupose Room Projector upgraded
- 2) Health Department Conference Room Smart TV upgraded
- 3) Park and Recreation Conference Room Smart TV upgraded
- 4) Front entraceway display monitor upgraded

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Wireless Hardware Infrastructure			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$175,000	Funding Year	2024
Description							

This request is for the replacement and upgrade of the wireless access points (WAPs) installed across multiple buildings. Currently the Town has wireless access available in multiple buildings throughout Town. These buildings include Town Hall, Public Services Administration Building, The Center at The Heights, the Rosemary Recreation Complex, and Memorial Field House. Part of the hardware included with this upgrade is a controller that is designed to manage the WAPs. The inclusion of the wireless infrastructure and hardware was part of the original construction and there was no previous capital request for any replacement or upgrade. Moving into the future the older WAP's will not be compatible with any updated controller software making it necessary to upgrade the WAPs.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Non-Public Safety and Public Safety Data Centers and Networking Equipment Replacement				Submitted by	Finance Department	
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$1,350,000	Funding Year	2025
Description							

This project is for the replacement starting in FY2025 and completing in FY2026 of servers, storage units, data center switching, building switching, a network core switch, firewalls, dispatch display wall, and services for installation needed in the Town Hall data center (Data Center 1), Public Safety Building data center (Data Center 2) and Public Services Administration Building (Staging 1). The importance of this project is to maintain hardware at an equivalent level across the Town Hall, Public Services Administration Building, Public Safety Building, and Fire Station 2 at an equivalent level that will support the needs of the Town and Public Safety. As equipment gets older it becomes harder and harder to maintain the same level of quality and performance when initially installed directly effecting the day to day operation of the Town. By replacing this equipment at all four locations at one time over a shortend time period ensures that all hardware is current with operating systems allowing for greater integration with supported software across the enterprise.

Capital Improvement Plan
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Capital Request Detail							
Project Title	Data Servers, Data Staging, Network, and Network Security Equipment Replacement			Fiscal Year	2025	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$600,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$600,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							Not Applicable
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This project is for the replacement of servers, storage units, data center switching, a network core switch, firewalls, and services for installation needed in the Town Hall data center (Data Center 1), Public Safety Building data center (Data Center 2) and Public Services Administration Building (Staging 1). Data Center 1 is the primary data center where Town Departments access files and programs, the internet, and where network and internet security take place, Data Center 2 will act as fail over in case the Town Hall network and infrastructure go offline and will require duplicate hardware as designed for Data Center 1. Staging 1 is being delegated as a location for file staging prior to backing up to the cloud. The servers and storage units in Data Center 1, as well as in Data Center 2, are physical devices that support over 120 virtual servers with corresponding data maintained on the storage units. There are other physical servers that are for specific software solutions such as financial operations. The replication between Data Center 1 and Data Center 2 is based on changes that take place within the servers and storage units and are constantly monitored using applications internal to the servers in each Data Center. Data center switching, using fiber channel SAN switches, is specific to the communication and connectivity between the servers and the storage units within each Data Center. These are more complicated in design than general building switches and have faster speeds and unique direct cabling between the devices. These switches are requirements in the servers and storage units design. The Information Technology Center designs this switching with redundancy. The network core switch is a high-capacity switch that will be situated in Data Center 1. The network core switch interconnects the multiple Town building switches, including Data Center 2, on the local area network. It is used by employees across multiple locations to access data and applications in Data Center 1 as well as being the through path for internet access. Firewalls are a network security device that monitors incoming and outgoing traffic, often referred to as data packets, on the network. Firewalls work by allowing or blocking this traffic based on security rules. Firewalls provide a barrier between the local area network traffic and external wide area network sources, like the internet, from malicious items such as viruses and hackers. Firewalls, in conjunction with building switching, will also be used on the local area network for enhanced security between the Public Safety Buildings and other Town Buildings on the local area network. The Information Technology Center designs firewall use with redundancy. Data Center 2 which has and will act as fail over in case of the Town Hall network and infrastructure going offline as well as incorporating cloud

Capital Improvement Plan
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Capital Request Detail					
Project Title	Data Servers, Data Staging, Network, and Network Security Equipment Replacement	Fiscal Year	2025	Request Status	Existing
Additional Description and Considerations					

backup solutions acting as a third data center to house, maintain, and backup the day to day workings of the Town, the Information Technology Center has eliminated the need for a physical local area network third data center. The Public Services Administration Building data center is being transitioned to a data staging location (Staging 1) for files prior to backing up to the cloud and will continue to need switching and some servers with data storage. Backups, commonly called "snapshots", will be maintained at Staging 1 at fifteen (15) minute intervals with a daily backup to a cloud solution occurring at the end of the day. This will allow the Information Technology Center to house over a years worth of snapshot backups. Also maintained and stored at Staging 1 are imagery gathered from cameras located around the Town. Imagery is collected at intersections and external building area throughout Town and has been used for investigations as well as public record requests by citizens. This imagery is held for a 45 day period.

The Information Technology Center has been using off site options for cloud backup to support business continuity and disaster recovery. The overall goal is to minimize the amount of technology hardware needed as well as building space which in the long run will lessen the financial burden on the Information Technology Center and any future buildings where the Information Technology Center maintains and supports technology. The difficulty in the move to cloud operations has been the cost of moving primary office operations to a cloud environment which has proven to be fiscally challenging. The dollars to operate servers and storage used for daily office operations in the cloud are expensive and has not proven in concept to be less expensive than purchasing and managing servers and storage on site. For this reason the Information Technology Center has been using cloud solutions primarily as a static location with backup to those solutions occurring daily in support of business continuity and disaster recovery.

The importance of this project is to maintain hardware across Data Center 1, Data Center 2, and Staging 1 at an equivalent level that will support the needs of the Town Departments. As equipment gets older it becomes harder and harder to maintain the same level of quality and performance when initially installed directly effecting the day to day operation of the Town. By replacing servers, storage units, data center switching, and firewalls at all three locations at one time ensures that all hardware is current with operating systems which allows for better integration with supported software across the enterprise. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

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Capital Request Detail							
Project Title	Public Safety Servers, Network, and Network Security Equipment Replacement			Fiscal Year	2026	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$750,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$750,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							Not Applicable
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This project is for the replacement of servers, storage units, data center switching, building switching, firewalls, dispatch display wall, and services for installation needed in the Public Safety Building (Data Center 2) and Fire Station 2. These are separate elements than are asked for in the FY25 timing for Data Servers, Data Staging, Network, and Network Security Equipment Replacement and are specific to the use and needs of Public Safety (Police and Fire). The servers and storage units in Data Center 2 are physical devices that support over virtual servers with corresponding data maintained on the storage units. This installation is separate from the FY25 installation and are specific to the internal needs of Public Safety. There are other physical servers that are for specific software solutions. Data center switching, using fiber channel SAN switches, is specific to the communication and connectivity between the servers and the storage units within each Data Center. These are more complicated in design than general building switches and have faster speeds and unique direct cabling between the devices. These switches are requirements in the servers and storage units design. The Information Technology Center designs this switching with redundancy. Building switching are the devices that are used to communicate and connect the Public Safety Building and Fire Station 2 as well as how internally the different offices and rooms within each building communicate and connect to the servers and storage units. Using building switches in connection with firewalls is how the employees within the buildings access files and programs and connect to the internet for access to State and Federal web sites and data. These are managed switches which give greater security and more features and flexibility than unmanaged switching because they can be configured to custom-fit a network. With this greater control there is better protection to the network and improvement of service on the network. The Information Technology Center does not use redundancy on building switches because of the number required however they do maintain reserve building switches for deployment in the case of a building switch that fails. Firewalls are a network security device that monitors incoming and outgoing traffic, often referred to as data packets, on the network. Firewalls work by allowing or blocking this traffic based on security rules. Firewalls provide a barrier between the local area network traffic and external wide area network sources, like the internet, from malicious items such as viruses and hackers. Firewalls, in conjunction with building switching, will also be used on the local area network for enhanced security between the Public Safety Buildings and

Capital Improvement Plan
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Capital Request Detail

Project Title	Public Safety Servers, Network, and Network Security Equipment Replacement	Fiscal Year	2026	Request Status	New
Additional Description and Considerations					

other Town Buildings on the local area network. The Information Technology Center designs firewall use with redundancy. The dispatch display wall is a large configuration of display monitors that are on 24 x7 and continuously show internal building security, 911 information, computer aided dispatch (CAD), and other information specific to the needs of Public Safety Dispatch.

The importance of this project is to maintain hardware across the Public Safety Building and Fire Station 2 at an equivalent level that will support the needs of Public Safety. This project will also allow for this equipment to be at an equivalent level of the FY25 project for Data Servers, Data Staging, Network, and Network Security Equipment Replacement. As equipment gets older it becomes harder and harder to maintain the same level of quality and performance when initially installed directly effecting the day to day operation of the Town. By replacing servers, storage units, data center switching, and firewalls at the Public Safety Building and Fire Station at one time ensures that all hardware is current with operating systems which allows for better integration with supported software across the enterprise. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Town Building Security and Traffic Cameras Replacement			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$350,000	Funding Year	2025
Description							

This request is for the replacement and upgrade of traffic and security cameras. Traffic cameras are currently located at two intersections downtown, Great Plain at Chapel and Chestnut, Great Plain at Highland and Dedham. Security cameras are located across the Town at multiple buildings and locations. Each building with security cameras also maintains a Digital Video Recorder which are currently backed up to a storage unit in the Town Hall server room. The cameras at all of the buildings are high resolution cameras used for maintaining the security of the buildings and properties. This hardware also has a five year life cycle and in the future better resolution. Currently used at the traffic intersection are low resolution traffic control cameras. It is anticipated that in the future traffic control cameras will also be high resolution which will better help control traffic.

This project will look to replace all the cameras at one time to ensure that they are all at the same level of make and model. This will allow for a better interaction with the control software. The Information Technology Center transitioned to Avigilon access control and security software for all aspects of building access and security. Avigilon cameras are currently used at non-school Town buildings which allows the Town to use all of the functionality of the Avigilon software. It is anticipated that in the future many of the non-school Town buildings will have camera security.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Taser replacement			Submitted by	Police Department		
Request Type	Informational Only	Capital Type	Equipment	Funding Request	\$35,000	Funding Year	2025
Description							

In the near future we will have to replace our current Tasers. The Current tasers are over 6 years old and are in use 24/7. Most of our current Tasers are outside of the warranty. The current department Taser (X26P) will not be supported by Axon in the near future. Taser recently has come out with the Taser X2 and Taser X3. These models were introduced with better safety features (not having to remove cartridge to perform spark test and are loaded with 2 Taser cartridges that reduce reloading needs). One of our tasers is out of service and cannot be fixed by Taser (a new one would need to be purchased to replace it). The Taser is an important tool that equips officers with another less lethal option. We plan to purchase 25-30 Tasers at a cost of approximately \$1,150 for the device and holster if needed.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	LIFEPAK 15 V4 Monitor/Defib			Submitted by	Fire Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$30,577	Funding Year	2022

Description

This request is to purchase a LIFEPAK 15 for Rescue 3.

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Capital Request Detail								
Project Title	LIFEPAK 15 V4 Monitor/Defib				Fiscal Year	2022	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 5 Years	Land		Construction Management		Technology		
Primary Function	Public Safety	Site Preparation		Equipment	\$30,577	Other Expenses		
Budget Impact	The project should reduce the operating expenses		Project Cost Source		Industry References		Project Cost	\$30,577
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	No		
Project Description and Considerations								

A Physio Lifepak 15 is the Cardiac Monitor/Defibrillator we use on our Front-line Rescues. The average life span for this piece of vital lifesaving equipment is estimated to be five years. Our current LIFPAK 15's are 2 and 7 years old respectively, indicating the current need for replacement. A replacement unit offers some improved features not available in older units, such as the ability to monitor Carbon Monoxide in a patient, thereby enhancing diagnosis and treatment protocols.

The addition of this piece of equipment will allow the department to place the aging Lifepak 15 we have on Rescue 3, which serves as our backup ambulance where it would get limited use and extend its working life and value to the town beyond current expectations. By doing so, this ambulance would be upgraded from a basic life support vehicle to an advanced life support vehicle. Again, creating greater value for the town.

Finally, having a third LIFEPAK 15, we would have the ability to send other units out to be serviced while continuing operations. This advantage allows the department to do so without borrowing a unit from a neighboring town, something that has occurred in the past, but should not be relied upon due to varied availability.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Self Contained Breathing Apparatus (SCBA)			Submitted by	Fire Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$192,120	Funding Year	2022

Description

This request is to replace our outdated SCBA units to meet current standards.

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Capital Request Detail								
Project Title	Self Contained Breathing Apparatus (SCBA)				Fiscal Year	2022	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 9 Years	Land		Construction Management		Technology		
Primary Function	Public Safety	Site Preparation		Equipment	\$192,120	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost	\$192,120
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	No
Project Description and Considerations								

This request is to replace outdated self-contained breathing apparatus (SCBA) units to meet current standards. These units are perhaps the most essential pieces of equipment to maintain the life, safety and health of our personnel as they work in fire and other emergency incidents where toxins exist. The most recent standard 1981, on open circuit self-contained breathing apparatus released by the NFPA was in 2019. Typically servicing by vendors of this equipment only is allowed for two editions of standard 1981 backwards. Much of our equipment was purchased prior to 2012 and is outdated by several editions of the NFPA standard and is either now or soon will be out of the realm of serviceability. Our plan going forward was to include replacement for this equipment with capital purchases of apparatus, which we did with our new Engine 2, recently put in service. However, since this process will take many years to fully accomplish, the need for updating our SCBA equipment now has become more apparent.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Ongoing PPE Replacement			Submitted by	Fire Department		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached

Description

This request is to continue our PPE replacement program.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2022	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$43,358	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost \$43,358
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's		No
Project Description and Considerations							

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10 year guideline. Through this program we have been able to ensure that all line personnel now have two sets of PPE available. By having a second set of PPE in the ready, fire personnel are enabled to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps delivering the expected longevity of the equipment and more importantly significantly reduce long term health risks faced by personnel.

The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the wide spread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to our firefighter's "bunker gear", thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2023	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$45,525	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$45,525
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10 year guideline. Through this program we have been able to ensure that all line personnel now have two sets of PPE available. By having a second set of PPE in the ready, fire personnel are enabled to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps delivering the expected longevity of the equipment and more importantly significantly reduce long term health risks faced by personnel.

The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the wide spread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to our firefighter's "bunker gear", thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service.

Recent research by NIOSH, CDC, National Fallen Firefighters Foundation and others clearly points to the increased risks of cancer due to firefighters wearing

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2024	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$47,802	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$47,802
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10 year guideline. Through this program we have been able to ensure that all line personnel now have two sets of PPE available. By having a second set of PPE in the ready, fire personnel are enabled to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps delivering the expected longevity of the equipment and more importantly significantly reduce long term health risks faced by personnel.

The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the wide spread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to our firefighter's "bunker gear", thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service.

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Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2025	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$50,192	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$50,192
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10 year guideline. Through this program we have been able to ensure that all line personnel now have two sets of PPE available. By having a second set of PPE in the ready, fire personnel are enabled to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps delivering the expected longevity of the equipment and more importantly significantly reduce long term health risks faced by personnel.

The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the wide spread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to our firefighter's "bunker gear", thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service.

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Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2026	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$52,701	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$52,701
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10 year guideline. Through this program we have been able to ensure that all line personnel now have two sets of PPE available. By having a second set of PPE in the ready, fire personnel are enabled to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps delivering the expected longevity of the equipment and more importantly significantly reduce long term health risks faced by personnel.

The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the wide spread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to our firefighter's "bunker gear", thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service.

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Capital Improvement Plan
January 2021

Capital Funding Request							
Title	School Copier Replacement			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$301,167	Funding Year	See Attached
Description							

In May of 2003, Town Meeting authorized \$60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets etc.

Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. As a result, copiers which are heavily used, are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at 7 years, although planned replacement ages range from 5 - 9 years, depending on use. (The baseline industry assumed lifespan for copiers is five years for a typical floor-standing copiers. At maximum, high-end copiers and floor standing models that are not used often may last up to 7-10 years.) It is important to replace these machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	School Copier Replacement			Fiscal Year	2022	Request Status
Project Phase	Acquisition	Planning/Design		Construction		FF&E
Useful Life	More than 20 Years	Land		Construction Management		Technology
Primary Function	Public Education	Site Preparation		Equipment	\$61,264	Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost
						\$61,264
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
					Total New FTE's	0
Project Description and Considerations						

This request is to replace copy machines throughout the District.

The FY22 request is to replace 7 copiers in the following locations: Broadmeadow Room 162, Pollard Rooms 220 and 229, Pollard Classroom M7, NHS Rooms 609, 503 and 408. This request decreases \$5,866 from last year, representing a reduction in the cost of replacing copier equipment.

FY	# Copiers To Replace	Total Projected Cost	Prior Copiers To Replace	Prior Projected Cost	Inc/(Dec)
2022	7	\$61,264	7	\$67,130	-\$5,866
2023	5	\$50,738	5	\$57,650	-\$6,912
2024	3	\$34,656	4	\$82,920	-\$48,264
2025	6	\$71,722	6	\$85,920	-\$14,198
2026	5	\$82,787			\$82,787
Total		\$301,167		\$293,620	\$7,547

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Copier Replacement			Fiscal Year	2023	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$50,738	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$50,738
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY23 request is to replace 7 copiers in the following locations: Newman Room 215 & 396 (Main Office), Eliot Room 125 (Main Office), Emery Grover Room M11, and High Rock Room 270. This request decreases \$6,912 from last year, representing a reduction in the cost of replacing copier equipment.

FY	# Copiers To Replace	Total Projected Cost	Prior Copiers To Replace	Prior Projected Cost	Inc/(Dec)
2022	7	\$61,264	7	\$67,130	-\$5,866
2023	5	\$50,738	5	\$57,650	-\$6,912
2024	3	\$34,656	4	\$82,920	-\$48,264
2025	6	\$71,722	6	\$85,920	-\$14,198
2026	5	\$82,787			\$82,787
Total		\$301,167		\$293,620	\$7,547

Capital Improvement Plan
January 2021

Capital Request Detail									
Project Title	School Copier Replacement			Fiscal Year	2024	Request Status	Existing		
Project Phase	Acquisition	Planning/Design		Construction		FF&E			
Useful Life	More than 20 Years	Land		Construction Management		Technology			
Primary Function	Public Education	Site Preparation		Equipment	\$34,656	Other Expenses			
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$34,656		
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No		
3. Does this project require any permitting by any Town or State agency?							No		
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No		
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No		
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No		
7. Is this a request in response to a Court, Federal, or State order?							No		
8. Is this a request in response to a documented public health or safety condition?							No		
9. Is this a request to improve or make repairs to extend the useful life of a building?							No		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No		
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No		
12. Will any other department be required to provide assistance in order to complete the project?							No		
13. If funded, will this project increase the operating expense for any other department?							No		
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0	No
Project Description and Considerations									

This request is to replace copy machines throughout the District.

The FY24 request is to replace 3 copiers in the following locations: NHS Room 205 (Math/Science Department Office, Mitchell Room 17, Eliot Room 125 (Main Office), and Emery Grover Room U16. This request decreases \$48,264 from last year, representing a reduction in the cost of replacing copier equipment and the impact of purchasing one fewer machine.

FY	# Copiers To Replace	Total Projected Cost	Prior Copiers To Replace	Prior Projected Cost	Inc/(Dec)
2022	7	\$61,264	7	\$67,130	-\$5,866
2023	5	\$50,738	5	\$57,650	-\$6,912
2024	3	\$34,656	4	\$82,920	-\$48,264
2025	6	\$71,722	6	\$85,920	-\$14,198
2026	5	\$82,787			\$82,787
Total		\$301,167		\$293,620	\$7,547

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Copier Replacement			Fiscal Year	2025	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$71,722	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$71,722
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY25 request is to replace 6 copiers in the following locations: Broademadow Room 116, Newman Room 106, NHS Room 703 (English/Social Studies), 905 (Performing Arts) and 205 (Fine & Performing Arts), and Williams Room 252. This request decreases \$14,198 from last year, representing a reduction in the cost of replacing copier equipment.

FY	# Copiers To Replace	Total Projected Cost	Prior Copiers To Replace	Prior Projected Cost	Inc/(Dec)
2022	7	\$61,264	7	\$67,130	-\$5,866
2023	5	\$50,738	5	\$57,650	-\$6,912
2024	3	\$34,656	4	\$82,920	-\$48,264
2025	6	\$71,722	6	\$85,920	-\$14,198
2026	5	\$82,787			\$82,787
Total		\$301,167		\$293,620	\$7,547

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Copier Replacement			Fiscal Year	2026	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$82,787	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$82,787
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY25 request is to replace 6 copiers in the following locations: Production Center (2), Emery Grover Eliot Room 151 and 225, and NHS SpEd Room 801.

FY	# Copiers To Replace	Total Projected Cost	Prior Copiers To Replace	Prior Projected Cost	Inc/(Dec)
2022	7	\$61,264	7	\$67,130	-\$5,866
2023	5	\$50,738	5	\$57,650	-\$6,912
2024	3	\$34,656	4	\$82,920	-\$48,264
2025	6	\$71,722	6	\$85,920	-\$14,198
2026	5	\$82,787			\$82,787
Total		\$301,167		\$293,620	\$7,547

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	School Furniture			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$125,000	Funding Year	See Attached
Description							

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY22-FY26 request is for \$25,000/year to purchase new classroom furniture as needed for new enrollment or replacement purposes.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	School Furniture				Fiscal Year	2022	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 20 Years	Land		Construction Management		Technology		
Primary Function	Public Education	Site Preparation		Equipment	\$25,000	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$25,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0
Project Description and Considerations								

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY22-FY26 request is for \$25,000/year to purchase new classroom furniture as needed for new enrollment or replacement purposes.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	School Furniture				Fiscal Year	2023	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 20 Years	Land		Construction Management		Technology		
Primary Function	Public Education	Site Preparation		Equipment	\$25,000	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000	
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY22-FY26 request is for \$25,000/year to purchase new classroom furniture as needed for new enrollment or replacement purposes.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Furniture			Fiscal Year	2024	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$25,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY22-FY26 request is for \$25,000/year to purchase new classroom furniture as needed for new enrollment or replacement purposes.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Furniture			Fiscal Year	2025	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$25,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY22-FY26 request is for \$25,000/year to purchase new classroom furniture as needed for new enrollment or replacement purposes.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	School Furniture				Fiscal Year	2026	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 20 Years	Land		Construction Management		Technology		
Primary Function	Public Education	Site Preparation		Equipment	\$25,000	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000	
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY22-FY26 request is for \$25,000/year to purchase new classroom furniture as needed for new enrollment or replacement purposes.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	School Department Technology Replacement Request				Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$2,536,425	Funding Year	See Attached	
Description								

The FY22-26 CIP request funds the purchase of School Department technology, including desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. This request reflects the School Department's classroom technology standard and the decision in FY17 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. A chart summarizing the five-year (FY22-26) request is included below.

See following pages for additional information.

Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	162,000	-	198,000	198,000	-	84,500	84,500	-	46,000	100,000	54,000	202,500	747,000
Science Lab Computers	-	-	-	-	-	-	-	-	-	54,000	-	(54,000)	-	-
TV Studio Computers	-	-	-	-	-	-	-	-	-	30,000	-	(30,000)	-	-
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Desktop Computers	21,000	10,500	(10,500)	21,000	6,000	(15,000)	21,000	6,000	(15,000)	116,000	16,600	(99,400)	4,500	43,600
Printers	37,650	37,650	-	-	-	-	-	-	-	22,550	22,550	-	23,375	83,575
IWB & Projectors	110,000	110,000	-	90,000	90,000	-	178,000	178,000	-	240,000	285,000	45,000	200,000	863,000
Door Access Controllers	-	-	-	-	-	-	-	-	-	-	14,000	14,000	-	14,000
Paging Clocks Alphone	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Security Cameras	16,500	16,500	-	-	-	-	49,250	49,250	-	-	-	-	4,500	70,250
Subtotal	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	490,150	479,650	(10,500)	452,000	437,000	(15,000)	475,750	460,750	(15,000)	651,550	581,150	(70,400)	577,875	2,536,425

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2022	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$479,650
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$479,650
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

The FY22-26 Capital Improvement Plan (CIP) for school technology totals \$2,536,425 and includes \$1,971,425 for school hardware replacement and \$565,000 for school technology infrastructure. The request is similar to the prior year submission, with the following exceptions:

- * In FY22-25, \$169,900 in desktop and tv studio computers have been removed from the capital plan and replaced with laptop computers to permit remote work. The laptop computers will be replaced through the operating budget. These reductions are partially offset by a \$45,000 increase in interactive whiteboard technology and \$14,000 for door access controllers.
- * In FY26, \$577,875 is requested for hardware and infrastructure replacement.

The FY22 request is for \$479,650, a decrease of \$10,500 from last year's CIP request. The total request includes \$366,650 for hardware and \$113,000 for infrastructure replacement. The \$10,500 reduction reflects the replacement of desktop computers with laptop computers, around the district.

Parameters Addressed:

Technology: The School Technology department supports this request.
A detailed breakout of changes from the prior year's FY22-26 request is highlighted below.

Capital Improvement Plan
January 2021

Capital Request Detail														
Project Title	School Department Technology Replacement Request								Fiscal Year	2022		Request Status	Revised	
Additional Description and Considerations														

Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	162,000	-	198,000	198,000	-	84,500	84,500	-	46,000	100,000	54,000	202,500	747,000
Science Lab Computers	-	-	-	-	-	-	-	-	-	54,000	-	(54,000)	-	-
TV Studio Computers	-	-	-	-	-	-	-	-	-	30,000	-	(30,000)	-	-
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Desktop Computers	21,000	10,500	(10,500)	21,000	6,000	(15,000)	21,000	6,000	(15,000)	116,000	16,600	(99,400)	4,500	43,600
Printers	37,650	37,650	-	-	-	-	-	-	-	22,550	22,550	-	23,375	83,575
IWB & Projectors	110,000	110,000	-	90,000	90,000	-	178,000	178,000	-	240,000	285,000	45,000	200,000	863,000
Door Access Controllers	-	-	-	-	-	-	-	-	-	-	14,000	14,000	-	14,000
Paging Clocks Alphone	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Security Cameras	16,500	16,500	-	-	-	-	49,250	49,250	-	-	-	-	4,500	70,250
Subtotal	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	490,150	479,650	(10,500)	452,000	437,000	(15,000)	475,750	460,750	(15,000)	651,550	581,150	(70,400)	577,875	2,536,425

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2023	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$437,000
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$437,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The FY22-26 Capital Improvement Plan (CIP) for school technology totals \$2,536,425 and includes \$1,971,425 for school hardware replacement and \$565,000 for school technology infrastructure. The request is similar to the prior year submission, with the following exceptions:

- * In FY22-25, \$169,900 in desktop and tv studio computers have been removed from the capital plan and replaced with laptop computers to permit remote work. The laptop computers will be replaced through the operating budget. These reductions are partially offset by a \$45,000 increase in interactive whiteboard technology and \$14,000 for door access controllers.
- * In FY26, \$577,875 is requested for hardware and infrastructure replacement.

The FY23 request is for \$437,000, a decrease of \$15,000 from last year's CIP request. The total request includes \$324,000 for hardware and \$113,000 for infrastructure replacement. The \$15,000 reduction reflects the replacement of desktop computers with laptop computers, around the district.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY22-26 request is highlighted below.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title School Department Technology Replacement Request Fiscal Year 2023 Request Status Revised

Additional Description and Considerations

Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	162,000	-	198,000	198,000	-	84,500	84,500	-	46,000	100,000	54,000	202,500	747,000
Science Lab Computers	-	-	-	-	-	-	-	-	-	54,000	-	(54,000)	-	-
TV Studio Computers	-	-	-	-	-	-	-	-	-	30,000	-	(30,000)	-	-
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Desktop Computers	21,000	10,500	(10,500)	21,000	6,000	(15,000)	21,000	6,000	(15,000)	116,000	16,600	(99,400)	4,500	43,600
Printers	37,650	37,650	-	-	-	-	-	-	-	22,550	22,550	-	23,375	83,575
IWB & Projectors	110,000	110,000	-	90,000	90,000	-	178,000	178,000	-	240,000	285,000	45,000	200,000	863,000
Door Access Controllers	-	-	-	-	-	-	-	-	-	-	14,000	14,000	-	14,000
Paging Clocks Alphone	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Security Cameras	16,500	16,500	-	-	-	-	49,250	49,250	-	-	-	-	4,500	70,250
Subtotal	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	490,150	479,650	(10,500)	452,000	437,000	(15,000)	475,750	460,750	(15,000)	651,550	581,150	(70,400)	577,875	2,536,425

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2024	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$460,750
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$460,750
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The FY22-26 Capital Improvement Plan (CIP) for school technology totals \$2,536,425 and includes \$1,971,425 for school hardware replacement and \$565,000 for school technology infrastructure. The request is similar to the prior year submission, with the following exceptions:

- * In FY22-25, \$169,900 in desktop and tv studio computers have been removed from the capital plan and replaced with laptop computers to permit remote work. The laptop computers will be replaced through the operating budget. These reductions are partially offset by a \$45,000 increase in interactive whiteboard technology and \$14,000 for door access controllers.
- * In FY26, \$577,875 is requested for hardware and infrastructure replacement.

The FY23 request is for \$460,750, a decrease of \$15,000 from last year's CIP request. The total request includes \$347,750 for hardware and \$113,000 for infrastructure replacement. The \$15,000 reduction reflects the replacement of desktop computers with laptop computers, around the district.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY22-26 request is highlighted below.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title School Department Technology Replacement Request Fiscal Year 2024 Request Status Revised

Additional Description and Considerations

Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	162,000	-	198,000	198,000	-	84,500	84,500	-	46,000	100,000	54,000	202,500	747,000
Science Lab Computers	-	-	-	-	-	-	-	-	-	54,000	-	(54,000)	-	-
TV Studio Computers	-	-	-	-	-	-	-	-	-	30,000	-	(30,000)	-	-
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Desktop Computers	21,000	10,500	(10,500)	21,000	6,000	(15,000)	21,000	6,000	(15,000)	116,000	16,600	(99,400)	4,500	43,600
Printers	37,650	37,650	-	-	-	-	-	-	-	22,550	22,550	-	23,375	83,575
IWB & Projectors	110,000	110,000	-	90,000	90,000	-	178,000	178,000	-	240,000	285,000	45,000	200,000	863,000
Door Access Controllers	-	-	-	-	-	-	-	-	-	-	14,000	14,000	-	14,000
Paging Clocks Alphone	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Security Cameras	16,500	16,500	-	-	-	-	49,250	49,250	-	-	-	-	4,500	70,250
Subtotal	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	490,150	479,650	(10,500)	452,000	437,000	(15,000)	475,750	460,750	(15,000)	651,550	581,150	(70,400)	577,875	2,536,425

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2025	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$581,150
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$581,150
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The FY22-26 Capital Improvement Plan (CIP) for school technology totals \$2,536,425 and includes \$1,971,425 for school hardware replacement and \$565,000 for school technology infrastructure. The request is similar to the prior year submission, with the following exceptions:

* In FY22-25, \$169,900 in desktop and tv studio computers have been removed from the capital plan and replaced with laptop computers to permit remote work. The laptop computers will be replaced through the operating budget. These reductions are partially offset by a \$45,000 increase in interactive whiteboard technology and \$14,000 for door access controllers.

* In FY26, \$577,875 is requested for hardware and infrastructure replacement.

The FY25 request is for \$581,150, a decrease of \$70,400 from last year's CIP request. The total request includes \$468,150 for hardware and \$113,000 for infrastructure replacement. The \$70,400 reduction generally reflects the replacement of desktop computers with laptop computers, around the district. The \$129,400 reduction to desktop and TV lab computers is partially offset by a \$45,000 increase in interactive whiteboard technology and \$14,000 for door access controllers.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY22-26 request is highlighted below.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title School Department Technology Replacement Request Fiscal Year 2025 Request Status Revised

Additional Description and Considerations

Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	162,000	-	198,000	198,000	-	84,500	84,500	-	46,000	100,000	54,000	202,500	747,000
Science Lab Computers	-	-	-	-	-	-	-	-	-	54,000	-	(54,000)	-	-
TV Studio Computers	-	-	-	-	-	-	-	-	-	30,000	-	(30,000)	-	-
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Desktop Computers	21,000	10,500	(10,500)	21,000	6,000	(15,000)	21,000	6,000	(15,000)	116,000	16,600	(99,400)	4,500	43,600
Printers	37,650	37,650	-	-	-	-	-	-	-	22,550	22,550	-	23,375	83,575
IWB & Projectors	110,000	110,000	-	90,000	90,000	-	178,000	178,000	-	240,000	285,000	45,000	200,000	863,000
Door Access Controllers	-	-	-	-	-	-	-	-	-	-	14,000	14,000	-	14,000
Paging Clocks Alphone	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Security Cameras	16,500	16,500	-	-	-	-	49,250	49,250	-	-	-	-	4,500	70,250
Subtotal	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	490,150	479,650	(10,500)	452,000	437,000	(15,000)	475,750	460,750	(15,000)	651,550	581,150	(70,400)	577,875	2,536,425

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2026	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$577,875
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$577,875
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The FY22-26 Capital Improvement Plan (CIP) for school technology totals \$2,536,425 and includes \$1,971,425 for school hardware replacement and \$565,000 for school technology infrastructure. The request is similar to the prior year submission, with the following exceptions:

* In FY22-25, \$169,900 in desktop and tv studio computers have been removed from the capital plan and replaced with laptop computers to permit remote work. The laptop computers will be replaced through the operating budget. These reductions are partially offset by a \$45,000 increase in interactive whiteboard technology and \$14,000 for door access controllers.

* In FY26, \$577,875 is requested for hardware and infrastructure replacement.

The FY26 request is for \$577,875, and includes \$464,875 for hardware and \$113,000 for infrastructure replacement. This is a new, fifth year request.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY22-26 request is highlighted below.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title School Department Technology Replacement Request Fiscal Year 2026 Request Status New

Additional Description and Considerations

Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	162,000	-	198,000	198,000	-	84,500	84,500	-	46,000	100,000	54,000	202,500	747,000
Science Lab Computers	-	-	-	-	-	-	-	-	-	54,000	-	(54,000)	-	-
TV Studio Computers	-	-	-	-	-	-	-	-	-	30,000	-	(30,000)	-	-
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Desktop Computers	21,000	10,500	(10,500)	21,000	6,000	(15,000)	21,000	6,000	(15,000)	116,000	16,600	(99,400)	4,500	43,600
Printers	37,650	37,650	-	-	-	-	-	-	-	22,550	22,550	-	23,375	83,575
IWB & Projectors	110,000	110,000	-	90,000	90,000	-	178,000	178,000	-	240,000	285,000	45,000	200,000	863,000
Door Access Controllers	-	-	-	-	-	-	-	-	-	-	14,000	14,000	-	14,000
Paging Clocks Alphone	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Security Cameras	16,500	16,500	-	-	-	-	49,250	49,250	-	-	-	-	4,500	70,250
Subtotal	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY22-26
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	377,150	366,650	(10,500)	339,000	324,000	(15,000)	362,750	347,750	(15,000)	538,550	468,150	(70,400)	464,875	1,971,425
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	490,150	479,650	(10,500)	452,000	437,000	(15,000)	475,750	460,750	(15,000)	651,550	581,150	(70,400)	577,875	2,536,425

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Library Technology Plan			Submitted by	Library		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$48,500	Funding Year	2022
Description							

This capital request is for the three remaining years of a four-year Library Technology Plan. Year one was funded at the Annual Town Meeting held on June 8, 2020.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Library Technology Plan				Fiscal Year	2022	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$48,500	
Primary Function	Culture and Leisure	Site Preparation		Equipment	\$48,500	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost	\$97,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	No
Project Description and Considerations								

10. All equipment will be installed at the library.

FY2022--Replace 29 public computers (Adult 20; Young Adult 4; Children's 4, Community Room 1; @ \$1,500 each = \$43,500

Replace 2 self-check computers @ \$2,500 each \$5,000

Self-check computers are more expensive than regular computers, as they require a touch screen and encompass the CPU/computer part, receipt printer, and barcode scanner.

Equipment was originally purchased in 2013.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Library Technology Plan			Fiscal Year	2023	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 5 Years	Land		Construction Management		Technology		
Primary Function	Culture and Leisure	Site Preparation		Equipment	\$26,280	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost	\$26,280
Parameters						Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No	
Project Description and Considerations								

10. All equipment will be installed at the library.

FY2023

Replace Program Specialist's two computers @\$3,500 each	\$7,000
Replace 16 barcode scanners (Circulation 6; Children's 5; Reference 5) @ \$312.40 each	5,000
Replace 24 receipt printers (Circulation 10; Children's 6; Reference 5; Technical Services 3) @ \$345 each	8,280
Replace 4 staff computers (Archives; Assistant Director; Reference Supervisor; Circulation Assistant @ \$1,500 each	6,000

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Library Technology Plan		Fiscal Year	2024	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment	\$36,500	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$36,500
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

10. All equipment will be installed at the library.

FY202	
Replace Server	\$12,000
Replace 15 Public Catalog Computers @ \$700 each	10,500
Replace 5 UPS (Server; 2 Tel/Data Closets; Community Room; Wireless @ \$200 each	1,000
Replace Large Format Printer	1,000
Replace Microfilm Machine	12,000

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Fleet Refurbishment			Submitted by	PW Fleet		
Request Type	Annual Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached
Description							

In FY18, the Fleet Division implemented a refurbishment program for Fleet assets and related components. The goal of this program is to extend the life-cycles of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Refurbishment			Fiscal Year	2022	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$150,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$150,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

To accomplish these extended life-cycles, the Fleet Division must invest additional resources into the planned maintenance of this equipment. Rehabilitation work includes corrosion abatement, treatment and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, and updating lighting and reflective striping.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Refurbishment			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$150,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$150,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

To accomplish these extended life-cycles, the Fleet Division must invest additional resources into the planned maintenance of this equipment. Rehabilitation work includes corrosion abatement, treatment and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, and updating lighting and reflective striping.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Permanent Message Boards			Submitted by	PW Engineering		
Request Type	Annual Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached
Description							

In support of the Select Board's goals, this request is for permanently installed message boards to communicate with residents.

Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice.

This project will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or laptop. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location. This funding will fund one message board per year.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Permanent Message Boards			Fiscal Year	2022	Request Status	Existing	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 9 Years	Land		Construction Management		Technology	\$56,000	
Primary Function	General Government	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Current Contract		Project Cost	\$56,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							Yes	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No	
					Total New FTE's	0	No	
Project Description and Considerations								

Fire Station #2

This building is positioned near a gateway into the Town of Needham and near the business center. There may be public safety information specific to these departments that could be viewed on a message board at this location.

One message board will be permanently installed at this location. If a message board is installed at this location during the construction of the new Fire Station #2, then the locations listed in future years will move forward one year.

Clarification of Questions

3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit, and Design Review Board Approval may be required.

10. The message boards will be permanently installed at the chosen locations.

11. This request is to improve public property, by installing informational message boards.

12. The Town Manager's Office will assist in the programming of these message boards and ITC will add the new message boards to the existing programming software.

12. There may be additional software maintenance costs for ITC.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Permanent Message Boards			Fiscal Year	2023	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	\$58,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Current Contract		Project Cost	\$58,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							Yes
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Dedham Ave at South (PSAB)

This is a gateway into the Town of Needham and a message board installed at this location would provide information to drivers leaving and entering the Town.

One message board will be permanently installed at this location.

Clarification of Questions

- 3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit, and Design Review Board Approval may be required.
- 10. The message boards will be permanently installed at the chosen locations.
- 11. This request is to improve public property, by installing informational message boards.
- 12. The Town Manager's Office will assist in the programming of these message boards and ITC will add the new message boards to the existing programming software.
- 12. There may be additional software maintenance costs for ITC.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Permanent Message Boards			Fiscal Year	2024	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	\$60,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Current Contract		Project Cost	\$60,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							Yes
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Central Avenue at Great Plain Avenue

This is a gateway into the Town of Needham and a message board installed at this location would provide information to drivers and pedestrians leaving and entering the Town.

One double sided message board will be permanently installed at this location.

Clarification of Questions

3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit, and Design Review Board Approval may be required.

10. The message boards will be permanently installed at the chosen locations.

11. This request is to improve public property, by installing informational message boards.

12. The Town Manager's Office will assist in the programming of these message boards and ITC will add the new message boards to the existing programming software.

12. There may be additional software maintenance costs for ITC.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Permanent Message Boards			Fiscal Year	2025	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	\$62,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Current Contract		Project Cost	\$62,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							Yes
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Public Safety Building, School Street and Chestnut Street

This building is positioned near a gateway into the Town of Needham and near the business center. There may be public safety information specific to these departments that could be viewed on a message board at this location.

One message board will be permanently installed at this location.

Clarification of Questions

3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit, and Design Review Board Approval may be required.

10. The message boards will be permanently installed at the chosen locations.

11. This request is to improve public property, by installing informational message boards.

12. The Town Manager's Office will assist in the programming of these message boards and ITC will add the new message boards to the existing programming software.

12. There may be additional software maintenance costs for ITC.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Permanent Message Boards			Fiscal Year	2026	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	\$64,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Current Contract		Project Cost	\$64,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							Yes
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Greendale Avenue at Great Plain Avenue

This is a gateway into the Town of Needham and a message board installed at this location would provide information to drivers and pedestrians leaving and entering the Town.

One double sided message board will be permanently installed at this location.

Clarification of Questions

- 3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit, and Design Review Board Approval may be required.
- 10. The message boards will be permanently installed at the chosen locations.
- 11. This request is to improve public property, by installing informational message boards.
- 12. The Town Manager's Office will assist in the programming of these message boards and ITC will add the new message boards to the existing programming software.
- 12. There may be additional software maintenance costs for ITC.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	DPW Specialty Equipment			Submitted by	PW Fleet		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$38,000	Funding Year	2022
Description							

This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle.

In FY2022, the DPW is requesting funding for a specialty mower for the Parks and Forestry Division. This small mower (Unit 334) performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a higher quality cut and playing surface. It also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers, it can cut fields even after heavy rains.

This request will require additional, ongoing operating costs in the form of insurance.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Broadmeadow School Technology Room Conversion			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$213,100	Funding Year	2022
Description							

The School Committee implemented Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom, to open during School Year 2022/23.

This project provides funding to convert the existing technology lab at Broadmeadow Elementary School to a classroom. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Broadmeadow School Technology Room Conversion	Fiscal Year	2022	Request Status	Resubmitted		
Project Phase	Construction	Planning/Design	\$33,900	Construction	\$128,400	FF&E	
Useful Life	More than 20 Years	Land		Construction Management	\$8,500	Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$42,300	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$213,100
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The School Committee implemented Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom, to open during School Year 2022/23.

This project provides funding to convert the existing technology lab at Broadmeadow Elementary School to a classroom. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

See below for additional information.

Additional Description and Considerations

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title	Broadmeadow School Technology Room Conversion	Fiscal Year	2022	Request Status	Resubmitted
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Preliminary Project Schedule:

Funding for Detailed Design & Construction FY22 - Oct '21 STM
 Detailed Design & Bidding (FY22) - Nov '21 - May '22
 Construction: (FY23) - June '22 - Aug '22
 New Classroom Opens (FY23) - Sept '22

Parameters Addressed:

Permitting: As required by Town Boards.
 Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology.
 Building Improvements: The Public Facilities Department supports this request.
 Other Departmental Assistance: Public Facilities, for bidding and project management.

This project has been revised to restore the funding date to October '21 STM (FY22), so that the Broadmeadow technology room conversion projects can be design and bid in the fall, for summer construction.

Project Budget Detail:

Broadmeadow School Technology Room Conversion							
900 sf	Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
	0%	60%	16%	20%	4%	100%	
10.00% FY19 Cost Multiplier @ 5%	-	100,100	26,400	33,000	6,600	166,100	184.56
10.00% FY20 Cost Multiplier @ 5%	-	110,110	29,040	36,300	7,260	182,710	203.01
8.00% FY21 Cost Multiplier @ 5%	-	118,919	31,363	39,204	7,841	197,327	219.25
8.00% FY22 Cost Multiplier @ 5%	-	128,432	33,872	42,340	8,468	213,113	236.79
4 Years TOTAL PROJECT COST	-	128,432	33,872	42,340	8,468	213,113	236.79
TOTAL COST (ROUNDED)	-	128,400	33,900	42,300	8,500	213,100	236.78
	FY20	FY21	FY22	Total			
Feasibility	-			-			
Arch/Engineering			33,900	33,900			
Construction			128,400	128,400			
Construction Management			8,500	8,500			
FF&E	0	0	42,300	42,300			
	-	-	213,100	213,100			

Capital Improvement Plan
January 2021

Capital Funding Request						
Title	Emery Grover Renovation/ Addition Rotated - Option #3 Excuding Underground Garage			Submitted by	Needham Public Schools	
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$27,095,258	Funding Year
Description						

The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. Emery Grover is on the National Register of Historic Buildings.

This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 30 foot, three-story 18,415 GSF addition attached to the rear of the building. The orientation of the building would be rotated 90 degrees on the site to bring in natural light from the north, east and south walls. The total number of parking spaces would be 66 spaces, between on-site (42) and off-site parking at the Stephen Palmer building. This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction.

This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs totaling about \$12.5 million dollars. While this should be considered a maximum eligible funding level for the Emery Grover Project, the Community Preservation Committee must look at many factors to determine the appropriate actual funding level, balancing requests for housing, open space and other historic preservation projects.

A prelim **Preliminary Emery Grover Project Schedule (Options 2 or 3)**

Pre Feasibility Study	FY14	
Feasibility Study		
Feasibility Study Funding	FY19	Oct '18 STM
Feasibility Study	FY20	Jan '20-Jun '20
Request CPC Design Funding		
Presentation to CPC	FY21	Oct '20
Request Submitted	FY21	Nov '20
CPC Review of Applications	FY21	Dec '20
Additional Information Submitted	FY21	Jan '21
CPC Vote for ATM Action	FY21	Feb '21-Mar '21
Schematic Design		
Town Vote to Fund Schematic Design	FY22	May '21 ATM
Schematic Design	FY22	June '21 - Apr '22
Bidding	FY22	Mar '22 - Apr '22
Construction		
Town Vote to Fund Construction	FY23	May '22 ATM
Preparation of Hillside as Swing Space	FY23	June '22- Mar '23
School Administration Moves to Hillside Swing Space	FY23	April '23
Renovation/ Addition Emery Grover	FY24-25	Apr '23 - Apr '25
Occupancy	FY25	May '25

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Emery Grover Renovation/ Addition Rotated - Option #3 Excluding Underground Garage			Fiscal Year	2022	Request Status	Revised
Project Phase	Feasibility Study	Planning/Design	\$1,475,130	Construction		FF&E	
Useful Life	More than 30 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source	Hired Consultant		Project Cost	\$1,475,130
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 30 foot, three-story 18,415 GSF addition attached to the rear of the building. The orientation of the building would be rotated 90 degrees on the site to bring in natural light from the north, east and south walls. The total number of parking spaces with the underground garage would be 66 spaces, between on-site (42) and off-site parking at the Stephen Palmer building. This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction.

This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs totaling about \$12.5 million dollars. While this should be considered a maximum eligible funding level for the Emery Grover Project, the Community Preservation Committee must look at many factors to determine the appropriate actual funding level, balancing requests for housing, open space and other historic preservation projects.

- #1: Associated construction costs are presented in CIP-CRD 2.
- #3: Permitting required for construction.
- #4: Vendor assistance may be required to maintain the physical plant.
- #12: PPBC.
- #13: Building maintenance costs likely to increase with new/operational systems.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Emery Grover Renovation/ Addition Rotated - Option #3 Excluding Underground Garage	Fiscal Year	2022	Request Status	Revised
Additional Description and Considerations					

Emery Grover Renovation/ Addition - Option 3 with Underground Garage (BH+A)

34,717 SF Building	Feasibility	Construction	A/E	Constr Mgnt	Garage	FF&E	Other	Total *
FY22 Project Cost (BH+A)	<u>139,000</u>	<u>22,340,331</u>	<u>2,736,673</u>	<u>390,260</u>	-	<u>700,000</u>	<u>927,994</u>	<u>27,234,258</u>
TOTAL	139,000 1%	22,340,331 82%	2,736,673 10%	390,260 1%	-	700,000 3%	927,994 3%	27,234,258 100%

* This project is eligible to receive CPC reimbursement of up to 50% of hard and soft costs, or approximately \$12,500,000

Note - costs escalated at rates shown above, to bid date (FY22).

Project Funding Schedule	FY14	May '19 ATM FY20	May '21 ATM FY22	May '22 ATM FY23	FY23-25 Total
Pre-Design	14,000	125,000			-
Engineering & Design			1,475,130	1,261,543	2,736,673
Construction	-	-	-	22,340,331	22,340,331
Construction Management			-	390,260	390,260
FF&E			-	700,000	700,000
<u>Other</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>927,994</u>	<u>927,994</u>
Total	14,000	125,000	1,475,130	25,620,128	27,095,258
					<u>139,000</u>
					27,234,258

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Emery Grover Renovation/ Addition Rotated - Option #3 Excluding Underground Garage			Fiscal Year	2023	Request Status	
Project Phase	Construction	Planning/Design	\$1,261,543	Construction	\$22,340,331	FF&E	\$700,000
Useful Life	More than 30 Years	Land		Construction Management	\$390,260	Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	\$927,994
Budget Impact	May increase annual operating expenses by more than \$100,000			Project Cost Source		Project Cost	\$25,620,128
Parameters				Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 30 foot, three-story 18,415 GSF addition attached to the rear of the building. The orientation of the building would be rotated 90 degrees on the site to bring in natural light from the north, east and south walls. In addition, an underground garage would be constructed beneath the addition to maximize on-site parking. The total number of parking spaces with the underground garage would be 74 spaces, between on-site (59) and off-site parking at the Stephen Palmer building. This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction.

This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs totaling about \$12.5 million dollars. While this should be considered a maximum eligible funding level for the Emery Grover Project, the Community Preservation Committee must look at many factors to determine the appropriate actual funding level, balancing requests for housing, open space and other historic preservation projects.

- #1: Associated design costs are presented in CIP-CRD 1.
- #3: Permitting required for construction.
- #4: Vendor assistance may be required to maintain the physical plant.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	Emery Grover Renovation/ Addition Rotated - Option #3 Excluding Underground Garage	Fiscal Year	2023	Request Status
Additional Description and Considerations				

Emery Grover Renovation/ Addition - Option 3 with Underground Garage (BH+A)

34,717 SF Building	Feasibility	Construction	A/E	Constr Mgmt	Garage	FF&E	Other	Total *
FY22 Project Cost (BH+A)	<u>139,000</u>	<u>22,340,331</u>	<u>2,736,673</u>	<u>390,260</u>	<u>-</u>	<u>700,000</u>	<u>927,994</u>	<u>27,234,258</u>
TOTAL	139,000 1%	22,340,331 82%	2,736,673 10%	390,260 1%	- 0%	700,000 3%	927,994 3%	27,234,258 100%

* This project is eligible to receive CPC reimbursement of up to 50% of hard and soft costs, or approximately \$12,500,000

Note - costs escalated at rates shown above, to bid date (FY22).

Project Funding Schedule	FY14	May '19 ATM FY20	May '21 ATM FY22	May '22 ATM FY23	FY23-25 Total
Pre-Design	14,000	125,000			-
Engineering & Design			1,475,130	1,261,543	2,736,673
Construction	-	-	-	22,340,331	22,340,331
Construction Management			-	390,260	390,260
FF&E			-	700,000	700,000
<u>Other</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>927,994</u>	<u>927,994</u>
Total	14,000	125,000	1,475,130	25,620,128	27,095,258
					<u>139,000</u>
					27,234,258

Plus Feasibility Design (Already Appropriated)

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$60,000	Funding Year	2022
Description							

This project is to conduct a needs assessment/ feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School (NHS) Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include:

- * speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats.
- * sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production. See following page for more information.
- * amplification equipment (such as wireless receivers and microphones), which are insufficient in number and/or broken.
- * The lighting systems also include light fixtures that are partially non-functioning, and uncoordinated with sound delivery.

Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades. Pollard parents have written a Needham Education Foundation (NEF) grant and received community donations to obtain funding for lighting system upgrades in the Pollard Auditorium, the component parts of which are expected to cost approximately \$15,000. Other groups have discussed fundraising for the NHS Auditorium as well.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems			Fiscal Year	2022	Request Status	Resubmitted
Project Phase	Design/Engineering	Planning/Design	\$60,000	Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$60,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This project is to conduct a needs assessment/ feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School (NHS) Auditoriums. It is revised to request funding in FY22, as this request was not funded in FY21.

Parameters:

Technology: The School Technology Department supports this request.

Departmental Assistance: Public Facilities, for bidding.

Capital Improvement Plan January 2021

Capital Funding Request							
Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (High Rock as ES Option)			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$315,500	Funding Year	2024
Description							

Constructed in 2009, the High Rock School is a modern building in good condition. However, a major classroom addition is needed to serve the needs of the Grade 6 community.

This project is part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario, "High Rock as Elementary School - Pollard 1st MSBA Accelerated with CMR, Mitchell Accelerated Non-MSBA," was developed by Dore & Whittier Architects in 2020 and accomplishes the following: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and b) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an @ 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th grade center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for use as an elementary school. The execution of these two projects concurrently allows the High Rock to serve as swing space for a future Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School could be completed.

This scenario assumes that Mitchell is identified as the District's priority project for the MSBA grant program and that the Pollard School is renovated without MSBA assistance. A potential schedule for this project is presented below. The PPBC's assistance would be required to complete the project. The project timeline and budget were developed by Dore & Whittier Architects in 2020, as part of the 2020 School Master Plan.

Pollard Middle School 6-8 Renovation/ Addition Project (Accelerated Non MSBA w CMR)

Funding for Feasibility, Schematic, Permitting - Spring ATM		May-21 ATM
Forming the Project Team	May-21	Jun-21
Feasibility Study & Schematic Design Phase	Jun-21	Jan-22
Design Development Phase	Apr-22	Oct-22
Project Funding		Oct-22
Special Town Meeting Approval of PFA		Oct-22
Override Ballot Question		Oct-22
Construction Documents Phase	Nov-22	Jun-23
Construction	Apr-23	Aug-25
Addition Complete	Apr-23	Jun-24
First Wing Renovation	Jul-24	Dec-24
Second Wing Renovation	Jan-25	Aug-25
Occupancy - Grade 7 Students Move to Addition		Sep-24
Occupancy - Grade 8 Students Move to Renovated First Wing		Jan-25
Occupancy - Grade Six Moves to Pollard		Sep-25

Construction of 3-Section Mitchell School (Standard Schedule with MSBA)

Statement of Interest Submission & Review	Jan-21	Dec-21
Eligibility Period (Module 1)	Jan-22	Jun-22
Town Vote to Fund Feasibility Study		Mar-22 STM
Forming the Project Team (Module 2)	Jun-22	Nov-22
Feasibility Study Phase (Module 3)	Nov-22	Dec-23
Schematic Design Phase (Module 4)	Aug-23	Mar-24
Project Funding (Module 5)	Mar-24	Apr-24
Special Town Meeting Approval of PFA		Mar-24 STM
Override Ballot Question		Apr-24
Design Development - Bid (Module 6)	May-24	May-25
Mitchell Students Vacate Mitchell School		Jun-25
Construction (Module 7)	May-25	May-27
Occupancy		Sep-27

High Rock Renovation

Funding for Design & Construction - Fall STM		Oct-23
Design Documents	Mar-24	Jun-24
Construction Documents	Jun-24	Dec-24
Bidding	Jan-25	Mar-25
Construction Renovation	Jun-25	Jun-25
Occupancy (Mitchell Students Move Into High Rock)		Sep-25

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (High Rock as ES Option D1)			Fiscal Year	2024	Request Status	Revised	
Project Phase	Construction	Planning/Design	\$40,200	Construction	\$271,100	FF&E		
Useful Life	More than 30 Years	Land		Construction Management	\$4,200	Technology		
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source		Hired Consultant		Project Cost	\$315,500
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							Yes	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								
<p>This project is to undertake minor renovations to the existing High Rock School needed to convert the building to a 376-student K-5 elementary school.</p> <p>The project cost and timeline were developed by Dore & Whittier Architects, 2020 School Master Plan.</p> <p>#3: Permitting required for construction. #4: Vendor assistance may be required to maintain the physical plant. #12: PPBC. #13: Building maintenance costs likely to increase with new/operational systems.</p>								
Additional Description and Considerations								

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (High Rock as ES Option D1)	Fiscal Year	2024	Request Status	Revised
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Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Accelerated Non-MSBA
Renovation of High Rock, Based on 2020 Dore & Whittier Master Plan
TBD GSF Minor Renovation, 376 Students, K-5 School
Scheduled opening: September 2025 (FY26)

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
Project Cost	-	34,278 <i>15% + 20% Soft</i>	-	231,178 <i>Const + 80% Soft</i>	3,587 <i>2%</i>	- <i>\$2,400</i>	269,044
Plus Escalation @ 4.5%	-	5,913	-	39,878	619	-	46,410
3.833 Yrs to Midpt Constr	-	-	-	-	-	-	-
TOTAL PROJECT COST	-	40,191	-	271,057	4,206	-	315,454
TOTAL COST (ROUNDED)	-	40,200	-	271,100	4,200	-	315,500
		Oct '23 STM FY24		Total			
Feasibility		-		-			
Arch/Engineering		40,200		40,200			
Site Preparation		-		-			
Construction		271,100		271,100			
Construction Management		4,200		4,200			
FF&E	-	-		-			
Total	-	315,500		315,500			

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Pollard Master Plan Option D1 Additional Study			Submitted by	Needham Public Schools		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$280,000	Funding Year	2022

Description

The purpose of this study is to provide sufficient development of Option D1 at Pollard School, for the purpose of allowing the Town to make informed decisions about retrofit/replacement of systems and or building elements, in the case of a delay in the implementation of Option D1 due to funding constraints, or to complete needed repair and maintenance work at the facility prior to the start of construction. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of Scheme D1 and allow modifications within the current Pollard that would later be in concert with future plans. It is anticipated that such effort will carry over into schematic development where necessary

This request complements the projects proposed as part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario, "High Rock as Elementary School - Pollard 1st Accelerated (non-MSBA) with CMR, Mitchell as MSBA Project," was developed by Dore & Whittier Architects in 2020 and accomplishes the following: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and b) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an @ 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th grade center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for use as an elementary school. The execution of these two projects concurrently allows the High Rock to serve as swing space for a future Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School could be completed. This scenario assumes that Mitchell is identified as the District's priority project for the MSBA grant program and that the Pollard School is renovated without MSBA assistance.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Pollard Master Plan Option D1 Additional Study			Fiscal Year	2022	Request Status	New
Project Phase	Feasibility Study	Planning/Design	\$280,000	Construction		FF&E	
Useful Life	More than 30 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$280,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The purpose of this study is to provide sufficient development of Option D1 at Pollard School, for the purpose of allowing the Town to make informed decisions about retrofit/replacement of systems and or building elements, in the case of a delay in the implementation of Option D1 due to funding constraints, or to complete needed repair and maintenance work at the facility prior to the start of construction. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of Scheme D1 and allow modifications within the current Pollard that would later be in concert with future plans. It is anticipated that such effort will carry over into schematic development where necessary

The project cost and timeline were developed by Dore & Whittier Architects, 2020 School Master Plan. Elements of the study budget are detailed on the attached breakout sheet.

#12: PPBC.

Additional Description and Considerations

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title	Pollard Master Plan Option D1 Additional Study	Fiscal Year	2022	Request Status	New
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Pollard Middle School Master Planning Fees			10/29/2020
Task	Duration	Fee	Comments
Kick-off	11/16/20 - 11/27/20 (2 weeks)	NA	Organize the participants
Programming	11/30/20 - 2/19/21 (12 weeks)		Programing meetings with administration, develop bubble diagrams of potential options.
Discussion	2/22/2021 - 3/5/21 (2 weeks)		Presentations to working group, presentations to PPBC, School Committee, etc. Meetings to arrive at single concept for further development.
	Subtotal	\$ 50,000	
Conceptual Design	3/8/21 - 4/30/20 (8 weeks)		Development of the preferred concept to achieve the goals outlined in the Program.
Discussion	5/3/21 - 5/28/20 (4 weeks)		Presentations to working group, presentations to PPBC, School Committee, etc. Meetings to arrive at the preferred solution
	Subtotal	\$ 50,000	
Systems Development	5/31/21 - 8/20/21 (12 weeks)		Development of infrastructure solutions, with phasing for building and site, to maintain bldg
Discussion	8/23/21 - 10/1/21 (6 weeks)		viability prior to a major redevelopment project. Detailed level to develop cost estimated (PSR level).
Town Meeting Prep	10/4/21 - 11/12/21 (2-6 weeks)		Final documents and report. Assist with public meetings and town meeting prep.
	Subtotal	\$ 180,000	
	Total	\$ 280,000	
Note:			
It is expected that Civil, Structural, MEP/FP, Hazardous Materials and Cost consultants will be actively involved.			

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$175,800,300	Funding Year	See Attached
Description							

Constructed in 1956 and renovated in 1996, the Pollard Middle School has adequate gross square feet, but is in need of a major renovation to address building deficiencies and modernize the learning environment. There are many undersized classrooms, inadequate teacher planning, administration or meeting spaces, insufficient space for special education and antiquated science labs. The modular classrooms, installed in 2002, are at the end of their useful life and are in need of replacement. Dore & Whittier Architects (2020) estimated that these facility needs will cost approximately \$40,000,000 over the next ten years (without escalation.)

This project is part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario, "High Rock as Elementary School - Pollard 1st Accelerated (non-MSBA) with CMR, Mitchell as MSBA Project," was developed by Dore & Whittier Architects in 2020 and accomplishes the following: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and b) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an @ 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th grade center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for use as an elementary school. The execution of these two projects concurrently allows the High Rock to serve as swing space for a future Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School could be completed.

This scenario assumes that Mitchell is identified as the District's priority project for the MSBA grant program and that the Pollard School is renovated without MSBA assistance. A potential schedule for this project is presented below. The PPBC's assistance would be required to complete the project. The project timeline and budget were developed by Dore & Whittier Architects in 2020, as part of the 2020 School Master Plan.

Pollard Middle School 6-8 Renovation/ Addition Project (Accelerated Non MSBA w CMR)

Funding for Feasibility, Schematic, Permitting - Spring ATM		May-21 ATM
Forming the Project Team	May-21	Jun-21
Feasibility Study & Schematic Design Phase	Jun-21	Jan-22
Design Development Phase	Apr-22	Oct-22
Project Funding		Oct-22
Special Town Meeting Approval of PFA		Oct-22
Override Ballot Question		Oct-22
Construction Documents Phase	Nov-22	Jun-23
Construction	Apr-23	Aug-25
Addition Complete	Apr-23	Jun-24
First Wing Renovation	Jul-24	Dec-24
Second Wing Renovation	Jan-25	Aug-25
Occupancy - Grade 7 Students Move to Addition		Sep-24
Occupancy - Grade 8 Students Move to Renovated First Wing		Jan-25
Occupancy - Grade Six Moves to Pollard		Sep-25

Construction of 3-Section Mitchell School (Standard Schedule with MSBA)

Statement of Interest Submission & Review	Jan-21	Dec-21
Eligibility Period (Module 1)	Jan-22	Jun-22
Town Vote to Fund Feasibility Study		Mar-22 STM
Forming the Project Team (Module 2)	Jun-22	Nov-22
Feasibility Study Phase (Module 3)	Nov-22	Dec-23
Schematic Design Phase (Module 4)	Aug-23	Mar-24
Project Funding (Module 5)	Mar-24	Apr-24
Special Town Meeting Approval of PFA		Mar-24 STM
Override Ballot Question		Apr-24
Design Development - Bid (Module 6)	May-24	May-25
Mitchell Students Vacate Mitchell School		Jun-25
Construction (Module 7)	May-25	May-27
Occupancy		Sep-27

High Rock Renovation

Funding for Design & Construction - Fall STM		Oct-23
Design Documents	Mar-24	Jun-24
Construction Documents	Jun-24	Dec-24
Bidding	Jan-25	Mar-25
Construction Renovation	Jun-25	Jun-25
Occupancy (Mitchell Students Move Into High Rock)		Sep-25

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year	2022	Request Status	Revised	
Project Phase	Feasibility Study	Planning/Design	\$2,900,000	Construction	\$100,000	FF&E
Useful Life	More than 30 Years	Land		Construction Management	\$400,000	Technology
Primary Function	Public Education	Site Preparation	\$100,000	Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by more than \$100,000	Project Cost Source		Hired Consultant		Project Cost \$3,500,000
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						Yes
13. If funded, will this project increase the operating expense for any other department?						Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
						Total New FTE's
						0
Project Description and Considerations						

This project is to renovate approximately 134,000 GSF of the existing Pollard School and construct an 80,000 GSF addition to the school. The existing modular classrooms would be replaced by an @ 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th grade center would be constructed on the south side of the existing school.

MSBA assistance is not proposed for this project.

The project cost and timeline were developed by Dore & Whittier Architects, 2020 School Master Plan.

#1: Associated construction costs are presented in CIP-CRD 2.

#3: Permitting required for construction.

#4: Vendor assistance may be required to maintain the physical plant.

#12: PPBC.

#13: Building maintenance costs likely to increase with new/operational systems.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year	2022	Request Status	Revised
Additional Description and Considerations					

**Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Accelerated Non-MSBA
Renovation/ Addition of Pollard Middle School as Grade 6-8 Middle School, Based on 2020 Dore & Whittier Master Plan
134,000 GSF Renovation, 80,000 GSF Permanent Construction, 1,432 Students, 6-8 School
Scheduled opening: September 2025 (FY26)**

	Feasibility	A/E	Site Prep	Construction	Constr Mgnt	FF&E/ Tech	Total
Project Cost	<u>84,477</u>	<u>18,399,095</u> <i>15% + 20% Soft</i>	<u>10,188,000</u>	<u>114,468,648</u> <i>Const + 80% Soft</i>	<u>1,934,327</u> <i>2%</i>	<u>3,436,800</u> <i>\$2,400</i>	<u>148,511,347</u>
Plus Escalation (@ 4.5%) 4.083 Yrs to Midpt Constr	15,523	3,380,833	1,872,045	21,033,612	355,433	631,512	27,288,958
TOTAL PROJECT COST	100,000	21,779,928	12,060,045	135,502,260	2,289,760	4,068,312	175,800,305
TOTAL COST (ROUNDED)	100,000	21,779,900	12,060,000	135,502,300	2,289,800	4,068,300	175,800,300
	May '21 ATM FY22	Mar '23 STM FY23	Total				
Feasibility	100,000		100,000				
Arch/Engineering	2,800,000	18,979,900	21,779,900				
Site Preparation	100,000	11,960,000	12,060,000				
Construction	100,000	135,402,300	135,502,300				
Construction Management	400,000	1,889,800	2,289,800				
FF&E	<u>-</u>	<u>4,068,300</u>	<u>4,068,300</u>				
Total	3,500,000	172,300,300	175,800,300				

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year	2024	Request Status	Revised		
Project Phase	Construction	Planning/Design	\$18,979,900	Construction	\$135,402,300	FF&E	\$4,068,300
Useful Life	More than 30 Years	Land		Construction Management	\$1,889,800	Technology	
Primary Function	Public Education	Site Preparation	\$11,960,000	Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source		Hired Consultant	Project Cost	\$172,300,300
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This project is to renovate approximately 134,000 GSF of the existing Pollard School and construct an 80,000 GSF addition to the school. The existing modular classrooms would be replaced by an @ 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th grade center would be constructed on the south side of the existing school.

MSBA assistance is not proposed for this project.

The project cost and timeline were developed by Dore & Whittier Architects, 2020 School Master Plan.

#1: Associated design costs are presented in CIP-CRD 1.

#3: Permitting required for construction.

#4: Vendor assistance may be required to maintain the physical plant.

#12: PPBC.

#13: Building maintenance costs likely to increase with new/operational systems.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year	2024	Request Status	Revised
Additional Description and Considerations					

**Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Accelerated Non-MSBA
Renovation/ Addition of Pollard Middle School as Grade 6-8 Middle School, Based on 2020 Dore & Whittier Master Plan
134,000 GSF Renovation, 80,000 GSF Permanent Construction, 1,432 Students, 6-8 School
Scheduled opening: September 2025 (FY26)**

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
<u>Project Cost</u>	<u>84,477</u>	<u>18,399,095</u> <i>15% + 20% Soft</i>	<u>10,188,000</u>	<u>114,468,648</u> <i>Const + 80% Soft</i>	<u>1,934,327</u> <i>2%</i>	<u>3,436,800</u> <i>\$2,400</i>	<u>148,511,347</u>
Plus Escalation (@ 4.5%)	15,523	3,380,833	1,872,045	21,033,612	355,433	631,512	27,288,958
4.083 Yrs to Midpt Constr							-
TOTAL PROJECT COST	100,000	21,779,928	12,060,045	135,502,260	2,289,760	4,068,312	175,800,305
TOTAL COST (ROUNDED)	100,000	21,779,900	12,060,000	135,502,300	2,289,800	4,068,300	175,800,300
	May '21 ATM	Mar '23 STM		Total			
	FY22	FY23					
Feasibility	100,000			100,000			
Arch/Engineering	2,800,000	18,979,900		21,779,900			
Site Preparation	100,000	11,960,000		12,060,000			
Construction	100,000	135,402,300		135,502,300			
Construction Management	400,000	1,889,800		2,289,800			
FF&E	<u>-</u>	<u>4,068,300</u>		<u>4,068,300</u>			
Total	3,500,000	172,300,300		175,800,300			

Capital Improvement Plan January 2021

Capital Funding Request							
Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option)			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$75,846,900	Funding Year	See Attached
Description							

Constructed in 1950, the Mitchell Elementary School has undergone several additions over the past 50 years, but is in need of total renovation/replacement to address building deficiencies and modernize the learning environment. This request would bring the Mitchell facility to a level of modernization comparable to that of the Williams Elementary School.

This project is part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario, "High Rock as Elementary School - Pollard 1st Accelerated (non-MSBA) with CMR, Mitchell as MSBA," was developed by Dore & Whittier Architects in 2020 and accomplishes the following: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and b) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an @ 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th grade center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for use as an elementary school. The execution of these two projects concurrently allows the High Rock to serve as swing space for a future Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School could be completed.

This scenario assumes that Mitchell is identified as the District's priority project for the MSBA grant program and that the Pollard School is renovated without MSBA assistance. A potential schedule for this project is presented below. The PPBC's assistance would be required to complete the project. The project timeline and budget were developed by Dore & Whittier Architects in 2020, as part of the 2020 School Master Plan.

Pollard Middle School 6-8 Renovation/ Addition Project (Accelerated Non MSBA w CMR)	Construction of 3-Section Mitchell School (Standard Schedule with MSBA)																																																																																				
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Occupancy		Sep-27																																																																																			
High Rock Renovation <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;">Funding for Design & Construction - Fall STM</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">Oct-23</td> </tr> <tr> <td>Design Documents</td> <td style="text-align: center;">Mar-24</td> <td style="text-align: center;">Jun-24</td> </tr> <tr> <td>Construction Documents</td> <td style="text-align: center;">Jun-24</td> <td style="text-align: center;">Dec-24</td> </tr> <tr> <td>Bidding</td> <td style="text-align: center;">Jan-25</td> <td style="text-align: center;">Mar-25</td> </tr> <tr> <td>Construction Renovation</td> <td style="text-align: center;">Jun-25</td> <td style="text-align: center;">Jun-25</td> </tr> <tr> <td>Occupancy (Mitchell Students Move Into High Rock)</td> <td></td> <td style="text-align: center;">Sep-25</td> </tr> </table>	Funding for Design & Construction - Fall STM		Oct-23	Design Documents	Mar-24	Jun-24	Construction Documents	Jun-24	Dec-24	Bidding	Jan-25	Mar-25	Construction Renovation	Jun-25	Jun-25	Occupancy (Mitchell Students Move Into High Rock)		Sep-25																																																																			
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Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)		Fiscal Year	2022	Request Status	Revised
Project Phase	Feasibility Study	Planning/Design	\$850,000	Construction	\$50,000	FF&E
Useful Life	More than 30 Years	Land		Construction Management	\$350,000	Technology
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source	Hired Consultant		Project Cost
						\$1,250,000
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						Yes
13. If funded, will this project increase the operating expense for any other department?						Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's
						0
						No
Project Description and Considerations						

This project is to reconstruct the existing Mitchell Elementary School as an 80,000 GSF three-section K-5 elementary school with a design population of 376 students.

MSBA assistance is proposed for this project, assumed to be at the same 34.72% reimbursement rate as was in effect for the Sunita Williams project.

The project cost and timeline were developed by Dore & Whittier Architects, 2020 School Master Plan.

#1: Associated construction costs are presented in CIP-CRD 2.

#3: Permitting required for construction.

#4: Vendor assistance may be required to maintain the physical plant.

#12: PPBC.

#13: Building maintenance costs likely to increase with new/operational systems.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)	Fiscal Year	2022	Request Status
Additional Description and Considerations				

Mitchell Standard MSBA/ Pollard Accelerated Non-MSBA

Construction of Mitchell 3-Section Elementary School, Based on 2020 Dore & Whittier Master Plan

80,000 GSF, 376 Students, K-5 School

Scheduled opening: September 2027 (FY28)

	Feasibility	A/E	Site Prep	Construction	Constr Mgnt	FF&E/ Tech	Total
Project Cost	<u>78,278</u>	<u>7,207,867</u>	<u>4,320,000</u>	<u>46,053,341</u>	<u>809,572</u>	<u>902,400</u>	<u>59,371,457</u>
		<i>15% + 20% Soft</i>		<i>Const + 80% Soft</i>	<i>2%</i>	<i>\$2,400</i>	
Plus Escalation (@ 4.5%)	21,722	2,000,183	1,198,800	12,779,802	224,656	250,416	16,475,579
6.167 Yrs to Midpt Constr							-
TOTAL PROJECT COST	100,000	9,208,050	5,518,800	58,833,143	1,034,228	1,152,816	75,847,036
TOTAL COST (ROUNDED)	100,000	9,208,000	5,518,800	58,833,100	1,034,200	1,152,800	75,846,900
	Mar '22 STM	Mar '24 STM		Total			
	FY22	FY24					
Feasibility	100,000			100,000			
Arch/Engineering	750,000	8,458,000		9,208,000			
Site Preparation		5,518,800		5,518,800			
Construction	50,000	58,783,100		58,833,100			
Construction Management	350,000	684,200		1,034,200			
FF&E	<u>-</u>	<u>1,152,800</u>		<u>1,152,800</u>			
Total	1,250,000	74,596,900		75,846,900			

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)			Fiscal Year	2024	Request Status		
Project Phase	Construction	Planning/Design	\$8,458,000	Construction	\$58,783,100	FF&E	\$1,152,800	
Useful Life	More than 30 Years	Land		Construction Management	\$684,200	Technology		
Primary Function	Public Education	Site Preparation	\$5,518,800	Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source		Hired Consultant		Project Cost	\$74,596,900
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							Yes	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

This project is to reconstruct the existing Mitchell Elementary School as an 80,000 GSF three-section K-5 elementary school with a design population of 376 students.

MSBA assistance is proposed for this project, assumed to be at the same 34.72% reimbursement rate as was in effect for the Sunita Williams project.

The project cost and timeline were developed by Dore & Whittier Architects, 2020 School Master Plan.

Responses to above questions:

#1: Associated design costs are presented in CIP-CRD 1.

#3: Permitting required for construction.

#4: Vendor assistance may be required to maintain the physical plant.

#12: PPBC.

#13: Building maintenance costs likely to increase with new/operational systems.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)	Fiscal Year	2024	Request Status
Additional Description and Considerations				

Mitchell Standard MSBA/ Pollard Accelerated Non-MSBA
Construction of Mitchell 3-Section Elementary School, Based on 2020 Dore & Whittier Master Plan
80,000 GSF, 376 Students, K-5 School
Scheduled opening: September 2027 (FY28)

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
<u>Project Cost</u>	<u>78,278</u>	<u>7,207,867</u>	<u>4,320,000</u>	<u>46,053,341</u>	<u>809,572</u>	<u>902,400</u>	<u>59,371,457</u>
		<i>15% + 20% Soft</i>		<i>Const + 80% Soft</i>	<i>2%</i>	<i>\$2,400</i>	
Plus Escalation (@ 4.5%)	21,722	2,000,183	1,198,800	12,779,802	224,656	250,416	16,475,579
6.167 Yrs to Midpt Constr							-
TOTAL PROJECT COST	100,000	9,208,050	5,518,800	58,833,143	1,034,228	1,152,816	75,847,036
TOTAL COST (ROUNDED)	100,000	9,208,000	5,518,800	58,833,100	1,034,200	1,152,800	75,846,900
	Mar '22 STM	Mar '24 STM					
	FY22	FY24	Total				
Feasibility	100,000		100,000				
Arch/Engineering	750,000	8,458,000	9,208,000				
Site Preparation		5,518,800	5,518,800				
Construction	50,000	58,783,100	58,833,100				
Construction Management	350,000	684,200	1,034,200				
<u>FF&E</u>	<u>-</u>	<u>1,152,800</u>	<u>1,152,800</u>				
Total	1,250,000	74,596,900	75,846,900				

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Library Space Planning Consultant			Submitted by	Library		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The library trustees desire to hire a professional library space planner to determine if the library's interior space could be better arranged to accommodate the many students and tutors that use the library's study rooms and study areas. Under "normal conditions" in the afternoons, during the school year, the library is packed with students, tutors, and other people using the three study rooms, the row of carrels, and the many four-seat tables. The trustees are also interested in updating the furniture and exploring a set-up that would allow the library to use an automatic materials handler that would check in and sort returned materials

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Library Space Planning Consultant			Fiscal Year	2022	Request Status	Resubmitted
Project Phase	Feasibility Study	Planning/Design	\$60,000	Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$60,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's		No
Project Description and Considerations							

The library trustees desire to hire a professional library space planner to determine if the library's interior space could be better arranged to accommodate the many students and tutors that use the library's study rooms and study areas. In the afternoons, under "normal" circumstances, during the school year, the library is packed with students, tutors, and other people using the three study rooms, the row of carrels, and the many four-seat tables. The trustees are also interested in updating the furniture and exploring a set-up that would allow the library to use an automatic materials handler that would check in and sort returned materials.

1. There may be bidding costs

9. A space-use rearrangement that replaces worn and chipped furniture with new and up-to-date items and creates a more efficient use of space will improve and increase the usefulness of the library's space and extend the library's life as a study and work place.

12. PPBC could become involved.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Library Materials Handler			Fiscal Year	2022	Request Status	Resubmitted
Project Phase	Feasibility Study	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment	\$100,000	Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source			Project Cost	\$100,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This is a request for a barcode-based automated materials handling and sorting system that would be used for checking in returned materials. It replaces the previous requests for an RFID (Radio Frequency Identification) system. It does not require the tagging of each library item, as it works off the already attached item barcode. The sorter and its software would be ready to work, as soon as installation occurred. There would be no yearly expense for tagging each new item nor the expense of tagging the 178,000 items that already constitute the library's collections; however, there would be a yearly service contract (as there would be on an RFID system).

- 1. & 3. There may be bidding costs
- 4. Yearly service contract with vendor
- 10. All equipment would be installed at the library.
- 12. Assistance will most likely be required from the Building Maintenance Division of Public Works or the PPBC, depending on the final cost estimate.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Cricket Field Building Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$1,180,000	Funding Year	2024
Description							

Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. The study looked at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. For the renovation options, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. "Option 1 Modified" is used for the request, which is an update of the current layout for seasonal use only and a septic field. Option 1, without modifications, or a new modular building would be more than \$100,000 of additional costs. The design costs would also include a survey that is required for a building permit.

The building is an essential component of our seasonal program offerings, due to the limited space available at the schools. High School Athletics uses the building in the spring and fall.

The design estimate has been escalated 5% per year from the original estimate from Bargmann Hendrie + Archetype, Inc. It is based on 20% of the estimated cost of construction.

The building is currently used for (a) Park and Recreation summer programs; (b) Needham High Girls Soccer (fall) and Girls Lacrosse (spring); (c) storage for Park and Recreation programs; (d) storage for DPW Parks & Forestry. It is hoped that the building could be utilized for these purposes, and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking. Approval of a new septic system as opposed to a sewer connection would help reduce the cost of construction. The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue of approximately \$30,000 as it isn't likely another site in Town would be available to accommodate the program. Costs would rise for Needham High School Athletics, with the need for restrooms and storage on site. Donations have been made for other projects at the parking, totaling more than \$200,000. Those projects include a prior renovation of the fields (recently re-done with Town funds), addition of new playground equipment, and a bubbler and garden with park benches.

Any portion of the project related to outdoor recreation would be eligible for CPA funding, but indoor recreation is not eligible. Permits would be required from the Needham Health Division and the Planning Board. The costs do not include any unanticipated requirements from the permits.

Currently, the building's restrooms are only used by Park and Recreation's summer program, as well as the Needham High School teams. No other park user has access to the restrooms, so creating restrooms for public use will increase the cost for cleaning by an outside firm.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Cricket Field Building Improvements - Design			Fiscal Year	2024	Request Status	Resubmitted
Project Phase	Design/Engineering	Planning/Design	\$180,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$180,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

6 - This project is partially eligible for CPC funding. Any portion of the project related to outdoor recreation is eligible, but any portion related to indoor recreation is not eligible.

12 - This project would be a partnership between Park and Recreation and DPW. We will also be working with Water & Sewer, as there are concerns about the septic system having failed at this location. To be determined is whether it would fall under the oversight of the PPBC.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Cricket Field Building Improvements - Construction			Fiscal Year	2025	Request Status	Resubmitted
Project Phase	Construction	Planning/Design		Construction	\$1,000,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$1,000,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

Permits required through Planning Board and Public Health Division

Possible increase in budget to cover restroom cleaning

This project is partially eligible for CPC funding. Any portion of the project related to outdoor recreation is eligible, but any portion related to indoor recreation is not eligible.

This project would be a partnership between Park and Recreation and DPW. To be determined is whether it would fall under the oversight of the PPBC.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Center at the Heights Generator			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The Center at the Heights (CATH) was not built with an emergency generator. During the construction of the building, there was an ice storm that caused a power outage. The Town realized that there was no place for people to gather with an emergency backup generator that was not in use during the day, either because of school or office occupancy. The CATH was noted as an ideal place for this function, as it could provide a shelter and warming space in addition to the restaurant-grade kitchen. After it was constructed, a portable generator was added to the building. The existing portable generator requires a manual transfer switch to switch the electric load to run off of the generator. It does not support the entire building. It is also currently located in an inconvenient location, taking up a parking space in a parking lot that is already in high demand.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Center at the Heights Generator		Fiscal Year	2023	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design	\$37,500	Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$37,500
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is for the design of the installation of a new permanent generator. The design will evaluate and determine a more appropriate location for the placement of the generator. It will also include the addition of an automatic transfer switch, so that if the power goes out, the generator would automatically kick on instead of requiring staff to manually make the switch. It will upgrade the generator to have the capacity to carry the entire building.

Clarification of Questions

- 3. This project would require Planning Board approval and building permits.
- 10. The generator will be permanently installed.
- 12. This project will need to be coordinated with the Department of Health and Human Services.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Center at the Heights Generator		Fiscal Year	2024	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$250,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$250,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the construction phase of this project. It will include removing the existing, portable generator and replacing it with a properly sized generator with the capacity to carry the entire building. It will relocate the generator to a more appropriate location. The new generator will have an automatic transfer switch included with it. The existing portable generator will be relocated to the Library and the connection will be reconfigured to be able to hook it up with a manual transfer switch.

Clarification of Questions

- 3. This project would require Planning Board approval and building permits.
- 10. The generator will be permanently installed.
- 12. This project will need to be coordinated with the Department of Health and Human Services and the Library.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Center at the Heights Space Utilization Study			Submitted by	PW Engineering		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$75,000	Funding Year	2023
Description							

The Center at the Heights (CATH) building has increased programming and usage as well as extended its hours of operation since opening. Some current concerns are that the outdoor deck on the second floor and the restaurant-grade kitchen are not utilized to their full potential, and that the parking is inadequate.

Funding is requested for a space utilization study and assessment of the building needs at the CATH. The study would focus on program, office, and clinical spaces within the building to ensure optimal utilization and program flexibility for participants. The study would also look at the current configuration of the outdoor deck regarding its usage, enhancing and expanding the application of the restaurant-grade kitchen, and a thorough review of parking and building accessibility.

The request for this study is \$75,000 based on industry references with firms the Town has recently contracted with for similar work.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Emery Grover Partial Window Replacement			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The eight arched windows on the front of the Emery Grover School Administration building are beyond their expected life span. They are inefficient, resulting in occupant discomfort and needless energy usage in order to maintain the heating and cooling in the building. Replacing these windows will increase energy efficiency.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Emery Grover Partial Window Replacement			Fiscal Year	2023	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$34,200	Construction		FF&E	
Useful Life	More than 30 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$34,200
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

This request is to design the removal and replacement of the eight arched windows. These new windows will be custom, energy efficient arched windows to match to historical aesthetic of the building.

Changes from Prior Year Submission

This request has been pushed back a year from last year in order to allow for time for the Town to determine the future of the building. If a major renovation is not funded for this facility, then this repair is being recommended. The increase in cost is due to inflation.

Clarification of Questions

- 3. Building permits will be required.
- 6. This project may be eligible for CPA funding.
- 9. This request is necessary to extend the life of the building.
- 10. The windows will be permanently installed.
- 12. This request will require assistance from the School Department.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Emery Grover Partial Window Replacement			Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$394,000	FF&E	
Useful Life	More than 30 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$394,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the construction phase of this project, which includes the removal and replacement of the eight arched windows. These new windows will be custom, energy efficient arched windows to match to historical aesthetic of the building.

Changes from Prior Year Submission

This request has been pushed back a year from last year in order to allow for time for the Town to determine the future of the building. If a major renovation is not funded for this facility, then this repair is being recommended. The increase in cost is due to inflation.

Clarification of Questions

- 3. Building permits will be required.
- 6. This project may be eligible for CPA funding.
- 9. This request is necessary to extend the life of the building.
- 10. The windows will be permanently installed.
- 12. This request will require assistance from the School Department.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Emery Grover Roof Replacement			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The existing roof at the Emery Grover School Administration building is slate and is over 100 years old. The life expectancy of a slate roof is 75 years. This roof is well beyond that and poses continual maintenance problems. The roof has serious leakage problems, which have historically caused significant damage to the flooring and interruption to the building.

This roof will be replaced with a new environmentally conscious material that mimics the aesthetics of slate, but is composed of recycled rubber from tires. This material would reduce the cost of installation and maintenance.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Emery Grover Roof Replacement			Fiscal Year	2023	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$19,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$19,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is for the design phase of the project.

Changes for Prior Year Submission

This project has been pushed back a year from last year in order to allow for time for the Town to determine the future of the building. If a major renovation is not funded for this facility, then this repair is being recommended. The increase in cost is due to inflation.

Clarification of Questions

- 3. Building permits will be required.
- 6. This project may be eligible for CPA funding.
- 9. This request is necessary to extend the life of the building.
- 10. The roof will be permanently installed.
- 12. This request will require assistance from the School Department.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Emery Grover Roof Replacement		Fiscal Year	2024	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$239,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost	\$239,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the construction phase of this project. It will include the removal of the existing roof and the installation of a new, environmentally conscious roof.

Changes for Prior Year Submission

This project has been pushed back a year from last year in order to allow for time for the Town to determine the future of the building. If a major renovation is not funded for this facility, then this repair is being recommended. The increase in cost is due to inflation.

Clarification of Questions

- 3. Building permits will be required.
- 6. This project may be eligible for CPA funding.
- 9. This request is necessary to extend the life of the building.
- 10. The roof will be permanently installed.
- 12. This request will require assistance from the School Department.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Energy Efficient Upgrades			Submitted by	PW Building Maintenance		
Request Type	Annual Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

This article is to continuously make energy efficient upgrades throughout Town and School buildings. Each year, the Building Maintenance Division submits a request to fund various projects to increase energy efficiency throughout the Town.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Energy Efficient Upgrades			Fiscal Year	2022	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$100,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Hired Consultant		Project Cost	\$100,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	
Project Description and Considerations							

Due to COVID-19, Building Maintenance conducted a recommissioning of all School buildings throughout Town with the goal of increasing air flow in all occupied spaces, correcting controls, and making repairs to the mechanical systems. Many of the pieces of equipment were not designed with the intention of operating at this magnitude, therefore these systems will need to be reevaluated. This request is for money to look at how to keep the systems operating at the necessary level for increased air flow while evaluating their energy consumption. These systems will need to be rebalanced with both goals in mind. Doing a review of these systems will lead to a list of recommended and necessary adjustments that will help inform the upcoming years' Energy Efficient Upgrades submissions.

Changes from Prior Year Submission

The project has been changed due to the expedited recommissioning of all schools that took place during the summer of 2020. This new project is in response to the changes that occurred.

Clarification of Questions

- 3. Building permits will be required.
- 9. This request will extend the life of the building by installing more efficient systems.
- 10. All equipment will be permanently installed.
- 13. Assistance will be required from the occupants of the buildings affected.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Energy Efficient Upgrades		Fiscal Year	2023	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$100,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$100,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Future Projects

Recommendations made from the prior year's study will be used to inform these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. The existing equipment either does not have VFDs or has out of date VFDs. Without efficient VFDs, the HVAC equipment uses more energy and wears out the equipment at a faster rate.

The division will continue to upgrade lighting throughout the buildings to LED. Additionally, the division will start to look at boilers throughout Town in order to determine their efficiencies and any improvements that can be made. There are many boilers throughout Town with components that are past their useful life.

Clarification of Questions

- 3. Building permits will be required.
- 9. This request will extend the life of the building by installing more efficient systems.
- 10. All equipment will be permanently installed.
- 13. Assistance will be required from the occupants of the buildings affected.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Energy Efficient Upgrades			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$100,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$100,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Future Projects

Recommendations made from the prior year's study will be used to inform these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. The existing equipment either does not have VFDs or has out of date VFDs. Without efficient VFDs, the HVAC equipment uses more energy and wears out the equipment at a faster rate.

The division will continue to upgrade lighting throughout the buildings to LED. Additionally, the division will start to look at boilers throughout Town in order to determine their efficiencies and any improvements that can be made. There are many boilers throughout Town with components that are past their useful life.

Clarification of Questions

- 3. Building permits will be required.
- 9. This request will extend the life of the building by installing more efficient systems.
- 10. All equipment will be permanently installed.
- 13. Assistance will be required from the occupants of the buildings affected.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Energy Efficient Upgrades			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$100,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$100,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Future Projects

Recommendations made from the prior year's study will be used to inform these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. The existing equipment either does not have VFDs or has out of date VFDs. Without efficient VFDs, the HVAC equipment uses more energy and wears out the equipment at a faster rate.

The division will continue to upgrade lighting throughout the buildings to LED. Additionally, the division will start to look at boilers throughout Town in order to determine their efficiencies and any improvements that can be made. There are many boilers throughout Town with components that are past their useful life.

Clarification of Questions

- 3. Building permits will be required.
- 9. This request will extend the life of the building by installing more efficient systems.
- 10. All equipment will be permanently installed.
- 13. Assistance will be required from the occupants of the buildings affected.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Energy Efficient Upgrades			Fiscal Year	2026	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$100,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$100,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Future Projects

Recommendations made from the prior year's study will be used to inform these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. The existing equipment either does not have VFDs or has out of date VFDs. Without efficient VFDs, the HVAC equipment uses more energy and wears out the equipment at a faster rate.

The division will continue to upgrade lighting throughout the buildings to LED. Additionally, the division will start to look at boilers throughout Town in order to determine their efficiencies and any improvements that can be made. There are many boilers throughout Town with components that are past their useful life.

Clarification of Questions

- 3. Building permits will be required.
- 9. This request will extend the life of the building by installing more efficient systems.
- 10. All equipment will be permanently installed.
- 13. Assistance will be required from the occupants of the buildings affected.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Facility Assessment for Sustainable Building Management			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

Many of the Town and School buildings are approaching 20 years and may require upgrades beyond general maintenance. This article is to request funding for a facility assessment for these buildings. These assessments will determine the condition of the building and identify any major repairs or replacements necessary. These assessments will evaluate the heating, ventilation, and air conditioning (HVAC) systems, plumbing, roofing, and boilers, in order to create a plan to address future needs.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Facility Assessment for Sustainable Building Management	Fiscal Year	2024	Request Status	Existing		
Project Phase	Feasibility Study	Planning/Design	\$50,000	Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost	\$50,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

The Library is approaching 20 years old and may require upgrades beyond general maintenance. This request is to complete a facility assessment to identify the building needs of the Library in order to extend the life of the building.

Clarification of Questions

1. The results of this assessment may lead to future funding requests from Building Maintenance.
2. This assessment will need to be coordinated with the Library and possibly be assigned to the Building Design and Construction Department via PPBC.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Facility Assessment for Sustainable Building Management	Fiscal Year	2025	Request Status	Existing		
Project Phase	Feasibility Study	Planning/Design	\$50,000	Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost	\$50,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The High Rock is approaching 20 years old and may require upgrades beyond general maintenance. This request is to complete a facility assessment to identify the building needs of the High Rock in order to extend the life of the building.

Clarification of Questions

1. The results of this assessment may lead to future funding requests from Building Maintenance.
12. This assessment will need to be coordinated with the High Rock School and possibly be assigned to the Building Design and Construction Department via PPBC.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Pollard Air Conditioning			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The Pollard Middle School only has supplemental air conditioning in one third of the building. The comfort and temperature of the educational learning space is an important aspect of school maintenance, especially with school starting in August. Some of the classrooms have very little refuge from direct sunlight, adding to the heat and humidity issues during the warmer months. A lack of temperature and humidity control throughout the building can cause lasting damage to the building. The Pollard is also underutilized during the summer for programming because of the lack of AC, adding strain to the other schools.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Pollard Air Conditioning		Fiscal Year	2023	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$107,000	Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000	Project Cost Source		Industry References		Project Cost	\$107,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	
Project Description and Considerations							

This request would evaluate the possibilities of adding air conditioning to the building. The funding would be to design and oversee the installation of split units throughout the building.

Changes from Prior Year Submission

This request has been pushed back in order to allow for time to coordinate with the School Department's master plan. The increase in cost is due to inflation.

Clarification of Questions

3. Building permits will be required.

12. This request will require assistance from the School Department and Building Design and Construction via PPBC.

13. The building is currently not air conditioned. Installing air conditioning throughout the building will increase energy costs, which are handled by the Needham Electric, Light & Gas budget.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Pollard Air Conditioning		Fiscal Year	2024	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$1,204,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	Industry References		Project Cost	\$1,204,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the construction funding to install split units to the Pollard to provide the school with air conditioning. While the funding is being requested in one year in order to contract with one vendor, the project itself may be phased over multiple years depending on the recommendations of the designer.

Changes from Prior Year Submission

This request has been pushed back in order to allow for time to coordinate with the School Department's master plan. The increase in cost is due to inflation.

Clarification of Questions

3. Building permits will be required.

12. This request will require assistance from the School Department and Building Design and Construction via PPBC.

13. The building is currently not air conditioned. Installing air conditioning throughout the building will increase energy costs, which are handled by the Needham Electric, Light & Gas budget.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Pollard Locker Room Retrofit			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$653,000	Funding Year	2023
Description							

The current locker room layout at the Pollard Middle School is no longer conducive to the needs of the Athletic Department. The school offers diverse sports programs, which require storage for unique pieces of equipment (field hockey sticks, lacrosse sticks, bags, etc.). The existing lockers are all the same size and are unable to store a variety of equipment. This causes equipment to be carried by athletes throughout the day or left outside lockers unsecured. The orientation of the locker room creates blind spots that pose a safety concern. The flooring is starting to crack in places due to age. The bathrooms and showers are outdated as well.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Pollard Locker Room Retrofit			Fiscal Year	2023	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$653,000	FF&E	
Useful Life	More than 30 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$653,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the construction phase of the project. Funding for the design was approved in FY21.

Changes from Prior Year Submission

This request has been pushed back a year. The design work has been delayed due to COVID-19. The increase in cost is due to inflation.

Clarification of Questions

- 3. Building, electrical, and plumbing permits will be required.
- 9. This request is necessary to extend the life of the building.
- 10. All components will be permanently installed.
- 12. This request will require assistance from the School Department and may require assistance from Building Design and Construction.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Public Works Facilities Improvements			Submitted by	PW General		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The Department of Public Works utilizes multiple facilities throughout Town in order to accommodate its operations, including the DPW Garage, the Daley Building, the Jack Cogswell Building, multiple water and sewer facilities, the RTS, a workshop at Claxton Field, and PSAB . Recently, the Jack Cogswell Building has been constructed as a storage facility for vehicles and equipment not in use for the season. DPW has the Public Works Garage at 470 Dedham Avenue which houses the Fleet Division, snow and ice operations, a six bay garage, and work stations for Highway and Parks and Forestry. Additionally, the Daley Building houses the trades staff in Building Maintenance and functions as a work shop and storage facility. Both the garage and Daley Building are in need of structural and organizational upgrades in order to better accommodate the DPW staff and operations.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2022	Request Status	Revised
Project Phase	Feasibility Study	Planning/Design	\$60,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$60,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

The DPW will conduct a study to evaluate the current use of all the buildings utilized in their operations to determine the most efficient use of these spaces. The study will also look at upgrades to, at a minimum, the garage and the Daley. All locations will be reviewed holistically. There are many tasks that both the DPW staff and the Building Maintenance staff do that could be housed within the same site. The study will look at both the structural components and upgrades needed at the buildings as well as the organizational structure of how these sites are used to make recommendations. This study will lead to master plan for upgrades needed at these two sites that will form additional capital improvement requests, including design and construction.

Changes from Prior Year Submission

This is a new capital submission that combines two previous submissions, the Daley Building Upgrades and the Public Works Complex. The two requests were combined into one in order to better evaluate the buildings and use.

Clarification of Questions

- 3. This request will require Building permits.
- 9. This request will include repairs to extend the useful life of two buildings.
- 10. Equipment will be permanently installed.
- 12. Assistance will be required from Building Design & Construction and IT.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2023	Request Status	New
Project Phase	Design/Engineering	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request will be for any design funding requests that come from the feasibility study requested previously.

Changes from Prior Year Submission

This is a new capital submission that combines two previous submissions, the Daley Building Upgrades and the Public Works Complex. The two requests were combined into one in order to better evaluate the buildings and use.

Clarification of Questions

- 3. This request will require Building permits.
- 9. This request will include repairs to extend the useful life of two buildings.
- 10. Equipment will be permanently installed.
- 12. Assistance will be required from Building Design & Construction and IT.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2024	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request will be for the construction funding that comes from the feasibility and design phases previously funded.

Changes from Prior Year Submission

This is a new capital submission that combines two previous submissions, the Daley Building Upgrades and the Public Works Complex. The two requests were combined into one in order to better evaluate the buildings and use.

Clarification of Questions

- 3. This request will require Building permits.
- 9. This request will include repairs to extend the useful life of two buildings.
- 10. Equipment will be permanently installed.
- 12. Assistance will be required from Building Design & Construction and IT.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Ridge Hill Demolition			Submitted by	PW Building Maintenance		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$885,000	Funding Year	2022
Description							

The scope of this funding request is for the demolition of the Ridge Hill Manor House and Garage at 463 Charles River Street. The existing barn structure is excluded from this scope. A majority of this property is currently under the jurisdiction of the Needham Conservation Commission, with portions under the authority of the Needham Select Board.

Under the demolition scope of work the following items would be included: hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; and complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization. It also includes the restoration of the site following demolition. This request will include all necessary costs for design (architectural, civil, and hazard materials design, testing, and inspection), Owner's Project Management costs, applicable permitting (Conservation Commission, Building demo, Historical Commission, etc.), bidding, award of the contract, moving and/or disposal costs for the contents (furniture, equipment, files, etc.) stored within the manor house and garage, hazardous materials abatement and disposal, UST removal and disposal, various utility disconnects and/or relocations (electrical, septic, drains etc.), and site restoration and landscaping of the disturbed areas.

Work needed to maintain the Ridge Hill Barn will be included in Building Maintenance's Facilities Maintenance Warrant Article.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	RTS Property Improvements			Submitted by	PW Recycling & Solid Waste		
Request Type	Annual Funding Request	Capital Type	Land	Funding Request	See Attached	Funding Year	See Attached
Description							

This article will be used to fund improvements to the Recycling and Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2022	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$480,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$480,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

Stormwater Improvements Area 2 (\$480,000)

The RTS composting operation is presently under a July 2014 Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place as a result of adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will assist the Town in complying with the 2016 NPDES MS4 Permit.

The plan is to grade and pave the existing dirt road behind the salt shed. This road is the main access to and from the salt shed for deliveries and loading. This work will stabilize the road, preventing drainage and runoff problems year round. The project will prevent erosion of soil into the wetlands adjacent to the RTS.

In 2014 the Town received a Negative Determination of Applicability from the Conservation Commission that required the separation of the composting operations from the wetlands. This request is to purchase 300 jersey barriers that will be used to create a barrier between the composting operation and the wetlands.

Changes from Prior Year Submission:

The request for funding for covers for open top trailers has been pushed back a year. The increase is due to an updated quote.

Clarification of Questions

3. This project may be subject to Conservation Commission permitting requirements.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2023	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$124,500	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$124,500
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Coverage for Open Top Containers (\$124,500)

The RTS uses 100-yard open top containers to haul trash and recyclables. During the winter, the loaded trailers are left outside and the loads of trash or recyclables inside the containers often freeze, making the trailers impossible to empty until the loads thaw.

Containers cannot be tarped in the event of snow due to safety concerns about having the snow shoveled by staff or the driver from the tarps if they were covering the load of trash or recyclables.

The plan is to purchase and install a fabric covered storage facility for four containers to prevent precipitation from accumulating. To minimize freezing of loads and to allow containers to be always covered when full, a 65' x 70' fabric covered steel skeletal structure would be built over the existing 2 concrete pads on which four 100-yard open top containers are parked

Changes from Prior Year Submission:

This request has also been pushed up a year. Coverage for Open Top Trailers was pushed back to FY2023.

Clarification of Questions

3. This project may be subject to Conservation Commission permitting requirements.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2023	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Employee Trailer

The current employee trailer is over 15 years old. It is in poor condition and does not meet the space needs of the staff. It has frequent issues with the heating and cooling systems, and the electrical system is substandard. It is not ADA compliant, nor does it have adequate storage space. There is only one small bath facility that does not have a shower.

This project will include the installation of a new employee trailer in a more centrally located area of the facility and it shall be ADA accessible. The trailer will provide appropriate working conditions for all RTS staff, including shower facilities and laundry. The plumbing for this new employee trailer poses a significant cost in terms of reconfiguring the sewer at the RTS.

Changes from Prior Year Submission:

The funding request for the Employee Trailer was previously submitted as a separate request, but has been included in the RTS Property Improvements request this year.

Clarification of Questions

- 3. This project may be subject to Conservation Commission permitting requirements.
- 10. The trailer will be permanently installed at the location.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$129,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$129,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Expansion of the Scale (\$129,000)

The extended scale will accurately determine the weights of materials being shipped out of or dropped off at the RTS. Presently, the Town uses approximate values for these materials.

This is for the purchase and installation of two 18' x 10' panels to extend the existing scale which is 40 feet and insufficient to take the accurate weight of the Town's 100 yard open top containers and contractor's larger vehicles.

Changes from Prior Year Submission:

This request has been pushed back a year. The cost increase is due to inflation.

Clarification of Questions

3. This project may be subject to Conservation Commission permitting requirements.

10. The scale is a below ground device and will be permanently installed at the RTS.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2025	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Fuel Tank Replacement

The RTS currently has a 3,000 gallon diesel fuel tank. The current fuel storage tank does not have an electric fuel leak detection. The current system also does not function in the event of a power outage. The existing diesel tank is located adjacent to the bay doors of the transfer building. It provides stationary refueling options for the Town. It is currently located in a high traffic area which is frequented by heavy equipment, contractors, and the general public. A portable fuel trailer would provide the Town with a mobile refueling option that would meet the fuel needs for both the RTS and other Town departments. The portable fuel tank could be utilized as a portable back up during an emergency situation or power outage, including providing fuel for diesel building generators.

Changes from Prior Year Submission:

This is a new request and is informational only.

Clarification of Questions

3. This project may be subject to Conservation Commission permitting requirements.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Town Hall Clock Repairs			Submitted by	PW Building Maintenance		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$83,000	Funding Year	2022
Description							

The clock outside of Town Hall is in need of repairs. This request is for funding to remove the existing goldleafed numerals and minute markers, reapply goldleaf to all screws and other areas in need of touch up, scrape the clock faces to bare wood, apply two coats each of primer and top coats in black stain without smlated finish, power wash the entire cupola, scrape and spot prime any loose paint, apply a top coat to all currently painted surfaces, and reinstall goldleafed numerals and minute markers. This will help maintain the aesthetic of the clock and avoid more costly repairs in the future. A lift or rope access will be required for this work.

The cost of this project is \$83,000.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Upgrade Boiler at Hillside			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and have surpassed their 20 year life cycle. A study conducted in 2011 indicated that they should only last for a few more years without major issues. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly more difficult. While the building is no longer being used as a school, it is still in use as swing space. The boilers are necessary in order to prevent the building from freezing and causing major damage.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Upgrade Boiler at Hillside	Fiscal Year	2022	Request Status	Existing		
Project Phase	Design/Engineering	Planning/Design	\$16,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost	\$16,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is for the design phase of the project. The design will look at removing boiler #1 and taking it apart. Any salvageable parts will be kept to provide spare parts for boiler #2. Boiler #1 will be replaced with a high efficiency condensing boiler.

Changes from Prior Year Submission

The increase in cost is due to an updated quote.

Clarification of Questions

Other: Supports building infrastructure

3. This request will require a Building permit.

9. This request is to extend the useful life of a building.

10. The boiler will be permanently installed.

12. This request will require the assistance of the School Department.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Upgrade Boiler at Hillside		Fiscal Year	2023	Request Status		
Project Phase	Construction	Planning/Design		Construction	\$235,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References	Project Cost	\$235,000	
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

This request is for the construction phase of the project. Boiler #1 will be taken apart and removed. Any salvageable parts will be kept to provide spare parts for boiler #2. Boiler #1 will be replaced with a high efficiency condensing boiler.

If necessary, the construction funding may need to be requested at the Fall Special Town Meeting in 2021.

Clarification of Questions

Other: Supports building infrastructure

3. This request will require a Building permit.

9. This request is to extend the useful life of a building.

10. The boiler will be permanently installed.

12. This request will require the assistance of the School Department.

Capital Improvement Plan
January 2021

Capital Funding Request						
Title	Boat Launch			Submitted by	PW General	
Request Type	Informational Only	Capital Type	Infrastructure	Funding Request	Funding Year	2023
Description						

This is an informational request for the construction phase of improving access to the Charles River at the South Street boat launch area. The Town is currently in the process of designing a boat launch that would improve access for small, non-motorized boats such as kayaks and canoes. This would include improvements to the pathway leading up to the water, which is currently uneven and covered in overgrowth, allowing for cars to pull up with their boats to release into the water.

This project is eligible for CPC funding. This project requires approval from the Conservation Commission.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Athletic Fields Master Study			Submitted by	Park & Recreation		
Request Type	Standalone Funding Request	Capital Type	Infrastructure	Funding Request	\$75,000	Funding Year	2025
Description							

Over the past twenty years, the Park and Recreation Commission has worked with the user groups to best optimize the uses of the athletic fields without jeopardizing the maintenance plan. New programs have been added to the fields since this work began, or groups have expanded their programs, so current use is maximized on the fields. In 2018, Flag Football was a new program that uses multi-purpose fields. In 2020, Field Hockey had it's debut season. In the near future, it is anticipated that there will be new programs for frisbee, rugby, and perhaps some cricket fields.

Athletic Fields have been renovated at several parks and schools, improving safety, and allowing for better utilization. As an example, the fields at the Newman School were renovated, with the addition of an extensive drainage system. This allowed the two 60' diamonds and the full-size multi-purpose field to be used more often rather than constantly shutting down use of the fields due to their wet conditions. The addition of synthetic fields with lights at Memorial Park and DeFazio Park in 2008-2009 provided additional space, and took some pressure off of the natural grass fields.

The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Athletic Fields Master Study		Fiscal Year	2025	Request Status	New	
Project Phase	Feasibility Study	Planning/Design	\$75,000	Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$75,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

12. We would work with the Park Supervisor and ask for his guidance and expertise throughout the process.

The purpose of this study is to review uses of existing athletic fields and determine whether new athletic fields are needed, or if scheduling changes can be made to accommodate all the requests for use.

The master plan would also include a review of some possible parcels.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Outdoor Court Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$900,000	Funding Year	2023
Description							

The Park and Recreation Department acknowledges the needs for major improvements to our outdoor courts. We have 12 tennis courts and 10 basketball courts spread out in various locations throughout Needham. This request outlines our requests for the next 5 fiscal years.

FY2023 - A design and engineering study of the three location of tennis courts.

FY2024 - A construction project of at least one of our tennis facilities

FY2025 - A design and engineering study of the 10 basketball courts

FY2026 - A construction project of at least one of our basketball courts and the potential for another tennis facility upgrade

We are also looking into potential locations to add a pickleball court or two to our list of amenities.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Outdoor Court Improvements - Design		Fiscal Year	2023	Request Status	New	
Project Phase	Design/Engineering	Planning/Design	\$50,000	Construction	FF&E		
Useful Life	More than 15 Years	Land		Construction Management	Technology		
Primary Function	Culture and Leisure	Site Preparation		Equipment	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	In-House Estimate		Project Cost	\$50,000	
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						No	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

The request for FY2023 would include a design and engineering study of the three location of tennis courts. We are also looking into potential locations to add a pickleball court or two to our list of amenities.

6 - Outdoor court facilities including, but not limited to, tennis courts, basketball courts and pickleball courts would be eligible for CPC funding. In addition, USTA has several grants available for tennis court improvements.

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Outdoor Court Improvements - Construction	Fiscal Year	2024	Request Status	New	
Project Phase	Construction	Planning/Design		Construction	\$250,000	FF&E
Useful Life	More than 15 Years	Land		Construction Management		Technology
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	In-House Estimate	Project Cost	\$250,000	
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
Project Description and Considerations						

The request for FY2024 would include a construction project for at least one of our tennis facilities. We would also consider including a pickleball court depending on the design of FY2023.

6 - Outdoor court facilities including, but not limited to, tennis courts, basketball courts and pickleball courts would be eligible for CPC funding. In addition, USTA has several grants available for tennis court improvements.

10 - Depending on the age and safety of the nets, poles and surrounding fencing, we may have to replace these items. This would be determined in the design phases.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Outdoor Court Improvements - Design			Fiscal Year	2025	Request Status	New
Project Phase	Design/Engineering	Planning/Design	\$50,000	Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$50,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

The request for is for a design and engineering study of the 10 basketball courts.

6 - Outdoor court facilities including, but not limited to, tennis courts, basketball courts and pickleball courts would be eligible for CPC funding. In addition, we would research grants for additional funding.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Outdoor Court Improvements - Construction			Fiscal Year	2026	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$550,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$550,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

The request for FY2026 is a construction project of at least one of our basketball courts and the potential for another tennis facility upgrade.

6 - Outdoor court facilities including, but not limited to, tennis courts, basketball courts and pickleball courts would be eligible for CPC funding. In addition, we would research USTA and other grants for additional funding.

10 - Depending on the age and safety of the nets, poles and surrounding fencing, we may have to replace these items. This would be determined in the design phases.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Playground Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$275,000	Funding Year	See Attached
Description							

The Town of Needham has 19 public playground locations: Broadmeadow (2), Claxton (1), Cricket (1), DeFazio (1), Eliot (2), Greene’s (1), Hillside (2), Mills (1), Mitchell (1), Newman (2), Perry (1), Riverside (1), Sunita Williams (2) and Walker-Gordon (1). Currently Hillside is offline as it is the swing space for Fire Station 2.

The Park and Recreation Department has hired an outside consultant to do a comprehensive playground assessment of 17 playgrounds. This assessment is not an audit nor an inspection. The Playground Assessment is based on the principals and guidelines of CPSC: Publication #325, ASTM F1487-17, ASTM F2373-11, ASTM F2223-10, ASTM F2049-11 (2017)and ASTM F1292-13. The report will provide a summary and recommendations for each site; categorizing each site using a 4-category ranking which relates to the current maintenance and safety status:

- > Compliant – Assessed as compliant. Continue with regular maintenance.
- > Good - Hazard Level 3
- > Fair - Hazard Level 2
- > Poor - Hazard Level 1

The assessment will include a review of each individual playground with accompanying photographs and provide a general overall assessment of each site which will include the review of:

- > Age appropriateness
- > General overall site conditions and approach to playground
- > Surfacing
- > Component structure
- > Free standing equipment
- > Site amenities - ie: trash receptacles, picnic tables, benches, signage, fencing, etc.

The final report will also provide a 'Status Grid' that will list the needs that are essential to bring the play areas into compliance.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Playground Improvements - Design		Fiscal Year	2024	Request Status	New	
Project Phase	Design/Engineering	Planning/Design	\$25,000	Construction	FF&E		
Useful Life	More than 15 Years	Land		Construction Management	Technology		
Primary Function	Culture and Leisure	Site Preparation		Equipment	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	In-House Estimate		Project Cost	\$25,000	
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						No	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

The request for FY2024 would be for the design and engineering of a playground location identified by the study currently being conducted by our outside consultant.

6 - Yes, outdoor playgrounds are eligible for CPC funding.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Playground Improvements - Construction			Fiscal Year	2025	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$250,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$250,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

The request for FY2025 would be for the construction of a playground location identified by the study currently being conducted by our outside consultant.

6 - Yes, outdoor playgrounds are eligible for CPC funding. In addition we would apply for ADA grants to move the Town of Needham in the direction of making all of our playground accessible to all.

10 - Depending on age and safety of current playground equipment we may need to replace several items. All equipment will be permanently installed.

12 - We would be collaborating with DPW, the Council on Disabilities and the Special Education Parent Advisory Council.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Purchase of Open Space				Submitted by	Park & Recreation	
Request Type	Annual Funding Request	Capital Type	Land	Funding Request	\$1,000,000	Funding Year	2022
Description							

Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. This request is a "place holder" in the event a parcel that benefits the community becomes available. It is possible that some purchases would relate to easements, as opposed to full ownership of the land.

Unexpectedly, in FY2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. A conservation restriction was purchased after the sale of the properties, as required under the CPA legislation.

The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space, to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority for the boards. Some parcels may require improvements which would be submitted as separate capital improvement projects. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined.

It is hoped that the cost of appraisal and purchase of conservation restriction can be included in the overall budget for the purchase.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Purchase of Open Space			Fiscal Year	2022	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design	\$1,000,000	Construction		FF&E		
Useful Life	More than 20 Years	Land		Construction Management		Technology		
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$1,000,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

At the time of this submission, a specific parcel is not known to be available for purchase, but the Select Board, Park and Recreation Commission and Conservation Commission have goals set that would require a purchase of land, i.e. a parcel next to a park to help provide parking.

6 - This proposal would likely be eligible for Community Preservation funding.

12 - The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations. We may also need to work with the Conservation Department depending on the location of the parcel.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Purchase of Open Space		Fiscal Year	2023	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land	\$1,000,000	Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$1,000,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
Project Description and Considerations							

At the time of this submission, a specific parcel is not known to be available for purchase, but the Select Board, Park and Recreation Commission and Conservation Commission have goals set that would require a purchase of land, i.e. a parcel next to a park to help provide parking.

6 - This proposal would likely be eligible for Community Preservation funding.

12 - The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations. We may also need to work with the Conservation Department depending on the location of the parcel.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Purchase of Open Space			Fiscal Year	2024	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land	\$1,000,000	Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$1,000,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

At the time of this submission, a specific parcel is not known to be available for purchase, but the Select Board, Park and Recreation Commission and Conservation Commission have goals set that would require a purchase of land, i.e. a parcel next to a park to help provide parking.

6 - This proposal would likely be eligible for Community Preservation funding.

12 - The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations. We may also need to work with the Conservation Department depending on the location of the parcel.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Purchase of Open Space			Fiscal Year	2025	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design	\$1,000,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$1,000,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

At the time of this submission, a specific parcel is not known to be available for purchase, but the Select Board, Park and Recreation Commission and Conservation Commission have goals set that would require a purchase of land, i.e. a parcel next to a park to help provide parking.

6 - This proposal would likely be eligible for Community Preservation funding.

12 - The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations. We may also need to work with the Conservation Department depending on the location of the parcel.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Purchase of Open Space		Fiscal Year	2026	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land	\$1,000,000	Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$1,000,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

At the time of this submission, a specific parcel is not known to be available for purchase, but the Select Board, Park and Recreation Commission and Conservation Commission have goals set that would require a purchase of land, i.e. a parcel next to a park to help provide parking.

6 - This proposal would likely be eligible for Community Preservation funding.

12 - The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations. We may also need to work with the Conservation Department depending on the location of the parcel.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Athletic Facility Improvements			Submitted by	PW Parks and Forestry		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Athletic Facility Improvements		Fiscal Year	2022	Request Status	Resubmitted	
Project Phase	Design/Engineering	Planning/Design	\$45,000	Construction	\$166,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Hired Consultant		Project Cost	\$211,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	
Project Description and Considerations							

McCloud Field Renovation: Design (\$45,000)

Since the field was renovated in 2009, there has been several drainage issues related to the 4' drain pipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field.

Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in the design. This will address both the 4' drain and the subsurface of the field that has been eroded by storm water events. The budget proposed is for one of the more invasive approaches to ensure there is sufficient funding to return the field to operation. This funding is for the design component of this project. The construction funding will be requested in FY2023.

Synthetic Track at DeFazio (\$166,000)

The Parks and Forestry Superintendent and a consultant evaluated the synthetic track at DeFazio and determined there was delamination. Basic maintenance, including this work, will be required to ensure that a total replacement isn't necessary. This request is to resurface the synthetic track.

Changes from Prior Year Submission:

The Athletic Facility Improvements Article was not funded at the Town Meeting in May 2020 but was approved at the Special Town Meeting in October 2020. Therefore, any construction projects originally scheduled for funding in FY2022 are pushed back to FY2023 to give the Department time to work on the design. The Synthetic Track at DeFazio project was not funded in FY2021 and is resubmitted here.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2022	Request Status	Resubmitted
Additional Description and Considerations					

Clarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Athletic Facility Improvements		Fiscal Year	2023	Request Status	Revised	
Project Phase	Construction	Planning/Design	\$107,000	Construction	\$1,008,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$1,115,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Claxton Field Lights and Skin Renovation: Construction

These two projects are being combined into one as they are in the same location and this will help make coordination between the two components smoother. This is the funding request for the construction costs of this project. The design was previously funded in FY2021.

Field Lighting (\$758,000)

The field currently has metal halide field lights that require increasing maintenance as they age. Metal halide is one of the least efficient lighting types currently available, the bulbs have a short life span that require frequent replacements, and they light an area as opposed to a focused directional light. This project will address upgrading the field lighting system to more energy efficient lights. The project will evaluate the lighting needs of the field and make recommendations for improvement. The construction of these lights will be done in the fall season to prepare for the following spring softball season.

Softball Skin Renovation Fields 1 & 2 (\$250,000)

Softball fields have the entire infield as clay skin, unlike baseball diamonds which is a combination of skin and turf; this makes the grading of the skins very important as any imperfections will cause puddling. The current fields were constructed on a closed landfill that was not properly graded due to site conditions, settlings of materials, and age. After heavy rains, there is puddling on the skin which can lead to frequent field closures. This project will remove the existing skin clay material, evaluate the conditions below the skin, and make amendments and regrade as necessary. Proper drainage materials and systems will be brought in, laser graded, and clay skins will be replaced.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	Athletic Facility Improvements	Fiscal Year	2023	Request Status
Additional Description and Considerations				

Broadmeadow & Eliot Fields Renovation: Design (\$107,000)

Both the Broadmeadow and Eliot School fields are showing signs of age due to inappropriate subsurface materials which impact the health of the turf and have made it difficult to provide a suitable playing surface at these fields. Additionally, this problem at the Broadmeadow is exacerbated by the physical location that has surface drainage from neighboring areas draining into the field.

At the Broadmeadow, all existing turf will be stripped and the top soil will be removed and stored on site. The whole site will be sub-graded and the top soil will be placed back on site and amended in place with sand, then blended for improved drainage. The site will then be laser graded to ensure that water slopes off the surface, and then sod will be laid. At the Broadmeadow, there may be additional storm water capturing systems to be designed to alleviate the excessive flooding problem. These will be vetted out during the design process.

At the Eliot, the design will include a transition to a synthetic field. It has been a struggle to maintain consistent ground cover of natural turf grass. Due to the smaller size of the Eliot field and the number of students regularly outside on the field, a synthetic field is a better option to maintain a consistent field covering.

The funding being requested is for the design of both fields.

Changes from Prior Year Submission:

The Athletic Facility Improvements Article was not funded at the Town Meeting in May 2020 but was approved at the Special Town Meeting in October 2020. Therefore, the funding for the Claxton Field and Lights Renovation Project was pushed back to FY2023 to give the Department time to work on the design. The funding for the construction components of the McCloud Field Renovation was pushed back a year in order to allow time for a completed design.

Clarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Athletic Facility Improvements			Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$756,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$756,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

McCloud Field Renovation: Construction (\$466,000)

Since the field was renovated in 2009, there has been several drainage issues related to the 4' drain pipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field.

Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in design. This will address both the 4' drain and the subsurface of the field that has been eroded by storm water events. The budget proposed is for one of the more invasive approaches to ensure there is sufficient funding to return the field to operation. The funding requested is for the construction component of this project. The design was funded in FY2022.

Town-Wide Fencing Improvements (\$290,000)

DeFazio Tot Lot

The perimeter chain link fencing is showing age, including rust and damage. Improvements have been delayed on this fence due to the uncertain nature of the site. With the new Facilities Master Plan being completed, this facility is envisioned to be used well into the future and the fence should be replaced.

The existing posts will be evaluated and those that are suitable will be reused. The chain link fabric will be disposed of and replaced in kind.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2024	Request Status	Revised
Additional Description and Considerations					

DeFazio Complex

Various fencing structures including perimeter fencing, backstops, and players benches are showing age and use. These fields are in very high use and receive the most wear and tear, which may cause the life cycle of the fencing and related structures to be shortened.

The existing posts will be evaluated and those that are suitable will be reused. The chain link fabric will be disposed of and replaced in kind.

Changes from Prior Year Submission:

The funding for the construction components of the McCloud Field Renovation were pushed back to FY2024. The funding for the construction of the Eliot Field renovation was pushed back to FY2025.

Clarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Athletic Facility Improvements	Fiscal Year	2025	Request Status	Revised		
Project Phase	Construction	Planning/Design		Construction		\$1,121,000	
Useful Life	More than 15 Years	Land		Construction Management			
Primary Function	Culture and Leisure	Site Preparation		Equipment			
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$1,121,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No	
						Total New FTE's	0
Project Description and Considerations							

Broadmeadow & Eliot Fields Renovation: Construction (\$1,121,000)

Both the Broadmeadow and Eliot School fields are showing signs of age due to inappropriate subsurface materials which impact the health of the turf and have made it difficult to provide a suitable playing surface at these fields. Additionally, this problem at the Broadmeadow is exacerbated by the physical location that has surface drainage from neighboring areas draining into the field.

All existing turf will be stripped and the top soil will be removed and stored on site. The whole site will be sub-graded and the top soil will be placed back on site and amended in place with sand, then blended for improved drainage. The site will then be laser graded to ensure that water slopes off the surface, and then sod will be laid. At the Broadmeadow, there may be additional storm water capturing systems to be designed to alleviate the excessive flooding problem. These will be vetted out during the design process. This request is for the funding of the construction costs for the Broadmeadow Field Renovation. The design for both fields was previously funded in FY2023.

Changes from Prior Year's Submission:

The funding for the construction of the Eliot Field Renovation was pushed back to FY2025.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title		Fiscal Year	Request Status	Revised
Athletic Facility Improvements		2025		
Additional Description and Considerations				

Clarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Athletic Facility Improvements			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Asa Small Field Renovation

This project will address the field deficiencies on the Asa Small ball diamond at the DeFazio complex that were not included in the scope of work for the Field of Dreams project. This has been on the Little League priority list for several years. The Town recently completed a minor infield renovation.

The Town will hire a contractor to strip the existing turf, regrade the field, amend soils, replace the baseball skin surface, and install a new irrigation system. This project may include additional amenities such as field lights, a score board, bleachers, and a larger batting cage that will be funded by user groups. The Parks & Forestry Division will work with the user groups to identify any value added items.

Changes from Prior Year's Submission:

This project was previously its own submission, but has been incorporated into the Athletic Facilities Improvement Article as a future project.

Clarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	NPDES Support Projects				Submitted by	PW Engineering		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached	
Description								

National Pollutant Discharge Elimination System

The new 2016 NPDES Regulations are the most sweeping set of stormwater requirements in the last 45 years. The 2016 NPDES Permit requires Needham to continue making substantial changes to the Town's Stormwater Operations, Site Plan, and Subdivision reviews, and the creation of a new Stormwater General Bylaw.

Urbanized areas located within Needham have a Small Municipal Separate Storm System (MS4). MS4 Permit only authorizes the discharge of clean stormwater and/or stormwater that does not cause or contribute to an exceedance of water quality standards. The Permit also requires that pollutants in MS4 stormwater discharges be reduced to the maximum extent practicable.

Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 55% and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural Best Management Practices (BMP).

Needham has five Water Quality Limited Waters impaired by turbidity, nutrients, organic enrichment, flow dissolved oxygen, priority organics, noxious aquatic plants, exotic species, oil & grease, taste, odor, color, suspended solids, and causes unknown. The five waterbodies impaired are: Alder Brook, Charles River (segment South Natick Dam to Chestnut Street), Charles River (Chestnut Street to Water Dam), Fuller Brook, and Rosemary Brook. All five waterbodies are classified as Category 5 Waters.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2022	Request Status	Existing
Project Phase	Construction	Planning/Design	\$110,000	Construction	\$556,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Stormwater	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$666,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is for DPW to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify Building & Facilities areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Identify two targeted audiences for education/outreach and the message we want to send
- Identify two participation/involvement measures we want to promote
- Identify Operations and Maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will construct the Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. Additional testing locations identified in the prior year's study will be constructed and improvements to selected snow dump areas will be completed.

Capital Improvement Plan
January 2021

Capital Request Detail			
Project Title	NPDES Support Projects	Fiscal Year	Request Status
		2022	Existing
Additional Description and Considerations			

NPDES	FY22
Identify/Install Test Locations	\$28,500
Properties for Infiltration/Flooding Issues	\$10,750
Park & Rec Infiltration	\$7,000
Building & Facilities Infiltration	\$7,000
Pavement Reduction Locations	\$14,250
2 Targeted Audiences	\$3,500
Public Participation/Involvement	\$3,500
O&M Plan Updates	\$28,500
Snow Dump Locations	\$7,000
<i>Design/Engineering Subtotal:</i>	<i>\$110,000</i>
Construct BMPs	\$283,500
Screening & Dry/Wet Weather Sampling	\$26,500
DPW Water Quality Unit	\$85,000
SWPPP Improvements	\$28,500
Construction from prior year suggestions	\$132,500
<i>Construction Subtotal:</i>	<i>\$556,000</i>
Total	\$666,000

Changes from Prior Year Submission

The price has decreased from the prior submission due to a clarified scope, which is detailed above.

Clarification of Questions:

1. This is a recurring request.
3. Permits may be required from Conservation, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2023	Request Status	Existing
Project Phase	Construction	Planning/Design	\$114,000	Construction	\$574,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Stormwater	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$688,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for DPW to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify Building & Facilities areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Identify two targeted audiences for education/outreach and the message we want to send
- Identify two participation/involvement measures we want to promote
- Identify operations and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will construct the Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. Additional testing locations identified in the prior year's study will be constructed and improvements to selected snow dump areas will be completed.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	NPDES Support Projects	Fiscal Year	2023	Request Status
Additional Description and Considerations				

NPDES	FY23
Identify/Install Test Locations	\$29,500
Properties for Infiltration/Flooding Issues	\$11,000
Park & Rec Infiltration	\$7,500
Building & Facilities Infiltration	\$7,500
Pavement Reduction Locations	\$14,750
2 Targeted Audiences	\$3,500
Public Participation/Involvement	\$3,500
O&M Plan Updates	\$29,500
Snow Dump Locations	\$7,250
<i>Design/Engineering Subtotal:</i>	<i>\$114,000</i>
Construct BMPs	\$293,250
Screening & Dry/Wet Weather Sampling	\$26,500
DPW Water Quality Unit	\$88,000
SWPPP Improvements	\$29,250
Construction from prior year suggestions	\$137,000
<i>Construction Subtotal:</i>	<i>\$574,000</i>
Total	\$688,000

Changes from Prior Year Submission

The price has decreased from the prior submission due to a clarified scope, which is detailed above.

Clarification of Questions:

1. This is a recurring request.
3. Permits may be required from Conservation, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design	\$118,000	Construction	\$594,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Stormwater	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$712,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for DPW to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify Building & Facilities areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Identify two targeted audiences for education/outreach and the message we want to send
- Identify two participation/involvement measures we want to promote
- Identify operations and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will construct the Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. Additional testing locations identified in the prior year's study will be constructed and improvements to selected snow dump areas will be completed.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2024	Request Status	Existing
Additional Description and Considerations					

NPDES	FY24
Identify/Install Test Locations	\$30,750
Properties for Infiltration/Flooding Issues	\$11,500
Park & Rec Infiltration	\$7,500
Building & Facilities Infiltration	\$7,500
Pavement Reduction Locations	\$15,250
2 Targeted Audiences	\$3,750
Public Participation/Involvement	\$3,750
O&M Plan Updates	\$30,500
Snow Dump Locations	\$7,500
<i>Design/Engineering Subtotal:</i>	<i>\$118,000</i>
Construct BMPs	\$304,000
Screening & Dry/Wet Weather Sampling	\$26,500
DPW Water Quality Unit	\$91,000
SWPPP Improvements	\$30,500
Construction from prior year suggestions	\$142,000
<i>Construction Subtotal:</i>	<i>\$594,000</i>
Total	\$712,000

Changes from Prior Year Submission

The price has decreased from the prior submission due to a clarified scope, which is detailed above.

Clarification of Questions:

1. This is a recurring request.
3. Permits may be required from Conservation, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design	\$122,000	Construction	\$613,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Stormwater	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$735,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for DPW to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify Building & Facilities areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Identify two targeted audiences for education/outreach and the message we want to send
- Identify two participation/involvement measures we want to promote
- Identify operations and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will construct the Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. Additional testing locations identified in the prior year's study will be constructed and improvements to selected snow dump areas will be completed.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	NPDES Support Projects	Fiscal Year	2025	Request Status
Additional Description and Considerations				

NPDES	FY25
Identify/Install Test Locations	\$31,500
Properties for Infiltration/Flooding Issues	\$11,750
Park & Rec Infiltration	\$7,750
Building & Facilities Infiltration	\$7,750
Pavement Reduction Locations	\$15,750
2 Targeted Audiences	\$4,000
Public Participation/Involvement	\$4,000
O&M Plan Updates	\$31,500
Snow Dump Locations	\$8,000
<i>Design/Engineering Subtotal:</i>	<i>\$122,000</i>
Construct BMPs	\$314,000
Screening & Dry/Wet Weather Sampling	\$26,500
DPW Water Quality Unit	\$94,000
SWPPP Improvements	\$31,500
Construction from prior year suggestions	\$147,000
<i>Construction Subtotal:</i>	<i>\$613,000</i>
Total	\$735,000

Changes from Prior Year Submission

The price has decreased from the prior submission due to a clarified scope, which is detailed above.

Clarification of Questions:

1. This is a recurring request.
3. Permits may be required from Conservation, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design	\$126,000	Construction	\$634,000	FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Stormwater	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$760,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for DPW to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify Building & Facilities areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Identify two targeted audiences for education/outreach and the message we want to send
- Identify two participation/involvement measures we want to promote
- Identify operations and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will construct the Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. Additional testing locations identified in the prior year's study will be constructed and improvements to selected snow dump areas will be completed.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2026	Request Status	Revised
Additional Description and Considerations					

NPDES	FY26
Identify/Install Test Locations	\$32,500
Properties for Infiltration/Flooding Issues	\$12,250
Park & Rec Infiltration	\$8,250
Building & Facilities Infiltration	\$8,250
Pavement Reduction Locations	\$16,250
2 Targeted Audiences	\$4,000
Public Participation/Involvement	\$4,000
O&M Plan Updates	\$32,500
Snow Dump Locations	\$8,000
<i>Design/Engineering Subtotal:</i>	<i>\$126,000</i>
Construct BMPs	\$325,500
Screening & Dry/Wet Weather Sampling	\$26,500
DPW Water Quality Unit	\$97,500
SWPPP Improvements	\$32,500
Construction from prior year suggestions	\$152,000
<i>Construction Subtotal:</i>	<i>\$634,000</i>
Total	\$760,000

Clarification of Questions:

1. This is a recurring request.
3. Permits may be required from Conservation, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Passive Recreation Improvements - Dwight Field/Charles River Center			Submitted by	PW Parks and Forestry		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Parks and Forestry Division and Charles River Center are presenting a plan to make substantial improvements to the Town-owned quarter acre passive recreation area behind the Charles River Center on Dwight Road, adjacent to the baseball diamond at Dwight Field. This area is frequently used by participants in Charles River Center programming and residents of Charles River properties. During baseball season, the park is used by families who have children participating in the baseball programs.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Passive Recreation Improvements - Dwight Field/Charles River Center			Fiscal Year	2023	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design	\$39,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$39,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

This parcel is presently in disrepair and suffers from drainage issues. There are trees on site that are no longer viable, creating safety concerns, and the ground cover has been eroded by stormwater. This park does not have good accessibility due to the elevation and the park is presently accessed from the Charles River Center by several stairs. The Town will work with a designer to make improvements to this field.

Changes from Prior Year Submission

This project has been pushed back a year. The cost has increased due to inflation.

Clarification of Questions

6. This should meet the eligibility requirements CPA funding under the recreational category.

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Passive Recreation Improvements - Dwight Field/Charles River Center	Fiscal Year	2024	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design		Construction	\$389,000	FF&E
Useful Life	More than 20 Years	Land		Construction Management		Technology
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	In-House Estimate		Project Cost	\$389,000
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
						Total New FTE's
						0
						No
Project Description and Considerations						

This project will include removing the existing ground covering, regrading the site, making drainage improvements, installing new turf, removing and pruning problematic trees, planting new trees, creating an accessible entrance into the park areas, and other site amenities. Additionally, site furniture will be installed for passive recreation including picnic tables and benches, a small covered pavilion similar to what was installed at Greene's Field, and other small recreational equipment that can be used by children whose siblings are playing baseball. There will be a focus on low maintenance installations to reduce reoccurring costs. This will require some additional grass mowing, but it should take minimal time due to the connection to the field.

Changes from Prior Year Submission

This project has been pushed back a year. The cost has increased due to inflation.

Clarification of Questions

6. This should meet the eligibility requirements CPA funding under the recreational category.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Public Works Infrastructure Program			Submitted by	PW Highway		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. This program consists of multiple categories, each with their own sub-projects. This request is submitted each year, with different projects.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 10 to 15 years. The reduced life cycle is because the industry is using more recycled materials. This does lead to reduced material costs as well. Specialized surface treatments can be applied within this period to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI of under 70 for resurfacing and specialized treatment, under 60 for repair and renovation.

The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion.

Roadway Reconstruction

The Town has 279 lane miles of accepted road that require maintenance. Road resurfacing may be the appropriate treatment to extend the useful life of a road, but conditions may require that a total reconstruction of the road is necessary to address structural issues within the road including drainage, grade, and subsurface material construction. This differs from the road rehabilitation program, as it requires more complete design and construction. Rehabilitation is similar to a house renovation whereas reconstruction is similar to a knock-down and rebuild. Roads do not just consist of the top layer of asphalt; they are complete systems that have their own foundation.

The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles, and overhead utilities. The physical condition of the road to be evaluated for improvement includes shape, foundation, and traffic volume. The roads being addressed are deficient in one or more of the areas listed. This relates to the nature of how the Town has evolved historically, with roads being constructed as opposed to being designed. This is a multi-year process which requires surveying, designing, utility evaluation, and construction.

Sidewalk Program

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards.

The Town conducted a study to create a sidewalk condition index. The conclusions of that study identified 80 miles of sidewalk in a condition that would warrant reconstruction. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.

Intersection Improvements

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The Engineering Division reviews intersections based on requests identified need from the Highway Division, and traffic patterns and infrastructure changes that put pressure on various intersections throughout Town.

Bridge Repairs

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2022	Request Status	Existing
Project Phase	Construction	Planning/Design	\$244,000	Construction	\$2,395,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$2,639,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	
Project Description and Considerations							

Street Resurfacing (\$990,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY21 is \$86,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$67,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5.50 per square yard.

Sidewalk Program (\$545,000)

FY21 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$322,080 per mile (\$61.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$316,800 per mile (\$60.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements (\$860,000)

Highland Avenue at West Street At this intersection there is aging traffic control infrastructure with reliability issues. Traffic control signals have been damaged by several car accidents. The traffic control signals only have one timer, which allows for only one traffic pattern regardless of the time of day. This does not allow for the efficient flow of traffic for the intersection. This area is also less aesthetically pleasing.

This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principals.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	Public Works Infrastructure Program	Fiscal Year	2022	Request Status
Additional Description and Considerations				

Storm Drain Capacity Improvements

Concord Street and Burnside Road or Other Prioritized Projects (\$85,000)

Construct a new drain that will be connected to the recently extended Greendale Avenue drain project to provide capacity for stormwater. This request is for the design phase of this project. The construction funding will be requested in FY2023.

Brooks and Culverts (\$159,000)

The Town is requesting funding to hire a consultant to assist with a Master Plan to address deficiencies with the brooks and culverts. This would help to better comply with NPDES requirements. The brooks and culvert requests within the Infrastructure Article moving forward would be based upon the recommendations of the consultant's Master Plan.

Funding will be used on the above mentioned projects, unless extraordinary circumstances require work in the following areas: street resurfacing, roadway reconstruction, sidewalk repairs, intersection improvements, bridge repairs, storm drain capacity improvements, storm drain system repairs, brooks and culverts, and guardrail improvements.

Category	FY22	
	D&E	Const.
Street Resurfacing		\$990,000
Sidewalk Program		\$545,000
Intersection Improvements - Highland Ave at West St.		\$860,000
Storm Drain Capacity Improvements - Concord St. & Burnside Rd.	\$85,000	
Brooks and Culverts - Master Plan	\$159,000	

Changes from Prior Year Submission:

The Public Works Infrastructure Article was not funding in FY2021. All projects have been pushed back a year. The Rosemary Brook request was pushed back an additional year to allow for a Brooks and Culverts Master Plan.

Clarification of Questions:

3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
13. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2023	Request Status	Existing
Project Phase	Construction	Planning/Design	\$155,000	Construction	\$3,078,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$3,233,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Street Resurfacing (\$1,025,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY21 is \$86,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$67,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5.50 per square yard.

Roadway Reconstruction (\$155,000)

This request is for the design component of roadway reconstruction including surveying, designing, utility evaluation. The construction funding will be requested in FY2024.

Sidewalk Program (\$560,000)

FY21 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$322,080 per mile (\$61.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$316,800 per mile (\$60.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	Public Works Infrastructure Program	Fiscal Year	2023	Request Status
Existing				
Additional Description and Considerations				

Storm Drain Capacity Improvements

Concord Street and Burnside Road or Other Prioritized Projects (\$1,126,000)

A new drain will be constructed and connected to the recently extended Greendale Avenue drain project to provide capacity for stormwater. This request is for the construction phase of this project. The funding for the design phase was requested in FY2022.

Brooks and Culverts

Rosemary Brook (\$207,000)

The section of the brook being addressed has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues. Remove sediment and vegetation and repair and/or replace failing walls.

Guardrail

Central Ave (\$160,000)

The decorative guardrail that was installed over 40 years ago is not code compliant. The current guardrail does not meet state guidelines. This will replace the existing guardrail with a replacement option that will be selected which will be aesthetically pleasing, compliant, and safe.

Funding will be used on the above mentioned projects, unless extraordinary circumstances require work in the following areas: street resurfacing, roadway reconstruction, sidewalk repairs, intersection improvements, bridge repairs, storm drain capacity improvements, storm drain system repairs, brooks and culverts, and guardrail improvements.

Category	FY23	
	D&E	Const.
Street Resurfacing		\$1,025,000
Roadway Reconstruction	\$155,000	
Sidewalk Program		\$560,000
Storm Drain Capacity Improvements - Concord St. & Burnside Rd.		\$1,126,000
Brooks and Culverts - Rosemary Brook		\$207,000
Guardrail - Central Ave & Farley Pond Rd.		\$160,000

Changes from Prior Year Submission:

The Public Works Infrastructure Article was not funding in FY2021. All projects have been pushed back a year. The Rosemary Brook request was pushed back an additional year to allow for a Brooks and Culverts Master Plan.

Clarification of Questions:

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
- 13. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design	\$255,000	Construction	\$3,190,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$3,445,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Street Resurfacing (\$1,060,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY21 is \$86,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$67,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5.50 per square yard.

Roadway Reconstruction (\$1,555,000)

This request is for the construction phase of the project. The funding for the design phase was requested in FY2023.

Sidewalk Program (\$575,000)

FY21 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$322,080 per mile (\$61.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$316,800 per mile (\$60.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2024	Request Status	Existing
Additional Description and Considerations					

Intersection Improvements

Central Avenue at Great Plain Avenue (\$170,000)

There have been struggles with bringing appropriate traffic flow through the intersection since it was constructed in the 1990s due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design does not provide the ideal traffic patterns for multiple modes of transportation.

This project will include geometric improvements and replacement/improvement of the traffic signal system. Installing a new traffic signal system that will include modern technology will better control the flow of traffic through the intersection, reducing back-ups of traffic. The layout of the intersection will be improved to increase traffic flow. This intersection redesign will comply with complete streets principals.

Storm Drain Capacity Improvements (\$85,000)

This request will be used for the design of future storm drain capacity improvements. The exact project is still being determined.

Funding will be used on the above mentioned projects, unless extraordinary circumstances require work in the following areas: street resurfacing, roadway reconstruction, sidewalk repairs, intersection improvements, bridge repairs, storm drain capacity improvements, storm drain system repairs, brooks and culverts, and guardrail improvements.

Category	FY24	
	D&E	Const.
Street Resurfacing		\$1,060,000
Roadway Reconstruction		\$1,555,000
Sidewalk Program		\$575,000
Intersection Improvements - Central Ave at Great Plain Ave.	\$170,000	
Storm Drain Capacity Improvements - TBD	\$85,000	

Changes from Prior Year Submission:

The Public Works Infrastructure Article was not funding in FY2021. All projects have been pushed back a year.

Clarification of Questions:

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
- 13. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$3,448,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate	Project Cost	\$3,448,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Street Resurfacing (\$1,100,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY21 is \$86,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$67,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5.50 per square yard.

Sidewalk Program (\$590,000)

FY21 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$322,080 per mile (\$61.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$316,800 per mile (\$60.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements

Central Avenue at Great Plain Avenue (\$1,250,000)

There have been struggles with bringing appropriate traffic flow through the intersection since it was constructed in the 1990s due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design does not provide the ideal traffic patterns for multiple modes of transportation.

Capital Improvement Plan
January 2021

Capital Request Detail				
Project Title	Public Works Infrastructure Program	Fiscal Year	2025	Request Status
Additional Description and Considerations				

This project will include geometric improvements and replacement/improvement of the traffic signal system. Installing a new traffic signal system that will include modern technology will better control the flow of traffic through the intersection, reducing back-ups of traffic. The layout of the intersection will be improved to increase traffic flow. This intersection redesign will comply with complete streets principals. This request is for the construction phase of this project. Funding for the design phase was requested in FY2024.

Storm Drain System Repairs (\$78,000)

This request is for storm drain system repairs at Ardmore, Grassmere, and Hunnewell.

Brooks and Culverts

Alder Brook (\$210,000)

This is a category 5 impaired water body under NDPEs. Category 5 is the worst rating a water body can receive from the EPA. It required cleaning that will remove the phosphorus contaminated sediment and improve water quality. Remove sediment and vegetation, and repair/replace failing walls/culverts.

Guardrail

Dedham Ave (\$220,000)

The current guardrail does not meet state guidelines. This will replace the existing guardrail with a replacement option that will be selected which will be aesthetically pleasing, compliant, and safe.

Funding will be used on the above mentioned projects, unless extraordinary circumstances require work in the following areas: street resurfacing, roadway reconstruction, sidewalk repairs, intersection improvements, bridge repairs, storm drain capacity improvements, storm drain system repairs, brooks and culverts, and guardrail improvements.

Category	FY25	
	D&E	Const.
Street Resurfacing		\$1,100,000
Sidewalk Program		\$590,000
Intersection Improvements - Central Ave at Great Plain Ave.		\$1,250,000
Storm Drain System Repairs - Labor Day 2013 Repairs		\$78,000
Brooks and Culverts - Alder Brook		\$210,000
Guardrail - Dedham Ave		\$220,000

Changes from Prior Year Submission:

The Public Works Infrastructure Article was not funding in FY2021. All projects have been pushed back a year.

Clarification of Questions:

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
- 13. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2026	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$2,103,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$2,103,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Street Resurfacing (\$1,140,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY21 is \$86,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$67,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5.50 per square yard.

Sidewalk Program (\$605,000)

FY21 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$322,080 per mile (\$61.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$316,800 per mile (\$60.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Storm Drain System Repairs

Labor Day 2013 Storm Drain System Repairs (\$78,000)

This program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2026	Request Status	New
Additional Description and Considerations					

470 South Street (\$280,000)

This program will also repair the storm drain system at 470 South Street.

Category	FY26	
	D&E	Const.
Street Resurfacing		\$1,140,000
Sidewalk Program		\$605,000
Storm Drain System Repairs - Labor Day 2013 Repairs		\$78,000
Storm Drain System Repairs - 470 South St.		\$280,000

Changes from Prior Year Submission:

The Public Works Infrastructure Article was not funding in FY2021. All projects have been pushed back a year.

Clarification of Questions:

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
- 13. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Town Common Historic Redesign and Beautification				Submitted by	PW Parks and Forestry		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	2022	
Description								

The Town completed an internal design process for the Town Common and drafted a scope of service which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the new Downtown Streetscape Improvement Project.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Town Common Historic Redesign and Beautification			Fiscal Year	2022	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$1,364,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Hired Consultant	Project Cost	\$1,364,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project. The design phase was funded in FY2020.

Changes from Prior Year Submission

The increase in cost is due to an updated quote from the current design, now that the Town is further along in the design process.

Clarification of Questions

- 3. This project may be subject to Planning Board review.
- 6. This project is being evaluated for eligibility of Community Preservation Funds under the category of Historic Preservation.
- 13. The Town Manager's Office will be involved.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Traffic Improvements			Submitted by	PW Engineering		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request		Funding Year	See Attached
Description							

This request will allow for the funding of projects that are recommended by the Traffic Management Advisory Committee (TMAC). The \$50,000 annual request will support one or two TMAC construction related projects per year such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations, sign and/or pavement markings, and pedestrian improvements.

The goal of the TMAC is to provide for the safety of pedestrians, motorists, and bicyclists. TMAC construction related projects are not presently funded in the Department of Public Works operating budget.

Future Projects

Advisory curve signs with speed tabs on Forest Street

Traffic signal timing adjustments at Great Plain Avenue and Central Avenue

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Traffic Improvements				Fiscal Year	2023	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$50,000	FF&E		
Useful Life	More than 20 Years	Land		Construction Management		Technology		
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$50,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							Yes	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0
								No
Project Description and Considerations								

Projects include installing flashing LED pedestrian signs and school zone signs, constructing handicap ramps and cross-walks throughout town, and putting up children playing signs at various locations.

Clarification of Questions

- 3. Depending on recommendations from TMAC there may be permitting requirements with the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
- 8. This request is in response to the recommendations by the TMAC and Safe Routes to School report.
- 10. Improvements under this article could include signage, signaling, curbing, or other traffic calming measures that will be permanently installed at the determined locations.
- 13. If electricity is required for any of these improvements, then the Needham Light, Electric, and Gas Program budget may be increased to fund the electricity costs.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Traffic Improvements			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$50,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$50,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							Yes
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Projects include installing flashing LED pedestrian signs and school zone signs, constructing handicap ramps and cross-walks throughout town, and putting up children playing signs at various locations.

Clarification of Questions

- 3. Depending on recommendations from TMAC there may be permitting requirements with the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
- 8. This request is in response to the recommendations by the TMAC and Safe Routes to School report.
- 10. Improvements under this article could include signage, signaling, curbing, or other traffic calming measures that will be permanently installed at the determined locations.
- 13. If electricity is required for any of these improvements, then the Needham Light, Electric, and Gas Program budget may be increased to fund the electricity costs.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Traffic Improvements			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$50,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$50,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							Yes
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Projects include installing flashing LED pedestrian signs and school zone signs, constructing handicap ramps and cross-walks throughout town, and putting up children playing signs at various locations.

Clarification of Questions

- 3. Depending on recommendations from TMAC there may be permitting requirements with the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
- 8. This request is in response to the recommendations by the TMAC and Safe Routes to School report.
- 10. Improvements under this article could include signage, signaling, curbing, or other traffic calming measures that will be permanently installed at the determined locations.
- 13. If electricity is required for any of these improvements, then the Needham Light, Electric, and Gas Program budget may be increased to fund the electricity costs.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Traffic Improvements			Fiscal Year	2026	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$50,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$50,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							Yes
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Projects include installing flashing LED pedestrian signs and school zone signs, constructing handicap ramps and cross-walks throughout town, and putting up children playing signs at various locations.

Clarification of Questions

- 3. Depending on recommendations from TMAC there may be permitting requirements with the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
- 8. This request is in response to the recommendations by the TMAC and Safe Routes to School report.
- 10. Improvements under this article could include signage, signaling, curbing, or other traffic calming measures that will be permanently installed at the determined locations.
- 13. If electricity is required for any of these improvements, then the Needham Light, Electric, and Gas Program budget may be increased to fund the electricity costs.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Walker Pond Improvement			Submitted by	PW Engineering		
Request Type	Multiyear Funding Request	Capital Type	Land	Funding Request	See Attached	Funding Year	See Attached

Description

Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond.

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Walker Pond Improvement		Fiscal Year	2022	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$125,000	FF&E
Useful Life	More than 9 Years	Land		Construction Management		Technology
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost \$125,000
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
					Total New FTE's	0
Project Description and Considerations						

In FY22, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of 8 foot wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three 6 foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission. Category 1 also includes educational information and pamphlets in the watershed area, catch basin disks, newspaper ads, and educational signage.

Item	Cost
Category 1 - Pilot Project	
Installation of 3 - 6ft Diameter Drainage Manholes	\$43,000
Installation of Wildflower/Tall Grass & Tree Mixtures on Town Property	\$36,000
Installation of Tree Infiltration System Designed by Conservation Commission	\$28,750
Educational Information/Pamphlets in Watershed Area, Catch Basin Disks, Newspaper Ads, & Educational Signage	\$17,250
Total	\$125,000

Capital Improvement Plan
January 2021

Capital Request Detail			
Project Title	Walker Pond Improvement	Fiscal Year	2022
		Request Status	New
Additional Description and Considerations			

Clarification of Questions

3. Permits will be required from Conservation.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Walker Pond Improvements		Fiscal Year	2023	Request Status	New		
Project Phase	Construction	Planning/Design		Construction	\$356,000	FF&E		
Useful Life	More than 9 Years	Land		Construction Management		Technology		
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$356,000	
Parameters						Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0
Project Description and Considerations								

In FY23, DPW will start category 2, which involves the improvements to the Walker Pond waterbody. The Conservation Commission requested a report, which was conducted by ESS, that included recommendations to improve the health of the pond. The Conservation Commission recommended the hydro raking. Hydro raking is the mechanical removal of vegetative overgrowth. They tentatively recommended the application of chemicals, herbicides, and algicides to the pond, so the funding is included in this request, pending a Notice of Intent. Also needed are improvements to the outlet structure, including the overflow grate and wooden stop-log replacements.

Category 2 - Improvements to Walker Pond Waterbody	
Addition of Chemicals	\$150,000
Hydro Raking & Removal of Excessive Vegetation	\$125,500
Replacement of Overflow Grate and Wooden Stop Logs	\$51,500
Permitting and Meetings	\$29,000
Total	\$356,000

Clarification of Questions

3. Permits will be required from Conservation.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Cooks Bridge Sewer Pump Station			Submitted by	Sewer Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The canister pump station at Cooks Bridge is beyond its design life. It requires constant maintenance and emergency shutoffs occur more frequently. These require greater amounts of personnel time and emergency funds in order to keep the pump station running. This article allows for replacement of the pump stations as necessary.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Cooks Bridge Pump Station		Fiscal Year	2023	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$357,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost	\$357,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running. The capacity of the pump must be upgraded to handle the volume of sewage at this location. The controls on the existing pump station are located outside of the building. This request is to design the replacement pump station.

Changes from Prior Year Submission:

This funding for the design component of this project has been pushed back a year. The cost increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Cooks Bridge Pump Station		Fiscal Year	2025	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$3,606,500	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$3,606,500
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The plan is to replace the existing canister pump station with a new canister pump station. The controls on the replacement pump station will be relocated to inside the building.

Changes from Prior Year Submission:

This funding for the construction component of this project has been pushed back two years to account for the delayed design as well as necessary permitting time. The cost increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Drain System Improvements			Submitted by	Sewer Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES.

Future Projects (prioritization pending analysis):

- Walker Pond
- Farley Pond
- Forbes Pond
- Sabrina Lake
- Wildwood Pond
- Sportsman's Pond

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Drain System Improvement		Fiscal Year	2022	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design	\$262,000	Construction	FF&E		
Useful Life	More than 20 Years	Land		Construction Management	Technology		
Primary Function	Wastewater Resources	Site Preparation		Equipment	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Hired Consultant	Project Cost		\$262,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						No	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

The Town Reservoir Sediment Removal

The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPEs. Category 5 is the worst rating a water body can receive from the EPA.

The Town will engage a designer to determine the best way to remove the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023.

Clarification of Questions

3. Conservation Commission, State, and Federal permitting may be required for dredging.

6. Yes, this is a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Drain System Improvement		Fiscal Year	2023	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$2,070,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$2,070,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The Town Reservoir Sediment Removal

The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPEs. Category 5 is the worst rating a water body can receive from the EPA.

The Town will engage a designer to determine the best way to remove the sediment. This funding request is for the construction phase of the project. The funding for the design phase was requested in FY2022.

Clarification of Questions

3. Conservation Commission, State, and Federal permitting may be required for dredging.

6. Yes, this is a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Sewer Main Replacement			Submitted by	Sewer Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	2022
Description							

This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or reline the 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way, to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys waste water from numerous sewer lines.

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Sewer Main Replacement			Fiscal Year	2022	Request Status
Project Phase	Construction	Planning/Design		Construction	\$363,000	FF&E
Useful Life	More than 20 Years	Land		Construction Management		Technology
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by more than \$5,000	Project Cost Source		In-House Estimate		Project Cost
						\$363,000
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
					Total New FTE's	0
Project Description and Considerations						

During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. This request is for DPW to complete the design and construction phases of the removal of the blockage, including updating the current MassDOT permit to allow for this work and CCTC investigations of the buried manholes. Additionally, the consultant will provide a contingency plan in case of complications or breakage due to the removal of the blockage. This work is necessary in order to continue with the replacement of the sewer main.

Changes from Prior Year Submission

The funding request for the design is being pushed back to FY2023 to allow for this additional work.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Sewer Main Replacement			Fiscal Year	2023	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design	\$2,018,250	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$2,018,250
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

During the feasibility study, the Town discovered a blockage that needs to be removed prior to the design of the project. The design will include the design to remove and replace the sewer main underneath Route 128 at Great Plain Avenue and include planning to avoid major disruption to traffic.

Changes from Prior Year Submission

The funding request for the design is being pushed back to FY23 to allow for the removal of blockage that was discovered in the system. The increase in cost is due to inflation.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Sewer Main Replacement		Fiscal Year	2025	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$9,315,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$9,315,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

The Town plans to replace the sewer under Route 128 at Great Plain Avenue using horizontal directional drilling in order to avoid major disruptions to the roadway traffic.

Changes from Prior Year Submission

The increase in cost is due to inflation. The construction phase of this project is being pushed back to FY25 because there was a blockage that needed to be removed prior to the start of the design phase. Due to the size and permitting requirements of this project, there is a year in between the design phase and the construction phase of this project.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Sewer System I/I			Submitted by	Sewer Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

In 2016, the Town completed a study that identified Inflow and Infiltration (I/I) removal in areas around Town over the next ten years. The Town has been undertaking I/I projects using funding from private developments. In future years, funding from private developments will be appropriated at Town Meeting.

The Town of Needham is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Failure to address I/I will increase the percentage of costs to the Town. If the Town decreases I/I in comparison to participating communities, its percentage of costs will remain level or decrease.

The Town has implemented an inflow/infiltration removal program and will address inflow separately from infiltration.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Inflow Feasibility Study				Fiscal Year	2024	Request Status	Existing
Project Phase	Feasibility Study	Planning/Design		Construction		FF&E		
Useful Life		Land		Construction Management		Technology		
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses		
Budget Impact	The project should reduce the operating expenses		Project Cost Source		No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								
3. Does this project require any permitting by any Town or State agency?								
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								
7. Is this a request in response to a Court, Federal, or State order?								
8. Is this a request in response to a documented public health or safety condition?								
9. Is this a request to improve or make repairs to extend the useful life of a building?								
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								
12. Will any other department be required to provide assistance in order to complete the project?								
13. If funded, will this project increase the operating expense for any other department?								
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?								
							Total New FTE's	
Project Description and Considerations								

Inflow is defined as clean, non-septic water that is introduced into the system. This water is ground water or rain water, typically being removed by residential sump pumps draining basements directly into the Town's sewerage system.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Charles River Water Treatment Plant HVAC Upgrades				Submitted by	Water Enterprise		
Request Type	Informational Only	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached	
Description								

The Charles River Water Treatment Plant is almost 20 years old. The heating, ventilation, and air conditioning (HVAC) controls are at the end of their useful life. Some of the controls are no longer supported by the manufacturer, making repairs and maintenance difficult. In addition to the HVAC controls, the boilers are also approaching the end of their useful lives. Many of the parts needed to maintain the boilers are no longer manufactured. The existing boilers are inefficient. The setup of the boiler room makes it incredibly difficult to reach some of the equipment that is in need of repair. The domestic hot water heater is also reaching the end of its useful life and is rusting due to cycling. The boiler room and entire HVAC system will be reviewed by an outside engineer to determine the best plan to upgrade the outdated equipment and better utilize the existing space.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Charles River Water Treatment Plant HVAC Upgrades			Fiscal Year	2024	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design		Construction		FF&E		
Useful Life	More than 15 Years	Land		Construction Management		Technology		
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

The equipment at the Charles River Water Treatment Plant will be analyzed to determine what the best equipment given space constraints. Any major construction changes will be determined with this plan. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2025.

Clarification of Questions

- 9. These upgrades will extend the useful life of the building.
- 10. Any equipment will be permanently installed at the Charles River Water Treatment Plant.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Charles River Water Treatment Plant HVAC Upgrades			Fiscal Year	2025	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction		FF&E		
Useful Life	More than 15 Years	Land		Construction Management		Technology		
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses		
Budget Impact				Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

The equipment at the Charles River Water Treatment Plant will be analyzed to determine what the best equipment given space constraints. Any major construction changes will be determined with this plan. This funding request is for the construction phase of the project. The funding for the design phase was requested in FY2024.

Clarification of Questions

- 9. These upgrades will extend the useful life of the building.
- 10. Any equipment will be permanently installed at the Charles River Water Treatment Plant.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Water Distribution System Improvements			Submitted by	Water Enterprise		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

Portions of the Town's water infrastructure are over 75 years old and are approaching the end of their useful life. In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants.

Capital Improvement Plan
January 2021

Capital Request Detail						
Project Title	Water Distribution System Improvements	Fiscal Year	2022	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design	\$250,000	Construction	\$460,000	FF&E
Useful Life	More than 20 Years	Land		Construction Management		Technology
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	In-House Estimate		Project Cost	\$710,000
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
					Total New FTE's	0
Project Description and Considerations						

South Street from Charles River to Chestnut Street (\$250,000)

This request is for the design of the replacement of the water main pipe. It is past its useful life and has had a number of breaks in recent years.

Rosemary (\$460,000)

There is a water main that is currently located under the lake, making leaks difficult to detect and repairs difficult to conduct. The water main needs to be relocated. The 8" water main under the lake will be removed and relocated to Rosemary Street. This request is for the construction phase of the project. The design was funded in FY2020.

Changes from Prior Year Submission:

The South Street project has been pushed up due to break history.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2023	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$2,900,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost \$2,900,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

South Street from Charles River to Chestnut Street (\$2,900,000)

The water main pipe has a breakage history warranting its replacement. This request is for the construction phase of the replacement of the water main pipe, which includes removing and replacing 9,000 linear feet of 16 inch water main. This cost is inclusive of construction supervision and oversight.

Changes from Prior Year Submission:

This request has been pushed back a year in order to account for the expedited South Street project. Increased costs are due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design	\$45,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$45,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Mills Road/Sachem Road to Davenport Avenue (\$45,000)

The water main constructed in 1896 is coming to the end of its useful life. This request is for the design costs to design the replacement of 500 linear feet of 8" pipe.

Mayo Avenue/Harris Avenue to Great Plain Avenue

The water main constructed in 1913 is coming to the end of its useful life. This request is for the design costs to design the replacement of 1,060 linear feet of 8" pipe.

Changes from Prior Year Submission:

This request has been pushed up due to break history.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design	\$112,500	Construction	\$434,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost \$546,500
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Mills Road/Sachem Road to Davenport Avenue (\$434,000)

The water main constructed in 1896 is coming to the end of its useful life. This request is for the construction costs to replace 500 linear feet of 8" pipe.

Mayo Avenue/Harris Avenue to Great Plain Avenue

The water main constructed in 1913 is coming to the end of its useful life. This request is for the construction costs to replace 1,060 linear feet of 8" pipe.

Kingsbury Street/Oakland Avenue to Webster Street (\$112,500)

The water main constructed in 1892 and 1965 is coming to the end of its useful life. This request is for the design costs to design the replacement of 1,500 linear feet of 8" pipe.

Changes from Prior Year Submission:

This request has been pushed back in order to account for the expedited South Street project. Increased costs are due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2026	Request Status	New
Project Phase	Construction	Planning/Design	\$350,000	Construction	\$508,500	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate	Project Cost	\$858,500
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Kingsbury Street/Oakland Avenue to Webster Street (\$508,500)

The water main constructed in 1892 and 1965 is coming to the end of its useful life. This request is for the construction costs to replace 1,500 linear feet of 8" pipe.

Oakland Avenue/May Street to Highland Avenue (\$350,000)

The water main constructed in 1893 is coming to the end of its useful life. This request is for the design costs to design the replacement of 1,100 linear feet of 8" pipe.

Changes from Prior Year Submission:

This request has been pushed back in order to account for the expedited South Street project. Increased cost due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Water Service Connections			Submitted by	Water Enterprise		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	\$1,000,000	Funding Year	See Attached
Description							

There are old iron pipe water services that may need to be removed because they contain lead. There are approximately 800 services remaining to be replaced. The Town currently has in place water treatment practices that reduce the corrosion on lead components, as well as a rigorous testing program. Originally, this program was to replace any components containing lead prior to road repaving, but the Town is ahead of that schedule and continuing to remove any necessary components. The Town continues to target the removal of any services or components containing lead in reaction to the nationwide concerns over lead. Even as more services are replaced, the Town continues with their water treatment practices and testing. Once all lead is removed from the Town system, the Water Division will continue to provide corrosion control through water treatment practices because plumbing inside buildings may still contain lead.

Each calendar year has seen the replacement of additional services:

- CY07 – 126;
- CY08 – 170;
- CY09 – 174;
- CY10 – 17;
- CY11 – 145;
- CY12 – 102;
- CY13 – 200;
- CY14 – 152;
- CY15 – 110;
- CY16 – 12*;
- CY17 – 140;
- CY18 – 121;
- CY19 - 117;
- CY20 - 51 (as of October 2020)

*Decrease in services replaced due to the contracted vendor being released from their contract and the Town rebidding the work.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Service Connections			Fiscal Year	2022	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$1,000,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$1,000,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							Yes
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The DPW continuously replaces water connections that may have components containing lead.

Changes from Prior Year Submission:

Previously, this request has been requested as an annual funding of \$200,000 to replace water service connections throughout Town. Due to variability in years, the request has changed to be a \$1,000,000 request every four to five years to allow for continuous replacement as soon as possible.

Clarification of Questions

13. Old iron pipe water services in the water distribution system that may contain lead is a documented public health or safety condition.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Water Supply Development				Submitted by	Water Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached	
Description								

The Charles River Well Field has three wells, allowing it to operate at full capacity. Whenever one of the wells is taken offline for routine maintenance and repairs, the Town has to rely on MWRA water to meet its daily demands. With an additional fourth well, the Town would be able to take a well offline and continue to operate at its full capacity, allowing for more independence during maintenance periods.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Supply Development Design		Fiscal Year	2023	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design	\$464,000	Construction	FF&E		
Useful Life	More than 20 Years	Land		Construction Management	Technology		
Primary Function	Water Resources	Site Preparation		Equipment	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$464,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						No	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

This funding request is for the design/engineering phase. The funding for the construction phase will be requested in FY2024. The design/engineering phase includes DEP and Conservation permitting, exploration and test wells program, and the design of a pitless well with appurtenance. The construction phase is for the installation of a well approximately 100' deep with control, pump, and electrical included.

Changes from Prior Year Submission

This request is being pushed back to FY2023 to give the Town time to determine the implications of the permit withdrawal. Mass DEP had a withdrawal permit for the Town's wells, which gave them jurisdiction to mandate a water restriction, even though the Town gets supplemental water from MWRA. The Town chose to give up its withdrawal permit and remove it from the jurisdiction of Mass DEP. The Town needs to confirm that creating a redundant well will not force the Town to again enter into a withdrawal permit and be subject to the Mass DEP jurisdiction. The increase in cost is due to inflation.

Clarification of Questions

- 3. This project requires permitting from DEP and Conservation.
- 10. The well equipment is intended to be permanently installed at the location of its use.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Water Supply Development Design		Fiscal Year	2024	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$1,350,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$1,350,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

This funding request is for the construction phase of this project. . The design/engineering phase includes DEP and Conservation permitting, exploration and test wells program, and the design of a pitless well with appurtenance. The construction phase is for the installation of a well approximately 100' deep with control, pump, and electrical included.

Changes from Prior Year Submission

The funding request for construction costs is being pushed back. The increase in cost is due to inflation.

Clarification of Questions

3. This project requires permitting from DEP and Conservation.

10. The well equipment is intended to be permanently installed at the location of its use.

Capital Improvement Plan
January 2021

Capital Funding Request							
Title	Fleet Program			Submitted by	Finance Department		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached
Description							

The Town’s centralized fleet funding submission process was established in FY2015. The Town’s fleet program is funded through both the capital plan and the operating budget. A major equipment expense for the Town is the rolling stock. The Town relies upon many types and sizes of vehicles in order to provide services, respond to emergencies, maintain public facilities, and improve the infrastructure in the community. The fleet program consolidates all registered vehicles and special equipment attachments under one submission, but allocation of resources is looked at on a department by department basis rather than as one global replacement schedule. Needs and purposes for equipment differ significantly, and no department can do its work without the equipment. We classify the fleet program in three categories: core fleet (general purpose vehicles), special purpose/high value vehicles, and snow and ice equipment. The program is intended to centrally present and review the Town’s rolling stock operations in order to ensure timely, cost effective, and high quality vehicle purchases, maintenance, fueling, and short-term transportation. However, the Police Department vehicles are not included in this request. Generally, the Police Department vehicles are funded through the operating budget as many vehicles in the department do not meet the threshold to be considered part of the capital program. Various trailers are also not included as part of the capital request, but rather through the operating budget as either the trailer cost falls below the \$25,000 capital definition or has a primary useful life of less than five years. The Needham Public Schools fleet replacement program is funded through the capital process, but the School Department does from time to time acquire additional vehicles outside of the capital process and Town Meeting votes. Much of the Town’s fleet maintenance and management is performed by the Fleet Division of the Public Works Department. Other maintenance work is provided off-site by vendors due to factors such as specialized work, volume, or warranty.

Managing and maintaining a diverse fleet of vehicles – from passenger vehicles to large heavy duty diesel trucks and tractors – involves some of the Town’s most environmentally consequential choices. Considering the number of vehicles purchased and the thousands of gallons of fuel used, the fleet represents one of the Town’s opportunities to meet its goal of environmentally responsible and sustainable operations.

The most obvious and substantial environmental impacts of the fleet for the Town are, of course, tailpipe emissions and fuel use. However, an environmentally superior fleet encompasses several other factors, only some of which are under the control of fleet operations. For example, the Town’s ability to influence vehicle manufacturing is limited, even though the process involves huge amounts of material extraction, use of natural resources and is responsible for significant air and water pollution. The elements that the Town’s fleet operations can control or influence to achieve a cleaner and greener fleet include the following: Fleet size; Fuel use, type, and amount; Fueling procedures - preventing pollution from incidental fuel spills; How vehicles are maintained, e.g. avoiding oil leaks, ensuring proper tire inflation, etc.; Use of maintenance materials, e.g., alternatives to hydraulic fluids, or recycled anti-freeze; Use of recycled oil, and, as appropriate, tires; Use, storage and disposal of hazardous materials used in vehicle maintenance; Vehicle type, e.g., fuel efficiency, size, and availability of alternatives.

The Town’s rolling stock fleet of approximately 250 vehicles, trailers, and large specialized attachments and the School Department fleet of vans and buses. General purpose vehicles include pickup trucks, a variety of police vehicles, school buses, sedans, SUV’s, and vans (98). They comprise approximately 41 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town’s base recurring costs.

Specialized, high value vehicles, and snow and ice equipment comprise of the other 34 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Program FY2022			Fiscal Year	2022	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	\$2,242,628	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		Project Cost	\$2,242,628
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	Not Applicable
Project Description and Considerations							

The request for this fiscal year is for vehicles that have been identified to be replaced based on, condition, functionality, usability, or cost of maintenance. The vehicles identified for replacement in a future fiscal year are based on industry recommended replacement schedules. However, the schedule is adjusted annually based on the actual condition of the vehicles, the serviceability of the vehicles, demands on the equipment, and financial resources. The funding request is submitted by the Finance Department but the appropriations support most every function of Government including the Needham Public Schools.

The submission for FY2022 has been revised from that which was planned for FY2022 in the CIP last year. Based on operability and priority we have pushed out by one year the following vehicles: Unit 3 a 2012 Ford F450 for the Fleet division of DPW; Unit 37 a 2010 International 7500 Vactor for the Sewer division, unit 91 a 2000 Construction Scalp Truck Material Screener for the Recycling and Solid Waste Disposal division, and Unit 350 a 2010 John Deere Tractor for the Parks division. We have also pushed out by two years (FY2024) Units 454 and 456 2014 Ford Fusions for the Building Department. The planned replacement of Unit 400 has been cancelled and the existing vehicle has been disposed. Unit 29, a 2008 International 7400 Sewer Line Jet Cleaner, for the Sewer division has been added to the replacement schedule for FY2022.

Specific Questions:

Question 3: Does this project require any permitting by any Town or State agency? All vehicles which travel the public roadways must be registered through the Massachusetts Department of Motor Vehicles.

Question 5: Is specialized training or annual licensing required that the Town will need to pay in order to use the asset? Yes, some vehicles require a commercial driver's license to operate. Other vehicles have specialized equipment which requires period training and demonstrations on the proper and safe use of the equipment.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Fleet Program FY2022	Fiscal Year	2022	Request Status	Revised
Additional Description and Considerations					

Question 13: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's commercial and vehicle insurance expense could increase. Time and material expense for the Fleet division of DPW could increase with the additional vehicles. Conversely, newer vehicles generally have lower annual and maintenance expenses than older vehicles.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

Unit #	Division	Vehicle Yea	Current Vehicle	New Vehicle Type	Amount
712	DPW Building Maintenance	2011	Ford Econ Van E250	Utility Van Class 2	69,831
756	DPW Building Maintenance	2010	Ford F150	SUV Hybrid	50,814
45	DPW Engineering	2012	FORD E150 VAN	Utility Van	54,973
32	DPW Highway	2012	Ford F350	Work Truck Class 3 Pick Up	61,916
40	DPW Water	2012	Ford F350	Work Truck Class 4 Utility	78,745
C-02	Fire	2016	Chevrolet TAHOE	Public Safety Response Vehicle	62,540
404	Health and Human Services	2012	Ford E350 VAN	Large Passenger Van	90,050
Van 10	School	2015	TOYOTA SIENNA	Passenger Van	51,419
Van09	School	2014	TOYOTA SIENNA	Passenger Van	51,419
Core Fleet					571,707
10	DPW Highway	2010	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	284,119
39	DPW Highway	2012	Ford F550	Work Truck Class 5 Dump	94,210
17	DPW Sewer	2012	Ford F550	Work Truck Class 5 Dump	94,210
19	DPW Sewer	2010	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	284,119
30	DPW Water	2012	Ford F550	Work Truck Class 5 Swap Body	135,452
29	DPW Sewer	2008	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	332,531
25	DPW Water	2012	Ford F450	Work Truck Class 5 Dump	92,437
R-03	Fire	2008	FORD E450 AMBULANCE	Ambulance	353,843
Specialized Equipment					1,670,921
Total Request					2,242,628

The allocation by fund is \$1,225,134 General Fund, \$710,860 Sewer Enterprise, and \$306,634 Water Enterprise.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Program FY2023		Fiscal Year	2023	Request Status	Revised	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	\$1,713,856	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$1,713,856
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	Not Applicable
Project Description and Considerations							

*The funding request is submitted by the Finance Department but the appropriations support most every function of Government including the Needham Public Schools.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

Specific Questions:

Question 3: Does this project require any permitting by any Town or State agency? All vehicles which travel the public roadways must be registered through the Massachusetts Department of Motor Vehicles.

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Question 13: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's commercial and vehicle insurance expense could increase. Time and material expense for the Fleet division of DPW could increase with the additional vehicles. Conversely, newer vehicles generally have lower annual and maintenance expenses than older vehicles.

Capital Improvement Plan
January 2021

Capital Request Detail

Project Title	Fleet Program FY2023	Fiscal Year	2023	Request Status	Revised
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Additional Description and Considerations

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Amount
700	DPW Building Maintenance	2012	Ford Econ Van E250	Utility Van Class 2	45,239
11	DPW Sewer	2013	FORD EXPLORER	SUV Hybrid	38,851
452	Finance Assessing	2013	Ford Taurus	SUV Hybrid	35,758
C-06	Fire	2015	Ford F350	Fire Brush Truck	68,750
Bus 2	School	2017	BLUE BIRD 303 SCHOOL BUS	School Bus	99,785
Core Fleet					288,383
5	DPW RTS	2011	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Packer	230,918
3	DPW Fleet	2012	Ford F450	Work Truck Class 5 Box	75,910
254	DPW Parks	2013	BANDIT BRUSH CHIPPER	Specialty Trailer	68,317
350	DPW Parks	2010	JOHN DEERE TRACTOR LOADER 4720	Tractor	64,971
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK	Material Screener	138,301
37	DPW Sewer	2010	INTERNATIONAL 7500 Series	Heavy Duty Truck Class 8 Vactor	398,030
164	DPW Water	2008	Trailer ATLAS Copco	Specialty Trailer	34,592
Specialized Equipment					1,011,039
108	DPW Highway	2011	TRACKLESS TRACTOR	Sidewalk Plow	184,821
112	DPW Highway	2011	Prinoth	Sidewalk Plow	229,613
Snow and Ice Equipment					414,434
Total					1,713,856

The allocation by fund is \$1,242,383 General Fund, \$436,881 Sewer Enterprise, and \$34,592 Water Enterprise.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Program FY2024			Fiscal Year	2024	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	\$2,571,877	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$2,571,877
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	Not Applicable
Project Description and Considerations							

*The funding request is submitted by the Finance Department but the appropriations support most every function of Government including the Needham Public Schools.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

Specific Questions:

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Question 13: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's commercial and vehicle insurance expense could increase. Time and material expense for the Fleet division of DPW could increase with the additional vehicles. Conversely, newer vehicles generally have lower annual and maintenance expenses than older vehicles.

Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Fleet Program FY2024	Fiscal Year	2024	Request Status	Revised
Additional Description and Considerations					

Unit #	Division	Vehicle Yea	Current Vehicle	New Vehicle Type	Amount
453	Building Inspector	2016	Ford Focus	SUV Hybrid	35,441
454	Building Inspector	2014	Ford Fusion	SUV Hybrid	35,441
455	Building Inspector	2016	Ford Focus	SUV Hybrid	35,441
456	Building Inspector	2014	Ford Fusion	SUV Hybrid	35,441
Bus 1	School	2017	BLUE BIRD 303 SCHOOL BUS	School Bus	103,277
Core Fleet					245,041
713	DPW Building Maintenance	2012	Ford F450	Work Truck Class 5 Dump	78,567
9	DPW Highway	2012	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	268,830
103	DPW Sewer	2012	JOHN DEERE BACKHOE	Backhoe	139,768
L-01	Fire	2004	SUTPHEN QUINT LADDER TRUCK	Fire Ladder Truck	1,839,671
Specialized Equipment					2,326,836
Total					<u>2,571,877</u>

The allocation by fund is \$2,432,109 General Fund, \$139,768 Sewer Enterprise, and nothing from the Water Enterprise.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Program FY2025		Fiscal Year	2025	Request Status	Revised	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	\$2,286,635	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$2,286,635
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		Not Applicable
Project Description and Considerations							

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Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Fleet Program FY2025	Fiscal Year	2025	Request Status	Revised
Additional Description and Considerations					

Unit #	Division	Vehicle Yea	Current Vehicle	New Vehicle Type	Amount
701	DPW Building Maintenance	2014	Ford F250	Work Truck Class 2 Pick Up	44,950
440	Finance ITC	2017	FORD EXPLORER	Electric Vehicle	38,305
C-43	Fire	2017	FORD ESCAPE	Public Safety Response Vehicle	51,234
C-01	Fire	2017	FORD EXPLORER	Public Safety Response Vehicle	62,924
Van 11	School	2018	FORD TRANSIT	Passenger Van	57,009
Van 12	School	2018	FORD TRANSIT	Passenger Van	57,009
Core Fleet					311,431
66	DPW Highway	2015	Ford F550	Work Truck Class 5 Dump	100,793
72	DPW Parks	2015	Ford F550	Work Truck Class 5 Chip Box	92,390
61	DPW RTS	2013	GENIE Forklift	Forklift	90,754
93	DPW RTS	2015	McCloskey Brothers TROMMEL SCREEN 5	Trommel Screener	138,841
160	DPW Water	2013	WACH Utility Trailer-VAC	Specialty Trailer	67,654
E-04	Fire	2005	E-ONE CYCLONE II FIRE TRUCK	Fire Engine	900,004
R-01	Fire	2016	FORD E450 AMBULANCE	Ambulance	392,312
Specialized Equipment					1,782,748
111	DPW Highway	2013	TRACKLESS TRACTOR	Sidewalk Plow	192,456
Snow and Ice Equipment					192,456
Total					<u>2,286,635</u>

The allocation by fund is \$2,218,981 General Fund, nothing from the Sewer Enterprise, and \$67,654 Water Enterprise.

Capital Improvement Plan
January 2021

Capital Request Detail							
Project Title	Fleet Program FY2026			Fiscal Year	2026	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	\$2,362,210	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$2,362,210
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	Not Applicable
Project Description and Considerations							

*The funding request is submitted by the Finance Department but the appropriations support most every function of Government including the Needham Public Schools.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

Specific Questions:

Question 3: Does this project require any permitting by any Town or State agency? All vehicles which travel the public roadways must be registered through the Massachusetts Department of Motor Vehicles.

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Capital Improvement Plan
January 2021

Capital Request Detail					
Project Title	Fleet Program FY2026	Fiscal Year	2026	Request Status	New
Additional Description and Considerations					

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Amount
703	DPW Building Maintenance	2015	Ford Transit Connect Van	Utility Van	31,572
708	DPW Building Maintenance	2016	Ford Transit S7E1	Utility Van	35,828
41	DPW Parks	2016	Ford F250	Work Truck Class 3 Pick Up	46,524
50	DPW Parks	2016	Ford F250	Work Truck Class 3 Pick Up	48,943
21	DPW Water	2016	Ford F250	Work Truck Class 2 Pick Up	43,942
Van 4	School	2019	FORD E150 VAN	Passenger Van	59,004
Van 5	School	2019	FORD E150 VAN	Passenger Van	59,004
Core Fleet					324,817
8	DPW Highway	2014	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	242,381
73	DPW Parks	2016	Ford F550	Work Truck Class 5 Dump	78,424
74	DPW Parks	2016	FORD F550 DRWSUP	Work Truck Class 5 Dump	129,197
75	DPW Parks	2016	Ford F550	Work Truck Class 5 Dump	78,424
42	DPW RTS	2014	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Tractor	256,023
16	DPW Sewer	2014	FREIGHTLINER Box Truck	Work Truck Class 5 Box Truck	243,478
104	DPW RTS	2016	VOLVO FRONT END LOADER I110h	Loader	302,274
156	DPW Water	2011	Baker ROBINSON 10" WATER PUMP Trailer		101,518
R-02	Fire	2017	FORD E450 AMBULANCE	Ambulance	406,043
Specialized Equipment					1,837,762
116	DPW Highway	2014	Prinoth SW4S	Sidewalk Plow	199,631
Snow and Ice Equipment					199,631
Total					<u>2,362,210</u>

The allocation by fund is \$1,973,272 General Fund, \$243,478 Sewer Enterprise, and \$145,460 Water Enterprise.

Capital Improvement Plan
January 2021

Capital Funding Request								
Title	Public Safety Building Project Contingency Adjustment				Submitted by	Fire Department		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$1,700,000	Funding Year	2022	
Description								

Additional costs to the Public Safety project to account primarily for unforeseen COVID related expenses incurred so as to allow work to proceed on the project and soil contamination that was found at FS#2 while excavating for foundations.

Capital Improvement Plan
January 2021

Capital Request Detail								
Project Title	Public Safety Building Project			Fiscal Year	2022	Request Status	Existing	
Project Phase	Construction	Planning/Design	\$0	Construction	\$1,700,000	FF&E	\$0	
Useful Life	More than 30 Years	Land	\$0	Construction Management	\$0	Technology	\$0	
Primary Function	Public Safety	Site Preparation	\$0	Equipment	\$0	Other Expenses	\$0	
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source		Industry References		Project Cost	\$1,700,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No	
					Total New FTE's		No	
Project Description and Considerations								

This capital request is for additional costs to the Public Safety project to account primarily for unforeseen COVID-19 related expenses incurred to enable continuation of work to proceed, keeping the project within established timetables. In addition soil contamination was found at Fire Station 2 while excavating foundations. In order to mitigate this situation and meet current environmental standards and regulations unforeseen costs were incurred. These costs were outside of predictability at the time of budget estimates and were not carried within the contingency line item that was identified for the project at that time.

Below is a breakdown of costs allocated to the original contingency and the affect of extraordinary unanticipated costs. The second chart illustrates additional expenditures as related to the project's contingency.

Capital Improvement Plan
January 2021

Capital Request Detail			
Project Title	Public Safety Building Project	Fiscal Year	2022
		Request Status	Existing
Additional Description and Considerations			

DRAFT Aug 3rd 2020

CONTINGENCY LOG	TOTAL	DESIGN	SCOPE	DIFF CONDITIONS	EXTRA ORDINARY
ORIGINAL CONTINGENCY	\$3,955,000				
Change Orders TO-DATE	\$2,791,147	\$1,244,936	\$1,328,466	\$217,746	
Hillside Restoration & Tariffs	\$214,000	\$164,000		\$50,000	
FS2 Soils & HQ Soil	\$838,886				\$838,886
COVID	\$376,000				\$376,000
Remaining Contingency needed at \$80,000/month x 18 months *	\$1,440,000				
FUNDING REQUEST	(\$1,705,033)				

Change Orders	TOTAL	DESIGN	SCOPE	DIFF CONDITIONS	EXTRA ORDINARY	RECON	Gap
HQ&FS2	\$1,988,529	\$958,630	\$852,755	\$177,145	\$0	\$1,988,529	\$0
Other Scope Changes	\$283,420	\$0	\$283,420	\$0	\$0	\$283,420	\$0
Value Engineering	(\$313,298)	\$0	(\$313,298)	\$0	\$0	(\$313,298)	\$0
Temporary Facilities	\$617,638	\$265,411	\$350,312	\$1,915	\$0	\$617,638	\$0
Communication System	\$214,858	\$20,895	\$155,277	\$38,686	\$0	\$214,858	\$0
FS2 Soils	\$838,886	\$0	\$0	\$0	\$838,886	\$838,886	\$0
COVID	\$376,000	\$0	\$0	\$0	\$376,000	\$376,000	\$0
TOTALS	\$4,006,033	\$1,244,936	\$1,328,466	\$217,746	\$1,214,886	\$4,006,033	\$0

Major Public Facilities

Section 4

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High Rock School	4-06
High School	4-01
Hillside Building (Former Elementary School)	4-19
Jack Cogswell Building	4-25
John Eliot Elementary School	4-09
Memorial Park Field House	4-37
Morse-Bradley House/Ridge Hill	4-30
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Public Services Administration Building	4-26
Recycling & Transfer Station	4-27
Rosemary Recreation Complex	4-35
Salt Shed	4-29
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William F. Pollard Middle School	4-04
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High Rock School	4-06
Broadmeadow Elementary School	4-07
John Eliot Elementary School	4-09
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Newman Elementary School	4-13
Sunita L. Williams Elementary School	4-15
Emery Grover (School Administration Building)	4-16
Daley Building	4-18
Hillside Building (Former Elementary School)	4-19
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Jack Cogswell Building	4-25
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Recycling & Transfer Station	4-27
Salt Shed	4-29
Morse-Bradley House/Ridge Hill	4-30
Public Safety Buildings (Police & Fire)	4-31
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Rosemary Recreation Complex	4-35
Center at the Heights (Senior Center)	4-36
Memorial Park Field House	4-37
Town Parks	4-37

Needham High School

609 Webster Street

Assessed Value: \$48,715,600
 Parcel ID: Map 226 Lot 10
 Lot Size: 14 acres
 Original Construction: 1930; reconstruction in 2008; cafeteria expansion in 2017; classroom wing addition in 2018

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Cafeteria Expansion		2,100,000						2,100,000
Chiller Replacement				125,000				125,000
Classrooms Wing Expansion		150,000	65,000	14,138,000	431,000			14,784,000
Locker Reconfiguration & Addition						50,000		50,000
Program Room Configuration Changes	200,000							200,000
The A Gym Upgrade			130,557					130,557
Total	200,000	2,250,000	195,557	14,263,000	431,000	50,000	-	17,389,557

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system throughout the school
- Repaired multiple HVAC issues
- Replaced the automatic transfer switch at the generator
- Reconfigured and added lockers in the locker rooms
- Upgraded filters to MERV-13s
- Completed multiple mixing valve repairs
- Replaced the variable frequency drive in an RTU
- Made multiple roof top unit repairs
- Repaired RTUs 7, 7a, and 4
- Repaired sections of the roof

Other significant maintenance/repairs in Calendar Year 2019 included:

- Replaced the auditorium seats and the floor
- Upgraded the auditorium to LED lighting
- Cleaned the ducts throughout the building
- Repaired the boiler

- Repaired multiple HVAC
- Replaced the pumps in the HVAC system
- Repaired various roof leaks
- Installed a radio box
- Repaired RTUs #1, #2, #3, and #4
- Repaired the variable frequency drives in multiple RTUs
- Repaired the fire alarm and sprinkler panel
- Repaired the elevator

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced security panel
- Replaced shades in the auditorium
- Repaired multiple pumps
- Upgraded the fire panel
- Removed and replaced the bleachers
- Replaced AC in rooms 303 and 503
- Repaired multiple roof leaks
- Replaced ballasts in media center
- Repaired motors in univents
- Repaired RTUs #2 and #3
- Fixed wiring for RTU #9
- Replaced ceiling tiles
- Fixed air flow issues with RTU #1

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced the variable frequency drive for the rooftop HVAC unit 4
- Repainted the parking lot
- Replaced window parts in rooms 214, 216, and 223
- Replaced the circuit compressors and motor controls in the HVAC units
- Replaced hot bypass and repaired rooftop HVAC unit #9
- Repaired elevator 1 in the main lobby
- Repaired stove in room 805
- Replaced the gas pressure regulator for boiler #4
- Repaired door 1
- Replaced supply fan motor for rooftop HVAC unit #2
- Repaired roof leaks above room 901
- Installed ice makers in new refrigerators in the Science Department room
- Repaired loading dock doors

Other significant maintenance/repairs in Calendar Year 2016 included:

- Converted metal halide lighting in the B gym to LED
- Replaced BMS server and reloaded information onto new server
- Installed a concrete slab in the bus loop by the building's main entrance
- Changed out kitchen grease traps
- Installed a new water bottle station in the café
- Repaired boilers #2 and #4
- Installed, maintained, and removed rental chiller
- Installed a wall and door in room 211
- Repaired boiler #4 insulation
- Installed shelves in work shop
- Repaired shingles on roof of C building
- Repaired uninvents in room 909, 910, and 807
- Repaired roof leak in room 909
- Insulated pipes for roof top HVAC units
- Repaired broken valve system in mixing valve
- Programming support for intranet capability to reprogram RTUs
- Replaced water damaged dry wall

William F Pollard Middle School

200 Harris Avenue

Assessed Value: \$20,989,600
 Parcel ID: Map 35 Lot 1
 Lot Size: 26.57 acres
 Original Construction: 1957; reconstruction in 1992; modular classrooms installed in 2002

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Bathroom Improvements				650,000				650,000
Blue and Green Gym Upgrades				45,000	540,000	155,000		740,000
Locker Replacement			41,157				60,000	101,157
Phased Improvement Feasibility Study					65,000			65,000
Total	-	-	41,157	695,000	605,000	155,000	60,000	1,556,157

Other significant maintenance/repairs in Calendar Year 2020 included:

- Replaced the floor in the Green Gym
- Recommissioned the HVAC system in the school
- Made various HVAC repairs
- Cleaned and repaired all univents
- Repaired window screens throughout the building
- Replaced filters with MERV-13 filters
- Cleaned the ducts throughout the building
- Made multiple exhaust repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Replaced the Blue Gym floor
- Replaced the wall padding, shot clocks, and basketball hoops in both gyms
- Replaced flooring in the nurses' office and various classrooms
- Replaced the compressor in the main office air condition
- Replaced the transformer
- Repaired various sections of the roof
- Repaired air conditioning in the main office

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced flooring in the media center and office spaces
- Renovated three sets of restrooms
- Repaired AC in principal's office
- Repaired stairs to modular
- Painted parts of the exterior of the building
- Repaired various leaks in the roof
- Replaced VFD in HVAC system

Other significant maintenance/repairs in Calendar Year 2017 included:

- Reconstructed one set of restrooms
- Completed the locker replacement throughout the school
- Replaced shades in multiple classrooms
- Repaired the wall in the green gym
- Repaired the wall padding in the gyms
- Repaired the fan for the kitchen hood
- Installed new safety edge in elevator
- Reprogrammed card reader in the media room
- Removed rug and installed vinyl composition tile in the kitchen storeroom
- Repaired roof leak
- Repainted parking lot
- Repaired light covers in media center
- Replaced the seating and flooring in the Pollard Auditorium
- Converted portion of the teachers' lounge into storage area

Other significant maintenance/repairs in Calendar Year 2016 included:

- Reconfigured main office and media center, including installing a new wall, installing a 4 receptacle, installing 3 sprinklers, installing 5 strobes, terminating 28 new data drops, and changing extensions
- Relocated aiphone
- Repaired dry wall throughout building
- Repaired damaged section of sidewalk in the main entrance
- Repaired leaking pipe in kitchen
- Replaced VFD drive and control board in circulation pump
- Painted new walls
- Replaced and installed new blinds
- Replaced display screen and gaskets on boiler #3
- Repaired exterior side panels on modular units
- Repaired boilers #1 and #2 and repainted and repaired wall in kitchen

High Rock School (Sixth Grade Center) 77 Sylvan Road

Assessed Value: \$14,923,700
 Parcel ID: Map 133 Lot 41
 Lot Size: 11.79 acres
 Original Constructions: 1955; reconstruction and addition in 2009

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system throughout the school
- Made multiple HVAC repairs
- Replaced the filters with MERV-13s

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired RTU #2

Other significant maintenance/repairs in Calendar Year 2018 included:

- Performed cleaning of the ductwork in the HVAC system
- Repaired RTU #7
- Repaired circuit board on RTU #3
- Repaired boilers

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced control module
- Repaired Linden Street fence
- Repaired domestic hot water heater
- Repainted parking lot

Other significant maintenance/repairs in Calendar Year 2016 included:

- Terminate and certify data lines
- Install module for boiler #3
- Installed new actuator and software for air conditioning unit
- Installed compressor in air conditioning unit
- Installed a new waterless urinal

Broadmeadow Elementary School

120 Broad Meadow Road

Assessed Value: \$13,193,900
 Parcel ID: Map 13 Lot 3
 Lot Size: 11.2 acres
 Original Construction: 1951; reconstruction and addition in 2002

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Facility Assessment for Sustainable Building Management*						50,000		50,000
Total	-	-	-	-	-	50,000	-	50,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system throughout the school
- Made multiple HVAC repairs
- Replaced the filters with MERV-13s
- Cleaned the ducts throughout the building
- Replaced the radio box update

Other significant maintenance/repairs in Calendar Year 2019 included:

- Recommissioned the HVAC system
- Repaired RTU #1
- Rebalanced the HVAC system
- Repaired various roof leaks
- Repaired the automatic transfer switch on the generator
- Replaced the heat exchanger
- Repaired the irrigation system
- Repaired RTU #5
- Replaced the motor in RTU #2

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced the flooring in multiple hallways and offices
- Upgraded the lighting in the performance center to LED
- Replaced VFD in RTU #4
- Repaired RTU #2
- Replaced the domestic hot water heater
- Repaired a flag pole

- Repaired HVAC communication programming issues

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired rooftop HVAC unit #1 and replaced fan motor
- Cleaned exterior windows
- Replaced burner control module
- Replaced the boiler brain for boiler #2
- Repaired multiple leaks in the roof
- Replaced fan motor for rooftop HVAC unit 2

Other significant maintenance/repairs in Calendar Year 2016 included:

- Upgraded intercom system to comply with ALICE
- Installed Smartboards in various classrooms
- Installed new supplying motor in RTU #1
- Repaired broken window
- Replaced circulator pumps
- Removed damaged light pole

John Eliot Elementary School

135 Wellesley Avenue

Assessed Value: \$11,798,700
 Parcel ID: Map 91 Lot 19
 Lot Size: 7.9 acres
 Original Construction: 1955 (Opened 1956); replaced in 2004

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Facility Assessment for Sustainable Building Management*						50,000		50,000
Technology Room Conversion							179,300	179,300
Total	-	-	-	-	-	50,000	179,300	229,300

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system in the building
- Completed multiple HVAC repairs
- Replaced the filters with MERV-13s
- Replaced the control panel in the fire alarm system
- Completed compressor repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the roof
- Upgraded the teachers' lounge
- Replaced the backflow in the irrigation system
- Repaired the variable frequency drive in RTU #1

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the patio
- Repaired RTU #3
- Removed and replaced grease trap

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced cracked section of boiler 1
- Repaired coolant leaks on rooftop HVAC unit#2
- Repaired the generator
- Repaired leaking coil in the gym
- Replaced domestic hot water heater

Other significant maintenance/repairs in Calendar Year 2016 included:

- Installed an additional aiphone
- Replaced various broken windows
- Repaired lighting in auditorium
- Replaced electronic lighting control panel in mechanical room
- Installed new actuators in RTU #1
- Installed a new supply motor for RTU #3
- Repaired air conditioning system for IT server equipment
- Repaired intercom

William Mitchell Elementary School

187 Brookline Street

Assessed Value: \$8,749,700
 Parcel ID: Map 56 Lot 1
 Lot Size: 17.05 acres
 Original Construction: 1951 (School opened 1951); addition constructed in 1968

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Bathroom Improvements Design						67,000	676,700	743,700
Locker Replacement					70,000			70,000
Modular Kindergarten Classrooms					1,350,000	630,000		1,980,000
Modular Kindergarten Classrooms Feasibility and Design					210,000			210,000
Total	-	-	-	-	1,630,000	697,000	676,700	3,003,700

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system in the building
- Completed multiple HVAC repairs
- Replaced the filters with MERV-13s
- Repaired multiple steam traps throughout the building
- Repaired window screens throughout the building

Other significant maintenance/repairs in Calendar Year 2019 included:

- Upgraded the lighting in the hallways and media center
- Replaced the flooring in the media center
- Painted the ceilings throughout the building
- Replaced air conditioner unit
- Repaired the power supply
- Abated asbestos in the building

Other significant maintenance/repairs in Calendar Year 2018 included:

- Installed a new ceiling fan in the cafeteria
- Performed cleaning of the ductwork in the HVAC system
- Replaced the lockers
- Repaired the door trim

- Repaired multiple roof leaks
- Replaced condensate pumps

Other significant maintenance/repairs in Calendar Year 2017 included:

- Upgrade PA system throughout building and added additional speakers
- Added door access system to the back door
- Replaced egress door 6
- Rebuilt steam traps
- Added additional airphone monitors for the front office
- Painted areas of the building

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired steam valve and replaced temperature sensor in boiler #1
- Installed new shades
- Repaired bathroom stall
- Repaired roof leaks
- Replaced new motor in boiler
- Installed start capacitors on air conditioner
- Repaired broken window

Other significant maintenance/repairs in Calendar Year 2015 included:

- Painted the front, left side, and rear of the school
- Repaired windows in lobby
- Repaired air conditioning unit
- Repaired steam weld
- Conducted asbestos abatement
- Replaced batteries and booster for the fire alarm as well as signal service

Newman Elementary School

1155 Central Avenue

Assessed Value: \$30,882,200
 Parcel ID: Map 216 Lot 21
 Lot Size: 60.7 acres
 Original Constructions: 1961 as a Junior High School; reopened in 1993 as an Elementary School; major systems upgrade in 2012

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Preschool Playground Custom Shade Shelter						69,200		69,200
Gym Floors						275,000		275,000
Total	-	-	-	-	-	344,200	-	344,200

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system in the building
- Completed multiple HVAC repairs
- Replaced the filters with MERV-13s

Other significant maintenance/repairs in Calendar Year 2019 included:

- Replaced the gym floor
- Repaired the risers in the band room
- Repaired electrical issues
- Replaced faucets throughout the building
- Repaired the elevator
- Installed a split system
- Upgraded the building management system
- Repaired multiple windows

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the expansion tank
- Multiple repairs to hot water system
- Repaired wiring issues for RTU #4 and RTU #6
- Repairs to condenser motors

Other significant maintenance/repairs in Calendar Year 2017 included:

- Fixed communication issues with Building Management System

- Repaired concrete steps
- Fixed leak in radiator in the gym
- Replaced leaking circulation pump
- Replaced broken window on second floor
- Repaired media center air conditioner

Other significant maintenance/repairs in Calendar Year 2016 included:

- Disassemble and reconnect boiler stacks
- Repaired door that was not closing properly
- Repaired heat in the gym
- Replaced multiple broken windows
- Repaired breaker in the gym power panel
- Repaired ERU #11 and ERU #6
- Repaired parking lot light pole
- Installed additional bookshelves in room 110
- Replaced floor tiles in hallway as needed

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed programmable time clock
- Fixed lights on the canopy over the entrance to the school
- Replaced lights in gym with LED high bay lights
- Repaired ramp and stairs leading to the courtyard
- Repaired drain system for the two Camus boilers
- Reattached and better secured shelving unit in room 222
- Removed, repaired, and reinstalled pumps
- Repaired Newman control
- Replaced combustion air actuator on domestic PVI hot water heater and replaced amplifier

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Sunita L. Williams Elementary School 585 Central Avenue

Assessed Value: \$30,583,600
Parcel ID: Map 310 Lot 13
Lot Size: 8.574 acres
Original Construction: New school constructed 2019 (Opened in September of 2019).

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Land Acquisition - 609 Central Avenue			762,500					762,500
Land Acquisition - Owens Farm		7,000,000						7,000,000
Outside Play Area			250,000					250,000
New School Building		45,000	57,542,500					57,587,500
Walking Trails				210,000				210,000
Total	-	7,045,000	58,555,000	210,000	-	-	-	65,810,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Not Applicable

Emery Grover (School Administration Building)

1330 Highland Avenue

Assessed Value: \$2,937,000
 Parcel ID: Map 53 Lot 2
 Lot Size: 1.06 acres
 Finished Square Feet: 14,742
 Original Construction: 1898

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
School Administration Building Feasibility Study Update					130,000			130,000
Underground Oil Tank Removal & Replacement		73,000						73,000
Total	-	73,000	-	-	130,000	-	-	203,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Upgraded electrical service
- Repaired fire alarm panel

Other significant maintenance/repairs in Calendar Year 2018 included:

- Finalized monitoring for the removal of the underground storage tank
- Masonry repairs throughout the building
- Repaired concrete stairs
- Painted interior spaces
- Repaired the flag pole
- Multiple roof repairs
- Installed burner booster

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired roof leaks
- Repaired fire alarm panel
- Tested for asbestos
- Remodeled interior of main conference room

Other significant maintenance/repairs in Calendar Year 2016 included:

- Applied surface preparation to back wall in production center
- Replaced charcoal canister in fan system
- Installed a wall to separate payroll office into two sections
- Repaired broken cover to light fixture

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired roof, including numerous leaks in roof
- Abated stair treads and replaced with new treads
- Removed underground storage tank
- Installed new above ground double walled tank
- Moved temporary fuel tanks to the right of present location
- Patched the cement on exterior side stairs
- Conducted asbestos abatement

Daley Building

257 R Webster Street

Assessed Value: \$1,231,300
 Parcel ID: Map 70 Lot 29
 Lot Size: .92 acres
 Original Construction: 1960

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- Installed guards and safety measures to equipment
- Replaced hot water heater

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired cracks in the walls

Other significant maintenance/repairs in Calendar Year 2015 included:

- Completed various roof repairs
- Repaired masonry block walls

Hillside Building (former elementary school) 28 Glen Gary Road

Assessed Value: \$8,795,200
 Parcel ID: Map 102 Lot 1
 Lot Size: 24.6 acres
 Original Construction: 1960; addition constructed in 1968; modular classrooms installed in 1996

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- Repaired leaks in the tunnel
- Replaced the condensate tank

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired HVAC systems

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired HVAC systems
- Rebuilt steam traps

Other significant maintenance/repairs on the Hillside School building in Calendar Year 2017 included:

- Painted the exterior of the building
- Cleared scale blockage in the boilers
- Repaired steam traps
- Installed new airphone system
- Repaired areas of the roof
- Replaced breaker in the panel
- Repaired the uninvent motor
- Fixed communication issues with Building Management System
- Installed HVAC in the kindergarten area

Other significant maintenance/repairs in Calendar Year 2016 included:

- Cleared blockage in boiler
- Repaired and replaced windows

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- Repaired electrical controller for boiler
- Repaired outdoor lighting near playground
- Converted lighting in gym to LED
- Conducted mold testing
- Installed new air conditioning units
- Repaired PA speakers

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed Lexan guards on railings to both the gym and cafeteria to close gaps in stairwell
- Installed a dedicated circuit for the special education classroom
- Installed insulated shades in all classrooms
- Repaired the flooring in the portable's boys' bathroom
- Repaired a steam leak on the boiler system
- Repaired a water main break
- Conducted asbestos abatement
- Installed insulated shades in Rooms 10 and 10A
- Repaired piping and put the systems back together for both boilers and condensate system; tuned and tested fire boilers

Town Hall

1471 Highland Avenue

Assessed Value: \$13,559,700
 Parcel ID: Map 51 Lot 1
 Lot Size: 1.36 acres
 Original Construction: 1902; reconstruction and addition in 2011

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- Renovated the third floor office space

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the air conditioning
- Repaired the fire alarm panel
- Refinished the wood floors

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the chiller
- Repaired the flag pole

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired belt monitoring in elevator
- Replaced granite transaction counter
- Repaired roof leaks
- Repaired door closer
- Repaired AC chiller
- Repaired back flow preventer
- Implemented new security measures for remote access to Building Management system

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired columns
- Repaired handicap accessible ramp
- Replaced the DAU
- Replaced steel hand rail and replaced missing steel grate

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- Install outdoor electrical receptacle in the Needham bank parking lot
- Repaired elevator
- Repaired door
- Repaired broken roll up window in Town Manager's office
- Removed fir flooring in the small office
- Repaired windows

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced door

Department of Public Works/Operations

470 Dedham Avenue

Assessed Value: \$3,282,000 (DPW Building)
 Parcel ID: Map 302 Lot 5
 Lot Size: 17.7 acres
 Original Constructions: 1960; addition in 1966; additional garage bays 2015

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Boiler Replacement Design/Replacement						50,000	460,000	510,000
DPW/Public Services Administration Building Location Feasibility Study*		20,000						20,000
Fuel Island Relocation and Upgrade			131,000	1,320,000				1,451,000
Total	-	20,000	131,000	1,320,000	-	50,000	460,000	1,981,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- Replaced leaking tubes in the boiler

Other significant maintenance/repairs in Calendar Year 2019 included:

- Cleaned out the oil water separator
- Repaired the heating system
- Repaired multiple overhead doors
- Repaired multiple roof leaks

Other significant maintenance/repairs in Calendar Year 2018 included:

- Removed asbestos in garage
- Repaired the boiler
- Repaired the roof and gutters at the Dedham Ave Pump Station

Other significant maintenance/repairs in Calendar Year 2017 included:

- Removed underground storage tank
- Upgraded lighting in the garage area to LED
- Fixed voicemail
- Replaced skid on generators
- Replaced entrance door at Charles River Water Treatment Plant
- Replaced muffler on Hillcrest Water Tower

Other significant maintenance/repairs in Calendar Year 2016 included:

- Removed asbestos in the garage and repaired asbestos containing pipe and insulation
- Replaced rotted pipes in garage
- Reattached exhaust heat pipe
- Install electric baseboard heat and wall thermostat

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed lighting in sidewalk bays
- Repaired boiler
- Replaced stay bolts
- Removed asbestos on insulation from the piping for the 24arnak heater over the generator area in the garage
- Changed the door and frame for door #2
- Reinstalled insulation and exterior metal sheeting on the boiler

Jack Cogswell Building

Central Avenue

Assessed Value: TBD
 Parcel ID: Map 226 Lot xx
 Lot Size: NA
 Original Construction: Schedule to open late 2019

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Equipment Storage Facility				150,000	7,615,000			7,765,000
Total	-	-	-	150,000	7,615,000	-	-	7,765,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Not Applicable

Public Services Administration Building

500 Dedham Avenue

Assessed Value: \$6,312,000
 Parcel ID: Map 302 Lot 3
 Lot Size: 2.67 acres
 Original Constructions: 2009

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
DPW/Public Services Administration Building Location Feasibility Study*		20,000						20,000
Total	-	20,000	-	-	-	-	-	20,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the HVAC in the IT room
- Installed interior signs throughout the building
- Repaired multiple HVAC issues

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired both sets of doors
- Installed FOB access to all office spaces
- Replaced the projector in the Charles River Room
- Performed cleaning of the ductwork in the HVAC system
- Replaced carpet and reconfigured DPW Admin suite

Other significant maintenance/repairs in Calendar Year 2017 included:

- Re-programmed Building Management System

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the front door
- Repaired leaking ceiling tile

Recycling & Transfer Station

1407 Central Avenue

Assessed Value: \$5,956,700
 Parcel ID: Map 308 Lot
 Lot Size: 75.907 acres
 Original Construction: 1988

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Facility Upgrades and Improvements			68,000	290,000	645,000	295,000		1,298,000
Message Board	30,000							30,000
Stormwater Plan			50,000					50,000
Transfer Station Building Tipping Floor Replacement				166,000				166,000
Transfer Station Office Trailer	75,779							75,779
Total	105,779	-	118,000	456,000	645,000	295,000	-	1,619,779

Other significant maintenance/repairs in Calendar Year 2020 included:

- Repaired the overhead doors

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the overhead doors

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the roof of the 3 bay garage
- Installed roof purlins in the 3 bay garage and the tipping floor
- Replaced faulty steel gussets for the tilt floor
- Rehung and secured sprinklers pipe
- Disconnected and removed overhead lights in tipping floor

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- Installed electrical power to new town sign
- Repaired the heat in the employee trailer
- Replaced the compressor in the air conditioner
- Connected plumbing services for the RTS trailer
- Installed LED lights inside transfer station
- Installed new faucets

Other significant maintenance/repairs in Calendar Year 2015 included:

- Removed and replaced 3' of sheetrock and insulation in all office and bathroom areas
- Repaired track on overhead door #2
- Repaired center column

Salt Shed

1407 Central Avenue

Assessed Value: \$5,956,700
 Parcel ID: Map 308 Lot
 Lot Size: 75.907 acres
 Original Construction: 2013 (salt shed)

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the overhead door

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired overhead door

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired overhead door

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Morse-Bradley House/Ridge Hill

461-463 Charles River Street

Assessed Value: \$2,922,700
 Parcel ID: Map 306 Lot 1
 Lot Size: 183.5 acres
 Original Construction: 1907 and 1929

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the fascia, soffit, and gutter
- Removed asbestos in the main house
- Installed electric supplemental heat in the basement of the main house

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired slate roof
- Installed six LED high bay lights
- Replaced all fixtures

Public Safety Buildings 88 Chestnut Street/99 School Street/707 Highland Avenue

Assessed Value: \$4,315,000 (88 Chestnut Street/99 School Street)
 \$1,833,400 (707 Highland Ave)
 Parcel ID: Map 47 Lot 56 (88 Chestnut Street)
 Map 70 Lot 5 (707 Highland Avenue)
 Lot Size: 1.744 acres (88 Chestnut Street/99 School Street)
 1 acre (707 Highland Avenue)
 Original Construction: 1931 (88 Chestnut Street/99 School Street); renovation in 1989
 1906 (707 Highland Avenue)

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Fire Station 2 Feasibility Study		50,000						50,000
Public Safety and Station 2 Building Replacements			90,000	4,000,000	66,245,000			70,335,000
Total	-	50,000	90,000	4,000,000	66,245,000	-	-	70,385,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the overhead doors

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired AC at Fire Station 1
- Installed bay heaters at Fire Station 1

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired air conditioning in Police sever room
- Repaired radiator unit at Fire Station 2

Other significant maintenance/repairs in Calendar Year 2016 included:

- Fire Station 1 & Police Station
 - Installed split AC, including new electrical service
 - Repaired multiple lights
 - Repaired light pole

- Repaired garage door
- Fire Station 2
 - Repaired hanging heaters in apparatus bay
 - Repaired boiler

Other significant maintenance/repairs in Calendar Year 2015 included:

- Fire Station 1 & Police Station
 - Repaired leaks on walls and roof defects
 - Installed 32 arnak and mesh to leave watertight
 - Installed two additional recessed lighting in the police server room
 - Inspected and repaired all masonry joints and flashing around chimney
 - Installed a split unit in the Server Room at the Police Station and completed electrical work
- Fire station 2
 - Replaced batteries, pull stations, and flow and pressure switch for sprinkler system

Needham Public Library

1139 Highland Avenue

Assessed Value: \$13,772,800
 Parcel ID: Map 226 Lot 55
 Lot Size: 1.05
 Original Construction: 1915; reconstruction and addition in 2006

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Repaired the antique clock
- Repaired the chiller
- Completed landscaping around the building
- Installed door openers for the restrooms
- Repaired the library
- Repaired masonry on the exterior of the building

Other significant maintenance/repairs in Calendar Year 2018 included:

- Removed and replaced the boiler
- Repaired the fire alarm panel

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired leaking gland seal on hydraulic ram in the "A" elevator
- Secured all ceiling panels
- Repaired irrigation system
- Replaced hand dryers
- Repaired leaks in roof
- Converted multiple sections of lights to LED
- Repaired PA system
- Repaired fire alarm panel

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the chiller
- Replaced and repaired multiple lights
- Installed new EPDM roof over awning
- Replaced hand dryers
- Calibrate t-stats in the Library
- Fixed coil and condensation leaks
- Installed cooling valve

Other significant maintenance/repairs in Calendar Year 2015 included:

- Improved the library's chiller by installing 3 new contractors for #1 compressor, recharging the system, and pressure testing circuit 2
- Replaced heat valve on ERU 3
- Assisted with installation of new equipment and demo in the Library community room
- Repaired leaks in Library archive room, skylight, conference room, and hallway
- Replaced 8 failed valve bodies
- Rehung fan powered box in children's room
- Cleaned exterior windows
- Repaired elevators by replacing telescopic twin post packing, adding cat oil to heads, resinking, and replacing oil injectors
- Required lighting circuitry and relocated three low voltage switches
- Repaired the air conditioning unit in the archive room
- Demolished four wall hung closets and carriers in first floor women's room and installed rough and finished plumbing for four new Gerberit wall hung concealed tank water closets
- Replaced one of the sewage ejector pumps
- Fixed chiller circuit #2
- Converted exterior lighting to LED lighting
- Replaced CPU panel
- Changed pressure transducer, replaced flow switch, and troubleshot problems on the chiller

Rosemary Recreation Complex

178 Rosemary Street

Assessed Value: \$12,957,000
 Parcel ID: Map 225 Lots 01;02;03;31
 Lot Size: 36.49 acres Includes camp and lake (lake equals 11.8 acres +/- camp equals 19 acres +/-)
 Original Construction: Camp 1942, pool 1960, and buildings 1972; new complex opened August of 2018

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Pool Replacement Feasibility & Design		450,000	550,000					1,000,000
Pool and Office Complex Construction				15,800,000				15,800,000
Total	-	450,000	550,000	15,800,000	-	-	-	16,800,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2018 included:

- Not Applicable

Center at the Heights (Senior Center)

300 Hillside Avenue

Assessed Value: \$10,765,100
 Parcel ID: Map 99 Lot 14
 Lot Size: 1.64 acres
 Original Construction: 2013

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Rekeyed the building

Other significant maintenance/repairs in Calendar Year 2018 included:

- Performed cleaning of the ductwork in the HVAC system
- Repaired soffit
- Replaced granite barrier

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced door opener

Other significant maintenance/repairs in Calendar Year 2016 included:

- Installed new electrical outlet for new refrigerator
- Installed new window shades

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Memorial Park

1154 Highland Avenue

Assessed Value: \$1,985,100
 Parcel ID: Map 226 Lot 30
 Lot Size: 13.08 acres
 Original Construction: 1985; new facility opened September of 2019

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Field House Replacement Project			50,000	375,000	6,250,000			6,675,000
Total	-	-	50,000	375,000	6,250,000	-	-	6,675,000

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Not Applicable

Needham Parks

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- Installed new electrical service to Mills Field building

Other significant maintenance/repairs in Calendar Year 2016 included:

- Installed two new hand dryers at the DeFazio Field bathroom facility
- Replace missing stall doors at the DeFazio Field bathroom facility

Town of Needham
Capital Improvement Plan
January 2021

Seven Year Capital Project Appropriations								
Project	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Artificial Turf Carpet Replacement					55,000	2,500,000		2,555,000
Cricket Building and Field Improvements				35,000				35,000
Cricket Field						480,000		480,000
Memorial Park Drainage Improvements			310,000					310,000
Mills Field Improvements		510,000						510,000
Newman School Fields		1,527,000						1,527,000
Newman School Trail		800,000						800,000
Public Playgrounds						350,000		350,000
Rail Trail Improvements		100,000				15,000		115,000
Reservoir Trail				935,000				935,000
Rosemary Camp and Trail Improvements					50,000	200,000		250,000
Rosemary Lake Sediment Removal Project			118,000		2,400,000			2,518,000
Town Common Historic Redesign and Beautification						117,000		117,000
Claxton Field Lighting							72,500	72,500
Claxton Softball Field Skin							29,000	29,000
Total	35,000	2,937,000	428,000	970,000	2,505,000	3,662,000	101,500	10,638,500

Glossary

Appendices

Section 5

- A. Capital Improvement Policies
- B. Debt Management Policies
- C. Retained Earnings Policy for Water & Sewer Enterprise Funds
- D. Capital Request Guidelines

GLOSSARY

Provided below are some of the commonly used terms in budget and capital planning and fiscal and debt management.

Account - A classification of appropriation by type of expenditure.

Accounting Period – A period of time (e.g., one month, one year) where the Town determines its financial position and results of operations.

Accrual Basis - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Actuarial - A person or methodology that makes determinations of required contributions to achieve future funding levels by addressing risk and time.

ADA - Americans with Disabilities Act

Athletic Facility Improvement Fund - This fund was created at the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for the renovation and reconstruction of the Town's athletic facilities, with particular emphasis on the turf fields installed at the Memorial Park and DeFazio Field.

American Reinvestment and Recovery Act - The American Recovery and Reinvestment Act of 2009, abbreviated ARRA or Federal Stimulus, is an economic stimulus package enacted by Congress in February 2009. The Act includes federal tax cuts, expansion of unemployment benefits and other social welfare provisions, and domestic spending in education, health care, and infrastructure, including the energy sector.

Appropriation – A legal authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.

Assessment – The official valuation of property for purposes of taxation.

Available Funds – Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, and retained earnings.

Balanced Budget – A budget is balanced when planned funds or total revenues equal planned expenditures, that is, total outlays or disbursements, for a fiscal year.

Betterment (Special Assessment) – Whenever part of a community benefits from a public improvement, or betterment (*e.g.*, water, sewer, sidewalks, etc.), special property taxes may be assessed to the property owners of that area to reimburse the governmental entity for all, or part, of the costs it incurred in completing the project. Each property parcel receiving the benefit is assessed a proportionate share of the cost which may be paid in full, or apportioned over a period of up to 20 years.

Bond – A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

Bond Anticipation Note (BAN) – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. Notes are retired from proceeds from the bond issue to which they are related and/or from a cash payment and/or Town appropriation.

Capital Budget - A plan for capital expenditures for projects to be included during the first year of the capital improvement plan.

Capital Exclusion – A *temporary* increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require 2/3 vote of the entire Select Board and a majority vote in a town-wide election. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Capital Facility Stabilization Fund - This fund was created at the 2007 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. For this purpose, capital facility refers to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager, including any Town owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town.

Capital Improvement Fund – This fund was created at the 2004 Annual Town Meeting. The purpose of this Fund is to allow the Town to reserve funds for the acquisition of new equipment and/or the replacement of existing equipment (for which the Town may borrow money for a period of five years or more), and/or for building/facility improvements with a cost of less than \$250,000 (for which the Town may borrow money for a period of five years or more). Only general fund capital that has been recommended in the Capital Improvement Plan (CIP) is eligible for funding in this manner.

Capital Improvement Plan (CIP) – A financial planning and management tool that identifies public facility and equipment requirements and schedules them for funding and implementation.

Capital Project – Major, non-recurring expenditure involving one or more of the following: acquisition of land for a public purpose; construction of or addition to a facility such as a public building, water or sewer lines, play field, etc.; rehabilitation or repair of a building, facility, or equipment, provided the cost is \$25,000 or more and the improvement will have a useful life of

five years or more; purchase of equipment costing \$25,000 or more, with a useful life of five years or more; and any planning, engineering, or design study related to an individual capital project.

Cash Basis - A basis of accounting under which transactions are recognized only when cash changes hands.

Chapter 90 – Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities, through the Transportation Bond Issue, for highway construction, preservation and improvement projects that create or extend the life of capital facilities; routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 reimbursement only for pre-approved projects.

Cherry Sheet - Originally printed on a cherry-colored form, this document reflects all Commonwealth charges, distributions and reimbursements to a city or town as certified by the state Director of the Bureau of Accounts.

Collective Bargaining - The process of negotiations between the Town and bargaining units (unions) regarding the salary and fringe benefits of town employees.

Community Preservation Act (CPA) – Enacted as Massachusetts General Laws Chapter 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge up to 3 percent on real property tax bills and funds from the state generated from registry of deeds fees. The voters of Needham approved a 2 percent surcharge effective July 1, 2005.

Community Preservation Fund - A special revenue fund established pursuant to Massachusetts General Laws Chapter 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Conservation Fund – The Town may appropriate money to a conservation fund. This money may be expended by the Conservation Commission for lawful conservation purposes as described in Massachusetts General Laws Chapter 40 Section 8C. The money may also be expended by the Conservation Commission for damages arising from an eminent domain taking provided that the taking was approved by two-thirds vote of Town Meeting.

Contingent Appropriation – An appropriation that authorizes spending for a particular purpose only if subsequently approved in a voter referendum. Under Massachusetts General Laws Chapter 59 Section 21C (m), towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2½ override or exclusion

question for the same purpose. If initially approved at an annual Town Meeting, voter approval of the contingent appropriation must occur by certain date after the Town Meeting dissolves. The question may be placed before the voters at more than one election, but if not approved by the applicable deadline, the appropriation is null and void.

Debt Exclusion – A *temporary* increase in the Town's levy limit (and possibly the levy ceiling) to exclude the payment of debt from the limits of Proposition 2½. The debt service is added to the levy limit for the life of the debt only. To place a debt exclusion question on the ballot requires a 2/3 vote of the entire Select Board. The debt exclusion question requires a majority vote by voters for passage.

Debt Exclusion Offset – Other funds that are received and are used to reduce the amount of the debt paid by the tax levy.

Debt Limit – The maximum amount of gross or net debt that is legally permitted under State Law.

Debt Policy – Part of an overall capital financing policy that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing. The Town of Needham has debt policies that have been developed in consultation with the Finance Committee and reviewed and approved by the Select Board.

Debt Service – The amount paid annually to cover the cost of both principal and interest on a debt issuance until its retirement.

Debt Service Stabilization Fund - This fund was created at the November 2015 Special Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation to set aside funds to be available if necessary to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected.

Department - A service providing entity of the town government.

Division - A budgeted sub-unit of a department.

Encumbrance – The setting aside of funds to meet known obligations.

Enterprise Fund – A municipal fund established for the operation of a municipal utility, health care, recreational, or transportation facility whereby the operations are fully funded by the fees associated with that enterprise rather than by the tax levy. The "surplus" or retained earnings generated by the operation of the enterprise remain with the fund to offset future capital improvements, extraordinary maintenance expenses, or to reduce future fees and charges of the fund.

Expenditure Account Code - An expenditure classification according to the type of item purchased or service obtained, for

example, regular compensation, energy expense, communications, educational supplies, and vehicle equipment.

Fiscal Year - The twelve-month financial period used by the Town beginning July 1 and ending June 30 of the following calendar year. The Town's fiscal year is numbered according to the year in which it ends.

Fixed Assets - Assets of a long-term character, which are intended to continue to be held or used, such as land, building, and improvements other than buildings, machinery, and equipment.

Formula Grant - Federal funding for which the allocation methodology is strictly determined in federal statute or regulation, and for which a government agency prepares a single application and receives subsequent years' allocation without re-application.

Free Cash - Free cash is the amount of the General Fund unassigned fund balance that may be used as a source to fund appropriations. The Massachusetts Department of Revenue certifies the amount of "free cash" resulting from closing the financial books as of June 30, the end of the fiscal year. Free cash may only be used as an appropriation source after the certification process by the Department of Revenue is complete. For example, the July 1, 2019 certified amount may be used to fund supplemental appropriations voted during fiscal year 2020 or applied as a revenue source to support the fiscal 2021 appropriations that may be voted in the spring of 2020.

Fringe Benefits - Employee-related costs other than salary, e.g., insurance and retirement costs.

Full Faith and Credit - A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

Full-time Equivalent Position (FTE) - A concept used to group together part-time positions into full-time units.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources with all related liabilities, obligations, reserves, and equities that are segregated for specific activities or objectives. Among the fund types used by the Town are General, Special Revenue, Capital Projects, Trust, and Enterprise.

FY - Fiscal Year

GASB - This refers to the Governmental Accounting Standards Board which is currently the source of generally accepted accounting principles (GAAP) used by state and local governments in the United States. It is a private, non-governmental organization. The GASB has issued Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP for state and local governments since 1984.

GASB 34 - The Governmental Accounting Standards Board's Statement Number 34 requires government entities to report infrastructure assets in their statement of net assets. The Town of Needham has implemented statement number 34, Basic

Financial Statements and Management's Discussion and Analysis for State and Local Governments, financial reporting model. This standard changed the entire reporting process for local governments, requiring entity-wide financial statements, in addition to the current fund statements and other additional reports such as Management Discussion and Analysis.

GASB 45 – The Governmental Accounting Standards Board's Statement Number 45 requires government employers to measure and report the liabilities associated with other (than pension) postemployment benefits (or OPEB). The Town of Needham has implemented statement number 45. GASB 45 requires that the Town accrue the cost of the retiree health insurance and other post employment benefits during the period of employees' active employment, while the benefits are being earned, and disclose the unfunded actuarial accrued liability in order to accurately account for the total future cost of post employment benefits and the financial impact on the Town. This funding methodology mirrors the funding approach used for pension/retirement benefits. The Town has established Fund and annually appropriates the required contribution based on updated reports. The Fund will allow the Town to capture long-term investment returns and make progress towards reducing the unfunded liability.

Generally Accepted Accounting Principles (GAAP) - The basic principles of accounting and reporting applicable to state and local governments, including the use of the modified accrual or accrual basis of accounting, as appropriate, for measuring financial position and operating results. These principles must be observed to provide a basis of comparison for governmental units.

General Fund - The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

General Obligation Bonds – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

Infrastructure – The underlying foundation or basic framework of an organization or system, e.g., roads, bridges, buildings, land, and natural resources.

Lease-Purchase Agreements – Contractual agreements which are termed "leases," but which in substance amount to purchase contracts in which the financing is provided by an outside party.

Levy Limit – Property tax levy limits that constrain the total amount of revenue that can be raised from the property tax. In Massachusetts, the levy limit is governed by Proposition 2½.

Mandate – A requirement from a higher level of government that a lower level government perform a task in a particular way or in conformance with a particular standard.

Massachusetts Water Pollution Abatement Trust (MWPAT) - The Massachusetts Water Pollution Abatement Trust in partnership with the Massachusetts Department of Environmental (MassDEP) provides low interest loans to municipalities and other governmental entities to finance water quality improvement and public health-related projects.

Massachusetts Water Resources Authority (MWRA) - The Massachusetts Water Resources Authority is a Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people in 61 metropolitan Boston communities. The Town of Needham disposes all wastewater through the MWRA system and purchases drinking water as needed from the MWRA during the year.

Modified Accrual Basis - The accrual basis of accounting adapted to the governmental fund type, wherein only current assets and current liabilities are generally reported on fund balance sheets and the fund operating statements present financial flow information. Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for a few specific exceptions. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

Note Payable - In general, an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the person designated therein.

Official Statement - The municipal equivalent of a bond prospectus.

Operating Budget - A budget making appropriations for the ordinary maintenance or administration of activities for the fiscal year.

Operating Equipment - Equipment that has a life expectancy of more than one year and a value of less than \$25,000 dollars. Equipment with a useful life of five or more years and a value greater than \$25,000 dollars is capital equipment.

Overlay Surplus - Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is "closed" out to fund balance, in other words, it becomes a part of Free Cash.

Override - A permanent increase of the Town's levy limit (but not the levy ceiling) when a majority of voters in an election approve such an override. The override amount becomes part of the levy base when setting the next year's levy limit. To place an Override question on the ballot, requires a majority vote of the Select Board.

Pay-As-You-Go - A term used to describe the financial policy of a government which finances all of its capital outlay from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

Pay-As-You-Use - A term used to describe the financial policy of a government which finances its capital outlays from borrowing proceeds and pays for capital assets over their useful life.

Performance Measure - An indicator of progress toward a goal or strategy. Measures can be defined for identifying output,

work or service quality, efficiency, effectiveness, and productivity.

Proposition 2½ - That measure which limits municipal property taxes to 2½ percent of the community's full and fair cash value (levy ceiling), and which limits the amount of revenue a municipality can raise through property taxes (levy limit) to 2½ percent each year, plus a factor for new growth. A municipality may exceed its levy limit in two ways: override or debt exclusion.

Provisional Capital – A capital request that is submitted by a department to identify a future need or obligation, but the department is not in the position to provide the necessary details so that the request can be evaluated.

Reserve Fund - An amount set aside annually by a vote of Town Meeting to provide a funding source for extraordinary or unforeseen expenditures. Only the Finance Committee can authorize transfers from the reserve fund. Any balance remaining in the reserve fund at the end of the fiscal year is "closed" out to fund balance and ceases to be available.

Special Revenue Fund - Used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or sources for major capital projects) that are legally restricted to expenditures for specific purposes. A special revenue fund is accounted for in the same manner as a General Fund.

Stabilization Fund – Massachusetts General Laws Chapter 40, Section 5B allows municipalities and districts to create one or more stabilization funds, which are special reserves into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Creation of a fund requires a two-thirds vote of Town Meeting. The Treasurer shall be custodian of the fund(s) and may invest the proceeds legally; any interest earned shall remain with the fund.

Technology Infrastructure - The hardware and software that support information requirements, including computer workstations and associated software, network and communications equipment, and system-wide devices.

Town Meeting - Town Meeting is both an event and a governmental body. As an event, it is a gathering of a Town's representative Town Meeting Members (TMM), and is referred to as "the Town Meeting." As a governmental body, it is the legislative body for the Town of Needham, and is referred to simply as "Town Meeting."

Trust Funds - Funds held by the Town in a fiduciary role, to be expended for the purposes specified by the donor.

Uniform Procurement Act – Enacted in 1990, Massachusetts General Laws Chapter 30B establishes uniform procedures for local government to use when contracting for supplies, equipment, services and real estate. The act is implemented through the Office of the Inspector General.

Warrant - The warrant lists a Town Meeting's time, place, and agenda. A warrant is also known as a warning. A Town Meeting's action is not valid unless the subject was listed on the warrant.

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Improvement Fund (CIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter referred to as the Capital Improvement Fund or CIF (Article 58/2004 ATM). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital.
2. Appropriations from the CIF are restricted to the following items for which the Town may borrow for a period of five years or more: the acquisition of new equipment; the replacement of existing equipment; and building and facility improvements which cost less than \$250,000.
3. Only General Fund capital items that have been identified in the CIP for a period of three (3) years or more, and that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. The CIF may be used to pay for recurring equipment replacement needs that have been identified in the CIP and funded in at least three (3) of the five (5) immediately preceding fiscal years.
5. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Capital Facility Fund (Article 10/2007 ATM). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.
2. For the purpose of the Fund, the term "capital facility" shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities.
2. For the purpose of the fund, the term "athletic facility" shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults and public school teams.

E. Debt Service Stabilization Fund

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Debt Service Stabilization Fund to allow the Town, from time to time, by appropriation, to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 20, 2016.

DEBT MANAGEMENT POLICIES

1. Proceeds from long-term debt will not be used for current, ongoing operations.
2. The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.
3. The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.
4. The Town will limit annual increases in debt service to a level that will not materially jeopardize the Town's credit rating.
5. For those previously authorized bonded projects with residual balances, the Town Manager shall propose the reallocation of these balances for other capital projects in conformance with Massachusetts General Laws Chapter 44, Section 20.
6. For those previously authorized projects funded with available revenue (tax levy or reserves), that have residual balances in excess of \$5,000, the Town Manager shall propose the reallocation of these balances for other future capital projects in conformance with Massachusetts General Laws Chapter 44, Section 33B. This practice will avoid abnormally inflating general fund surplus with one-time receipts.
7. For those previously authorized projects funded with available revenue (tax levy or reserves), with residual balances of less than \$5,000, the Assistant Town Manager/Finance Director may authorize the Town Accountant to close these balances to the appropriate fund surplus.
8. The Town will attempt to limit bond sales in any calendar year to \$10,000,000 in order to maintain bank qualifications and thereby receive lower interest rates on bonded debt.
9. Long-term borrowing will be confined to capital improvements too expensive to be financed from current revenues. In general, the Town will attempt to finance purchases costing less than \$100,000 with operating revenues.
10. Bonds will be paid back within a period not to exceed the expected useful life of the capital project.
11. To the extent practicable, user fees will be set to cover the capital costs of enterprise type services or activities - whether purchased on a pay-as-you-go basis or through debt financing - to avoid imposing a burden on the property tax levy.
12. Ongoing communications with bond rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.

Approved May 1991; Revised December 1998, April 7, 2009

RETAINED EARNINGS POLICY FOR WATER AND SEWER ENTERPRISE FUNDS

It shall be the policy of the Select Board to maintain a level of unreserved retained earnings sufficient to address the financing of: working capital; revenue shortfalls; unanticipated increases in MWRA wastewater assessments; and unanticipated and emergency expenditures.

Unreserved retained earnings are cumulative surplus funds, as certified by the Massachusetts Department of Revenue, that are available for appropriation by Town Meeting to support any capital expense of the enterprise or to reduce user charges.

The rationale for, and the calculation of, unreserved retained earnings to be maintained by the Town are described below and are referred to as the "Liquidity Method" and the "Credit Quality Method." Retained earnings targets shall be calculated using both methods, and shall be set using the method which represents the higher number in any given year. Under the Liquidity Method, the total amount of retained earnings to be maintained shall be equal to 80 percent of the sum of the following individual calculations. The factor of 80 percent is based on the assumption that the likelihood of all factors occurring in one fiscal year is small; therefore there is no need to maintain one hundred percent of the calculated level of retained earnings. Under the Credit Quality Method, the total amount of retained earnings should not be less than fifteen percent of the operating revenue of the most recent audited fiscal year.

Liquidity Method

Working Capital: For those periods where monthly expenses exceed available cash, the water and sewer enterprises must have access to working capital to finance operations. In the absence of retained earnings, operations would require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the water or sewer operations, retained earnings shall be maintained at a level to provide sufficient working capital to finance the operations of these enterprise funds. The amount retained for this purpose shall be equal to the average of the largest monthly operating deficit of the prior three years.

Consumption Contingency: Annual water and sewer revenue is a function of the amount of water purchased by customers. If, in any year, purchases are less than projected, a revenue shortfall will occur. Retained earnings shall be maintained at a level sufficient to offset any loss in revenue due to unanticipated decreases in purchases. That level shall be equal to the difference of the consumption used for rate making purposes versus the lowest level of consumption for the prior six fiscal years, multiplied by the current sewer rates and water rates shown as Step 3 of the Town's step rate structure. Step 3 is selected as it generally represents the point at which discretionary purchases of water begin. The scenario envisioned here is a wet year in which customers will not need to make discretionary purchases of water.

MWRA Assessment Mitigation: The Town's MWRA wastewater assessment is levied on a fiscal year basis, yet it is a function of the volume of effluent discharged into the MWRA system in the prior calendar year. The Town's wastewater system is subject to high levels of infiltration and inflow (I/I) given its age. Infiltration and inflow can substantially increase the volume of effluent

discharged into the MWRA system. Following a year in which high levels of I/I occur, the Town's MWRA assessment will increase at a rate that substantially exceeds the average increase for all MWRA members. An increase of this magnitude can adversely affect rates charged to Town customers. Consequently, retained earnings shall be maintained at a level sufficient to mitigate rate increases needed to fund large increases in the Town's assessment. That level shall be equal to the largest annual amount - for the prior six year period - by which the average rate of increase in assessments for all MWRA members exceeds the rate of increase in the Town's assessment, multiplied by the most current MWRA assessment.

Unanticipated Budgetary Fluctuation: Retained earnings shall be maintained at a level sufficient to fund unanticipated or emergency capital or operating expenditures. It shall be a goal to maintain an amount equal to 6% of the annual sewer operating budget and 10% of the annual water-operating budget.

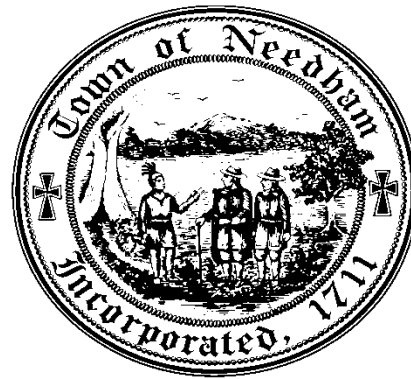
Restoration of Depleted Retained Earnings: If, in any year, retained earnings fall below the targets established by this policy, it shall be the policy of the Select Board to set future rates to restore retained earnings to the target level over the following three year period.

Adopted by the Needham Select Board on April 20, 1999; revised June 6, 2003, revised January 12, 2010.

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TOWN OF NEEDHAM

**Fiscal Year 2022 - 2026
Capital Request Guidelines**



September 1, 2020

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KEY DATES FOR THE FY2022 BUDGET PROCESS

Date	Activity
August 10, 2020	Vehicle Request Forms and Instructions Released
August 21, 2020	Vehicle Request Forms Submission Due by 12:00 P.M.
August 21, 2020	Deadline to Notify Building Maintenance and Information Technology Center of a Related Capital or Operating Request
September 1, 2020	Capital Improvement Budget Guidelines Released
September 2, 2020	Capital Submission Overview Session, 3:00 P.M. to 5:00 P.M. (ZOOM)
September 8, 2020	Select Board Closes Special Town Meeting Warrant
September 8, 2020	Town Manager Budget Consultation with the Select Board
September 9, 2020	Town Manager Budget Consultation with the Finance Committee
September 22, 2020	Town Manager Budget Consultation with the Select Board
October 4, 2020	Special Town Meeting (rain date October 11, 2020)
October 6, 2020	FY2022 Operating Budget Guidelines Released
October 7, 2020	FY2022 Operating Budget Submission Overview Session I 10:00 A.M. to 12:00 P.M.; Session II 2:00 P.M. to 4:00 P.M. (ZOOM)
October 22, 2020	Final Capital Requests Due Thursday by 12:00 P.M.
October 22, 2020	Schedule of Fees and Charges Due Thursday by 4:00 P.M.
October 26, 2020	Department Spending Requests Due Monday by 4:00 P.M.
November 2, 2020	Town Manager Budget and Capital Meetings with Departments Begin
November 10, 2020	Town Manager Budget Consultation with Select Board
December 9, 2020	Department Spending Requests are due to Finance Committee from the Town Manager and School Superintendent
December 22, 2020	Select Board votes CIP Recommendation
January 5, 2021	Town Manager Budget Consultation with the School Committee
January 12, 2021	FY2022 – FY2026 Capital Improvement Plan Release
January 29, 2021	Town Manager's Balanced Budget Due to the Finance Committee
February 1, 2021	Warrant Articles for 2021 Annual Town Meeting Due to the Select Board
February 22, 2021	Finance Committee FY2022 Draft Budget Due to the Town Manager
March 15, 2021	Finance Committee Budget Recommendations are Due for Inclusion in the Annual Town Meeting Warrant
April 13, 2021	Town Election
May 3, 2021	Annual Town Meeting
July 1, 2021	Start of Fiscal Year 2022

CAPITAL IMPROVEMENT PLAN INTRODUCTION

Under section 2.2.2 of the Town's General By-laws the Town Manager is required to prepare and present an updated Capital Improvement Plan. The text of the relevant By-law is as follows:

2.2.2.1 All boards, departments, committees, commissions and officers of the town shall annually, at the request of the Town Manager, submit to him or her in writing a detailed estimate of the capital expenditures required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the four year period following thereafter. The Town Manager, after consultation with the Board of Selectmen, shall submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The Selectmen shall transmit a copy of the capital budget to the Finance Committee along with the Board of Selectmen's recommendations relative thereto. The Selectmen shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January.

2.2.2.2 A capital expenditure is defined as the acquisition, construction, renovation, betterment or improvement involving land, public buildings and facilities; water and sewer system laterals, mains, and appurtenances; and equipment or vehicles; provided the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expenditures.

2.2.2.3 The Capital Improvement Plan shall include: (a) a list of all capital improvements proposed to be undertaken during the next five years, together with supporting data; (b) cost estimates, methods of financing, and recommended time schedule; and (c) the estimated annual cost of operating and maintaining any facility to be constructed or acquired. The first year of the Capital Improvements Program shall constitute the proposed capital improvements budget for the coming fiscal year and the ensuing four years of the plan are included for planning purposes.

All questions regarding the instructions, Capital Improvement Plan request forms, or project financing should be directed to the Assistant Town Manager/Director of Finance.

AN OVERVIEW TO THE CAPITAL FUNDING REQUESTS

Please do not change any **margin settings** or the **font styles or sizes** [the primary font is CALIBRI 9]. They have been predetermined so that the Capital Improvement Plan will have a uniform look throughout and can be more easily bound so that text will not be hidden. If you need or want to bring attention to a particular word, phrase, or sentence you may **bold** or underline as appropriate. You may also use **highlighting** or *italics*, but please be aware that they don't photocopy as well. Remember to use whole dollar amounts and to have "\$" precede any dollar figure so it is not confused with a numerical entry.

Capital Funding Requests

The Capital Funding Requests are to be used at the department level. Departments may, but are not required to, prepare forms on a divisional level as well.

CIP-CFR: Capital Funding Request – this form is to be used for all capital requests. The form is used to provide an overview of the project and the intended purpose. Projects that are multifaceted, funded over a number of years, or relate to a complex building project will also require the completion of one or more CIP-CRD (Capital Request Detail) forms. One-time standalone requests for the purchase of a capital asset may be submitted by filing only this form. If the purchase includes unrelated items or multiple funding years, the CIP-CRD forms will also be required. M.G.L. Chapter 30B procurement law usually, but not always, governs these purchases.

This form may be used to request a study or long-range plan to look into an identified problem that may require a capital outlay, the feasibility of doing a project, or updating an existing or developing a new long-range plan for major systems or facility improvements. Such a request may seek funding in order to secure an independent study of a capital need and review alternatives or develop cost estimates and scenarios that then could be used as a resource to submit a capital request in the future. This approach should provide more solid data and reference materials in order to allow stakeholders to have meaningful dialogue on a proposal.

Any capital equipment replacement request should be accompanied with a completed **Designation of Surplus** form for each capital equipment item that the department is seeking funding for FY2022. The forms and instructions can be found on the common drive in the **Finance Policies and Procedures** folder. Any questions about how to complete the form may be directed to the Assistant Town Manager/Director of Finance.

Finally, this form would be used to identify other projects that the requester does not want to submit for an official review for funding or is unable to provide the required information in order to submit a formal capital request. Projects will be considered as submitted but will not be reflected in any of the five-year funding request recommendation schedules. However, only projects that would involve the construction or reconstruction of a public building or infrastructure, purchase of land or buildings, or participation in a regional capital outlay would be considered a future project request.

CIP-CRD: Capital Request Detail – this form is to be used to provide specific details of a capital request that is complex, phased, and/or seeks funding over multiple fiscal years. Submission of this form also requires the completion and submission of the Capital Funding Request (CIP-CFR) form. The form is to put forward all requests for purchase of equipment, furniture, machinery, technology, or other items that satisfy the capital expenditure definition and seeks funding for two or more fiscal years. M.G.L. Chapter 30B procurement law usually, but not always, governs these purchases.

The Capital Request Detail (CIP-CRD) form must be completed and submitted with the Capital Funding Request (CIP-CFR) form to request improvements to buildings and other public facilities, or projects that are upgrading a specific feature or operational system of a building (e.g., roof replacement, bathroom upgrade, boiler replacement, floor replacement, window or door replacements, etc.). These types of projects will fall under the public building construction (Chapter 149) and likely the designer selection (Chapter 7) procurement statutes. Any individual project request that repairs, replaces in-kind, or upgrades obsolete elements to current standards involving multiple aspects to allow a fixed asset to continue to be used for its intended purposes and has a total cost of less than \$500,000 should use this form.

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The Capital Request Detail (CIP-CRD) form is also required for a capital request that is extraordinary in scope, size, and/or cost greater than \$500,000. This primarily involves the purchase, design, and/or construction of a new public building, facility, or expansion of infrastructure, or a substantial change to an existing building or facility. Any major repair project that could be viewed as facility renovation that modifies multiple elements of a fixed asset to accommodate new, expanded, or relocated occupancies as required to support goals of the Town should be requested using this form.

The form will also be used for regular ongoing infrastructure improvement programs for existing systems and networks (e.g., roads, sidewalks, bridges and culverts, water and sewer lines, and system operation refreshing such as filters in treatment plants). These projects usually will be governed by public works (Chapter 30) procurement laws.

CIP-VR: Vehicle Request –This form is to be completed and submitted to the Finance Department for any vehicle that the Department seeks to have replaced in FY2022. You must identify any change to the current preliminary replacement schedule for vehicles between FY2022 and FY2026. The Town submits the vehicle rolling stock capital as a single request. The Finance Department and subsequently the Town Manager will rely upon the Department to provide detailed information regarding the current use and condition of the vehicle to be replaced, and what purpose and function the vehicle plays in the running of the Department’s operations. The form contains specific information about the vehicle that is under the control of the department. Some information should not change (e.g., vehicle identification number), other information will change (e.g., mileage/hours of operations), and other information may have changed (e.g., unit number). This form is used to update the master list which is maintained to track where equipment is stored and the insurance coverage. **The forms were due back to the Finance Department via TEAMS on Friday, August 21, 2020.**

Capital Funding Request
CIP-CFR Form
This is an Excel Form
Instructions

The purpose of this form is for the requestor to provide an overview of the capital project. This form is to provide the required information for the CIP Review Team to determine the purpose, need, and costs associated with the capital purchase or improvement and to address the merit, scope, cost, and ongoing operational expenses that may be connected to the project. The form may be used as a standalone one-page submission for a straightforward onetime capital equipment purchase.

General Information

- Title:** Provide a short descriptive title indicating the nature of the request, e.g., Mitchell School Classroom Furniture, Claxton Building Roof Replacement, Pollard School Door Replacement, Water Tank Restoration, or Central Avenue Sewer Lateral Replacement.
- Submitted By:** Indicate the name of the department preparing and submitting the request from the drop down list. If the request comes from more than one department, select the department that will take the lead for the project.
- Request Type:** Indicate the type of funding request from the drop down list.
 - Annual Funding Request:** Select this option if the request is an annual (recurring) capital funding request. This type of request will require completion of the Capital Request Detail (CIP-CRD) form for each fiscal year. Examples of an annual capital funding requests are energy efficiency upgrades, fleet program, and school technology replacement.
 - Informational Only:** Select this option to identify a project that the requester does not want to submit for an official review for funding or is unable to provide the required documentation in order to submit a complete capital request. The project request will be considered as submitted but will not be reflected in any of the five-year funding recommendations. Only projects that involve the construction or reconstruction of a public building or infrastructure, the purchase of land or buildings, or participation in a regional capital outlay would be considered as a future project request. You must indicate the fiscal year (see item #6) that the Department will formally present the capital request.
 - Multiyear Funding Request:** Select this option if the capital request may require more than one appropriation but will not be a recurring funding request. This type of request will require completion of the Capital Request Detail (CIP-CRD) form for each funding phase. An example of a multiyear funding request is a new building construction project, which may have a design and then a construction funding phase.
 - Standalone Funding Request:** Select this option if the capital request is a standalone request which seeks the entire appropriation at one time. This may be for the purchase of equipment, extraordinary repairs to a facility, or a site specific improvement. A one-time funding request which is not excessively complex and will require less than 12 months to complete may be submitted with only this form. Projects that may take more than 12 months to complete, relate to extraordinary repairs or improvements to a municipal or school building or infrastructure, or are of a substantial expense will require completion of the Capital Request Detail (CIP-CRD) form as well. A feasibility study may be considered a standalone, even if it results in a future funding request for design and construction. However, if design and construction cost estimates are available, then the CIP-CRD forms for each phase of the project must be submitted as well.
- Capital Type:** Indicate the asset classification type which the project primarily relates from the drop down list.
 - Building:** Building is defined as a permanent enclosed structure occupied by a Town or School department or planned to be used by a Town or School department, e.g., administrative offices, community service center, or a school. This classification also includes something designed, built, installed, etc., to serve a specific function affording a convenience or service: seasonal buildings (e.g., park bathrooms, concession stand).
 - Equipment:** Equipment is defined as a single item or single purchase with a total cost of \$25,000 or more, is freestanding and has a use life of five (5) or more years. This is tangible property (other than buildings, facilities, infrastructure, and land) which is used in the operation of Town/School activities.

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Examples of equipment include devices, machines, and tools. It also includes furniture, fixtures, or other equipment that are not permanently connected to the structure of a building, facility, or the utilities (desks, chairs, equipment, tables, bookcases, and movable partitions). Also, equipment for streets and other public areas, such as signs, benches, or litter bins. This category also encompasses large pieces of equipment designed for construction and earthwork, for aggregation and recycling, asphalt and concrete, for forestry and wood processing, or for snow and infrastructure maintenance.

Infrastructure: Road, bridge, and sidewalks, drainage systems, sewer laterals or systems, or water supply distribution systems.

Land: Purchase or improvements to land, e.g., baseball field, football field, playgrounds, and recreation trails.

5. **Funding Request:** Enter the total amount requested for this project. If the project is a recurring, multiyear, or multiphase project, enter “See Attached” and provide the cost information on the individual Capital Request Detail (CIP-CRD) forms.
6. **Funding Year:** Indicate the fiscal year for which funding is being requested from the drop down list. If funding will be requested over more than one fiscal year, select “See Attached” and breakout the information on the CIP-CRD forms.
7. **Description:** Provide an overview of the project being requested, its location, what type of work will be done; or if the request is for equipment explain the purpose and use of the item(s). Routine acquisitions may be briefer than a request to increase or introduce new equipment or a project that is new, unexpected, or extraordinary. Indicate whether the purpose of the project is to maintain, replace, enhance, or expand Town facilities or infrastructure. Describe the need and justification of the requested project, including the timeline. Explain how the project or purchase will benefit the Town. Explain whether other departments will be enlisted to complete the project. Requests which do not require a Capital Request Detail (CIP-CRD) form should break out the cost components of the project the standard subcategories of design, project management, construction, site improvements, equipment, fixtures, furniture, and owners’ costs. Indicate who prepared the cost estimate. If a CIP-CRD form is not completed for the request, explain how the project cost estimate was determined. Provide an estimate on the operating expenses associated with implementing project as well as ongoing cost in the use of the asset. Explain whether the project will reduce operating expenses, where and how. When applicable, compare the cost estimate of the project with the actual cost of similar projects which have been completed in the past five (5) years. If the project cost is from another community, explain how you obtained the cost information and how it may be viewed independently. Explain what may be the impact of not doing the project, what is the possibility of cost escalation over time. If there is special funding available for the project (i.e., grant, state funding, donation,) please explain how the funds will be obtained and who will secure the funds. Additional information may be provided by inserting a link to documents and information which are available online. You must explain what the link will show.

This information is expected to provide the narrative that is provided to Town Meeting in the warrant. Write for the layperson who may not be familiar with the history, purpose, or terminology. Do not use uncommon abbreviations or acronyms in your narrative without an explanation of its meaning.

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Capital Funding Request							
Title	(Refer to Instruction #1)			Submitted by	(Refer to #2)		
Request Type	(Refer to #3)	Capital Type	(Refer to #4)	Funding Request	(Refer to #5)	Funding Year	(Refer to #6)
Description							
(Refer to #7)							

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Capital Request Detail
CIP-CRD Form
This is an Excel Form
Instructions

The purpose of this form is to provide more detailed information for a multiyear or complex capital project for the CIP Review Team to determine the purpose, need, and costs associated with the capital purchase or improvement and to address the merit, scope, cost, and ongoing operational expenses that may be connected to the project.

General Information

1. **Project Title:** Provide a short descriptive title indicating the nature of the request. The title must include the master title given on the Capital Funding request (CIP-CFR) form. You may include an additional descriptor, e.g., Central Avenue Sewer Lateral Replacement Phase I and then Central Avenue Sewer Lateral Replacement Phase II on the next Capital Request Detail (CIP-CRD) form.
2. **Fiscal Year:** Indicate the fiscal year for which funding is being requested from the drop down list
3. **Request Status:** Indicate the status for this request from the drop down list.
 - New:** Select this option for a capital project that **did not** appear in the prior CIP. In most instances, this would be a capital request for the fifth year of the CIP (2026) as requests for the first four years (2022 – 2025) should have been previously disclosed in the prior CIP.
 - Revised:** Select this option for a capital project that was in the FY2021 - FY2025 CIP but requires changes and/or edits to the details, funding level, timing, etc.
 - Resubmitted:** Select this option for a capital project that was previously submitted, but not approved for funding or was not part of the preliminary trier one recommendations in the prior CIP (FY2021 – FY2025).
 - Existing:** Select this option for a capital project that appeared in the prior CIP (FY2021 – FY2025) and the information has NOT changed.
4. **Project Phase:** Indicate the type of funding request from the drop down list.
 - Acquisition:** Select this option if the primary use of funds is to purchase an asset, i.e., land, building, equipment, technology, etc.
 - Construction:** Select this option if the primary use of funds will be for construction or reconstruction of buildings, additions to such buildings, remodeling, reconstructing or making extraordinary repairs to public buildings, for landscaping, paving and other site improvements of public property; for the construction or reconstruction of bridges, drainage systems, roads, sidewalks, and other public ways; for the construction or extraordinary repairs of sewers, sewerage systems and sewage treatment and disposal facilities; for the construction or reconstruction of filter beds, standpipes, pumping stations, water mains and tanks.
 - Design/Engineering:** Select this option if the primary use of funds will be for the cost of architectural services for plans and specifications for any proposed building, additions to buildings, or extraordinary repairs to existing public buildings; for engineering services for any public infrastructure improvement, expansion, or redevelopment.
 - Feasibility Study:** Select this option if the primary use of funds will be for a feasibility study of a specific future project, e.g., conducting groundwater inventory and analysis of the Town's water supply, including pump tests and quality tests relating to the development of using groundwater as an additional source or a new source of water supply.
5. **Useful Life:** Indicate the estimated useful life of the asset from the drop down list.
 - Less than five (5) years – DOES NOT QUALIFY AS CAPITAL.
 - More than 5 years
 - More than 9 years

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More than 15 years
More than 20 years
More than 30 years

6. **Primary Function:** Indicate the primary governmental function that the capital asset(s) will support from the drop down list.
- Community Services:** Functions that provide direct services to residents, visitors, or businesses in the Town. Community services include public health, senior services, youth services, and veterans' services.
- Culture and Leisure:** Functions that provide cultural and leisure opportunities for Needham residents and visitors. This would include athletics, historic preservation, libraries, parks, and trails.
- General Government:** General Government serves as the support function, assisting all Town Departments in the conduct of their daily operations and serves as the business and residential development, land use planning, conservation, and economic development for the Town. General Government functions include the Select Board, the Town Manager's Office, Human Resources, Town Clerk and Elections, Town Counsel, Accounting, Budgeting and Finance, Treasury and Collections, Planning and Land Use, Information Technology Center, and non-departmental.
- Public Education:** Public education serves the public educational needs of Needham's children and adults. Public Education is comprised of the Needham Public Schools and Minuteman Regional Vocational High School.
- Public Safety:** Public Safety serves as the safety and security function, providing assistance to all Town residents, visitors, and business with life and property protection. Public Safety is comprised of Animal Control, Police, Parking Enforcement, Traffic Supervisors, Fire, Fire Prevention, Fire Training, and Emergency Management, Emergency Medical Services, and Building Code Enforcement and Weights and Measures.
- Public Works:** Functions that provide for the service of Town parks and fields, solid or hazardous waste disposal, recycling efforts, maintenance of Town and school facilities, and internal operations.
- Stormwater:** Functions that provide for the treatment and or management of stormwater.
- Transportation Network:** Functions that provide for the management, travel, support of private and public transportation. This includes roads, bridges, sidewalks, parking lots, road and pedestrian intersections, bicycle paths, movement, and buses.
- Wastewater Resources:** Functions that provide for the management or treatment of sanitary sewers.
- Water Resources:** Functions that provide for the supply, treatment, and distribution of clean water.
- Other:** Functions not otherwise falling into one of the above categories. Please explain under the **Project Description and Considerations** section of the capital form.
7. **Project Cost:** Enter the dollar amount requested for each cost element. The amount to be enter is the total to complete the project. The total of the elements should equal the amount that is requested for funding for the requested fiscal year (refer to #2). The requested amount is to include cost of the equipment, components and/or accessories, and incidental expenses. Incidental expenses may include items such as training, maintenance contract, start-up supplies, etc. The amount should also include acquisition, delivery, set up, and any other related costs required to procure and receive the equipment. Requests for building, facility, or infrastructure improvements are to include the costs to complete the requested project. If the request is for a study, then only the cost to perform the study is necessary; however, if the request is to replace a roof, both the engineering and construction costs are to be included in the request. Any extraordinary expense included in a request must be disclosed under the Project Description and Considerations section at the end of the form. Provide a dollar breakdown of the estimated cost for the request by the identified components.
- ✓ Planning/Design – are costs for consultants, professional services, materials and other resources required to develop a long range plan related to capital investment or for professional services in the development of architectural and engineering documents, consulting services, design services, permitting assistance, contract management, inspectional services, and other associated services. The cost for a feasibility study should be reported under this line.
 - ✓ Land – are costs for the purchase of real estate or the rights to use property (easements).
 - ✓ Site Preparation – are costs for land improvements.
 - ✓ Construction Expenses – are the costs for the construction, including but not limited to, construction, restoration, labor and materials, indirect costs, but not so-called "soft costs".
 - ✓ Construction Management – are cost for construction management services.

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- ✓ Equipment – are costs for items such as office and school furniture, specialty items, construction and maintenance equipment, and vehicles. This would be for purchases which are usually stand-alone requests.
- ✓ FF&E (Furniture, Fixtures, and Equipment) – are costs for such items acquired as part of a building or infrastructure improvement project but are not part of the construction costs. The supplies and materials that are used as part of the site work or construction are to be reported on those lines respectively.
- ✓ Technology - are the costs for capital investment in stand-alone technology systems which are not part of a building or infrastructure construction project that would routinely be provided by the construction contractor and reported under construction costs.
- ✓ Other Expenses – this would be used to report other expenses that do not fall under one of the other expense lines or an expense. Example, if a project is proposed to be financed by debt, the total project budget should be multiplied by .05 and the calculated result (rounded to the nearest thousand, but not less than \$5,000) should be included in other expenses. Any project contingency would be entered on this line.

8. **Budget Impact:** Indicate the estimated annual impact on the operating budget from the drop down list.

- The project will generate revenue in excess of cost
- The project should reduce the operating expenses
- May increase annual operating expenses by less than \$5,000
- May increase annual operating expenses by more than \$5,000
- May increase annual operating expenses by more than \$25,000
- May increase annual operating expenses by more than \$50,000
- May increase annual operating expenses by more than \$100,000

9. **Project Cost Source:** Indicate the primary factor used to determine the estimated project cost from the drop down list. Was the estimated cost determined by use of a paid consultant or engineer, in-house (staff), industry references, or from another source? Other sources may include a fixed price per unit multiplied by the number of units, or based on prior bids (contracts), construction industry reference guides, formula driven by project size (square footage multiplied by price per square foot), consultant or design specification documents, etc. Disclose the methods under the Project Description and Considerations section.

- Current Contract
- Hired Consultant
- Industry References
- In-House Estimate
- No Estimate Has Been Determined

10. **Total New FTE's:** Indicate the full time equivalent (FTE) number of employees that would be added if the requested project is funded. If no additional FTE's will result, enter "0". This relates to question 14.

11. **Parameters:** Review and answer the questions regarding the capital request by marking selecting the drop down list to the right of the question under the Response column. Please provide responses to the following questions (any **YES** response **must** be explained under **Project Description and Considerations** section of the form):

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included in this request?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request? *You are required to consult with the managers of the other Town and/or School departments before answering this question.*
3. Does this project require any permitting by any Town or State agency? *Please indicate any Town boards and committees and or state agencies that permits or approvals must be obtained in order to commence with the project.*
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted? *Examples include maintenance agreements, supplies, licensing rights, etc.*
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?

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7. *Is this a request in response to a Court, Federal, or State order? Please identify the order, regulation, law, etc.*
8. *Is this a request in response to a documented public health or safety condition? Please explain what the health or safety issue is and how was it documented.*
9. *Is this a request to improve or make repairs to extend the useful life of a building?*
10. *Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use? Please consult with the Public Works Department before submitting a request to ensure that the request does not conflict with other requests.*
11. *Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure? Examples include a playing field renovation, walking trail upgrade, a municipal parking lot, etc.*
12. *Will any other department be required to provide assistance in order to complete the project? This would be for services, financial assistance, or staff that would not usually be required of the department in carrying out its primary responsibilities. This would be beyond standard administrative or regulatory requirements of a department, i.e., bid preparation, contract execution, issuance of a building permit, etc.*
13. *If funded, will this project increase the operating expense for any other department?*
14. *If funded, will additional permanent staff be required? Full time and/or part time. You must also state the number of FTE's (refer to #10).*

12. **Project Description and Considerations:** Describe the specific project you are proposing, its location, what type of work will be done; or if the request is for equipment explain the purpose and use of the item(s). Routine acquisitions may be briefer than a request to increase or introduce new equipment or a project that is new, unexpected, or extraordinary. Indicate whether the purpose of the project is to maintain, replace, enhance, or expand Town facilities or infrastructure. Clearly state whether the project is an acquisition, new construction, or renovation to an existing asset. Provide statistical data and reference any reports and/or studies that provide additional information as to the need, condition or cost. Provide the size and scope of the project, such as the square footage to be renovated in a building or the length of the roadway to be reconstructed. Multi-year and high dollar requests will require more information and specifics. Explain what alternative solutions have been examined, if any. If there is special funding available for the project (i.e., grant, state funding, donation,) please explain how the funds will be obtained and who will secure the funds. Your explanations for affirmative responses to the parameter questions are to be detailed in this section. Explain what could be the impact of not doing the project.

This information is expected to provide the narrative that is provided to Town Meeting in the warrant. Write for the layperson who may not be familiar with the history, purpose, or terminology. Do not use uncommon abbreviations or acronyms in your narrative without an explanation of its meaning.

13. **Additional Project Description and Considerations:** This is an additional text box to provide information if the prior page text box was insufficient to provide all the information. Project requests of an extraordinary nature will very likely require additional information than just a basic project description and the clarifications to your yes responses under the parameter section. You will probably need to use this section if the request is to acquire land or buildings, to newly construct or add to an existing building or facility or will increase the annual operating costs by \$50,001 or more. Please contact the Assistant Town Manager/Director of Finance to assist you in the preparation of items. Projects with an estimated annual budgetary impact of \$50,000 or more will require a detailed explanation of those costs. This would be supplied under the supplemental information box. These would be costs not currently in place or required. Provide the estimated additional full time equivalent (FTE) staff to operate and/or support the facility requested and the costs for any temporary personnel. For indirect costs contact the Finance Department for the appropriate factor. Provide an estimated cost for contracted services, supplies, and materials, and ongoing equipment needs for the project. Include an estimated impact on energy costs. Provide an estimate of any revenue that may be generated to offset operating and maintenance expenses (not the capital costs) that would be incurred if the project is approved. The revenue must be new or additional, which otherwise would not be generated if the project was not undertaken. Identify the revenue types and the amount expected year to year. Please explain the analysis involved in preparing the revenue estimates. List any restrictions on the usage of the funds.

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Capital Request Detail							
Project Title	(Refer to Instruction #1)			Fiscal Year	(Refer to #2)	Request Status	(Refer to #3)
Project Phase	(Refer to #4)	Planning/Design	(Refer to #7)	Construction	(Refer to #7)	FF&E	(Refer to #7)
Useful Life	(Refer to #5)	Land	(Refer to #7)	Construction Management	(Refer to #7)	Technology	(Refer to #7)
Primary Function	(Refer to #6)	Site Preparation	(Refer to #7)	Equipment	(Refer to #7)	Other Expenses	(Refer to #7)
Budget Impact	(Refer to #8)		Project Cost Source		(Refer to #9)	Project Cost \$0	
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							(Refer to #11)
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							(Refer to #11)
3. Does this project require any permitting by any Town or State agency?							(Refer to #11)
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							(Refer to #11)
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							(Refer to #11)
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							(Refer to #11)
7. Is this a request in response to a Court, Federal, or State order?							(Refer to #11)
8. Is this a request in response to a documented public health or safety condition?							(Refer to #11)
9. Is this a request to improve or make repairs to extend the useful life of a building?							(Refer to #11)
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							(Refer to #11)
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							(Refer to #11)
12. Will any other department be required to provide assistance in order to complete the project?							(Refer to #11)
13. If funded, will this project increase the operating expense for any other department?							(Refer to #11)
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	(Refer to #10)	(Refer to #11)
Project Description and Considerations							
(Refer to #12)							

Additional Description and Considerations

(Refer to #13)

**Vehicle Request
CIP-VR Form
This is an Excel Form
Instructions**

1. **Assigned:** Indicate Department/Division which the vehicle is assigned from the drop down list.
2. **Unit #:** Type in the Town assigned unit number of the current vehicle.
3. **Year:** Type in the model year of the current vehicle.
4. **Make:** Type in the make of the current vehicle.
5. **Model:** Type in the model of the current vehicle.
6. **Fuel Type:** Indicate the type of fuel used by the current vehicle from the drop down list: Diesel, Electric, Gasoline, Hybrid, Not Applicable, or Solar. If the vehicle has no fuel source, e.g., a trailer you would select "Not Applicable".
7. **Plate #:** Type in the vehicle registration number (license plate) of the current vehicle.
8. **VIN:** Type in the vehicle identification number (VIN) of the current vehicle.
9. **License:** Indicate the type of license required to operate the current vehicle from the drop down list.
 - Class A:** Any combination of vehicles with a Gross Combination Vehicle Weight Rating (GCWR) of 26,001 lbs. or more provided the Gross Vehicle Weight Rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 lbs., except a school bus. With a Class A license and the appropriate endorsements, a driver may operate any vehicle covered within Classes B and C.
 - Class B:** Any single vehicle with a GVWR of 26,001 lbs. or more, or any such vehicle towing another vehicle not in excess of 10,000 lbs. GVWR, except a school bus. With a Class B license and appropriate endorsements, a driver may operate any vehicle covered within Class C.
 - Class C:** Any vehicle that is either less than 26,001 lbs. GVWR or any such vehicle towing a vehicle not in excess of 10,000 lbs. GVWR or a vehicle placarded for hazardous materials or designed to transport 16 or more persons, including the operator, except a school bus.
 - Class D:** Any single vehicle or combination except a semitrailer unit, truck trailer combination, tractor, or truck having a registered gross weight in excess of 26,000 lbs., a bus, or a school bus.
 - Class M:** Motorcycle. If operator has a Class D license, he or she may opt for a Class M endorsement on their driver's license.
 - License Not Required:** A driver's license is not required to operate the identified vehicle.
10. **Mileage:** Enter the present mileage of the vehicle, if unknown type "NA".
11. **Hours:** Enter the present number of hours that the vehicle has been in operation (engine hours), if unknown type "NA".
12. **Reading Date:** Enter the date that the mileage/hours were read. The date MUST be provided.

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13. **Expiration:** Enter the month and year that the current vehicle inspection sticker expires. This is the state mandated inspection.
14. **Disposal Intentions:** Indicate what the department's intentions are for the current vehicle from the drop down list:
Auction/Trade = the request is to sell the vehicle at auction or use it as trade when acquiring the replacement vehicle. The final decision is made by the Finance Department so the Department should not assume any credit or reduction in price resulting from a trade. The estimated price should be based on no trade.
Not Applicable = "Not Applicable" should be selected when there is no current vehicle related to this request.
Retain = the request is to retain the current vehicle in its present capacity; meaning that the department will increase the number of vehicles in regular use by the department.
Scrap = the request is that the vehicle should be disposed as scrap; it is unsafe for use or of limited value.
Transfer = the request is to transfer the vehicle to another department for use.
Pool Vehicle = the request is to retain the current vehicle to be used as a pool vehicle by the Town.
15. **Primary Functions:** Describe the primary functions (daily operations) that the requested vehicle will provide for the department and why the vehicle is needed. What other options did the department factor before making this request? Include information that will be helpful in determining why the request is being made and why you think the vehicle needs to be purchased.
16. **Funding Year:** Indicate the fiscal year for which funding is being requested from the drop down list.
17. **Funding Amount:** Enter the funding amount requested. The form has been designed to calculate an estimate based on current pricing that you should use.
18. **Vehicle Type:** Indicate the type of vehicle being requested from the drop down list:
- Automobile**
 - Delivery Vehicle**
 - Emergency Response**
 - Flat Bed Truck**
 - Heavy Truck** (trucks with a Gross Vehicle Weight (GVW) of 6,000 pounds or more)
 - Light Truck** (trucks with a Gross Vehicle Weight (GVW) less than 6,000 pounds)
 - Motorcycle**
 - Passenger Van**
 - School Bus**
 - Snow and Ice Equipment** (this selection is for vehicles that are just meant for snow and ice removal, not vehicles that may be used in snow and ice removal operations)
 - SUV** (Sport Utility Vehicle)
 - Tractor**
 - Trailer**
 - Van** (which is not designed for passenger transport)
19. **Make:** Type in the anticipated make of the requested vehicle.
20. **Model:** Type in the anticipated model of the requested vehicle.

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21. **Current Cost of Vehicle:** Type in the cost of the vehicle (not including attachments and special equipment which are required for the intended purpose but are not provided by the vehicle manufacturer). **The cost should be current prices (2020).** This figure and any amounts for special equipment and/or other costs will be used to calculate the estimated amount to be requested for the funding year. The estimated cost of the equipment has been calculated and is shown by fiscal year in the “Estimated Cost by Fiscal Year” column to the right). Please attach the documentation which shows how the current cost was determined.
22. **Special Equipment:** Describe any added equipment or special preparation which is required before the vehicle could be operational for the intended use. The additional cost to purchase and install/apply is to be disclosed in this box with the amount entered in the box to the right (refer to #23). Please attach the documentation which shows how the current cost was determined.
23. **Special Equipment Cost:** Enter the current cost of the special equipment identified to the left (refer to #22).
24. **Other Cost:** Describe any other expense related to this request which is not included in the vehicle price (refer to #21) or the special equipment costs (refer to #22 and #23) and enter the cost to the right. Examples include, but not limited to, insurance coverage for the first year, additional paint and decal work, decommissioning costs for the asset being retired.
25. **Other Cost Amount:** Enter the other cost amount identified to the left (refer to #24).

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Vehicle Request				
CIP-VR				
Current Vehicle		Requested Vehicle		Estimated Cost by Fiscal Year
Assigned	(Refer to #1)	Funding Year	(Refer to #16)	2020
Unit #	(Refer to #2)	Funding Amount	(Refer to #17)	2021
Year	(Refer to #3)	Vehicle Type	(Refer to #18)	2022
Make	(Refer to #4)	Make	(Refer to #19)	2023
Model	(Refer to #5)	Model	(Refer to #20)	2024
Fuel Type	(Refer to #6)	Current Cost of Vehicle*	(Refer to #21)	2025
Plate #	(Refer to #7)			2026
VIN	(Refer to #8)	(Refer to #22)	(Refer to #23)	2027
License	(Refer to #9)	(Refer to #22)	(Refer to #23)	2028
Mileage	(Refer to #10)	(Refer to #22)	(Refer to #23)	2029
Hours	(Refer to #11)	(Refer to #22)	(Refer to #23)	2030
Reading Date	(Refer to #12)	Subtotal	\$0	2031
Expiration	(Refer to #13)	(Refer to #24)	(Refer to #25)	2032
Disposal Intentions	(Refer to #14)	(Refer to #24)	(Refer to #25)	2033
	Primary Functions	(Refer to #24)	(Refer to #25)	2034
	Refer to #15	(Refer to #24)	(Refer to #25)	2035
		Subtotal	\$0	2036
		Total Current Cost		2037
		* Vehicle cost for -->	2018	

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VEHICLE CONDITION CRITERIA TABLE

Please use the criteria below to assess the vehicle's overall condition. As a rule of thumb, if a vehicle meets the criteria of one or more classifications, the lowest category should be attributed.

EXCELLENT	<p style="text-align: center;">Vehicle is in excellent mechanical condition, has glossy paint and perfect interior</p> <ul style="list-style-type: none"> ✓ Looks new ✓ Excellent mechanical condition ✓ Has not had paint or body work ✓ Shows no rust, no visible wear and tear, stains, no "chips" or "dings" ✓ Engine is clean, has no missing parts and no fluid leaks ✓ Tires exhibit no uneven wear patterns ✓ Has complete and verifiable service records ✓ Has passed annual vehicle and safety emissions inspection
GOOD	<p style="text-align: center;">Vehicle is free of major defects and only has minor visual blemishes</p> <ul style="list-style-type: none"> ✓ Has no major defects ✓ No major mechanical problems ✓ Paint is still shiny, body and interior may have minor blemishes, which should be easily repaired ✓ Has little or no signs of rust and very few visible interior or exterior defects ✓ May or will need reconditioning if re-sold ✓ Tires match and have substantial thread wear left ✓ Has passed annual vehicle and safety emissions inspection
FAIR	<p style="text-align: center;">Vehicle has some mechanical or cosmetic defects but is in safe running condition</p> <ul style="list-style-type: none"> ✓ Reasonable running condition ✓ Has some mechanical or cosmetic defects that need servicing. All issues must be repairable. ✓ Paint, body and/or interior show visual flaws and need work performed by a professional ✓ May have small rust, minor dents ✓ May have defects in the engine or other mechanical systems ✓ Tires may need replacement ✓ Has passed annual vehicle and safety emissions inspection
POOR	<p style="text-align: center;">Vehicle has had severe mechanical and/or cosmetic defects</p> <ul style="list-style-type: none"> ✓ Significant mechanical and/or cosmetic defects ✓ Is in poor running condition ✓ Paint job is faded or missing ✓ Shows excessive rust ✓ May have problems that cannot be readily fixed such as damage frame ✓ Mileage cannot be confirmed ✓ Needs major repair in order to pass annual inspection