

Report to Town Meeting

May 1, 2021

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 4, 2020 Special Town Meeting, the 2020 Annual Town meeting, and the June 8, 2020 Special Town Meeting. The report also includes a status report on items for which implementation is not complete for the October 28, 2019 Special Town Meeting, the 2019 Annual Town Meeting, the May 13, 2019 Special Town Meeting, and the May 2018 Annual Town Meeting. A chart listing open capital warrant articles with remaining balances, approved prior to May 2018, is attached. This report includes action on School Department capital articles.

October 4, 2020 Special Town Meeting

Appropriate for Needham Property Tax Assistance Program \$50,000
Funds are reserved for awards to eligible property taxpayers in FY2021.

Appropriate for Billing and Collection Software \$1,075,000
The Assistant Town Manager/Director of Finance is preparing a Request for Proposals that is anticipated to be released in the summer of 2021. The selection process is expected to take 10 – 12 months.

Appropriate Transportation Improvement Fees \$21,390
This funding will be used to make bicycle improvements throughout Town.

Appropriate for Walker Lane Sewer \$270,000
The design for this project was completed in-house and a construction contract was executed in the spring of 2021. This work is anticipated to start this spring.

Appropriate for Emergency Rental Assistance Program \$120,000
This funding provides temporary rental assistance to eligible residents who have lost income due to the COVID-19 pandemic. The Town has contracted with Metro West Collaborative Development to administer this program. There are currently 23 households enrolled. The program is anticipated to run through the end of the year.

Appropriate for First Baptist Church Preservation & Restoration \$90,200
The First Baptist Church’s architect is working with a structural engineering firm to complete the draft design package. The work on the front porch and columns is anticipated to begin in September 2021.

Appropriate for First Parish Church Steeple Preservation \$50,000

First Parish has signed a contract for construction work on the steeple/bell tower and the project is anticipated to begin this summer. The project is expected to take eight weeks to complete. The Parish has begun a capital campaign to raise the remainder of the funds needed to complete the project, a significant portion of which has already been pledged.

Appropriate for Needham Community Farm Growing Bed Expansion \$6,200

The work that has been completed to date includes redesign of the growing bed area, the removal of the old beds, and the installation of drainage. The rotation of new beds by 90 degrees and accompanying work is expected to be completed this fiscal year, along with the installation of a new drip irrigation system.

Claxton Field Lights & Skin Diamond Renovation – Design \$101,500

The Town is in the process of executing a new contract for prequalified design and engineering firms. Once that contract is executed, the design work on this project will begin.

2020 Annual Town Meeting

Appropriate for Public Facilities Maintenance Program \$655,000

Most of these funds were used to prepare the Needham Public Schools for the return of students during the COVID-19 pandemic. This included work on the HVAC systems to accommodate additional air flow, commissioning consulting services, various HVAC equipment repairs and replacements, replacement of window screens in schools, and additional building management system programming services. This article was also used to complete the reconfiguration of the third-floor offices in Town Hall and to replace water fountains with bottle fillers in multiple buildings.

Appropriate for Planning Consulting Assistance \$60,000

All funds have been committed to date. This funding supported contracted professional services in the areas of traffic/transportation engineering, fiscal impact analysis, and architectural drawings related to proposed rezoning of the Highway Commercial 1 District.

Appropriate for National Pollutant Discharge Elimination System \$195,000

The Town has awarded a contract for repairs to brooks and culverts and has begun work on Best Management Practices (BMP) inspections. This work was delayed due to COVID-19.

Authorization to Expend State Funds for Public Ways

Chapter 90 funds are currently being directed to complete the design and construction of phase 2 of the Downtown redesign project. The Town received \$911,936 in Chapter 90 funding in FY2021.

Appropriate for Library Technology \$30,000

This funding is reserved for replacement of computers and monitors at the Public Library.

Appropriate for DPW Boiler Replacement \$460,000

The Town has entered into a contract for the design of the DPW Boiler with SED Associates, and is in the process of procuring the construction, which is anticipated to occur during the summer of 2021.

Appropriate for NPDES Support Projects \$770,500

Design services for Best Management Practices (BMPs) and inspection services have been completed. The Town has contracted with BETA, Inc. for NPDES engineering services, including outfall screening and sampling and identification of attributes within two sub-watershed areas.

Appropriate for DPW Specialty Equipment \$192,000

A new mounted snow blower was delivered at a cost of \$152,180.

Appropriate for Traffic Improvements \$50,000

These funds are reserved for safety zone work on Beaufort Avenue. Improvements include sidewalk adjustments, markings, signage, and layout changes.

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

All funds for this appropriation have been expended for the procurement of devices. Three units were purchased – two for the Center at the Heights and one for the Public Services Administration Building.

Appropriate for Energy Efficiency Upgrade Improvements \$100,000

Funds from this article were used to evaluate, analyze, and repair HVAC systems in response to COVID-19.

Appropriate for Automatic External Defibrillator Replacement \$32,885

This article funded the replacement of 11 defibrillator units with pads, batteries and hard-shell cases. The units have been ordered and the Department is awaiting delivery.

Appropriate for Firearm Replacement \$33,000

Sixty firearms have been ordered and will be delivered before the end of the fiscal year at a cost of \$15,495. The associated ammunition has been ordered at a cost of approximately \$13,000.

Appropriate for Personal Protective Equipment \$43,424

Approximately \$18,000 has been expended to date on this equipment. The balance of the equipment is on back order and should be received by the end of the fiscal year.

Appropriate for Eliot School Technology Room Conversion \$179,300

Planning for this project is underway, and the work is expected to be performed during the Summer of 2021.

Appropriate for Pollard School Locker Room Retrofit Design \$60,000

The Town solicited proposals for a designer in the spring of 2021 and a contract is anticipated to be in place by June 2021.

Appropriate for School Copier Replacement \$62,420

This article is reserved for copier replacement at Mitchell (1), High Rock (1), Pollard (1), NHS (3) and the Needham Community Education Early Childhood Program (1). The replacement of this equipment was deferred due to COVID-19 and the resulting restricted access to school buildings.

Appropriate for School Furniture \$35,000

This article provided \$10,000 to replace furniture in fair condition at Pollard School and \$25,000 to purchase new classroom furniture as needed due to new enrollment or equipment replacement purposes. To date, a total of \$7,298 has been encumbered for COVID-related furniture needs.

Appropriate for School Technology \$586,575

This article is reserved for 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. The regular replacement of school technology was deferred due to COVID-19, and the need to provide personalized devices to students learning remotely. Equipment replacement will resume in the coming school year.

Appropriate for General Fund Fleet Replacement Program \$1,268,729

The Town has ordered a Ford F150 to replace Unit 820, an F350 to replace Unit 43, and a cargo van to replace Unit 707. Due to supply chain issues caused by COVID-19, the delivery on these vehicles has been delayed until the fall of 2021. The replacement of Van 7 and Van 8 was deferred due to the pandemic and will be undertaken this summer. A new street sweeper was delivered to replace Unit 181 at a cost of \$247,295. A new Mack truck was delivered to replace Unit 34 at a cost of \$154,246. A new sidewalk plow was delivered to replace Unit 113 at a cost of \$169,545. A Black Chevy Tahoe was delivered to replace Unit C-03 at a total cost of \$42,785. The Town is awaiting delivery of a Horton Ambulance to replace Unit R-04 at a total cost of \$335,545.

Appropriate for Mitchell School Restroom Upgrades \$676,700

An invitation for bids for the construction work was issued this spring, and construction on two of the restrooms is anticipated to take place over the summer. Completion is anticipated by the start of the 2021/2020 school year.

Appropriate for Sewer Enterprise Fund Cash Capital \$318,088

A crank truck has been ordered to replace Unit 23. Unit 101, a wheel case loader, has been delivered and is in service at a cost of \$227,950.

Appropriate for Water Enterprise Fund Cash Capital \$43,002

A Ford F150 has been ordered to replace Unit 31 at a cost of \$39,985.

October 28, 2019 Special Town Meeting

Appropriate Transportation Improvement Fees \$17,059.20
This funding will be used to make bicycle improvements throughout Town.

2019 Annual Town Meeting

Appropriate for Needham Property Tax Assistance Program \$37,000
The Property Tax Assistance program provided 28 awards totaling \$37,000 in FY2020. The average award was \$1,321 per household.

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
This funding supported the increasing need for pool staffing, and the majority of the funds are expected to be used by the end of the year.

Appropriate for Ridge Hill/Nike Site Consulting & Feasibility Study \$50,000
Dore & Whittier Architects was engaged to conduct a Ridge Hill Demolition Study. The Study was completed in November 2020. The balance of funding is available for the Nike Site Study portion of the warrant article. That study was delayed due to the COVID-19 pandemic.

Appropriate for Town-Owned Land Surveys \$100,000
The Town has executed a contract with Greenman-Pederson to conduct surveys of the following areas: canoe launch parcel; the wooded areas between Wyoming Street and Wachusett Road, between Great Plain Avenue and Harris Avenue, and on Webster Street along the railroad; the wooded lots east of Horsford Road, west of Horsford Road, on Springdale Avenue, on Frances Street, at High Rock School at the railroad, straddling the railroad near Richardson Drive, at rear 25 Gatewood Drive, northeast of Ridge Hill, and in front of 478 Charles River Street; Claxton Field; Cooks Bridge; and Mills Field.

Appropriate for Small Repair Grant Program \$50,000
There was a total of 13 participants in the Small Repair Grant Program across two funding rounds. The Program has committed almost all the \$50,000 allocation with half of the funding already invoiced. Work included window and door repairs, missing stair rail replacement, and improvements to damaged kitchens, with a maximum grant amount of \$5,000.

Appropriate Transportation Improvement Fees \$12,477.50
This funding will be used to make bicycle improvements throughout Town.

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

Appropriate for Town Common Renovation Design \$117,000
The Town contracted with BETA Group, Inc. for the design of this project. A request for funding of the construction phase is included in the May 1, 2021 Special Town Meeting Warrant.

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 Playground Improvements \$350,000
This funding is planned for playground improvements at DeFazio Complex and Perry Park. This funding also includes ADA upgrades at Cricket Field and Greene's Field playgrounds.

Appropriate for Library Furniture Replacement \$112,960
This appropriation is reserved for stackable chairs for the Library Community Room. The replacement has been delayed due to the temporary repurposing of the community room due to the COVID-19 Pandemic.

Appropriate for DPW Boiler Replacement Design \$50,000
The Town has contracted with SED Associates for the design of the boiler replacement. Bidding is scheduled for the spring and the construction will take place during the summer of 2021.

Appropriate for Public Works Infrastructure Program \$2,169,550
Brook and culvert improvements were completed on a section of Rosemary Brook. The Town has completed micro surfacing treatments and reapplied traffic markings. The Town has entered into a contract with BETA, Inc. to evaluate the condition of the Central Avenue/Centre Street Bridge and to complete the design of the traffic signal replacement on Highland Avenue. The Town is working with TEC, Inc. on the Complete Streets prioritization plan and traffic improvement plan. Due to COVID-19, there was a delay in completing this work.

Appropriate for Traffic Improvements \$50,000
These funds are reserved for safety zone work on Beaufort Avenue. Improvements include sidewalk adjustments, markings, signage, and layout changes.

Appropriate for Transfer Station Property Improvements \$295,000
The fencing work at the Transfer Station is scheduled to be complete this summer. The Town has a contract in place for the stormwater construction. The work is anticipated to start in the spring and be completed by fall 2021.

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 to establish a standardized system for the school and town buildings. This work was delayed due to COVID-19.

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

Units 56 (\$40,913), 57 (\$52,410), 92 (\$41,729), 705 (\$37,680), and 715 (\$44,169) were delivered and are in service. Unit 102 (\$229,225) is a tractor that was delivered in December 2019. Unit 107 (\$169,638) is a sidewalk tractor that was delivered in September of 2019. Unit 256 (\$51,618) is a chipper that has been delivered and is in service. Unit 457 (\$25,020) has also been delivered and is in service. Unit 2 is expected to be delivered by the end of June 2021. Unit 38 is expected to be delivered by the end of this summer at a cost of \$249,385. School Bus 14 (\$81,942), School Van 1 (\$34,388) and School Van 2 (\$38,388) were purchased and delivered. C42 was replaced for a total cost of \$30,850.

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 additional sets of gear, structural firefighting boots, and fire helmets.

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

These funds are allocated to computer equipment for the new public safety buildings. It is anticipated that the remaining dollars will be spent by the end of FY2022.

Appropriate for Mitchell School Restroom Upgrades \$67,000

The Town has contracted with CBI Consultants for the design of the Mitchell Restroom Upgrades. The project went out to bid in the spring and construction is scheduled to occur over 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. This project was deferred due to COVID-19 and is expected to be completed during the 2021/2022 school year.

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 an inter-departmental working group, completed the study in November 2020.

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 \$603,654 has been spent, with the balance to be spent in the spring and summer of 2021.

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

The Town is currently working with Dude Solutions to provide a facility assessment of both the Broadmeadow and Eliot Schools.

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

Unit 35, a catch basin cleaner was replaced in the amount of \$200,249. The design of the Lake Drive Sewer Pump Station is anticipated to be complete in June, and construction of this project is anticipated to be complete by Spring 2022.

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. The work was put on hold due to COVID-19 and a design is currently underway. Construction is anticipated to start in the fall and with an anticipated completion in late 2022.

October 10, 2018 Special Town Meeting

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. Fire Headquarters was completed in August 2020. Fire Station #2 demolition and construction began in January 2020 and is anticipated to be complete by November 2021. The project was delayed by findings of contaminated soil. Police Headquarters demolition and construction began in October 2020 and is expected to be complete in February 2022. Fire Station #2 and Police Department personnel are being housed temporarily at the Hillside School while buildings are under construction. All phases of the public safety building project are projected to be completed in early 2022.

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. The Town has entered into a contract with Greenman-Pederson to finish out any remaining funding.

Appropriate for Time Clock System \$81,000

Full implementation of the digital time clock system by the Department of Public Works is anticipated in the summer of 2021. Implementation was delayed due to COVID-19.

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

The former communication antennas have been removed from the water tank. The demolition of the structure is scheduled to be complete by July 2021.

Appropriate for Traffic Improvements \$50,000

These funds are reserved for safety zone work on Beaufort Avenue. Improvements include sidewalk adjustments, markings, signage, and layout changes.

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. An additional \$26,566 has been spent to reface the cabinets in three Pollard science classrooms and to install new counters in four science classrooms. The cabinet refacing project is currently underway and will be completed in the summer of 2021.

Appropriate for RTS Property Repairs \$645,000

The Town has a contract with Poulin Construction for this work. Bidding during the pandemic posed challenges that led to reworking the project scope and causing a delay in getting a contract in place in order to start construction. Construction is scheduled to start in the spring and the project is anticipated to be complete in the summer of 2021.

Appropriate for Sewer Main Replacements \$330,000

The Town executed a contract with Environmental Partners for a feasibility study. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes between Greendale Avenue and Route 128, preventing a complete inspection of the sewer main. The Town is requesting additional funds to remove the blockage and continue with the work. Any funds remaining in this article will continue to go towards the remainder of this project.

OPEN APPROPRIATIONS PRIOR TO 2018 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	Town Meeting	Article #	Appropriation	Available	Comment
2017	Emergency Preparedness	May-16	10	\$70,000	\$46,681	Reserved for an emergency planning exercises which were postponed.
2017	Community Housing Specialist	May-16	35	\$60,000	\$60,000	Reserved for affordable housing personnel related expenses.
2017	Student Conservation Association Program	May-16	37	\$25,000	\$9,057	Program is ongoing.
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 is currently under design; construction funding anticipated for FY2023.
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	Water Supply Development	May-15	46	\$700,000	\$140,994	Project is on hold.
2016	Water System Rehabilitation Program	May-15	47	\$820,500	\$15,364	Reserved for future appropriation.
2015	Blue Tree Replacement	May-14	10	\$35,000	\$14,480	Reserved for the Town Common improvements which funding has been requested for FY2022.
2015	Vital Records Preservation	May-14	34	\$52,500	\$3,680	Project completion was delayed because of COVID-19 related issues.
2015	Fire Alarm Cables	May-14	37	\$60,000	\$60,000	Project is on hold waiting for transition to wireless fireboxes.
2015	Wireless Municipal Radio Master Fire Box System	May-14	37	\$164,000	\$42,740	Project is ongoing.
2015	Alarm System Upgrade	Apr-14	41	\$258,000	\$256,898	Project is on hold.

OPEN APPROPRIATIONS PRIOR TO 2018 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	Town Meeting	Article #	Appropriation	Available	Comment
2018	Classification and Compensation Study	May-17	10	\$80,000	\$36,400	The last phase of the project will be completed during 2022
2018	Rosemary Recreational Complex	May-17	33	\$15,800,000	\$78,210	Project is awaiting Massachusetts Department of Environmental sign-off and approval and facility work that was delayed due to the limited use of the pool area.
2018	Accessible Reservoir Trail	May-17	36	\$935,000	\$21,905	Project is ongoing.
2018	Traffic Improvements	May-17	38	\$249,000	\$27,248	Work is to be completed during 2022; project was delayed due to COVID-19.
2018	Pollard School Bathrooms	May-17	41	\$650,000	\$26,805	Project completed balance is reserved for future appropriation.
2018	RTS Property Improvements (Phase 2)	May-17	42	\$290,000	\$33,272	Project is ongoing.
2018	Transfer Station Floor Replacement	May-17	42	\$166,000	\$156,900	Project is ongoing.
2018	Fuel Island Relocation and Upgrade	May-17	44	\$1,320,000	\$86,084	Project completed balance is reserved for future appropriation.
2018	Wastewater System Rehabilitation	May-17	48	\$600,000	\$7,486	Reserved for future appropriation.
2018	Specialty Equipment - Excavator Unit 115	May-17	49	\$132,000	\$23,500	Reserved for future appropriation.
2018	Water Distribution System Improvements	May-17	51	\$1,300,000	\$38,250	Project is ongoing.
2017	Central Avenue Elementary School	Oct-16	2	\$47,542,500	\$610,015	Awaiting the completion of the last phase of landscaping and paving work which was delayed by COVID-19 and is pending the final audit and approval by the Massachusetts School Building Authority.

OPEN APPROPRIATIONS PRIOR TO 2018 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	Town Meeting	Article #	Appropriation	Available	Comment
2015	Filter Media Replacement	May-14	42	238,050	\$49,037	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	\$179,051	Project is ongoing.
2013	Heritage Project/Historical Inventory	May-12	26	\$25,000	\$15,000	The funds are reserved for the Historic Commission.
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 project will resume when the billing and collection software procurement is conducted during CY2021.
2011	Charles River Treatment Facility Well Restoration	May-11	8	\$600,000	\$98,791	Reserved for future appropriation.