



Town of Needham



CAPITAL IMPROVEMENT PLAN FY2023-2027



**TOWN OF NEEDHAM
TOWN HALL
1471 HIGHLAND AVENUE
NEEDHAM, MA 02492**

**Office of the
Select Board**

The Select Board is pleased to transmit the proposed FY2023-FY2027 Capital Improvement Plan (CIP), prepared by the Town Manager in accordance with the following provisions of the Town Charter:

"All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him in writing a detailed estimate of the capital expenditures as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four-year period. 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 calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law."

This CIP is the proposed schedule for the expenditure of funds to build, replace, and maintain the public facilities used by the citizens of Needham. The Capital Budget is the first year of the CIP and will be reflected in Town Meeting Warrant Articles.

At its meeting on December 21, 2021, the Select Board voted unanimously to endorse the FY2023 – FY2027 Capital Improvement Plan contained herein. The capital planning process is an ongoing, highly dynamic one in which future priorities may change as the needs of the Town and its financial condition changes.

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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 recommended capital expenditures showing specific amounts necessary for each office, department, and activity, as well as a statement of the amount required to meet the debt service requirements and other indebtedness of the Town. This plan includes the proposed FY2023 Capital Budget, which will be recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2024-2027 reflect an assessment by municipal departments and the School Committee of future capital needs and are primarily shown for planning purposes. While many of the out-year projects may be recommended for funding in future capital budgets, the plan is fluid and projects may be added or removed as circumstances change. Proposed financing for the recommended FY2023 Capital Budget is shown in Table 1.

**Table 1
Proposed Financing Plan**

Fund	Cash	Debt	Other	Total
General Fund Tier 1	\$6,778,314	\$13,400,000	\$356,000	\$20,534,314
General Fund Tier 2	\$2,744,500		\$1,650,000	\$4,394,500
General Fund Total	\$9,522,814	\$13,400,000	\$2,006,000	\$24,928,814
Community Preservation Fund	\$1,293,000	\$6,000,000		\$7,293,000
Sewer Enterprise	\$901,255		\$500,000	\$1,401,255
Water Enterprise				
Total (all funds)	\$11,717,069	\$19,400,000	\$2,506,000	\$33,623,069

FY2023 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 last five years, the Town has made significant progress on this plan.

Rosemary Pool – The Town approved construction of the Rosemary Recreation Complex, which includes two pools, parking, and provides office and programming space for the Park & Recreation and Health & Human Services departments. The facility opened for its first full season 2019 and served close to 50,000 individuals. It operated at a reduced capacity in 2020 and 2021 due to the COVID-19 pandemic.

Public Safety Building & Fire Station #2 – Voters approved funding for the total reconstruction of the Public Safety Building and Fire Station #2 on November 6, 2018. Construction of Fire Station #1 (the first phase of the Public Safety Building project) was completed in 2020, while construction of the Police Station (the second phase of the Public Safety Building Project) remains underway, with expected completion in spring 2022. Construction of Fire Station #2 commenced in early 2020 and was completed in November 2021. 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 also complete.

Memorial Park Fieldhouse – The Town dedicated the new fieldhouse in September 2019, and it is currently in use.

DPW Complex – This project is progressing in phases. A new fuel station was installed in 2017, and construction of the 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 of the Select Board. Funding for a refreshed feasibility study is recommended under the Tier 2 category for FY2023.

Sunita Williams School – The new school at 585 Central Avenue replaced the Hillside School on Glen Gary Road, and opened in September 2019.

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

Emery Grover – The October 25, 2021 Special Town Meeting approved funding for design and engineering services for the renovation of the Emery Grover School Administration Building. Funding for the construction phase of the project is recommended for FY2023.

Capital Improvement Plan January 2022

In addition to the above projects, the School Committee is continuing its School Master Planning process to evaluate and plan for the future use of school facilities. The School Committee selected a preferred option to replace the Mitchell School, create a 6 – 8 middle school by adding onto the Pollard 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 investments to improve stormwater quality. This effort will likely require funding in the operating budget (for maintenance) and capital budget (for construction items). The Select Board will consider options for funding the new investments, to include the option of instituting a stormwater fee, creation of a stormwater fund, and/or use of American Rescue Plan Act (ARPA) funds.

The American Rescue Plan Act (ARPA) of 2021 will provide the Town with approximately \$9.2 million to allocate to health and human services, economic development, and infrastructure such as water, sewer and drains. This plan includes projects proposed to be funded through ARPA.

Capital Planning 101

Capital Improvement Plan

A capital expenditure is defined by 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, to include personnel, supplies, and other contractual services, as well as 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 plan designed to expend monies which add to the physical assets of the Town. Capital projects typically require expenditures that take place beyond a single fiscal year, funding with debt because of significant costs shared by current and future beneficiaries, the systematic acquisition of equipment over an extended period in order to implement major operating systems or programs, and scheduled replacement or maintenance of specific elements of physical assets.

The operating and capital budgets are closely interwoven because operating costs related to capital projects are estimated and incorporated into the operating budget. Many capital projects have an impact on operating costs once constructed or acquired. Town practice is to project the net effect of a capital project 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 FY2023 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 is a preliminary planning tool and should be updated to ensure that underlying assumptions reflect changing conditions and data.
4. Debt must not be used to fund ongoing 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. These priorities serve as a key guideline in the evaluation of departmental spending requests.

- a. Supporting items that contribute to the Town's recovery from the COVID-19 Pandemic.
- b. Support for initiatives that ensure that Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters.
- c. Supporting initiatives to ensure that Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected.
- d. Supporting 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 parks, along with the resources to support adequate staffing to accomplish this goal, particularly in Public Works and Park & Recreation.
- e. Ensuring that Needham has the economic opportunities and resources for residents and businesses to thrive in our community.
- f. Ensuring that Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy, preserves and responsibly uses the earth's resources, and cares for ecosystems.
- g. Creating or strengthening a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively.
- h. 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.
- i. 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.
- j. Supporting excellent customer service, responsible management of the Town's assets, data-driven decision-making, and community engagement.
- k. Maximizing resources within the limits of Proposition 2 ½ to avoid operating overrides.

Financial Benefits of Capital Planning

Needham's capital planning initiatives have contributed to the successful maintenance of a AAA bond rating from Standard and Poor's. This bond rating places Needham in the top tier of Massachusetts municipalities 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 result in higher interest rates on bond issues and the diversion of tax dollars towards interest. 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 bonds are issued infrequently, and at times when the Town can take advantage of low interest rates.

Development of the CIP

The process for preparing the FY2024-2027 CIP and associated FY2023 Capital Budget involved 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 CIP. The Town's capital improvement policies provide guidance for assessing capital needs. 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 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. The Assistant Town Manager/Finance Director periodically develops a five-year pro forma budget which is one of the tools used to forecast capital funding availability. The pro forma update has been delayed due to added demands resulting from COVID-19.

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 CIP, and the Town Manager presents the Select Board with a proposed five-year plan.

Capital Improvement Plan January 2022

January – The Town Manager transmits the CIP, along with any recommendations made by the Select Board, to the Finance Committee by the 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 \$6,778,314 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 located on Town property and under the jurisdiction of the Town Manager, to include 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.

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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 FY2023.

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 \$901,255 in funding from Sewer Enterprise Fund retained earnings for FY2023.

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 \$13,400,000 in projects to be funded through General Fund debt, and \$6,000,000 in projects to be funded through Community Preservation Fund debt for FY2023.

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 \$7,293,000 in projects contingent upon Community Preservation Funding for FY2023.

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. This plan includes \$2,506,000 contingent on other available funds (American Rescue Plan Act or other State/Federal Funding) for FY2023.

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 & Equipment, Technology and Fleet

While significant investments in many capital facilities are still required, the Town has made an extraordinary investment in public infrastructure over 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. As noted previously, the Town has seen significant progress in several major building projects over the last few years. The Town has also continued its investment in athletic facilities, parks, and recreational amenities, such as Walker Gordon Field, Greene's Field and playground, Newman Fields, Eastman Trail, Rail Trail, Amity Path, 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. Investment in equipment, technology and fleet is primarily in Public Safety, Public Schools and Public Works. Table 2 shows the Town's investment in facilities and infrastructure the five-year period FY2018 through FY2022, and Table 3 shows the Town's investment in equipment, technology and fleet for the same period.

Capital Improvement Plan
January 2022

Table 2
Facility and Infrastructure Investment FY2018 to FY2022

Description	2018	2019	2020	2021	2022	Total	Average
Municipal Facilities	\$6,126,000	\$74,641,000	\$794,000	\$0	\$1,896,000	\$83,457,000	\$16,691,400
Townwide Facilities and Community Services	\$17,202,000	\$8,826,000	\$3,662,000	\$561,500	\$2,568,091	\$32,819,591	\$6,563,918
Public Works Infrastructure Program	\$2,011,000	\$2,508,500	\$2,219,550	\$820,500	\$2,639,000	\$10,198,550	\$2,039,710
School Facilities	\$15,168,000	\$2,796,000	\$1,471,200	\$1,016,000	\$1,848,100	\$22,299,300	\$4,459,860
Drains, Sewer, and Water Infrastructure	\$2,900,000	\$2,395,000	\$7,021,500	\$270,000	\$2,073,000	\$14,659,500	\$2,931,900
Total Appropriations	\$43,407,000	\$91,166,500	\$15,168,250	\$2,668,000	\$11,024,191	\$163,433,941	\$32,686,788

Capital Improvement Plan
January 2022

Table 3
Equipment, Technology, and Fleet Capital FY2018 to FY2022

Description	2018	2019	2020	2021	2022	Total	Average
All Other Functions	\$0	\$68,970	\$137,960	\$0	\$56,000	\$262,930	\$52,586
Public Facilities & Works	\$162,000	\$176,500	\$68,000	\$192,000	\$38,000	\$636,500	\$127,300
Public Safety	\$167,872	\$43,424	\$43,424	\$109,309	\$266,055	\$630,084	\$126,017
Public School	\$45,000	\$60,500	\$35,000	\$35,000	\$25,000	\$200,500	\$40,100
Equipment	\$374,872	\$349,394	\$284,384	\$336,309	\$385,055	\$1,730,014	\$346,003
All Other Functions	\$145,000	\$215,000	\$85,600	\$65,600	\$48,500	\$559,700	\$111,940
Public Facilities & Works	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Safety	\$0	\$112,000	\$852,550	\$0	\$50,000	\$1,014,550	\$202,910
Public School	\$510,290	\$706,790	\$684,820	\$648,995	\$540,914	\$3,091,809	\$618,362
Technology	\$655,290	\$1,033,790	\$1,622,970	\$714,595	\$639,414	\$4,666,059	\$933,212
All Other Functions	\$0	\$0	\$33,085	\$0	\$0	\$33,085	\$6,617
Public Facilities & Works	\$640,433	\$1,616,409	\$1,245,083	\$1,132,090	\$1,255,028	\$5,889,043	\$1,177,809
Public Safety	\$224,677	\$840,163	\$35,249	\$392,981	\$416,383	\$1,909,453	\$381,891
Public School	\$99,611	\$97,552	\$158,718	\$104,748	\$102,838	\$563,467	\$112,693
Fleet	\$964,721	\$2,554,124	\$1,472,135	\$1,629,819	\$1,774,249	\$8,395,048	\$1,679,010
Total Appropriations	\$1,994,883	\$3,937,308	\$3,379,489	\$2,680,723	\$2,798,718	\$14,791,121	\$2,958,224

Project Summaries – Recommended Projects for Fiscal Year 2023

GENERAL GOVERNMENT

Town Offices Replacement Furniture

This funding request will fund furniture replacement in Town Hall and the Public Services Administration Building (PSAB). Town Hall was equipped with new furniture when it reopened in October 2011. In FY2023, the furniture will be 11 years old and certain items need to be replaced due to wear and tear. PSAB opened with new furniture in February 2010. In FY2023, the furniture will be 13 years old. Worn and broken furniture likewise requires replacement. A furniture inventory, including current condition, has been completed annually for Town Hall and PSAB. Depending upon the condition of the furniture in outlying years, this request may be repeated either annually or biennially. (Submitted by Office of the Town Manager)

The Town Manager's recommendation for Town Offices Replacement Furniture is \$25,000 to be funded by Free Cash.

GIS TECHNOLOGY SYSTEMS AND APPLICATIONS

The funding request will support the update of Geographic Information System (GIS) technology systems and applications imagery. It will also support the update of planimetric data recorded via overflight to update aerial imagery. Planimetric data is the digital representation of above-ground physical structures and features. The updated data will be incorporated into the public site and departmental GIS sites used for planning and designing projects. (Submitted by Information Technology Center)

The Town Manager's recommendation for GIS Technology Systems and Applications is \$120,000 to be funded by Free Cash.

HILLSIDE SCHOOL BOILER INSTALLATION

This funding request will allow for the design and installation costs to replace Boiler #1 at the Hillside School with a high-efficiency steam boiler that is easier to maintain and operate. The Hillside School currently employs two cast iron boilers to heat the building. The boilers were installed during a renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many parts necessary for continued maintenance are no longer manufactured, causing repair to become increasingly difficult. While Hillside is no longer being used as a school, it is still in use as swing space, most recently by the Police Department. The continued operation of the boilers is necessary in order to prevent the building from freezing and causing major damage. The construction portion of the project will be coordinated with the renovation to allow for continued use as swing space by the School Department. (Submitted by Department of Public Works)

The Town Manager's recommendation for Hillside School Boiler Replacement is \$275,000 to be funded by Free Cash.

PUBLIC SAFETY

PUBLIC SAFETY MOBILE DEVICES

This funding request will fund replacement of laptops and tablets as well as installation services and accessories that are used for laptops and tablets in Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the daily operations of individuals working in Police and Fire vehicle. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened with specifications for use in more intensive environments. In the future, replacement of this equipment will be incorporated into the departmental operating budget or included in the purchase of vehicles, because the useful life of the equipment is now fewer than five years. (Submitted by Information Technology Center)

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

PERSONAL PROTECTIVE EQUIPMENT

This funding request will replace Personal Protective Equipment (PPE) – known as "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. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel. (Submitted by Fire Department)

The Town Manager's recommendation for Personal Protective Equipment is \$53,174 to be funded by Free Cash.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT

This funding request is to replace five copiers in the following locations: Broadmeadow School, Newman School (2), Pollard School, and Emery Grover. School photocopiers in all schools and the administration building are used both by administrative and teaching staff. 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. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Copier Replacement is \$53,275 to be funded by Free Cash.

SCHOOL FURNITURE

This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom furniture as needed for new enrollment or replacement purposes. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Furniture is \$25,000 to be funded by Free Cash.

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. The FY2023 Capital Improvement Plan (CIP) for school technology request is for \$437,000, including \$324,000 for hardware and \$113,000 for infrastructure replacement. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Technology is \$437,000 to be funded by Free Cash.

EMERY GROVER BUILDING RENOVATION

This project includes the historic renovation of the Emery Grover exterior, as well as renovation and modernization of the interior, and has been reduced in scope to fit within the existing structure of the building. The revised concept reduces overall square footage from 34,717 to 21,108 to reflect more efficient use of shared space, construction of common work areas, and relocation of the educational technology/head end room function to other school buildings. 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. The October 25, 2021 Special Town Meeting appropriated \$1,475,000 in design funding. (Submitted by Needham Public Schools)

The Town Manager's recommendation for Emery Grover Building Renovation is \$13,400,000 to be financed by General Fund Debt and \$6,000,000 contingent on Community Preservation funding.

SCHOOL MASTER PLAN FINANCING AND SCHEDULING OPTIONS

This funding request will support additional required study to evaluate financing and scheduling options related to implementation of the School Master Plan. The School Master Plan is a multi-year facility recommendation developed in 2020 by Dore and Whittier Architects for providing capacity at the elementary schools for enrollment growth, addressing overcrowding at the High Rock School and modernizing the Mitchell Elementary and Pollard Middle Schools. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Master Plan Financing and Scheduling Options is \$75,000 in the Tier 2 Cash Capital Category.

ROOF TOP UNIT REPLACEMENT (BROADMEADOW AND ELIOT SCHOOLS)

This funding request will support the design phase of a project to replace the current roof top units (RTUs) at Broadmeadow and Eliot Schools. There current units (5 units and 4 units, at Broadmeadow and Eliot respectively) are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. They do not feature industry standard energy recovery mechanisms that reduce energy costs. Additionally, some of the existing RTUs at these locations have compressors that run on an obsolete refrigerant called "R22," which is no longer produced in the U.S. and cannot be imported due to its environmental impact, resulting in costly supply challenges. The RTUs also have furnaces that are starting to fail and need to be replaced. These furnaces are the primary heat source for the building and keep the RTUs from freezing. The HVAC systems' connection to the existing boilers compromises efficiency, particularly during the summer. The boilers help reheat overcooled dehumidified air coming in from the RTUs, but the current boilers are not designed for this purpose due to their larger size. In the summer, the systems use larger amounts of energy to sustain the reheating than would be required by smaller, dedicated boilers. This funding would support an engineering assessment of the current RTU condition at both the Broadmeadow and Eliot schools, and determine replacement options. The consultant would also design the installation of smaller boilers at both schools that are more appropriate for the reheating required by the HVAC systems in the summer and shoulder months. Funding for the construction phase will be proposed for FY2024. (Submitted by Department of Public Works/Building Maintenance)

The Town Manager's recommendation for Roof Top Unit Replacement (Broadmeadow and Eliot Schools) is \$817,750 to be funded by Free Cash.

POLLARD SCHOOL LOCKER ROOM RETROFIT

This funding request will fund the construction phase of the retrofitting of the Pollard School locker room. Funding for the design phase of this project was approved in FY2021. 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 and large pieces of equipment (e.g., field hockey sticks, lacrosse sticks, bags, etc.) for which existing lockers are unable to accommodate. Additionally, 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, and the bathrooms and showers are outdated.

The project includes removing and replacing the floors, ceilings, lockers, and lighting fixtures, which will be updated to LEDs. The lockers will vary in size to accommodate the variety of sports and equipment needs in the building. Both restrooms located inside the locker rooms, as well as the two restrooms directly adjacent to the locker rooms will be renovated. Additionally, a gender-neutral restroom/changing room will be added. In each locker room, three individual changing stalls will be added for increased privacy. (Submitted by Department of Public Works/Building Maintenance)

The Town Manager's recommendation for Pollard School Locker Room Retrofit is \$1,068,500 to be funded by Tier 2 Cash Capital Category.

PUBLIC WORKS

PUBLIC WORKS MOBILE DEVICES

This funding request will support the refresh of public works mobile devices, bringing them up to the latest hardware and software specifications needed for the work. This hardware is used to access multiple applications during the daily operations of either an individual or vehicle within the Public Works Department. The current hardware is a mix of hardened laptops and tablets. Over the past several years multiple Public Works Divisions have migrated to mobile operations requiring field access to cloud-based data or applications. (Submitted by Information Technology Center)

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

PUBLIC WORKS FACILITIES IMPROVEMENTS

This funding request will fund a feasibility study to determine the most efficient use of DPW facilities, a design phase to incorporate the study's recommendations into a plan, and a construction phase to implement said plan. This study will lead to a master plan to implement the needed upgrades and will generate additional capital improvement requests. The Department of Public Works utilizes multiple facilities including the DPW Garage, Daley Building, Jack Cogswell Building, Water and Sewer facilities, Recycling & Transfer Station, workshop at Claxton Field, and Public Services Administration Building. The Jack Cogswell Building was recently constructed as a storage facility for vehicles and equipment when not in seasonal use. The DPW Garage houses the Fleet Division, Snow & Ice program operations, a six-bay garage, and workstations for Highway and Parks & Forestry staff. Additionally, the Daley Building houses trades staff for the Building Maintenance Division and functions as a workshop and storage facility. Both the DPW Garage and Daley Building are past the end of their useful life and in need of upgrades in order to better accommodate DPW staff and support their daily operations. (Submitted by Department of Public Works/Administration)

The Town Manager's recommendation for Public Works Facilities Improvements is \$60,000 in the Tier 2 Cash Capital Category.

RECYCLING AND TRANSFER STATION FACILITY IMPROVEMENTS

This funding request will support a design for the tipping pit that will need to be demolished and redesigned from the existing cantilever and curb at the front side and replaced with reinforced concrete and/or structural steel. The construction funds will be requested in FY2024. RTS Facility Improvement projects increase processing efficiency, comply with regulatory requirements, ensure safety, and enhance the facility's overall functionality. (Submitted by Department of Public Works/Recycling and Solid Waste)

The Town Manager's recommendation for Recycling and Transfer Station Facility Improvements is \$47,500 to be funded by Free Cash.

COMMUNITY SERVICES

CENTER AT THE HEIGHTS GENERATOR INSTALLATION

This funding would provide a design of a new permanent generator installation at the Center at the Heights (CATH). The CATH has been designated as an appropriate location for a shelter and warming space (including a restaurant-grade kitchen) to support residents in need during an emergency. The CATH was not designed or built with an emergency generator. A portable generator has been in place at the building, which is insufficient as it does not support the full electrical load of the building and must be manually activated. The design will accommodate a more powerful generator with the capacity to supply the entire building with emergency power and will include evaluation of a more appropriate location for the placement of the generator. It will also include the addition of an automatic transfer switch, eliminating the need for staff to manually operate the generator in case of the loss of power. (Submitted by Department of Public Works/Building Maintenance)

The Town Manager's recommendation for Center at the Heights Generator Installation is \$27,000 to be funded by Free Cash.

BIGBELLY TRASH RECEPTACLES

This funding request will support the acquisition of eight additional Bigbelly trash receptacles for use at remote locations that are currently served by traditional barrels. Locations under consideration include Walker Gordon Field, the Dog Park, Riverside Park, Mills Field (2 units), Cricket Field, Perry Park, and the Reservoir Trail. The Town purchased 12 Bigbelly trash and 5 trash/recycling receptacles in 2019 and deployed them to DeFazio Park, Memorial Park and Greene's Field as part of a four-month (July-November) pilot program. The objectives of the pilot were to determine if the Bigbellies could address issues commonly associated with municipal waste management. Benefits seen during the pilot program include a reduction of wind-blown litter and the staff time required to collect it, elimination of odors and easy access by vermin, an increase in the efficiency of trash and recycling collections, and an improvement of the physical appearance and standardization of trash infrastructure in public spaces. To continue to combat the ongoing trash concerns in the Town, a second deployment of Bigbelly trash receptacles to less centrally located parks is proposed. Installing the units at spread out locations would maximize the utility of the Bigbelly networked real time reporting system, allowing staff to easily determine which units are full via app. Routing staff and equipment to service only full receptacles generates operational efficiencies and cost savings by reducing unnecessary vehicles miles, fuel consumption, operator time, and equipment wear. New Bigbellies will aesthetically and functionally match those already deployed and those planned for the Town Common renovation, presenting as a cohesive and recognizable trash collection network across Needham. (Submitted by Department of Public Works/Recycling and Solid Waste)

The Town Manager's recommendation for Bigbelly Trash Receptacles is \$135,000 in the Tier 2 Cash Capital Category.

CENTER AT THE HEIGHTS SPACE UTILIZATION STUDY

This funding request will support a space utilization study at the CATH. Since opening, the CATH has increased its programming and extended its hours of operation. This increased usage has resulted in some concerns about the building spaces and their current function. Funding would support a space utilization study and an assessment of building needs at the CATH. This study will 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 and the fitness room and how each room is being used, enhancing and expanding the application of the restaurant-grade kitchen, and a thorough review of parking and building accessibility. (Submitted by Department of Health and Human Services)

The Town Manager's recommendation for Center at the Heights Space Utilization Study is \$75,000 to be funded by Free Cash.

LIBRARY SPACE PLANNING

This funding request will enable the Library to engage a professional space planner to determine if the Library's interior space can be better arranged to accommodate high volumes of students and tutors who use the study rooms and study areas. In the afternoons during the school year, the Library is often used by students, tutors, and other people using the three study rooms, the row of carrels, and many four-seat tables. The Library is exploring the use of an automatic materials handler to check in and sort returned materials. The study will consider location options for said equipment. (Submitted by Needham Free Public Library)

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

LIBRARY TECHNOLOGY

This funding request will support the two remaining years of a five-year Library Technology Plan. Unless circumstances require otherwise, FY2023 funding is proposed for the replacement of two Program Specialist computers, 16 barcode scanners, 24 receipt printers and four staff computers. (Submitted by Needham Free Public Library)

The Town Manager's recommendation for Library Technology is \$26,280 to be funded by Free Cash.

CRICKET FIELD BUILDING IMPROVEMENTS

This funding request will support improvements at the Cricket Field building. Park and Recreation and the Permanent Public Building Committee completed a feasibility study of the Cricket Field building in March 2012. The building plays an important role in seasonal program offerings and is used by High School Athletics in spring and fall seasons. The 1964 wood structure building is approximately 1,250 square feet and is deteriorating. The goal of the study is to determine how the building could be renovated with a focus on accessibility, availability of public restrooms, an accessible & revitalized playground, and a potential walking path for all residents. Options for additional parking would be included in the study. Any portion of the project related to outdoor recreation would be eligible for CPA funding. (Submitted by Park and Recreation)

The Town Manager's recommendation for Cricket Field Building Improvements is \$50,000 in the Tier 2 Cash Capital Category.

HIGH SCHOOL TENNIS COURT IMPROVEMENTS

This funding request will support the design and engineering for tennis courts at Needham High School. The Park and Recreation Department has identified a need for improvements to the Town's outdoor tennis courts. There are 12 tennis courts in various locations throughout Needham. (Submitted by Park and Recreation)

The Town Manager's recommendation for High School Tennis Court Improvements is \$50,000 to be funded by Free Cash.

WALKER POND IMPROVEMENTS

This funding request will support Category 2 of the Walker Pond Improvement project, which involves physical improvements to the Walker Pond waterbody. Walker Pond is subject to excessive aquatic vegetation that should be removed for the health of the pond. The Conservation Commission has recommended hydro-raking, which is a method of mechanically removing vegetative overgrowth. The application of chemicals, herbicides, and algicides to the pond is included in this request. Improvements to the outlet structure are also necessary, including the overflow grate and wooden stop-logs, which require replacement. Funding for Category 1, which involved the contributory areas, was approved for FY2022. (Submitted by Department of Public Works/Engineering)

The Town Manager's recommendation for Walker Pond Improvements is \$356,000 to be funded by Free Cash (or possibly American Rescue Plan Act funding).

ATHLETIC FACILITY IMPROVEMENTS (CLAXTON FIELD LIGHTING INSTALLATION AND SOFTBALL FIELD SKIN REPLACEMENT)

This funding request will support improvements at two Claxton Field athletic facilities. The Departments of Public Works and Park and Recreation have developed a maintenance plan for all fields, including new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, etc.) for multi-use fields and ball diamonds. Claxton Field currently has metal halide lights that are requiring more maintenance as they age. Metal halide lighting is one of the least efficient types available: the bulbs have a short lifespan necessitating frequent replacement, and broadly illuminate an area rather than providing a more focused directional light. This project will address this by upgrading the field lighting system to a more energy-efficient one. The project will include evaluating the lighting needs of the field and making recommendations for improvement. The infields of softball diamonds have entirely clay skins, unlike baseball diamonds which have a combination of skin and turf; this makes the grading of the softball infield 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, the settling of materials, and age. After heavy rains, there is puddling on the skin that frequently leads to field closures. This project will remove the existing skin clay material, evaluate and address the conditions

below the skin, and regrade as necessary. Proper drainage materials and systems will be installed, and the clay skins will be replaced. This is the funding request for the construction phase of the project. The design was previously funded for FY2021. (Submitted by Department of Public Works/Parks and Forestry)

The Town Manager's recommendation for Athletic Facility Improvements (Claxton Field Lighting Installation and Softball Field Skin Replacement) is \$1,825,000, \$817,000 to be funded by Free Cash and \$1,008,000 contingent on Community Preservation Funding.

BOAT LAUNCH CONSTRUCTION

This request will fund the construction phase of the boat launch project to improve access to the Charles River on South Street. The work will include clearing and grading the uneven and overgrown pathway leading to the water, allowing cars to pull up closer to the river to release boats into the water. These improvements will make it easier for small, non-motorized boats such as kayaks and canoes to be launched. (Submitted by Department of Public Works/Engineering)

The Town Manager's recommendation for Boat Launch Construction is \$285,000 contingent on Community Preservation Act 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 FY2023 fleet replacement schedule is as follows. (Submitted by Multiple Departments)

GENERAL FUND CORE FLEET REPLACEMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
700	Ford Econoline Van E250	DPW Building Maintenance	2012	Utility Van	\$71,547

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
5	International 7400 Series	DPW RTS	2011	Heavy Duty Truck Class 8 Large Dump	\$291,255
59	Steco	DPW RTS	2015	Specialized Trailer	\$100,112
67	Addition to Fleet	DPW Parks	N/A	Work Truck Class 4	\$83,638
713	Ford F450	DPW Building Maintenance	2012	Work Truck Class 4	\$86,168
Bus 02	Blue Bird 303	School	2017	School Bus	\$108,100
C06	Ford F350	Fire	2015	Brush Truck	\$84,845
108	Trackless Tractor	DPW Highway	2011	Sidewalk Plow	\$298,670

The Town Manager’s recommendation for Core Fleet Replacement is \$71,547, Specialized Fleet Replacement is \$754,118, and Snow and Ice Fleet Replacement is \$298,670, to be funded by Free Cash.

TRANSPORTATION NETWORK

CENTRAL AVENUE/CENTER STREET BRIDGE REPLACEMENT

This funding request will fund the design phase of the Central Avenue/Centre Street Bridge replacement project. The current bridge crosses over the Charles River from Needham into Dover. A recent report identified structural deficiencies in the bridge and found the guardrail insufficient. The Town seeks to upgrade the bridge to accommodate bicycle lanes and sidewalks. The current concept includes two 11-foot travel lanes, two 5-foot bicycle lanes, and two 6-foot sidewalks. The bridge will fit within the existing 50-foot layout of Central Avenue. Included in this project would be an 8-foot-wide shared use trail extension that starts at the Bay Colony Rail Trail, where it intersects with Fisher Street in Needham, traveling alongside Fisher Street, south along the east side of Central Avenue to the bridge. The extension would cross to the west side of Central Street and then end.

The funding for the construction phase will be requested for FY2024. The towns of Needham and Dover will share in the cost of the project. (Submitted by Department of Public Works/Engineering)

The Town Manager's recommendation for Center Street Bridge Replacement is \$1,650,000 subject to availability of alternative funding sources.

TRAFFIC IMPROVEMENTS

This funding request supports projects recommended by the Traffic Management Advisory Committee (TMAC). The 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, or pedestrian improvements. The goal of the TMAC is to ensure the safety of pedestrians, motorists, and bicyclists. TMAC construction-related projects are not presently funded through the Department of Public Works operating budget. (Submitted by Department of Public Works/Engineering)

The Town Manager's recommendation for Traffic Improvements is \$50,000 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 aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY22 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard. Target funding for street resurfacing in FY2023 is \$1,240,000.

SIDEWALK PROGRAM FY2023 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in FY2023 is \$798,500.

ROADWAY RECONSTRUCTION/REHABILITATION Marked Tree Road has been excavated by multiple utilities. The roadway is an inconsistent width and has deteriorated. This funding request is for the design phase of this project including the installation of granite curbing, accessible ramps, and sidewalk. It will also include drainage improvements. A focus of the improvements will be on pedestrian access and safety. The construction funding will be requested in FY2025. Target funding for roadway rehabilitation in FY2023 is \$250,000.

INTERSECTION IMPROVEMENTS There have been struggles with bringing appropriate traffic flow through the intersection of Great Plain Avenue and Central Avenue 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 principles. Target funding for intersection improvements in FY2023 is \$246,500.

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 FY2023, other than the Central Avenue/Center Street Bridge project proposed for alternative funding sources.

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 circumstances require otherwise, FY2023 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 for FY2023 is \$1,217,000.

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. In FY2023, the Town will address the guardrail on Central Avenue between the Dover town line and Fisher Street. There is existing guardrail that has failed, and decorative guardrail that is unsafe. The decorative guardrail will be replaced as part of the Central Avenue/Centre Street bridge project. Other existing guardrail will be replaced with new, code compliant guardrail and areas without a guardrail will have a guardrail installed. In addition, the guardrail on Farley Pond Lane needs to be replaced. The existing guardrail has failed, and safety protocols necessitate a guardrail due to the proximity of Farley Pond to Farley Pond Lane. The existing guard rail will be replaced with a new, code compliant guardrail, and areas without a guardrail will have guardrail installed. Target funding for guardrail improvements for FY2023 is \$199,000.

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. A Master Plan will be developed to address deficiencies and help the Town 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. No funding is allocated to the brooks and culverts repair category in FY2023. (Submitted by Department of Public Works/Highway)

The Town Manager’s recommendation for the Public Works Infrastructure Program is \$2,655,000 to be funded by Free Cash and \$1,296,000 in the Tier 2 Cash Capital category.

SEWER ENTERPRISE FUND

SEWER MAIN REPLACEMENT/GREENDALE AVENUE/ROUTE 128

This funding request will 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 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. The interceptor 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. The blockage has since been cleared. The FY2023 request is to fund the design phase of this project, which will include relining and/or removing and replacing parts of the sewer main underneath Route 128 at Great Plain Avenue. Funding for the construction phase will be requested for FY2025. (Submitted by Department of Public Works/Water & Sewer)

The Town Manager’s recommendation for Sewer Main Replacement is \$1,110,000 to be funded by \$610,000 in Sewer Enterprise Fund Retained Earnings and \$500,000 contingent on eligibility for American Rescue Plan Act funding.

SEWER FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
119	International 7400 Series	Sewer	2010	Heavy Duty Truck Class 8 Large Dump	\$291,255

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

The Town Manager’s recommendation for Sewer Fleet Replacement is \$291,255 to be funded by Sewer Enterprise Fund Retained Earnings.

Capital Recommendations and Funding Sources

Section Two

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Capital Improvement Plan
January 2022

FY2023
Capital Budget
Funding Recommendations

Title	Code*	Function	Cat *	2023 Department Request	Cash	Debt	Other	Note	Page
Bigbelly Trash Receptacles	N	Community	1	135,000	135,000			Recommended as Tier II.	3 -144
Center at the Heights Generator Installation Design	M	Community	2	27,000	27,000				3 -075
Center at the Heights Space Utilization Study	P	Community	2	75,000	75,000				3 -160
Centre Street Bridge Replacement	N	Transportation Network	3	1,650,000			1,650,000	The construction cost is estimated at \$10.82 million.	3 -105
Claxton Field Lighting Installation and Softball Field Skin Replacement	M	Community	3	817,000	817,000			Recommendation \$817,000 funded by the General Fund and \$1,008,000 funded by CPA Fund.	3 -140
Cricket Field Building Improvements	M	Community	2	50,000	50,000			Recommended as Tier II.	3 -170
Emery Grover Building Renovation	M	Schools	5	13,400,000		13,400,000		Recommendation \$13.4M funded within the levy and \$6.0M funded by CPA.	3 -046
Fleet - Brush Truck C6 (Fire)	LM	Public Safety	4	84,845	84,845				3 -221
Fleet - Heavy Duty Truck Class 8 Packer Unit 5 (Solid Waste)	LM	Public Works	4	291,255	291,255				3 -221
Fleet - School Bus Unit 2 (School)	LM	Schools	4	108,100	108,100				3 -221
Fleet - Sidewalk Tractor Plow Unit 108 (Highway)	LM	Public Works	4	298,670	298,670				3 -221
Fleet - Specialty Trailer Unit 59 (Solid Waste)	LM	Public Works	4	100,112	100,112				3 -221
Fleet - Utility Van Class 2 Unit 700 (Building Maintenance)	CM	Public Works	4	71,547	71,547				3 -221
Fleet - Work Truck Class 4 (Parks)	N	Public Works	4	83,638	83,638			This would be an additional vehicle for parks maintenance division.	3 -221
Fleet - Work Truck Class 4 Unit 713 (Building Maintenance)	LM	Public Works	4	86,168	86,168				3 -221
GIS Technology Systems	P	General	1	120,000	120,000				3 -004
High School Tennis Court Improvements	N	Community	3	50,000	50,000			The construction funding is estimated at \$550K.	3 -174

Capital Improvement Plan
January 2022

FY2023
Capital Budget
Funding Recommendations

Title	Code*	Function	Cat *	2023 Department Request	Cash	Debt	Other	Note	Page
Hillside School Boiler Installation	M	General	2	275,000	275,000			Based on design estimate.	3 -092
Library Space Planning Consultant	S	Community	2	60,000	60,000			Requested for FY2022 but was not funded. Recommended as Tier II.	3 -164
Library Technology	P	Community	1	26,280	26,280				3 -166
Open Space Acquisitions	PI	Community	5	1,000,000				A specific parcel for \$1M has not been presented.	3 -186
Personal Protective Equipment	MR	Public Safety	1	53,174	53,174				3 -017
Pollard School Locker Room Retrofit	M	Schools	2	1,068,500	1,068,500			Recommended as Tier II due to the increase in the estimated cost. The roof top unit replacement design request has been substituted as Tier I.	3 -099
Public Safety Mobile Devices	P	Public Safety	1	50,000	50,000				3 -005
Public Works Facilities Improvements	M	Public Works	5	60,000	60,000			Requested for FY2022 but was not funded. Recommended as Tier II.	3 -064
Public Works Infrastructure Program	MR	Transportation Network	3	3,951,000	3,951,000			\$2,655,000 recommended at Tier I; \$1,296,000 recommended as Tier II.	3 -127
Public Works Mobile Devices	P	Public Works	1	50,000	50,000				3 -006
Recycling and Transfer Station Property Improvements	M	Public Works	3	47,500	47,500				3 -146
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	N	Schools	2	817,750	817,750			New request but a high priority item. Estimated construction cost is \$5.25 million.	3 -070
School Copiers	MR	Schools	1	53,275	53,275				3 -024
School Furniture	R	Schools	1	25,000	25,000				3 -030
School Master Plan Financing & Scheduling Options	NBS	Schools	5	75,000	75,000			May not meet the definition of capital. Tier II.	3 -049
School Technology	R	Schools	1	437,000	437,000				3 -036
Town Offices Replacement Furniture	P	General	1	25,000	25,000				3 -001

Capital Improvement Plan
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FY2023
Capital Budget
Funding Recommendations

Title	Code*	Function	Cat *	2023 Department Request	Cash	Debt	Other	Note	Page
Traffic Improvements	R	Transportation Network	3	50,000	50,000				3 -113
Walker Pond Improvements	P	Community	3	356,000	356,000			May be eligible for ARPA funding.	3 -119
General Fund				25,928,814	9,878,814	13,400,000	1,650,000		
Boat Launch Construction	P	Community	3	285,000	285,000				3 -102
Claxton Field Lighting Installation and Softball Field Skin Replacement	M	Community	3	1,008,000	1,008,000			Recommendation \$817,000 funded by the General Fund and \$1,008,000 funded by CPA Fund.	3 -140
Emery Grover Building Renovation	M	Schools	5	6,000,000		6,000,000		Recommendation \$13.4M funded within the levy and \$6.0M funded by CPA.	3 -046
Community Preservation Fund				7,293,000	1,293,000	6,000,000			
Fleet - Heavy Duty Truck Class 8 Large Dump Unit 19	L	Utilities	4	291,255	291,255			Funding request replaces Unit 37. Current vehicle will be retained as a back-up.	3 -221
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Utilities	3	1,110,000	610,000		500,000	Project may be eligible for funding in part by ARPA. The construction cost is estimated at \$9.3 million.	3 -202
Sewer Enterprise Fund				1,401,255	901,255		500,000		
No Requests									
Water Enterprise Fund									

Capital Improvement Plan
January 2022

FY2023
Capital Budget
Funding Recommendations

Title	Code*	Function	Cat *	2023 Department Request	Cash	Debt	Other	Note	Page
Grand Total				34,623,069	12,073,069	19,400,000	2,150,000		

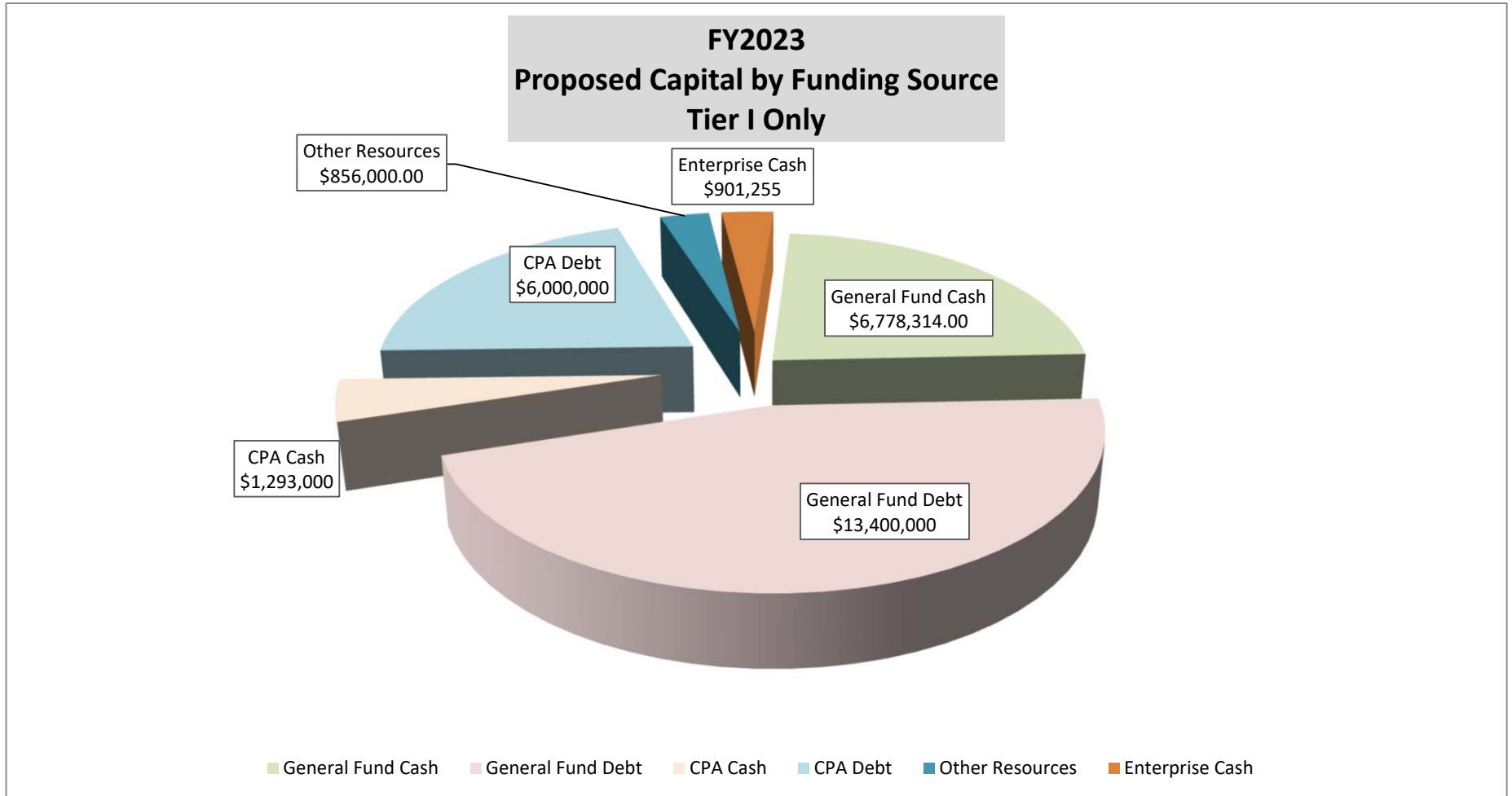
Code
 B = Funding may be considered under the operating budget/special warrant article
 C = Core Fleet
 D = Recommendation is deferred or on hold pending other actions
 E = Emergency approval
 F = Funded appropriation outside the capital plan
 G = Request may not qualify as capital submission
 L = Specialized 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

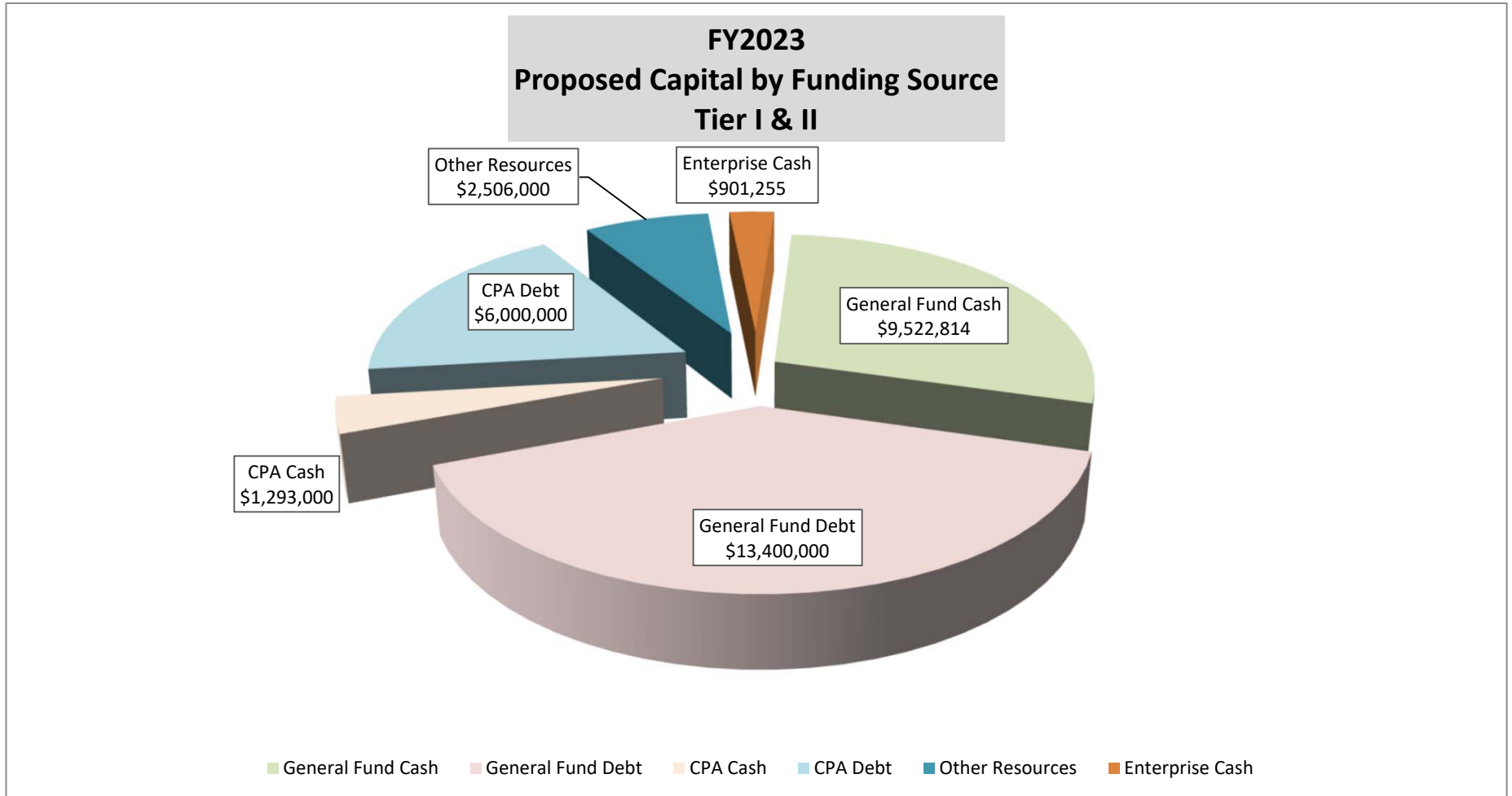
Truck Classification
 Class 1 = Smallest Pick-up Trucks 6,000 lbs.
 Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150/F
 Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
 Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
 Class 5 = Medium Job 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 C
 Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (specialized equipme

Note: ARPA is the American Rescue Plan Act.

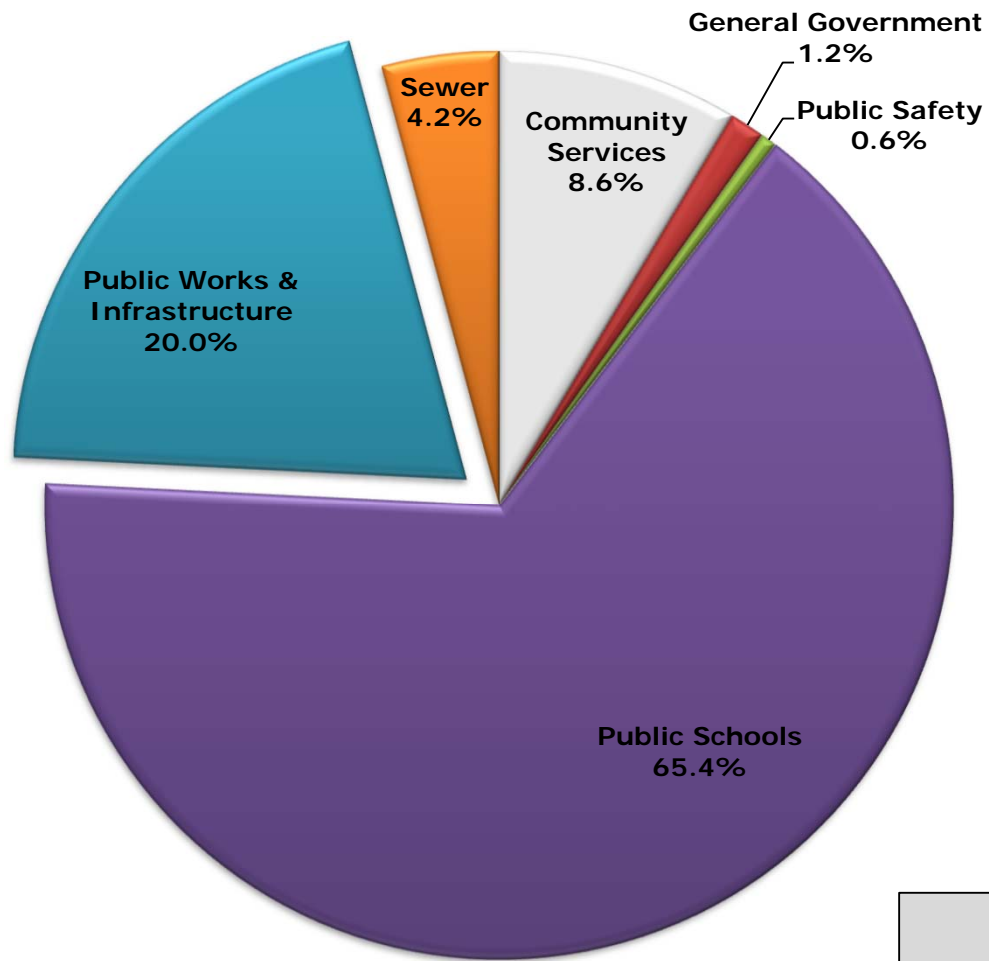
Capital Improvement Plan
January 2022



Capital Improvement Plan
January 2022



**FY2023 Proposed Capital by Function
Tier I & II**



Capital Improvement Plan
January 2022

FY2023
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Bigbelly Trash Receptacles	N	Recreation	Community	1	135,000				135,000	3-144
Center at the Heights Generator Installation Design	M	HHS	Community	2	27,000	27,000	27,000			3-075
Center at the Heights Space Utilization Study	P	HHS	Community	2	75,000	75,000	75,000			3-160
Centre Street Bridge Replacement	N	Engineering	Transportation Network	3	1,650,000				1,650,000	3-105
Claxton Field Lighting Installation and Softball Field Skin Replacement	M	Recreation	Community	3	817,000	817,000	817,000			3-140
Cricket Field Building Improvements	M	Recreation	Community	2	50,000				50,000	3-170
Emery Grover Building Renovation	M	Schools	Schools	5	13,400,000	13,400,000		13,400,000		3-046
Fleet - Brush Truck C6 (Fire)	LM	Fire	Public Safety	4	84,845	84,845	84,845			3-221
Fleet - Heavy Duty Truck Class 8 Packer Unit 5 (Solid Waste)	LM	RTS	Public Works	4	291,255	291,255	291,255			3-221
Fleet - School Bus Unit 2 (School)	LM	Schools	Schools	4	108,100	108,100	108,100			3-221
Fleet - Sidewalk Tractor Plow Unit 108 (Highway)	LM	Highway	Public Works	4	298,670	298,670	298,670			3-221
Fleet - Specialty Trailer Unit 59 (Solid Waste)	LM	RTS	Public Works	4	100,112	100,112	100,112			3-221
Fleet - Utility Van Class 2 Unit 700 (Building Maintenance)	CM	Bldg. Maint	Public Works	4	71,547	71,547	71,547			3-221
Fleet - Work Truck Class 4 (Parks)	N	Parks	Public Works	4	83,638	83,638	83,638			3-221

Capital Improvement Plan
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FY2023
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet - Work Truck Class 4 Unit 713 (Building Maintenance)	LM	Bldg. Maint	Public Works	4	86,168	86,168	86,168			3-221
GIS Technology Systems	P	ITC	General	1	120,000	120,000	120,000			3-004
High School Tennis Court Improvements	N	Recreation	Community	3	50,000	50,000	50,000			3-174
Hillside School Boiler Installation	M	Bldg. Maint	General	2	275,000	275,000	275,000			3-092
Library Space Planning Consultant	S	Library	Community	2	60,000				60,000	3-164
Library Technology	P	Library	Community	1	26,280	26,280	26,280			3-166
Open Space Acquisitions	PI	Various	Community	5	1,000,000				1,000,000	3-186
Personal Protective Equipment	MR	Fire	Public Safety	1	53,174	53,174	53,174			3-017
Pollard School Locker Room Retrofit	M	Bldg. Maint	Schools	2	1,068,500				1,068,500	3-099
Public Safety Mobile Devices	P	ITC	Public Safety	1	50,000	50,000	50,000			3-005
Public Works Facilities Improvements	M	DPW	Public Works	5	60,000				60,000	3-064
Public Works Infrastructure Program	MR	Highway	Transportation Network	3	3,951,000	2,655,000	2,655,000		1,296,000	3-127
Public Works Mobile Devices	P	ITC	Public Works	1	50,000	50,000	50,000			3-006
Recycling and Transfer Station Property Improvements	M	RTS	Public Works	3	47,500	47,500	47,500			3-146
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	N	Bldg. Maint	Schools	2	817,750	817,750	817,750			3-070

Capital Improvement Plan
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FY2023
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
School Copiers	MR	Schools	Schools	1	53,275	53,275	53,275			3-024
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-030
School Master Plan Financing & Scheduling Options	NBS	Schools	Schools	5	75,000				75,000	3-049
School Technology	R	Schools	Schools	1	437,000	437,000	437,000			3-036
Town Offices Replacement Furniture	P	Town Manager	General	1	25,000	25,000	25,000			3-001
Traffic Improvements	R	Engineering	Transportation Network	3	50,000	50,000	50,000			3-113
Walker Pond Improvements	P	Engineering	Community	3	356,000	356,000			356,000	3-119
TOTAL					25,928,814	20,534,314	6,778,314	13,400,000	5,750,500	
Community Preservation Fund										
Boat Launch Construction	P	Engineering	Community	3	285,000	285,000	285,000			3-102
Claxton Field Lighting Installation and Softball Field Skin Replacement	M	Recreation	Community	3	1,008,000	1,008,000	1,008,000			3-140
Emery Grover Building Renovation	M	Schools	Schools	5	6,000,000	6,000,000		6,000,000		3-046
TOTAL					7,293,000	7,293,000	1,293,000	6,000,000		

Capital Improvement Plan
January 2022

**FY2023
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Sewer Enterprise										
Fleet - Heavy Duty Truck Class 8 Large Dump Unit 19	L	Sewer	Utilities	4	291,255	291,255	291,255			3-221
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Sewer	Utilities	3	1,110,000	1,110,000	610,000		500,000	3-202
TOTAL					1,401,255	1,401,255	901,255		500,000	
Water Enterprise										
TOTAL										
FY2023 Grand Total					34,623,069	29,228,569	8,972,569	19,400,000	6,250,500	

Capital Improvement Plan
January 2022

FY2024
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Athletic Facility Improvements (Fencing)	PM	Parks	Community	3	228,000	228,000	228,000			3-143
Center at the Heights Generator Installation	PM	COA	Community	2	180,000	180,000	180,000			3-076
Central Ave/ Centre Street Bridge Replacement	N	Engineering	Transportation Network	3	10,820,000				10,820,000	3-107
Cricket Field Building Improvements Design	PM	Recreation	Community	2	250,000				250,000	3-172
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-078
Facility Assessment for Sustainable Building Management (Library)	P	Schools	Schools	2	50,000	50,000	50,000			3-089
Fleet - Unit 124 Addco Mini Specialty Trailer		Highway	Public Works	4	37,695					3-223
Fleet - Unit 453 2016 Ford Focus	C	Building	Public Safety	4	41,865	41,865	41,865			3-223
Fleet - Unit 454 2014 Ford Fusion	C	Building	Public Safety	4	41,865	41,865	41,865			3-223
Fleet - Unit 455 2016 Ford Focus	C	Building	Public Safety	4	41,865	41,865	41,865			3-223
Fleet - Unit 456 1014 Ford Fusion	C	Building	Public Safety	4	41,865	41,865	41,865			3-223
Fleet - Unit 458 2014 Ford Explorer	C	Building	Public Safety	4	41,865	41,865	41,865			3-223
Fleet - Unit 9 2012 INTERNATIONAL 7400 Dump Truck	L	Highway	Public Works	4	232,330	232,330	232,330			3-223
Fleet - Unit 90 2016 Steco Trailer		Solid Waste	Public Works	4	86,251					3-223

Capital Improvement Plan
January 2022

FY2024
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet - Unit Bus 1 2017 Blue Bird 202 School Bus	C	Schools	Schools	4	111,883	111,883	111,883			3-223
Fleet - Unit C01 2017 Ford Explorer	C	Fire	Public Safety	4	65,091	65,091	65,091			3-223
Fleet - Unit L-01 2004 Sutphen Quint Ladder Truck	L	Fire	Public Safety	4	1,642,298	1,642,298		1,642,298		3-223
Fleet - Unit R01 E450 Ambulance		Fire	Public Safety	4	375,698	375,698	375,698			3-223
Fleet Refurbishment	PM	Fleet	Public Works	1	150,000				150,000	3-123
High School Tennis Court Improvements Construction	M	Recreation	Community	3	550,000	550,000	550,000			3-176
Library Materials Handler	M	Library	Community	1	100,000				100,000	3-162
Library Technology	P	Library	Community	1	36,500	36,500	36,500			3-167
NPDES Support Projects	P	Engineering	Stormwater	3	712,000	712,000	712,000			3-152
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-088
Personal Protective Equipment	M	Fire	Public Safety	1	54,503	54,503	54,503			3-018
Pollard School Air Conditioning Upgrade	MI	Schools	Schools	2	111,000				111,000	3-096
Pool Beach Project Design	NI	Recreation	Community	2						3-184
Public Playgrounds	M	Recreation	Community	3	30,000	30,000	30,000			3-181
Public Works Infrastructure Program	M	Highway	Transportation Network	3	4,060,500	2,186,000	2,186,000		1,874,500	3-130

Capital Improvement Plan
January 2022

FY2024
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Quiet Zone Safety Upgrades	N	Engineering	Transportation Network	3	1,340,000	1,340,000	1,340,000			3-110
Recycling and Transfer Station Property Improvements (Tipping Pit)	N	Solid Waste	Public Works	3	160,000	160,000	160,000			3-147
Recycling and Transfer Station Property Improvements (Ventilation Repairs)	N	Solid Waste	Public Works	3	130,000	130,000	130,000			3-147
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	N	Schools	Schools	2	5,250,000	5,250,000		5,250,000		3-072
School Copiers	RM	Schools	Schools	1	75,241	75,241	75,241			3-025
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-031
School Technology	RM	Schools	Schools	1	460,750	460,750	460,750			3-038
Town Building Switches	P	ITC	General	1	90,000	90,000	90,000			3-007
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-114
Video Projection Equipment Rosemary Recreation Complex	P	HHS	Community	1	55,000	55,000	55,000			3-008
Wireless Hardware Infrastructure	P	ITC	General	1	175,000	175,000	175,000			3-009
TOTAL				5	29,004,065	14,574,619	7,682,321	6,892,298	14,305,500	

Community Preservation Fund

Capital Improvement Plan
January 2022

**FY2024
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Athletic Facility Improvements (Mcleod Field renovation construction)	M	Parks	Community	3	466,000	466,000	466,000			3-142
TOTAL					466,000	466,000	466,000			
Sewer Enterprise										
Cooks Bridge Sewer Pump Station Design	M	Sewer	Utilities	3	369,500				369,500	3-196
Drain System Improvements	M	Sewer	Stormwater	3	2,142,500				2,142,500	3-199
Fleet - Unit 103 2012 John Deere Backhoe	L	Sewer	Utilities	4	163,007	163,007	163,007			3-223
TOTAL					2,675,007	163,007	163,007		2,512,000	
Water Enterprise										
Charles River Water Treatment Plant HVAC Upgrades Design	N	Water	Utilities	2	34,000	34,000	34,000			3-206
Water Distribution System Improvements (South Street - CR to Chestnut)	M	Water	Utilities	3	3,000,000	3,000,000		3,000,000		3-210
Water Supply Development	I	Water	Utilities	3	480,500				480,500	3-217
TOTAL					3,514,500	3,034,000	34,000	3,000,000	480,500	
FY2024 Grand Total					35,659,572	18,237,626	8,345,328	9,892,298	17,298,000	

Capital Improvement Plan
January 2022

**FY2025
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Athletic Fields Master Plan	MN	Recreation	Community	3	30,000				30,000	3-169
Cricket Field Building Improvements Construction	PM	Recreation	Community	2	1,500,000				1,500,000	3-173
Data Center Servers	P	ITC	General	1	600,000	600,000	600,000			3-012
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-080
Facility Assessment for Sustainable Building Management (High Rock)	P	Schools	Schools	2	50,000	50,000	50,000			3-090
Fleet - Unit 111 2013 Trackless Sidewalk Plow Tractor	LX	Highway	Public Works	4	212,396	212,396	212,396			3-225
Fleet - Unit 186 2010 Giant Leaf Vac Trailer	L	Parks	Public Works	4	34,177	34,177	34,177			3-225
Fleet - Unit 253 2010 Vermeer Stump Grinder	L	Parks	Public Works	4	70,750	70,750	70,750			3-225
Fleet - Unit 350 2010 John Deere Loader	L	Parks	Public Works	4	34,164	34,164	34,164			3-225
Fleet - Unit 61 2013 Genie Forklift	L	Solid Waste	Public Works	4	110,054	110,054	110,054			3-225
Fleet - Unit 66 Ford F550	L	Highway	Public Works	4	121,826	121,826	121,826			3-225
Fleet - Unit 701 2014 Ford F250	C	Bldg. Maint	Public Works	4	44,541	44,541	44,541			3-225
Fleet - Unit 72 2015 Ford F550 Chip Box	L	Parks	Public Works	4	111,846	111,846	111,846			3-225
Fleet - Unit 89 2017 Warren Trailer	L	Solid Waste	Public Works	4	90,860	90,860	90,860			3-225

Capital Improvement Plan
January 2022

**FY2025
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet - Unit 93 2015 McCloskey Brothers Trommel Screener	L	Solid Waste	Public Works	4	171,952	171,952	171,952			3-225
Fleet - Unit C-43 2017 Ford Escape	C	Fire	Public Safety	4	41,637	41,637	41,637			3-225
Fleet - Unit E-04 2005 E-One Cyclone II fire Truck	L	Fire	Public Safety	4	903,483	903,483		903,483		3-225
Fleet - Unit R-02 2017 Ford E450 Ambulance	L	Fire	Public Safety	4	388,847	388,847	388,847			3-225
Fleet - Unit Van 11 2018 Ford Transit Passenger Van	C	Schools	Schools	4	61,505	61,505	61,505			3-225
Fleet - Unit Van 12 2018 Ford Transit Passenger Van	C	Schools	Schools	4	61,505	61,505	61,505			3-225
NPDES Support Projects	P	Engineering	Stormwater	3	735,000	735,000	735,000			3-154
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-189
Personal Protective Equipment	M	Fire	Public Safety	1	55,865	55,865	55,865			3-019
Pollard School Air Conditioning Upgrade	MI	Schools	Schools	2	1,246,140				1,246,140	3-097
Pool Beach Project Construction	NI	Recreation	Community	2						3-185
Public Playgrounds	M	Recreation	Community	3	400,000				400,000	3-182
Public Works Infrastructure Program	M	Highway	Transportation Network	3	3,883,000	3,448,000	3,448,000		435,000	3-132
Quiet Zone Safety Upgrades	N	Engineering	Transportation Network	3	2,775,000	2,775,000		2,775,000		3-111
Roof Replacement (High School)	NI	Schools	Schools	2						3-101

Capital Improvement Plan
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**FY2025
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
School Copiers	RM	Schools	Schools	1	60,783	60,783	60,783			3-026
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-032
School Technology	RM	Schools	Schools	1	581,150	581,150	581,150			3-040
Town Building Security and Traffic Cameras	PIS	Police	General	1	350,000				350,000	3-010
Town Offices Replacement Furniture	P	Manager	General	1	25,000	25,000	25,000			3-003
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-115
TOTAL					15,926,481	10,965,341	7,286,858	3,678,483	4,961,140	
Community Preservation Fund										
TOTAL										
Sewer Enterprise										
Fleet - Unit 168 2010 Gorman Utility Trailer	L	Sewer	Utilities	4	46,566	46,566	46,566			3-225
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Sewer	Utilities	3	9,315,000	9,315,000	1,315,000	8,000,000		3-204
Sewer System Infiltration and Inflow	MI	Sewer	Utilities	3						3-201
TOTAL					9,361,566	9,361,566	1,361,566	8,000,000		

Capital Improvement Plan
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**FY2025
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Water Enterprise										
Charles River Water Treatment Plant HVAC Upgrades Construction	N	Water	Utilities	2	378,000	378,000	378,000			3-209
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Water	Utilities	3	46,500	46,500	46,500			3-211
Water Supply Development	I	Water	Utilities	3	1,400,000				1,400,000	3-219
TOTAL					1,824,500	424,500	424,500		1,400,000	
FY2025 Grand Total					27,112,547	20,751,407	9,072,924	11,678,483	6,361,140	

Capital Improvement Plan
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**FY2026
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Data Center Servers	P	ITC	General	1	750,000	750,000	750,000			3-014
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			3-082
Fleet - Unit 116 2014 Prinoth Sidewalk Plow	LX	Highway	Public Works	4	252,953	252,953	252,953			3-227
Fleet - Unit 133 2001 John Deere Backhoe	L	Parks	Public Works	4	129,070	129,070	129,070			3-227
Fleet - Unit 41 2016 Ford F250 Truck	C	Parks	Public Works	4	54,092	54,092	54,092			3-227
Fleet - Unit 50 2016 Ford F250 Truck	C	Parks	Public Works	4	56,868	56,868	56,868			3-227
Fleet - Unit 63 2018 Steco Trailer	L	Solid Waste	Public Works	4	91,750	91,750	91,750			3-227
Fleet - Unit 703 2015 Ford Transit Van	C	Bldg. Maint	Public Works	4	39,688	39,688	39,688			3-227
Fleet - Unit 708 2016 Ford Transit Van	C	Bldg. Maint	Public Works	4	35,285	35,285	35,285			3-227
Fleet - Unit 73 2016 Ford F450 Truck	L	Parks	Public Works	4	94,428	94,428	94,428			3-227
Fleet - Unit 74 2016 Ford F450 Dump	L	Parks	Public Works	4	141,662	141,662	141,662			3-227
Fleet - Unit 75 2016 Ford F450 Truck	L	Parks	Public Works	4	94,428	94,428	94,428			3-227
Fleet - Unit 8 2014 International 7400	L	Highway	Public Works	4	246,304	246,304	246,304			3-227
Fleet - Unit Van 4 2019 Ford E150 Van	C	Schools	Schools	4	63,658	63,658	63,658			3-227
Fleet - Unit Van 5 2019 Ford E150 Van	C	Schools	Schools	4	63,658	63,658	63,658			3-227

Capital Improvement Plan
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**FY2026
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet Refurbishment	N	Fleet	Public Works	1	150,000				150,000	3-124
NPDES Support Projects	P	Engineering	Stormwater	3	760,000	760,000	760,000			3-156
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	3-190
Outdoor Basketball Courts	M	Recreation	Community	3	50,000	50,000	50,000			3-178
Personal Protective Equipment	M	Fire	Public Safety	1	57,262	57,262	57,262			3-020
Public Works Infrastructure Program	M	Highway	Transportation Network	3	2,744,000	2,744,000	2,744,000			3-135
Recycling and Transfer Station Property Improvements (Building Roof Repairs)	M	Solid Waste	Public Works	3	275,000	275,000	275,000			3-148
Recycling and Transfer Station Property Improvements (Fabric Covered Storage for 100-Yard Trailers)	M	Solid Waste	Public Works	3	138,000	138,000	138,000			3-148
School Copiers	RM	Schools	Schools	1	69,773	69,773	69,773			3-027
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			3-033
School Technology	RM	Schools	Schools	1	577,875	577,875	577,875			3-042
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			3-116
TOTAL					8,110,754	6,960,754	6,960,754		1,150,000	

Capital Improvement Plan
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**FY2026
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Community Preservation Fund										
TOTAL										
Sewer Enterprise										
Cooks Bridge Sewer Pump Station Construction	M	Sewer	Utilities	3	3,606,500				3,606,500	3-197
Fleet - Unit 16 2014 Freightliner Box Truck	L	Sewer	Utilities	4	286,952	286,952	286,952			3-227
TOTAL					3,893,452	286,952	286,952		3,606,500	
Water Enterprise										
Fleet - Unit 156 2011 Baker Robinson 10" Water Pump Trailer	L	Water	Utilities	4	140,872	140,872	140,872			3-227
Fleet - Unit 21 2016 Ford F250 Truck	C	Water	Utilities	4	52,541	52,541	52,541			3-227
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	M	Water	Utilities	3	116,500	116,500	116,500			3-213
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Water	Utilities	3	450,000	450,000	450,000			3-212
TOTAL					759,913	759,913	759,913			
FY2026 Grand Total					12,764,119	8,007,619	8,007,619		4,756,500	

Capital Improvement Plan
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FY2027
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Action Sports Park Design	NI	Recreation	Community	3						3-193
Broadmeadow Office Reconfiguration	N	Bldg. Maint	Schools	2						3-068
Crane Replacement	NI	Solid Waste	Public Works	1						3-121
Energy Efficiency Upgrade Improvements	N	Various	Utilities	2	100,000	100,000	100,000			3-084
Fleet - Unit 117 2015 Prinoth SW4S	LX	Highway	Public Works	4	252,413	252,413	252,413			3-229
Fleet - Unit 15 2017 Ford Explorer	C	Admin	Public Works	4	54,648	54,648	54,648			3-229
Fleet - Unit 336 2017 TORO Field mower	N	Parks	Public Works	4	154,438	154,438	154,438			3-229
Fleet - Unit 402 2017 Ford E350	N	X	Community	4	102,225	102,225	102,225			3-229
Fleet - Unit 457 2019 Nissan Rogue	C	Building	Public Safety	4	46,416	46,416	46,416			3-229
Fleet - Unit 58 2019 Spec Utility SW045	N	Solid Waste	Public Works	4	91,991	91,991	91,991			3-229
Fleet - Unit 6 2015 International 7400 Series	N	Highway	Public Works	4	293,968	293,968	293,968			3-229
Fleet - Unit 70 2017 FORD F550 DRWSUP	N	Parks	Public Works	4	94,042	94,042	94,042			3-229
Fleet - Unit 706 2017 Ford Econ T250	C	Bldg. Maint	Public Works	4	43,229	43,229	43,229			3-229
Fleet - Unit 71 2017 FORD F550 DRWSUP	N	Parks	Public Works	4	94,042	94,042	94,042			3-229
Fleet - Unit 80 2019 INTERNATIONAL 7300	N	Solid Waste	Public Works	4	250,969	250,969	250,969			3-229

Capital Improvement Plan
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FY2027
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet - Unit Bus 14 2020 BLUE BIRD 303	N	Schools	Schools	4	124,047	124,047	124,047			3-229
Fleet - Unit Van 01 2020 FORD TRANSIT 150 AWD	C	Schools	Schools	4	65,886	65,886	65,886			3-229
Fleet - Unit Van 02 2020 FORD TRANSIT 150 AWD	C	Schools	Schools	4	65,886	65,886	65,886			3-229
NPDES Support Projects	N	Engineering	Stormwater	3	787,250	787,250	787,250			3-158
Open Space Acquisitions	NI	Recreation	Community	5	1,000,000				1,000,000	3-191
Outdoor Basketball Courts	M	Recreation	Community	3	550,000	550,000	550,000			3-179
Personal Protective Equipment	N	Fire	Public Safety	1	58,693	58,693	58,693			3-021
Public Works Infrastructure Program	N	Highway	Transportation Network	3	3,057,500	3,057,500	3,057,500			3-137
Recycling and Transfer Station Property Improvements (Building Siding Repair)	PM	Solid Waste	Public Works	3	705,000	705,000	705,000			3-150
Recycling and Transfer Station Property Improvements (Scale Extension)	PM	Solid Waste	Public Works	3	143,000	143,000	143,000			3-150
School Copiers	RN	Schools	Schools	1	51,742	51,742	51,742			3-028
School Furniture	RN	Schools	Schools	1	25,000	25,000	25,000			3-034
School Technology	N	Schools	Schools	1	694,575	694,575	694,575			3-044
Traffic Improvements	N	Engineering	Transportation Network	3	50,000	50,000	50,000			3-117

Capital Improvement Plan
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FY2027
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
TOTAL					8,956,960	7,956,960	7,956,960		1,000,000	
Community Preservation Fund										
TOTAL										

Capital Improvement Plan
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**FY2027
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Sewer Enterprise										
TOTAL										
Water Enterprise										
Fleet - Unit 157 2012 PP&P 6" WATER PUMP Trailer	L	Water	Utilities	4	59,180	59,180	59,180			3-229
Fleet - Unit 159 2012 PUMP UTILITY Trailer	L	Water	Utilities	4	59,180	59,180	59,180			3-229
Fleet - Unit 165 2012 TAYLOR Generator Trailer	L	Water	Utilities	4	67,530	67,530	67,530			3-229
Fleet - Unit 260 2009 Felling	L	Water	Utilities	4	38,974	38,974	38,974			3-229
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	M	Water	Utilities	3	526,500	526,500	526,500			3-214
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	M	Water	Utilities	3	362,500	362,500	362,500			3-214
TOTAL					1,113,864	1,113,864	1,113,864			
FY2027 Grand Total					10,070,824	9,070,824	9,070,824		1,000,000	
Five Year Totals					120,230,131	85,296,045	43,469,264	40,970,781	35,666,140	

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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)

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Town Offices Replacement Furniture	P	General	1	25,000	25,000			25,000	25,000					50,000	50,000			3-001
GIS Technology Systems	P	General	1	120,000	120,000									120,000	120,000			3-004
Public Safety Mobile Devices	P	Public Safety	1	50,000	50,000									50,000	50,000			3-005
Public Works Mobile Devices	P	Public Works	1	50,000	50,000									50,000	50,000			3-006
Town Building Switches	P	General	1			90,000	90,000							90,000	90,000			3-007
Video Projection Equipment Rosemary Recreation Complex	P	Community	1			55,000	55,000							55,000	55,000			3-008
Wireless Hardware Infrastructure	P	General	1			175,000	175,000							175,000	175,000			3-009
Town Building Security and Traffic Cameras	PIS	General	1					350,000										3-010
Data Center Servers & Network Security	M	General	1					600,000	600,000	750,000	750,000			1,350,000	1,350,000			3-011
Personal Protective Equipment	M	Public Safety	1	53,174	53,174	54,503	54,503	55,865	55,865	57,262	57,262	58,693	58,693	279,497	279,497			3-016
School Copiers	M	Schools	1	53,275	53,275	75,241	75,241	60,783	60,783	69,773	69,773	51,742	51,742	310,814	310,814			3-023
School Furniture	P	Schools	1	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	125,000	125,000			3-029
School Technology	M	Schools	1	437,000	437,000	460,750	460,750	581,150	581,150	577,875	577,875	694,575	694,575	2,751,350	2,751,350			3-035
Crane Replacement	N	Public Works	1															3-121
Fleet Refurbishment	PB	Public Works	1			150,000				150,000								3-122
Bigbelly Trash Receptacles	N	Community	1	135,000														3-144
Library Technology	P	Community	1	26,280	26,280	36,500	36,500							62,780	62,780			3-165
Equipment & Technology			1	974,729	839,729	1,121,994	971,994	1,697,798	1,347,798	1,629,910	1,479,910	830,010	830,010	5,469,441	5,469,441			
Broadmeadow Office Reconfiguration	N	Schools	2															3-068
Center at the Heights Generator Installation	M	Community	2	27,000	27,000	180,000	180,000							207,000	207,000			3-074
Center at the Heights Space Utilization Study	M	Community	2	75,000	75,000									75,000	75,000			3-160
Cricket Field Building Improvements	M	Community	2	50,000		250,000		1,500,000										3-170
Energy Efficiency Upgrade Improvements	P	Utilities	2			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	400,000	400,000			3-077
Facility Assessment for Sustainable Building Management	P	Schools	2			50,000	50,000	50,000	50,000					100,000	100,000			3-088
Hillside Maintenance	N	General	2															3-093
Hillside School Boiler Installation	M	General	2	275,000	275,000									275,000	275,000			3-091
Library Materials Handler	S	Community	2			100,000												3-161

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Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Library Phone Upgrades	N	Community	2															3-094
Library Space Planning	P	Community	2	60,000														3-163
Pollard School Air Conditioning Upgrade	IM	Schools	2			111,000		1,246,140										3-095
Pollard School Locker Room Retrofit	IM	Schools	2	1,068,500														3-098
Recycling and Transfer Station Property Improvements	MN	Public Works	2	47,500	47,500	290,000	290,000			413,000	413,000	848,000	848,000	1,598,500	1,598,500			3-145
Roof Replacement (High School)	N	Schools	2															3-100
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	N	Schools	2	817,750	817,750	5,250,000	5,250,000							6,067,750	817,750	5,250,000		3-069
School Master Plan Financing & Scheduling Options	BNS	Schools	2	75,000														3-049
Buildings & Facilities			2	2,495,750	1,242,250	6,331,000	5,870,000	2,896,140	150,000	513,000	513,000	948,000	948,000	8,723,250	3,473,250	5,250,000		
Action Sports Park	N	Community	3															3-192
Athletic Facility Improvements (Asa Small Field Renovations)	M	Community	3															3-139
Athletic Facility Improvements (Broadmeadow & Eliot Fields)	M	Community	3															3-139
Athletic Facility Improvements (Claxton Field Lighting Installation and Softball Field Skin construction)	M	Community	3	1,825,000	1,825,000									1,825,000	817,000		1,008,000	3-140
Athletic Facility Improvements (Fencing)	M	Community	3			228,000	228,000							228,000	228,000			3-143
Athletic Facility Improvements (McLeod Field renovation)	M	Community	3			466,000	466,000							466,000			466,000	3-142
Athletic Fields Master Plan	M	Community	3					30,000										3-168
Boat Launch on Charles River	M	Community	3	285,000	285,000									285,000			285,000	3-102
Central Ave/Centre St Bridge	N	Transportation Network	3	1,650,000		10,820,000												3-104
High School Tennis Court Improvements	N	Community	3	50,000	50,000	550,000	550,000							600,000	600,000			3-174
NPDES Support Projects	P	Stormwater	3			712,000	712,000							712,000			712,000	3-152
NPDES Support Projects	P	Stormwater	3					735,000	735,000					735,000			735,000	3-154
NPDES Support Projects	P	Stormwater	3							760,000	760,000			760,000			760,000	3-156
NPDES Support Projects	N	Stormwater	3									787,250	787,250	787,250			787,250	3-158
Outdoor Basketball Courts	M	Community	3							50,000	50,000	550,000	550,000	600,000	600,000			3-199
Passive Recreation Improvements (Dwight Field/Charles River Center)	M	Community	3															3-139
Public Playgrounds	M	Community	3			30,000	30,000	400,000						30,000	30,000			3-180
Public Works Infrastructure Program	M	Transportation Network	3	3,951,000	2,655,000									2,655,000	2,655,000			3-127

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Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Public Works Infrastructure Program	M	Transportation Network	3			4,060,500	2,186,000							2,186,000	2,186,000			3-130
Public Works Infrastructure Program	M	Transportation Network	3					3,883,000	3,448,000					3,448,000	3,448,000			3-132
Public Works Infrastructure Program	N	Transportation Network	3							2,744,000	2,744,000			2,744,000	2,744,000			3-135
Public Works Infrastructure Program	M	Transportation Network	3									3,057,500	3,057,500	3,057,500	3,057,500			3-137
Quiet Zone Safety Upgrades	N	Transportation Network	3			1,340,000	1,340,000	2,775,000	2,775,000					4,115,000	1,340,000	2,775,000		3-109
Rosemary Pool Beach Project	N	Community	3															3-183
Traffic Improvements	P	Transportation Network	3	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000	250,000			3-112
Walker Pond Improvements	M	Community	3	356,000	356,000									356,000			356,000	3-118
Infrastructure & Land			3	8,167,000	5,221,000	18,256,500	5,562,000	7,873,000	7,008,000	3,604,000	3,604,000	4,444,750	4,444,750	25,839,750	17,955,500	2,775,000	5,109,250	
Replace Unit 15 2017 Ford Explorer	C	Public Works	4									54,648	54,648	54,648	54,648			3-229
Replace Unit 453 2016 Ford Focus	C	Public Safety	4			41,865	41,865							41,865	41,865			3-223
Replace Unit 454 2014 Ford Fusion	C	Public Safety	4			41,865	41,865							41,865	41,865			3-223
Replace Unit 455 2016 Ford Focus	C	Public Safety	4			41,865	41,865							41,865	41,865			3-223
Replace Unit 456 2014 Ford Fusion	C	Public Safety	4			41,865	41,865							41,865	41,865			3-223
Replace Unit 458 2014 Ford Explorer	C	Public Safety	4			41,865	41,865							41,865	41,865			3-223
Replace Unit 457 2019 Nissan Rogue	C	Public Safety	4									46,416	46,416	46,416	46,416			3-229
Replace Unit 700 2012 Ford Econ Van E250	C	Public Works	4	71,547	71,547									71,547	71,547			3-221
Replace Unit 713 2012 Ford F450	L	Public Works	4	86,168	86,168									86,168	86,168			3-221
Replace Unit 701 2014 Ford F250	C	Public Works	4					44,541	44,541					44,541	44,541			3-225
Replace Unit 703 2015 Ford Transit	C	Public Works	4							39,688	39,688			39,688	39,688			3-227
Replace Unit 708 2016 Ford Transit S7E1	C	Public Works	4							35,285	35,285			35,285	35,285			3-227
Replace Unit 706 2017 Ford Econ T250	C	Public Works	4									43,229	43,229	43,229	43,229			3-229
Replace Unit C43 2017 Ford Escape	C	Public Safety	4					41,637	41,637					41,637	41,637			3-225
Replace Unit R02 2017 Ford E450	L	Public Safety	4					388,847	388,847					388,847	388,847			3-225
Replace Unit C06 2015 Ford F350	L	Public Safety	4	84,845	84,845									84,845	84,845			3-221
Replace Unit C01 2017 Ford Explorer	C	Public Safety	4			65,091	65,091							65,091	65,091			3-223
Replace Unit L01 2004 Sutphen Quint	L	Public Safety	4			1,642,298	1,642,298							1,642,298		1,642,298		3-223

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Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit R01 2016 Ford E450	L	Public Safety	4			375,698	375,698							375,698	375,698			3-223
Replace Unit E04 2005 E-One Cyclone II	L	Public Safety	4					903,483	903,483					903,483		903,483		3-225
Replace Unit 402 2017 Ford E350	C	Community	4									102,225	102,225	102,225	102,225			3-229
Replace Unit 108 2011 TRACKLESS TRACTOR	LX	Public Works	4	298,670	298,670									298,670	298,670			3-221
Replace Unit 9 2012 International 7400 Series	L	Public Works	4			232,330	232,330							232,330	232,330			3-223
Replace Unit 124 2009 ADDCO MINI	L	Public Works	4			37,695												3-223
Replace Unit 66 2015 Ford F550	L	Public Works	4					121,826	121,826					121,826	121,826			3-225
Replace Unit 111 2013 TRACKLESS TRACTOR	LX	Public Works	4					212,396	212,396					212,396	212,396			3-225
Replace Unit 8 2014 INTERNATIONAL 7400 Series	L	Public Works	4							246,304	246,304			246,304	246,304			3-227
Replace Unit 116 2014 Prinoth SW4S	LX	Public Works	4							252,953	252,953			252,953	252,953			3-227
Replace Unit 6 2015 International 7400 Series	L	Public Works	4									293,968	293,968	293,968	293,968			3-229
Replace Unit 117 2015 Prinoth SW4S	LX	Public Works	4									252,413	252,413	252,413	252,413			3-229
Replace Unit 67 Addition To Fleet	L	Public Works	4	83,638	83,638									83,638	83,638			3-221
Replace Unit 72 2015 Ford F550	L	Public Works	4					111,846	111,846					111,846	111,846			3-225
Replace Unit 186 2010 GIANT LEAF VAC TRAILER	L	Public Works	4					34,177	34,177					34,177	34,177			3-225
Replace Unit 253 2010 VERMEER STUMP CUTTER	L	Public Works	4					70,750	70,750					70,750	70,750			3-225
Replace Unit 350 2010 John Deere Loader 4720	L	Public Works	4					34,164	34,164					34,164	34,164			3-225
Replace Unit 41 2016 Ford F250	C	Public Works	4							54,092	54,092			54,092	54,092			3-227
Replace Unit 50 2016 Ford F250	C	Public Works	4							56,868	56,868			56,868	56,868			3-227
Replace Unit 73 2016 Ford F550	L	Public Works	4							94,428	94,428			94,428	94,428			3-227
Replace Unit 74 2016 Ford F550 DRWSUP	L	Public Works	4							141,662	141,662			141,662	141,662			3-227
Replace Unit 75 2016 Ford F550	L	Public Works	4							94,428	94,428			94,428	94,428			3-227
Replace Unit 133 2001 John Deere Backhoe Loader 310SG	L	Public Works	4							129,070	129,070			129,070	129,070			3-227
Replace Unit 70 2017 FORD F550 DRWSUP	L	Public Works	4									94,042	94,042	94,042	94,042			3-229
Replace Unit 71 2017 FORD F550 DRWSUP	L	Public Works	4									94,042	94,042	94,042	94,042			3-229
Replace Unit 336 2017 TORO Field mower	L	Public Works	4									154,438	154,438	154,438	154,438			3-229
Replace Unit 5 2011 International 7400 Series	L	Public Works	4	291,255	291,255									291,255	291,255			3-221
Replace Unit 59 2015 Steco	L	Public Works	4	100,112	100,112									100,112	100,112			3-221

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit 90 2016 Steco	L	Public Works	4			86,251												3-223
Replace Unit 61 2013 GENIE Forklift	L	Public Works	4					110,054	110,054					110,054	110,054			3-225
Replace Unit 89 2017 Warren	L	Public Works	4					90,860	90,860					90,860	90,860			3-225
Replace Unit 95 2013 McCloskey Brothers TROMMEL SCREEN 512P	L	Public Works	4					171,952	171,952					171,952	171,952			3-225
Replace Unit 63 2018 Steco	L	Public Works	4							91,750	91,750			91,750	91,750			3-227
Replace Unit 58 2019 Spec Utility SW045	L	Public Works	4									91,991	91,991	91,991	91,991			3-229
Replace Unit 80 2019 INTERNATIONAL 7300	L	Public Works	4									250,969	250,969	250,969	250,969			3-229
Replace Unit Bus 02 2017 BLUE BIRD 303	L	School	4	108,100	108,100									108,100	108,100			3-221
Replace Unit Bus 01 2017 BLUE BIRD 303	L	School	4			111,883	111,883							111,883	111,883			3-223
Replace Unit Van 11 2018 Ford Transit	C	School	4					61,505	61,505					61,505	61,505			3-225
Replace Unit Van 12 2018 Ford Transit	C	School	4					61,505	61,505					61,505	61,505			3-225
Replace Unit Van 04 2019 Ford Transit	C	School	4							63,658	63,658			63,658	63,658			3-227
Replace Unit Van 05 2019 Ford Transit	C	School	4							63,658	63,658			63,658	63,658			3-227
Replace Unit Bus 14 2020 BLUE BIRD 303	L	School	4									124,047	124,047	124,047	124,047			3-229
Replace Unit Van 01 2020 FORD TRANSIT 150 AWD	C	School	4									65,886	65,886	65,886	65,886			3-229
Replace Unit Van 02 2020 FORD TRANSIT 150 AWD	C	School	4									65,886	65,886	65,886	65,886			3-229
Fleet			4	1,124,335	1,124,335	2,760,571	2,636,625	2,459,543	2,459,543	1,363,844	1,363,844	1,734,200	1,734,200	9,318,547	6,772,766	2,545,781		
Mitchell Elementary School (new building)	M	Schools	5															3-051
Pollard School Renovation/Expansion as 6-8 Middle School	M	Schools	5															3-056
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location (Option #3)	M	Schools	5	19,400,000	19,400,000									19,400,000		19,400,000		3-046
High Rock Reconfigure as K-5 Elementary School	M	Schools	5															3-061
Public Works Facilities Improvements (Year 1)	M	Public Works	5	60,000														3-065
Public Works Facilities Improvements (Year 2)	M	Public Works	5															3-066
Public Works Facilities Improvements (Year 3)	M	Public Works	5															3-067
Open Space Acquisitions	PI	Community	5	1,000,000		1,000,000		1,000,000		1,000,000		1,000,000						3-186
Other			5	20,460,000	19,400,000	1,000,000		1,000,000		1,000,000		1,000,000		19,400,000		19,400,000		

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cat*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page	
TOTAL				33,221,814	27,827,314	29,470,065	15,040,619	15,926,481	10,965,341	8,110,754	6,960,754	8,956,960	7,956,960	68,750,988	33,670,957	29,970,781	5,109,250		
General Fund Cash					6,778,314		6,970,321		6,551,858		6,200,754		7,169,710		33,670,957				
Other Available Funds Including CPA					1,649,000		1,178,000		735,000		760,000		787,250		5,109,250				
Debt					19,400,000		6,892,298		3,678,483							29,970,781			
TOTAL					27,827,314		15,040,619		10,965,341		6,960,754		7,956,960		68,750,988				

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Sewer Enterprise																		
Drain System Improvements	M	Stormwater	3			2,142,500												3-198
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Utilities	3	1,110,000	1,110,000			9,315,000	9,315,000					10,425,000	2,425,000	8,000,000		3-202
Cooks Bridge Sewer Pump Station	M	Utilities	3			369,500				3,606,500								3-195
Sewer System Infiltration and Inflow	M	Utilities	3															3-200
Infrastructure & Land			3	1,110,000	1,110,000	2,512,000		9,315,000	9,315,000	3,606,500				10,425,000	2,425,000	8,000,000		
Replace Unit 19 2010 International 7400 Series	L	Utilities	4	291,255	291,255									291,255	291,255			3-221
Replace Unit 103 2012 John Deere Backhoe Loader 310SJ	L	Utilities	4			163,007	163,007							163,007	163,007			3-223
Replace Unit 168 2010 GORMAN UTILITY TRAILER	L	Utilities	4					46,566	46,566					46,566	46,566			3-225
Replace Unit 16 2014 FREIGHTLINER Box Truck	L	Utilities	4							286,952	286,952			286,952	286,952			3-227
Fleet			4	291,255	291,255	163,007	163,007	46,566	46,566	286,952	286,952			787,780	787,780			
TOTAL				1,401,255	1,401,255	2,675,007	163,007	9,361,566	9,361,566	3,893,452	286,952			11,212,780	3,212,780	8,000,000		
Enterprise Fund Cash					901,255		163,007		1,361,566		286,952							2,712,780
Other Available Funds					500,000													500,000
Debt									8,000,000									8,000,000
TOTAL					1,401,255		163,007		9,361,566		286,952			11,212,780				

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Water Enterprise																		
Charles River Water Treatment Plant HVAC Upgrades	N	Utilities	2			34,000	34,000	378,000	378,000					412,000	412,000			3-205
Buildings & Facilities			2			34,000	34,000	378,000	378,000					412,000	412,000			
PFAS Mitigation	N	Utilities	3															3-208
Water Distribution System Improvements (South Street (Charles River to Chestnut))	M	Utilities	3			3,000,000	3,000,000							3,000,000		3,000,000		3-210
Water Distribution System Improvements (Mills/Sachem (Mayo Ave - Harris Ave to GPA))	M	Utilities	3					46,500	46,500					46,500	46,500			3-211
Water Distribution System Improvements (Mills/Sachem (Mayo Ave - Harris Ave to GPA))	M	Utilities	3							450,000	450,000			450,000	450,000			3-212
Water Distribution System Improvements (Kingsbury Street - Oakland Avenue to Webster)	M	Utilities	3							116,500	116,500			116,500	116,500			3-213
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	M	Utilities	3									526,500	526,500	526,500	526,500			3-214
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	M	Utilities	3									362,500	362,500	362,500	362,500			3-214
Water Supply Development	I	Utilities	3			480,500		1,400,000										3-216
Infrastructure & Land			3			3,480,500	3,000,000	1,446,500	46,500	566,500	566,500	889,000	889,000	4,502,000	1,502,000	3,000,000		
Replace Unit 21 2016 Ford F250	C	Utilities	4							52,541	52,541			52,541	52,541			3-227
Replace Unit 156 2011 Baker ROBINSON 10" Water Pump	L	Utilities	4							140,872	140,872			140,872	140,872			3-227
Replace Unit 157 2012 PP&P 6" WATER PUMP Trailer	L	Utilities	4									59,180	59,180	59,180	59,180			3-229
Replace Unit 159 2012 PUMP UTILITY Trailer	L	Utilities	4									59,180	59,180	59,180	59,180			3-229
Replace Unit 165 2012 TAYLOR Generator Trailer	L	Utilities	4									67,530	67,530	67,530	67,530			3-229
Replace Unit 260 2009 Felling	L	Utilities	4									38,974	38,974	38,974	38,974			3-229
Fleet			4							193,413	193,413	224,864	224,864	418,277	418,277			
TOTAL						3,514,500	3,034,000	1,824,500	424,500	759,913	759,913	1,113,864	1,113,864	5,332,277	2,332,277	3,000,000		

Enterprise Fund Cash			34,000	424,500	759,913	1,113,864	2,332,277
Other Available Funds							
Debt			3,000,000				3,000,000
TOTAL			3,034,000	424,500	759,913	1,113,864	5,332,277

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cap*	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Equipment & Technology			1	974,729	839,729	1,121,994	971,994	1,697,798	1,347,798	1,629,910	1,479,910	830,010	830,010	5,469,441	5,469,441			
Buildings & Facilities			2	2,495,750	1,242,250	6,365,000	5,904,000	3,274,140	528,000	513,000	513,000	948,000	948,000	9,135,250	3,885,250	5,250,000		
Infrastructure & Land			3	9,277,000	6,331,000	24,249,000	8,562,000	18,634,500	16,369,500	7,777,000	4,170,500	5,333,750	5,333,750	40,766,750	21,882,500	13,775,000	5,109,250	
Fleet			4	1,415,590	1,415,590	2,923,578	2,799,632	2,506,109	2,506,109	1,844,209	1,844,209	1,959,064	1,959,064	10,524,604	7,978,823	2,545,781		
Other			5	20,460,000	19,400,000	1,000,000		1,000,000		1,000,000		1,000,000		19,400,000		19,400,000		
GRAND TOTAL				34,623,069	29,228,569	35,659,572	18,237,626	27,112,547	20,751,407	12,764,119	8,007,619	10,070,824	9,070,824	85,296,045	39,216,014	40,970,781	5,109,250	
Equipment & Technology			1	974,729	839,729	1,121,994	971,994	1,697,798	1,347,798	1,629,910	1,479,910	830,010	830,010	5,469,441	5,469,441			
Buildings & Facilities			2	2,495,750	1,242,250	6,331,000	5,870,000	2,896,140	150,000	513,000	513,000	948,000	948,000	8,723,250	3,473,250	5,250,000		
Infrastructure & Land			3	8,167,000	5,221,000	18,256,500	5,562,000	7,873,000	7,008,000	3,604,000	3,604,000	4,444,750	4,444,750	25,839,750	17,955,500	2,775,000	5,109,250	
Fleet			4	1,124,335	1,124,335	2,760,571	2,636,625	2,459,543	2,459,543	1,363,844	1,363,844	1,734,200	1,734,200	9,318,547	6,772,766	2,545,781		
Other			5	20,460,000	19,400,000	1,000,000		1,000,000		1,000,000		1,000,000		19,400,000		19,400,000		
General Fund				33,221,814	27,827,314	29,470,065	15,040,619	15,926,481	10,965,341	8,110,754	6,960,754	8,956,960	7,956,960	68,750,988	33,670,957	29,970,781	5,109,250	
Equipment & Technology			1															
Buildings & Facilities			2															
Infrastructure & Land			3	1,110,000	1,110,000	2,512,000		9,315,000	9,315,000	3,606,500				10,425,000	2,425,000	8,000,000		
Fleet			4	291,255	291,255	163,007	163,007	46,566	46,566	286,952	286,952			787,780	787,780			
Other			5															
Sewer Fund				1,401,255	1,401,255	2,675,007	163,007	9,361,566	9,361,566	3,893,452	286,952			11,212,780	3,212,780	8,000,000		
Equipment & Technology			1															
Buildings & Facilities			2			34,000	34,000	378,000	378,000					412,000	412,000			
Infrastructure & Land			3			3,480,500	3,000,000	1,446,500	46,500	566,500	566,500	889,000	889,000	4,502,000	1,502,000	3,000,000		
Fleet			4							193,413	193,413	224,864	224,864	418,277	418,277			
Other			5															
Water Fund						3,514,500	3,034,000	1,824,500	424,500	759,913	759,913	1,113,864	1,113,864	5,332,277	2,332,277	3,000,000		
Grand Total				34,623,069	29,228,569	35,659,572	18,237,626	27,112,547	20,751,407	12,764,119	8,007,619	10,070,824	9,070,824	85,296,045	39,216,014	40,970,781	5,109,250	

Capital Improvement Plan January 2022

Tier One Recommendations FY2023 - FY2027

Title	Code*	Function	Cat**	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	FY2027 Department Request	FY2027 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
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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.

Capital Improvement Plan
January 2022

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

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
							Tier I & II
Current Year Requests						25,928,814	24,928,814
Cash							
Current Receipts & Free Cash	5,438,467	10,491,289	7,418,252	3,939,433	6,428,628		9,522,814
Other Available Funds	3,888,000	2,144,000	2,744,500		421,116		2,006,000
Total - Cash	9,326,467	12,635,289	10,162,752	3,939,433	6,849,744		11,528,814
Debt							
Within the Annual Levy Limit	15,075,000	6,671,000		676,700	2,875,000		13,400,000
Excluded from the Levy Limit	3,750,000	66,245,000					
Total - Debt	18,825,000	72,916,000		676,700	2,875,000		13,400,000
Total	28,151,467	85,551,289	10,162,752	4,616,133	9,724,744	25,928,814	24,928,814

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023	Tier I & II		
Automated External Defibrillators Replacement				32,885	G					
Bigbelly Trash Receptacles						135,000	135,000		G*	
Broadmeadow School Technology Room Conversion					213,100	G				
Building Management System Upgrade			392,000	G						
Center at the Heights Computer Lab			50,000	G						
Center at the Heights Generator Installation						27,000	27,000		G	
Center at the Heights Space Utilization Study						75,000	75,000		G	
Centre Street Bridge Replacement						1,650,000	1,650,000		F*	
Claxton Field Lighting & Softball Field Skin Replacement						817,000	817,000		G	
Cricket Field Building Renovations Feasibility						50,000	50,000		G*	
DPW Boiler Replacement 470 Dedham Avenue			50,000	A	460,000	G				
Eliot School Technology Room Conversion					179,300	G				
Emery Grover Building Reconstruction					1,475,000	D	13,400,000	13,400,000	D	
Emery Grover Building Study		130,000	G							
Energy Efficiency Upgrade Improvements	57,000	G	71,000	G	57,000	A	100,000	G	100,000	G
Facility Assessment for Sustainable Building Management			100,000	G						

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
							Tier I & II
Firearm Replacement				33,000	G		
Fleet - Ambulance (Fire)	224,677	G		337,479	G		
Fleet - Ambulance Unit R3 (Fire)					353,843	G	
Fleet - Brush Truck C6 (Fire)						84,845	84,845 G
Fleet - Delivery Van (School)	33,861	G					
Fleet - Dump Truck Class 5 Unit 39 (Highway)					94,210	G	
Fleet - Dump Truck Class 8 Unit 10 (Highway)					284,119	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 Truck Class 3 Unit 32 (Highway)					61,916	G	
Fleet - Heavy Duty Truck Class 8 Packer Unit 5 (Solid Waste)						291,255	291,255 G
Fleet - Heavy Duty Work Truck Class 8 Unit 34 (Solid Waste)				168,255	G		
Fleet - Hybrid SUV Unit 756 (Building Maintenance)					50,814	G	
Fleet - Large Tractor Unit 102 (Highway)			252,140	G			

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
							Tier I & II
Fleet - Passenger Vehicle Unit 1 (Admin)		33,616	G				
Fleet - Passenger Vehicle Unit 15 (Admin)	35,481	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			
Fleet - School Bus Unit 2 (School)						108,100	108,100 G
Fleet - Sidewalk Tractor Plow Unit 107 (Highway)			178,571	G			
Fleet - Sidewalk Tractor Plow Unit 108 (Highway)						298,670	298,670 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 - Specialty Trailer Unit 59 (Solid Waste)						100,112	100,112 G
Fleet - Street Sweeper Unit 181 (Highway)					263,412	G	
Fleet - Street Sweeper Unit 182 (Highway)		264,101	G				

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
							Tier I & II
Fleet - SUV Emergency Response Unit C2 (Fire)					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		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
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		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 Truck Unit 48 (Highway)	83,561						G
Fleet - Utility Van Class 2 Unit 700 (Building Maintenance)						71,547	71,547 G

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Tier I & II							
Fleet - Utility Van Class 2 Unit 712 (Building Maintenance)					69,831	G	
Fleet - Utility Van Unit 45 (Engineering)					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				
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 4 (Parks)						83,638	83,638 G
Fleet - Work Truck Class 4 Unit 713 (Building Maintenance)						86,168	86,168 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				

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023	
								Tier I & II
Fleet - Work Van Unit 704 (Building Maintenance)	31,222	G						
Fleet - Work Van Unit 715 (Building Maintenance)			43,709	G				
Fleet - Work Van Unit 92 (Engineering)			41,550	G				
Fuel Island Relocation and Upgrade	1,056,000	G						
Geographic Information System						120,000	120,000	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			
High School Tennis Court Improvements Design						50,000	50,000	G
Hillcrest Radio Repeater Building Replacement		136,000	G					
Hillside Boiler Replacement					16,000	G	275,000	275,000 G
Library Furniture		43,970	G	112,960	G			
Library Space Planning						60,000	60,000	G*
Library Technology				30,000	G	48,500	26,280	26,280 G
LIFEPAK 15 V4 Monitor/Defibrillator					30,577	G		
McCloud Field Renovation Design					3,000	G		

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018		Funded FY2019		Funded FY2020		Funded FY2021		Funded FY2022		Requested FY2023	Proposed FY2023
												Tier I & II
Memorial Park Buildings and Grounds Improvements	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 Restroom Upgrades					67,000	G	676,700	D				
Multi-Function Printer Devices			35,000	G	35,600	G	35,600	G				
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems									60,000	G		
Newman Preschool Playground Custom Shade Shelter					69,200	G						
Newman School Gym Floor					275,000	G						
Non-Public Safety Data Center Servers and Storage Units	145,000	G	180,000	G								
NPDES Support Projects							770,500	G				
Open Space Purchase											1,000,000	
Permanent Message Boards									56,000	G		
Personal Protective Equipment	167,872	G	43,424	G	43,424	G	43,424	G	43,358	G	53,174	53,174 G
Police and Fire Mobile and Portable Radios					617,550	G						
Police Use-Of-Force Training Simulator			47,000	G								
Pollard School Blue & Green Gym Upgrades	45,000	G	540,000	G	155,000	AG						

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023	Tier I & II	
Pollard School Locker Room Retrofit				60,000	G	1,068,500	1,068,500	G*	
Pollard School Phased Improvements Feasibility Study		65,000	G						
Pollard School Restroom Upgrades	650,000	O							
Public Safety Complex/Station #2 Projects	4,000,000	OX	66,245,000	X		1,400,000	D		
Public Safety Data Center Servers and Storage Units		30,000	G						
Public Safety Desktops, Printers and Peripherals				200,000	G				
Public Safety Mobile Devices		35,000	G	35,000	G	50,000	G	50,000	50,000 G
Public Works Facilities Improvements						60,000		60,000	G*
Public Works Infrastructure Program	1,762,000	G	1,773,500	DG	2,169,550	G	2,639,000	G	3,951,000 G*
Public Works Mobile Devices						50,000		50,000	G
Public Works Storage Facility	150,000	G	4,885,000	DG					
Recycling and Transfer Station Property Improvements				295,000	G	480,000	G	47,500	47,500 G
Ridge Hill Building Demolition					603,091	A G			
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)						817,750		817,750	G
Rosemary Complex	3,800,000	DO							
School Copier Replacement	46,790	G	84,190	G	52,470	G	62,420	G	61,264 G
						53,275		53,275	G

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018		Funded FY2019		Funded FY2020		Funded FY2021		Funded FY2022		Requested FY2023	Proposed FY2023	
													Tier I & II
School Furniture & Musical Equipment	45,000	G	60,500	G	35,000	G	35,000	G	25,000	G	25,000	25,000	G
School Master Plan Financing & Scheduling Options											75,000	75,000	G*
School Master Plan Supplement					125,000	G							
School Phone System Replacement			319,000	G									
School Technology Replacement	463,500	G	303,600	G	632,350	G	586,575	G	479,650	G	437,000	437,000	G
Self Contained Breathing Apparatus									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	G			
Specialty Equipment - Unit 344 Large Mower (Parks)			76,500	G									
Specialty Equipment - Unit 351 Tractor (Parks)					68,000	G							
Streetlight Conversion to LED			685,000	G									
Town Common Historic Redesign									364,000	G			
Town Hall Stair Modifications	200,000	G											
Town Offices Replacement Furniture			25,000	G	25,000	G					25,000	25,000	G
Town Reservoir Sediment Removal (Design)									87,000	G			

Capital Improvement Plan
January 2022

General Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018		Funded FY2019		Funded FY2020		Funded FY2021		Funded FY2022		Requested FY2023	Proposed FY2023	
Tier I & II													
Traffic Improvements	249,000	G	50,000	G	50,000	G	50,000	G			50,000	50,000	G
Turf Field Replacement at DeFazio Field and Memorial Park			55,000	S	2,500,000	S							
Walker Pond Improvements									125,000	G	356,000	356,000	F

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	F = Federal Funds

Capital Improvement Plan
January 2022

Community Preservation Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Current Year Requests						7,293,000	7,293,000
Cash							
Current Receipts & State Match	1,030,000	500,000		101,500			
Other Available Funds	4,075,000	2,450,000	1,162,000		1,386,000		1,293,000
Total - Cash	5,105,000	2,950,000	1,162,000	101,500	1,386,000		1,293,000
Debt							
CPA Surcharge Supported		8,000,000					6,000,000
Total - Debt		8,000,000					6,000,000
Total	13,105,000	2,950,000	1,162,000	101,500	1,386,000	7,293,000	7,293,000

Capital Improvement Plan
January 2022

Community Preservation Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023		
Athletic Facility Improvements (Claxton Field Lighting & Softball Field Skin Replacement)+				101,500	C		1,008,000	1,008,000	4
Athletic Facility Improvements (DeFazio Synthetic Track)						166,000			T
Athletic Facility Improvements (McCloud Field renovation design)						45,000			T
Boat Launch +							285,000	285,000	4
Cricket Field Improvements	35,000	4		480,000	4				
Emery Grover Building Renovation+							6,000,000	6,000,000	D
Fisher Street Trailhead Design				15,000	T				
Memorial Park Buildings and Grounds Improvements		500,000	C						
Public Playgrounds				350,000	T				
Rosemary Complex	12,000,000	CD T4							
Rosemary Lake Camp and Trail		50,000	4	200,000	T				
Rosemary Lake Sediment Removal		2,400,000	T 3,4						
Town Common Historic Redesign				117,000	T				
Town Common Historic Redesign and Beautification						1,000,000			4
Town Reservoir Sediment Removal (Design)						175,000			3

Capital Improvement Plan
January 2022

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

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Trail Improvement Project - Needham Reservoir	860,000	4					
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
B = Operating Budget
C = CPA Fund Cash
D = Debt

S = Stabilization Fund
T = CPA General Reserve
1 = Community Housing Reserve
2 = Historic Reserve

3 = Open Space Reserve
4 = CPA Free Cash
X = Excluded Debt

Capital Improvement Plan
January 2022

**RTS Enterprise Fund Capital
Prior
Funding Sources**

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Current Year Requests							
Cash							
Current Receipts & Retained Earnings	725,342	345,360					
Other Available Funds							
Total - Cash	725,342	345,360					
Debt							
Fee Supported^		645,000					
Total - Debt		645,000					
Total	725,342	990,360					

Capital Improvement Plan
January 2022

**RTS Enterprise Fund Capital
Prior
Funding Sources**

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Big Belly Trash Cans		100,000	R				
Fleet - Collection Packer Unit 80	211,256	R					
Fleet - Front End Loader Unit 104							
Fleet - Front End Loader Unit 143		245,360	R				
Fleet - Grinder Unit 67	43,086	R					
Fleet - Swap Loader Truck Unit 5							
Fuel Island Relocation and Upgrade	15,000	R					
RTS Property Improvements	290,000	R	645,000	D			
RTS Stormwater Plan							
Transfer Station Floor Replacement	166,000	R					

Funding Source

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

Capital Improvement Plan
January 2022

Sewer Enterprise Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Current Year Requests						1,401,255	1,401,255
Cash							
Current Receipts & Retained Earnings	87,000	2,301,111	1,631,487	488,088	332,531		901,255
Other Available Funds				100,000			500,000
Total - Cash	87,000	2,301,111	1,631,487	588,088	332,531		1,401,255
Debt							
Fee Supported	600,000		800,000		363,000		
Total - Debt	600,000		800,000		363,000		
Total	687,000	2,301,111	2,431,487	588,088	695,531	1,401,255	1,401,255

Capital Improvement Plan
January 2022

Sewer Enterprise Fund Capital
Current and Prior
Funding Sources

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Fleet - Dump Truck Class 8 Unit 29					332,531		E
Fleet - Front End Loader Unit 101				238,283	R		
Fleet - Heavy Duty Truck Class 8 Large Dump Unit 19						291,255	291,255 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		690,000	R				
Sewer Main Project (Greendale/Rte 128)					363,000	D	1,110,000 1,110,000 FR
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	R	1,600,000	DR		

Capital Improvement Plan
January 2022

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

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
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Funding Source

A = Transfer from another Financial Warrant Article
B = Operating Budget
C = CPA Fund Cash
D = Debt

S = Stabilization Fund
T = CPA General Reserve
1 = Community Housing Reserve
2 = Historic Reserve

3 = Open Space Reserve
4 = CPA Free Cash
X = Excluded Debt
F = Federal Funds

Capital Improvement Plan
January 2022

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

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Current Year Requests							
Cash							
Current Receipts & Retained Earnings	433,074	3,311,048	291,500	43,002	1,016,634		
Other Available Funds							
Total - Cash	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	2,733,074	3,311,048	4,791,500	43,002	2,016,634		

Capital Improvement Plan
January 2022

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

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Birds Hill Water Tank		340,000	R				
Fleet - Dump Truck Class 5 Unit 30					135,452	R	
Fleet - Heavy Duty Truck Class 3 Unit 40					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 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	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 Distribution System Improvements		830,000	R	3,800,000	D		
Water Distribution System Improvements				430,000	D		
Water Distribution System Improvements				430,000	DR		

Capital Improvement Plan
January 2022

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

Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Requested FY2023	Proposed FY2023
Water Distribution System Improvements			82,000	R			
Water Distribution System Improvements			49,500	R			
Water Distribution System Improvements (Rosemary)					460,000	R	
Water Distribution System Improvements (South Street/Charles River to Chestnut)					250,000	R	
Water Service Connections	1,000,000	D			1,000,000	D	
Water System Rehabilitation Program	1,300,000	D					

Funding Source

A = Transfer from another Financial Warrant Article
B = Operating Budget
C = CPA Fund Cash
D = Debt

S = Stabilization Fund
T = CPA General Reserve
1 = Community Housing Reserve
2 = Historic Reserve

3 = Open Space Reserve
4 = CPA Free Cash
X = Excluded Debt

Capital Improvement Plan
January 2022

All Capital Funds Funding Sources						
Description	Funded FY2018	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Proposed FY2023
						Tier I & II
Current Year Requests						33,623,069
Cash						
Cash	6,468,467	10,991,289	7,418,252	4,210,933	6,761,159	9,522,814
Retained Earnings	1,245,416	5,957,519	1,922,987	361,090	1,016,634	901,255
Other Available Funds	7,963,000	4,594,000	3,906,500	100,000	1,807,116	3,799,000
Total - Cash	15,676,883	21,542,808	13,247,739	4,672,023	9,584,909	14,223,069
Debt						
Operating Revenues	17,975,000	7,316,000	5,300,000	676,700	4,238,000	13,400,000
CPA Surcharge	8,000,000					6,000,000
Debt Excluded	3,750,000	66,245,000				
Total - Debt	29,725,000	73,561,000	5,300,000	676,700	4,238,000	19,400,000
Total	45,401,883	95,103,808	18,547,739	5,348,723	13,822,909	33,623,069

Capital Improvement Plan
January 2022

Debt Service to Revenue
Issued, Authorized and Proposed
FY2022 - FY2027

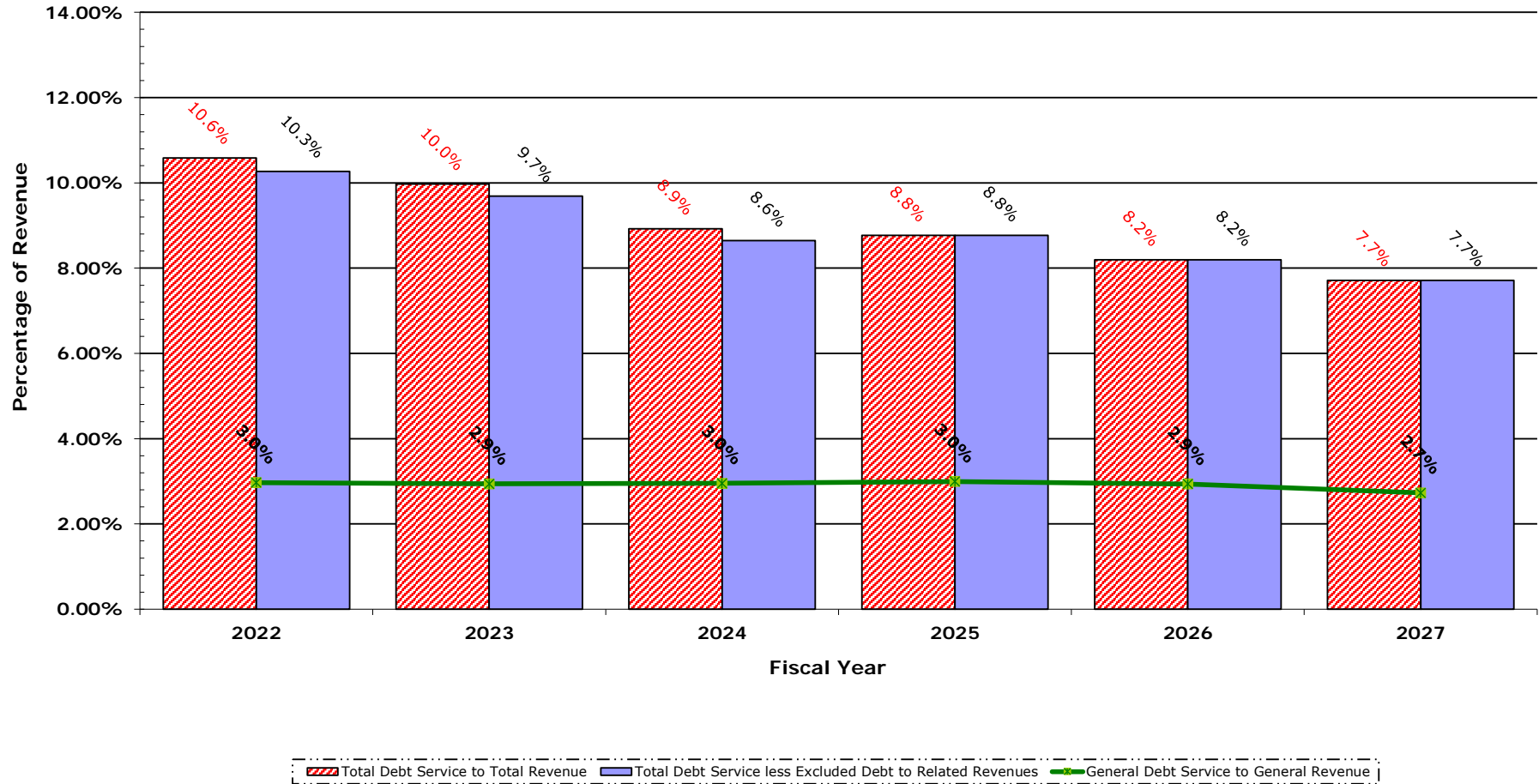
Description	2022	2023	2024	2025	2026	2027
Revenue						
General Fund Within the Levy *	\$180,866,906	\$188,840,083	\$194,977,386	\$201,314,151	\$207,856,861	\$214,612,209
General Fund Excluded from Levy **	\$13,608,677	\$12,981,108	\$10,570,853	\$10,282,766	\$9,232,441	\$8,498,406
CPA Revenue	\$4,067,652	\$3,340,628	\$3,449,198	\$3,561,297	\$3,677,039	\$3,796,543
Sewer Revenue	\$8,814,188	\$8,924,365	\$9,035,920	\$9,148,869	\$9,263,230	\$9,379,020
Water Revenue	\$6,337,945	\$6,417,169	\$6,497,384	\$6,578,601	\$6,660,834	\$6,744,094
Total Revenue	\$213,695,368	\$221,198,501	\$225,225,889	\$230,885,684	\$236,690,405	\$243,030,272
Debt Service						
General Debt (Table I)	\$5,367,745	\$5,552,406	\$5,761,168	\$6,025,781	\$6,101,557	\$5,854,984
Gross Excluded Debt (Table II)	\$14,375,000	\$13,676,256	\$11,266,001	\$10,282,766	\$9,232,441	\$8,498,406
CPA Debt (Table III)	\$1,021,397	\$969,632	\$1,148,631	\$1,628,081	\$1,581,956	\$1,530,656
Sewer Debt (Table IV)	\$610,000	\$610,000	\$675,000	\$750,000	\$923,502	\$1,316,077
Water Debt (Table V)	\$1,250,000	\$1,250,000	\$1,250,000	\$1,550,000	\$1,550,000	\$1,550,000
Total Debt Service	\$22,624,142	\$22,058,294	\$20,100,800	\$20,236,628	\$19,389,457	\$18,750,124
Total Debt Service to Total Revenue	10.6%	10.0%	8.9%	8.8%	8.2%	7.7%
Total Debt Service to Total Revenue (less MSBA) ***	10.3%	9.7%	8.6%	8.8%	8.2%	7.7%
Total Debt Service less Excluded Debt to Related Revenues	4.1%	4.0%	4.1%	4.5%	4.5%	4.4%
General Debt Service to General Fund Revenue	3.0%	2.9%	3.0%	3.0%	2.9%	2.7%

* General Fund revenue is based on the FY2022 recap with a preliminary estimate increase for FY2023 of 4.4% and the out years are estimated at 3.25% annually.

** 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



Capital Improvement Plan
January 2022

Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2023

Project	Amount	Years +	Bond Rate	Budget					
				2022	2023	2024	2025	2026	2027
General Fund Within the Levy									
Emery Grover Building Renovation (FY2023)	13,400,000	20	7.00%			\$469,000	\$1,373,500	\$1,561,100	\$1,514,200
Roof Top Unit Replacements (Broadmeadow & Eliot) (FY2024)	5,250,000	15	7.00%				\$183,750	\$625,625	\$693,000
Quint Ladder Truck (FY2024)	1,642,298	4	7.00%				\$59,778	\$554,800	\$484,000
Fire Engine (FY2025)	903,483	3	7.00%					\$35,105	\$363,000
Quiet Zone Safety Upgrades (FY2025)	2,775,000	10	7.00%					\$122,125	\$467,500
Estimated Debt Service for Recommended New Authorizations	23,970,781					\$469,000	\$1,617,028	\$2,898,755	\$3,521,700
General Fund Debt									
Authorized & Issued (refer to schedule)				\$3,982,551	\$3,167,356	\$2,983,168	\$2,576,803	\$2,218,453	\$2,134,484
Authorized Not Yet Issued & Short Term Costs				\$1,385,194	\$2,385,050	\$2,309,000	\$1,831,950	\$984,350	\$198,800
Proposed Authorizations						\$469,000	\$1,617,028	\$2,898,755	\$3,521,700
Total General Fund Debt Service Within the Levy				\$5,367,745	\$5,552,406	\$5,761,168	\$6,025,781	\$6,101,557	\$5,854,984
General Fund Within the Levy Revenue *				\$180,866,906	\$188,840,083	\$194,977,386	\$201,314,151	\$207,856,861	\$214,612,209
Debt Service % of General Fund Revenue				3.0%	2.9%	3.0%	3.0%	2.9%	2.7%

* Refer to the Debt Service to Revenue Table

Capital Improvement Plan
January 2022

Table II
Capital Projects
Proposed Funding by Debt Exclusion
FY2023

Project	Amount	Years +	Bond Rate	Budget					
				2022	2023	2024	2025	2026	2027
<u>General Fund Debt Excluded</u>									
Currently No Recommendations									
<u>Estimated Debt Service for Recommended New Authorizations</u>									
General Fund Debt Excluded									
Authorized & Issued (refer to schedule)				\$13,169,223	\$10,343,681	\$9,996,151	\$9,051,066	\$8,038,891	\$7,343,006
Authorized Not Yet Issued & Short Term Costs				\$1,205,777	\$3,332,575	\$1,269,850	\$1,231,700	\$1,193,550	\$1,155,400
Proposed Authorizations									
Total General Fund Excluded Debt Service				\$14,375,000	\$13,676,256	\$11,266,001	\$10,282,766	\$9,232,441	\$8,498,406
Projected SBA Payments/Other Adjustments				\$766,323	\$695,148	\$695,148			
Net General Fund Excluded Debt Service				\$13,608,677	\$12,981,108	\$10,570,853	\$10,282,766	\$9,232,441	\$8,498,406

Capital Improvement Plan
January 2022

Table III
CPA Capital Projects
Proposed Funding by Debt
FY2023

Project	Amount	Years +	Bond Rate [^]	Budget					
				2022	2023	2024	2025	2026	2027
CPA Fund									
Emery Grover Building Renovation (FY2023)	6,000,000	20	7.00%			\$210,000	\$720,000	\$699,000	\$678,000
Estimated Debt Service for Recommended New Authorizations	6,000,000					\$210,000	\$720,000	\$699,000	\$678,000
CPA Fund Debt									
Authorized & Issued (refer to schedule)				\$994,056	\$969,632	\$938,631	\$908,081	\$882,956	\$852,656
Authorized Not Yet Issued & Short Term Costs				\$27,341					
Proposed Authorizations						\$210,000	\$720,000	\$699,000	\$678,000
Total CPA Fund Debt Service				\$1,021,397	\$969,632	\$1,148,631	\$1,628,081	\$1,581,956	\$1,530,656

Capital Improvement Plan
January 2022

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2023

Project	Amount	Years +	Bond Rate [^]	Budget					
				2022	2023	2024	2025	2026	2027
<u>Sewer Enterprise</u>									
Sewer Main Greendale/Rte 128 (FY2025)	8,000,000	25	7.00%					\$460,000	\$857,600
Estimated Debt Service for Recommended New Authorizations	8,000,000							\$460,000	\$857,600
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$601,082	\$576,050	\$468,560	\$468,381	\$380,202	\$380,077
Authorized Not Yet Issued & Short Term Costs				\$8,918	\$33,950	\$206,441	\$281,619	\$83,300	\$78,400
Proposed Authorizations								\$460,000	\$857,600
Total Sewer Debt Service				\$610,000	\$610,000	\$675,000	\$750,000	\$923,502	\$1,316,077

Capital Improvement Plan
January 2022

Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2023

Project	Amount	Years +	Bond Rate [^]	Budget					
				2022	2023	2024	2025	2026	2027
<u>Water Enterprise</u>									
Water Distribution Improvements (FY2024)	3,000,000	10	7.00%				\$405,000	\$441,750	\$468,000
Estimated Debt Service for Recommended New Authorizations	3,000,000						\$405,000	\$441,750	\$468,000
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$699,495	\$682,530	\$557,965	\$550,197	\$503,229	\$497,059
Authorized Not Yet Issued & Short Term Costs				\$550,505	\$567,470	\$692,035	\$594,803	\$605,021	\$584,941
Proposed Authorizations							\$405,000	\$441,750	\$468,000
Total Water Debt Service				\$1,250,000	\$1,250,000	\$1,250,000	\$1,550,000	\$1,550,000	\$1,550,000

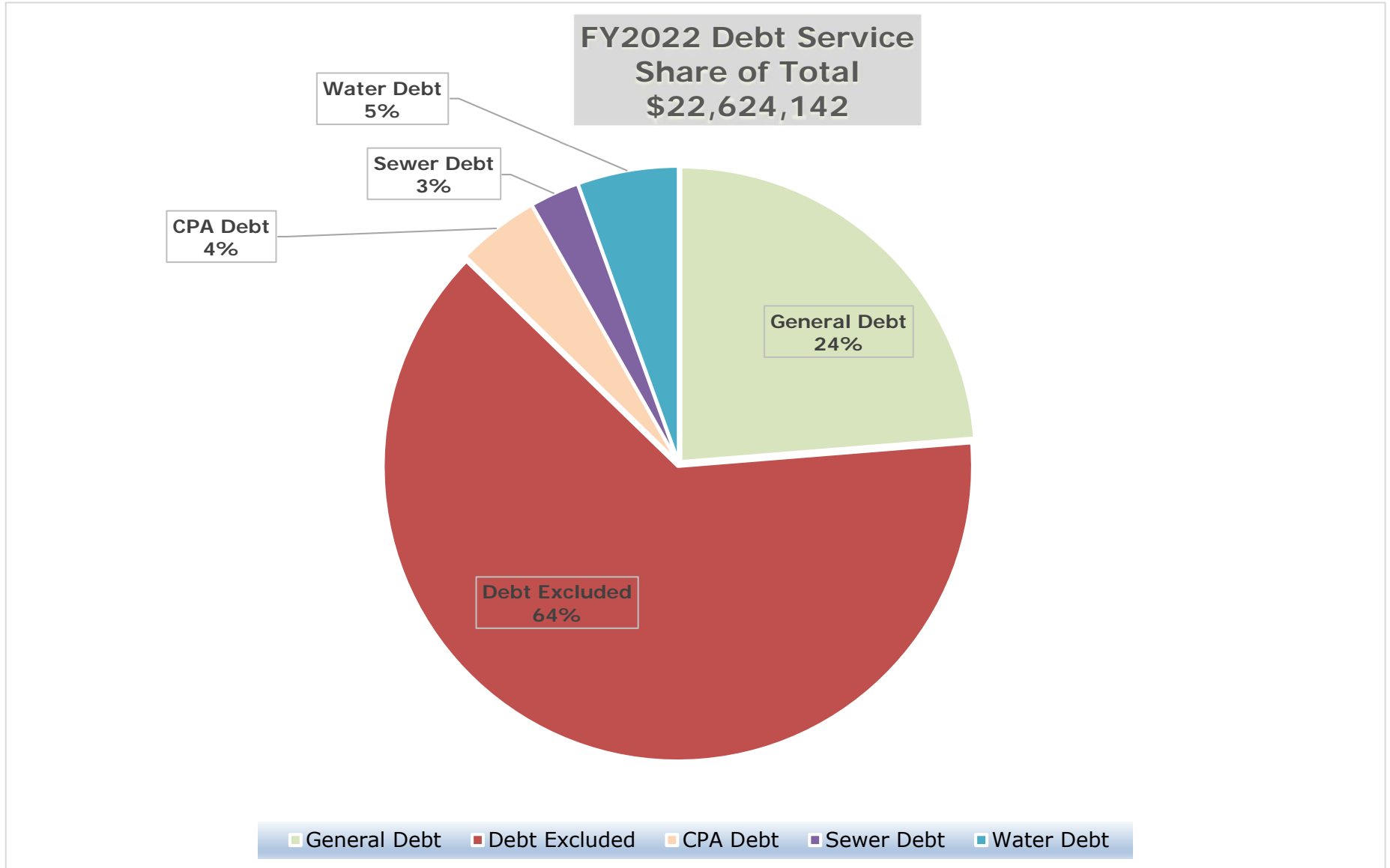
Capital Improvement Plan
January 2022

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

Approved	Project	Town Meeting	Art	Authorized	Balance
2022	Emery Grover Renovation Design	25-Oct-21	7	\$1,475,000	\$1,475,000
2022	Sewer Main Replacement	01-May-21	39	\$363,000	\$363,000
2022	Water Service Connections	01-May-21	41	\$1,000,000	\$1,000,000
2022	Public Safety Buildings Construction	01-May-21	37	\$1,400,000	\$1,400,000
2021	Mitchell School Restroom Upgrades	08-Jun-20	23	\$676,700	\$660,000
2020	Water Distribution System Improvements	06-May-19	41	\$4,500,000	\$4,150,000
2019	Public Safety Buildings Construction	10-Oct-18	10	\$66,245,000	\$11,902,000
2019	Public Works Storage Facility (Jack Cogswell)	14-May-18	35	\$3,503,000	\$2,353,000
2019	Memorial Park Building Project	09-May-18	30	\$2,918,000	\$38,000
2019	RTS Property Improvements	07-May-18	37	\$645,000	\$535,000
2018	Rosemary Recreational Complex	08-May-17	33	\$8,000,000	\$87,500
2017	Central Avenue Elementary School (Williams)	05-Oct-16	2	\$57,542,500	\$879,605
Total				\$148,268,200	\$24,843,105

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.

Capital Improvement Plan
January 2022



Capital Improvement Plan
January 2022

**Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the April 15, 2021 Bond Issue**

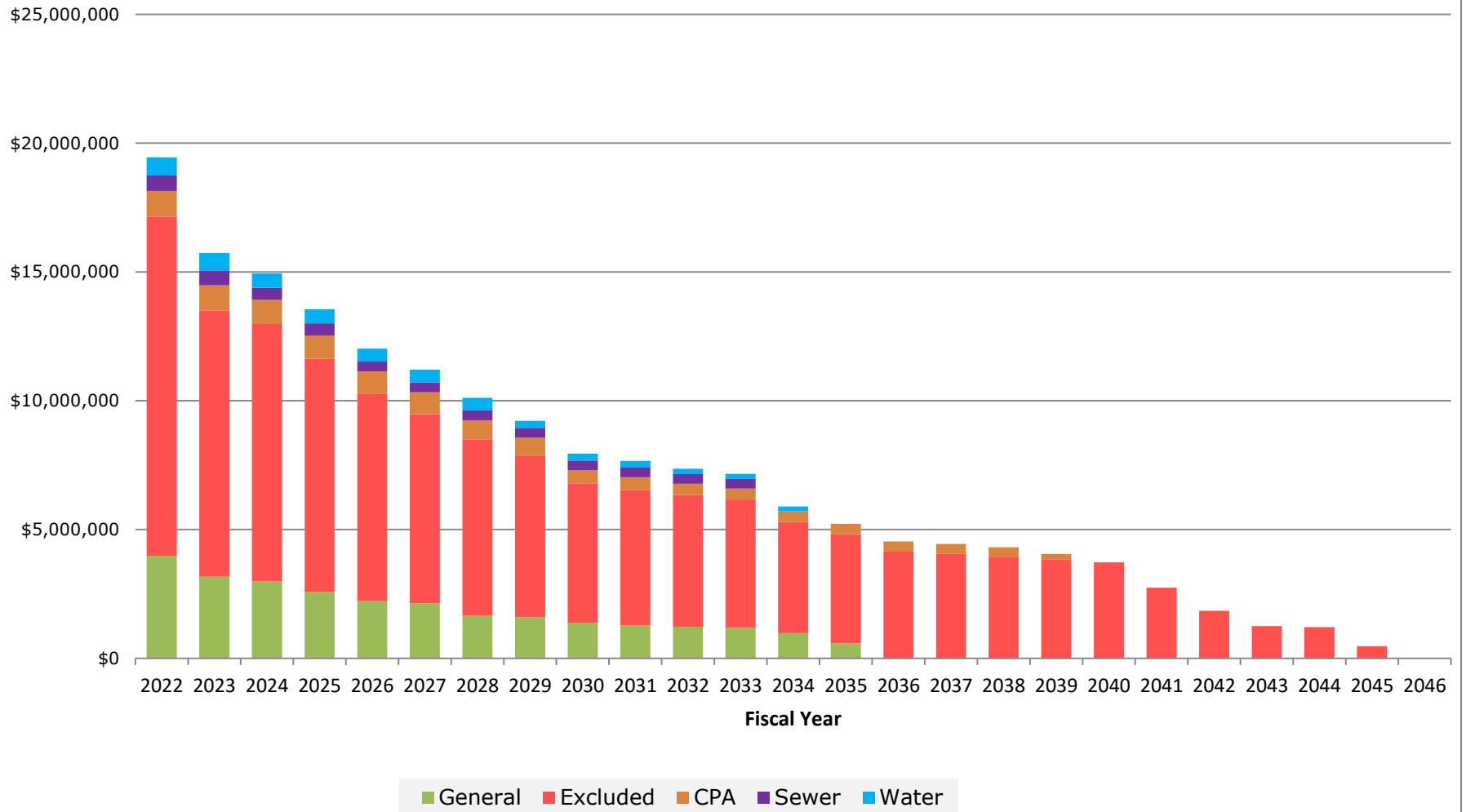
Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2022	\$3,982,551.27	\$13,169,223.06	\$994,055.57	\$601,082.43	\$699,495.06	\$19,446,407.39
2023	\$3,167,356.27	\$10,343,681.26	\$969,631.26	\$576,050.46	\$682,530.17	\$15,739,249.42
2024	\$2,983,167.52	\$9,996,151.26	\$938,631.26	\$468,559.50	\$557,964.58	\$14,944,474.12
2025	\$2,576,802.52	\$9,051,066.26	\$908,081.26	\$468,380.66	\$550,196.91	\$13,554,527.61
2026	\$2,218,452.52	\$8,038,891.26	\$882,956.26	\$380,202.39	\$503,228.76	\$12,023,731.19
2027	\$2,134,484.39	\$7,343,006.26	\$852,656.26	\$380,076.63	\$497,058.76	\$11,207,282.30
2028	\$1,651,051.26	\$6,851,198.76	\$738,543.76	\$379,952.24	\$491,411.50	\$10,112,157.52
2029	\$1,593,115.64	\$6,277,250.01	\$700,918.76	\$374,829.00	\$273,088.06	\$9,219,201.47
2030	\$1,381,686.27	\$5,408,413.76	\$514,668.76	\$374,907.65	\$267,663.04	\$7,947,339.48
2031	\$1,269,538.76	\$5,257,080.01	\$500,281.26	\$374,987.84	\$261,387.51	\$7,663,275.38
2032	\$1,224,827.50	\$5,114,128.76	\$437,256.26	\$375,070.14	\$206,775.00	\$7,358,057.66
2033	\$1,184,580.00	\$4,978,695.02	\$424,856.26	\$375,154.05	\$195,650.00	\$7,158,935.33
2034	\$977,268.75	\$4,316,878.14	\$413,556.26		\$184,600.00	\$5,892,303.15
2035	\$583,156.25	\$4,231,046.89	\$403,356.26			\$5,217,559.40
2036		\$4,144,362.51	\$393,056.26			\$4,537,418.77
2037		\$4,056,375.01	\$382,531.26			\$4,438,906.27
2038		\$3,945,940.63	\$366,853.13			\$4,312,793.76
2039		\$3,845,384.38	\$203,250.00			\$4,048,634.38
2040		\$3,720,753.13				\$3,720,753.13

Capital Improvement Plan
January 2022

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the April 15, 2021 Bond Issue

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2041		\$2,741,225.00				\$2,741,225.00
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
2046						

Current Total Annual Long Term Debt Service
By Category
FY2022 - FY2046



Capital Improvement Plan
January 2022

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
Project	Amount Issued	Final Maturity	2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Town Hall (Series III)			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
Interest			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	29,031.26	28,375.01	27,656.26	26,906.26	26,156.26	25,390.63		
Kendrick Street Bridge Repair			75,000.00							
Interest			937.50							
Kendrick Street Bridge Repair	\$750,000	01-Aug-21	75,937.50							
Public Services Administration Bldg.			10,000.00	10,000.00						
Interest			600.00	200.00						
Public Services Administration Bldg.	\$100,000	15-Jul-22	10,600.00	10,200.00						
59 Lincoln Street & 89 School Street			3,000.00	3,000.00	3,000.00	3,000.00	2,000.00	2,000.00	10,000.00	2,000.00
Interest			745.00	625.00	505.00	415.00	365.00	325.00	947.50	30.00
59 Lincoln Street & 89 School Street	\$52,500	15-Jul-32	3,745.00	3,625.00	3,505.00	3,415.00	2,365.00	2,325.00	10,947.50	2,030.00
Senior Center (Series I)			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	235,000.00	45,000.00
Interest			18,256.26	16,756.26	15,256.26	13,756.26	12,256.26	10,756.26	29,584.41	900.00
Senior Center (Series I)	\$1,000,000	01-Nov-32	68,256.26	66,756.26	65,256.26	63,756.26	62,256.26	60,756.26	264,584.41	45,900.00
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	50,000.00
Interest			19,000.00	17,500.00	16,000.00	14,500.00	13,000.00	11,500.00	32,500.00	1,000.00
59 Lincoln Street & 89 School Street	\$1,005,000	01-Nov-32	69,000.00	67,500.00	66,000.00	64,500.00	63,000.00	61,500.00	282,500.00	51,000.00
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	30,000.00
Interest			11,400.00	10,500.00	9,600.00	8,700.00	7,800.00	6,900.00	19,500.00	600.00
37-39 Lincoln Street	\$605,000	01-Nov-32	41,400.00	40,500.00	39,600.00	38,700.00	37,800.00	36,900.00	169,500.00	30,600.00
51 Lincoln Street			50,000.00	50,000.00	45,000.00	45,000.00	45,000.00	45,000.00	225,000.00	45,000.00
Interest			17,325.00	15,825.00	14,400.00	13,050.00	11,700.00	10,350.00	29,250.02	900.00
51 Lincoln Street	\$950,000	01-Nov-32	67,325.00	65,825.00	59,400.00	58,050.00	56,700.00	55,350.00	254,250.02	45,900.00

Capital Improvement Plan
January 2022

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
Project	Amount Issued	Final Maturity	2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Senior Center (Series II)			255,000.00	255,000.00	255,000.00	250,000.00	250,000.00	250,000.00	1,250,000.00	500,000.00
Interest			110,425.00	102,775.00	93,850.00	85,000.00	77,500.00	69,687.50	217,812.50	20,000.00
Senior Center (Series II)	\$5,050,000	15-Jul-33	365,425.00	357,775.00	348,850.00	335,000.00	327,500.00	319,687.50	1,467,812.50	520,000.00
DPW Complex - Garage Bays			80,000.00	80,000.00	80,000.00					
Interest			5,200.00	3,600.00	2,000.00					
DPW Complex - Garage Bays	\$800,000	15-May-24	85,200.00	83,600.00	82,000.00					
Senior Center (Series III)			55,000.00	55,000.00	55,000.00	50,000.00	50,000.00	50,000.00	250,000.00	100,000.00
Interest			18,800.00	17,700.00	16,600.00	15,225.00	13,975.00	12,725.00	42,475.00	5,250.00
Senior Center (Series III)	\$1,050,500	15-May-34	73,800.00	72,700.00	71,600.00	65,225.00	63,975.00	62,725.00	292,475.00	105,250.00
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	140,000.00
Interest			29,750.00	26,950.00	24,150.00	21,350.00	18,550.00	15,750.00	47,075.00	4,200.00
66 - 70 Chestnut Street	\$1,330,000	15-Nov-33	99,750.00	96,950.00	94,150.00	91,350.00	88,550.00	85,750.00	397,075.00	144,200.00
Central Avenue/Elliot Street Bridge			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00		
Interest			12,000.00	10,000.00	8,000.00	6,000.00	4,000.00	2,000.00		
Central Avenue/Elliot Street Bridge	\$500,000	15-Jan-27	62,000.00	60,000.00	58,000.00	56,000.00	54,000.00	52,000.00		
Central Avenue/Elliot Street Bridge			80,000.00							
Interest			2,000.00							
Central Avenue/Elliot Street Bridge	\$240,000	15-Jul-21	82,000.00							
Rosemary Recreational Complex			300,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	300,000.00	
Interest			60,000.00	48,750.00	41,250.00	33,750.00	26,250.00	18,750.00	15,000.00	
Rosemary Recreational Complex	\$2,260,000	15-Jul-28	360,000.00	198,750.00	191,250.00	183,750.00	176,250.00	168,750.00	315,000.00	
Memorial Park Building			85,000.00	85,000.00	85,000.00	75,000.00	75,000.00	75,000.00	220,000.00	
Interest			32,875.00	28,625.00	24,375.00	20,375.00	16,625.00	12,875.00	16,250.00	
Memorial Park Building	\$970,000	01-Aug-29	117,875.00	113,625.00	109,375.00	95,375.00	91,625.00	87,875.00	236,250.00	

Capital Improvement Plan
January 2022

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
			2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Project	Amount Issued	Final Maturity								
Public works Storage Facility			205,000.00	205,000.00	205,000.00	205,000.00				
Interest			41,000.00	30,750.00	20,500.00	10,250.00				
Public works Storage Facility	\$1,025,000	01-Feb-25	246,000.00	235,750.00	225,500.00	215,250.00				
Memorial Park Building			110,000.00	110,000.00	110,000.00					
Interest			16,500.00	11,000.00	5,500.00					
Memorial Park Building	\$440,000	01-Feb-24	126,500.00	121,000.00	115,500.00					
Public Services Administration Building (Refunding Bond)			206,000.00	210,000.00	215,000.00	190,000.00	195,000.00	185,000.00		
Interest			56,250.00	45,950.00	35,450.00	24,700.00	15,200.00	7,400.00		
Public Services Administration Building (Refunding Bond)	\$1,201,500	01-Feb-27	262,250.00	255,950.00	250,450.00	214,700.00	210,200.00	192,400.00		
Public Works Infrastructure Program			50,000.00	45,000.00	45,000.00					
Interest			4,019.44	3,375.00	1,125.00					
Public Works Infrastructure Program	\$140,000	15-Jul-23	54,019.44	48,375.00	46,125.00					
Public Works Storage Facility			25,000.00	25,000.00	25,000.00					
Interest			2,197.92	1,875.00	625.00					
Public Works Storage Facility	\$75,000	15-Jul-23	27,197.92	26,875.00	25,625.00					
Public Services Administration Building (Refunding Bond)			70,000.00	70,000.00	70,000.00	70,000.00				
Interest			8,788.89	8,750.00	5,250.00	1,750.00				
Public Services Administration Building (Refunding Bond)	\$280,000	15-Jul-24	78,788.89	78,750.00	75,250.00	71,750.00				
Pollard School Roof Replacement			70,000.00	70,000.00						
Interest			4,200.00	1,400.00						
Pollard School Roof Replacement	\$725,000	15-Jul-22	74,200.00	71,400.00						
Pollard School Boiler Replacement			70,000.00							
Interest			1,050.00							
Pollard School Boiler Replacement	\$565,000	15-Jul-21	71,050.00							

Capital Improvement Plan
January 2022

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
Project	Amount Issued	Final Maturity	2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
High School Cafeteria Construction			150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00		
Interest			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	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	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	1,625,000.00	975,000.00
Interest			188,500.00	164,125.00	147,875.00	131,625.00	115,375.00	99,125.00	281,125.00	43,875.00
High School Expansion Construction	\$6,500,000	15-Jul-34	838,500.00	489,125.00	472,875.00	456,625.00	440,375.00	424,125.00	1,906,125.00	1,018,875.00
High School Expansion Construction			255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	1,270,000.00	750,000.00
Interest			151,700.00	138,950.00	126,200.00	113,450.00	100,700.00	87,950.00	253,700.00	31,250.00
High School Expansion Construction	\$4,004,000	01-Aug-34	406,700.00	393,950.00	381,200.00	368,450.00	355,700.00	342,950.00	1,523,700.00	781,250.00
Total General Fund Debt Service Within the Levy Limit			3,982,551.27	3,167,356.27	2,983,167.52	2,576,802.52	2,218,452.52	2,134,484.39	7,120,219.43	2,745,005.00
Broadmeadow School (Refunding Bond)			645,000.00	640,000.00	630,000.00					
Interest			63,700.00	38,000.00	12,600.00					
Broadmeadow School (Refunding Bond)	\$8,400,000	01-Nov-23	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	448,000.00	448,000.00	2,235,000.00	443,000.00
Interest			140,180.00	122,100.00	104,020.00	90,460.00	81,460.00	72,500.00	210,815.00	6,645.00
Newman School Extraordinary Repairs (Series IV)	\$9,000,000	15-Jul-32	592,180.00	574,100.00	556,020.00	542,460.00	529,460.00	520,500.00	2,445,815.00	449,645.00
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	110,000.00
Interest			41,800.00	38,500.00	35,200.00	31,900.00	28,600.00	25,300.00	71,500.00	2,200.00
Newman School Extraordinary Repairs (Series V)	\$2,200,000	01-Nov-32	151,800.00	148,500.00	145,200.00	141,900.00	138,600.00	135,300.00	621,500.00	112,200.00
Eliot School (Refunding Bond)			250,000.00	245,000.00	245,000.00	245,000.00				
Interest			34,400.00	24,500.00	14,700.00	4,900.00				
Eliot School (Refunding Bond)	\$2,562,000	15-Nov-24	284,400.00	269,500.00	259,700.00	249,900.00				
High School Series 1 (Refunding Bond)			460,000.00	460,000.00	455,000.00	455,000.00	450,000.00			
Interest			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	542,000.00	523,600.00	500,300.00	482,100.00	459,000.00			

Capital Improvement Plan
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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	
			2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
High Rock School Design (Refunding Bond)			25,000.00	25,000.00	25,000.00	20,000.00	20,000.00	18,500.00		
Interest			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	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	50,000.00	50,000.00	50,000.00	46,500.00		
Interest			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	66,160.00	63,960.00	56,860.00	54,860.00	52,860.00	47,430.00		
High School (Series IIA) (Refunding Bond)			490,000.00	490,000.00	485,000.00	485,000.00				
Interest			68,200.00	48,600.00	29,100.00	9,700.00				
High School (Series IIA) (Refunding Bond)	\$2,991,900	01-Aug-24	558,200.00	538,600.00	514,100.00	494,700.00				
High School (Series IIB) (Refunding Bond)			95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	93,500.00		
Interest			20,840.00	17,040.00	13,240.00	9,440.00	5,640.00	1,870.00		
High School (Series IIB) (Refunding Bond)	\$782,850	01-Aug-26	115,840.00	112,040.00	108,240.00	104,440.00	100,640.00	95,370.00		
High Rock & Pollard School Projects (Series III) (Refunding Bond)			250,000.00	245,000.00	245,000.00	240,000.00	235,000.00	231,500.00	230,000.00	
Interest			62,060.00	52,160.00	42,360.00	32,660.00	23,160.00	13,830.00	4,600.00	
High Rock & Pollard School Projects (Series III) (Refunding Bond)	\$2,253,010	01-Aug-27	312,060.00	297,160.00	287,360.00	272,660.00	258,160.00	245,330.00	234,600.00	
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	2,660,000.00
Interest			214,500.00	203,300.00	192,100.00	180,900.00	169,700.00	158,500.00	627,300.00	534,500.00
Owens Farm Land Purchase	\$7,000,000	15-Jan-42	494,500.00	483,300.00	472,100.00	460,900.00	449,700.00	438,500.00	2,027,300.00	3,194,500.00
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	175,000.00
Interest			16,750.00	15,750.00	14,750.00	13,750.00	12,750.00	11,750.00	44,000.00	25,593.78
609 Central Land Purchase	\$730,000	15-Jan-39	41,750.00	40,750.00	39,750.00	38,750.00	37,750.00	36,750.00	169,000.00	200,593.78
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	8,640,000.00
Interest			613,800.00	577,800.00	541,800.00	505,800.00	469,800.00	433,800.00	1,693,800.00	1,732,500.00
William School Construction Project	\$18,000,000	15-Jul-43	1,333,800.00	1,297,800.00	1,261,800.00	1,225,800.00	1,189,800.00	1,153,800.00	5,293,800.00	10,372,500.00

Capital Improvement Plan
January 2022

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
Project	Amount Issued	Final Maturity	2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
William School Construction Project			295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	1,475,000.00	2,945,000.00
Interest			235,481.26	220,731.26	205,981.26	191,231.26	176,481.26	161,731.26	593,306.30	425,034.43
William School Construction Project	\$7,400,000	01-Aug-41	530,481.26	515,731.26	500,981.26	486,231.26	471,481.26	456,731.26	2,068,306.30	3,370,034.43
Public Safety Buildings Construction			475,000.00	470,000.00	465,000.00	465,000.00	465,000.00	465,000.00	2,300,000.00	5,980,000.00
Interest			410,700.00	387,075.00	363,700.00	340,450.00	317,200.00	293,950.00	1,133,325.00	1,141,087.50
Public Safety Buildings Construction	\$11,565,000	01-Aug-44	885,700.00	857,075.00	828,700.00	805,450.00	782,200.00	758,950.00	3,433,325.00	7,121,087.50
High Rock & Pollard School Projects (Refunding Bond)			463,000.00	470,000.00	475,000.00	475,000.00	480,000.00	480,000.00	945,000.00	
Interest			170,350.00	147,200.00	123,700.00	99,950.00	76,200.00	57,000.00	56,600.00	
High Rock & Pollard School Projects (Refunding Bond)	\$3,788,500	01-Feb-29	633,350.00	617,200.00	598,700.00	574,950.00	556,200.00	537,000.00	1,001,600.00	
Public Safety Buildings Construction			895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	895,000.00	4,475,000.00	7,155,000.00
Interest			581,650.00	536,900.00	492,150.00	447,400.00	402,650.00	366,850.00	1,297,250.00	652,550.00
Public Safety Buildings Construction	\$18,540,000	01-Feb-40	1,476,650.00	1,431,900.00	1,387,150.00	1,342,400.00	1,297,650.00	1,261,850.00	5,772,250.00	7,807,550.00
Public Safety Buildings Construction			3,400,000.00	830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	4,150,000.00	7,460,000.00
Interest			442,697.22	510,250.00	468,750.00	427,250.00	385,750.00	344,250.00	1,131,950.00	670,700.00
Public Safety Buildings Construction	\$19,160,000	15-Jul-40	3,842,697.22	1,340,250.00	1,298,750.00	1,257,250.00	1,215,750.00	1,174,250.00	5,281,950.00	8,130,700.00
Public Safety Building & Station 2 Design			32,000.00							
Interest			404.44							
Public Safety Building & Station 2 Design	\$32,000	15-Jul-21	32,404.44							
High School (Refunding Bond)			184,000.00	170,000.00	175,000.00	175,000.00	180,000.00	180,000.00	85,000.00	
Interest			38,647.08	44,000.00	35,375.00	26,625.00	17,750.00	8,750.00	2,125.00	
High School (Refunding Bond)	\$1,149,000	15-Jul-27	222,647.08	214,000.00	210,375.00	201,625.00	197,750.00	188,750.00	87,125.00	
Newman School Extraordinary Repairs (Refunding Bond)			249,000.00	235,000.00	235,000.00	240,000.00	240,000.00	245,000.00	450,000.00	
Interest			65,063.06	76,375.00	64,625.00	52,750.00	40,750.00	28,625.00	21,500.00	
Newman School Extraordinary Repairs (Refunding Bond)	\$1,894,000	15-Jul-28	314,063.06	311,375.00	299,625.00	292,750.00	280,750.00	273,625.00	471,500.00	
Total General Fund Debt Service Excluded from the Levy Limit			13,169,223.06	10,343,681.26	9,996,151.26	9,051,066.26	8,038,891.26	7,343,006.26	28,908,071.30	40,758,810.71

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	
Project	Amount Issued	Final Maturity	2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Town Hall (Series III)			80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00		
Interest			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	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	200,000.00	
Interest			13,425.00	11,225.00	9,025.00	7,375.00	6,275.00	5,175.00	9,437.50	
Town Hall (Series IV)	\$970,000	15-Jul-30	68,425.00	66,225.00	64,025.00	62,375.00	61,275.00	60,175.00	209,437.50	
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	1,400,000.00
Interest			136,000.00	126,000.00	116,000.00	106,000.00	96,000.00	86,000.00	298,000.00	152,750.00
Rosemary Recreational Complex	\$4,000,000	15-Jul-37	336,000.00	326,000.00	316,000.00	306,000.00	296,000.00	286,000.00	1,298,000.00	1,552,750.00
Rosemary Recreational Complex			170,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	800,000.00	955,000.00
Interest			110,356.26	101,981.26	93,731.26	85,481.26	77,231.26	68,981.26	227,481.30	79,709.43
Rosemary Recreational Complex	\$3,221,000	01-Aug-37	280,356.26	266,981.26	258,731.26	250,481.26	242,231.26	233,981.26	1,027,481.30	1,034,709.43
Town Hall (Refunding Bond)			170,000.00	165,000.00	165,000.00	165,000.00	170,000.00	170,000.00	340,000.00	
Interest			46,374.31	54,625.00	46,375.00	38,125.00	29,750.00	21,250.00	16,750.00	
Town Hall (Refunding Bond)	\$1,345,000	15-Jul-28	216,374.31	219,625.00	211,375.00	203,125.00	199,750.00	191,250.00	356,750.00	
Total CPA Debt Service			994,055.57	969,631.26	938,631.26	908,081.26	882,956.26	852,656.26	2,891,668.80	2,587,459.43

Capital Improvement Plan
January 2022

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	
Project	Amount Issued	Final Maturity	2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Sewer Pump Station Reservoir B - MWPAT			289,906.00	296,207.00	302,644.00	309,222.00	315,942.00	322,809.00	1,722,381.00	367,258.00
Interest			84,416.93	78,183.96	71,815.50	65,308.66	58,660.39	51,867.63	152,165.87	7,896.05
Sewer Pump Station Reservoir B - MWPAT	\$6,034,290	15-Jan-33	374,322.93	374,390.96	374,459.50	374,530.66	374,602.39	374,676.63	1,874,546.87	375,154.05
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)			70,000.00	70,000.00						
Interest			4,200.00	1,400.00						
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)	\$500,000	15-Nov-22	74,200.00	71,400.00						
MWRA Sewer System Rehab - I/I Work			35,909.50	35,909.50						
Interest										
MWRA Sewer System Rehab - I/I Work	\$179,548	15-May-23	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				
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				
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)			6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Interest			1,650.00	1,350.00	1,100.00	850.00	600.00	400.00	200.00	
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)	\$36,000	01-Feb-28	7,650.00	6,350.00	6,100.00	5,850.00	5,600.00	5,400.00	5,200.00	
Wastewater System Rehabilitation			20,000.00							
Interest			1,000.00							
Wastewater System Rehabilitation	\$46,000	01-Feb-22	21,000.00							
Total Sewer Fund Debt Service			601,082.43	576,050.46	468,559.50	468,380.66	380,202.39	380,076.63	1,879,746.87	375,154.05

Capital Improvement Plan
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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	
			2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
MWPAT Water DWS-08-24			40,042.82	40,847.50	41,668.96	42,506.17	43,361.11	44,232.73	186,001.07	
			9,000.74	8,131.17	7,244.12	6,339.24	5,416.15	4,474.53	8,097.54	
MWPAT Water DWS-08-24	\$765,335	15-Jul-30	49,043.56	48,978.67	48,913.08	48,845.41	48,777.26	48,707.26	194,098.61	
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	195,000.00
Interest			36,775.00	34,775.00	32,775.00	30,275.00	27,775.00	25,275.00	84,075.00	10,150.00
St Mary's Pump Station	\$1,995,000	15-May-34	136,775.00	134,775.00	132,775.00	130,275.00	127,775.00	125,275.00	584,075.00	205,150.00
Water Main Improvements			40,000.00	40,000.00	40,000.00	40,000.00				
Interest			5,600.00	4,000.00	2,400.00	800.00				
Water Main Improvements	\$400,000	15-Nov-20	45,600.00	44,000.00	42,400.00	40,800.00				
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	170,000.00
Interest			37,950.00	34,350.00	30,750.00	27,150.00	23,550.00	19,950.00	59,025.00	5,100.00
St Mary's Pump Station	\$1,700,000	15-Nov-33	127,950.00	124,350.00	120,750.00	117,150.00	113,550.00	109,950.00	509,025.00	175,100.00
Water System Rehabilitation - Rte 128 Area (Refunding Bond)			120,000.00	115,000.00						
Interest			7,000.00	2,300.00						
Water System Rehabilitation - Rte 128 Area (Refunding Bond)	\$638,000	15-Nov-22	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	100,000.00	
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	100,000.00	
Water System Rehabilitation (MWRA)			113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	113,126.50	
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	113,126.50	
Total Water Fund Debt Service			699,495.06	682,530.17	557,964.58	550,196.91	503,228.76	497,058.76	1,500,325.11	380,250.00
Total Debt Service			19,446,407.39	15,739,249.42	14,944,474.12	13,554,527.61	12,023,731.19	11,207,282.30	42,300,031.51	46,846,679.19

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Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Town Offices Replacement Furniture			Submitted by			
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached
Description							

Town Hall was renovated with new furniture when it reopened in September 2011. In FY2023, the furniture will be 11 years old and will need to start to be replaced where applicable due to heavy wear and tear. The Public Services Administration Building (PSAB) was opened as a new building with new furniture in February 2010. In FY2023, the furniture will be 13 years old and the more worn and broken furniture will need to start to be replaced. A furniture inventory, including current condition, has been completed for the Town Hall and PSAB and will be updated annually.

In FY2023, furniture to be replaced will be as much of the stated "poorer condition" furniture as the budget request would allow. Depending upon the condition of the furniture in outlying years, this request may be repeated either annually or biennially.

Current pricing of replacement furniture is:

- 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 2022

Capital Request Detail								
Project Title	Town Offices Replacement Furniture			Fiscal Year	2023	Request Status	Existing	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 9 Years	Land		Construction Management		Technology		
Primary Function	General Government	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 FY2023, furniture that is in "poorer condition" will be replaced, up to \$25,000. Depending on the condition of the furniture in later years, this request may be repeated either annually or every other year.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Town Offices Replacement Furniture			Fiscal Year	2025	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	General Government	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 FY2025, furniture that is in "poorer condition" will be replaced, up to \$25,000. Additional furniture will have lessened in quality during the time in between the previous request. Depending on the condition of the furniture in later years, this request may be repeated either annually or every other year.

Capital Improvement Plan
January 2022

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 GIS Technology Systems and Applications capital request (previously titled Geographic Information Systems Upgrade) is a request to update imagery and planimetric data by a flight to update aerial imagery and then use that aerial imagery to update the Town's planimetric data. Planimetric data is the point, line, and polygon digital representation of above ground physical structures and features. The aerial imagery and planimetric data is used across Town departments but is most often used by Public Works Engineering using computer aided design (CAD) software, Public Works Water/Sewer/Drain for cross connection review, Public Works Highway for street and sidewalk analysis, 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.

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 2022

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 as well as installation services and accessories that are used for laptops and tablets in Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the daily operations of individuals working in either 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. Over the years this capital request funding mechanism has been difficult to use because of trying to maintain this specific hardware for a five year cycle. In the future Public Safety mobile device requests and replacements will come either by including the costs during the purchase of a public safety vehicle or through either public safety departments operating budget. There are also opportunities through public safety grants such as the State 911 Grant Funds to procure mobile devices for public safety however concern with the grant process is that the monies might not be available or might not be reimbursable for this purpose. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

Capital Improvement Plan
January 2022

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 within Public Works. The current hardware is a mix of hardened laptops and tablets. The current hardware is a mix of Android and Microsoft tablets as well as Panasonic ToughBooks purchased through prior CIP and operating appropriations. The Panasonic ToughBooks 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. Over the past several years multiple Public Works Divisions have shown interest and moved forward with employees involved in mobile operations requiring access to cloud based data or applications. Public Works Engineering for catchbasin and drain analysis, Public Works Water/Sewer/Drain for cross connection review and infrastructure work order, Public Works Highway for street and sidewalk analysis, Public Works Building Maintenance for building and asset management, and Public Works Administration through the citizen request and issue tracing application. All of these require hardware out in the field for review and analysis by Public Works employees. This capital request would refresh the devices bringing them up to the latest hardware and software specifications needed for the work.

Capital Improvement Plan
January 2022

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, the Center at The Heights, and the Rosemary Recreation Complex. 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 (2021) are five to six years old so the replacement of them will be important in the years out. This project will look to replace these switches at one time to ensure that they are all at the same level of make and model and going forward having a regular routine for replacement for these buildings. There is annual licensing and maintenance for this product which is currently maintained in the Finance Department budget.

Capital Improvement Plan
January 2022

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 in 2024. 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 2022

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 as well as switches, the controller, and controller software. The controller is designed to manage the WAPs. 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. 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. As the Town has come out fo the COVID lockdowns and is moving to making public meetgins avaiable through a hybrid solution the wireless network and access points have become an important factor in that move. There are currently several buildings that are struggling with access to the wireless network making it difficult to provide service. This project would also help making the wirless access at larger events in Town buildings such as the Soecial and Annual Town Meetings as well as at the Rosemary Pool for atendees during the summer months. Moving into the future the older WAP's will not be compatible with any updated controller software making it necessary to upgrade the WAPs where this project will look to replace these WAPs at one time to ensure that they are all at the same level of make and model and going forward having a regular routine for replacement for these buildings. It is anticipated that with the project that it will be easier for those Town municipal buildings or properties currently without wireless access to be included in on the wireless network.

Capital Improvement Plan
January 2022

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 cameras and security cameras at intersections and buildings. Traffic cameras are currently located at two intersections downtown, Great Plain at Chapel and Chestnut, Great Plain at Highland and Dedham. At the downtown intersections there are both traffic management control and security cameras. The traffic control cameras, at the time of installation, were low resolution and will be updated to cameras with higher resolution to better help control traffic. Security cameras as mentioned above are not only at these intersections have been incorporated over the past 10 - 12 years during construction and retro-fitting across the Town at multiple municipal buildings and locations. Each building with security cameras also maintains a Digital Video Recorder which currently are backed up through the local area network to a storage unit in the Public Services Administration Building (Staging 1). The cameras at all of the Town municipal buildings are high resolution cameras used for maintaining the security of the buildings and properties. All of this hardware has a life span of five years and by the time of this capital request some will be older than 10 years. 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 and going forward having a regular routine for replacement across the Town. 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 Town municipal buildings which allows the Town to use all of the functionality of the Avigilon software. It is anticipated that going forward those Town municipal buildings or properties currently without security cameras will be retro-fitted with security cameras.

Capital Improvement Plan
January 2022

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	See Attached
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
January 2022

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 acts 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 acts as fail over in case of the Town Hall network and infrastructure going offline as well as incorporating cloud...

Capital Improvement Plan
January 2022

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 areas 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.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Public Safety Servers, Network, and Network Security Equipment Replacement			Fiscal Year	2026	Request Status	Existing
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
January 2022

Capital Request Detail

Project Title	Public Safety Servers, Network, and Network Security Equipment Replacement	Fiscal Year	2026	Request Status	Existing
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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 2022

Capital Funding Request							
Title	Ongoing PPE Replacement			Submitted by	Fire Department		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$43,358	Funding Year	2022

Description

This request is to continue our PPE replacement program.

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January 2022

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	\$53,174	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$53,174
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 2022

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	\$54,503	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$54,503
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 2022

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	\$55,865	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$55,865
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
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Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2026	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	\$57,262	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$57,262
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
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Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2027	Request Status	
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	\$58,693	Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	Industry References		Project Cost	\$58,693
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 contaminated PPE. The following links may be helpful in understanding this research:

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Capital Request Detail			
Project Title		Fiscal Year	Request Status
Ongoing PPE Replacement Program		2027	
Additional Description and Considerations			

<http://firefightercancersupport.org/wp-content/uploads/2013/08/Taking-Action-against-Cancer-in-the-Fire-Service.pdf>

<http://www.cdc.gov/niosh/firefighters/ffCancerStudy.html>

<http://www.everyonegoeshome.com/wp-content/uploads/sites/2/2016/03/Cancer-Alliance-January-2015.pdf>

<http://www.cdc.gov/niosh/pgms/worknotify/pdfs/ff-cancer-factsheet-final.pdf>

Ignoring such research might be viewed negatively going forward, opening the door for potential legal actions.

Through our ongoing building project, our department has taken significant measures to help reduce the risk of cancer, including the installation gear washer/extractors and a decontamination system. However, current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed in these extractors and dried in dryers designed specifically for that purpose. Further research has found that wet PPE creates a breeding ground for unhealthy bacteria, as well, which is also harmful if this gear is allowed to remain in service.

Fulfillment of this request will be greatly beneficial to the health and wellness of our personnel and the public we serve. In doing so, the exposure to occupational carcinogens will be reduced with the potential for a reduction in the number of our members contracting cancer from the work place. In turn, this could result in a corresponding reduction in cancer related disability pensions saving funds in the future.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	School Copier Replacement			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type		Funding Request	\$310,814	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.

The FY23-27 CIP request replaces a total of 21 machines over the five-year period. This request includes one additional machine in the first four years of the request at an incremental cost of \$19,169 (in FY24), compared to the prior FY22-26 CIP request, based on updated use and lifecycle information. The fifth year request is for replacement of one machine at the Needham Production Center.

Fiscal Year	# Copiers To Replace	Total Projected Cost	Compare to FY22-26 CIP	FY22-26 Projected Cost	Inc/(Dec) From Prior CIP Submission
2023	5	53,275.00	5	50,738.00	2,537.00
2024	5	75,241.00	3	34,656.00	40,585.00
2025	5	60,783.00	6	71,722.00	(10,939.00)
2026	5	69,773.00	5	82,787.00	(13,014.00)
2027	1	51,742.00			51,742.00
Total		310,814.00		239,903.00	70,911.00

Capital Improvement Plan
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Capital Request Detail							
Project Title	School Copier Replacement			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	Public Education	Site Preparation		Equipment	\$53,275	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$53,275
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 copy machines throughout the District.

The FY23 request is to replace five copiers in the following locations: Broadmeadow Room 162, Newman Room 396, Newman Room 215, Pollard Room M7, and Emery Grover Room M11. This request increased by \$2,537 from the FY22-26 CIP, representing an increase in the cost of replacing copier equipment.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School Copier Replacement			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	Public Education	Site Preparation		Equipment	\$75,241	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$75,241
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							
<p>This request is to replace copy machines throughout the District.</p> <p>The FY24 request is to replace five copiers in the following locations: Emery Grover Room B10, Emery Grover U16, Needham High School Room 205, High Rock Room 270, and Mitchell Room 17. This request increased by \$40,585 from the FY22-26 CIP, reflecting the replacement of two additional machines in FY24, based on actual use and lifecycle information, and an increase in the cost of replacing the equipment.</p>							
Additional Description and Considerations							

Capital Improvement Plan
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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 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$60,783	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$60,783
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 copy machines throughout the District.

The FY25 request is to replace five copiers in the following locations: Broadmeadow Room 116, Newman Room 106, NHS Room 905 and 703, and Williams Room 252. This request decreased by \$10,939 from the FY22-26 CIP, reflecting the replacement of one fewer machine in FY25, based on actual use and lifecycle information.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School Copier Replacement			Fiscal Year	2026	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$69,773	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$69,773
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							
<p>This request is to replace copy machines throughout the District.</p> <p>The FY26 request is to replace five copiers in the following locations: Emery Grover Room B10, Eliot Room 225 and 151, and NHS Rooms 801 and 205. This request decreased by \$13,014 from the FY22-26 CIP, due to the shift of one production center machine from one fiscal year a different year.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School Copier Replacement		Fiscal Year	2027	Request Status	Existing	
Project Phase	Acquisition	Planning/Design		Construction	FF&E		
Useful Life	More than 5 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	\$51,742	
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							
<p>This request is to replace copy machines throughout the District.</p> <p>The FY27 request is to replace the Production Center color copier in Emery Grover Room B10.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	School New and Replacement Furniture			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type		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 FY23-FY27 funding request will continue provide funding for new classroom furniture as needed, at a rate of \$25,000/year as needed for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School New and Replacement 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 FY23-FY27 funding request will continue provide funding for new classroom furniture as needed, at a rate of \$25,000/year as needed for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	School New and Replacement Furniture			Fiscal Year	2024	Request Status	Existing	
Project Phase	Planning/Design		Construction			FF&E		
Useful Life	Land		Construction Management			Technology		
Primary Function	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		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 FY23-FY27 funding request will continue provide funding for new classroom furniture as needed, at a rate of \$25,000/year as needed for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	School New and Replacement Furniture			Fiscal Year	2025	Request Status	Existing	
Project Phase	Planning/Design		Construction			FF&E		
Useful Life	Land		Construction Management			Technology		
Primary Function	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		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 FY23-FY27 funding request will continue provide funding for new classroom furniture as needed, at a rate of \$25,000/year as needed for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	School New and Replacement Furniture			Fiscal Year	2026	Request Status	Existing	
Project Phase	Planning/Design		Construction			FF&E		
Useful Life	Land		Construction Management			Technology		
Primary Function	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		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 FY23-FY27 funding request will continue provide funding for new classroom furniture as needed, at a rate of \$25,000/year as needed for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School New and Replacement Furniture			Fiscal Year	2027	Request Status	New
Project Phase	Planning/Design		Construction			FF&E	
Useful Life	Land		Construction Management			Technology	
Primary Function	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		No
Project Description and Considerations							
<p>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 FY23-FY27 funding request will continue provide funding for new classroom furniture as needed, at a rate of \$25,000/year as needed for new enrollment or replacement purposes. This request is consistent with prior years' requests.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Funding Request								
Title	School Department Technology Replacement Request				Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type		Funding Request	\$2,751,350	Funding Year	See Attached	
Description								

The FY23-27 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, electronic door access controllers, paging phones/airphones and classroom soundfield systems (new). 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.

The FY23-27 request reflects the following major changes: the conversion of all remaining elementary lab computers from desktops (purchased through the CIP) to laptops (which are paid from operating), and the reallocation of these capital funds to the installation of soundfield systems in classrooms around the District and computer replacement at several Fine and Performing Arts specialized labs at NHS. In addition, increased funds are allocated to electronic door access and paging clock/airphone replacement.

Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	55,000	(107,000)	40,500	-	(40,500)	46,000	-	(46,000)	202,500	40,500	(162,000)	126,900	222,400
Science Lab Computers	-	-	-	-	54,000	54,000	54,000	-	(54,000)	-	-	-	-	54,000
TV Studio Computers	36,000	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
Graphics/FPA Lab Computers	-	-	-	44,000	-	(44,000)	-	81,000	81,000	-	162,000	162,000	55,000	298,000
Desktop Computers	6,000	6,000	-	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	48,300
Printers	-	-	-	-	-	-	23,375	22,550	(825)	22,550	23,375	825	39,475	85,400
IWB & Projectors	90,000	195,000	105,000	178,000	203,000	25,000	285,000	285,000	-	200,000	200,000	-	275,000	1,158,000
Door Access Controllers	-	-	-	-	5,500	5,500	14,000	33,000	19,000	-	-	-	-	38,500
Paging Clocks Airphone	30,000	32,000	2,000	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	152,000
Security Cameras	-	-	-	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	93,750
Subtotal	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Summary Infrastructure	FY23 Prior	FY23 New	FY23 Change	FY24 Prior	FY24 New	FY24 Change	FY25 Prior	FY25 New	FY25 Change	FY26 Prior	FY26 New	FY26 Change	FY27 New	FY23-27 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 Grand Total	FY23 Prior	FY23 New	FY23 Change	FY24 Prior	FY24 New	FY24 Change	FY25 Prior	FY25 New	FY25 Change	FY26 Prior	FY26 New	FY26 Change	FY27 New	FY23-27 Total
Hardware	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	437,000	437,000	-	460,750	460,750	-	581,975	581,150	(825)	577,050	577,875	825	694,575	2,751,350

Capital Improvement Plan
January 2022

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	
Primary Function	Public Education	Site Preparation		Equipment	\$437,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		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		No
Project Description and Considerations							

The FY23-27 Capital Improvement Plan (CIP) for school technology totals \$ 2,751,350 and includes \$2,186,350 for school hardware replacement and \$565,000 for school technology infrastructure. The five-year request is similar to prior years, with the following exceptions: the conversion of all elementary lab computers from desktops (purchased through the CIP) to laptops (which are paid from operating), and the reallocation of these capital funds to the installation of soundfield systems in classrooms around the District and computer replacement at several Fine and Performing Arts specialized labs at NHS. In addition, increased funds are allocated to electronic door access and paging clock/airphone replacement.

The FY23 request is for \$437,000 which includes \$324,000 for hardware and \$113,000 for infrastructure replacement. This request changes from the prior year by shifting \$107,000 in elementary computer purchases from capital (desktops) to operating (laptops), and reallocating these capital funds to soundfield system installation at Newman School (\$105,000.) An additional \$2,000 also is budgeted for paging clock/airphone replacement.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY23-27 request is highlighted below.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

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

Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	55,000	(107,000)	40,500	-	(40,500)	46,000	-	(46,000)	202,500	40,500	(162,000)	126,900	222,400
Science Lab Computers	-	-	-	-	54,000	54,000	54,000	-	(54,000)	-	-	-	-	54,000
TV Studio Computers	36,000	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
Graphics/FPA Lab Computers	-	-	-	44,000	-	(44,000)	-	81,000	81,000	-	162,000	162,000	55,000	298,000
Desktop Computers	6,000	6,000	-	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	48,300
Printers	-	-	-	-	-	-	23,375	22,550	(825)	22,550	23,375	825	39,475	85,400
IWB & Projectors	90,000	195,000	105,000	178,000	203,000	25,000	285,000	285,000	-	200,000	200,000	-	275,000	1,158,000
Door Access Controllers	-	-	-	-	5,500	5,500	14,000	33,000	19,000	-	-	-	-	38,500
Paging Clocks Alphone	30,000	32,000	2,000	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	152,000
Security Cameras	-	-	-	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	93,750
Subtotal	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
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	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	437,000	437,000	-	460,750	460,750	-	581,975	581,150	(825)	577,050	577,875	825	694,575	2,751,350

Capital Improvement Plan
January 2022

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	
Primary Function	Public Education	Site Preparation		Equipment	\$460,750	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Industry References		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	No
Project Description and Considerations							
<p>The FY23-27 Capital Improvement Plan (CIP) for school technology totals \$ 2,751,350 and includes \$2,186,350 for school hardware replacement and \$565,000 for school technology infrastructure. The five-year request is similar to prior years, with the following exceptions: the conversion of all elementary lab computers from desktops (purchased through the CIP) to laptops (which are paid from operating), and the reallocation of these capital funds to the installation of soundfield systems in classrooms around the District and computer replacement at several Fine and Performing Arts specialized labs at NHS. In addition, increased funds are allocated to electronic door access and paging clock/airphone replacement.</p> <p>The FY24 request is for \$460,750 which includes \$347,750 for hardware and \$113,000 for infrastructure replacement. This request changes from the prior year by shifting \$40,500 in elementary computer purchases from capital (desktops) to operating (laptops), and reallocating these capital funds to soundfield system installation at Newman School (\$25,000.) Additionally, the replacement of the Graphics Lab at NHS is deferred to FY28 (\$44,000), in favor of replacing computers in six science labs at NHS (\$54,000) and additional door access controllers at NHS (\$5,500.)</p> <p>Parameters Addressed: Technology: The School Technology department supports this request. A detailed breakout of changes from the prior year's FY23-27 request is highlighted below.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	School Department Technology Replacement Request						Fiscal Year			2024	Request Status			Revised
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	55,000	(107,000)	40,500	-	(40,500)	46,000	-	(46,000)	202,500	40,500	(162,000)	126,900	222,400
Science Lab Computers	-	-	-	-	54,000	54,000	54,000	-	(54,000)	-	-	-	-	54,000
TV Studio Computers	36,000	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
Graphics/FPA Lab Computers	-	-	-	44,000	-	(44,000)	-	81,000	81,000	-	162,000	162,000	55,000	298,000
Desktop Computers	6,000	6,000	-	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	48,300
Printers	-	-	-	-	-	-	23,375	22,550	(825)	22,550	23,375	825	39,475	85,400
IWB & Projectors	90,000	195,000	105,000	178,000	203,000	25,000	285,000	285,000	-	200,000	200,000	-	275,000	1,158,000
Door Access Controllers	-	-	-	-	5,500	5,500	14,000	33,000	19,000	-	-	-	-	38,500
Paging Clocks Alphone	30,000	32,000	2,000	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	152,000
<u>Security Cameras</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>49,250</u>	<u>49,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,500</u>	<u>4,500</u>	<u>-</u>	<u>40,000</u>	<u>93,750</u>
Subtotal	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
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
<u>Wireless Infra. Access Points</u>	<u>58,000</u>	<u>58,000</u>	<u>-</u>	<u>58,000</u>	<u>58,000</u>	<u>-</u>	<u>58,000</u>	<u>58,000</u>	<u>-</u>	<u>58,000</u>	<u>58,000</u>	<u>-</u>	<u>58,000</u>	<u>290,000</u>
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
<u>Infrastructure</u>	<u>113,000</u>	<u>113,000</u>	<u>-</u>	<u>113,000</u>	<u>113,000</u>	<u>-</u>	<u>113,000</u>	<u>113,000</u>	<u>-</u>	<u>113,000</u>	<u>113,000</u>	<u>-</u>	<u>113,000</u>	<u>565,000</u>
Grand Total	437,000	437,000	-	460,750	460,750	-	581,975	581,150	(825)	577,050	577,875	825	694,575	2,751,350

Capital Improvement Plan
January 2022

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			
Primary Function	Public Education	Site Preparation	Equipment	Other Expenses	\$581,150		
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	Industry References	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	No	
Project Description and Considerations							
<p>The FY23-27 Capital Improvement Plan (CIP) for school technology totals \$ 2,751,350 and includes \$2,186,350 for school hardware replacement and \$565,000 for school technology infrastructure. The five-year request is similar to prior years, with the following exceptions: the conversion of all elementary lab computers from desktops (purchased through the CIP) to laptops (which are paid from operating), and the reallocation of these capital funds to the installation of soundfield systems in classrooms around the District and computer replacement at several Fine and Performing Arts specialized labs at NHS. In addition, increased funds are allocated to electronic door access and paging clock/airphone replacement.</p> <p>The FY25 request is for \$581,150 which includes \$468,150 for hardware and \$113,000 for infrastructure replacement. This request changes from the prior year by shifting \$46,000 in elementary computer purchases from capital (desktops) to operating (laptops), and moving funds formerly planned for science lab replacement at NHS (\$54,000, moved to FY24) to: replacement of the Fine Arts Lab in Room 601 at NHS (\$81,000) and door access controllers (\$19,000.) This year's request also reflects an \$825 correction to the printer request.</p> <p>Parameters Addressed: Technology: The School Technology department supports this request. A detailed breakout of changes from the prior year's FY23-27 request is highlighted below.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Request Detail

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

Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	55,000	(107,000)	40,500	-	(40,500)	46,000	-	(46,000)	202,500	40,500	(162,000)	126,900	222,400
Science Lab Computers	-	-	-	-	54,000	54,000	54,000	-	(54,000)	-	-	-	-	54,000
TV Studio Computers	36,000	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
Graphics/FPA Lab Computers	-	-	-	44,000	-	(44,000)	-	81,000	81,000	-	162,000	162,000	55,000	298,000
Desktop Computers	6,000	6,000	-	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	48,300
Printers	-	-	-	-	-	-	23,375	22,550	(825)	22,550	23,375	825	39,475	85,400
IWB & Projectors	90,000	195,000	105,000	178,000	203,000	25,000	285,000	285,000	-	200,000	200,000	-	275,000	1,158,000
Door Access Controllers	-	-	-	-	5,500	5,500	14,000	33,000	19,000	-	-	-	-	38,500
Paging Clocks Alphone	30,000	32,000	2,000	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	152,000
Security Cameras	-	-	-	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	93,750
Subtotal	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
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	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	437,000	437,000	-	460,750	460,750	-	581,975	581,150	(825)	577,050	577,875	825	694,575	2,751,350

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2026	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$577,875	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		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		No
Project Description and Considerations							
<p>The FY23-27 Capital Improvement Plan (CIP) for school technology totals \$ 2,751,350 and includes \$2,186,350 for school hardware replacement and \$565,000 for school technology infrastructure. The five-year request is similar to prior years, with the following exceptions: the conversion of all elementary lab computers from desktops (purchased through the CIP) to laptops (which are paid from operating), and the reallocation of these capital funds to the installation of soundfield systems in classrooms around the District and computer replacement at several Fine and Performing Arts specialized labs at NHS. In addition, increased funds are allocated to electronic door access and paging clock/airphone replacement.</p> <p>The FY26 request is for \$577,875, which includes \$464,875 for hardware and \$113,000 for infrastructure replacement. This request changes from the prior year by shifting \$162,000 formerly budgeted for lab computers, and reallocating those capital funds to Fine and Performing Arts lab replacement at NHS (\$162,000.) This year's request also reflects an \$825 correction to the printer request.</p> <p>Parameters Addressed: Technology: The School Technology department supports this request. A detailed breakout of changes from the prior year's FY23-27 request is highlighted below.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Request Detail

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

Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	162,000	55,000	(107,000)	40,500	-	(40,500)	46,000	-	(46,000)	202,500	40,500	(162,000)	126,900	222,400
Science Lab Computers	-	-	-	-	54,000	54,000	54,000	-	(54,000)	-	-	-	-	54,000
TV Studio Computers	36,000	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
Graphics/FPA Lab Computers	-	-	-	44,000	-	(44,000)	-	81,000	81,000	-	162,000	162,000	55,000	298,000
Desktop Computers	6,000	6,000	-	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	48,300
Printers	-	-	-	-	-	-	23,375	22,550	(825)	22,550	23,375	825	39,475	85,400
IWB & Projectors	90,000	195,000	105,000	178,000	203,000	25,000	285,000	285,000	-	200,000	200,000	-	275,000	1,158,000
Door Access Controllers	-	-	-	-	5,500	5,500	14,000	33,000	19,000	-	-	-	-	38,500
Paging Clocks Alphone	30,000	32,000	2,000	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	152,000
Security Cameras	-	-	-	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	93,750
Subtotal	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
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	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	437,000	437,000	-	460,750	460,750	-	581,975	581,150	(825)	577,050	577,875	825	694,575	2,751,350

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	School Department Technology Replacement Request	Fiscal Year	2027	Request Status	New		
Project Phase	Acquisition	Planning/Design	Construction	FF&E			
Useful Life	More than 5 Years	Land	Construction Management	Technology			
Primary Function	Public Education	Site Preparation	Equipment	Other Expenses	\$694,575		
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	Industry References	Project Cost	\$694,575		
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							
<p>The FY23-27 Capital Improvement Plan (CIP) for school technology totals \$ 2,751,350 and includes \$2,186,350 for school hardware replacement and \$565,000 for school technology infrastructure. The five-year request is similar to prior years, with the following exceptions: the conversion of all elementary lab computers from desktops (purchased through the CIP) to laptops (which are paid from operating), and the reallocation of these capital funds to the installation of soundfield systems in classrooms around the District and computer replacement at several Fine and Performing Arts specialized labs at NHS. In addition, increased funds are allocated to electronic door access and paging clock/airphone replacement.</p> <p>The FY27 request is for \$694,575 which includes \$581,575 for hardware and \$113,000 for infrastructure replacement. This new, five-year request includes the following: \$126,900 for technology lab replacement (including two Pollard Technology Labs for \$86,400 and the NHS Technology Lab for \$40,500); \$55,000 for Fine & Performing Arts Music Lab replacement; \$15,200 for desktop computers; \$39,475 for printers; \$275,000 for AV and soundfield equipment; \$30,000 for paging clocks/airphones at Broadmeadow School and \$40,000 for security cameras.</p> <p>Parameters Addressed: Technology: The School Technology department supports this request. A detailed breakout of changes from the prior year's FY23-27 request is highlighted below.</p>							
Additional Description and Considerations							

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	School Department Technology Replacement Request											Fiscal Year			2027		Request Status		New
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27					
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total					
Lab Computers	162,000	55,000	(107,000)	40,500	-	(40,500)	46,000	-	(46,000)	202,500	40,500	(162,000)	126,900	222,400					
Science Lab Computers	-	-	-	-	54,000	54,000	54,000	-	(54,000)	-	-	-	-	54,000					
TV Studio Computers	36,000	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000					
Graphics/FPA Lab Computers	-	-	-	44,000	-	(44,000)	-	81,000	81,000	-	162,000	162,000	55,000	298,000					
Desktop Computers	6,000	6,000	-	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	48,300					
Printers	-	-	-	-	-	-	23,375	22,550	(825)	22,550	23,375	825	39,475	85,400					
IWB & Projectors	90,000	195,000	105,000	178,000	203,000	25,000	285,000	285,000	-	200,000	200,000	-	275,000	1,158,000					
Door Access Controllers	-	-	-	-	5,500	5,500	14,000	33,000	19,000	-	-	-	-	38,500					
Paging Clocks Alphone	30,000	32,000	2,000	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	152,000					
Security Cameras	-	-	-	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	93,750					
Subtotal	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350					
Summary	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27					
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	FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY23-27					
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total					
Hardware	324,000	324,000	-	347,750	347,750	-	468,975	468,150	(825)	464,050	464,875	825	581,575	2,186,350					
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000					
Grand Total	437,000	437,000	-	460,750	460,750	-	581,975	581,150	(825)	577,050	577,875	825	694,575	2,751,350					

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Emery Grover Building Renovation			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$20,875,000	Funding Year	See Attached
Description							

This request is for the renovation of the Emery Grover building at its present location. This project, originally described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020), has been reduced in scope to fit within the existing structure of the building. The revised concept reduces the overall square feet from 34,717 to 21,108 to reflect a more efficient use of shared spaces, the construction of common work areas, and the relocation of the educational technology/head end room function to other school buildings. The project includes the historic renovation of the Emery Grover exterior, as well as renovation and modernization of the interior. The total number of parking spaces would be 66 spaces, including approximately 57 on-site spaces, plus offsite 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. According to BH+A, up to 82.5% of the project costs may be eligible. The Community Preservation Commission has signaled a preliminary interest in providing \$6.0 for the building project.

The total funding request of \$20,875,000 includes \$1,475,000 for schematic design (Oct '21 STM) and \$19,400,000 for construction. (May '22 ATM). Prior year appropriations for feasibility design include: \$14,000 (FY14) and \$125,000 (FY20.)

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Emery Grover Building Renovation			Fiscal Year	2023	Request Status	Revised	
Project Phase	Construction	Planning/Design	\$501,790	Construction	\$17,742,677	FF&E	\$624,100	
Useful Life	More than 30 Years	Land	\$0	Construction Management	\$291,360	Technology	\$0	
Primary Function	Public Education	Site Preparation	\$119,464	Equipment	\$0	Other Expenses	\$120,609	
Budget Impact	May increase annual operating expenses by more than \$100,000		Project Cost Source		Hired Consultant		Project Cost	\$19,400,000
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)?							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?							Yes	
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. This project, originally described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020), has been reduced in scope to fit within the existing structure of the building. The revised concept reduces the overall square feet from 34,717 to 21,108 and reflects a more efficient use of shared spaces, the construction of common work areas, and the relocation of the educational technology/head end room function to other school buildings. The project includes the historic renovation of the Emery Grover exterior, as well as renovation and modernization of the interior. The project includes 57 on-site parking spaces, plus offsite parking at the Stephen Palmer building. This project also includes approximately \$3M to prepare the Hillside Elementary School for temporary use 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. According to BH+A, up to 85.2% of the project costs may be eligible, although the actual amount of funding provided will be determined by the Community Preservation Committee.

- #1: Prior year projected appropriations include: feasibility \$14,000 (FY14) and \$125,000 (FY20); \$1,475,000 for schematic design (October '21 STM, not yet approved)
- #3: Permitting required for construction.
- #4: Vendor assistance may be required to maintain the physical plant.
- #6: According to BH+A, up to 85.2% of the project costs may be eligible, although the actual amount of funding provided will be determined by the Community Preservation Committee.
- #8: The Emery Grover Building lacks basic life safety systems including sprinklers, second egress from the upper floors, fire proof stairwells, air circulation/ventilation equipment, and handicapped accessibility
- #9: This gut renovation replacement project will extend the life of this building for another twenty years, at least.
- #12: PPBC.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Emery Grover Building Renovation	Fiscal Year	2023	Request Status	Revised
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Emery Grover Building Renovation (BH+A, September 16, 2021)

21,108 SF Building	Feasibility	Construction	A/E	Site Prep	Constr Mgnt	FF&E	Other *	Total **	Cost/SF
FY22 Project Cost (BH+A)	<u>139,000</u>	<u>17,742,677</u>	<u>1,876,790</u>	<u>119,464</u>	<u>391,360</u>	<u>624,100</u>	<u>120,609</u>	<u>21,014,000</u>	
TOTAL	139,000	17,742,677	1,876,790	119,464	391,360	624,100	120,609	21,014,000	\$690

* Other includes moving expense (\$40,000), bonding costs (\$45,609) and utility back charge (\$35,000)
 ** This project is eligible to receive CPC reimbursement of up to 85.2% of hard and soft costs, per BH+A

Project Funding Schedules	FY14	May '19 ATM FY20	Oct '21 STM FY22	May '22 ATM FY23	FY23-25 Total
Pre-Design	14,000	125,000			-
Engineering & Design			1,375,000	501,790	1,876,790
Site Prep			-	119,464	119,464
Construction	-	-	-	17,742,677	17,742,677
Construction Management			100,000	291,360	391,360
FF&E			-	624,100	624,100
<u>Other</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,609</u>	<u>120,609</u>
Total	14,000	125,000	1,475,000	19,400,000	20,875,000
					Plus Feasibility Design (Already Appropriated)
					<u>139,000</u>
					21,014,000

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Additional Funds for School Master Plan Financing & Scheduling Options			Submitted by	Needham Public Schools		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$75,000	Funding Year	2023
Description							

This request is for additional funds, as needed, to study financing and scheduling options related to implementation of the School Master Plan. The School Master Plan is a multi-year facility recommendation developed in 2020 by Dore and Whittier Architects for providing capacity at the elementary schools for enrollment growth, addressing overcrowding at the High Rock School and modernizing the Mitchell Elementary and Pollard Middle Schools.

This is a place holder request, requested in conjunction with an ongoing Town-wide effort to update is facility financing plan for major construction projects, including the school master plan projects and the Department of Public Works facility.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Additional Funds for School Master Plan Financing & Scheduling Options			Fiscal Year	2023	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$75,000	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	\$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?							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
Project Description and Considerations							

This request is for additional funds, as needed, to study options related to implementation of the School Master Plan within the context of the Town's facility financing plan. The School Master Plan is a multi-year facility recommendation developed in 2020 by Dore and Whittier Architects for providing capacity at the elementary schools for enrollment growth, addressing overcrowding at the High Rock School and modernizing the Mitchell Elementary and Pollard Middle Schools.

This is a placeholder request, requested in conjunction with the Town-wide effort to update its facility financing plan for major construction projects, including the school master plan projects and the Department of Public Works facility. PPBC assistance is proposed to oversee the study effort.

- #1: This project continues a study effort begun in a prior year
- #12: PPBC.

Additional Description and Considerations

Capital Improvement Plan
January 2022

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	Informational Only	Capital Type	Building	Funding Request	\$79,260,100	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 Project," was developed by Dore & Whittier Architects in 2020 and is the School Committee's preferred Master Plan Scenario. As originally proposed, it: 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 approximate 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 reuse as an elementary school. The execution of these two projects concurrently would allow the High Rock to serve as swing space for the 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. The PPBC's assistance would be required to complete the project

This is a place holder request, pending the outcome of a Town-wide effort to develop a multi-year financing plan for major construction projects, including these master plan projects and the Department of Public Works facility. The annual funding amounts and years for this project are left "TBD" in recognition of this ongoing effort.

Scenario: High Rock as Elementary School 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: TBD							
	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
Project Cost	78,278	7,207,867	4,320,000	46,053,341	809,572	902,400	59,371,457
		15% + 20% Soft		Const + 80% Soft	2%	\$2,400	
Plus Escalation (@ 4.5%)	26,222	2,414,545	1,447,146	15,427,294	271,196	299,893	19,886,296
REVISED PROJECT COST	104,500	9,622,412	5,767,146	61,480,635	1,080,768	1,204,693	79,260,153
REVISED COST (ROUNDED)	104,500	9,622,400	5,767,100	61,480,600	1,080,800	1,204,700	79,260,100
	Design Funding Yr TBD	Construction Funding Yr TBD	Total				
Feasibility	104,500		104,500				
Arch/Engineering	750,000	8,872,400	9,622,400				
Site Preparation		5,767,100	5,767,100				
Construction	50,000	61,430,600	61,480,600				
Construction Management	350,000	730,800	1,080,800				
FF&E	-	1,204,700	1,204,700				
Total	1,254,500	78,005,600	79,260,100				

Capital Improvement Plan
January 2022

Capital Request Detail									
Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)			Fiscal Year		Request Status	Revised		
Project Phase	Construction	Planning/Design	\$854,500	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	\$1,254,500		
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?							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 design funds 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.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)	Fiscal Year		Request Status	Revised
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Scenario: High Rock as Elementary School
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: TBD

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
Project Cost	78,278	7,207,867	4,320,000	46,053,341	809,572	902,400	59,371,457
		<i>15% + 20% Soft</i>		<i>Const + 80% Soft</i>	<i>2%</i>	<i>\$2,400</i>	
Plus Escalation (@ 4.5%)	26,222	2,414,545	1,447,146	15,427,294	271,196	299,893	19,886,296
REVISED PROJECT COST	104,500	9,622,412	5,767,146	61,480,635	1,080,768	1,204,693	79,260,153
REVISED COST (ROUNDED)	104,500	9,622,400	5,767,100	61,480,600	1,080,800	1,204,700	79,260,100
	Design	Construction					
	Funding Yr	Funding Yr	Total				
	TBD	TBD					
Feasibility	104,500		104,500				
Arch/Engineering	750,000	8,872,400	9,622,400				
Site Preparation		5,767,100	5,767,100				
Construction	50,000	61,430,600	61,480,600				
Construction Management	350,000	730,800	1,080,800				
FF&E	-	1,204,700	1,204,700				
Total	1,254,500	78,005,600	79,260,100				

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1)			Fiscal Year		Request Status	Revised	
Project Phase	Construction	Planning/Design		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	\$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?	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 construction funds 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.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title Reconstruct Mitchell School as a Three-Section Elementary School (High Rock as ES Option D1) Fiscal Year Request Status Revised

Scenario: High Rock as Elementary School
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: TBD

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	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%)	26,222	2,414,545	1,447,146	15,427,294	271,196	299,893	19,886,296
REVISED PROJECT COST	104,500	9,622,412	5,767,146	61,480,635	1,080,768	1,204,693	79,260,153
REVISED COST (ROUNDED)	104,500	9,622,400	5,767,100	61,480,600	1,080,800	1,204,700	79,260,100
	Design Funding Yr	Construction Funding Yr	Total				
	TBD	TBD					
Feasibility	104,500		104,500				
Arch/Engineering	750,000	8,872,400	9,622,400				
Site Preparation		5,767,100	5,767,100				
Construction	50,000	61,430,600	61,480,600				
Construction Management	350,000	730,800	1,080,800				
FF&E	-	1,204,700	1,204,700				
Total	1,254,500	78,005,600	79,260,100				

Capital Improvement Plan
January 2022

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	Informational Only	Capital Type	Building	Funding Request	\$183,711,300	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 is the School Committee's preferred Master Plan Scenario. As originally proposed, it: 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 approximate 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 reuse as an elementary school. The execution of these two projects concurrently would allow the High Rock to serve as swing space for the 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. The PPBC's assistance would be required to complete the project

This is a place holder request, pending the outcome of a Town-wide effort to develop a multi-year financing plan for major construction projects, including these master plan projects and the Department of Public Works facility. The annual funding amounts and years for this project are left "TBD" in recognition of this ongoing effort.

**Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Accelerated Non-MSBA
Construction of Mitchell 3-Section Elementary School, Based on 2020 Dore & Whittier Master Plan
80,000 CSF, 376 Students, K-5 School
Scheduled opening: TBD**

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
Project Cost	78,278	7,207,867	4,320,000	46,053,341	809,572	902,400	59,371,457
		<i>15% + 20% Soft</i>		<i>Const + 80% Soft</i>	<i>2%</i>	<i>\$2,400</i>	
Plus Escalation (@ 4.5%)	26,222	2,414,545	1,447,146	15,427,294	271,196	299,893	19,886,296
REVISED PROJECT COST	104,500	9,622,412	5,767,146	61,480,635	1,080,768	1,204,693	79,260,153
REVISED COST (ROUNDED)	104,500	9,622,400	5,767,100	61,480,600	1,080,800	1,204,700	79,260,100
	Design Funding Yr	Construction Funding Yr					Total
	TBD	TBD					
Feasibility	104,500						104,500
Arch/Engineering	750,000	8,872,400	9,622,400				
Site Preparation		5,767,100	5,767,100				
Construction	50,000	61,430,600	61,480,600				
Construction Management	350,000	730,800	1,080,800				
FF&E	-	1,204,700	1,204,700				
Total	1,254,500	78,005,600	79,260,100				

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)			Fiscal Year		Request Status	Revised
Project Phase	Construction	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?					Total New FTE's	0	No
Project Description and Considerations							

This project is for design funds 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.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year		Request Status	Revised
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Scenario: High Rock as Elementary School
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: TBD

	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%)	26,222	2,414,545	1,447,146	15,427,294	271,196	299,893	19,886,296
REVISED PROJECT COST	104,500	9,622,412	5,767,146	61,480,635	1,080,768	1,204,693	79,260,153
REVISED COST (ROUNDED)	104,500	9,622,400	5,767,100	61,480,600	1,080,800	1,204,700	79,260,100
	Design Funding Yr TBD	Construction Funding Yr TBD	Total				
Feasibility	104,500		104,500				
Arch/Engineering	750,000	8,872,400	9,622,400				
Site Preparation		5,767,100	5,767,100				
Construction	50,000	61,430,600	61,480,600				
Construction Management	350,000	730,800	1,080,800				
FF&E	-	1,204,700	1,204,700				
Total	1,254,500	78,005,600	79,260,100				

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year		Request Status		Revised		
Project Phase	Construction	Planning/Design		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				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?	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 for construction funds 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.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Renovation/ Addition to Pollard as 6-8 Middle School (High Rock as ES Option D1)	Fiscal Year	Request Status	Revised
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Scenario: High Rock as Elementary School
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: TBD

	Feasibility	A/E	Site Prep	Construction	Constr Mgmt	FF&E/ Tech	Total
Project Cost	78,278	7,207,867	4,320,000	46,053,341	809,572	902,400	59,371,457
		15% + 20% Soft		Const + 80% Soft	2%	\$2,400	
Plus Escalation (@ 4.5%)	26,222	2,414,545	1,447,146	15,427,294	271,196	299,893	19,886,296
REVISD PROJECT COST	104,500	9,622,412	5,767,146	61,480,635	1,080,768	1,204,693	79,260,153
REVISD COST (ROUNDED)	104,500	9,622,400	5,767,100	61,480,600	1,080,800	1,204,700	79,260,100
	Design Funding Yr	Construction Funding Yr					
	TBD	TBD	Total				
Feasibility	104,500		104,500				
Arch/Engineering	750,000	8,872,400	9,622,400				
Site Preparation		5,767,100	5,767,100				
Construction	50,000	61,430,600	61,480,600				
Construction Management	350,000	730,800	1,080,800				
FF&E	-	1,204,700	1,204,700				
Total	1,254,500	78,005,600	79,260,100				

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (High Rock as ES Option 1)			Submitted by	Needham Public Schools		
Request Type	Informational Only	Capital Type	Building	Funding Request	\$329,700	Funding Year	2025
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 Accelerated (non-MSBA) with CMR, Mitchell as MSBA Project," was developed by Dore & Whittier Architects in 2020 and is the School Committee's preferred Master Plan Scenario. As originally proposed, it: 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 approximate 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 reuse as an elementary school. The execution of these two projects concurrently would allow the High Rock to serve as swing space for the 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. The PPBC's assistance would be required to complete the project

This is a place holder request, pending the outcome of a Town-wide effort to develop a multi-year financing plan for major construction projects, including these master plan projects and the Department of Public Works facility. The annual funding amounts and years for this project are left "TBD" in recognition of this ongoing effort.

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: TBD							
	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>	-\$2,400	269,044
Plus Escalation @ 4.5%	-	7,722	-	52,076	808	-	60,606
ORIGINAL PROJECT COST	-	42,000	-	283,254	4,395	-	329,650
ORIGINAL COST (ROUNDED)	-	42,000	-	283,300	4,400	-	329,700
		Funding Yr		Total			
		TBD		Total			
Feasibility		-		-			
Arch/Engineering		42,000		42,000			
Site Preparation		-		-			
Construction		283,300		283,300			
Construction Management		4,400		4,400			
FF&E		-		-			
Total	-	329,700		329,700			

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (High Rock as ES Option D1)	Fiscal Year		Request Status		Revised	
Project Phase	Construction	Planning/Design	\$0	Construction	\$0	FF&E	\$0
Useful Life	More than 30 Years	Land	\$0	Construction Management	\$0	Technology	\$0
Primary Function	Public Education	Site Preparation	\$0	Equipment	\$0	Other Expenses	\$0
Budget Impact	May increase annual operating expenses by more than \$100,000	Project Cost Source	Hired Consultant			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?							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 undertake minor renovations to the existing High Rock School needed to convert the building to a 376-student K-5 elementary school.

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

#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.

Additional Description and Considerations

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (High Rock as ES Option D1)	Fiscal Year		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: TBD

	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%	-	7,722	-	52,076	808	-	60,606
ORIGINAL PROJECT COST	-	42,000	-	283,254	4,395	-	329,650
ORIGINAL COST (ROUNDED)	-	42,000	-	283,300	4,400	-	329,700
		Funding Yr	Total				
		TBD					
Feasibility	-	-	-				
Arch/Engineering		42,000	42,000				
Site Preparation		-	-				
Construction		283,300	283,300				
Construction Management		4,400	4,400				
FF&E	-	-	-				
Total	-	329,700	329,700				

Capital Improvement Plan
January 2022

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 carrying out its duties, including the DPW Garage, the Daley Building, the Jack Cogswell Building, multiple water and sewer facilities, the Recycling & Transfer Station, a workshop at Claxton Field, and the Public Services Administration Building. Recently, the Jack Cogswell Building has been constructed as a storage facility for vehicles and equipment when not in use for the season.

The DPW Garage at 470 Dedham Avenue houses the Fleet Division, Snow & Ice program operations, a six-bay garage, and workstations for Highway and Parks and Forestry staff. Additionally, the Daley Building houses the trades staff for the Building Maintenance Division and functions as a workshop and storage facility. Both the DPW Garage and the Daley Building are past the end of their useful life and are in need of structural and organizational upgrades in order to better accommodate DPW staff and support their daily operations.

This request is to fund a feasibility study to determine the most efficient use of all DPW facilities, a design phase to incorporate the study's recommendations into a plan, and a construction phase to implement that plan.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2023	Request Status	Resubmitted
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
						No	
Project Description and Considerations							

The DPW will conduct a study to holistically evaluate the current use of all buildings utilized in their operations to determine the most efficient use of these spaces. There are many tasks that both the DPW staff and the Building Maintenance staff perform that could be housed within the same facility. The study will make recommendations based on both the structural components of the buildings and the upgrades they require, as well as how these facilities fit within the organizational structure. The study will focus on possible upgrades to, at a minimum, the Garage and the Daley, which are both past the end of their useful life but continue to be used heavily in day-to-day operations.

This study will lead to a master plan to implement the needed upgrades that will generate additional capital improvement requests, including for design (FY2024) and construction (FY2025).

Changes from Prior Year Submission

This submission was not funded in FY2022 so it has been resubmitted for FY2023.

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 2022

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2024	Request Status	Revised
Project Phase	Design/Engineering	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 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 are generated from the feasibility study requested previously. The designs would incorporate any recommendations the study had made in terms of more efficient utilization of DPW facilities, building upgrades necessary to achieve that utilization, as well as any potential changes in the DPW organizational structure.

Funding for the feasibility study phase of this project will have been requested in FY2023, with funding for construction to be requested in FY2025.

Changes from Prior Year Submission

The design phase of this project was pushed back from FY2023 to FY2024 contingent upon funding for feasibility.

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 2022

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2025	Request Status	Revised
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 to fund the construction phase of the project, the plans for which will be generated from the feasibility and design phases previously funded. The construction would implement any recommendations the study had made and the design had formalized in terms of more efficient utilization of DPW facilities, as well as any building upgrades necessary to achieve that utilization.

Changes from Prior Year Submission

The construction phase of this project was pushed back from FY2024 to FY2025 contingent upon funding for feasibility.

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 2022

Capital Funding Request							
Title	Broadmeadow Office Reconfiguration			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request		Funding Year	2027

Description

The Broadmeadow School does not have enough office space. Currently, right off the main office there is a large conference room and a large supply closet. The school is looking to convert the conference room and supply closet into additional office spaces to accommodate the increased need. This request would include both design and construction phases, looking at the best ways to reconfigure these spaces, including electrical, HVAC, and technological needs.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Roof Top Unit Replacement			Submitted by	PW Building Maintenance		
Request Type	Annual Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

Roof top units (RTUs) age along with the buildings they support, and their maintenance needs likewise increase over time. RTUs distribute outside air to all spaces in the building, both heating and cooling the air as required. They are critical in maintaining safe and comfortable internal temperatures in the buildings.

When RTUs pass the end of their useful life, they function less efficiently and experience frequently reoccurring problems with their condensers, controls, motors, and fans. The parts needed to replace failing components eventually get phased out of production and become increasingly difficult to find as advances in technology make them obsolete.

This article will be used to fund the design and installation of replacements for aged and deficient roof top units at the schools and Town buildings. The RTUs targeted for replacement will be prioritized depending on their condition.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Roof Top Unit Replacement		Fiscal Year	2023	Request Status	New	
Project Phase	Design/Engineering	Planning/Design	\$817,750	Construction	FF&E		
Useful Life	More than 15 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	\$817,750	
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?						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							

RTU Replacements: Design for Broadmeadow (\$426,500) and Eliot (\$391,250)

The RTUs at the Broadmeadow and Eliot Schools (5 units and 4 units, respectively) are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. They do not feature energy recovery mechanisms like more modern units, which use recaptured exhaust air to pretreat incoming air to reduce energy costs. Additionally, some of the existing RTUs at these locations have compressors that run on an obsolete refrigerant called "R22," which is no longer produced in the U.S. or allowed to be imported due to its harmful environmental impact. As the remaining supply of R22 becomes more limited, it will only be more difficult and expensive to purchase. The RTUs also have furnaces that are starting to fail and need to be replaced. These furnaces are the primary heat source for the building and keep the RTUs from freezing.

The HVAC systems' connection to the existing boilers at both schools also compromises efficiency, particularly during the summer. The boilers help to reheat overcooled dehumidified air coming in from the RTUs, but the existing boilers are not designed for this purpose due to their larger size. In the summer, the systems use larger amounts of energy to sustain the reheating than would be required by smaller, dedicated boilers.

The funding requested would be used to bring in an engineering consultant to assess the existing RTUs' condition and determine the options for replacement. They would also design the installation of smaller boilers at both schools more appropriate for the reheating required by the HVAC systems in the summer and shoulder months.

This request is to fund the design phase of the project. Funding for the construction phase will be requested for FY2024.

Capital Improvement Plan
January 2022

Capital Request Detail			
Project Title	Roof Top Unit Replacement	Fiscal Year	2023
		Request Status	New
Additional Description and Considerations			

Clarification of Questions

- 3. Building permits may be required.
- 9. This request will extend the useful life of the building, improving the existing HVAC system.
- 10. The roof top units will be permanently installed at the schools.
- 12. Coordination with the School Department will be required.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Roof Top Unit Replacement		Fiscal Year	2024	Request Status	New	
Project Phase	Construction	Planning/Design		Construction	\$5,250,000	FF&E	
Useful Life	More than 15 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	\$5,250,000
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?							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							

RTU Replacements: Construction for Broadmeadow (\$2,750,000) and Eliot (\$2,500,000)

The RTUs at the Broadmeadow and Eliot Schools are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. All RTUs at each building will be replaced with newer, more energy-efficient units that are compliant with the new energy codes.

In order to dehumidify the air being distributed throughout a building, the AC coils must be very cold (50-55°). This project will also include the installation of a small boiler at each school dedicated to reheating overcooled dehumidified air during the summer and shoulder months. The current boilers struggle to run solely for reheat purposes because of their larger size, wasting energy. When the new RTUs cool and dehumidify the incoming air, the smaller boilers will more efficiently warm the air up to a comfortable temperature before it is discharged into the occupied spaces.

This request is to fund the construction/installation phase of the project. While the funding request is for the full amount, the construction itself may be phased over multiple years in order to accommodate the available time frame during the year that the Town is able to undertake this work. By receiving the funding at once, it allows the Town to contract with the same vendor for both schools, allowing for consistency in HVAC equipment throughout the Town. Funding for the design phase will have been requested for FY2023.

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Roof Top Unit Replacement	Fiscal Year	2024	Request Status	New
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Additional Description and Considerations

Clarification of Questions

- 3. Building permits may be required.
- 9. This request will extend the useful life of the building, improving the existing HVAC system.
- 10. The roof top units will be permanently installed at the schools.
- 12. Coordination with the School Department will be required.

Capital Improvement Plan
January 2022

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							

During the construction of the Center at the Heights (CATH) building, there was an ice storm that caused a power outage. The Town realized that there was no place for residents to gather with an emergency backup generator that was not already in use during the day, either because of school or office occupancy. The CATH was identified as an ideal place for this function, as it could provide a shelter and warming space as well as a restaurant-grade kitchen in case of emergency. However, the CATH was not designed or built with an emergency generator. After it was constructed, a portable generator was ultimately added to the building.

The existing portable generator is insufficient. Most importantly, it does not support the electric load of the entire CATH building. Due to a lack of alternate space it is also currently situated in an inconvenient location in the parking lot, posing a tripping hazard to those coming and going. Additionally, the portable generator uses a manual transfer switch to enable the electric load to run off of the generator, meaning someone must be onsite to make the switch.

This request is to fund the design and installation of a new permanent generator that will be more appropriate for its intended use, and does not pose these problems.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Center at the Heights Generator			Fiscal Year	2023	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$27,000	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		Hired Consultant		Project Cost	\$27,000
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 design phase of a new permanent generator installation. Critically, the design will accommodate a more powerful generator with the capacity to supply the entire building with emergency power. The design will also evaluate the site 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 go into operation rather than requiring staff to manually flip the switch.

Funding for the construction phase of this project will be requested for FY2024.

Changes from Prior Year Submission

The funding request has decreased due to an updated quote from a consultant.

Clarification of Questions

- 3. This project may 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 2022

Capital Request Detail							
Project Title	Center at the Heights Generator		Fiscal Year	2024	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$180,000	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	\$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?							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
Project Description and Considerations							

This request is for the construction phase of the installation of a new permanent generator. It will include removing the existing portable generator and replacing it with a properly-sized generator with the capacity to carry the entire building, located in a more appropriate location for its intended use. The new generator will also feature an automatic transfer switch. The existing portable generator will be relocated to the Library, which currently doesn't have a generator, and the connection will be reconfigured to be compatible with the manual transfer switch.

Funding for the design phase of this project will have been requested for FY2023.

Changes from Prior Year Submission

The funding request has decreased due to an updated quote from a consultant.

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 2022

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's purpose is to fund energy efficient upgrades throughout Town and the school buildings. Each year, the Building Maintenance Division submits a funding request for various projects that have been identified as opportunities to increase energy efficiency throughout the Town. These upgrades produce environmental benefits and cost savings.

Capital Improvement Plan
January 2022

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 energy efficiency study will be used to plan these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. VFDs are a type of motor drive that allow systems to respond dynamically to building needs rather than running constantly at set levels, saving energy in the process. Much of the existing HVAC equipment in Town buildings either does not have VFDs, or has VFDs that are out of date. Without efficient VFDs, the HVAC equipment uses more energy and wears out at a faster rate.

Apart from HVAC upgrades, the Building Maintenance Division will continue to upgrade the lighting throughout Town buildings to LED systems. Additionally, they will continue to evaluate boilers throughout Town to determine their levels of efficiency and identify any improvements that can be made. There are many boilers in Town buildings with outdated components that are past the end of their useful life.

This request is to fund the installation of these various upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs.

Changes from Prior Year Submission

The request from FY2023 has been removed. The Town was able to utilize Green Communities Funding.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Energy Efficient Upgrades	Fiscal Year	2024	Request Status	Existing
Additional Description and Considerations					

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 2022

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?							No
					Total New FTE's	0	
Project Description and Considerations							

Future Projects

Recommendations made from the prior year's energy efficiency study will be used to plan these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. VFDs are a type of motor drive that allow systems to respond dynamically to building needs rather than running constantly at set levels, saving energy in the process. Much of the existing HVAC equipment in Town buildings either does not have VFDs, or has VFDs that are out of date. Without efficient VFDs, the HVAC equipment uses more energy and wears out at a faster rate.

Apart from HVAC upgrades, the Building Maintenance Division will continue to upgrade the lighting throughout Town buildings to LED systems. Additionally, they will continue to evaluate boilers throughout Town to determine their levels of efficiency and identify any improvements that can be made. There are many boilers in Town buildings with outdated components that are past the end of their useful life.

This request is to fund the installation of these various upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Energy Efficient Upgrades	Fiscal Year	2025	Request Status	Existing
Additional Description and Considerations					

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 2022

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 energy efficiency study will be used to plan these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. VFDs are a type of motor drive that allow systems to respond dynamically to building needs rather than running constantly at set levels, saving energy in the process. Much of the existing HVAC equipment in Town buildings either does not have VFDs, or has VFDs that are out of date. Without efficient VFDs, the HVAC equipment uses more energy and wears out at a faster rate.

Apart from HVAC upgrades, the Building Maintenance Division will continue to upgrade the lighting throughout Town buildings to LED systems. Additionally, they will continue to evaluate boilers throughout Town to determine their levels of efficiency and identify any improvements that can be made. There are many boilers in Town buildings with outdated components that are past the end of their useful life.

This request is to fund the installation of these various upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Energy Efficient Upgrades	Fiscal Year	2026	Request Status	Existing
Additional Description and Considerations					

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 2022

Capital Request Detail							
Project Title	Energy Efficient Upgrades		Fiscal Year	2027	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 energy efficiency study will be used to plan these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. VFDs are a type of motor drive that allow systems to respond dynamically to building needs rather than running constantly at set levels, saving energy in the process. Much of the existing HVAC equipment in Town buildings either does not have VFDs, or has VFDs that are out of date. Without efficient VFDs, the HVAC equipment uses more energy and wears out at a faster rate.

Apart from HVAC upgrades, the Building Maintenance Division will continue to upgrade the lighting throughout Town buildings to LED systems. Additionally, they will continue to evaluate boilers throughout Town to determine their levels of efficiency and identify any improvements that can be made. There are many boilers in Town buildings with outdated components that are past the end of their useful life.

This request is to fund the installation of these various upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Energy Efficient Upgrades	Fiscal Year	2027	Request Status	Existing
Additional Description and Considerations					

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 2022

Capital Request Detail							
Project Title	Energy Efficient Upgrades		Fiscal Year	2028	Request Status	New	
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?							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							

Future Projects

Recommendations made from the prior year's energy efficiency study will be used to plan these projects. Funding may be used to replace and/or install variable frequency drives (VFDs) on older equipment. VFDs are a type of motor drive that allow systems to respond dynamically to building needs rather than running constantly at set levels, saving energy in the process. Much of the existing HVAC equipment in Town buildings either does not have VFDs, or has VFDs that are out of date. Without efficient VFDs, the HVAC equipment uses more energy and wears out at a faster rate.

Apart from HVAC upgrades, the Building Maintenance Division will continue to upgrade the lighting throughout Town buildings to LED systems. Additionally, they will continue to evaluate boilers throughout Town to determine their levels of efficiency and identify any improvements that can be made. There are many boilers in Town buildings with outdated components that are past the end of their useful life.

This request is to fund the installation of these various upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Energy Efficient Upgrades	Fiscal Year	2028	Request Status	New
Additional Description and Considerations					

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 2022

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 old and may require upgrades beyond general maintenance. Assessments of certain buildings are required to determine the condition of the buildings and to identify any major repairs or replacements that may be necessary, allowing the Building Maintenance Division to create a plan to address future needs.

This article's purpose is to request funding for these facility assessments. Areas of evaluation would include the heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, roofing, and boilers.

Capital Improvement Plan
January 2022

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 for funding 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.
12. 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 2022

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		No
Project Description and Considerations							

The High Rock School is approaching 20 years old and may require upgrades beyond general maintenance. This request is for funding 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 2022

Capital Funding Request							
Title	Upgrade Boiler at Hillside			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$275,000	Funding Year	2023
Description							

The Hillside School currently employs two cast iron boilers to heat the building. The 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. Since then, Boiler #1 has developed a leak that needs to be repaired. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, and so repairing the boilers is becoming increasingly difficult. While Hillside is no longer being used as a school, it is still in use as swing space. The continued operation of the boilers is necessary in order to prevent the building from freezing and causing major damage.

This article's purpose is to fund the design and installation costs to replace Boiler #1 with a new high-efficiency steam boiler that will be easier to maintain and does not pose these problems. The design includes how to take Boiler #1 apart and salvage parts that will be kept to provide spares for Boiler #2.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Upgrade Boiler at Hillside			Fiscal Year	2023	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$275,000	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		Hired Consultant		Project Cost	\$275,000
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								

The boiler at the Hillside School is leaking and must be replaced. 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 steam boiler.

This request is for the construction phase of the project. Funding for the design phase was approved in FY22.

Change from Prior Year Submission

The increase in the funding request is due to a more substantial design and a new quote.

Clarification of Questions

Primary Function: Other, supports the building infrastructure.

3. This request will require a Building permit.

9. This request would extend the useful life of the building by ensuring it will be properly heated.

10. The boiler will be permanently installed.

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

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Hillside Maintenance			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request		Funding Year	Outside the Plan Years
Description							

This request is to make necessary repairs and upgrades to the Hillside School building in order to limit further deterioration. Unless the building is demolished, repairs and upgrades will be necessary, regardless of what the building is used for or if it is left vacant temporarily. This article will be used to make those necessary repairs to keep the pipes from bursting or freezing, to keep the electrical running, to keep the building structure intact, to prevent leaks, and to prevent further damage to the building. This request is being submitted as a future form because the Town is not sure of the future of the building.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Library Phone Upgrades			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Equipment	Funding Request		Funding Year	
Description							

This is an informational request to upgrade the phone system at the Library. The existing phone system is out of date and is maintained by very few vendors. Many parts for the phone system are no longer manufactured and the Town has to pull parts from other buildings in Town in order to make repairs as necessary. This request is to look into a Voice over IP (VoIP) option that would be beneficial to the Library.

Capital Improvement Plan
January 2022

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. Keeping the temperature of the learning environment comfortable is a critical 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's operation and integrity. The Pollard is also underutilized for programming during the summer because of its lack of air conditioning, adding strain to the other schools where programming is held instead.

This request is to fund the design and installation of an air conditioning system in the school that will keep the heat and humidity issues under control.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Pollard Air Conditioning		Fiscal Year	2024	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$111,000	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		Industry References	Project Cost		\$111,000
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?						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
Project Description and Considerations							

This request is for determining the possibilities for adding air conditioning to the Pollard School classrooms. The funding would be used to design and oversee the installation of split AC units throughout the building. The project would also evaluate the electrical capacity of the building and design any additional electrical needs necessitated by the AC installation.

Funding for the construction phase of this project will be requested for FY2025.

Changes from Prior Year Submission

This request has been pushed back from FY2023 to FY2024 to allow time for further investigation on the best option for this project. The funding request increase is due to inflation.

Clarification of Questions

3. Building permits will be required.

10. The equipment will be permanently installed.

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

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

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Pollard Air Conditioning		Fiscal Year	2025	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$1,246,140	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	Industry References		Project Cost	\$1,246,140
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?							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 funding the construction phase of the project to provide the Pollard School with air conditioning. Split AC units will be installed throughout the building and any electrical needs necessary for that installation will be addressed. While the construction funding is being requested in one year for a contract with one vendor, the project as a whole may be phased over multiple years depending on the recommendations of the designer and the final scope of work.

Funding for the design phase of this project will have been requested for FY2024.

Changes from Prior Year Submission

This request has been pushed back from FY2024 to FY2025 to allow time for further investigation on the best option for this project. The funding request increase is due to inflation.

Clarification of Questions

3. Building permits will be required.

10. The equipment will be permanently installed.

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

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

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Pollard Locker Room Retrofit			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$1,068,500	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 and large pieces of equipment (e.g. 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 means that such equipment must be carried by athletes throughout the day, or left outside lockers unsecured. Additionally, 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, and the bathrooms and showers are outdated.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Pollard Locker Room Retrofit			Fiscal Year	2023	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$1,068,500	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	\$1,068,500
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?							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 retrofitting of the Pollard School locker room. The project includes removing and replacing the floors, ceilings, lockers, and lighting fixtures. The lighting fixtures will be updated to LEDs. The lockers will vary in size to accommodate the variety of sports and equipment needs in the building. Both restrooms located inside the locker rooms, as well as the two restrooms directly adjacent to the locker rooms will be renovated. Additionally, a gender neutral restroom/changing room will be added. In each locker room, three individual, separated changing stalls will be added for increased privacy.

Funding for the design phase of this project was approved in FY21.

Changes from Prior Year Submission

The funding request has increased now that the design process has started and a layout has been agreed upon.

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 2022

Capital Funding Request							
Title	Roof Replacement			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

This article's purpose is to fund the permanent replacement of roofs or sections of roofs at the schools and Town buildings that have passed their useful life. These roofs have problems related to wind damage, water leaking into the building, or other structural deficiencies. Due to the age of the roofs, most of the roofs are not appropriately insulated and are therefore not energy efficient.

This article will be used in the future as more roofs require replacement.

Future Projects

Broadmeadow School Roof

Eliot School Roof

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Roof Replacement				Fiscal Year	2025	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E		
Useful Life	More than 20 Years	Land		Construction Management		Technology		
Primary Function	Public Education	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?							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								

High School Roof Replacement

Due to the geographical location of the NHS building, its west-facing roof has suffered continuous damage over the past several years, with shingles being blown partially or entirely off by strong winds. The resulting inconsistent roof protection has led to the building experiencing internal leaks, with the infiltrating water causing further damage to ceilings, walls, and equipment inside of the school. To address these problems, the Building Maintenance Division has been forced to coordinate repeated and costly repairs to the roof. However, due to the current configuration and makeup of this roof, these repairs are limited in their lasting effectiveness because they involve replacement of the shingles using the same installation methods that are subject to the same underlying conditions.

A roof replacement that utilizes more advanced methods to ensure cover durability is necessary to prevent cosmetic and functional damage to the school's assets. This project will include removing and replacing the west-facing pitched shingle roofs of NHS with a more durable roofing option.

Clarification of Questions

- 3. Building permits may be required
- 9. This request will extend the useful life of the building, improving the durability of the existing roof.
- 10. The replaced roofing will be permanently installed at the school.
- 12. Coordination with the School Department will be required.

Capital Improvement Plan
January 2022

Capital Funding Request								
Title	Boat Launch				Submitted by	PW Engineering		
Request Type	Standalone Funding Request	Capital Type	Infrastructure	Funding Request	\$285,000	Funding Year	2023	
Description								

The Town is currently designing a project to improve access to the Charles River at the South Street boat launch area. The existing boat launch area is uneven and overgrown, making the approach down to the water difficult. The design will address this by clearing and formalizing the pathway leading to the river, allowing small, non-motorized boats such as kayaks and canoes to be launched more easily and safely.

This article will be used to fund the construction phase of this project.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Boat Launch			Fiscal Year	2023	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$285,000	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	\$285,000
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?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is to fund the construction phase of the project to improve access to the Charles River at the South Street boat launch area. The work will include clearing and formalizing the uneven, overgrown pathway leading up to the water, allowing for cars to pull up with their boats to release into the water. These improvements will make it easier for small, non-motorized boats such as kayaks and canoes to be launched.

Changes from Prior Year Submission

This request was previously submitted as informational only. The design has progressed and an updated estimate from a consultant was provided.

Clarification of Questions

3. This project will require approval from the Conservation Commission.

6. This project is eligible for CPC funding.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Central Ave/Centre St Bridge Replacement			Submitted by	PW Engineering		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Central Avenue/Centre Street Bridge crosses over the Charles River from Needham into Dover. A recent report identified structural deficiencies in the bridge and found the guardrail insufficient. The Town is looking to upgrade the bridge to accommodate bicycle lanes and sidewalks. This project would demolish the existing bridge and build a new bridge that addresses the safety deficiencies and accommodates the increased pedestrian and bicycle traffic. The funding request for both the design and construction phases of this project is for the full cost of the project. These expenses will be shared with the Town of Dover and the Town of Needham will be pursuing other funding options as well.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Centre Street Bridge Replacement			Fiscal Year	2023	Request Status	New
Project Phase	Design/Engineering	Planning/Design	\$1,650,000	Construction		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		Hired Consultant		Project Cost	\$1,650,000
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?							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 request is for funding the design phase of this project. The current concept includes two 11-foot travel lanes, two 5-foot bicycle lanes, and two 6-foot sidewalks. The bridge will fit within the existing 50-foot layout of Central Avenue. Included in this project would be an 8-foot wide shared use trail extension that starts at the Bay Colony Rail Trail, where it intersects with Fisher Street in Needham, traveling alongside Fisher Street, south along the east side of Central Avenue to the bridge. The extension would cross to the west side of Central Street and then end. The funding for the construction phase will be requested for FY2024.

Changes from Prior Year Submission

This project has been removed from the Infrastructure Article and is a standalone request.

Clarification of Questions

- 3. This request may require permitting from Planning and the State.
- 8. This is in response to documented safety concerns.
- 11. Assistance from the Town of Dover will be required.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Centre Street Bridge Replacement	Fiscal Year	2023	Request Status	New
Additional Description and Considerations					

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Centre St. Bridge Replacement		Fiscal Year	2024	Request Status	New	
Project Phase	Construction	Planning/Design		Construction	\$10,820,000	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	Industry References		Project Cost	\$10,820,000
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?							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 request is for funding the construction phase of this project. The current concept includes two 11-foot travel lanes, two 5-foot bicycle lanes, and two 6-foot sidewalks. The bridge will fit within the existing 50-foot layout of Central Avenue. Included in this project would be an 8-foot wide shared use trail extension that starts at the Bay Colony Rail Trail, where it intersects with Fisher Street in Needham, traveling alongside Fisher Street, south along the east side of Central Avenue to the bridge. The extension would cross to the west side of Central Street and then end. The funding for the design phase will have been requested for FY23.

Changes from Prior Year Submission

This project has been removed from the Infrastructure Article and is a standalone request.

Clarification of Questions

- 3. This request may require permitting from Planning and the State.
- 8. This is in response to documented safety concerns.
- 11. Assistance from the Town of Dover will be required.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Centre St. Bridge Replacement	Fiscal Year	2024	Request Status	New
Additional Description and Considerations					

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Quiet Zone Safety Upgrades			Submitted by	PW Engineering		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Town is looking to request a Quiet Zone designation from the MBTA. A Quiet Zone designation waives the requirement for trains to signal with their horn at these crossings because their enhanced train safety infrastructure makes it unnecessary. Before a municipality can request a Quiet Zone designation from the MBTA, upgrades to railroad crossings must occur. There are six railroad crossings that will require upgrades prior to requesting a Quiet Zone designation. These crossings are at West Street, Rosemary Street, May Street, Oak Street, Great Plain Avenue, and one near at the golf course. The railroad crossing at Great Plain Avenue will be funded through a different funding source during the Downtown Phase Two Project. The Town has elected to install quad-gates, two gates that lower on each side of the railroad crossing, with a vehicle detection system and a pedestrian detection system. The vehicle and pedestrian detection systems would allow for detection of a vehicle or pedestrian within the gates to release. The MBTA infrastructure is outdated with equipment that cannot process the signals from the vehicle and pedestrian detection systems. This project would install updated railroad controller equipment that is compatible with the detection systems. Reconstruction of the sidewalk and curbing will be done as necessary to complement this project.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Quiet Zone Safety Upgrades		Fiscal Year	2024	Request Status	New	
Project Phase	Design/Engineering	Planning/Design	\$1,340,000	Construction	FF&E		
Useful Life	More than 15 Years	Land		Construction Management	Technology		
Primary Function	Public Safety	Site Preparation		Equipment	Other Expenses		
Budget Impact	May increase annual operating expenses by more than \$5,000	Project Cost Source		Industry References	Project Cost	\$1,340,000	
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 request is for funding the design phase of this project. The design will include a review of the necessary upgrades to MBTA infrastructure and railroad controller equipment, and the design of the installation of quad-gates as well as vehicle and pedestrian detection systems. The funding for the construction phase will be requested for FY2025.

Clarification of Questions

- 3. This project may require permitting from Planning and will require coordination with the MBTA.
- 10. All equipment that is part of this project will be permanently installed at the multiple locations.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Quiet Zone Safety Upgrades			Fiscal Year	2025	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$2,775,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000		Project Cost Source	Industry References		Project Cost	\$2,775,000
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 request is for funding the construction phase of this project. The construction will include the installation of quad-gates and of vehicle and pedestrian detection systems. It will also upgrade MBTA infrastructure, including railroad controller equipment. The funding for the design phase will have been requested for FY2024.

Clarification of Questions

- 3. This project may require permitting from Planning and will require coordination with the MBTA.
- 10. All equipment that is part of this project will be permanently installed at the multiple locations.

Capital Improvement Plan
January 2022

Capital Funding Request								
Title	Traffic Improvements				Submitted by	PW Engineering		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached	
Description								

This article is used to fund 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, or pedestrian improvements.

The goal of the TMAC is to ensure the safety of pedestrians, motorists, and bicyclists. TMAC construction-related projects are not presently funded through the Department of Public Works operating budget.

Future Projects

Advisory curve signs with speed tabs on Forest Street

Traffic signal timing adjustments at the intersection of Great Plain Avenue and Central Avenue

Capital Improvement Plan
January 2022

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							

This request is to fund TMAC-related projects including 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 the recommendations from TMAC there may be permitting requirements from the Conservation Commission, Planning Board, Zoning Board of Appeals, and/or the 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 2022

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							

This request is to fund TMAC-related projects including 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

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Capital Improvement Plan
January 2022

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							

This request is to fund TMAC-related projects including 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 the recommendations from TMAC there may be permitting requirements from the Conservation Commission, Planning Board, Zoning Board of Appeals, and/or the Building Department.

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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 2022

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							

This request is to fund TMAC-related projects including 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 the recommendations from TMAC there may be permitting requirements from the Conservation Commission, Planning Board, Zoning Board of Appeals, and/or the 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 2022

Capital Request Detail							
Project Title	Traffic Improvements			Fiscal Year	2027	Request Status	New
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							

This request is to fund TMAC-related projects including 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 the recommendations from TMAC there may be permitting requirements from the Conservation Commission, Planning Board, Zoning Board of Appeals, and/or the 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 2022

Capital Funding Request							
Title	Walker Pond Improvements			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. This article's purpose is to fund the identification and implementation of restorative interventions, including to the contributory areas, the pond itself, and its outlet structure.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Walker Pond Improvements			Fiscal Year	2023	Request Status	Existing
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?							No
					Total New FTE's	0	No
Project Description and Considerations							

In FY2023, DPW will start work on Category 2 of this project, which involves physical improvements to the Walker Pond waterbody. The Conservation Commission requested a report, which was conducted by ESS Group, that included potential methods to restore the health of the pond. From those methods the Conservation Commission recommended hydro raking, which is a method of mechanically removing vegetative overgrowth. They also tentatively recommended the application of chemicals, herbicides, and algicides to the pond, so the funding for that is included in this request, pending a Notice of Intent. Additionally, it was determined that improvements to the outlet structure were necessary, including to the overflow grate and the wooden stop-logs, which require replacement.

This request is for funding the Category 2 construction phase of this project, which will implement the recommended improvements to the waterbody outlined above. Funding for Category 1, which involved the contributory areas, was approved for FY2021.

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

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Walker Pond Improvements	Fiscal Year	2023	Request Status	Existing
Additional Description and Considerations					

Clarification of Questions

3. Permits will be required from the Conservation Commission.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Crane Replacement			Submitted by	PW Fleet		
Request Type	Informational Only	Capital Type	Equipment	Funding Request		Funding Year	2027
Description							

The crane is original to the DPW Building Garage (built in the 1960s) and is long obsolete. There are sections of the crane that are no longer functioning. The Fleet Division cannot run power to these nonfunctioning sections because they have had difficulty in finding the appropriate parts necessary for repair. There are no new replacement parts being manufactured, so Fleet has to search for used parts when a crane component needs to be replaced, wasting time and resources just to keep the crane at minimum operation. It is unsafe to work on the heavy pieces of equipment that Fleet maintains without a crane, but the one currently in use is failing and its performance is compromised.

Apart from its primary use during regular Fleet maintenance, the crane is essential to the Snow & Ice program, as it is needed to work on the snow-fighting vehicles and equipment.

This article will be used to fund the replacement of the original crane with a monorail-style crane more suited to Fleet's current operational needs.

Capital Improvement Plan
January 2022

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 Fleet Refurbishment funding requests are spread out to allow the Division time to plan multiple repairs at once, follow proper procurement procedures, and have the work completed efficiently.

Capital Improvement Plan
January 2022

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 their equipment. This refurbishment work includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks, and brake valves, rebuilding primary components, replacing suspension systems and brakes, and updating lighting and reflective striping.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Fleet Refurbishment			Fiscal Year	2026	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	
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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								

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Capital Improvement Plan
January 2022

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/Rehabilitation

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.

Capital Improvement Plan
January 2022

Capital Funding Request

Title	Public Works Infrastructure Program	Submitted by	PW Highway
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Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs.

Storm Drain Capacity Improvements

The March 2002 Stormwater Master Plan identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of the 2002 Stormwater Master Plan, numerous multi-unit developments have been built or planned 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.

Brooks and Culverts

There are aging draining infrastructures that require repair including poorly draining brooks, streams, waterways, and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding in March 2010 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 current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting, and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain. The Environmental Protection Agency (EPA) has finalized stronger requirements for stormwater and permitting under the National Pollution Discharge Elimination System (NPDES) permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improving the water quality of brook and culverts to avoid fines from the EPA.

Guardrail

Many of the Town's guardrails are noncompliant and DPW is preparing a lan internally to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing.

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.

Future Projects

Intersection Improvements: Great Plain Avenue and Greendale Avenue, Dedham Avenue and South Street, Kendrick Street and Third Avenue, Kendrick Street and Fourth Avenue.

Storm Drain Capacity Improvements: Carey Road (Area 2), Lower Hunnewell Street Drainage Improvements, Oak Street (Area 8), Mackintosh Avenue (Areas 3 & 7), Oxbow Road (Area 9), West Street (Area 11), and Fairfield Street and Elmwood Road (Area 5).

Brooks & Culverts: Winding River Road, Locust Lane, Fuller Brook Avenue, Oxbow Road, Webster and Howland Streets, Brookside Road and Forest Street, Chestnut Street and Carriage Lane, Emerson Place, Pennsylvania Avenue, and Elder Road.

Roadway Reconstruction/Rehabilitation: Nehoiden Street, Kingsbury Street, Sections of Central Avenue, Webster Street from Dedham Avenue to South Street.

Guardrail: Hillside Avenue at Rosemary Street, various locations along Rosemary Street, High Rock Street at Warren Street, South Street at Dedham Avenue, Brookline Street at Mitchell School, Greendale Avenue at railroad bridge, Perry Drive, Coulton Park, Harris Avenue, Charles River Street, multiple locations along Great Plain Avenue, Pilgrim Road, Cartwright Road, Ivy Road, Marshall Street, West Street, Abbott Street, Carter Street, Pershing Road, Chapel Street lot, Oak Knoll Terrace, Blake Street, Parkland Road, and Brookside Road.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2023	Request Status	Revised
Project Phase	Construction	Planning/Design	\$496,500	Construction	\$3,454,500	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	Industry References		Project Cost	\$3,951,000
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	No
Project Description and Considerations							

Street Resurfacing (\$1,240,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY22 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$789,950)

FY22 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Roadway Rehabilitation (\$250,000)

Marked Tree Road: Design

All of Marked Tree Road has been chopped up by multiple utilities. The roadway is an inconsistent width. The road has deteriorated. This funding request is for the design phase of this project. This work will install granite curbing, accessible ramps, and sidewalk. It will also include drainage improvements. A large focus of the improvements will be on pedestrian access and safety. The construction funding will be requested in FY2025.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2023	Request Status	Revised
Additional Description and Considerations					

Intersection Improvements

Central Ave at Great Plain Ave: Design (\$246,500)

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

Concord Street and Burnside Road or Other Prioritized Projects (\$1,217,000)

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.

Guardrail

Central Ave (\$166,000)

The guardrail on Central Avenue, in between the Dover town line and Fisher Street, needs to be replaced. There is existing guardrail that has failed, There is a decorative guardrail that is unsafe, and there are areas where the older guardrail has deteriorated. The decorative guardrail will be replaced under the Central Avenue/Centre Street bridge project. Up until the decorative guardrail, the existing guardrail will be replaced with new, code compliant guardrail and areas without a guardrail will have a guardrail installed.

Farley Pond Lane

The guardrail on Farley Pond Lane needs to be replaced. There is an existing guardrail that has failed, there should be a guardrail due to the proximity of Farley Pond to Farley Pond Lane. The existing guard rail will be replaced with new, code compliant guardrail, and areas without a guardrail will have guardrail installed.

Funding will be used on the above mentioned projects, unless extraordinary circumstances require work in the following areas: street resurfacing, roadway reconstruction, sidewalk repairs, and culverts, and guardrail improvements.

Category	FY23	
	D&E	Const.
Street Resurfacing		\$1,240,000
Roadway Rehabilitation - Marked Tree Rd.	\$250,000	
Sidewalk Program		\$798,500
Intersection Improvements - Central Ave & Great Plain Ave	\$246,500	
Storm Drain Capacity Improvements - Concord & Burnside		\$1,217,000
Guardrail - Central Ave & Farley Pond		\$199,000
Total	\$496,500	\$3,454,500

Capital Improvement Plan
January 2022

Capital Request Detail				
Project Title		Fiscal Year	Request Status	Revised
Public Works Infrastructure Program		2023		
<p><u>Changes from Last Year's Submission:</u> The funding request increases for Street Resurfacing and Sidewalk Program take are a result of updated contract pricing as well as market fluctuations in materials that are causing a massive increase in costs. The Roadway Rehabilitation project at Marked Tree Road has been identified, an updated quote has been received, and the project has been adjusted from a reconstruction to a rehabilitation project. Intersection improvements at Central Avenue and Great Plain Avenue has been accelerated to FY2023. Brooks & Culverts at Rosemary Brook has been pushed back to FY2024. The funding request for guardrail repairs at Central Avenue and Farley Pond has increased due to updated pricing.</p> <p><u>Clarification of Questions:</u> 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.</p>				

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$4,060,500	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	\$4,060,500
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?							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 (\$1,285,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY22 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Roadway Reconstruction

Marked Tree Road: Construction (\$1,750,000)

This request is for the construction phase of the project. The funding for the design phase was requested in FY24.

Sidewalk Program (\$818,500)

FY22 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/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 2022

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2024	Request Status	Revised
Additional Description and Considerations					

Brooks & 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.

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		\$1,285,000
Roadway Rehabilitation - Marked Tree Rd.		\$1,750,000
Sidewalk Program		\$818,500
Brooks & Culverts - Rosemary		\$207,000
Total	\$0	\$4,060,500

Changes from Last Year's Submission:

The funding request increases for Street Resurfacing and Sidewalk Program take are a result of updated contract pricing as well as market fluctuations in materials that are causing a massive increase in costs.

The Roadway Rehabilitation project at Marked Tree Road has been identified, an updated quote has been received, and the project has been adjusted from a reconstruction to a rehabilitation project.

Storm Drain Capacity Improvements has been pushed back to FY2025.

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 2022

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2025	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$3,883,000	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	\$3,883,000
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 (\$1,330,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY22 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$840,000)

FY22 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/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 Ave at Great Plain Ave: Construction (\$1,330,000)

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 2022

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2025	Request Status	Revised
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.

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.

Storm Drain System Repairs (\$78,000)

This request is for storm drain system repairs at Ardmere, Grassmere, and Hunnewell.

Brooks & 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.

Guard Rail

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		\$1,330,000
Sidewalk Program		\$840,000
Intersection Improvements - Central Ave & Great Plain Ave		\$1,330,000
Storm Drain Capacity Improvements		\$85,000
Storm Drain Repairs - Ardmere/Hunnewell		\$78,000
Guardrail - Dedham		\$220,000
Brooks & Culverts - Alder Brook		\$210,000
Total	\$0	\$3,883,000

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Public Works Infrastructure Program	Fiscal Year	2025	Request Status	Revised
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Changes from Last Year's Submission:

The funding request increases for Street Resurfacing and Sidewalk Program take are a result of updated contract pricing as well as market fluctuations in materials that are causing a massive increase in costs.

The funding increase for Intersection Improvements at Central Avenue and Great Plain Avenue is due to an updated quote.

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 2022

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design	\$150,000	Construction	\$2,594,000	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	\$2,744,000
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 (\$1,375,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY22 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$861,000)

FY22 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/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 and Gould Street Design (\$150,000)

This intersection will be affected by the Muzi Ford Redevelopment Project. The current intersection does not have a traffic signal and the intersection gets too congested with traffic for the current configuration. The Town is looking to add a traffic signal to this location to help alleviate some of these traffic issues. The current intersection is also too narrow. The design will look into the addition of turning lanes and expanding the width of the intersection. The construction funding will be requested in FY2027.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2026	Request Status	Revised
Additional Description and Considerations					

Storm Drain System Repairs

Labor Day 2013 (\$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

Storm Drain System Repairs

470 South Street (\$280,000)

This program will also repair the storm drain system at 470 South Street.

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	FY26	
	D&E	Const.
Street Resurfacing		\$1,375,000
Sidewalk Program		\$861,000
Intersection Improvements - Central Ave & Gould St	\$150,000	
Storm Drain Repairs - Labor Day		\$78,000
Storm Drain Repairs - 470 South		\$280,000
Total	\$150,000	\$2,594,000

Changes from Last Year's Submission:

The funding request increases for Street Resurfacing and Sidewalk Program take are a result of updated contract pricing as well as market fluctuations in materials that are causing a massive increase in costs.

Intersection Improvements - Central Avenue and Gould Street design has been added as a project to FY2026 as it is next in priority for intersection improvements.

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 2022

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2027	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$3,057,500	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	\$3,057,500
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?							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 (\$1,425,000)

The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in FY22 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$882,500)

FY22 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/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 and Gould Street Construction (\$750,000)

This intersection will be affected by the Muzi Ford Redevelopment Project. The current intersection does not have a traffic signal and the intersection gets too congested with traffic for the current configuration. The Town is looking to add a traffic signal to this location to help alleviate some of these traffic issues. The current intersection is also too narrow. The design will look into the addition of turning lanes and expanding the width of the intersection. The design funding will have been requested in FY2026.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Public Works Infrastructure Program	Fiscal Year	2027	Request Status	New
Additional Description and Considerations					

Category	FY27	
	D&E	Const.
Street Resurfacing		\$1,425,000
Sidewalk Program		\$882,500
Intersection Improvements - Central Ave & Gould St		\$750,000
Total	\$0	\$3,057,500

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 2022

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 Departments of Public Works and Park and Recreation have developed a maintenance plan for all fields, including new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, etc.) for multi-use fields and ball diamonds.

This article's purpose is to fund the design and construction of the planned improvements to Town athletic fields as well as improvements to some of their adjacent passive recreation areas.

Future Projects

Broadmeadow & Eliot Fields Renovation

Both the Broadmeadow and Eliot School fields are showing signs of age due to inappropriate subsurface materials which impact the health of the turf. These conditions have made it difficult to provide a suitable playing surface at these fields. Additionally, the problem at the Broadmeadow field is exacerbated by the physical location, which suffers from surface drainage from neighboring areas draining into the field. Input from user groups is needed to identify which specific solutions best match their needs, but the improvements below have been proposed to address the existing deficiencies at the fields:

At the Broadmeadow, all existing turf would be stripped, and the topsoil would be removed and stored onsite. The field would be sub-graded and the topsoil placed back, amended in place with sand and blended for improved drainage. The field would be laser graded to ensure that water slopes off the surface, then sod would be laid. Additional stormwater capturing systems may have to be designed to alleviate the excessive flooding problem. This issue would be vetted out during the design phase of the project.

At the Eliot, the design would include a transition to a synthetic field. It has been a struggle to maintain a consistent ground cover with the natural turf grass. Due to the smaller size of the Eliot field and the high amount of regular student traffic on the field, switching to synthetic material would be a more economical and durable option that will greatly assist in maintaining a consistent field covering.

Asa Small Field Renovation

This project will address the field deficiencies on the Asa Small ball diamond at the DeFazio complex, which were not included in the scope of work for the Field of Dreams project. This renovation has been on the Little League priority list for several years. The Town recently completed a minor infield renovation. All existing turf will be stripped, the field will be regraded, the soils will be amended, the baseball skin surface will be replaced, and a new irrigation system will be installed. This project may include additional amenities such as updated field lights, a scoreboard, bleachers, and a larger batting cage that will be funded by user groups. The Parks & Forestry Division will work with user groups to identify any value-added items.

Dwight Field/Charles River Center Passive Recreation Improvements

The Parks and Forestry Division and the 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 their properties, especially during baseball season when the park is attended by families watching their children participate in the baseball programs. This parcel is currently in disrepair and suffers from drainage issues. There are trees on the site that are no longer viable that pose safety concerns, and the ground cover has been eroded by stormwater. The park also does not have good accessibility due to its elevation, and the park is accessed by those from the Charles River Center by several stairs. This request is for the Town to work with a designer to address these deficiencies and identify improvements to the field quality and its ease of use.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Athletic Facility Improvements			Fiscal Year	2023	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$1,825,000	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	\$1,825,000
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 (\$1,825,000)

These two projects are being combined, as they are in the same location, and it will help make coordination between the two components smoother. This is the funding request for the construction phase of the project. The design was previously funded for FY2021.

Field Lighting

The field currently has metal halide lights that are requiring more maintenance as they age. Metal halide lighting is one of the least efficient types available: the bulbs have a short lifespan necessitating frequent replacement, and broadly illuminate an area rather than providing a more focused directional light. This project will address this by upgrading the field lighting system to a more energy-efficient one. The project will include evaluating the lighting needs of the field and making recommendations for improvement. The construction of the upgraded lighting system will be completed in the fall season to prepare for the following spring softball season.

Softball Skin Renovation Fields 1 & 2

The infields of softball diamonds have entirely clay skins, unlike baseball diamonds which have a combination of skin and turf; this makes the grading of the softball infield 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, the settling of materials, and age. After heavy rains, there is puddling on the skin that frequently leads to field closures. This project will remove the existing skin clay material, evaluate and address the conditions below the skin, and regrade as necessary. Proper drainage materials and systems will be installed and laser graded, and the clay skins will be replaced.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2023	Request Status	Existing
Additional Description and Considerations					

Changes from Prior Year Submission

The updated funding request reflects a new quote. The Broadmeadow and Eliot Field Renovation design has been postponed to a future project.

Clarification 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 2022

Capital Request Detail							
Project Title	Athletic Facility Improvements		Fiscal Year	2024	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$694,000	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	\$694,000
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							

McLeod Field Renovation (\$466,000)

Since the field was renovated more than ten years ago, multiple problems and areas for improvement have been identified at McLeod Field.

The field suffers from several drainage issues related to the 4' drainpipe running under it, causing sinkholes to form after heavy rain events. These sinkholes then require emergency repair for the field to be safely used. The field surface needs to be remediated to prevent this. Additionally, the current spectator seating is insufficient to meet the high traffic and lacks a dedicated walkway between it and entry points. The field's fencing is also a target for replacement and there is an opportunity to formalize a lacrosse wall for added field utility in the process.

The design will address both the drainpipe and the eroding subsurface of the field, while also incorporating the identified improvements that are needed to ensure a quality field for all users.

This request is for funding the construction phase of the project. The design was funded for FY2022.

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Athletic Facility Improvements	Fiscal Year	2024	Request Status	Revised
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Additional Description and Considerations

Town-Wide Fencing Improvements (\$228,000)

DeFazio Tot Lot

The perimeter chain link fencing is showing signs of age, including rust and damage. Improvements have been delayed on this fence due to the uncertain future of the facility. With the completed Facilities Master Plan envisioning it to be used for many more years, it has been confirmed that 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.

DeFazio Complex

Various fencing structures, including the perimeter fencing, backstops, and player benches are showing signs of age and heavy use. These fields are subjected to the most wear and tear, and such high levels of traffic can cause the life cycle of the fencing and related structures to be shorter than they would be on a less-used facility.

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 decrease in funding for the Town-Wide Fencing Improvements is due to an updated quote.

Clarification 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 2022

Capital Funding Request							
Title	Bigbelly Trash Receptacles			Submitted by	PW Recycling & Solid Waste		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$135,000	Funding Year	2023

Description

Bigbelly trash receptacles are solar-powered, high-capacity units that compact trash via an internal electric motor. This compacting feature allows the receptacle to hold considerably more trash than a traditional trash barrel, reducing how frequently it needs to be emptied and minimizing the number of service stops required of DPW staff. The sensors inside each Bigbelly unit also allow for a more efficient emptying schedule, as the sensors provide a 24-hour-a-day measure of "fullness" in real time through the Bigbelly cellphone app. Another key benefit of the Bigbelly units are their sturdy, enclosed design that contains the trash and its odors, keeps animals out, and prevents further filling after its fullness level has been reached.

The Town purchased 12 Bigbelly trash and 5 trash/recycling receptacles in 2019 and deployed them to DeFazio Park, Memorial Park and Greene's Field as part of a four-month (July-November) pilot program. The objectives of the pilot were to determine if the Bigbellies could address issues commonly associated with municipal waste management.

Benefits seen during the pilot program include:

- Reducing wind-blown litter and the staff time required to collect it;
- Negating odors and denying easy access to vermin;
- Increasing the efficiency of trash and recycling collections; and
- Improving the physical appearance and standardizing the function of trash infrastructure in public spaces.

To continue to combat the ongoing trash concerns in the Town, a second deployment of Bigbelly trash receptacles to less-central parks is proposed. Installing the units at spread out locations would maximize the utility of the Bigbellies' networked real time reporting system, allowing staff to easily determine which units are full by checking the app. Routing staff and equipment to service only full receptacles generates operational efficiencies and cost savings by reducing unnecessary vehicles miles, fuel consumption, operator time, and equipment wear. The new Bigbellies will aesthetically and functionally match those already deployed as well as those planned for the Town Common renovation, presenting as a cohesive and recognizable trash collection network across Needham.

This article will fund the acquisition of 8 additional Bigbelly trash receptacles for use at the remote locations below that are currently served by traditional barrels, providing further benefits to the DPW's daily trash collection operation:

- Walker Gordon Field (1 unit)
- Dog Park (1 unit)
- Riverside Park (1 unit)
- Mills Field (2 units)
- Cricket Field (1 unit)
- Perry Park (1 unit)
- Reservoir Trail (1 unit)

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	RTS Property Improvements			Submitted by	PW Recycling & Solid Waste		
Request Type	Annual Funding Request	Capital Type		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 processing efficiency, comply with regulatory requirements, ensure safety, and enhance the facility's overall functionality.

Future Projects

Concrete Storage Bins

The RTS uses interlocking concrete block storage bins in their materials processing area to keep large amounts of aggregate material separated and organized. This request is for the purchase and integration of new storage bins with the existing bins constructed in 2020. The additional bins will allow the RTS to store and process more aggregate material, improve the facility's efficiency of work and help control material contamination and the cleanliness of the space.

Employee Trailer

The current employee trailer is over 15 years old, is in poor condition, and does not meet the space needs of RTS staff. The trailer has frequent issues with its heating and cooling systems, and the electrical system is substandard. There is only one small bath facility that does not have a shower, which is a significant limitation in a waste management environment. Additionally, the trailer is not ADA compliant, nor does it have adequate storage space. This request is for the installation of a new employee trailer in a more centrally-located area of the facility that will be ADA accessible. The new trailer will provide RTS staff with much-needed basic amenities, including shower facilities and laundry. The plumbing work required for the installation of this new employee trailer poses a significant cost in terms of reconfiguring the sewer connections at the RTS.

Portable Fuel Trailer

The RTS currently has a 3,000-gallon diesel fuel tank, located adjacent to the bay doors of the Transfer Building. It provides a stationary refueling option for the Town, but also has limitations that cause problems. Inconveniently, the existing tank is situated in a high-traffic area that is frequented by heavy equipment, contractors, and the general public. It does not have an electric fuel leak detection system, and cannot function in the event of a power outage. This request is for a portable fuel trailer, which would provide the Town with an alternate and more flexible refueling option that would help to meet the fuel needs of both the RTS and other Town departments. The portable fuel trailer would be utilized as a mobile backup during an emergency situation or power outage, with the capability of providing fuel for diesel building generators.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2023	Request Status	New
Project Phase	Design/Engineering	Planning/Design	\$47,500	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	Industry References		Project Cost	\$47,500
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?						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?						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							

Tiping Pit Repairs - Design (\$47,500)

At the RTS, the tipping pit needs repair. The design funding will be used to demolish and redesign the existing cantilever and curb at the front side with reinforced concrete and/or structural steel. The construction funds will be requested in FY2024.

Changes from Prior Year Submission

The design of the Tipping Pit Repairs has been added to the FY2023 request due to an increased need for the work to be completed. Coverage for Open Top Containers has been pushed back to FY2026. Employee Trailer has been postponed as a future project to allow more time for analysis.

Clarification of Questions

- 3. This may require permitting from Planning and Building.
- 9. This request will extend the use of this building.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	RTS Property Improvements		Fiscal Year	2024	Request Status	New	
Project Phase	Construction	Planning/Design		Construction	\$290,000	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	\$290,000
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?							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							

Tiping Pit Repairs - Construction (\$160,000)

The tipping pit at the RTS needs to be replaced. This request is for the construction phase of the project. This phase includes the demolition and replacement of the existing steel cantilever structure and curb, painting, repair of adjacent slab, and repairs to the structure. The design was funded in FY2023.

Ventilation Repairs (\$130,000)

This request is to repair and/or replace the existing 8 vents in both buildings 1 and 2 that are responsible for the ventilation to the building.

Changes from Prior Year Submission

The Tipping Pit Repairs and Ventilation Repairs have been added to this request in FY2024 due to a more immediate need. The Scale Extension project has been postponed to FY2027.

Clarification of Questions

- 3. This may require permitting from Planning and Building.
- 9. This request will extend the use of this building.
- 10. Any repairs and ventilation will be permanently installed.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$413,000	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 \$413,000
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?							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							

Fabric-Covered Storage for 100-Yard Trailers (\$138,000)

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

The trailers cannot be tarped for later snow removal due to safety concerns about the snow having to be shoveled by staff or the driver from the tarps on top of the load of trash or recyclables. This could result in the shoveler tripping, falling, or otherwise sinking into the load in an unsafe manner.

This request is to purchase and install a fabric-covered storage facility that would shield four of these trailers from accumulating precipitation, minimize the freezing of loads, and allow for the trailers to always be covered when full. A 65' x 70' fabric-covered steel skeletal structure would be built over the existing two concrete pads on which four 100-yard open top trailers are parked.

Building Roof Repairs (\$275,000)

This request is to patch the failing parts of the transfer station's roof.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	RTS Property Improvements	Fiscal Year	2026	Request Status	Revised
Additional Description and Considerations					

Changes from Prior Year Submission

The request for Fabric-Covered Storage for 100-Yard Trailers has been pushed back from FY2023 to FY2026.

The request for the Portable Fuel Trailer has been pushed back from FY2025 to FY2026.

The Building Roof Repairs has been added to FY2026.

Clarification of Questions

3. These projects may be subject to Conservation Commission permitting requirements and Building Permits.

9. The roof repairs will extend the usefule life of the building.

10. The roof will be permanently installed.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$848,000	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	\$848,000
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?							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							

Scale Extension (\$143,000)

The RTS has a scale which weighs materials being shipped out of or dropped off at the facility. The current scale's 40-foot size is not large enough to accurately measure the weights of the Town's 100-yard open top trailers and larger contractor vehicles. Presently, the Town uses approximate values in these cases. This request is for the purchase and installation of two 18' x 10' panels to extend the scale. With its larger capacity, the scale would be able to more accurately determine the weights of all materials entering or leaving the facility.

Building Siding Repairs (\$705,000)

This request is to replace damaged sides of the RTS building.

Changes from Prior Year Submission

Expansion of the Scale was pushed back from FY2024 to FY2027 to give further time for evaluation.

Building Siding Repairs was added as part of the RTS Building Study.

Clarification of Questions

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

9. The siding repairs will extend the useful life of the building.

Capital Improvement Plan
January 2022

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 to create a new Stormwater General Bylaw.

Urbanized areas within Needham have what is called a "Small Municipal Separate Storm System (MS4)." The 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. The amount of phosphorus discharging to waterbodies and their tributaries from urbanized area stormwater must be reduced by 55%, and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural methods known as "Best Management Practices (BMP)."

Needham has five "Category 5 Waterbodies" impaired by turbidity, nutrients, organic enrichment, low dissolved oxygen, priority organics, noxious aquatic plants, exotic species, oil & grease, taste, odor, color, suspended solids, and causes unknown. The five impaired waterbodies are: Alder Brook, two segments of the Charles River (from Wellesley Dam to Chestnut Street, and from Chestnut Street to Newton), Fuller Brook, and Rosemary Brook. Required interventions to address these issues at the waterbodies are ongoing.

This annual article will be used to fund studies to identify opportunities for stormwater-related improvements, and the construction of BMPs that are recommended. They will be a key part of the effort to continue working towards full compliance with the new federal permit standards.

Capital Improvement Plan
January 2022

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?							No	
					Total New FTE's	0		
Project Description and Considerations								

This request is to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (stormwater quality) and how to install testing locations where needed
- Town-owned properties for communal/neighborhood infiltration systems
- Park & Recreation areas that can reduce impervious surface and promote surface infiltration
- Building and Facilities areas that can reduce impervious surface and promote surface infiltration
- Roadway pavements that can be narrowed or reduced
- Two targeted audiences for education/outreach and the message we want to communicate to them
- Two participation/involvement measures we want to promote
- Operation and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will use the funds to construct and implement Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. 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 2022

Capital Request Detail			
Project Title	Fiscal Year	Request Status	Existing
NPDES Support Projects	2024		
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 request in FY2023 has been postponed.

Clarification of Questions

1. This is a recurring request.
3. Permits may be required from the Conservation Commission, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2022

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?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (stormwater quality) and how to install testing locations where needed
- Town-owned properties for communal/neighborhood infiltration systems
- Park & Recreation areas that can reduce impervious surface and promote surface infiltration
- Building and Facilities areas that can reduce impervious surface and promote surface infiltration
- Roadway pavements that can be narrowed or reduced
- Two targeted audiences for education/outreach and the message we want to communicate to them
- Two participation/involvement measures we want to promote
- Operation and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will use the funds to construct and implement Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. 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 2022

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2025	Request Status	Existing
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

Clarification of Questions

1. This is a recurring request.
3. Permits may be required from the Conservation Commission, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	NPDES Support Projects		Fiscal Year	2026	Request Status	Existing	
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?							No
					Total New FTE's	0	No
Project Description and Considerations							

This request is to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (stormwater quality) and how to install testing locations where needed
- Town-owned properties for communal/neighborhood infiltration systems
- Park & Recreation areas that can reduce impervious surface and promote surface infiltration
- Building and Facilities areas that can reduce impervious surface and promote surface infiltration
- Roadway pavements that can be narrowed or reduced
- Two targeted audiences for education/outreach and the message we want to communicate to them
- Two participation/involvement measures we want to promote
- Operation and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will use the funds to construct and implement Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. 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 2022

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2026	Request Status	Existing
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 the Conservation Commission, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	NPDES Support Projects		Fiscal Year	2027	Request Status	Existing	
Project Phase	Construction	Planning/Design	\$130,750	Construction	\$656,500	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 \$787,250
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?							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 to hire a consultant to conduct a study to identify within two sub-watershed areas:

- Potential testing locations (stormwater quality) and how to install testing locations where needed
- Town-owned properties for communal/neighborhood infiltration systems
- Park & Recreation areas that can reduce impervious surface and promote surface infiltration
- Building and Facilities areas that can reduce impervious surface and promote surface infiltration
- Roadway pavements that can be narrowed or reduced
- Two targeted audiences for education/outreach and the message we want to communicate to them
- Two participation/involvement measures we want to promote
- Operation and maintenance plans for the properties within the 2 selected sub-watersheds

Additionally, DPW will use the funds to construct and implement Best Management Practices (BMPs) and conduct the necessary changes identified at each Town facility or property from the prior year's study. 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 2022

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2027	Request Status	Existing
Additional Description and Considerations					

NPDES	FY27
Identify/Install Test Locations	\$33,750
Properties for Infiltration/Flooding Issues	\$12,500
Park & Rec Infiltration	\$8,500
Building & Facilities Infiltration	\$8,500
Pavement Reduction Locations	\$16,750
2 Targeted Audiences	\$4,250
Public Participation/Involvement	\$4,250
O&M Plan Updates	\$33,750
Snow Dump Locations	\$8,500
<i>Design/Engineering Subtotal:</i>	<i>\$130,750</i>
Construct BMPs	\$337,000
Screening & Dry/Wet Weather Sampling	\$27,500
DPW Water Quality Unit	\$101,000
SWPPP Improvements	\$33,500
Construction from prior year suggestions	\$157,500
<i>Construction Subtotal:</i>	<i>\$656,500</i>
Total	\$787,250

Clarification of Questions

1. This is a recurring request.
3. Permits may be required from the Conservation Commission, Planning Board, and others.
7. This is in response to a federal permit.
10. Equipment will be permanently installed.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Center at the Heights Space Utilization Study			Submitted by	Health and Human Services		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$75,000	Funding Year	2023
Description							

Since opening, the Center at the Heights (CATH) building has increased its programming as well as extended its hours of operation. This increased usage has resulted in some concerns about the building spaces and their current function. These include concerns that the outdoor deck on the second floor, the fitness room, and the restaurant-grade kitchen are not being utilized to their full potential, and that the parking is inadequate.

This article will be used to fund a space utilization study and an assessment of building needs at the CATH. The study will 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 and the fitness room and how each room is being used, enhancing and expanding the application of the restaurant-grade kitchen, and a thorough review of parking and building accessibility.

The funding request for this study is based on industry references with firms the Town has recently contracted with for similar work.

Previously, this request was submitted by the Department of Public Works, but is now being submitted by the Department Health and Human Services.

Capital Improvement Plan
January 2022

Capital Funding Request								
Title	Library Materials Handler				Submitted by	Library		
Request Type	Informational Only	Capital Type		Funding Request	Resubmitted	Funding Year	2024	
Description								

This is a request for a barcode-based automated materials handling and sorting system that would be used for automatic checkin and sort for 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 175,000 items that already constitute the library's collections; however, there would be a yearly service contract (as there would be on an RFID system).

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Library Materials Handler				Fiscal Year	2024	Request Status	Resubmitted
Project Phase	Feasibility Study	Planning/Design		Construction		FF&E		
Useful Life	More than 15 Years	Land		Construction Management		Technology	\$100,000	
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	\$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?							No	
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								

1. Some design and construction work may be required.
4. There will be a yearly service contract,
10. Yes. All equipment will be installed in the library.
12. Building Maintenance and perhaps PPBC.

This is a request for a barcode-based automated materials handling and sorting system that would be used for checking in and returning materials. It is a self-check-in system. Borrowers would place materials being returned on a conveyer apparatus that would then check in the items and move them to a proper collection bag. The bags would be set up so that materials would fall into a variety of bags--children's, young adult, adult fiction books, adult nonfiction books, adult audiovisual, non-Needham materials, reserved items, etc. The item's barcode would refer to the item's cataloging and check-out information to determine into which bag it would fall.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Library Space Planning Consultant			Submitted by	Library		
Request Type	Standalone Funding Request	Capital Type		Funding Request	resubmitted	Funding Year	2023
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 furniturae 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 2022

Capital Request Detail							
Project Title	Library Space Planning Consultant		Fiscal Year	2023	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?							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							

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.
10. Yes. Recommended, new furniture would be purchased.
12. The PPBC could become involved.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Library Technology Plan			Submitted by	Library		
Request Type	Multiyear Funding Request	Capital Type		Funding Request	\$26,280	Funding Year	2023
Description							

This capital request is for the two remaining years of a five-year Library Technology Plan. Years one, two, and three have been funded.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Library Technology Plan			Fiscal Year	2023	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	\$0
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$26,280
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		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?							No
					Total New FTE's	0	No
Project Description and Considerations							

10. All equipment will be installed at the library.

FY2023:

Replace Program Specialist's 2 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
Total	\$26,280

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Library Technology Plan	Fiscal Year	2024	Request Status	Resubmitted		
Project Phase	Planning/Design	Construction		FF&E			
Useful Life	More than 5 Years	Land	Construction Management	Technology		\$36,500	
Primary Function	Culture and Leisure	Site Preparation	Equipment	Other Expenses			
Budget Impact	The project should reduce the operating expenses	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	0
Project Description and Considerations							

10. All equipment will be installed at the library

FY2024:	
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
Total	\$36,500

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Athletic Fields Master Study			Submitted by	Park & Recreation		
Request Type	Standalone Funding Request	Capital Type	Infrastructure	Funding Request	\$30,000	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. This study would also help the Park & Recreation Commission identify a priority list of our fields and facilities.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Athletic Fields Master Study			Fiscal Year	2025	Request Status	New
Project Phase	Feasibility Study	Planning/Design	\$30,000	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	\$30,000
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
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							

12. We would work with the Parks & Forestry division of DPW and ask for their 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. This study will help identify which fields and parks need to be renovated in the next 5-10 years and which fields need their maintenance schedules adjusted.

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

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Cricket Field Building Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$1,800,000	Funding Year	2023
Description							

Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. As the study is 10 years old, we would like to re-evaluate the site.

The building is an essential component of our seasonal program offerings, due to the limited space available at the schools. High School Athletics also 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 the following:

1. Park and Recreation summer programs, as well as storage for these programs
2. Needham High Girls Soccer (fall)
3. Needham High & Youth Girls Lacrosse (spring)
4. Storage for DPW Parks & Forestry

It is hoped that the building could be renovated for the above purposes with a focus on ADA accessibility, public restrooms, an accessible & revitalize playground as well as a potential walking path for all residents. Additional parking would also be included in this study.

The 1964 wood structure building is approximately 1,250 square feet. Without renovations, there are more and more safety concerns each year. For the summer of 2022, we will not be able to use the building for summer program offerings, which will 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 also rise for Needham High School Athletics, with the need for restrooms and storage on site.

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, Planning Board and potentially Conservation. The costs do not include any unanticipated requirements from the permits.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Cricket Field Building Improvements - Feasibility Study			Fiscal Year	2023	Request Status	New	
Project Phase	Feasibility Study	Planning/Design	\$50,000	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		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?							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?							Yes	
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?					Total New FTE's	0	No	
Project Description and Considerations								

- 1 - After the feasibility study, this project will require both design and construction.

- 8 - The Needham Building Commissioner has found this building to be unsafe for common use.

- 9 - The feasibility study would identify if the current building could be repaired or rebuilt for continued Community use.

- 12 - We will be working with the following departments: Building, Conservation, DPW, Planning, Public Health and potentially PPBC.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Cricket Field Building Improvements - Design			Fiscal Year	2024	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design	\$250,000	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 more 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?							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							

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 & Recreation and DPW. We will also work with Water & Sewer, as there are concerns about the septic system. To be determined is whether it would fall under the oversight of the PPBC.

Capital Improvement Plan
January 2022

Capital Request Detail						
Project Title	Cricket Field Building Improvements - Construction	Fiscal Year	2025	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$1,500,000	FF&E
Useful Life	More than 30 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	In-House Estimate		Project Cost	\$1,500,000
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?						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
Project Description and Considerations						

3 - Permits required through Planning Board, Building Department, and Public Health Division

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. To be determined is whether it would fall under the oversight of the PPBC.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	High School Tennis Court Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$550,000	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 the process at Needham High School.

FY2023 - A design and engineering study of the Needham High School tennis courts.

FY2024 - A construction project of the Needham High School tennis courts.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	High School Tennis Court Improvements - Design	Fiscal Year	2023	Request Status	Existing		
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	No
Project Description and Considerations							

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 2022

Capital Request Detail							
Project Title	High School Tennis Court Improvements - Construction			Fiscal Year	2024	Request Status	Existing
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							

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 2022

Capital Funding Request							
Title	Outdoor Court Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$600,000	Funding Year	See Attached
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.

FY2026 - A design and engineering study of an outdoor court prioritized by the Park & Recreation Commission.

FY2027 - A construction project of at least one of our outdoor court facilities.

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

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Outdoor Court Improvements - Design			Fiscal Year	2026	Request Status	Resubmitted	
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	No	
Project Description and Considerations								

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 2022

Capital Request Detail							
Project Title	Outdoor Court Improvements - Construction			Fiscal Year	2027	Request Status	Existing
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							

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 2022

Capital Funding Request							
Title	Playground Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$430,000	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.

In 2020, the Park and Recreation Department hired an outside consultant to do a comprehensive playground assessment of 17 playgrounds. This assessment was 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 provides 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 includes a review of each individual playground with accompanying photographs and provides 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 also provides a 'Status Grid' that will list the needs that are essential to bring the play areas into compliance.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Playground Improvements - Design			Fiscal Year	2024	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design	\$30,000	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	\$30,000
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							

The request for FY2024 would be for the design and engineering of a playground location identified within our assessment and prioritized by the Park & Recreation Commission.

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

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Playground Improvements - Construction			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$400,000	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	\$400,000
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 within our assessment and prioritized by the Park & Recreation Commission.

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 2022

Capital Funding Request							
Title	Pool Beach Project			Submitted by	Park & Recreation		
Request Type	Informational Only	Capital Type		Funding Request	See Attached	Funding Year	See Attached
Description							

In July 2021, Needham had a Flash rain storm the resulted in Rosemary Lake rising high enough to flood into the Pools. Due to the contaminants in the lake water, the pools were closed for 7 days as we treated and tested the water quality to ensure the safety of our residents. There were also vast amounts of clean up and maintenance done by our staff during those 7 days to reopen to the public. Just 8 weeks later, the lake once again flooded into the pools. This time, we were already closed for the season, so it did not affect the public's access to the pools, but it did place more strain on the filters, pumps, and the few staff we had left to help with the clean-up of the storm.

In addition to the flooding, the beach sand has wreaked havoc on our filtration system and pumps. The sand deteriorates our pumps, hoses and filters and we need to investigate removing the sand to preserve our facility.

This project will look to address the flooding and the sand concerns.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Pool Beach Project - Design				Fiscal Year	2024	Request Status	New
Project Phase	Design/Engineering	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?							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								

12 - Park and Recreation will work with DPW on this project.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Pool Beach Project - Construction			Fiscal Year	2025	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 30 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)?							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		No
Project Description and Considerations							

3 - Permitting from the Planning Board and Conservation will be required.

12 - Park and Recreation will work with DPW on this project.

Capital Improvement Plan
January 2022

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 2022

Capital Request Detail								
Project Title	Purchase of Open Space			Fiscal Year	2023	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 2022

Capital Request Detail							
Project Title	Purchase of Open Space			Fiscal Year	2024	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 2022

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 2022

Capital Request Detail								
Project Title	Purchase of Open Space			Fiscal Year	2026	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 2022

Capital Request Detail							
Project Title	Purchase of Open Space			Fiscal Year	2027	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 2022

Capital Funding Request							
Title	Action Sports Park			Submitted by	Park & Recreation		
Request Type	Informational Only	Capital Type		Funding Request	See Attached	Funding Year	See Attached
Description							

Every 3-5 years, the Park & Recreation Commission receives requests from the public for an Action Sports Park (formally known as a Skate Park) to be built in town. This past September, over 20 members of th public attended one of thier Commission meetings to urge the Commission to create such a park again. Here is a simplistic history of these requests:

- 2010 - Many residents combined to form the Skate Park Committee
- 2018 - The Park & Recreation Commission agreed to purchase and install a "Pop Up Park"
- 2018 - The temporary park was placed at Greene's & Mills for the Fall season
- 2019- The temporary park was placed at the Pollard School for the Spring season
- 2019 - The park was removed and stored in the barn at Ridge Hill at the end of the season.
- 2021 (August) - The park was unearthed and placed at the Pollard School
- 2021 (October) - The park was moved to the upper parking lot at the RRC so the schools could have more outdoor space at Pollard for classes

The current group of interested residents would like us to consider a more permanent design and construction for an Action Park. Currently, we have not been able to come up with a suitable location for this park, so this requestion is simply informational.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Action Sports Park - Design				Fiscal Year	2027	Request Status	New
Project Phase	Design/Engineering	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?							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								

12 - Park and Recreation will work with DPW on this project.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Action Sports Park - Construction			Fiscal Year	2028	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 30 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)?							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							

3 - Permitting from the Planning Board and Building Department will be required.

10 - This request would permanently install new action sports park equipment.

12 - Park and Recreation will work with DPW on this project.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Cooks Bridge Sewer Pump Station Replacement			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 designed life cycle and requires constant maintenance. Emergency shutoffs are occurring more frequently, requiring greater amounts of personnel time and emergency funds in order to keep the pump station running.

This article is to fund the design and construction of a new pump station that will be easier to operate and require far less maintenance.

Capital Improvement Plan
January 2022

Capital Request Detail								
Project Title	Cooks Bridge Sewer Pump Station Replacement			Fiscal Year	2024	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$369,500	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	\$369,500
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?							No	
					Total New FTE's	0	No	
Project Description and Considerations								

The pump station at this location is past the end of its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues, requiring more personnel time and emergency funds to keep the station operational. The capacity of the pump needs to be upgraded to handle the volume of sewage that comes through this location. The controls on the existing pump station are also located outside of the building, requiring staff to leave their workstation to operate them.

This request is to fund the design of a replacement pump station with a more appropriate capacity and conveniently located controls.

Changes from Prior Year Submission

The design phase of this project has been pushed back from FY2023 to FY2024 in order to give the new Superintendent of Water, Sewer, and Drains time to review. The funding request increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Cooks Bridge Sewer Pump Station Replacement	Fiscal Year	2026	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
Project Description and Considerations							

This request is to fund the construction phase of the pump station replacement project. The new pump station will have a larger capacity appropriate for the location, and the controls will be installed inside of the building for easier access.

Changes from Prior Year Submission

The design phase of this project has been pushed back from FY2025 to FY2026 in order to give the new Superintendent of Water, Sewer, and Drains time to review. The funding request increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Drain System Improvements				Submitted by	Sewer Enterprise	
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$2,142,500	Funding Year	2024
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. The intent was to address pollutants traveling through stormwater into the Charles River Basin and other waterbodies. This investigation resulted in a remediation plan that incorporated improvements to the Town's Stormwater Drainage System to ameliorate the quality of the water discharged into the Charles River. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It included several requirements already identified in the Town's existing MOU. In April 2016, a second permit with more stringent requirements was issued by the EPA, entering into effect on July 1, 2018.

This article's purpose is to fund remediation projects that will bring the Town into compliance with the updated 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 2022

Capital Request Detail								
Project Title	Drain System Improvements			Fiscal Year	2024	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$2,142,500	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		Hired Consultant		Project Cost	\$2,142,500
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)?							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								

Town Reservoir Sediment Removal

The Needham Reservoir is a Category 5 impaired waterbody under NDPEs. Category 5 is the worst rating a waterbody can receive from the EPA. There is a volume of sediment that needs to be removed from the reservoir due to decades of discharge, and the source water entering it has to be cleaned up to prevent further contamination.

The reservoir will be dredged to remove the sediment, and designed interventions called Stormwater Best Management Practices (BMPs) will be implemented around the waterbody to guard against the reoccurrence of these discharge issues.

This funding request is for the construction phase of the project. The funding for the design phase was approved for FY2022.

Changes from Prior Years Submission

This request has been pushed back to FY2024 due to a backlog of projects, a delay due to COVID-19, and to allow further review from the new Superintendent of Water, Sewer, and Drains. The funding request increase is due to inflation.

Clarification of Questions

- 3. Conservation Commission, State, and Federal permitting may be required for dredging.
- 6. This is a project for which an Initial Eligibility Application may be filed with the Community Preservation Committee.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Sewer System Infiltration/Inflow			Submitted by	Sewer Enterprise		
Request Type	Informational Only	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	2025
Description							

In 2016, the Town completed a study that identified target areas for Inflow and Infiltration (I/I) removal 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 its existing sewer systems. Failure to address I/I will result in increases to the percentage of sewer costs borne by the Town. If the Town manages to reduce 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 2022

Capital Request Detail								
Project Title	Sewer System Infiltration/Inflow				Fiscal Year	2025	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	0	
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 removed by residential sump pumps draining basements directly into the Town's sewerage system.

Capital Improvement Plan
January 2022

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	See Attached
Description							

This article's purpose is to address problems with the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. An interceptor sewer is a trunk sewer that collects and conveys waste water from numerous surrounding sewer lines. It plays a critical role in the operation of the sewer system.

The existing interceptor sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or relin 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, and on to Great Plain Avenue.

The funding requested is for the design and construction of the relining and replacement of the existing sewer main.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Sewer Main Replacement		Fiscal Year	2023	Request Status	Existing	
Project Phase	Design/Engineering	Planning/Design	\$1,110,000	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		In-House Estimate		Project Cost	\$1,110,000
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 that needed to be removed prior to the design of the project. The blockage has since been removed successfully.

This request is to fund the design phase of this project, which will include relining and/or removing and replacing parts of the sewer main underneath Route 128 at Great Plain Avenue. This design will also incorporate planning to mitigate the disruption to traffic. Funding for the removal of the blockage was approved in FY2021. Funding for the construction phase will be requested for FY2025. Due to the size and permitting requirements of this project, there is a year gap in between the design and construction phases.

Changes from Prior Year Submission

This funding request has decreased due to an updated design scope after the removal of the blockage.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Capital Improvement Plan
January 2022

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?							No
					Total New FTE's	0	No
Project Description and Considerations							

The Town plans to replace the sewer main under Route 128 at Great Plain Avenue using horizontal directional drilling in order to avoid major disruptions to the roadway traffic.

This request is to fund the construction phase of this project. The funding for the design phase will have been requested for FY2023. Due to the size and permitting requirements of this project, there is a year gap in between the design and construction phases.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Capital Improvement Plan
January 2022

Capital Funding Request							
Title	Charles River Water Treatment Plant HVAC Upgrades			Submitted by	Water Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The Charles River Water Treatment Plant is over 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. Like 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, and they have become more and more inefficient. Adding to this problem, the setup of the boiler room makes it incredibly difficult to reach some of the equipment that is most in need of repair. The domestic hot water heater is reaching the end of its useful life as well, and is rusting due to cycling. Finally, the facility needs a dehumidification system.

This article will be used to commission an outside engineer to analyze the boiler room and the entire HVAC system to determine the best plan to upgrade the outdated equipment and better utilize the existing space. Following the establishment of the plan, the funding will be used to implement these upgrades.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Charles River Water Treatment Plant HVAC Upgrades			Fiscal Year	2024	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$34,000	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	\$34,000
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?							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 HVAC controls, boilers, and hot water heating equipment at the Charles River Water Treatment Plant are at the end of their useful lives and the boiler room's tight layout makes repairs inconvenient and difficult. These issues will be investigated by an engineering consultant to determine the best replacement equipment to meet the facility's needs given its space constraints. Any major construction changes that may be required will be identified in the development of the plan.

This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2025.

Changes from Prior Year Submission

Previously, this request was submitted as informational only. The current request is more complete and includes a funding request.

Clarification of Questions

9. These upgrades will extend the useful life of the building by greatly improving its HVAC system and making it easier to maintain.

10. Any proposed equipment will be permanently installed at the Charles River Water Treatment Plant.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Charles River Water Treatment Plant HVAC Upgrades			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$378,000	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			Project Cost	\$378,000
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?							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 HVAC controls, boilers, and hot water heating equipment at the Charles River Water Treatment Plant are at the end of their useful lives and the boiler room's tight layout makes repairs inconvenient and difficult. The replacement equipment and space design plan proposed by the outside engineering consultant will be procured and installed to ameliorate the facility's HVAC issues and to make maintenance easier to manage. Any major construction changes identified in the plan will be implemented.

This funding request is for the construction phase of the project. The funding for the design phase will have been requested in FY2024.

Changes from Prior Year Submission

Previously, this request was submitted as informational only. The current request is more complete and includes a funding request.

Clarification of Questions

9. These upgrades will extend the useful life of the building by greatly improving its HVAC system and making it easier to maintain.

10. Any proposed equipment will be permanently installed at the Charles River Water Treatment Plant.

Capital Improvement Plan
January 2022

Capital Funding Request						
Title	PFAS Mitigation			Submitted by	Water Enterprise	
Request Type	Informational Only	Capital Type	Infrastructure	Funding Request	Funding Year	Outside the Plan Years
Description						

PFAS (per- and polyfluoroalkyl substances) are a group of man-made chemicals manufactured and used in a variety of consumer products worldwide since the 1950s. Two of these PFAS chemicals, perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS) have been extensively produced and studied. PFOA and PFOS have been used to make carpets, fabrics for furniture, paper packaging for food and other materials (cookware) that are resistant to water, grease, and stains. They are also used in aqueous fire fighting foams and in a number of industrial products. The chemicals have been used in an array of every day consumer products.

These chemicals can contaminate water supplies, increasing people’s exposure to them. In October 2020, the Massachusetts Department of Environmental Protection (Mass DEP) finalized a Maximum Contaminant Level (MCL) for PFAS of 20 parts per trillion (ppt) for the sum of six compounds. The MCL is an enforceable standard, set at a level that is safe to drink water for an entire lifetime.

Currently, Needham’s PFAS levels are below the MCL. This future form is for a situation where Needham’s PFAS level surpass the MCL and mitigation would be required.

Capital Improvement Plan
January 2022

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 cycles. In order to ensure a continual and safe supply of water to the public, the Department of Public Works administers an ongoing rehabilitation program that includes the maintenance, repair, and replacement of aging pipes. The process of determining which pipe replacements must be prioritized is based on the relative conditions of the pipes, their water break history, and the adequacy of their water flow to fire hydrants.

This article's purpose is to fund the design and construction of the water pipe replacements that have been identified as priorities according to these factors.

Capital Improvement Plan
January 2022

Capital Request Detail						
Project Title	Water Distribution System Improvements		Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$3,000,000	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	\$3,000,000
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)?						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						

16" Water Main Replacement - South Street from Charles River Street to Chestnut Street

This water main has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 9,000 linear feet of the 16-inch water main will be removed and replaced.

This request is for funding the construction phase of the water main replacement, including the cost of construction supervision and oversight. The design was funded for FY2022.

Changes from Prior Year Submission

The construction phase of this project was pushed back from FY2023 to FY2024 to allow more time to complete the design phase and to allow the new Superintendent of Water, Sewer, and Drains to review. The funding request increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2025	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$46,500	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	\$46,500
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							

Water Main Replacement - Mills Road/Sachem Road to Davenport Road: Design (\$46,500)

This water main, constructed in 1896, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 500 linear feet of replacement 8-inch pipe will be designed.

This request is for funding the design phase of the water main replacement. Funding for the construction phase of the project will be requested in FY2026.

Water Main Replacement - Mayo Avenue/Harris Avenue to Great Plain Avenue: Design

This water main, constructed in 1913, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 1,060 linear feet of replacement 8-inch pipe will be designed.

This request is for funding the design phase of the water main replacement. Funding for the construction phase of the project will be requested in FY2026.

Changes from Prior Year Submission

The design phases of these projects were pushed back from FY24 to FY25 to allow time for the new Superintendent of Water, Sewer, and Drains to review. The funding request increase is due to inflation.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design	\$116,500	Construction	\$450,000	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	\$566,500
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		No
Project Description and Considerations							

Water Main Replacement - Mills Road/Sachem Road to Davenport Road: Construction (\$450,000)

This water main, constructed in 1896, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 500 linear feet of 8-inch pipe will be removed and replaced according to the design.

This request is for funding the construction phase of the water main replacement. Funding for the design phase of the project will have been requested in FY2025.

Water Main Replacement - Mayo Avenue/Harris Avenue to Great Plain Avenue: Construction

This water main, constructed in 1913, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 1,060 linear feet of 8-inch pipe will be removed and replaced according to the design.

This request is for funding the construction phase of the water main replacement. Funding for the design phase of the project will have been requested in FY2025.

Capital Improvement Plan
January 2022

Capital Request Detail

Project Title	Water Distribution System Improvements	Fiscal Year	2026	Request Status	Revised
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Additional Description and Considerations

Water Main Replacement - Kingsbury Street/Oakland Avenue to Webster Street: Design (\$116,500)

This water main, with portions constructed in 1892 and 1965, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 1,500 linear feet of replacement 8-inch pipe will be designed.

This request is for funding the design phase of the water main replacement. Funding for the construction phase of the project will be requested in FY27.

Changes from Prior Year Submission

The construction phases of the Mills Road and Mayo Avenue projects were pushed back from FY25 to FY26 to allow time for the new Superintendent of Water, Sewer, and Drains to review. The funding request increase is due to inflation.

The design phase of the Kingsbury Street project was pushed back from FY25 to FY26 to allow time for the new Superintendent of Water, Sewer, and Drains to review. The funding request increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design	\$362,500	Construction	\$526,500	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	\$889,000
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							

Water Main Replacement - Kingsbury Street/Oakland Avenue to Webster Street: Construction (\$526,500)

This water main, with portions constructed in 1892 and 1965, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 1,500 linear feet of replacement 8-inch pipe will be removed and replaced according to the design.

This request is for funding the construction phase of the water main replacement. Funding for the design phase of the project will have been requested in FY2026.

Water Main Replacement - Oakland Avenue/May Street to Highland Avenue: Design (\$362,500)

This water main, constructed in 1893, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 1,100 linear feet of replacement 8-inch pipe will be designed.

This request is for funding the design phase of the water main replacement. Funding for the construction phase of the project will be requested beyond FY2027.

Capital Improvement Plan
January 2022

Capital Request Detail					
Project Title	Water Distribution System Improvements	Fiscal Year	2027	Request Status	Revised
Additional Description and Considerations					

Changes from Prior Year Submission

The construction phase of the Kingsbury Street project was pushed back from FY2026 to FY2027 to allow time for the new Superintendent of Water, Sewer, and Drains to review. The funding request increase is due to inflation.

The design phase of the Oakland Avenue project was pushed back from FY2026 to FY2027 to allow time for the new Superintendent of Water, Sewer, and Drains to review. The funding request increase is due to inflation.

Clarification of Questions

3. Conservation Commission permitting may be required for site work.

Capital Improvement Plan
January 2022

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 currently has three wells operating when at full capacity. However, when one of the wells is taken offline during routine maintenance or repairs, the Town has to rely on MWRA water to compensate for the reduced capacity and to meet its daily demands.

With a fourth well, the Town would be able to take a well offline and continue to distribute water at full capacity without MWRA water supplementing it, allowing for more independence during these maintenance periods. The Town of Needham is authorized to withdraw up to an average of 2.63 million gallons per day.

This funding will be used to cover the costs of all necessary site permitting and testing, as well as the design and installation of a new fourth well.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Water Supply Development		Fiscal Year	2024	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$480,500	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	\$480,500
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?							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							

A fourth well at the Charles River Well Field will allow the Town to take a well offline for maintenance and continue to distribute water at full capacity without MWRA water supplementing it. The design/engineering phase of this well project will include Department of Environmental Protection and Conservation Commission permitting, an exploration and test wells program, and the design of a pitless well with the appurtenances required for it to function.

This funding request is for the design/engineering phase of the project. Funding for the construction phase will be requested in FY2025.

Changes from Prior Year Submission

The design/engineering phase of this project has been pushed back from FY2023 to FY2024 to allow time for the new Superintendent of Water, Sewer, and Drains to review.

Clarification of Questions

- 3. This project will require permitting from DEP and the Conservation Commission.
- 10. The well equipment is intended to be permanently installed at the location of its use.

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Water Supply Development		Fiscal Year	2025	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$1,400,000	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			Project Cost	\$1,400,000
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							

A fourth well at the Charles River Well Field will allow the Town to take a well offline for maintenance and continue to distribute water at full capacity without MWRA water supplementing it. The construction phase of this well project will implement the design and include the installation of a pitless well approximately 100' deep at the proposed location, along with its associated pump, controls, and electrical systems.

This funding request is for the construction phase of the project. Funding for the design/engineering phase will have been requested in FY2024.

Changes from Prior Year Submission

The construction phase of this project has been pushed back from FY2024 to FY2025 to allow time for the new Superintendent of Water, Sewer, and Drains to review.

Clarification of Questions

- 3. This project will require permitting from DEP and the Conservation Commission.
- 10. The well equipment is intended to be permanently installed at the location of its use.

Capital Improvement Plan
January 2022

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. The Town’s fleet consists of approximately 250 vehicles, trailers, large specialized attachments and the School Department fleet of vans and buses. 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. During the past several years the Department of Health and Human Services has also been able to acquire additional and replacement passenger vans with state grants. 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.

General purpose vehicles include electric powered vehicles, mini vans, sedans, sports utility vehicles, motorcycles, vans, light trucks, and pickup trucks. In the prior CIP's, school buses were included with the general purpose vehicles, but an updated motor vehicle guidance places the "yellow" school bus with "specialized" category. General purpose vehicles 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, school buses, and others for which appropriations need to be planned.

The total estimated cost for vehicle additions and replacements for the FY2023 - FY2027 time period is \$10,648,550.

Capital Improvement Plan
January 2022

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	\$1,415,590	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost \$1,415,590
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.

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 periodic training and demonstrations on the proper and safe use of the equipment.

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 2022

Capital Request Detail

Project Title Fleet Program FY2023 Fiscal Year 2023 Request Status Revised

Additional Description and Considerations

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
700	DPW Building Maintenance	2012	Ford Econ Van E250	Utility Van	C	71,547
Core Fleet						71,547
5	DPW RTS	2011	International 7400 Series	Heavy Duty Truck Class 8 Large Dump	S	291,255
19	DPW Sewer	2010	International 7400 Series	Heavy Duty Truck Class 8 Large Dump	S	291,255
59	DPW RTS	2015	Steeco	Specialty Trailer	S	100,112
67	DPW Parks		Addition To Fleet	Work Truck Class 4	S	83,638
713	DPW Building Maintenance	2012	Ford F450	Work Truck Class 4	S	86,168
Bus 02	School	2017	BLUE BIRD 303	School Bus	S	108,100
C06	Fire	2015	Ford F350	Brush Truck	S	84,845
Specialized Equipment						1,045,373
108	DPW Highway	2011	TRACKLESS TRACTOR	Sidewalk Plow	SI	298,670
Snow and Ice Equipment						298,670
Total						1,415,590

The allocation by fund is \$1,124,335 General Fund, \$291,255 Sewer Enterprise, and nothing from the Water Enterprise.

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 (ex 18-wheeler)

Capital Improvement Plan
January 2022

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	\$2,923,578	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$2,923,578
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.

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 periodic training and demonstrations on the proper and safe use of the equipment.

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 2022

Capital Request Detail					
Project Title	Fleet Program FY2024	Fiscal Year	2024	Request Status	Revised
Additional Description and Considerations					

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
453	Building Inspector	2016	Ford Focus	SUV Hybrid	C	41,865
454	Building Inspector	2014	Ford Fusion	SUV Hybrid	C	41,865
455	Building Inspector	2016	Ford Focus	SUV Hybrid	C	41,865
456	Building Inspector	2014	Ford Fusion	SUV Hybrid	C	41,865
458	Building Inspector	2014	Ford Explorer	SUV Hybrid	C	41,865
C01	Fire	2017	Ford Explorer	Public Safety Response Vehicle	C	65,091
Core Fleet						274,416
9	DPW Highway	2012	International 7400 Series	Heavy Duty Truck Class 8 Large Dump	S	232,330
103	DPW Sewer	2012	John Deere Backhoe Loader 310SJ	Backhoe Tractor	S	163,007
124	DPW Highway	2009	ADDCO MINI	Specialty Trailer	S	37,695
L01	Fire	2004	Sutphen Quint	Fire Ladder Truck	S	1,642,298
90	DPW RTS	2016	Steco	Specialty Trailer	S	86,251
Bus 01	School	2017	BLUE BIRD 303	School Bus	S	111,883
R01	Fire	2016	Ford E450	Ambulance	S	375,698
Specialized Equipment						2,649,162
Snow and Ice Equipment						0
Total						2,923,578

The allocation by fund is \$2,760,571 General Fund, \$163,007 Sewer Enterprise, and nothing from the Water Enterprise.

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 (ex 18-wheeler)

Capital Improvement Plan
January 2022

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	\$2,506,109	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$2,506,109
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							

*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.

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 periodic training and demonstrations on the proper and safe use of the equipment.

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 2022

Capital Request Detail

Project Title Fleet Program FY2025 Fiscal Year 2025 Request Status Revised

Additional Description and Considerations

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
701	DPW Building Maintenance	2014	Ford F250	Work Truck Class 3 Pick Up	C	44,541
C43	Fire	2017	Ford Escape	Public Safety Response Vehicle	C	41,637
Van 11	School	2018	Ford Transit	Passenger Van	C	61,505
Van 12	School	2018	Ford Transit	Passenger Van	C	61,505
Core Fleet						209,188
89	DPW RTS	2017	Warren	Specialty Trailer	S	90,860
61	DPW RTS	2013	GENIE Forklift	Forklift	S	110,054
66	DPW Highway	2015	Ford F550	Work Truck Class 5	S	121,826
72	DPW Parks	2015	Ford F550	Work Truck Class 5	S	111,846
93	DPW RTS	2015	McCloskey Brothers TROMMEL SCREEN 5	Specialty Trailer	S	171,952
168	DPW Sewer	2010	GORMAN UTILITY TRAILER	Specialty Trailer	S	46,566
186	DPW Parks	2010	GIANT LEAF VAC TRAILER	Specialty Trailer	S	34,177
253	DPW Parks	2010	VERMEER STUMP CUTTER	Specialty Trailer	S	70,750
350	DPW Parks	2010	John Deere Loader 4720	Tractor	S	34,164
E04	Fire	2005	E-One Cyclone II	Fire Engine	S	903,483
R02	Fire	2017	Ford E450	Ambulance	S	388,847
Specialized Equipment						2,084,525
111	DPW Highway	2013	TRACKLESS TRACTOR	Sidewalk Plow	SI	212,396
Snow and Ice Equipment						212,396
Total						2,506,109

The allocation by fund is \$2,459,543 General Fund, \$46,566 from the Sewer Enterprise, and nothing from the Water Enterprise.

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 (ex 18-wheeler)

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Fleet Program FY2026		Fiscal Year	2026	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	\$1,844,209	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$1,844,209
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.

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 periodic training and demonstrations on the proper and safe use of the equipment.

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 2022

Capital Request Detail					
Project Title	Fleet Program FY2026	Fiscal Year	2026	Request Status	Revised
Additional Description and Considerations					

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
21	DPW Water	2016	Ford F250	Work Truck Class 3 Pick Up	C	52,541
41	DPW Parks	2016	Ford F250	Work Truck Class 3 Pick Up	C	54,092
50	DPW Parks	2016	Ford F250	Work Truck Class 3 Pick Up	C	56,868
703	DPW Building Maintenance	2015	Ford Transit	Utility Van	C	39,688
708	DPW Building Maintenance	2016	Ford Transit S7E1	Utility Van	C	35,285
Van 04	School	2019	Ford Transit	Passenger Van	C	63,658
Van 05	School	2019	Ford Transit	Passenger Van	C	63,658
Core Fleet						365,790
63	DPW RTS	2018	Steco	Specialty Trailer	S	91,750
8	DPW Highway	2014	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Tractor	S	246,304
16	DPW Sewer	2014	FREIGHTLINER Box Truck	Work Truck Class 5 Chip Box	S	286,952
73	DPW Parks	2016	Ford F550	Work Truck Class 5	S	94,428
74	DPW Parks	2016	Ford F550 DRWSUP	Work Truck Class 5	S	141,662
75	DPW Parks	2016	Ford F550	Work Truck Class 5	S	94,428
133	DPW Parks	2001	John Deere Backhoe Loader 310SG	Tractor	S	129,070
156	DPW Water	2011	Baker ROBINSON 10" Water Pump	Specialty Trailer	S	140,872
Specialized Equipment						1,225,466
116	DPW Highway	2014	Prinoth SW4S	Sidewalk Plow	SI	252,953
Snow and Ice Equipment						252,953
Total						1,844,209

The allocation by fund is \$1,416,385 General Fund, \$286,952 Sewer Enterprise, and \$140,872 Water Enterprise.

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 (ex 18-wheeler)

Capital Improvement Plan
January 2022

Capital Request Detail							
Project Title	Fleet Program FY2027			Fiscal Year	2027	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	\$1,959,064	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$1,959,064
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)?							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							

*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 2022

Capital Request Detail					
Project Title	Fleet Program FY2027	Fiscal Year	2027	Request Status	New
Additional Description and Considerations					

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
15	DPW Admin	2017	Ford Explorer	SUV Hybrid	C	54,648
402	Health and Human Services	2017	Ford E350	Utility Van	C	102,225
457	Building Inspector	2019	Nissan Rogue	SUV Hybrid	C	46,416
706	DPW Building Maintenance	2017	Ford Econ T250	Utility Van	C	43,229
Van 01	School	2020	FORD TRANSIT 150 AWD	Passenger Van	C	65,886
Van 02	School	2020	FORD TRANSIT 150 AWD	Passenger Van	C	65,886
Core Fleet						378,290
58	DPW RTS	2019	Spec Utility SW045	Specialty Trailer	s	91,991
6	DPW Highway	2015	International 7400 Series	Heavy Duty Truck Class 8 Tractor	S	293,968
70	DPW Parks	2017	FORD F550 DRWSUP	Work Truck Class 5	S	94,042
71	DPW Parks	2017	FORD F550 DRWSUP	Work Truck Class 5	S	94,042
80	DPW RTS	2019	INTERNATIONAL 7300	Heavy Duty Truck Class 7 Tractor	S	250,969
157	DPW Water	2012	PP&P 6" WATER PUMP Trailer	Specialty Trailer	S	59,180
159	DPW Water	2012	PUMP UTILITY Trailer	Specialty Trailer	S	59,180
165	DPW Water	2012	TAYLOR Generator Trailer	Specialty Trailer	S	67,530
260	DPW Water	2009	Felling	Specialty Trailer	S	38,974
Bus 14	School	2020	BLUE BIRD 303	School Bus	S	124,047
336	DPW Parks	2017	TORO Field mower	Specialty Tractor	S	154,438
Specialized Equipment						1,328,361
117	DPW Highway	2015	Prinoth SW4S	Sidewalk Plow	SI	252,413
Snow and Ice Equipment						252,413
Total						1,959,064

The allocation by fund is \$1,734,200 General Fund, \$0 Sewer Enterprise, and \$224,864 from the Water Enterprise.

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 (ex 18-wheeler)

Major Public Facilities

Section Four

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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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Auditorium Theatrical Sound & Lighting Systems Needs Assessment (High School, Pollard, & Newman)*							20,000	20,000
A Gym Upgrade		130,557						130,557
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
Total	2,250,000	195,557	14,263,000	431,000	50,000	-	20,000	17,209,557

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2021 included:

- Added additional doors in the athletic suite
- Insulated piping for RTUs 1, 2, 5, 6, & 7.
- Made multiple repairs to boilers
- Made multiple repairs to RTUs 2, 3, 4, 5, 7, 8, 9, 11, 14, 15, & 22
- Replaced sections of boilers 1 & 2
- Conducted multiple roof repairs
- Repaired exterior lighting in parking lot
- Repaired multiple glass windows throughout building
- Completed various duct work repairs and insulation

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

Capital Improvement Plan
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- 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

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William F Pollard Middle School

200 Harris Avenue

Assessed Value: \$19,970,900
 Parcel ID: Map 35 Lot 1
 Lot Size: 26.05 acres
 Original Construction: 1957; reconstruction in 1992; modular classrooms installed in 2002

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Auditorium Theatrical Sound & Lighting Systems Needs Assessment (High School, Pollard, & Newman)*							20,000	20,000
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	20,000	1,576,157

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2021 included:

- Replaced ceiling tiles in the lecture hall
- Upgraded the lighting in the classrooms and some hallways to LED
- Made multiple repairs to the boiler
- Installed water bottle fillers
- Conducted multiple roof repairs throughout the building
- Replaced the fire panel
- Completed duct cleaning throughout the building

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

Capital Improvement Plan
January 2022

- 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

Capital Improvement Plan
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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: \$14,192,800
 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2021 included:

- Replaced the compressor on RTU 1

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

Capital Improvement Plan
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- Installed new actuator and software for air conditioning unit
- Installed compressor in air conditioning unit
- Installed a new waterless urinal

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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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Broadmeadow School Technology Room Conversion							213,100	213,100
Facility Assessment for Sustainable Building Management*					50,000			50,000
Total	-	-	-	-	50,000	-	213,100	263,100

Other significant maintenance/repairs in Calendar Year 2021 included:

- Completed multiple repairs to RTUs 2, 3, 4, & 5
- Replaced the compressor in RTU 1
- Replaced heat exchangers in RTUs 3 & 4
- Installed water boiler fillers
- Replaced flooring in library and several hallways
- Remeidated mold
- Conducted multiple roof repairs

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

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- 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- Completed duct cleaning throughout the building
- Renovated the technology room into a regular classroom
- Completed multiple repairs to RTUs 1, 2, 3, & 4
- Replaced the compressor on RTU 1

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

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William Mitchell Elementary School

187 Brookline Street

Assessed Value: \$6,827,000
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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- Completed various repairs to the kitchen ceiling
- Upgraded the lighting in the classrooms to LEDs
- Replaced the compressor in an HVAC unit
- Completed multiple repairs to the boiler
- Completed various repairs to ceilings in hallways and offices
- Repainting ceiling tiles
- Completed repairs to classroom walls
- Replaced the fire panel
- Repaired several glass windows
- Renovated multiple restrooms in the building

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

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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

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Newman Elementary School

1155 Central Avenue

Assessed Value: \$27,214,500
 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Auditorium Theatrical Sound & Lighting Systems Needs Assessment (High School, Pollard, & Newman)*							20,000	20,000
Gym Floors					275,000			275,000
Preschool Playground Custom Shade Shelter					69,200			69,200
Total	-	-	-	-	344,200	-	20,000	364,200

Other significant maintenance/repairs in Calendar Year 2021 included:

- Upgraded the lighting in the classrooms to LEDs
- Completed multiple repairs to RTUs 2, 4, 5, 6, 10, & 11
- Installed water bottle fillers
- Repairs several glass windwows

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

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- 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: 10.63 acres
 Original Construction: New school constructed 2019 (Opened in September of 2019).

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- Completed multiple repairs to RTUs 2, 3, 4, 5, & 6

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: \$3,152,800
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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
School Administration Building Feasibility Study Update				130,000				130,000
Underground Oil Tank Removal & Replacement	73,000							73,000
School Administration Renovation Design							1,475,000	1,475,000
Total	73,000	-	-	130,000	-	-	1,475,000	1,678,000

Other significant maintenance/repairs in Calendar Year 2021 included:

- No significant repairs

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

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- 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

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Daley Building

257 R Webster Street

Assessed Value: \$1,374,900
Parcel ID: Map 70 Lot 29
Lot Size: .924 acres
Original Construction: 1960

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2021 included:

- Completed repairs to the boiler

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: \$8,321,800
 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Hillside School Boiler Installation Design							16,000	16,000
Total	-	-	-	-	-	-	16,000	16,000

Other significant maintenance/repairs in Calendar Year 2021 included:

- Completed multiple repairs to the boiler
- Completed duct cleaning

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
- 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

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Town Hall

1471 Highland Avenue

Assessed Value: \$14,885,100
 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2021 included:

- Restored the exterior clock and cupola
- Repaired the fire panel

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
- 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

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Department of Public Works/Operations

470 Dedham Avenue

Assessed Value: \$3,370,500 (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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- Replaced the boiler

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

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- 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 26arnak 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

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Jack Cogswell Building

Central Avenue

Assessed Value: \$2,709,200
 Parcel ID: Map 308 Lot
 Lot Size: Inclusive of the Entire Site 75.907 acres
 Original Construction: Schedule to open late 2019

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- No significant repairs

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: \$6,786,300
Parcel ID: Map 302 Lot 3
Lot Size: 2.67 acres
Original Constructions: 2009

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- No significant repairs

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: \$1,036,270
 Parcel ID: Map 308 Lot
 Lot Size: Inclusive of the Entire Site 75.907 acres
 Original Construction: 1988

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Facility Upgrades and Improvements		68,000	290,000	645,000	295,000		480,000	1,778,000
Stormwater Plan		50,000						50,000
Transfer Station Building Tipping Floor Replacement			166,000					166,000
Total	-	118,000	456,000	645,000	295,000	-	480,000	1,994,000

Other significant maintenance/repairs in Calendar Year 2021 included:

- Renovated the RTS building

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
- Installed electrical power to new town sign

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- 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

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Salt Shed

1407 Central Avenue

Assessed Value: \$1,867,090
 Parcel ID: Map 308 Lot
 Lot Size: Inclusive of the Entire Site 75.907 acres
 Original Construction: 2013 (salt shed)

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2021 included:

- Repaired the salt shed roof

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: \$3,174,800
Parcel ID: Map 306 Lot 1
Lot Size: 223.102 acres
Original Construction: 1907 and 1929

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building Demolition & Site Improvements							603,091	603,091
Total	-	-	-	-	-	-	603,091	603,091

Other significant maintenance/repairs in Calendar Year 2021 included:

- No significant repairs

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: \$6,711,200 (88 Chestnut Street/99 School Street)
TBD (707 Highland Ave)
Parcel ID: Map 47 Lot 56 (88 Chestnut Street)
Map 70 Lot 5 (707 Highland Avenue)
Lot Size: 2.90 acres (88 Chestnut Street/99 School Street)
1 acre (707 Highland Avenue)
Original Construction: 1931 (88 Chestnut Street/99 School Street); New Fire Station Opened 2020; Police Station TBD
1906 (707 Highland Avenue) New Station Scheduled to Open November 2021

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Fire Station 2 Feasibility Study	50,000							50,000
Public Safety and Station Fire #2 Buildings		90,000	4,000,000	66,245,000				70,335,000
Public Safety and Station Fire #2 Buildings - Supplement							1,400,000	1,400,000
Total	50,000	90,000	4,000,000	66,245,000	-	-	1,400,000	71,785,000

Other significant maintenance/repairs in Calendar Year 2021 included:

- No significant repairs

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

Needham Public Library

1139 Highland Avenue

Assessed Value: \$13,772,800
 Parcel ID: Map 226 Lot 55
 Lot Size: 1.484 acres
 Original Construction: 1915; reconstruction and addition in 2006

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2021 included:

- Completed duct cleaning
- Restored the exterior cupola
- Conducted multiple roof repairs
- Complete various repairs to the elevators

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

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- 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

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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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- No significant repairs

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: \$10,629,400
Parcel ID: Map 99 Lot 14
Lot Size: 1.64 acres
Original Construction: 2013

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2021 included:

- Replaced flooring in the dining room
- Repaired the sun deflectors on the exterior of the building

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

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Memorial Park

1154 Highland Avenue

Assessed Value: \$2,526,2000
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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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 2021 included:

- No significant repairs

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 2021 included:

- No significant repairs

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

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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

Seven Year Capital Project Appropriations								
Project	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Artificial Turf Carpet Replacement				55,000	2,500,000			2,555,000
Claxton Field Lighting Design & Engineering						72,500		72,500
Claxton Softball Field Skin Design & Engineering						29,000		29,000
Cricket Building and Field Improvements Feasibility			35,000					35,000
Cricket Field					480,000			480,000
DeFazio Synthetic Track Resurfacing							166,000	166,000
McCloud Field Renovations							48,000	48,000
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		15,000	130,000
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		1,364,000	1,481,000
Total	2,937,000	428,000	970,000	2,505,000	3,662,000	101,500	1,593,000	12,196,500

Glossary

Appendices

Section Five

- A. Capital Improvement Policies
- B. Debt Management Policies
- C. Retained Earnings Policy for Water and Sewer Enterprise Funds
- D. Capital Request Guidelines

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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 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 Rescue Plan Act - The American Rescue Plan Act of 2021, also referred to as ARPA, was signed into law by President Joseph Biden on March 11, 2021. ARPA is a \$1.9 trillion Federal rescue package designed to ease the United States' recovery from the economic and health effects of the COVID-19 pandemic. The Act provides financial relief to state and local governments to support public health and promote economic recovery. The Act also provided funding for state and local governments to invest in infrastructure, such as water, sewer, and broadband services.

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.

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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 on a multi-year basis.

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

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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.

CARES Act – The Coronavirus Aid, Relief, and Economic Security Act, also referred to as the CARES Act, was signed into law by President Donald Trump on March 27, 2020. This was a \$2.2 trillion economic stimulus package in response to the economic fallout of the COVID-19 pandemic in the United States. The Act provided funding to state and local governments for certain expenses incurred due to COVID-19.

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.

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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.

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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, 2021 certified amount may be used to fund supplemental appropriations voted during fiscal year 2022 or applied as a revenue source to support the fiscal 2023 appropriations that may be voted in the spring of 2022.

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.

Fund Balance - Fund balance is the difference between assets and liabilities in a governmental fund. The fund balance consists of two categories – reserved or unreserved. The fund balance that is reserved means that the resources are in a form that cannot be appropriated and spent (such as buildings) or that the resources are legally limited to being used for a particular purpose.

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The fund balance that is unreserved represents resources that may be used for any purpose. However, the specific amount of the unreserved balance that is allowed to be appropriated and spent is determined by the Department of Revenue annually. The amount that is determined to be available is referred to as Free Cash.

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.

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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.

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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.

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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.

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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

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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.

TOWN MANAGER'S CAPITAL PLAN GUIDELINES

This booklet contains copies of the forms and instructions for the Town's Capital Improvement Plan. In order to make the best use of our limited time for review and consideration of each capital request, please ensure that the forms that are submitted for funding consideration are fully-completed, and that the projects or potential acquisitions have been fully-vetted at the Department level. Please fully describe the item that you are planning to acquire or the project that you hope to complete, the specific basis for the cost estimate, what exactly will the funds be used for, and any options that you explored prior to developing the request. Capital requests should articulate how the project or acquisition will contribute to ensuring that Needham is a livable, economically vital, accessible and connected, healthy and socially thriving, safe, responsibly governed, and environmentally sustainable community. Finally, please carefully review the definition of capital items. Requests that do not meet the test will be returned to the department. The most common requests that are submitted that do not meet the test are studies and pieces of equipment that are not valued at \$25,000 or higher. Generally speaking, if a request for a study will not lead to a construction project, it should be submitted as a financial warrant article.

Because the CIP is focused on a five-year period, those projects which were identified by you last year and were recommended as under Tier 1 for fiscal years 2023 through 2026 should be reviewed and updated as necessary. Changes to the scope and/or cost estimate from previously submitted projects must be thoroughly explained. And, since the final plan aligns our projected revenue and debt capacity with the projects that are already submitted, we will generally be unable to add new projects to the first four years of the upcoming plan unless there is an emergency or other unique circumstance. Therefore, please plan carefully for the needs of your department for the next five years.

In certain circumstances, as described in the instructions, preliminary conversations with other departments are required prior to your submitting a request. These include requests that may possibly be funded through the Community Preservation Fund, projects that may have an information technology component, construction related projects that require the assistance from one or more of the DPW divisions, and projects that may require permitting at the local level. Please make sure that you have these conversations before submitting requests.

There will be a review of previously approved capital requests. Capital status update forms will be distributed prior to capital project review meetings. Please review the report and be prepared to discuss project status at that time. Thank you for your thoughtful participation in the capital planning process.

Kate Fitzpatrick

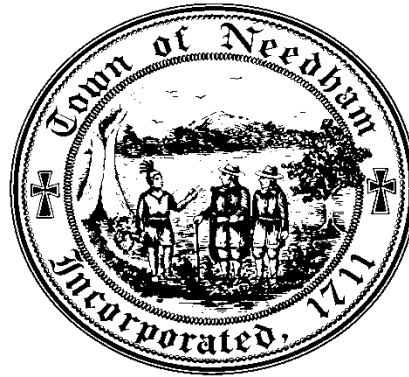
August 2, 2021

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Capital Improvement Plan
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TOWN OF NEEDHAM

**Fiscal Year 2023 - 2027
Capital Request Guidelines**



August 2, 2021

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CAPITAL IMPROVEMENT PLAN SUBMISSION CHECKLIST

- __ 1. Read the Guidelines.
- __ 2. Attend one of the two Overview Sessions at 10:00 A.M. **Tuesday, August 3, 2021** or **Wednesday, August 4, 2021** via ZOOM. Preregistration is required.
- __ 3. Complete the required forms. All forms will be available through TEAMS. If you cannot access the file, please contact the Assistant Town Manager/Director of Finance to make other arrangements.
- __ 4. Vehicle Request (CIP-VR) forms were made available via TEAMS and were due **12:00 P.M. Friday, September 3, 2021**. If the forms were not submitted, you must contact the Assistant Town Manager/Director of Finance to discuss what options may be available.
- __ 5. Review all your narratives, to ensure they are written for the layperson.
- __ 6. Re-check all figures – all costs should be rounded UP to the next whole dollar. The cost should be based on current information. Re-check all totals to make certain they total correctly.
- __ 7. Submit all final Capital Funding Requests electronically through TEAMS. Completed requests are due by **12:00 P.M. Friday, October 15, 2021**.
- __ 8. Send an email to ddavison@needhamma.gov indicating that you have submitted your Department's capital requests and the total number of capital project requests forms you have submitted.
- __ 9. Prepare for your appointment to discuss your Department's requests. The schedule will be distributed at the overview sessions.

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KEY DATES FOR THE FY2023 BUDGET PROCESS

Date	Activity
August 2, 2021	Capital Improvement Budget Guidelines Released
August 2, 2021	Vehicle Request Forms and Instructions Released
August 3, 2021	Capital Submission Overview Session I, 10:00 A.M. to 12:00 P.M. (ZOOM) – Preregistration Required
August 4, 2021	Capital Submission Overview Session II, 10:00 A.M. to 12:00 P.M. (ZOOM) – Preregistration Required
August 13, 2021	Deadline to Notify Building Maintenance and Information Technology Center of a Related Capital or Operating Request
August 17, 2021	Town Manager Budget Consultation with the Select Board
September 3, 2021	Vehicle Request Forms Submission Due by 12:00 P.M.
September 8, 2021	Town Manager Budget Consultation with the Finance Committee
September 14, 2021	Select Board Closes Special Town Meeting Warrant
September 14, 2021	Town Manager Budget Consultation with the Select Board
September 20, 2021	FY2023 Operating Budget Guidelines Released
September 22, 2021	FY2023 Operating Budget Submission Overview Session I 9:30 A.M. to 11:30 A.M. Town Hall
September 23, 2021	FY2023 Operating Budget Submission Overview Session II 9:30 A.M. to 11:30 A.M. (ZOOM) – Preregistration Required
September 28, 2021	Town Manager Budget Consultation with the Select Board
October 7, 2021	Schedule of Fees and Charges Due Thursday by 4:00 P.M.
October 15, 2021	Final Capital Requests Due Friday by 12:00 P.M.
October 21, 2021	Department Spending Requests Due Thursday by 4:00 P.M.
October 25, 2021	Special Town Meeting
October 27, 2021	Town Manager Budget and Capital Meetings with Departments Begin
November 9, 2021	Town Manager Budget Consultation with Select Board
November 23, 2021	Town Manager Reviews the Preliminary Five Year Capital Improvement Plan with the Select Board
December 7, 2021	Town Manager Provides an Update to the Five Year Capital Improvement Plan to the Select Board
December 8, 2021	Department Spending Requests are due to Finance Committee from the Town Manager and School Superintendent
December 21, 2021	Select Board votes on CIP Recommendations (if action was not taken on December 7, 2021)
January 4, 2022	Town Manager Budget Consultation with the School Committee
January 4, 2022	FY2023 – FY2027 Capital Improvement Plan Release
January 31, 2022	Town Manager’s Balanced Budget Due to the Finance Committee
February 17, 2022	Warrant Articles for 2022 Annual Town Meeting Due to the Select Board
February 22, 2022	Finance Committee FY2023 Draft Budget Due to the Town Manager

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Date	Activity
March 15, 2022	Finance Committee Budget Recommendations are Due for Inclusion in the Annual Town Meeting Warrant
April 12, 2022	Town Election
May 2, 2022	Annual Town Meeting
July 1, 2022	Start of Fiscal Year 2023

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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.

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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 FY2023. 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

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of less than \$500,000 should use this form.

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 FY2023. You must identify any change to the current preliminary replacement schedule for vehicles between FY2023 and FY2027. 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, September 3, 2021.**

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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).

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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. 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 the impact may be if the project is not funded, 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

- 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.
- Fiscal Year:** Indicate the fiscal year for which funding is being requested from the drop down list
- 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 (2027) as requests for the first four years (2023 – 2026) should have been previously disclosed in the prior CIP.
 - Revised:** Select this option for a capital project that was in the prior 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 (FY2022 – FY2026).
 - Existing:** Select this option for a capital project that appeared in the prior CIP (FY2022 – FY2026) and the information has NOT changed.
- 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.
- 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".

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- ✓ Construction Management – are cost for construction management services.
- ✓ 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.*

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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? 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 the impact may be if the project is not funded.

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)

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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".

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12. **Reading Date:** Enter the date that the mileage/hours were read. The date MUST be provided.
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.

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20. **Model:** Type in the anticipated model of the requested vehicle.
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 (2021).** 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)	2023
Unit #	(Refer to #2)	Funding Amount	(Refer to #17)	2024
Year	(Refer to #3)	Vehicle Type	(Refer to #18)	2025
Make	(Refer to #4)	Make	(Refer to #19)	2026
Model	(Refer to #5)	Model	(Refer to #20)	2027
Fuel Type	(Refer to #6)	Current Cost of Vehicle*	(Refer to #21)	2028
Plate #	(Refer to #7)	(Refer to #19)/(Refer to #20)		2029
VIN	(Refer to #8)	(Refer to #22)	(Refer to #23)	2030
License	(Refer to #9)	(Refer to #22)	(Refer to #23)	2031
Mileage	(Refer to #10)	(Refer to #22)	(Refer to #23)	2032
Hours	(Refer to #11)	(Refer to #22)	(Refer to #23)	2033
Reading Date	(Refer to #12)	Subtotal		\$0 2034
Expiration	(Refer to #13)	(Refer to #24)	(Refer to #25)	2035
Disposal Intentions	(Refer to #14)	(Refer to #24)	(Refer to #25)	2036
Primary Functions		(Refer to #24)	(Refer to #25)	2037
(Refer to #15)		(Refer to #24)	(Refer to #25)	2038
		Subtotal		\$0 2039
		Total Current Cost		2040
		* Vehicle cost for -->		2021

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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 tread 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