

Report to Town Meeting

June 8, 2020

Kate Fitzpatrick,
Town Manager

In accordance with Section 20B (10) of the Town Charter, the Town Manager is responsible for reporting to Town Meeting on the status of prior votes:

“The Town Manager shall be responsible for the implementation of Town Meeting votes and shall report annually in writing to the Town Meeting over the status of prior Town Meeting votes on which implementation is not complete except matters as relate to the schools.”

This report includes a full status report on warrant articles requiring action that were approved at the October 28, 2019 Special Town Meeting, the 2019 Annual Town Meeting, and the May 13, 2019 Special Town Meeting. The report also includes a status report on items for which implementation is not complete for the October 10, 2018 Special Town Meeting, the May 14, 2018 Special Town Meeting, the 2018 Annual Town Meeting, and the 2017 Annual Town Meeting. A chart listing open capital warrant articles with remaining balances, approved prior to May 2017, is attached. This report includes action on School Department capital articles.

October 28, 2019 Special Town Meeting

Appropriate Transportation Improvement Fees \$17,059.20

The Town is working with the MBTA to design and install a cover for bike racks to be located on or near MBTA property to encourage residents to ride their bikes to the commuter rail.

Appropriate for Pollard School Gym \$125,000

The Building Maintenance Division began renovating the green and blue gyms at the Pollard Middle School during the summer of 2019. Prior to construction, asbestos was discovered in the subflooring of the green gym. This funding will be used to complete the asbestos abatement of the green gym during the summer of 2020.

May 13, 2019 Special Town Meeting

Amend General By-Laws Non-Criminal Disposition

The General By-Law amendment was approved by the Attorney General on September 4, 2019.

2019 Annual Town Meeting

Appropriate for Needham Property Tax Assistance Program \$37,000

Funds are reserved for awards to eligible property taxpayers in FY2020. Awards will be distributed prior to the end of the fiscal year.

Appropriate for Senior Corps \$15,000

Funding is reserved for current and future participants in the Senior Corps Program, in which elderly and disabled homeowners may work up to 100 hours for the Town and their earnings are applied to their tax obligations.

Appropriate for Temporary Staffing Program \$76,000

This funding is used to meet critical staffing shortages on a temporary basis as needs arise.

Appropriate for Park & Recreation Pool Staffing \$69,419

Funds are reserved for staffing needs when the pool re-opens.

Appropriate for Public Communications Staffing \$128,417

The Town hired a Public Information Officer effective October 28, 2019.

Appropriate for Ridge Hill/Nike Site Consulting & Feasibility Study \$50,000

The procurement for the feasibility study is complete and a proposal is being reviewed by the PPBC.

Appropriate for Town-Owned Land Surveys \$100,000

The Town is in the process of consolidating a contract for all survey work. The projects that are planned at this time are the canoe launch, Town-owned land at the corner of Great Plain Avenue and Harris Avenue, and other assorted small parcels around Town.

Appropriate for Public Facilities Maintenance Program \$640,000

During the summer of 2019, the Town completed duct cleaning at the Needham High School, wood floor refinishing in various buildings throughout Town, and painting of the ceiling throughout the Mitchell Elementary School. Upcoming projects using this appropriation include the construction phase of the office reconfiguration at Town Hall, and flooring replacement throughout the Pollard, Eliot, and Broadmeadow Schools.

Appropriate for Downtown Snow Removal Pilot Program \$35,000

This dedicated sidewalk snow removal equipment was received in December 2019 and was used during the winter season when conditions were appropriate.

Appropriate for Small Repair Grant Program \$50,000

The Small Repair Grant Program received four applications, all of which were eligible for award. Work included window and door repairs, missing stair rail replacement, and improvements to damaged kitchens, with a maximum grant amount of \$4,000. The next funding round is scheduled for mid-summer 2020.

Appropriate Transportation Improvement Fees \$12,477.50

The Town is working with the MBTA to design and install a cover for bike racks to be located on or near MBTA property to encourage residents to ride their bikes to the commuter rail.

Authorization to Expend State Funds for Public Ways

Chapter 90 funds are currently being directed to complete design and construction of phase 2 of the Downtown redesign project. The Town received \$1,012,167 in FY2020.

Appropriate for Modernization and Redevelopment of Affordable Housing \$150,000
Funds are reserved for the Housing Authority.

Appropriate for Fisher Street Trailhead Design \$15,000
Concept drawings and preliminary plans are being developed and reviewed by the Rail Trail Advisory Committee.

Appropriate for Town Common Renovation Design \$117,000
The Town has a contract with Beta Group, Inc. and is working on completing a design by August 2020. Funding will be requested for construction in future years.

Appropriate for Rosemary Lake Trail Project \$200,000
This funding is allocated for a dock near the pool and a pavilion near the old camp property.

Appropriate for Cricket Field Renovations \$480,000
The field was completely renovated with a new irrigation system installed in summer 2019.

Appropriate for Playground Improvements \$350,000
This funding is planned for playground improvements at DeFazio Complex and Perry Park.

Appropriate for Center at the Heights Computer Lab \$50,000
This project included the installation of 20 desktops and monitors, a server, and two firewalls in January 2020.

Appropriate for Library Furniture Replacement \$112,960
This appropriation is reserved for stackable chairs for the Library's Community Room.

Appropriate for DPW Boiler Replacement Design \$50,000
Procurement for design services for this project is underway. The replacement work is planned for FY2021.

Appropriate for Public Works Infrastructure Program \$2,169,550
Brook and culvert improvements were completed on a section of Rosemary Brook. Work scheduled for the summer of 2020 includes sidewalk rehabilitation, street resurfacing, and drainage improvements.

Appropriate for Specialty Equipment – Tractor \$68,000
Unit 351 was delivered in April 2020.

Appropriate for Traffic Improvements \$50,000

These funds are reserved for changes to roadway and sidewalk infrastructure based on requests made to the Traffic Management Advisory Committee. Work typically includes reflective striping and warning and regulatory signs placed at various locations throughout Town.

Appropriate for Transfer Station Property Improvements \$295,000

The Town is currently working on the design for fencing improvements. The procurement for the stormwater project construction will occur this fall.

Appropriate for Town Multi-function Printer Devices \$35,600

This funding was fully expended on the replacement of multi-function devices at Town Hall and the Public Services Administration Building.

Appropriate for Town Offices Replacement Furniture \$25,000

This funding supported the replacement of conference tables at the Public Services Administration Building. The balance is reserved for replacement of office furniture as needed.

Appropriate for Building Management System Upgrade \$392,000

The Town is developing specifications for the design of building management system upgrades.

Appropriate for Fleet Replacement Program \$1,270,648

Units 2, 56, 57, 92, 705, and 715 were all ordered from a Ford dealer – delivery is delayed due to COVID-19. These vehicles are anticipated to be delivered in the fall. Unit 102 is a tractor that was purchased and delivered in December 2019. Unit 107 is a sidewalk tractor that was purchased and delivered in September 2019. Unit 256, a chipper, has been ordered and is due to arrive June 2020. School Bus 1 was delivered, delivery of C-42, School Van 1 and School Van 2 are pending, and Unit 38 and Unit 457 will be replaced this fall.

Appropriate for Personal Protective Equipment \$43,424

The Fire Department has ordered several second sets of secondary gear, gloves and Nomex hoods. The balance of funding will be expended on four additional sets of gear, twenty pairs of structural firefighting boots, and nine fire helmets.

Appropriate for Police & Fire Mobile and Portable Radios \$617,550

This funding supports the acquisition of radio and dispatch equipment in time for the opening the first phase of the public safety project that is projected to open this summer.

Appropriate for Public Safety Desktops, Printers & Peripherals \$200,000

These funds are allocated to computer equipment for the new public safety buildings.

Appropriate for Public Safety Mobile Devices \$35,000

Funds are reserved for the purchase of additional mobile devices for police cruisers.

Appropriate for Energy Efficiency Upgrade Improvements \$57,000

These funds are reserved for the implementation of recommendations contained in the retro-commissioning report for the Eliot Elementary School.

Appropriate for High School Locker Reconfiguration & Addition \$50,000

This project is expected to be complete by September 2020.

Appropriate for Mitchell School Restroom Upgrades \$67,000

The Town is in the process of awarding a contract with the selected vendor to design the restroom upgrades at the Mitchell Elementary School; construction is planned for the summer of 2021.

Appropriate for Newman Preschool Playground Shade Shelter \$69,200

The specifications for this project are complete and a schedule for installation is being developed.

Appropriate for Newman School Gym Floor \$275,000

Over the summer of 2019, the flooring in the gym at the Newman Elementary School was replaced.

Appropriate for Pollard School Blue & Green Gym Scoreboards \$30,000

During the summer of 2019, baskets, scoreboards, and the padding around the walls of the gym were replaced.

Appropriate for School Furniture & Equipment \$35,000

This article provided funds to purchase replacement student desks at the Eliot School, to reconfigure the music room at Mitchell School, and replace old and outdated furniture at the Pollard School. A total of \$26,151 has been spent to date and the balance is projected to be spent this summer.

Appropriate for School Master Plan Supplement \$125,000

This article provided funds to study school facility needs and develop recommendations for long-range school capital plans, considering projected enrollment and aging facilities. Dore & Whittier Architects, working in conjunction with a in inter-departmental working group, is expected to complete the study this summer. To date, \$35,302 has been spent, with the balance encumbered to complete the study.

Appropriate for School Photocopier Replacement \$52,470

This project funds the replacement of 11 school copiers at the following locations: Broadmeadow (2), Newman (2), Pollard (1), NHS (4) and the Emery Grover Administration Building. To date, \$25,200 has been spent, with the balance completely encumbered. This project is expected to be completed when the school buildings reopen this summer and the remaining copiers can be delivered.

Appropriate for School Technology Replacement \$632,350

This article funds the purchase of school technology, including desktop computers, printers, interactive white boards, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. It also incorporates funding for school technology infrastructure, consisting of servers, network hardware, wireless infrastructure, data cabling and access points. To date, a total of \$108,100 has been spent, with the balance to be spent over the summer and early fall of 2020.

Appropriate for Facility Assessment – Broadmeadow & Eliot \$100,000

This assessment will be conducted after the release of the School Facilities Master Plan report this summer.

Appropriate for Athletic Facility Improvements \$2,500,000

The turf fields at DeFazio Complex and Memorial Park were replaced over the summer of 2019. Fencing improvements and repairs were also performed at Memorial Park.

Appropriate for Sewer Enterprise Fund Cash Capital \$831,487

Design services for the Lake Drive Sewer Pump Station project are being procured, and construction will be completed in the Summer of 2021. Unit 35, a catch basin cleaner, will be replaced this fall.

Appropriate for Wastewater System Rehabilitation \$1,600,000

The project is substantially complete; additional surface repairs to the roadway will be completed this summer.

Appropriate for Water Distribution System Improvements \$4,791,500

The Town is currently procuring design services for the replacement of a water main between Marked Tree Road at High Rock Street and Central Avenue at Pine Street. Construction is anticipated in 2021.

Amend General By-Law/ Select Board

This General By-law Amendment was approved by the Attorney General on June 25, 2019.

Amend General By-Law/Election of Officers

This General By-law Amendment was approved by the Attorney General on June 25, 2019.

Amend General By-Law/Stretch Energy Code

This General By-law Amendment was approved by the Attorney General on June 25, 2019.

October 10, 2018 Special Town Meeting

Appropriate for Consulting Assistance Needham 2025 \$75,000

The Needham 2025 Working Group engaged the firm of Urban Partners to review the impact of commercial and residential growth on the Town. The final report is expected this summer.

Appropriate for Public Safety Buildings Construction \$66,245,000

The construction contract for the Public Safety Complex and Fire Station #2 was awarded to Consigli Construction in February 2018 under the Construction Manager at Risk arrangement. Site preparation for the new Fire Headquarters on Chestnut Street began in March 2019. The Fire Headquarters phase is underway and substantial completion is anticipated in August 2020. Fire Station #2 demolition and construction began in March 2020 and is anticipated to be complete during the summer of 2021. The Police Headquarters demolition and construction phase will begin in August 2020 and is expected to be complete during the winter of 2021. Fire Station #2 and Police Department personnel will be housed temporarily at the Hillside School while the buildings are under construction. All phases of the public safety building project are projected to be completed by early 2022.

Appropriate for Emery Grover Feasibility Study \$130,000

The architectural firm of Bargmann Hendrie + Archetype was awarded the contract in April 2019 to perform a feasibility study of the Emery Grover School Administration Building and School Administration options. The architect was asked to keep pace with the School Master Plan Study, which is expected to be complete this summer.

May 14, 2018 Special Town Meeting

Appropriate for Project Management \$203,300

An additional senior project manager was hired in July 2018 to oversee the phased construction of the new Public Safety Complex on Chestnut Street and Fire Station #2 on Highland Avenue.

2018 Annual Town Meeting

Appropriate for Senior Corps \$15,000

Funding is reserved for current and future participants in the Senior Corps Program, in which elderly and disabled homeowners may work up to 100 hours for the Town and their earnings are applied to their tax obligations.

Appropriate for Town-owned Land Surveys \$100,000

Survey work has been completed at Bird's Hill, Cricket Field, Walker Gordon Field, Pollard School, Cooks Bridge, and Mills Field.

Appropriate for Time Clock System \$81,000

The Town investigated the best option for a digital time clock system and selected the same system that the School Department recently acquired (Kronos). This system is also

used by several neighboring communities. Full implementation of the system by the Department of Public Works is anticipated by the end of the calendar year 2020.

Appropriate for Rosemary Lake Sediment Removal \$2,400,000

This dredging project began in August 2019 and is anticipated to be complete at the end of June 2020.

Appropriate for Historic Database Project \$25,000

This funding is being utilized to pay for a cataloger's time to complete the data entry of historic artifacts and archives in the historic database.

Appropriate for Non-Public Safety Data Center \$180,000

This funding was allocated to hardware including four Dell PowerEdge R460 Servers, one Dell EMC 3020 Storage Unit, and two Dell EMC S4048 switches. Additional services and licensing were procured including migration and connection support to the new hardware between the two data centers, upgraded server client access licenses, and migration to active directory federation services. Remaining funding is reserved for any additional services needed to finalize the project, such as network and firewall services within the Town Hall server room.

Appropriate for Energy Efficiency Upgrade Improvements \$71,000

The Town contracted with a consultant to provide energy consulting services to help the Town apply for and obtain its Green Communities Designation. Funding also supported lighting upgrades at Greene's Field, and a retro-commissioning project at the Eliot Elementary School. The recommendations include adjustments and repairs to allow the heating and air conditioning systems within the school to function more efficiently.

Appropriate for Hillcrest Radio Repeater Building Replacement \$136,000

The reconstruction of this structure is in the planning stages pending a completed property survey.

Appropriate for Traffic Improvements \$50,000

These funds are reserved for changes to roadway and sidewalk infrastructure based on requests made to the Traffic Management Advisory Committee. Work typically includes reflective striping and warning and regulatory signs placed at various locations throughout town.

Appropriate for Pollard Phased Improvements Feasibility Study \$65,000

This project will be coordinated in conjunction with the School Master Plan Study, funded at the 2019 Annual Town Meeting.

Appropriate for School Furniture & Equipment \$60,500

A total of \$30,000 has been expended for new classroom furniture at Needham High School, purchased in conjunction with the renovation project. The balance of funding will be spent this summer to reface the cabinets in three Pollard science classrooms and to install new counters in four science classrooms.

Appropriate for School Photocopier Replacement \$84,190

A total of \$71,188 has been spent to replace six school copiers: one copier at Needham High School, one copier at the Newman School, two copiers at the Eliot School, and two copiers at the School Administration Building, including one copier for the Production Center. The balance will augment funding for copier replacements in FY2020. This project is expected to be completed when the school buildings reopen this summer and the remaining copiers can be delivered.

Appropriate for School Technology Replacement \$303,600

A total of \$271,087 has been expended to replace school computers, projection hardware, printers, servers and other network equipment. The balance of funding is reserved pending delivery of equipment when school buildings reopen this summer.

Appropriate for Public Works Infrastructure \$1,773,500

Brook and culvert improvements were completed on a section of Rosemary Brook; sidewalk improvements were performed on sections of Central Avenue; street resurfacing work was completed on Morely Street, Edgewood Road, Fairfax Road, Rae Avenue, and portions of Central Avenue; micro-surfacing and rubber-sealing were performed on portions of Greendale Avenue and roads near Manning Street, including a portion of Manning Street; epoxy markings were installed on Central Avenue and other areas in Town; and loop repairs and video camera detection systems were installed on traffic signals at School Street. Remaining available funds will be used for drainage improvements.

Appropriate for RTS Property Repairs \$645,000

The Town has executed a contract with Weston & Sampson to complete design work for these structural improvements. A bid for construction is anticipated this fall.

Appropriate for Sewer Main Replacements \$330,000

The Town executed a contract with Environmental Partners to conduct a feasibility study for this project. The anticipated completion for this project is the end of this calendar year.

Appropriate for Water Fleet Replacement \$355,048

Delivery for Unit 22 (dump truck) is anticipated in the summer of 2020. Unit 14 (utility box truck) was received December 2019.

2017 Annual Town Meeting

Appropriate for Senior Corps \$15,000

Funding is reserved for current and future participants in the Senior Corps Program, in which elderly and disabled homeowners may work up to 100 hours for the Town and their earnings are applied to their tax obligations.

Appropriate for Classification and Compensation Study \$80,000

The Town secured a firm to conduct a review and analysis of various Town positions. The consultant reviewed the Town's current classification and compensation system against

comparable communities and, where appropriate, private industry. The primary goals of this study are to develop and update position descriptions, ensure that the classification of positions is compliant with Federal and State regulations, and that an appropriate methodology to regulate compensation is provided. The final report is expected to be complete this year.

Appropriate for Fleet Refurbishment \$250,000

The Fleet Division has completed 18 projects to extend the useful life of existing vehicles so far.

Appropriate for Public Facilities Maintenance Program \$610,000

Work included replacing sections of the flooring at the Broadmeadow School and the Pollard School, and abating asbestos at the DPW garage completed during the summer of 2018, design services for the removal of the underground storage tank at the Emery Grover Building completed in the winter of 2018, design services for the Hillside School switchgear replacement completed in the spring of 2018, duct cleaning at the Newman School and Town Hall completed in the summer of 2017, wood floor refinishing at various locations completed in the fall of 2017, painting of the exterior of the Hillside School completed in the summer of 2017, design services for the removal of the underground storage tank at the DPW garage completed in the winter of 2017, replacement of both library boilers completed in the summer of 2018, replacement of the domestic hot water heater at the Broadmeadow School completed in the summer of 2018, roof repairs completed in the summer of 2018, and installation of a security access control system at the Public Services Administration Building completed in the fall of 2018. Work in progress includes upgrading the electrical service at the Hillside School, which is anticipated to be complete by the end of calendar year 2020.

Appropriate for DPW Traffic Improvements \$249,000

The DPW installed a Hawk Signal on Greendale Avenue, and additional LED pedestrian signals in various locations in 2018. Pedestrian safety improvements for the Eliot School were completed in the summer of 2018. Remaining funds are reserved for requests made to the Traffic Management Advisory Committee.

Appropriate for RTS Transfer Station Floor Replacement \$166,000

This project has been combined with the RTS Property Repairs project funded at the 2018 Annual Town Meeting and will result in specific structural improvements to the Transfer Station building. A bid for construction is anticipated in the fall of 2020.

Appropriate for RTS Property Improvements \$290,000

The construction of the walls for the materials processing area was completed in 2019. Remaining funds will be used to perform structural repairs to the Transfer Station building.

OPEN APPROPRIATIONS PRIOR TO 2017 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	Town Meeting	Article #	Appropriation	Available	Comments
2017	Water System Rehabilitation	May-16	48	\$82,000	\$24,585	Project is ongoing.
2016	Boat Launch Engineering	May-15	35	\$30,000	\$30,000	Project has been on hold due to multiple staff changes. Engineering services will be secured during the current year.
2016	Bay Colony Rail Trail	May-15	36	\$100,000	\$8,850	Reserved for future project.
2016	Fleet Replacement DPW	May-15	41	\$750,370	\$48,476	Reserved for future appropriation.
2016	Central Avenue/Elliot Street Bridge	May-15	43	\$2,000,000	\$10,804	Reserved for future appropriation.
2016	Service Connections	May-15	44	\$50,000	\$18,993	Project is ongoing.
2016	Sewer Pump Station	May-15	45	\$550,000	\$62,018	Project is ongoing.
2016	Water Supply Development	May-15	46	\$700,000	\$140,994	Project is on hold.
2015	Blue Tree Replacement	May-14	10	\$35,000	\$14,480	Reserved until the planned Town Common improvements are completed.
2015	Vital Records Preservation	May-14	34	\$52,500	\$3,680	Project is ongoing.
2015	Technology Systems & Upgrades (GIS)	May-14	37	\$100,000	\$51,961	Project is ongoing.
2015	Wireless Municipal Radio Master Fire Box System	May-14	37	\$164,000	\$42,740	Project is ongoing.
2015	Fire Alarm Cables	May-14	37	\$60,000	\$60,000	Project is on hold waiting for transition to wireless fireboxes.
2015	Alarm System Upgrade	Apr-14	41	\$258,000	\$256,898	Project is on hold.
2015	Filter Media Replacement	May-14	42	238,050	\$49,037	Reserved for future appropriation.
2015	Water Supply Development	May-14	42	200,000	\$9,397	Project is on hold.
2015	RTS Large Specialty Equipment	Apr-14	40	\$215,316	\$69,243	Reserved for future appropriation.

OPEN APPROPRIATIONS PRIOR TO 2017 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	Town Meeting	Article #	Appropriation	Available	Comments
2014	Sewer Line Reconstruction	May-13	9	\$200,000	\$36,756	Reserved for future appropriation.
2014	Filter Media Replacement	May-13	46	\$115,000	\$15,497	Reserved for future appropriation.
2014	Water SCADA System Upgrade	May-13	46	\$435,000	\$180,438	Project is ongoing.
2014	Irrigation Supply Feasibility	May-13	46	\$80,000	\$12,918	Reserved for future appropriation.
2013	Heritage Project/Historical Inventory	May-12	26	\$25,000	\$15,000	This project is overseen by the Historical Commission. The first major phase of the project was completed and accepted by the Commission. The funds are reserved for the Commission to utilize in fulfillment of the historic preservation goals.
2013	Sewer SCADA System	May-12	36	\$30,000	\$22,034	Reserved for future appropriation.
2012	Document Record Management System	May-11	36	\$90,000	\$90,000	The project was placed on hold based on cost. The funding is reserved for when the revenue collection software replacement project is approved.
2012	Reservoir B Sewer Pump Station	Nov-11	15	\$6,300,000	\$9,323	Reserved for future appropriation.
2011	Charles River Treatment Facility Well Restoration	May-11	8	\$600,000	\$98,791	Reserved for future appropriation.
2011	Large Specialty Equipment	May-10	37	\$95,800	\$33,207	Reserved for future appropriation.
2010	Water Small Specialty Equipment	May-09	55	\$45,000	\$15,400	Reserved for future appropriation.
2010	Water Supply Feasibility Study	May-09	55	\$75,000	\$59,056	Project is on hold.