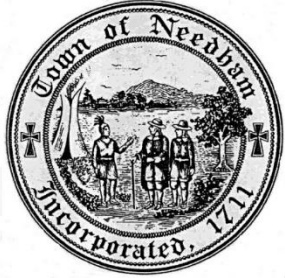


Town of Needham



CAPITAL IMPROVEMENT PLAN FY2024-2028



**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 FY2024-FY2028 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 20, 2022, the Select Board voted unanimously to endorse the FY2024-FY2028 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.

Executive Summary

Section One

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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 FY2024 Capital Budget, which will be recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2025-2028 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 FY2024 Capital Budget is shown in Table 1.

**Table 1
Proposed Financing Plan**

Fund	Cash	Debt	Other	Total
General Fund Tier 1	\$6,707,428	\$13,650,000	\$2,425,000	\$22,782,428
General Fund Tier 2	\$1,649,679			\$1,649,679
General Fund Total	\$8,357,107	\$13,650,000	\$2,425,000	\$24,432,107
Community Preservation Fund	\$1,035,000			\$1,035,000
Sewer Enterprise	\$532,582			\$532,582
Sewer Enterprise Tier 2	\$52,059			\$52,059
Water Enterprise	\$771,633	\$6,500,000		\$7,271,633
Total (all funds)	\$10,748,381	\$20,150,000	\$2,425,000	\$33,323,381

Eight Facility Plan

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 six years, the Town has made significant progress on this plan.

Project	Status
Rosemary Pool	The Rosemary Recreation Complex includes two pools, parking, and office and programming space for the Park & Recreation and Health Departments. The facility opened in 2018, with the first full pool season operating in 2019.
Public Safety Building & Fire Station #2	Construction of the new Fire Station #1 was completed in 2020, and the Fire Station #2 reconstruction was complete in November 2021. Occupancy of the new Police Station occurred in the winter of 2022. The public safety communications network, including towers in four locations, is also complete.
Memorial Park Fieldhouse	The Town dedicated the newly constructed fieldhouse in September 2019.
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 was approved at the 2022 Annual Town Meeting.
Sunita Williams Elementary 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 Building	The October 24, 2022 Special Town Meeting approved supplemental funding for the renovation of the Emery Grover School Administration Building. Construction is expected to begin in early 2023, and School Administration staff will be relocated to the Hillside School.

Other Highlights

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. An evaluation of funding options and alternatives is underway. The Public Works Facilities Feasibility Refresh Study will begin in early 2023 and will inform planning for the final project in the eight-building plan.

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 and creation of a stormwater fund, and has allocated American Rescue Plan Act (ARPA) funds for this purpose.

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 FY2024 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.

- Support for investment in safe, well-maintained and attractive buildings and infrastructure and accommodate a diverse set of community needs. (SB Goal #1).
 - Prioritize the installation of a new, modernized phone system for the Needham Free Public Library and other Town Buildings.
 - Identify funding for School Master Plan projects.
- Ensure that Needham has the economic opportunities and resources for residents and businesses to thrive in our community. (SB Goal #2)
- 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. (SB Goal #3).
 - Seek funding for noise reduction/Quiet Zone feasibility, design, and construction.
- Support 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. (SB Goal #4).
 - Support funding for expanded services for mental and behavioral health needs.
- 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. (SB Goal #5)
- Support for an excellent customer experience, responsible management of the Town's assets, data-driven decision-making, and community engagement. (SB Goal #6)
 - Support for employee recruitment and retention initiatives.
 - Support the continuation of the communications role (PIO) through the operating budget.
 - Support for the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
 - Maximizes resources within the limits of Proposition 2 ½ to avoid operating overrides.
- 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. (SB Goal #7)
- 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.

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 FY2024-2028 CIP and associated FY2024 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 reviews a five-year pro forma forecast, which is one of the tools used to forecast capital funding availability.

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

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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.

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 \$6,707,428 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, and/or the replacement of existing equipment 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,

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structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town. This plan includes no projects to be funded from the Capital Facility Stabilization Fund.

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

Debt Service Stabilization Fund – The November 2, 2015 Special Town Meeting approved the establishment of a Debt Service Stabilization Fund to set aside funds to be available as necessary to pay certain debt obligations. This fund is intended to be part of the Town’s overall planning strategy for addressing capital facility needs. The fund would provide added flexibility to maintain the Town’s capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. All appropriations to and from the fund require Town Meeting action. This plan includes no projects to be financed through use of the Debt Service Stabilization Fund for FY2024.

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 \$532,582 in Tier 1 funding from Sewer Enterprise Fund retained earnings and \$771,633 from Water Enterprise Fund retained earnings for FY2024.

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 \$13,650,000 in projects to be funded through General Fund debt and \$6,500,000 funded through Enterprise Fund debt.

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 \$1,035,000 in projects contingent upon Community Preservation Funding for FY2024. The Community Preservation Committee has not yet made recommendations for FY2024 funding.

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 \$2,425,000 contingent on other available funds (American Rescue Plan Act or other State/Federal Funding) for FY2024.

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,

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Public Schools and Public Works. Table 2 shows the Town's investment in facilities and infrastructure the five-year period FY2019 through FY2023, and Table 3 shows the Town's investment in equipment, technology, and fleet for the same period.

Table 2
Facility and Infrastructure Investment FY2019 to FY2023

Description	2019	2020	2021	2022	2023	Total	Average
Municipal Facilities	\$74,641,000	\$794,000	\$0	\$1,896,000	\$442,500	\$77,773,500	\$15,554,700
Townwide Facilities and Community Services	\$8,826,000	\$3,662,000	\$561,500	\$2,568,091	\$2,602,000	\$18,219,591	\$3,643,918
Public Works Infrastructure Program	\$2,508,500	\$2,219,550	\$820,500	\$2,639,000	\$4,001,000	\$14,199,550	\$2,039,710
School Facilities	\$2,796,000	\$1,471,200	\$1,016,000	\$1,848,100	\$24,061,250	\$46,360,550	\$4,459,860
Drains, Sewer, and Water Infrastructure	\$2,395,000	\$7,021,500	\$270,000	\$2,073,000	\$610,000	\$15,269,500	\$2,931,900
Total Appropriations	\$91,166,500	\$15,168,250	\$2,668,000	\$11,024,191	\$31,716,750	\$171,822,691	\$28,630,088

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**Table 3
Equipment, Technology, and Fleet Capital FY2019 to FY2023**

Description	2019	2020	2021	2022	2023	Total	Average
All Other Functions	\$68,970	\$137,960		\$56,000	\$160,000	\$422,930	\$84,586
Public Facilities & Works	\$176,500	\$68,000	\$192,000	\$38,000		\$474,500	\$118,625
Public Safety	\$43,424	\$43,424	\$109,309	\$266,055	\$53,174	\$515,386	\$103,077
Public School	\$60,500	\$35,000	\$35,000	\$25,000	\$25,000	\$180,500	\$36,100
Equipment	\$349,394	\$284,384	\$336,309	\$385,055	\$238,174	\$1,593,316	\$342,388
All Other Functions	\$215,000	\$85,600	\$65,600	\$48,500	\$146,280	\$560,980	\$112,196
Public Facilities & Works					\$50,000	\$50,000	\$10,000
Public Safety	\$112,000	\$852,550		\$50,000	\$50,000	\$1,064,550	\$212,910
Public School	\$706,790	\$684,820	\$648,995	\$540,914	\$490,275	\$3,071,794	\$614,359
Technology	\$1,033,790	\$1,622,970	\$714,595	\$639,414	\$736,555	\$4,747,324	\$949,465
All Other Functions		\$33,085				\$33,085	\$8,271
Public Facilities & Works	\$1,616,409	\$1,245,083	\$1,132,090	\$1,255,028	\$1,222,645	\$6,471,255	\$1,294,251
Public Safety	\$840,163	\$35,249	\$392,981	\$416,383	\$84,845	\$1,769,621	\$353,924
Public School	\$97,552	\$158,718	\$104,748	\$102,838	\$108,100	\$571,956	\$114,391
Fleet	\$2,554,124	\$1,472,135	\$1,629,819	\$1,774,249	\$1,415,590	\$8,845,917	\$1,770,838
Total Appropriations	\$3,937,308	\$3,379,489	\$2,680,723	\$2,798,718	\$2,390,319	\$15,186,557	\$3,062,691

Project Summaries – Recommended Projects for Fiscal Year 2024

GENERAL GOVERNMENT

TELEPHONE SYSTEM REPLACEMENT

This funding request is to study the requirements for replacing legacy telephone systems in Town facilities. Most Town facilities currently use legacy telephone ("landline") technology that is increasingly prone to degradation and failure. Due to the shift in the market from landlines to cellular data and voice over internet protocol (VOIP), replacement infrastructure, parts, and equipment required for the Town's systems are no longer able to be efficiently procured. Similarly, utilities that manage landline infrastructure have drawn down investment in said infrastructure, in line with market trends. This has led to an increasingly unreliable system prone to unscheduled outages and degraded performance over a system that provides a vital and equitable link between residents and Town government. In FY2024, the Town will conduct an analysis of existing infrastructure and systems as a necessary first step. The intent of the study would be to provide options for the Town to consider regarding future telephone infrastructure and systems. (Submitted by Information Technology Center)

The Town Manager's recommendation for Telephone System Replacement is \$50,000 to be funded by Free Cash.

TOWN BUILDING SWITCHES

This funding request is to replace communication switches in Town Facilities. Switching is an important aspect of the communications between the multiple buildings supported by the Information Technology Center (ITC). This request is to upgrade and replace switches in Town Hall, the Center at The Heights, and the Rosemary Recreation Complex – a total of seven switches. The most significant of these is the core switch managed in Town Hall. Because of the increased data transfer speeds between the buildings, it is important to maintain a current level of switching. Many of the current switches within the buildings today are five to six years old and will require replacement in the near future. This project will replace 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. (Submitted by Information Technology Center)

The Town Manager's recommendation for Town Building Switches is \$130,000 to be funded by Free Cash.

PUBLIC FACILITY REPLACEMENT FURNITURE

This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2024, the furniture will be well over 10 years old, and many items require replacement due to heavy wear and tear. Inventory and requests for input on the status of furniture is conducted periodically, most recently in August 2022. In FY2023, furniture and equipment most in need of repair will be replaced using funding appropriated for this purpose at the 2022 Annual Town Meeting. The August 2022 review also yielded a large amount of furniture and equipment in need of replacement as soon as possible, for which remaining funding was not available in FY2023. (Submitted by Office of the Town Manager)

The Town Manager's recommendation for Public Facility Replacement Furniture is \$40,000 to be funded by Free Cash.

VIDEO PROJECTION EQUIPMENT

This funding request is for the replacement of video projection equipment in the Rosemary Recreation Complex (RRC). RRC Smart TVs and display monitors were included in the base construction of the building. Normally, the Information Technology Center works on a five-year replacement cycle for this hardware – FY2024 will represent year six for this equipment. The ITC will coordinate with the Health and Human Services and Park and Recreation Departments to find replacement equipment that represents the needs of both departments. This request includes purchase and estimated costs for installation and training. (Submitted by Information Technology Center)

The Town Manager's recommendation for Video Projection Equipment is \$55,000 to be funded by Free Cash.

WIRELESS HARDWARE INFRASTRUCTURE

This funding 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 Park Field House. The inclusion of the wireless infrastructure and hardware was part of the original construction for all the listed facilities and there was no previous capital request for any replacement or upgrade. There are currently several buildings that are struggling with access to the wireless network as currently installed. This project would help making the wireless access at larger events in Town buildings, such as Town Meeting and Rosemary Pool visitor access during the summer months. Moving forward, older WAPs will not be compatible with updated controller software. 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.
(Submitted by Information Technology Center)

The Town Manager's recommendation for Wireless Hardware Infrastructure is \$175,000 to be funded by ARPA.

PUBLIC SAFETY

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 Personal Protective Equipment is \$51,030 to be funded by Free Cash.

LIFEPAK 15 V4 MONITOR/DEFIBRILLATOR

This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that the Department uses on frontline rescues. The Department has two frontline rescues with two backup units. The average lifespan for this lifesaving equipment is five years. At the time of this request, the Town currently has only one operating LP15. The Town was notified that Stryker no longer has parts or services for older generation models. As a result, the Town is currently using a "loaner" LP15 from the manufacturer. Having an additional LP15 would enable the Town to act swiftly if one of the main LP15 devices were to have a service issue. (Submitted by Fire Department)

The Town Manager's recommendation for Lifepak 15 Equipment is \$30,185 to be funded by Free Cash.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT

This funding request is to replace eight copiers in the following locations: Eliot School (2), High School (1), Mitchell School (1), Newman School (2), and Sunita Williams School (2). School photocopiers in all school buildings 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 \$69,379 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

This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of 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 FY2024 School Technology request includes \$347,750 for hardware and \$113,000 for infrastructure replacement. (Submitted by Needham Public Schools)

The Town Manager's recommendation for School Technology is \$460,750 to be funded by Free Cash.

ROOF TOP UNIT REPLACEMENT (BROADMEADOW AND ELIOT SCHOOLS)

This funding request is for the replacement of roof top units (RTUs) at the Broadmeadow and Eliot Schools. RTUs distribute outside air to all spaces in a building, both heating and cooling the air as required. They are critical in maintaining safe and comfortable temperatures inside. RTUs age along with the buildings they support, and their maintenance needs also increase over time. When RTUs pass the end of their useful life, they function less efficiently and experience reoccurring problems with their condensers, controls, motors, and fans. 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. 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. In the interest of sustainability and reducing greenhouse gas emissions, the funding requested would allow the Town to explore alternate energy options for the natural gas used by the RTUs. (Submitted by Needham Public Schools)

The Town Manager’s recommendation for Roof Top Unit Replacement (Broadmeadow and Eliot Schools) is \$9,000,000 to be funded by General Fund debt.

PUBLIC WORKS

RTS PROPERTY IMPROVEMENTS

This funding request is to address some critical health and safety issues. A large amount of dust and particulate matter is kicked up into the air when trash is processed and loaded into trailers and recycling containers. Apart from making the environment difficult to work in, this presents a safety concern for the staff breathing the air in the buildings. The project is to repair or replace eight air vents in both the tipping floor and loading pit floor areas. The purpose of the vents is to pull dust and particulate matter in the work area and vent out through the roofs, but the existing vents are not operational. Functional vents would improve the air quality and visibility in those areas. (Submitted by Department of Public Works – Recycling and Solid Waste)

The Town Manager’s recommendation for RTS Property Improvements is \$135,000 to be funded by Free Cash.

ENERGY EFFICIENCY UPGRADES

This funding request is to fund energy efficient upgrades in Town and School facilities. 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.

The Town will conduct a study of potential energy efficiency upgrades throughout various buildings. The results of that study, in conjunction with recommendations from the Climate Action Plan Committee, will be used to determine future energy efficiency upgrade requests. (Submitted by Department of Public Works – Building Maintenance)

The Town Manager’s recommendation for Energy Efficiency Upgrades is \$250,000 to be funded by Free Cash.

NPDES SUPPORT PROJECTS (NOT IN RECOMMENDED TIER 1)

This funding request is to support identification of opportunities for stormwater-related improvements. Such opportunities are vital towards the Town’s full compliance with new federal stormwater standards. FY2024 funding is planned for the replacement of the Rosemary Dam sluice gate, which is in need of repair due to some leaking. The sluice gate is a mechanism that helps control the flow through the Rosemary Dam. It is vital to maintaining the water level of the pond and in helping to prevent excess runoff during rains. This request is for the funding to replace the existing sluice gate and retrofit the spillway within the existing structure. (Submitted by Public Works – Engineering)

The Town Manager’s recommendation for NPDES Support Projects is \$600,000 to be funded by ARPA and \$260,000 in the Tier 2 category.

COMMUNITY SERVICES

CENTER AT THE HEIGHTS GENERATOR

This funding request is to install a permanent generator at the Center at the Heights (CATH). The Town has identified The CATH as an ideal location to serve as an emergency shelter, 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. The existing portable generator is insufficient as it does not support the electric load of the entire CATH building. (Submitted by DPW- Building Maintenance Division)

The Town Manager’s recommendation for Center at the Heights Generator is \$250,000 to be funded by Free Cash.

LIBRARY CHILLER REPLACEMENT

This funding request is for a replacement chiller at the Library. The chiller is a component of the building’s HVAC system. The current chiller is past the end of its useful life, functions poorly, and has obsolete parts which require constant repair. Additionally, it utilizes R22, a refrigerant which the Environmental Protection Agency (EPA) has

banned the production and import of as of January 1, 2020. The new chiller would also have an energy recovery system to reduce energy consumption, which the existing chiller does not have. (Submitted by DPW – Building Maintenance Division)

The Town Manager’s recommendation for Library Chiller Replacement is \$369,000 to be funded by Free Cash.

ACTION SPORTS PARK FEASIBILITY STUDY

This funding request is for a feasibility study relative to a potential Action Sports Park. Over the past two years, the Park & Recreation Commission and Park & Recreation Department have received numerous requests from residents for various amenities to be added to the Town. The Park & Recreation Commission along with the Needham Select Board have created a Working Group to take a wholistic look at all locations, current amenities, and ongoing requests from the residents. The Active Recreation Assets Working Group will serve in an advisory capacity to guide the Town in space planning for the future of active recreational opportunities in Needham. The feasibility study will look at both action sports complex and pickleball court options. (Submitted by Park and Recreation Department)

The Town Manager’s recommendation for Action Sports Complex Feasibility Study is \$35,000 in the Tier 2 category.

ATHLETIC FACILITY IMPROVEMENTS – MCLEOD FIELD

This funding request is for the construction phase of the McLeod Field Renovation. Over the course of several public meetings with residents and Town staff, the Park and Recreation Commission determined that conversion of the field from a baseball field to a softball field would better serve the needs of the community. The project will address existing drainpipe issues and the eroding subsurface of the field, while also incorporating improvements identified during the design phase as needed to ensure a quality softball field for all users. The construction phase of the project will include a repair of the drainpipe, resurfacing, a skin conversion for softball use, upgraded lighting and spectator seating, and the installation of an irrigation system, a scoreboard, and covered dugouts and warm up areas along with storage for equipment and upgraded electrical outlets. A lacrosse wall will be formalized for added field utility. (Submitted by Park & Recreation Department)

The Town Manager’s recommendation for Athletic Facility Improvements – McLeod Field is \$1,310,000 to be funded by General Fund debt.

DEFAZIO PLAYGROUND RENOVATION DESIGN

This funding request is for the design phase of the DeFazio Playground (“Tot Lot”) renovation. The design will study, among other things, location, equipment, target age-groups, fences, pathways, shade, and other amenities. (Submitted by Park & Recreation Department)

The Town Manager’s recommendation for DeFazio Playground Renovation Design is \$35,000 contingent on CPA funding.

ATHLETIC FACILITY IMPROVEMENTS - CLAXTON FIELD LIGHTING INSTALLATION AND SOFTBALL FIELD SKIN REPLACEMENT

This funding request is for the construction phase of the Claxton Field lighting installation and softball field skin replacement. The lighting component of the project will address issues relative to converting from halide to LED lighting. The softball skin replacement component includes regrading, drainage improvements, and construction of covered dugouts, spectator seating, fencing, warm-up areas, and replacement equipment. (Submitted by Park & Recreation Department)

The Town Manager’s recommendation for Athletic Facility Improvements – Claxton Field Lighting Installation and Softball Field Skin Replacement is \$1,780,000 to be funded by \$780,000 in Free Cash and \$1,000,000 contingent on CPA funding.

GENERAL FUND FLEET REPLACEMENT PROGRAM

This funding request supports the Town’s fleet replacement program, 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, SUVs, 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 FY2024 fleet replacement schedule is as follows. (Submitted by Multiple Departments)

GENERAL FUND CORE FLEET REPLACEMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
82	Ford F-150	Community Development	2011	Pick-Up	53,706
453	Ford Focus	Building Inspector	2016	SUV Hybrid	49,432
454	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
455	Ford Focus	Building Inspector	2016	SUV Hybrid	49,432
456	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
458	Ford Fusion	Building Inspector	2014	SUV Hybrid	49,432
701	Ford E-250 Pick-Up	DPW Building Maintenance	2014	Work Truck Class 3	92,216
CO1	Chevrolet Tahoe	Fire	2020	Public Safety Response Vehicle	70,114
Van 09	Toyota Sienna	School	2014	Passenger Van	71,698
Van 10	Toyota Sienna	School	2015	Passenger Van	71,698

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
9	International 7400 Series	DPW Highway	2012	Heavy Duty Truck Class 8 Large Dump	347,431
41	Ford F-250	DPW Parks	2016	Work Truck Class 3	92,216
53	International S600 Roll Off	DPW RTS	2013	Work Truck Class 6	337,155

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UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
66	Ford F-550	DPW Highway	2015	Work Truck Class 5	142,050
68	Addition to Fleet	DPW Engineering	N/A	Pick-Up	99,410
73	Ford F-550	DPW Parks	2016	Work Truck Class 5	142,050
75	Ford F-550 Dump Truck	DPW Parks	2016	Work Truck Class 5	142,050
90	Specter Refuse Trailer	DPW RTS	2016	Specialty Trailer	120,797
259	Hudson Trailer	DPW Highway	2010	Trailer	OB
323	Pace Utility Trailer	DPW Highway	2010	Trailer	OB
L01	Sutphen Quint Ladder Truck	Fire	2004	Fire Ladder Truck	2,000,000
R03	Ford E450 Ambulance	Fire	2016	Ambulance (Renumber as R01)	498,951
112	Prinoth	DPW Highway	2011	Sidewalk Plow	206,561

The Town Manager's recommendation for General Fund Fleet Replacement is \$4,735,263 with \$1,962,084 funded by Free Cash, \$2,000,000 funded by General Fund debt, and \$773,177 in the Tier 2 category.

TRANSPORTATION NETWORK

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 Department of Public Works – Engineering)

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

QUIET ZONE SAFETY UPGRADES

This funding request supports the design phase of an upgrade plan at each grade crossing in Needham with the goal of achieving a Quiet Zone designation from the MBTA. Design of the Great Plain Avenue crossing is underway, and the proposed funding would support design for the crossings at West Street, Rosemary Street, May Street, Oak Street, and at the Needham Golf Club. (Submitted by Public Works – Engineering).

The Town Manager's recommendation for Quiet Zone Safety Upgrades is \$1,340,000 to be funded by General Fund debt.

PUBLIC WORKS INFRASTRUCTURE PROGRAM

This funding request supports the Public Works Infrastructure Program which 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 (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY2023 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 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 FY2024 is \$1,285,000.

SIDEWALK PROGRAM FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/linear foot). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/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 FY2024 is \$855,000.

GUARDRAIL Many of the Town's guardrails are noncompliant with safety standards and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. In FY2024, the Town will address the guardrails on Dedham Avenue which do not meet state guidelines. Target funding for guardrail improvements for FY2024 is \$220,000.

BROOKS AND CULVERTS The section of Rosemary Brook to be addressed (from Trout Pond north to Rosemary Lake) has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues. This project would consist of removing sediment and vegetation and repairing and/or replacing failing walls. Target funding for brooks and culvert improvements for FY2024 is \$221,500. (Submitted by Department of Public Works – Highway)

The Town Manager's recommendation for the Public Works Infrastructure Program is \$2,000,000 funded by free cash in the Tier 1 category and 581,500 in the Tier 2 category.

SEWER ENTERPRISE FUND

SEWER FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
11	Ford Explorer	Sewer	2013	SUV Hybrid	52,059
17	Ford F-550	Sewer	2012	Work Truck Class 5	148,477
103	Deere Backhoe	Sewer	2012	Backhoe	200,105

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

The Town Manager’s recommendation for Sewer Fleet Replacement is \$400,641 of which \$348,582 is proposed to be funded by Sewer Enterprise Fund Retained Earnings, and \$52,059 in the Tier 2 category.

COOKS BRIDGE SEWER PUMP STATION FEASIBILITY STUDY

This funding request supports a feasibility study for the potential replacement of the Cooks Bridge Sewer Pump Station. The current pump station is currently located by the playground of the Needham Housing Authority and is becoming unreliable and unsustainable. This feasibility study would look at other potential locations for the replacement pump station as well as the possibility of switching to a gravity system. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager’s recommendation for Cooks Bridge Sewer Pump Station Feasibility Study is \$54,000 funded by Sewer Enterprise Fund Retained Earnings.

SEWER SYSTEM INFILTRATION/INFLOW

This funding request supports the replacement of the existing sewer flow monitoring system. The current system detects potential inflow and/or infiltration issues in the sewer system. This current system requires unsustainable levels of maintenance. The new system will require fewer sustainment resources and introduce updated software. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager’s recommendation for Sewer System Infiltration/Inflow is \$130,000 funded by Sewer Enterprise Fund Retained Earnings.

WATER ENTERPRISE FUND

CHARLES RIVER WATER TREATMENT PLANT HVAC UPGRADES DESIGN

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 difficult to reach some of the equipment that is most in need of repair. Finally, the facility needs a dehumidification system, as the high levels of humidity in the warmer months can create unsafe working conditions for the staff and a potential for mold growth. This funding would 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. The design phase will also explore opportunities for increased energy efficiency and additional electrification of the HVAC systems.

The Town Manager's recommendation for Charles River Water Treatment Plant HVAC Upgrades Design is \$34,000 to be funded by Water Enterprise Fund Retained Earnings.

WATER SYSTEM DISTRIBUTION IMPROVEMENTS (SOUTH STREET)

This funding request supports the construction phase of the water main replacement on 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. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager's recommendation for Water System Distribution Improvements (South Street) is \$6,500,000 funded by Water Enterprise Fund debt.

WATER SUPPLY DEVELOPMENT

This funding request supports the design phase of a proposed redundant well. A redundant well is critical to the long-term strategy for maintaining capacity in the Town’s water supply from the Charles River Well Field. (Submitted by Department of Public Works – Water & Sewer)

The Town Manager’s recommendation for Water Supply Development is \$595,000 funded by Water Enterprise Fund Retained Earnings.

WATER FLEET REPLACEMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
21	Ford F-250	Water	2016	Work Truck Class 2 Pick-Up	90,074
846/78	Ford Escape Hybrid	Water	2011	Pick-Up	52,059

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

The Town Manager’s recommendation for Water Fleet Replacement is \$142,133 funded by Water Enterprise Fund Retained Earnings.

Capital Recommendations
and
Funding Sources
Section Two

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**FY2024
Capital Budget
Funding Recommendations**

Title	Code *	Function	Cat*	2024			Other	Note	Page
				Department Request	Cash	Debt			
Action Sports Park Feasibility Study	N	Community	3	35,000	35,000		Recommended as Tier II.	3-103	
Athletic Facility Improvements (Claxton Field)	M	Community	3	780,000	780,000		Recommendation \$780,000 funded by the General Fund and \$1,000,000 funded by CPA Fund.	3-107	
Athletic Facility Improvements (McLeod Field renovation)	M	Community	3	1,310,000		1,310,000		3-106	
Center at the Heights Generator	M	Community	2	250,000	250,000		Design completed last year; cost estimate increased from \$180K to 250K based on actual design.	3-059	
Central Ave/Centre St Bridge	I	Transportation Network	3	1,650,000		1,650,000	Seeking other funding sources State or Federal grant.	3-114	
Energy Efficiency Upgrades	M	Utilities	2	250,000	250,000		Replacement of Boiler #3 at High School.	3-069	
Fleet Refurbishment	B	Public Works	1	150,000			Does not qualify for funding under the Capital Plan; may be recommended as a general warrant article.	3-006	
Library Chiller Replacement	N	Community	2	369,000	369,000		High priority	3-080	
LIFEPAK 15 V4 Monitor/Defib	N	Public Safety	1	30,185	30,185		New request, priority item	3-020	
NPDES Support Projects	M	Stormwater	3	860,000	260,000	600,000	Sluice Gate to be funded by APRA; Balance Recommended as Tier II.	3-123	
Open Space Acquisitions	I	Community	5	1,000,000			No recommendation, additional information required.	3-190	
Personal Protective Equipment	M	Public Safety	1	51,030	51,030			3-014	
Pollard School Renovation/Expansion as 6-8 Middle School (Option D)	M	Schools	5	1,750,000			Pending the additional public input.	3-184	
Public Facility Replacement Furniture (Town Offices)	N	General	1	40,000	40,000			3-052	

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**FY2024
Capital Budget
Funding Recommendations**

Title	Code *	Function	Cat*	2024			Other	Note	Page
				Department	Cash	Debt			
				Request					
Public Works Infrastructure Program	M	Transportation Network	3	2,581,500	2,581,500		\$2,000,000 recommended as Tier I;\$581,500 recommended as Tier II.	3-144	
Quiet Zone Safety Upgrades	M	Transportation Network	3	1,340,000		1,340,000	Engineering and design services, construction funding planned for FY2025.	3-155	
Recycling and Transfer Station Property Improvements	M	Public Works	2	135,000	135,000		Critical ventilation repairs necessary for the protection of employees.	3-089	
Replace Unit 112 2011 Prinoth SW4S (Retain for Pool)	LX	Public Works	4	206,561	206,561			3-171	
Replace Unit 41 2016 Ford F250	C	Public Works	4	92,216	92,216		Recommended as Tier II.	3-171	
Replace Unit 453 2016 Ford Focus	C	Public Safety	4	49,432	49,432			3-171	
Replace Unit 454 2014 Ford Fusion	C	Public Safety	4	49,432	49,432			3-171	
Replace Unit 455 2016 Ford Focus	C	Public Safety	4	49,432	49,432			3-171	
Replace Unit 456 2014 Ford Fusion	C	Public Safety	4	49,432	49,432			3-171	
Replace Unit 458 2014 Ford Explorer	C	Public Safety	4	49,432	49,432		Recommended as Tier II.	3-171	
Replace Unit 53 2013 International 5600 Roll off	S	Public Works	4	337,155	337,155		Highest priority	3-171	
Replace Unit 66 2015 Ford F550	L	Public Works	4	142,050	142,050			3-171	
Replace Unit 68 Addition To Fleet	S	Public Works	4	99,410	99,410			3-171	
Replace Unit 701 2014 Ford F250	C	Public Works	4	92,216	92,216			3-171	
Replace Unit 73 2016 Ford F550	L	Public Works	4	142,050	142,050		Recommended as Tier II.	3-171	
Replace Unit 75 2016 Ford F550	L	Public Works	4	142,050	142,050		Recommended as Tier II.	3-171	

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**FY2024
Capital Budget
Funding Recommendations**

Title	Code *	Function	Cat*	2024			Note	Page
				Department Request	Cash	Debt		
Replace Unit 82 2011 Ford F150	C	General	4	53,706	53,706		Vehicle must be disposed	3-171
Replace Unit 9 2012 International 7400 Series	L	Public Works	4	347,431	347,431		Recommended as Tier II.	3-171
Replace Unit 90 2016 Steco	L	Public Works	4	120,797	120,797			3-171
Replace Unit C01 2017 Ford Explorer (renumber)	C	Public Safety	4	70,114	70,114			3-171
Replace Unit L01 2004 Sutphen Quint	L	Public Safety	4	2,000,000		2,000,000	Requested amount was amended to account for borrowing.	3-171
Replace Unit R03 (R1) 2016 Ford E450	L	Public Safety	4	498,951	498,951			3-171
Replace Unit Van 09 2014 Toyota Sienna (Passenger Van)	C	School	4	71,698	71,698			3-171
Replace Unit Van 10 2015 Toyota Sienna (Passenger Van)	C	School	4	71,698	71,698			3-171
Ridge Hill Barn Repairs	N	Community	2	50,000			No recommendation, additional information required.	3-095
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	M	Schools	2	9,000,000		9,000,000	Project will take two to three years to complete.	3-100
Rosemary Pool & Beach Improvements	N	Community	3	100,000			No recommendation, additional information required.	3-158
School Copiers	M	Schools	1	69,379	69,379			3-022
School Furniture	P	Schools	1	25,000	25,000			3-028
School Technology	M	Schools	1	460,750	460,750			3-034
Telephone System Replacement	N	General	1	50,000	50,000		Estimated cost for new system \$500,000. The requested funds are for study and design depending on outcome.	3-045
Town Building Switches	M	General	1	130,000	130,000			3-050
Traffic Improvements	P	Transportation Network	3	50,000	50,000			3-161

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**FY2024
Capital Budget
Funding Recommendations**

Title	Code *	Function	Cat*	2024	Cash	Debt	Other	Note	Page
				Department Request					
Video Projection Equipment Rosemary Recreation Complex	P	Community	1	55,000	55,000				3-056
Wireless Hardware Infrastructure	P	General	1	175,000			175,000	Eligible for funding under the American Rescue Plan Act (ARPA)	3-058
General Fund				27,482,107	8,357,107	13,650,000	2,425,000		
Athletic Facility Improvements (Claxton Field)	M	Community	3	1,000,000	1,000,000			Recommendation \$780,000 funded by the General Fund and \$1,000,000 funded by CPA Fund. Subject to CPC approval.	3-107
DeFazio Playground Renovation	N	Community	3	35,000	35,000			Subject to CPC approval.	3-118
Community Preservation Fund				1,035,000	1,035,000				
Cooks Bridge Sewer Pump Station	M	Utilities	3	54,000	54,000			Feasibility study; total project cost is estimated over \$10M.	3-198
Replace Unit 103 2012 John Deere Backhoe Loader 310SJ (Retain for	L	Utilities	4	200,105	200,105				3-171
Replace Unit 11 2013 Ford Explorer	C	Utilities	4	52,059	52,059			Recommended as Tier II.	3-171
Replace Unit 17 2012 Ford F550	C	Utilities	4	148,477	148,477				3-171
Sewer Fleet Refurbishment	BN	Utilities	1	150,000				Does not qualify for funding under the Capital Plan; May be recommended as a general warrant article.	3-196
Sewer System Infiltration and Inflow	M	Utilities	3	130,000	130,000			Funding is to replace sewer flow monitoring system.	3-206
Sewer Enterprise Fund				734,641	584,641				

Capital Improvement Plan
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**FY2024
Capital Budget
Funding Recommendations**

Title	Code *	Function	Cat*	2024			Other	Note	Page
				Department Request	Cash	Debt			
Charles River Water Treatment Plant HVAC Upgrades	P	Utilities	2	34,000	34,000				
Replace Unit 21 2016 Ford F250	C	Utilities	4	90,074	90,074			3-171	
Replace Unit 846 2011 Ford Escape Hybrid	C	Utilities	4	52,059	52,059			3-171	
Water Distribution System Improvements (South Street to Charles River to Chestnut)	M	Utilities	3	6,500,000		6,500,000		3-219	
Water Supply Development	M	Utilities	3	595,500	595,500		Well #4	3-224	
Water Enterprise Fund				7,271,633	771,633	6,500,000			

Capital Improvement Plan
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**FY2024
Capital Budget
Funding Recommendations**

Title	Code *	Function	Cat*	2024 Department Request	Cash	Debt	Other	Note	Page
Grand Total				36,523,381	10,748,381	20,150,000	2,425,000		

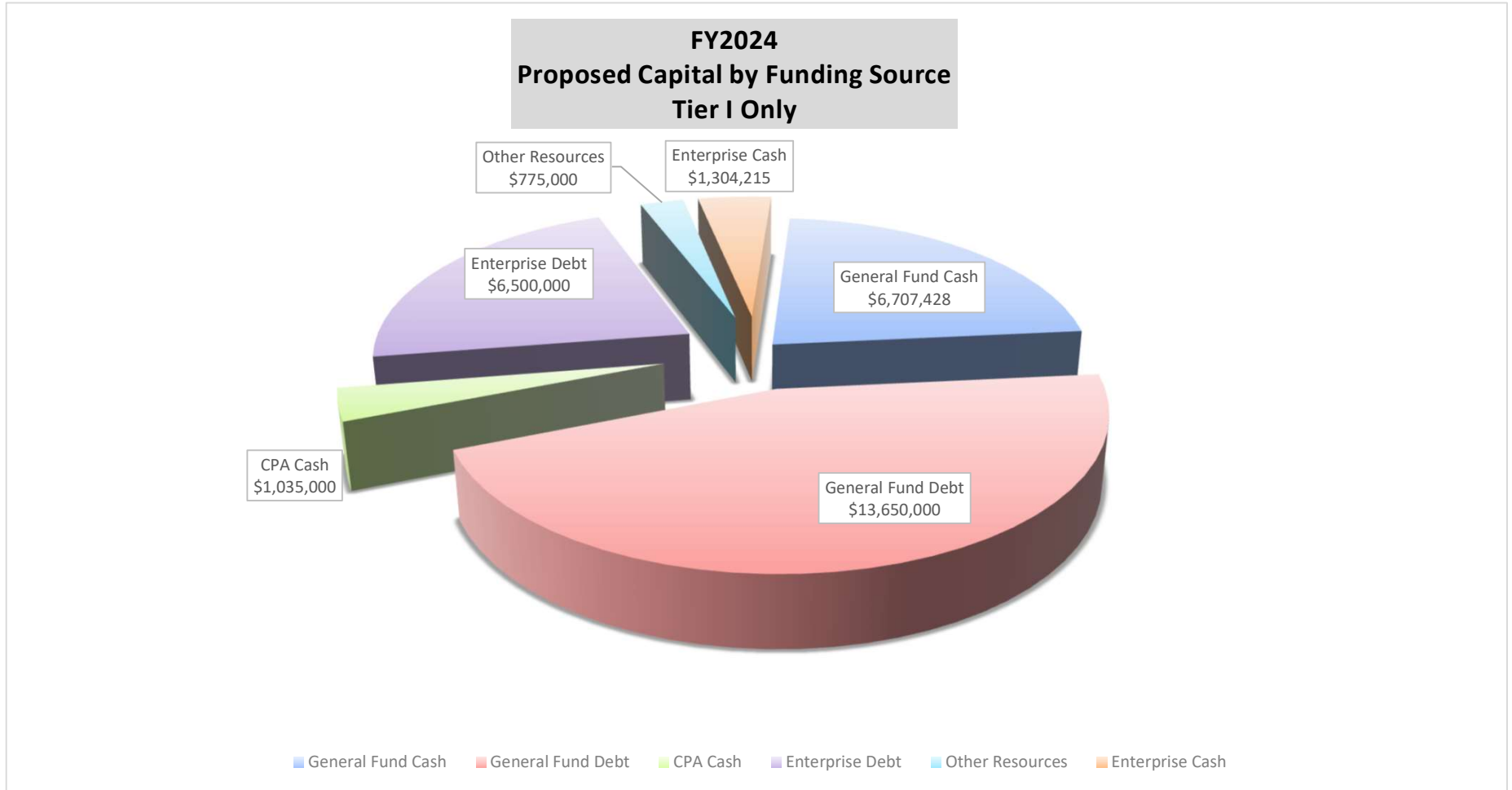
Code
 B = Funding may be considered under the operating budget/special warrant article
 C = Core Fleet
 D = Recommendation is deferred or on hold pending other actions
 E = Emergency approval
 F = Funded appropriation outside the capital plan
 G = Request may not qualify as capital submission
 L = Specialized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

Cat (Category)
 1 = Equipment or Technology
 2 = Building or Facility
 3 = Infrastructure
 4 = Fleet
 5 = Extraordinary

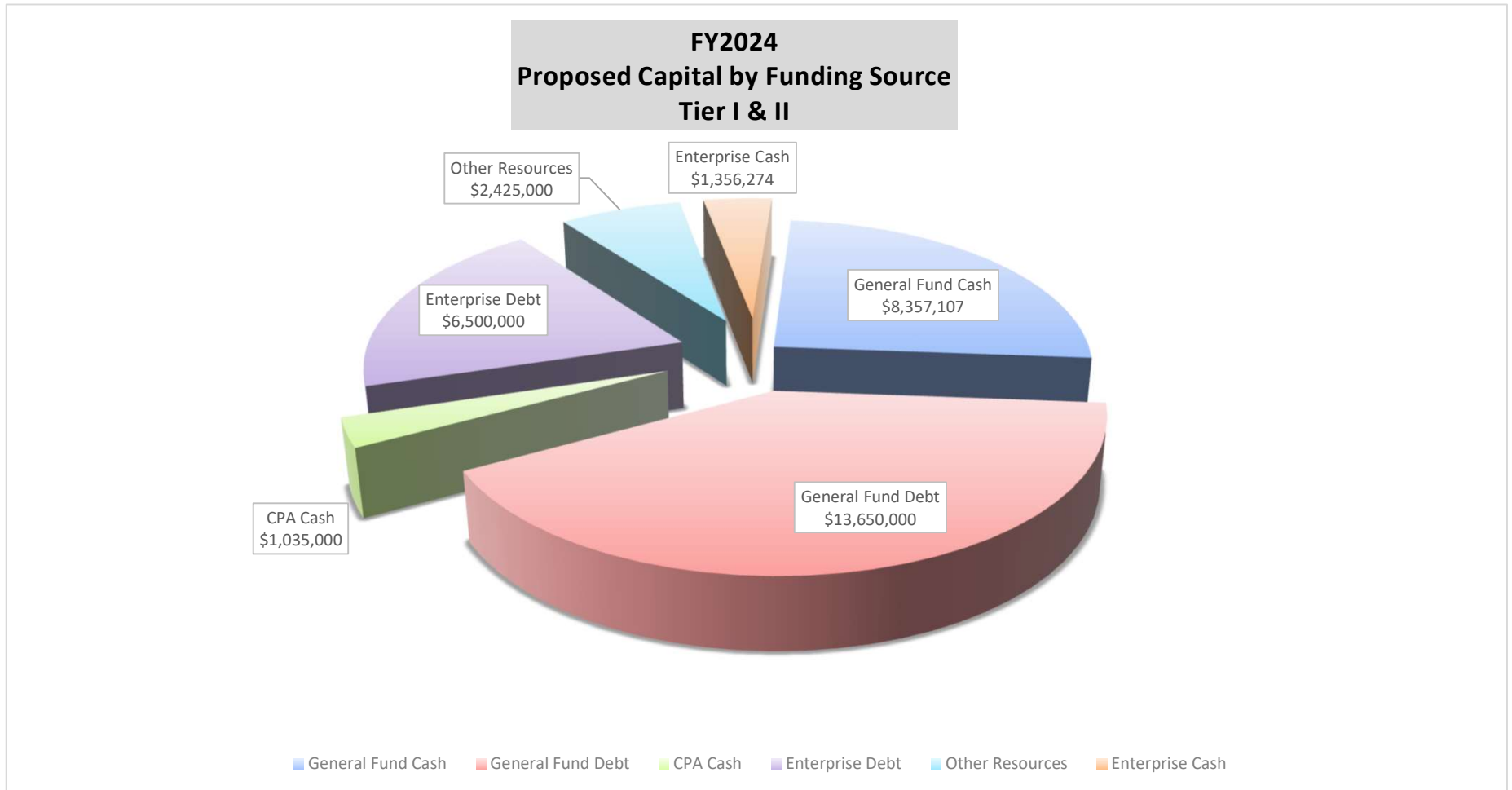
Truck Classification
 Class 1 = Smallest Pick-up Trucks 6,000 lbs.
 Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)
 Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
 Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
 Class 5 = Medium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

Note: ARPA is the American Rescue Plan Act.

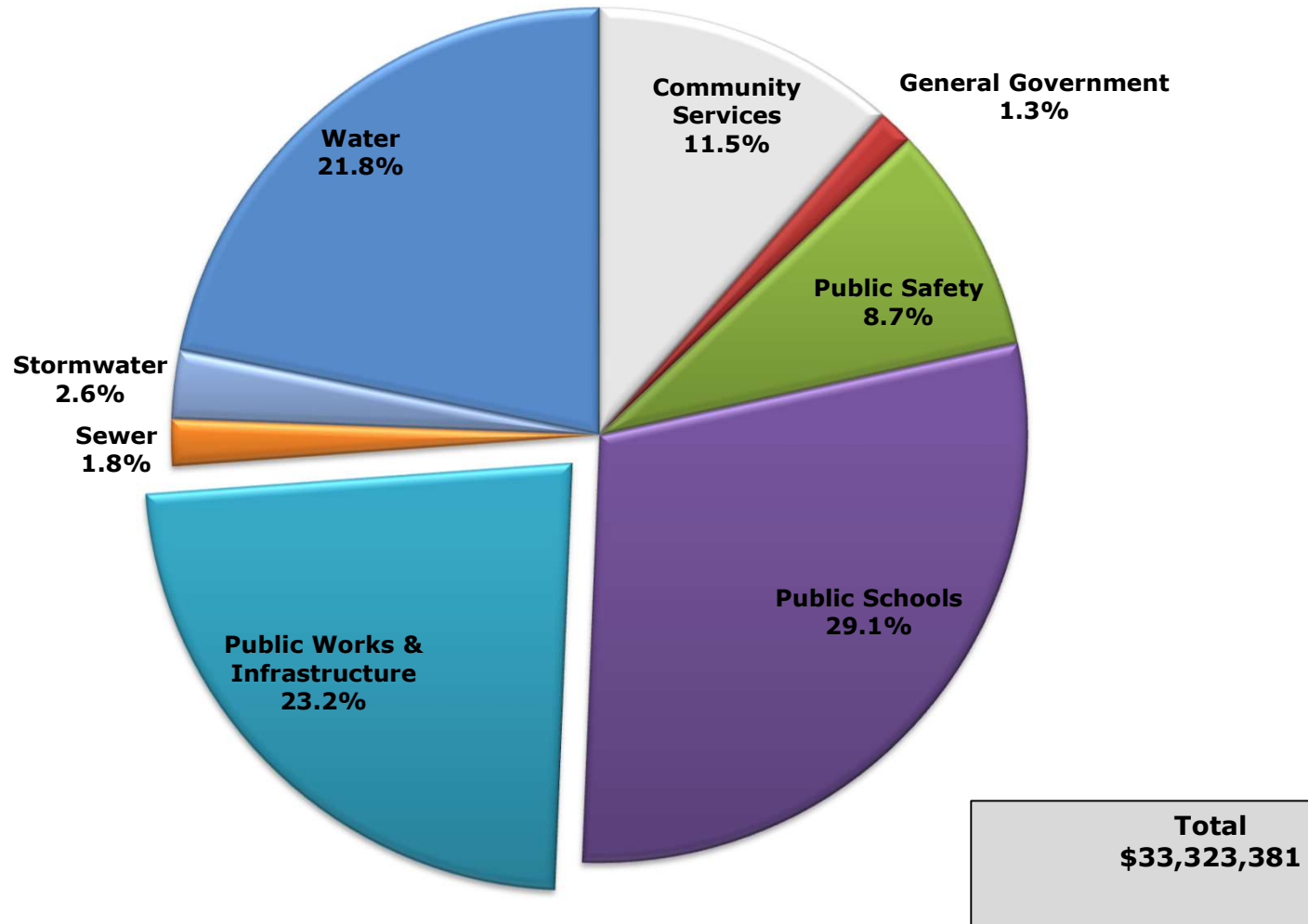
Capital Improvement Plan
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Capital Improvement Plan
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**FY2024 Proposed Capital by Function
Tier I & II**



Capital Improvement Plan
January 2023

**FY2024
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet Refurbishment	B	Fleet	Public Works	1	150,000				150,000	3-006
Personal Protective Equipment	M	Fire	Public Safety	1	51,030	51,030	51,030			3-014
LIFEPAK 15 V4 Monitor/Defib	N	Fire	Public Safety	1	30,185	30,185	30,185			3-020
School Copiers	M	Schools	Schools	1	69,379	69,379	69,379			3-022
School Furniture	P	Schools	Schools	1	25,000	25,000	25,000			3-028
School Technology	M	Schools	Schools	1	460,750	460,750	460,750			3-034
Telephone System Replacement	N	ITC	General	1	50,000	50,000	50,000			3-045
Town Building Switches	M	ITC	General	1	130,000	130,000	130,000			3-050
Public Facility Replacement Furniture (Town Offices)	M	Manager	General	1	40,000	40,000	40,000			3-052
Video Projection Equipment Rosemary Recreation Complex	P	HHS	Community	1	55,000	55,000	55,000			3-056
Wireless Hardware Infrastructure	P	ITC	General	1	175,000				175,000	3-058
Center at the Heights Generator	M	COA	Community	2	250,000	250,000	250,000			3-059
Energy Efficiency Upgrades	M	Various	Utilities	2	250,000	250,000	250,000			3-069
Library Chiller Replacement	N	Library	Community	2	369,000	369,000	369,000			3-080
Recycling and Transfer Station Property Improvements	M	Solid Waste	Public Works	2	135,000	135,000	135,000			3-089
Ridge Hill Barn Repairs	N	Bldg. Maint	Community	2	50,000				50,000	3-095
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	M	Bldg. Maint	Schools	2	9,000,000	9,000,000		9,000,000		3-100

Capital Improvement Plan
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FY2024
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Action Sports Park Feasibility Study	N	Parks	Community	3	35,000				35,000	3-103
Athletic Facility Improvements (Claxton Field)	M	Parks	Community	3	780,000	780,000	780,000			3-107
Athletic Facility Improvements (Mcleod Field renovation)	M	Parks	Community	3	1,310,000	1,310,000		1,310,000		3-106
Central Ave/Centre St Bridge	NI	Engineer	Transportation Network	3	1,650,000				1,650,000	3-114
NPDES Support Projects	M	Engineer	Stormwater	3	860,000				860,000	3-123
Public Works Infrastructure Program	M	Highway	Transportation Network	3	2,581,500	2,000,000	2,000,000		581,500	3-144
Quiet Zone Safety Upgrades	M	Engineer	Transportation Network	3	1,340,000	1,340,000		1,340,000		3-155
Rosemary Pool & Beach Improvements	N	Recreation	Community	3	100,000				100,000	3-158
Traffic Improvements	P	Engineer	Transportation Network	3	50,000	50,000	50,000			3-161
Replace Unit 9 2012 International 7400 Series	L	Highway	Public Works	4	347,431				347,431	3-171
Replace Unit 41 2016 Ford F250	C	Parks	Public Works	4	92,216				92,216	3-171
Replace Unit 53 2013 International 5600 Rolloff	S	Solid Waste	Public Works	4	337,155	337,155	337,155			3-171
Replace Unit 66 2015 Ford F550	L	Highway	Public Works	4	142,050	142,050	142,050			3-171
Replace Unit 68 Addition To Fleet	S	Engineering	Public Works	4	99,410	99,410	99,410			3-171
Replace Unit 73 2016 Ford F550	L	Parks	Public Works	4	142,050				142,050	3-171
Replace Unit 75 2016 Ford F550	L	Parks	Public Works	4	142,050				142,050	3-171
Replace Unit 82 2011 Ford F150	C	Conservation	General	4	53,706	53,706	53,706			3-171

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FY2024
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit 90 2016 Steco	L	Solid Waste	Public Works	4	120,797	120,797	120,797			3-171
Replace Unit 112 2011 Prinoth SW4S (Retain for Pool)	LX	Highway	Public Works	4	206,561	206,561	206,561			3-171
Replace Unit 453 2016 Ford Focus	C	Building	Public Safety	4	49,432	49,432	49,432			3-171
Replace Unit 454 2014 Ford Fusion	C	Building	Public Safety	4	49,432	49,432	49,432			3-171
Replace Unit 455 2016 Ford Focus	C	Building	Public Safety	4	49,432	49,432	49,432			3-171
Replace Unit 456 2014 Ford Fusion	C	Building	Public Safety	4	49,432	49,432	49,432			3-171
Replace Unit 458 2014 Ford Explorer	C	Building	Public Safety	4	49,432				49,432	3-171
Replace Unit 701 2014 Ford F250	C	Bldg. Maint	Public Works	4	92,216	92,216	92,216			3-171
Replace Unit C01 2017 Ford Explorer (renumber)	C	Fire	Public Safety	4	70,114	70,114	70,114			3-171
Replace Unit L01 2004 Sutphen Quint	L	Fire	Public Safety	4	2,000,000	2,000,000		2,000,000		3-171
Replace Unit R03 (R1) 2016 Ford E450	L	Fire	Public Safety	4	498,951	498,951	498,951			3-171
Replace Unit Van 09 2014 Toyota Sienna (Passenger Van)	C	School	School	4	71,698	71,698	71,698			3-171
Replace Unit Van 10 2015 Toyota Sienna (Passenger Van)	C	School	School	4	71,698	71,698	71,698			3-171
Pollard School Renovation/Expansion as 6-8 Middle School (Option D)	M	Schools	Schools	5	1,750,000				1,750,000	3-184
Open Space Acquisitions	I	Recreation	Community	5	1,000,000				1,000,000	3-190
TOTAL					27,482,107	20,357,428	6,707,428	13,650,000	7,124,679	

Capital Improvement Plan
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FY2024
Capital Project Requests
Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Community Preservation Fund										
Athletic Facility Improvements (Claxton Field)	M	Parks	Community	3	1,000,000	1,000,000	1,000,000			3-107
DeFazio Playground Renovation	N	Recreation	Community	3	35,000	35,000	35,000			3-118
TOTAL					1,035,000	1,035,000	1,035,000			
Sewer Enterprise										
Sewer Fleet Refurbishment	BN	Fleet	Utilities	1	150,000				150,000	3-196
Cooks Bridge Sewer Pump Station	M	Sewer	Utilities	3	54,000	54,000	54,000			3-198
Sewer System Infiltration and Inflow	M	Sewer	Utilities	3	130,000	130,000	130,000			3-206
Replace Unit 11 2013 Ford Explorer	C	Sewer	Utilities	4	52,059				52,059	3-171
Replace Unit 17 2012 Ford F550	C	Sewer	Utilities	4	148,477	148,477	148,477			3-171
Replace Unit 103 2012 John Deere Backhoe Loader 310SJ (Retain for Pool)	L	Sewer	Utilities	4	200,105	200,105	200,105			3-171
TOTAL					734,641	532,582	532,582		202,059	
Water Enterprise										
Charles River Water Treatment Plant HVAC Upgrades	P	Water	Utilities	2	34,000	34,000	34,000			3-211
Water Distribution System Improvements (South Street	M	Water	Utilities	3	6,500,000	6,500,000		6,500,000		3-219

Capital Improvement Plan
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**FY2024
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Water Supply Development	M	Water	Utilities	3	595,500	595,500	595,500			3-224
Replace Unit 21 2016 Ford F250	C	Water	Utilities	4	90,074	90,074	90,074			3-171
Replace Unit 846 2011 Ford Escape Hybrid	C	Water	Utilities	4	52,059	52,059	52,059			3-171
TOTAL					7,271,633	7,271,633	771,633	6,500,000		
FY2024 Grand Total					36,523,381	29,196,643	9,046,643	20,150,000	7,326,738	

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
Non-Public Safety & Public Safety Data Centers & Networking Equipment Replacement	M	ITC	General	1	600,000	600,000	600,000			3-001
Library Technology	N	Library	Community	1	36,100	36,100	36,100			3-010
Personal Protective Equipment	M	Fire	Public Safety	1	53,582	53,582	53,582			3-014
School Copiers	M	Schools	Schools	1	51,436	51,436	51,436			3-022
School Furniture	P	Schools	Schools	1	25,000	25,000	25,000			3-028
School Technology	M	Schools	Schools	1	661,150	661,150	661,150			3-034
Telephone System Replacement	N	ITC	General	1	500,000	500,000	500,000			3-045
Town Building Security and Traffic Cameras	I	ITC	General	1	350,000	350,000	350,000			3-048
Public Facility Replacement Furniture (Town Offices)	M	Manager	General	1	40,000	40,000	40,000			3-052
Energy Efficiency Upgrades	M	Various	Utilities	2	100,000	100,000	100,000			3-069
Facility Assessment for Sustainable Building Management (Library, High	M	Schools	Schools	2	50,000	50,000	50,000			3-076
Pollard School Air Conditioning Upgrade	M	Bldg. Maint	Schools	2	115,000	115,000	115,000			3-086
Recycling and Transfer Station Property Improvements	M	Solid Waste	Public Works	2	171,500				171,500	3-089
Roof Replacement (High School)	M	Bldg. Maint	Schools	2	156,500	156,500	156,500			3-096
High School Tennis Court Improvements	R	Recreation	Community	3	1,500,000				1,500,000	3-121

Capital Improvement Plan
January 2023

**FY2025
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
NPDES Support Projects	M	Engineer	Stormwater	3	806,000	806,000	806,000			3-126
Public Works Infrastructure Program	M	Highway	Transportation Network	3	5,417,500	3,000,000	3,000,000		2,417,500	3-147
Quiet Zone Safety Upgrades	M	Engineer	Transportation Network	3	2,775,000	2,775,000		2,775,000		3-155
Rosemary Pool & Beach Improvements	N	Recreation	Community	3	750,000				750,000	3-158
Traffic Improvements	P	Engineer	Transportation Network	3	50,000	50,000	50,000			3-161
Replace Unit 61 2013 GENIE Forklift	L	Solid Waste	Public Works	4	154,076	154,076	154,076			3-173
Replace Unit 72 2015 Ford F550	L	Parks	Public Works	4	156,584	156,584	156,584			3-173
Replace Unit 93 2015 McCloskey Brothers TROMMEL SCREEN	L	Solid Waste	Public Works	4	240,733	240,733	240,733			3-173
Replace Unit 111 2013 TRACKLESS TRACTOR	LX	Highway	Public Works	4	298,670	298,670	298,670			3-173
Replace Unit 168 2010 Gorman Utility Trailer	S	Parks	Public Works	4	65,192				65,192	3-173
Replace Unit 186 2010 GIANT LEAF VAC TRAILER	L	Parks	Public Works	4	47,764	47,764	47,764			3-173
Replace Unit 253 2010 VERMEER STUMP CUTTER	L	Parks	Public Works	4	99,050	99,050	99,050			3-173
Replace Unit 350 2010 John Deere Loader 4720	L	Parks	Public Works	4	47,830	47,830	47,830			3-173
Replace Unit Bus 01 2017 BLUE BIRD 303	L	School	School	4	430,687	430,687	430,687			3-173
Replace Unit C43 2017 Ford Escape	C	Fire	Public Safety	4	69,455	69,455	69,455			3-173
Replace Unit E04 2005 E-One Cyclone II	L	Fire	Public Safety	4	1,084,160	1,084,160		1,084,160		3-173
Mitchell Elementary School (Option A)	M	Schools	Schools	5	1,500,000				1,500,000	3-181

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
Public Works Facilities Improvements	M	All	Public Works	5	3,900,000				3,900,000	3-187
Open Space Acquisitions	I	Recreation	Community	5	1,000,000				1,000,000	3-190
TOTAL					23,302,969	11,998,777	8,139,617	3,859,160	11,304,192	
Community Preservation Fund										
Athletic Facility Improvements (Fencing DeFazio Tot Lot)	M	Parks	Community	3	244,000	244,000	244,000			3-108
DeFazio Playground Renovation	N	Recreation	Community	3	400,000	400,000	400,000			3-118
TOTAL					644,000	644,000	644,000			
Sewer Enterprise										
Cooks Bridge Sewer Pump Station	M	Sewer	Utilities	3	382,500	382,500	382,500			3-198
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	P	Sewer	Utilities	3	3,105,000	3,105,000	330,000	2,775,000		3-202
TOTAL					3,487,500	3,487,500	712,500	2,775,000		

Capital Improvement Plan
January 2023

**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	P	Water	Utilities	2	378,000	378,000	378,000			3-211
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	P	Water	Utilities	3	46,500	46,500	46,500			3-220
Water Supply Development	M	Water	Utilities	3	2,627,000	2,627,000	127,000	2,500,000		3-224
TOTAL					3,051,500	3,051,500	551,500	2,500,000		
FY2025 Grand Total					30,485,969	19,181,777	10,047,617	9,134,160	11,304,192	

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
Non-Public Safety & Public Safety Data Centers & Networking Equipment Replacement	M	ITC	General	1	750,000	750,000	750,000			3-001
Fleet Refurbishment	B	Fleet	Public Works	1	150,000				150,000	3-006
Library Technology	N	Library	Community	1	57,750	57,750	57,750			3-010
Personal Protective Equipment	M	Fire	Public Safety	1	56,261	56,261	56,261			3-014
School Copiers	M	Schools	Schools	1	56,745	56,745	56,745			3-022
School Furniture	P	Schools	Schools	1	25,000	25,000	25,000			3-028
School Technology	M	Schools	Schools	1	577,875	577,875	577,875			3-034
Public Facility Replacement Furniture (Town Offices)	M	Manager	General	1	40,000	40,000	40,000			3-052
Eliot Boiler Replacement	N	Bldg. Maint	Schools	2	51,000	51,000	51,000			3-066
Energy Efficiency Upgrades	M	Various	Utilities	2	100,000	100,000	100,000			3-069
Facility Assessment for Sustainable Building Management (Library, High	M	Schools	Schools	2	50,000	50,000	50,000			3-076
Pollard School Air Conditioning Upgrade	M	Bldg. Maint	Schools	2	1,335,000	1,335,000		1,335,000		3-086
Recycling and Transfer Station Property Improvements	M	Solid Waste	Public Works	2	370,000				370,000	3-089
Roof Replacement (High School)	M	Bldg. Maint	Schools	2	866,000	866,000	866,000			3-096
Athletic Fields Master Plan	R	Recreation	Community	3	30,000	30,000	30,000			3-112

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
NPDES Support Projects	M	Engineer	Stormwater	3	816,000	816,000	816,000			3-128
Public Works Infrastructure Program	N	Highway	Transportation Network	3	3,870,000	3,000,000	3,000,000		870,000	3-149
Traffic Improvements	P	Engineer	Transportation Network	3	50,000	50,000	50,000			3-161
Replace Unit 8 2014 INTERNATIONAL 7400 Series	L	Highway	Public Works	4	344,826	344,826	344,826			3-175
Replace Unit 50 2016 Ford F250	C	Parks	Public Works	4	79,615	79,615	79,615			3-175
Replace Unit 63 2018 Steco	L	Solid Waste	Public Works	4	128,450	128,450	128,450			3-175
Replace Unit 74 2016 Ford F550 DRWSUP	L	Parks	Public Works	4	198,327	198,327	198,327			3-175
Replace Unit 116 2014 Prinoth SW4S	LX	Highway	Public Works	4	328,839				328,839	3-175
Replace Unit 133 2001 John Deere Backhoe Loader 310SG	L	Parks	Public Works	4	180,698	180,698	180,698			3-175
Replace Unit 703 2015 Ford Transit	C	Bldg. Maint	Public Works	4	55,563	55,563	55,563			3-175
Replace Unit 708 2016 Ford Transit S7E1	C	Bldg. Maint	Public Works	4	45,199	45,199	45,199			3-175
Replace Unit R04 (R2) 2017 Ford E450	L	Fire	Public Safety	4	534,680	534,680	534,680			3-175
Replace Unit Van 11 2018 Ford Transit	C	School	School	4	76,805	76,805	76,805			3-175
Replace Unit Van 12 2018 Ford Transit	C	School	School	4	76,805	76,805	76,805			3-175
Public Works Facilities Improvements (Step 3)	M	All	Public Works	5	56,500,000				56,500,000	3-189
Open Space Acquisitions	I	Recreation	Community	5	1,000,000				1,000,000	3-190
TOTAL					68,801,438	9,582,599	8,247,599	1,335,000	59,218,839	

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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										
Playground Improvements	M	Recreation	Community	3	35,000	35,000	35,000			3-139
TOTAL					35,000	35,000	35,000			
Sewer Enterprise										
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	P	Sewer	Utilities	3	3,322,500	3,322,500	322,500	3,000,000		3-202
Replace Unit 16 2014 FREIGHTLINER Box Truck	L	Sewer	Utilities	4	401,733	401,733	401,733			3-175
TOTAL					3,724,233	3,724,233	724,233	3,000,000		
Water Enterprise										
Water Fleet Refurbishment	BN	Fleet	Utilities	1	150,000				150,000	3-209
Water Distribution System Improvements (Kingsbury Street)	P	Water	Utilities	3	116,500	116,500	116,500			3-221
Water Distribution System Improvements (Mills/Sachem)	P	Water	Utilities	3	450,000	450,000	450,000			3-221
Replace Unit 156 2011 Baker ROBINSON 10" Water Pump	L	Water	Utilities	4	197,221	197,221	197,221			3-175
TOTAL					913,721	763,721	763,721		150,000	
FY2026 Grand Total					73,474,392	14,105,553	9,770,553	4,335,000	59,368,839	

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
Library Technology	N	Library	Community	1	27,000	27,000	27,000			3-010
Personal Protective Equipment	M	Fire	Public Safety	1	59,074	59,074	59,074			3-014
School Copiers	M	Schools	Schools	1	45,253	45,253	45,253			3-022
School Furniture	P	Schools	Schools	1	25,000	25,000	25,000			3-028
School Technology	M	Schools	Schools	1	694,575	694,575	694,575			3-034
Eliot Boiler Replacement	N	Bldg. Maint	Schools	2	610,000	610,000	610,000			3-066
Energy Efficiency Upgrades	M	Various	Utilities	2	100,000	100,000	100,000			3-069
Recycling and Transfer Station Property Improvements	M	Solid Waste	Public Works	2	705,000				705,000	3-089
NPDES Support Projects	M	Engineer	Stormwater	3	987,000	987,000	987,000			3-130
Public Works Infrastructure Program	M	Highway	Transportation Network	3	2,535,500	2,535,500	2,535,500			3-151
Traffic Improvements	P	Engineer	Transportation Network	3	50,000	50,000	50,000			3-161
Replace Unit 6 2015 International 7400 Series	L	Highway	Public Works	4	411,555	411,555	411,555			3-177
Replace Unit 15 2017 Ford Explorer	C	Admin	Public Works	4	76,507	76,507	76,507			3-177
Replace Unit 58 2019 Spec Utility SW045	L	Solid Waste	Public Works	4	128,787	128,787	128,787			3-177
Replace Unit 70 2017 FORD F550 DRWSUP	L	Parks	Public Works	4	131,659	131,659	131,659			3-177
Replace Unit 71 2017 FORD F550 DRWSUP	L	Parks	Public Works	4	131,659	131,659	131,659			3-177
Replace Unit 80 2019 INTERNATIONAL 7300	L	Solid Waste	Public Works	4	351,357	351,357	351,357			3-177

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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
Replace Unit 117 2015 Prinoth SW4S	LX	Highway	Public Works	4	328,839	328,839	328,839			3-177
Replace Unit 336 2017 TORO Field mower	L	Parks	Public Works	4	216,213	216,213	216,213			3-177
Replace Unit 402 2017 Ford E350	C	HHS	Community	4	102,225	102,225	102,225			3-177
Replace Unit 706 2017 Ford Econ T250	C	Bldg. Maint	Public Works	4	60,521	60,521	60,521			3-177
Replace Unit C07 2004 Ford F350	L	Fire	Public Safety	4	106,119	106,119	106,119			3-177
Replace Unit SV1 2018 Polaris Ranger XP900	S	Fire	Public Safety	4	78,193	78,193	78,193			3-177
Replace Unit Van 04 2019 Ford Transit	C	School	School	4	79,493	79,493	79,493			3-177
Replace Unit Van 05 2019 Ford Transit	C	School	School	4	79,493	79,493	79,493			3-177
Open Space Acquisitions	I	Recreation	Community	5	1,000,000				1,000,000	3-190
TOTAL					9,121,022	7,416,022	7,416,022		1,705,000	
Community Preservation Fund										
Playground Improvements	M	Recreation	Community	3	600,000	600,000	600,000			3-139
TOTAL					600,000	600,000	600,000			

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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										
Cooks Bridge Sewer Pump Station	M	Sewer	Utilities	3	3,859,000	3,859,000	159,000	3,700,000		3-198
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	P	Sewer	Utilities	3	3,556,000	3,556,000	556,000	3,000,000		3-202
TOTAL					7,415,000	7,415,000	715,000	6,700,000		
Water Enterprise										
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	P	Water	Utilities	3	526,500	526,500	526,500			3-222
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	P	Water	Utilities	3	362,500	362,500	362,500			3-222
Replace Unit 157 2012 PP&P 6" WATER PUMP Trailer	L	Water	Utilities	4	82,852	82,852	82,852			3-177
Replace Unit 159 2012 PUMP UTILITY Trailer	L	Water	Utilities	4	82,852	82,852	82,852			3-177
Replace Unit 165 2012 TAYLOR Generator Trailer	L	Water	Utilities	4	94,542	94,542	94,542			3-177
Replace Unit 260 2009 Felling	L	Water	Utilities	4	54,564	54,564	54,564			3-177
TOTAL					1,203,810	1,203,810	1,203,810			
FY2027 Grand Total					18,339,832	16,634,832	9,934,832	6,700,000	1,705,000	

Capital Improvement Plan
January 2023

**FY2028
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Fleet Refurbishment	B	Fleet	Public Works	1	150,000				150,000	3-006
Personal Protective Equipment	M	Fire	Public Safety	1	62,027	62,027	62,027			3-014
School Copiers	M	Schools	Schools	1	64,158	64,158	64,158			3-022
School Furniture	P	Schools	Schools	1	25,000	25,000	25,000			3-028
School Technology	M	Schools	Schools	1	723,500	723,500	723,500			3-034
Cricket Field Building Improvements	M	Recreation	Community	2	75,000				75,000	3-062
Energy Efficiency Upgrades	M	Various	Utilities	2	100,000	100,000	100,000			3-069
NPDES Support Projects	N	Engineer	Stormwater	3	1,176,000	1,176,000	1,176,000			3-132
Outdoor Court Improvements (Basketball, Pickleball & Tennis)	R	Recreation	Community	3	40,000	40,000	40,000			3-134
Public Works Infrastructure Program	N	Highway	Transportation Network	3	3,267,500	3,267,500	3,267,500			3-153
Traffic Improvements	P	Engineer	Transportation Network	3	50,000	50,000	50,000			3-161
Replace Unit 401 2019 Ford Transit Wagon E3E (Passenger Van)	C	HHS	Community	4	53,430	53,430	53,430			3-179
Replace Unit 440 2017 Ford Explorer	C	ITC	General	4	70,663	70,663	70,663			3-179
Replace Unit 459 2018 Ford Explorer	C	Building	Public Safety	4	56,725	56,725	56,725			3-179
Replace Unit 601 2018 Ford Transit (Delivery Van)	C	School	School	4	88,033	88,033	88,033			3-179
Replace Unit E03 2014 KME Fire Engineer	S	Fire	Public Safety	4	1,909,882	1,909,882		1,909,882		3-179

Capital Improvement Plan
January 2023

**FY2028
Capital Project Requests
Tier One Recommendations**

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit Van 01 2020 FORD TRANSIT 150 AWD	C	School	School	4	82,275	82,275	82,275			3-179
Replace Unit Van 02 2020 FORD TRANSIT 150 AWD	C	School	School	4	82,275	82,275	82,275			3-179
Open Space Acquisitions	I	Recreation	Community	5	1,000,000				1,000,000	3-190
TOTAL					9,076,468	7,851,468	5,941,586	1,909,882	1,225,000	
Community Preservation Fund										
Playground Improvements	M	Recreation	Community	3	40,000	40,000	40,000			3-139
TOTAL					40,000	40,000	40,000			
Sewer Enterprise										
TOTAL										
Water Enterprise										
TOTAL										
FY2028 Grand Total					9,116,468	7,891,468	5,981,586	1,909,882	1,225,000	

Capital Improvement Plan January 2023

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 2023

Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Non-Public Safety & Public Safety Data Centers & Networking Equipment Replacement	M	General	1			600,000	600,000	750,000	750,000					1,350,000	1,350,000			3-001
Fleet Refurbishment	B	Public Works	1	150,000				150,000				150,000						3-006
Library Technology	N	Community	1			36,100	36,100	57,750	57,750	27,000	27,000			120,850	120,850			3-010
Personal Protective Equipment	M	Public Safety	1	51,030	51,030	53,582	53,582	56,261	56,261	59,074	59,074	62,027	62,027	281,974	281,974			3-014
LIFEPAK 15 V4 Monitor/Defib	N	Public Safety	1	30,185	30,185									30,185	30,185			3-020
School Copiers	M	Schools	1	69,379	69,379	51,436	51,436	56,745	56,745	45,253	45,253	64,158	64,158	286,971	286,971			3-022
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			3-028
School Technology	M	Schools	1	460,750	460,750	661,150	661,150	577,875	577,875	694,575	694,575	723,500	723,500	3,117,850	3,117,850			3-034
Telephone System Replacement	N	General	1	50,000	50,000	500,000	500,000							550,000	550,000			3-045
Town Building Security and Traffic Cameras	I	General	1			350,000	350,000							350,000	350,000			3-048
Town Building Switches	M	General	1	130,000	130,000									130,000	130,000			3-050
Public Facility Replacement Furniture (Town Offices)	M	General	1	40,000	40,000	40,000	40,000	40,000	40,000					120,000	120,000			3-052
Video Projection Equipment Rosemary Recreation Complex	P	Community	1	55,000	55,000									55,000	55,000			3-056
Wireless Hardware Infrastructure	P	General	1	175,000														3-058
Equipment & Technology			1	1,236,344	911,344	2,317,268	2,317,268	1,713,631	1,563,631	850,902	850,902	1,024,685	874,685	6,517,830	6,517,830			
Center at the Heights Generator	M	Community	2	250,000	250,000									250,000	250,000			3-059
Center at the Heights Facility Enhancements	N	Community	2															3-061
Cricket Field Building Improvements	M	Community	2									75,000						3-062
Eliot Boiler Replacement	N	Schools	2					51,000	51,000	610,000	610,000			661,000	661,000			3-066
Energy Efficiency Upgrades	M	Utilities	2	250,000	250,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	650,000	650,000			3-069
Facility Assessment for Sustainable Building Management (Library, High	M	Schools	2			50,000	50,000	50,000	50,000					100,000	100,000			3-076
Hillside Maintenance	NI	General	2															3-079
Library Chiller Replacement	N	Community	2	369,000	369,000									369,000	369,000			3-080
Library Space Construction	N	Community	2															3-082
Newman Energy Recovery Wheel Replacement	NI	Schools	2															3-083

Capital Improvement Plan January 2023

Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Pollard and Mitchell Schools Longevity Repairs	NI	Schools	2															3-085
Pollard School Air Conditioning Upgrade	M	Schools	2			115,000	115,000	1,335,000	1,335,000					1,450,000	115,000	1,335,000		3-086
Recycling and Transfer Station Property Improvements	M	Public Works	2	135,000	135,000	171,500		370,000		705,000				135,000	135,000			3-089
Ridge Hill Barn Repairs	N	Community	2	50,000														3-095
Roof Replacement (High School)	M	Schools	2			156,500	156,500	866,000	866,000					1,022,500	1,022,500			3-096
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	M	Schools	2	9,000,000	9,000,000									9,000,000		9,000,000		3-100
Buildings & Facilities			2	10,054,000	10,004,000	593,000	421,500	2,772,000	2,402,000	1,415,000	710,000	175,000	100,000	13,637,500	3,302,500	10,335,000		
Action Sports Park Feasibility Study	N	Community	3	35,000														3-103
Athletic Facility Improvements (Asa Small Field Renovations)	PI	Community	3															3-105
Athletic Facility Improvements (Broadmeadow & Eliot Fields)	PI	Community	3															3-110
Athletic Facility Improvements (Claxton Field Lighting Installation and Softball Field Skin construction)	M	Community	3	1,780,000	1,780,000									1,780,000	780,000		1,000,000	3-107
Athletic Facility Improvements (Dwight Field Renovation/Charles River Center)	PI	Community	3															3-105
Athletic Facility Improvements (Fencing DeFazio Tot Lot)	M	Community	3			244,000	244,000							244,000			244,000	3-108
Athletic Facility Improvements (Mcleod Field renovation)	M	Community	3	1,310,000	1,310,000									1,310,000		1,310,000		3-106
Athletic Fields Master Plan	R	Community	3					30,000	30,000					30,000	30,000			3-112
Central Ave/Centre St Bridge	NI	Transportation Network	3	1,650,000														3-114
DeFazio Playground Renovation	N	Community	3	35,000	35,000	400,000	400,000							435,000			435,000	3-118
High School Tennis Court Improvements	R	Community	3			1,500,000												3-121
NPDES Support Projects	M	Stormwater	3	860,000														3-123
NPDES Support Projects	M	Stormwater	3			806,000	806,000							806,000			806,000	3-126
NPDES Support Projects	M	Stormwater	3					816,000	816,000					816,000			816,000	3-128
NPDES Support Projects	M	Stormwater	3							987,000	987,000			987,000			987,000	3-130
NPDES Support Projects	N	Stormwater	3									1,176,000	1,176,000	1,176,000			1,176,000	3-132
Outdoor Court Improvements (Basketball, Pickleball & Tennis)	R	Community	3									40,000	40,000	40,000	40,000			3-134
Playground Improvements	M	Community	3					35,000	35,000	600,000	600,000	40,000	40,000	675,000			675,000	3-139

Capital Improvement Plan January 2023

Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Public Works Infrastructure Program	M	Transportation Network	3	2,581,500	2,000,000									2,000,000	2,000,000			3-144
Public Works Infrastructure Program	M	Transportation Network	3			5,417,500	3,000,000							3,000,000	3,000,000			3-147
Public Works Infrastructure Program	N	Transportation Network	3					3,870,000	3,000,000					3,000,000	3,000,000			3-149
Public Works Infrastructure Program	M	Transportation Network	3							2,535,500	2,535,500			2,535,500	2,535,500			3-151
Public Works Infrastructure Program	N	Transportation Network	3									3,267,500	3,267,500	3,267,500	3,267,500			3-153
Quiet Zone Safety Upgrades	M	Transportation Network	3	1,340,000	1,340,000	2,775,000	2,775,000							4,115,000		4,115,000		3-155
Rosemary Pool & Beach Improvements	N	Community	3	100,000		750,000												3-158
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			3-161
Trail Maintenance	NI	Community	3															3-167
Infrastructure & Land			3	9,741,500	6,515,000	11,942,500	7,275,000	4,801,000	3,931,000	4,172,500	4,172,500	4,573,500	4,573,500	26,467,000	14,903,000	5,425,000	6,139,000	
Replace Unit 6 2015 International 7400 Series	L	Public Works	4							411,555	411,555			411,555	411,555			3-177
Replace Unit 8 2014 INTERNATIONAL 7400 Series	L	Public Works	4					344,826	344,826					344,826	344,826			3-175
Replace Unit 9 2012 International 7400 Series	L	Public Works	4	347,431														3-171
Replace Unit 15 2017 Ford Explorer	C	Public Works	4							76,507	76,507			76,507	76,507			3-177
Replace Unit 41 2016 Ford F250	C	Public Works	4	92,216														3-171
Replace Unit 50 2016 Ford F250	C	Public Works	4					79,615	79,615					79,615	79,615			3-175
Replace Unit 53 2013 International 5600 Rolloff	S	Public Works	4	337,155	337,155									337,155	337,155			3-171
Replace Unit 58 2019 Spec Utility SW045	L	Public Works	4							128,787	128,787			128,787	128,787			3-177
Replace Unit 61 2013 GENIE Forklift	L	Public Works	4			154,076	154,076							154,076	154,076			3-173
Replace Unit 63 2018 Steco	L	Public Works	4					128,450	128,450					128,450	128,450			3-175
Replace Unit 66 2015 Ford F550	L	Public Works	4	142,050	142,050									142,050	142,050			3-171
Replace Unit 68 Addition To Fleet	S	Public Works	4	99,410	99,410									99,410	99,410			3-171
Replace Unit 70 2017 FORD F550 DRWSUP	L	Public Works	4							131,659	131,659			131,659	131,659			3-177
Replace Unit 71 2017 FORD F550 DRWSUP	L	Public Works	4							131,659	131,659			131,659	131,659			3-177
Replace Unit 72 2015 Ford F550	L	Public Works	4			156,584	156,584							156,584	156,584			3-173
Replace Unit 73 2016 Ford F550	L	Public Works	4	142,050														3-171
Replace Unit 74 2016 Ford F550 DRWSUP	L	Public Works	4					198,327	198,327					198,327	198,327			3-175
Replace Unit 75 2016 Ford F550	L	Public Works	4	142,050														3-171

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Capital Project Requests
Tier One Recommendations
FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit 80 2019 INTERNATIONAL 7300	L	Public Works	4							351,357	351,357			351,357	351,357			3-177
Replace Unit 82 2011 Ford F150	C	General	4	53,706	53,706									53,706	53,706			3-171
Replace Unit 90 2016 Steco	L	Public Works	4	120,797	120,797									120,797	120,797			3-171
Replace Unit 93 2015 McCloskey Brothers TROMMEL SCREEN	L	Public Works	4			240,733	240,733							240,733	240,733			3-173
Replace Unit 111 2013 TRACKLESS TRACTOR	LX	Public Works	4			298,670	298,670							298,670	298,670			3-173
Replace Unit 112 2011 Prinoth SW4S (Retain for Pool)	LX	Public Works	4	206,561	206,561									206,561	206,561			3-171
Replace Unit 116 2014 Prinoth SW4S	LX	Public Works	4					328,839										3-175
Replace Unit 117 2015 Prinoth SW4S	LX	Public Works	4							328,839	328,839			328,839	328,839			3-177
Replace Unit 133 2001 John Deere Backhoe Loader 310SG	L	Public Works	4					180,698	180,698					180,698	180,698			3-175
Replace Unit 168 2010 Gorman Utility Trailer	S	Public Works	4			65,192												3-173
Replace Unit 186 2010 GIANT LEAF VAC TRAILER	L	Public Works	4			47,764	47,764							47,764	47,764			3-173
Replace Unit 253 2010 VERMEER STUMP CUTTER	L	Public Works	4			99,050	99,050							99,050	99,050			3-173
Replace Unit 336 2017 TORO Field mower	L	Public Works	4							216,213	216,213			216,213	216,213			3-177
Replace Unit 350 2010 John Deere Loader 4720	L	Public Works	4			47,830	47,830							47,830	47,830			3-173
Replace Unit 401 2019 Ford Transit Wagon E3E (Passenger Van)	C	Community	4									53,430	53,430	53,430	53,430			3-179
Replace Unit 402 2017 Ford Eco	C	Community	4							102,225	102,225			102,225	102,225			3-177
Replace Unit 440 2017 Ford Explorer	C	General	4									70,663	70,663	70,663	70,663			3-179
Replace Unit 453 2016 Ford Focus	C	Public Safety	4	49,432	49,432									49,432	49,432			3-171
Replace Unit 454 2014 Ford Fusion	C	Public Safety	4	49,432	49,432									49,432	49,432			3-171
Replace Unit 455 2016 Ford Focus	C	Public Safety	4	49,432	49,432									49,432	49,432			3-171
Replace Unit 456 2014 Ford Fusion	C	Public Safety	4	49,432	49,432									49,432	49,432			3-171
Replace Unit 458 2014 Ford Explorer	C	Public Safety	4	49,432														3-171
Replace Unit 459 2018 Ford Explorer	C	Public Safety	4									56,725	56,725	56,725	56,725			3-179
Replace Unit 601 2018 Ford Transit (Delivery Van)	C	School	4									88,033	88,033	88,033	88,033			3-179
Replace Unit 701 2014 Ford F250	C	Public Works	4	92,216	92,216									92,216	92,216			3-171
Replace Unit 703 2015 Ford Transit	C	Public Works	4					55,563	55,563					55,563	55,563			3-175
Replace Unit 706 2017 Ford Econ T250	C	Public Works	4							60,521	60,521			60,521	60,521			3-177
Replace Unit 708 2016 Ford Transit S7E1	C	Public Works	4					45,199	45,199					45,199	45,199			3-175
Replace Unit Bus 01 2017 BLUE BIRD 303	L	School	4			430,687	430,687							430,687	430,687			3-173
Replace Unit C01 2017 Ford Explorer (renumber)	C	Public Safety	4	70,114	70,114									70,114	70,114			3-171
Replace Unit C07 2004 Ford F350	L	Public Safety	4							106,119	106,119			106,119	106,119			3-177

Capital Improvement Plan January 2023

Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit C43 2017 Ford Escape	C	Public Safety	4			69,455	69,455							69,455	69,455			3-173
Replace Unit E03 2014 KME Fire Engineer	S	Public Safety	4									1,909,882	1,909,882	1,909,882		1,909,882		3-179
Replace Unit E04 2005 E-One Cyclone II	L	Public Safety	4			1,084,160	1,084,160							1,084,160		1,084,160		3-173
Replace Unit L01 2004 Sutphen Quint	L	Public Safety	4	2,000,000	2,000,000									2,000,000	57,702	1,942,298		3-171
Replace Unit R03 (R1) 2016 Ford E450	L	Public Safety	4	498,951	498,951									498,951	498,951			3-171
Replace Unit R04 (R2) 2017 Ford E450	L	Public Safety	4					534,680	534,680					534,680	534,680			3-175
Replace Unit SV1 2018 Polaris Ranger XP900	S	Public Safety	4							78,193	78,193			78,193	78,193			3-177
Replace Unit Van 01 2020 FORD TRANSIT 150 AWD	C	School	4									82,275	82,275	82,275	82,275			3-179
Replace Unit Van 02 2020 FORD TRANSIT 150 AWD	C	School	4									82,275	82,275	82,275	82,275			3-179
Replace Unit Van 04 2019 Ford Transit	C	School	4							79,493	79,493			79,493	79,493			3-177
Replace Unit Van 05 2019 Ford Transit	C	School	4							79,493	79,493			79,493	79,493			3-177
Replace Unit Van 09 2014 Toyota Sienna (Passenger Van)	C	School	4	71,698	71,698									71,698	71,698			3-171
Replace Unit Van 10 2015 Toyota Sienna (Passenger Van)	C	School	4	71,698	71,698									71,698	71,698			3-171
Replace Unit Van 11 2018 Ford Transit	C	School	4					76,805	76,805					76,805	76,805			3-175
Replace Unit Van 12 2018 Ford Transit	C	School	4					76,805	76,805					76,805	76,805			3-175
Fleet			4	4,735,263	3,962,084	2,694,201	2,629,009	2,049,807	1,720,968	2,282,620	2,282,620	2,343,283	2,343,283	12,937,964	8,001,624	4,936,340		
Mitchell Elementary School (Option A)	M	Schools	5			1,500,000												3-181
Pollard School Renovation/Expansion as 6-8 Middle School (Option D)	M	Schools	5	1,750,000														3-184
Public Works Facilities Improvements (Step 2)	M	Public Works	5			3,900,000												3-187
Public Works Facilities Improvements (Step 3)	M	Public Works	5					56,500,000										3-189
Open Space Acquisitions	I	Community	5	1,000,000		1,000,000		1,000,000		1,000,000		1,000,000						3-190
Other			5	2,750,000		6,400,000		57,500,000		1,000,000		1,000,000						
TOTAL				28,517,107	21,392,428	23,946,969	12,642,777	68,836,438	9,617,599	9,721,022	8,016,022	9,116,468	7,891,468	59,560,294	32,724,954	20,696,340	6,139,000	
General Fund Cash					6,707,428		7,333,617		7,431,599		6,429,022		4,765,586	32,667,252				
Other Available Funds Including CPA					1,035,000		1,450,000		851,000		1,587,000		1,216,000	6,139,000				
Debt					13,650,000		3,859,160		1,335,000				1,909,882	20,754,042				
TOTAL					21,392,428		12,642,777		9,617,599		8,016,022		7,891,468	59,560,294				

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Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Sewer Enterprise																		
Sewer Fleet Refurbishment	BN	Utilities	1	150,000														3-196
			1															
Equipment & Technology			1	150,000														
Cooks Bridge Sewer Pump Station	M	Utilities	3	54,000	54,000	382,500	382,500			3,859,000	3,859,000			4,295,500	595,500	3,700,000		3-198
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	P	Utilities	3			3,105,000	3,105,000	3,322,500	3,322,500	3,556,000	3,556,000			9,983,500	1,208,500	8,775,000		3-202
Sewer System Infiltration and Inflow	M	Utilities	3	130,000	130,000									130,000	130,000			3-206
Infrastructure & Land			3	184,000	184,000	3,487,500	3,487,500	3,322,500	3,322,500	7,415,000	7,415,000			14,409,000	1,934,000	12,475,000		
Replace Unit 11 2013 Ford Explorer	C	Utilities	4	52,059														3-171
Replace Unit 16 2014 FREIGHTLINER Box Truck	L	Utilities	4					401,733	401,733					401,733	401,733			3-175
Replace Unit 17 2012 Ford F550	C	Utilities	4	148,477	148,477									148,477	148,477			3-171
Replace Unit 103 2012 John Deere Backhoe Loader 310SJ (Retain for Pool)	L	Utilities	4	200,105	200,105									200,105	200,105			3-171
Fleet			4	400,641	348,582			401,733	401,733					750,315	750,315			
TOTAL				734,641	532,582	3,487,500	3,487,500	3,724,233	3,724,233	7,415,000	7,415,000			15,159,315	2,684,315	12,475,000		
Enterprise Fund Cash					532,582		712,500		724,233		715,000			2,684,315				
Other Available Funds																		
Debt							2,775,000		3,000,000		6,700,000			12,475,000				
TOTAL					532,582		3,487,500		3,724,233		7,415,000			15,159,315				

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Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Water Enterprise																		
Water Fleet Refurbishment	BN	Utilities	1					150,000										3-209
			1															
Equipment & Technology			1					150,000										
Charles River Water Treatment Plant HVAC Upgrades	P	Utilities	2	34,000	34,000	378,000	378,000							412,000	412,000			3-211
Buildings & Facilities			2	34,000	34,000	378,000	378,000							412,000	412,000			
Forestry Management Plan	NI	Utilities	3															3-216
PFAS Mitigation	I	Utilities	3															3-217
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	P	Utilities	3							526,500	526,500			526,500	526,500			3-222
Water Distribution System Improvements (Kingsbury Street - Oakland Avenue to Webster)	P	Utilities	3					116,500	116,500					116,500	116,500			3-221
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	P	Utilities	3			46,500	46,500							46,500	46,500			3-220
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	P	Utilities	3					450,000	450,000					450,000	450,000			3-221
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	P	Utilities	3							362,500	362,500			362,500	362,500			3-222
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	NI	Utilities	3															3-223
Water Distribution System Improvements (South Street (Charles River to Chestnut))	M	Utilities	3	6,500,000	6,500,000									6,500,000		6,500,000		3-219
Water Supply Development	M	Utilities	3	595,500	595,500	2,627,000	2,627,000							3,222,500	722,500	2,500,000		3-224
Infrastructure & Land			3	7,095,500	7,095,500	2,673,500	2,673,500	566,500	566,500	889,000	889,000			11,224,500	2,224,500	9,000,000		
Replace Unit 21 2016 Ford F250	C	Utilities	4	90,074	90,074									90,074	90,074			3-171
Replace Unit 156 2011 Baker ROBINSON 10" Water Pump	L	Utilities	4					197,221	197,221					197,221	197,221			3-175
Replace Unit 157 2012 PP&P 6" WATER PUMP Trailer	L	Utilities	4							82,852	82,852			82,852	82,852			3-177
Replace Unit 159 2012 PUMP UTILITY Trailer	L	Utilities	4							82,852	82,852			82,852	82,852			3-177
Replace Unit 165 2012 TAYLOR Generator Trailer	L	Utilities	4							94,542	94,542			94,542	94,542			3-177
Replace Unit 260 2009 Felling	L	Utilities	4							54,564	54,564			54,564	54,564			3-177
Replace Unit 261 2009 Hudson Trailer HD10	T	Utilities	4															3-171

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Capital Project Requests Tier One Recommendations FY2024 - FY2028

Title	Code*	Function	Cat*	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	FY2028 Department Request	FY2028 Recommended Tier 1	Recommended	Cash	Debt	Other	Page
Replace Unit 846 2011 Ford Escape Hybrid	C	Utilities	4	52,059	52,059									52,059	52,059			3-171
Fleet			4	142,133	142,133			197,221	197,221	314,810	314,810			654,164	654,164			
TOTAL				7,271,633	7,271,633	3,051,500	3,051,500	913,721	763,721	1,203,810	1,203,810			12,290,664	3,290,664	9,000,000		
Enterprise Fund Cash					771,633		551,500		763,721		1,203,810			3,290,664				
Other Available Funds																		
Debt					6,500,000		2,500,000							9,000,000				
TOTAL					7,271,633		3,051,500		763,721		1,203,810			12,290,664				
Equipment & Technology	1			1,386,344	911,344	2,317,268	2,317,268	1,863,631	1,563,631	850,902	850,902	1,024,685	874,685	6,517,830	6,517,830			
Buildings & Facilities	2			10,088,000	10,038,000	971,000	799,500	2,772,000	2,402,000	1,415,000	710,000	175,000	100,000	14,049,500	3,714,500	10,335,000		
Infrastructure & Land	3			17,021,000	13,794,500	18,103,500	13,436,000	8,690,000	7,820,000	12,476,500	12,476,500	4,573,500	4,573,500	52,100,500	19,061,500	26,900,000	6,139,000	
Fleet	4			5,278,037	4,452,799	2,694,201	2,629,009	2,648,761	2,319,922	2,597,430	2,597,430	2,343,283	2,343,283	14,342,443	9,406,103	4,936,340		
Other	5			2,750,000		6,400,000		57,500,000		1,000,000		1,000,000						
GRAND TOTAL				36,523,381	29,196,643	30,485,969	19,181,777	73,474,392	14,105,553	18,339,832	16,634,832	9,116,468	7,891,468	87,010,273	38,699,933	42,171,340	6,139,000	
General Fund				28,517,107	21,392,428	23,946,969	12,642,777	68,836,438	9,617,599	9,721,022	8,016,022	9,116,468	7,891,468	59,560,294	32,724,954	20,696,340	6,139,000	
Sewer Fund				734,641	532,582	3,487,500	3,487,500	3,724,233	3,724,233	7,415,000	7,415,000			15,159,315	2,684,315	12,475,000		
Water Fund																		
Grand Total				36,523,381	29,196,643	30,485,969	19,181,777	73,474,392	14,105,553	18,339,832	16,634,832	9,116,468	7,891,468	87,010,273	38,699,933	42,171,340	6,139,000	

Code
 B = Funding may be considered under the operating budget/special warrant artic I = Project submission is incomplete or waiting additional information
 C = Core Fleet M = Submission has been modified from previous submission
 D = Recommendation is deferred or on hold pending other actions N = New submission with this CIP
 E = Emergency approval P = Project request has appeared in previous CIP's
 F = Funded appropriation outside the capital plan Q = Request does not qualify as a capital submission
 G = Request may not qualify as capital submission R = Resubmitted
 L = Specialized Fleet Equipment 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.
 Purple highlighted amounts indicate that all or a portion of the funding recommendation may be funded by stormwater funds.

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	
							Tier I & II	
Current Year Requests						27,482,107	24,432,107	
Cash								
Current Receipts & Free Cash	10,491,289	7,418,252	3,939,433	6,428,628	10,475,329		8,322,107	
Other Available Funds	2,144,000	2,744,500		421,116	2,735,485		35,000	
Federal Funds							2,425,000	
Total - Cash	12,635,289	10,162,752	3,939,433	6,849,744	13,210,814		10,782,107	
Debt								
Within the Annual Levy Limit	6,671,000		676,700	2,875,000	13,945,000		13,650,000	
Excluded from the Levy Limit	66,245,000							
Total - Debt	72,916,000		676,700	2,875,000	13,945,000		13,650,000	
Total	85,551,289	10,162,752	4,616,133	9,724,744	27,155,814	27,482,107	24,432,107	

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	
								Tier I & II
Action Sports Park Feasibility Study						35,000	35,000	A
Athletic Facility Improvements (Claxton Field)						780,000	780,000	G
Center at the Heights Generator Installation					27,000 G	250,000	250,000	G
Central Ave/Centre St Bridge						1,650,000	1,650,000	F
Energy Efficiency Upgrade Improvements	71,000 G	57,000 A	100,000 G	100,000 G		250,000	250,000	G
Fleet - Unit 41 2016 Ford F250						92,216	92,216	G
Fleet - Unit 453 2016 Ford Focus						49,432	49,432	G
Fleet - Unit 454 2014 Ford Fusion						49,432	49,432	G
Fleet - Unit 455 2016 Ford Focus						49,432	49,432	G
Fleet - Unit 456 2014 Ford Fusion						49,432	49,432	G
Fleet - Unit 458 2014 Ford Explorer						49,432	49,432	G
Fleet - Unit 53 2013 International 5600 Roll off						337,155	337,155	G
Fleet - Unit 66 2015 Ford F550						142,050	142,050	G
Fleet - Unit 68 Addition To Fleet						99,410	99,410	G
Fleet - Unit 701 2014 Ford F250						92,216	92,216	G
Fleet - Unit 73 2016 Ford F550						142,050	142,050	G

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024						
								Tier I & II					
Fleet - Unit 75 2016 Ford F550						142,050	142,050	G					
Fleet - Unit 82 2011 Ford F150						53,706	53,706	G					
Fleet - Unit 9 2012 International 7400 Series						347,431	347,431	G					
Fleet - Unit 90 2016 Steco						120,797	120,797	G					
Fleet - Unit C01 2017 Ford Explorer (renumber)						70,114	70,114	G					
Fleet - Unit L01 2004 Sutphen Quint						2,000,000	2,000,000	D					
Fleet - Unit R03 (R1) 2016 Ford E450						498,951	498,951	G					
Fleet - Unit Van 09 2014 Toyota Sienna (Passenger Van)						71,698	71,698	G					
Fleet - Unit Van 10 2015 Toyota Sienna (Passenger Van)						71,698	71,698	G					
Fleet Refurbishment						150,000							
Library Chiller Replacement						369,000	369,000	G					
LIFEPAK 15 V4 Monitor/Defibrillator					30,577	G	30,185	30,185	G				
McCloud Field Renovation Design					3,000	G	1,310,000	1,310,000	D				
NPDES Support Projects			770,500	G			860,000	860,000					
Open Space Acquisitions							1,000,000						
Personal Protective Equipment	43,424	G	43,424	G	43,424	G	43,358	G	53,174	G	51,030	51,030	G

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	Tier I & II	
Pollard School Renovation/Expansion as 6-8 Middle School (Option D)						1,750,000			
Public Facility Replacement Furniture (Town Offices)						40,000	40,000		G
Public Works Infrastructure Program	1,773,500	DG 2,169,550	G		2,639,000	G 3,951,000	G 2,581,500	2,581,500	G
Quiet Zone Safety Upgrades						1,340,000	1,340,000		D
Recycling and Transfer Station Property Improvements		295,000	G		480,000	G 47,500	G 135,000	135,000	G
Replace Unit 112 2011 Prinoth SW4S (Retain for Pool)						206,561	206,561		G
Ridge Hill Barn Repairs						50,000			
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)						817,750	G 9,000,000	9,000,000	D
Rosemary Pool & Beach Improvements						100,000			
School Copier Replacement	84,190	G 52,470	G	62,420	G 61,264	G 53,275	G 69,379	69,379	G
School Furniture & Musical Equipment	60,500	G 35,000	G	35,000	G 25,000	G 25,000	G 25,000	25,000	G
School Technology	303,600	G 632,350	G	586,575	G 479,650	G 437,000	G 460,750	460,750	G
Telephone System Replacement						50,000	50,000		G
Town Building Switches						130,000	130,000		G
Traffic Improvements	50,000	G 50,000	G	50,000	G	50,000	G 50,000	50,000	G
Video Projection Equipment Rosemary Recreation Complex						55,000	55,000		G

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	
								Tier I & II
Wireless Hardware Infrastructure						175,000	175,000	F
Bigbelly Trash Receptacles					135,000			G
Center at the Heights Space Utilization Study					75,000			G
Emery Grover Building Reconstruction				1,475,000	D	16,125,000		ADGO
Fleet - Brush Truck C6 (Fire)					84,845			G
Fleet - Heavy Duty Truck Class 8 Packer Unit 5 (Solid Waste)					291,255			G
Fleet - School Bus Unit 2 (School)					108,100			G
Fleet - Sidewalk Tractor Plow Unit 108 (Highway)					298,670			G
Fleet - Specialty Trailer Unit 59 (Solid Waste)					100,112			G
Fleet - Utility Van Class 2 Unit 700 (Building Maintenance)					71,547			G
Fleet - Work Truck Class 4 (Parks) Unit 67					83,638			G
Fleet - Work Truck Class 4 Unit 713 (Building Maintenance)					86,168			G
Geographic Information System					120,000			G
Hillside Boiler Replacement (Heating System Upgrades)				16,000	G	275,000		G
Library Space Utilization Study					60,000			G
Library Technology			30,000	G	48,500	G	26,280	G

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Tier I & II							
Pollard School Locker Room Retrofit			60,000	G		1,068,500	BG
Property Acquisition (Charles River Street "Foster" Parcels)						2,500,000	D
Public Safety Mobile Devices	35,000	G	35,000	G	50,000	G	50,000
Public Works Facilities Improvements						60,000	G
Public Works Mobile Devices						50,000	G
Town Offices Replacement Furniture	25,000	G	25,000	G		25,000	G
Broadmeadow School Technology Room Conversion					213,100	G	
Fleet - Ambulance Unit R3 (Fire)					353,843	G	
Fleet - Dump Truck Class 5 Unit 39 (Highway)					94,210	G	
Fleet - Dump Truck Class 8 Unit 10 (Highway)					284,119	G	
Fleet - Heavy Duty Truck Class 3 Unit 32 (Highway)					61,916	G	
Fleet - Hybrid SUV Unit 756 (Building Maintenance)					50,814	G	
Fleet - SUV Emergency Response Unit C2 (Fire)					62,540	G	
Fleet - Transport Van Unit 10 (School)					51,419	G	
Fleet - Transport Van Unit 9 (School)					51,419	G	
Fleet - Utility Van Class 2 Unit 712 (Building Maintenance)					69,831	G	

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Tier I & II							
Fleet - Utility Van Unit 45 (Engineering)				54,973	G		
Needs Assessment of Potara, Newman and NHS Auditorium Theatrical Sound and Lighting Systems				60,000	G		
Permanent Message Boards				56,000	G		
Ridge Hill Building Demolition				603,091	A G		
Self Contained Breathing Apparatus				192,120	G		
Specialty Equipment - Unit 334 Specialty Mower (Parks)				38,000	G		
Town Common Historic Redesign				364,000	G		
Town Reservoir Sediment Removal (Design)				87,000	G		
Walker Pond Improvements				125,000	G		
Automated External Defibrillators Replacement			32,885	G			
DPW Boiler Replacement 470 Dedham Avenue		50,000	A	460,000	G		
Eliot School Technology Room Conversion				179,300	G		
Firearm Replacement				33,000	G		
Fleet - Ambulance (Fire)				337,479	G		
Fleet - Fire Response Vehicle C-03 (Fire)				55,502	G		
Fleet - Heavy Duty Work Truck Class 8 Unit 34 (Solid Waste)				168,255	G		

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Tier I & II							
Fleet - Sidewalk Tractor Plow Unit 113 (Highway)			178,163	G			
Fleet - Street Sweeper Unit 181 (Highway)			263,412	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 - Work Truck Class 1 Unit 720 (Building Maintenance)			43,002	G			
Fleet - Work Truck Class 3 Unit 43 (Highway)			69,455	G			
Fleet - Work Van Class 2 Unit 707 (Building Maintenance)			48,713	G			
Mitchell School Restroom Upgrades		67,000	G	676,700	D		
Specialty Equipment - Loader Mounted Snow Blower (Highway)			192,000	G			
Building Management System Upgrade		392,000	G				
Center at the Heights Computer Lab		50,000	G				
Facility Assessment for Sustainable Building Management		100,000	G				
Fleet - Fire Prevention Vehicle C-42 (Fire)		35,249	G				
Fleet - Heavy Duty Bucket Truck Class 8 Unit 35 (Parks)		274,434	G				
Fleet - Large Tractor Unit 102 (Highway)		252,140	G				
Fleet - School Bus Unit 14 (School)		81,942	G				

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Tier I & II							
Fleet - Sidewalk Tractor Plow Unit 107 (Highway)		178,571	G				
Fleet - Small SUV replaces Unit 457 (Building)		33,085	G				
Fleet - Transport Van Unit 1 (School)		38,388	G				
Fleet - Transport Van Unit 2 (School)		38,388	G				
Fleet - Utility Trailer Chipper Unit 256 (Parks)		64,936	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 705 (Building Maintenance)		37,060	G				
Fleet - Work Van Unit 715 (Building Maintenance)		43,709	G				
Fleet - Work Van Unit 92 (Engineering)		41,550	G				
High School Locker Reconfiguration & Addition		50,000	AG				
Library Furniture	43,970	G	112,960	G			
Newman Preschool Playground Custom Shade Shelter		69,200	G				
Newman School Gym Floor		275,000	G				
Police and Fire Mobile and Portable Radios		617,550	G				

Capital Improvement Plan
January 2023

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

Description	Funded FY2019		Funded FY2020		Funded FY2021		Funded FY2022		Funded FY2023		Requested FY2024	Proposed FY2024
Tier I & II												
Pollard School Blue & Green Gym Upgrades	540,000	G	155,000		AG							
Public Safety Desktops, Printers and Peripherals			200,000		G							
School Master Plan Supplement			125,000		G							
Specialty Equipment - Unit 351 Tractor (Parks)			68,000		G							
Emery Grover Building Study	130,000	G										
Fleet - Fire Engine E2 (Fire)	840,163	G										
Fleet - Passenger Vehicle Unit 1 (Admin)	33,616	G										
Fleet - Passenger Vehicle Unit 44 (Engineering)	33,616	G										
Fleet - Passenger Vehicle Unit 46 (Engineering)	33,616	G										
Fleet - Skid Steer Loader Unit 76 (Highway)	122,182	G										
Fleet - Street Sweeper Unit 182 (Highway)	264,101	G										
Fleet - Trailer Large Unit 183 (Parks)	25,722	G										
Fleet - Transport Van Unit 4 (School)	48,776	G										
Fleet - Transport Van Unit 5 (School)	48,776	G										
Fleet - Work Truck Class 2 Unit 702 (Building Maintenance)	45,765	G										
Fleet - Work Truck Class 3 Unit 4 (Fleet)	82,671	G										

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Tier I & II							
Fleet - Work Truck Class 3 Unit 65 (Parks)	66,037	G					
Fleet - Work Truck Class 5 Unit 55 (Highway)	142,495	G					
Fleet - Work Van Unit 301 (Parks)	34,069	G					
High School Classroom Expansion & Other Improvements	431,000	G					
Hillcrest Radio Repeater Building Replacement	136,000	G					
Memorial Park Buildings and Grounds Improvements	5,750,000	DSG					
Mitchell School Locker Replacement	70,000	A					
Mitchell School Modular Classrooms	1,560,000	AG	630,000	G			
Multi-Function Printer Devices	35,000	G	35,600	G	35,600	G	
Non-Public Safety Data Center Servers and Storage Units	180,000	G					
Police Use-Of-Force Training Simulator	47,000	G					
Pollard School Phased Improvements Feasibility Study	65,000	G					
Public Safety Complex/Station #2 Projects	66,245,000	X			1,400,000	D	
Public Safety Data Center Servers and Storage Units	30,000	G					
Public Works Storage Facility	4,885,000	DG					
School Phone System Replacement	319,000	G					

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Tier I & II							
Specialty Equipment - Unit 344 Large Mower (Parks)	76,500	G					
Streetlight Conversion to LED	685,000	G					
Turf Field Replacement at DeFazio Field and Memorial Park	55,000	S	2,500,000	S			

Funding Source

A = Transfer from another Financial Warrant Article
B = Other Available Funds
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
F = Federal/State Funds

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Current Year Requests						1,035,000	1,035,000
Cash							
Current Receipts & State Match	500,000		101,500				
Other Available Funds	2,450,000	1,162,000		1,386,000	2,050,000		1,035,000
Federal Funds							
Total - Cash	2,950,000	1,162,000	101,500	1,386,000	2,050,000		1,035,000
Debt							
CPA Surcharge Supported					4,000,000		
Total - Debt					4,000,000		
Total	2,950,000	1,162,000	101,500	1,386,000	6,050,000	1,035,000	1,035,000

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	
DeFazio Playground Renovation+						35,000	35,000	T
Athletic Facility Improvements (Claxton Field) +			101,500	C		1,000,000	1,000,000	T
Emery Grover Building Renovation+					6,000,000	D4		
High School Tennis Court Improvements Design					50,000	4		
Athletic Facility Improvements (DeFazio Synthetic Track)					166,000	T		
Athletic Facility Improvements (McCloud Field renovation design)					45,000	T		
Town Common Historic Redesign and Beautification					1,000,000	4		
Town Reservoir Sediment Removal (Design)					175,000	3		
Cricket Field Improvements		480,000	4					
Fisher Street Trailhead Design		15,000	T					
Public Playgrounds		350,000	T					
Rosemary Lake Camp and Trail	50,000	4	200,000	T				
Town Common Historic Redesign		117,000	T					
Memorial Park Buildings and Grounds Improvements	500,000	C						
Rosemary Lake Sediment Removal	2,400,000	T 3,4						

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
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Notes

+ Subject to approval by the Community Preservation Committee

Funding Source

A = Transfer from another Financial Warrant Article
B = Other Available Funds
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
F = Federal/State Funds

Capital Improvement Plan
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**RTS Enterprise Fund Capital
Prior
Funding Sources**

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Current Year Requests							
Cash							
Current Receipts & Retained Earnings	345,360						
Other Available Funds							
Total - Cash	345,360						
Debt							
Fee Supported^		645,000					
Total - Debt		645,000					
Total	990,360						

Capital Improvement Plan
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**RTS Enterprise Fund Capital
Prior
Funding Sources**

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
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.....
Big Belly Trash Cans 100,000 R
.....

.....
Fleet - Front End Loader Unit 143 245,360 R
.....

.....
RTS Property Improvements 645,000 D
.....
.....

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

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Current Year Requests						734,641	584,641
Cash							
Current Receipts & Retained Earnings	2,301,111	1,631,487	488,088	332,531	901,255		584,641
Other Available Funds			100,000				
Federal Funds					500,000		
Total - Cash	2,301,111	1,631,487	588,088	332,531	1,401,255		584,641
Debt							
Fee Supported		800,000		363,000			
Total - Debt		800,000		363,000			
Total	2,301,111	2,431,487	588,088	695,531	1,401,255	734,641	584,641

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	
Cooks Bridge Sewer Pump Station						54,000	54,000	E
Replace Unit 103 2012 John Deere Backhoe Loader 310SJ (Retain for Pool)						200,105	200,105	E
Replace Unit 11 2013 Ford Explorer						52,059	52,059	E
Replace Unit 17 2012 Ford F550						148,477	148,477	E
Sewer Fleet Refurbishment						150,000		
Sewer System Infiltration and Inflow						130,000	130,000	E
Fleet - Heavy Duty Truck Class 8 Large Dump Unit 19					291,255			R
Sewer Main Project (Greendale/Rte 128)				363,000		1,110,000		D FR
Fleet - Dump Truck Class 8 Unit 29				332,531				E
Fleet - Front End Loader Unit 101			238,283					R
Sewer Main Extension Walker Lane			270,000					EA
Fleet - Heavy Duty Work Truck Class 8 Unit 35 (with Catch Basin Cleaner)		201,487						R
Sewer Pump Station Improvements (Lake Drive)		630,000						R
Sewer System Infiltration & Inflow Removal Program	205,000		1,600,000					R DR
Fleet - Work Truck Class 2b Unit 94	67,864							R
Fleet - Work Truck Class 3 Unit 28 (Rodder)	64,247							R
Public Works Storage Facility	944,000							R
Sewer Main Extension Zone I and II	690,000							R
Sewer Main Replacements	330,000							R

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Fuel Island Relocation and Upgrade							R
Sewer Pump Station Improvements (Alden Road)							D
Sewer Pump Station Improvements (Reservoir A)							
Sewer Service Connections							
Specialty Equipment Sewer Easement Machine to Clean Sewer Lines							
Sewer Pump Station Improvements (West Street)							
Sewer SCADA System							
Fleet - Pickup Truck Unit 11							
Sewer Line Reconstruction							
Specialty Equipment Sewer Pump 4"							
Fleet - Box Truck (CCTV) Unit 16							
Fleet - Dump Truck Unit 17							
Sewer Pump Station (Reservoir B)							
Fleet - Work Truck Class 3 Unit 23			79,805				R
Mobile High Capacity Pumps							
Fleet - Catch Basin Cleaner Unit 37							
Fleet - Dump Truck Unit 19							
Specialty Equipment Sewer Bypass Pump							
Sewer Pump Station (Great Plain Avenue)							

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
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.....
Fleet - Flushing Truck Unit 29
.....

.....
Fleet - Sedan Unit 15
.....

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

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Current Year Requests						7,271,633	7,271,633
Cash							
Current Receipts & Retained Earnings	3,311,048	291,500	43,002	1,016,634			771,633
Other Available Funds							
Federal Funds							
Total - Cash	3,311,048	291,500	43,002	1,016,634			771,633
Debt							
Fee Supported		4,500,000		1,000,000			6,500,000
Total - Debt		4,500,000		1,000,000			6,500,000
Total	3,311,048	4,791,500	43,002	2,016,634		7,271,633	7,271,633

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024	
Charles River Water Treatment Plant HVAC Upgrades						34,000	34,000	E
Replace Unit 21 2016 Ford F250						90,074	90,074	E
Replace Unit 846 2011 Ford Escape Hybrid						52,059	52,059	E
Water Distribution System Improvements (South Street to Charles River to Chestnut)						6,500,000	6,500,000	D
Water Supply Development						595,500	595,500	E
Fleet - Dump Truck Class 5 Unit 30				135,452	R	135,452		
Fleet - Heavy Duty Truck Class 3 Unit 40				78,745	R	78,745		
Fleet - Work Truck Class 4 Unit 25				92,437	R	92,437		
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			
Fleet - Pickup Truck Unit 31			43,002	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				
Water Distribution System Improvements			82,000	R				
Water Distribution System Improvements			49,500	R				

Capital Improvement Plan
January 2023

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

Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Requested FY2024	Proposed FY2024
Birds Hill Water Tank	340,000						R
Fleet - Heavy Duty Truck Class 7 Unit 14	239,404						R
Fleet - Medium Work Truck Class 4 Unit 22	115,644						R
Public Works Storage Facility	1,786,000						R

Funding Source

A = Transfer from another Financial Warrant Article
B = Other Available Funds
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
F = Federal/State Funds

Capital Improvement Plan
January 2023

All Capital Funds						
Funding Sources						
Description	Funded FY2019	Funded FY2020	Funded FY2021	Funded FY2022	Funded FY2023	Proposed FY2024
						Tier I & II
Current Year Requests						36,523,381
Cash						
Cash	10,991,289	7,418,252	4,210,933	6,761,159	10,475,329	8,322,107
Retained Earnings	5,957,519	1,922,987	361,090	1,016,634	901,255	1,356,274
Other Available Funds	4,594,000	3,906,500	100,000	1,807,116	4,785,485	1,070,000
Federal Funds					500,000	2,425,000
Total - Cash	21,542,808	13,247,739	4,672,023	9,584,909	16,662,069	13,173,381
Debt						
Operating Revenues	7,316,000	5,300,000	676,700	4,238,000	13,945,000	20,150,000
CPA Surcharge					4,000,000	
Debt Excluded	66,245,000					
Total - Debt	73,561,000	5,300,000	676,700	4,238,000	17,945,000	20,150,000
Total	95,103,808	18,547,739	5,348,723	13,822,909	34,607,069	33,323,381

Capital Improvement Plan
January 2023

**Debt Service to Revenue
Issued, Authorized and Proposed
FY2023 - FY2028**

Description	2023	2024	2025	2026	2027	2028
Revenue						
General Fund Within the Levy *	\$192,746,099	\$201,674,119	\$209,741,084	\$218,130,727	\$226,855,956	\$235,930,194
School Building Assistance/Other Credits	\$759,863	\$695,150				
General Fund Excluded from Levy **	\$13,084,416	\$10,069,076	\$9,794,891	\$8,763,316	\$8,048,031	\$7,531,974
CPA Revenue #	\$4,015,924	\$3,559,375	\$3,701,750	\$3,849,820	\$4,003,813	\$4,163,965
Sewer Revenue ^	\$8,404,492	\$8,572,582	\$8,744,033	\$8,918,914	\$9,097,292	\$9,279,238
Water Revenue ^	\$6,084,687	\$6,206,381	\$6,330,508	\$6,457,119	\$6,586,261	\$6,717,986
Total Revenue	\$225,095,481	\$230,776,683	\$238,312,267	\$246,119,896	\$254,591,354	\$263,623,358
Debt Service						
General Debt (Table I)	\$5,552,406	\$5,700,393	\$6,289,733	\$6,543,840	\$6,802,397	\$6,954,101
Gross Excluded Debt (Table II)	\$13,844,279	\$10,764,226	\$9,794,891	\$8,763,316	\$8,048,031	\$7,531,974
CPA Debt (Table III)	\$969,632	\$1,078,631	\$1,388,081	\$1,348,956	\$1,304,656	\$1,176,544
Sewer Debt (Table IV)	\$610,000	\$610,000	\$670,000	\$750,000	\$799,527	\$1,136,202
Water Debt (Table V)	\$1,250,000	\$1,250,000	\$1,457,697	\$1,697,729	\$1,973,559	\$2,005,712
Total Debt Service	\$22,226,317	\$19,403,251	\$19,600,402	\$19,103,841	\$18,928,170	\$18,804,533
Total Debt Service to Total Revenue	9.9%	8.4%	8.2%	7.8%	7.4%	7.1%
Total Debt Service less Excluded Debt to Related Revenues	4.0%	3.9%	4.3%	4.4%	4.4%	4.4%
General Debt Service to General Fund Revenue	2.9%	2.8%	3.0%	3.0%	3.0%	2.9%

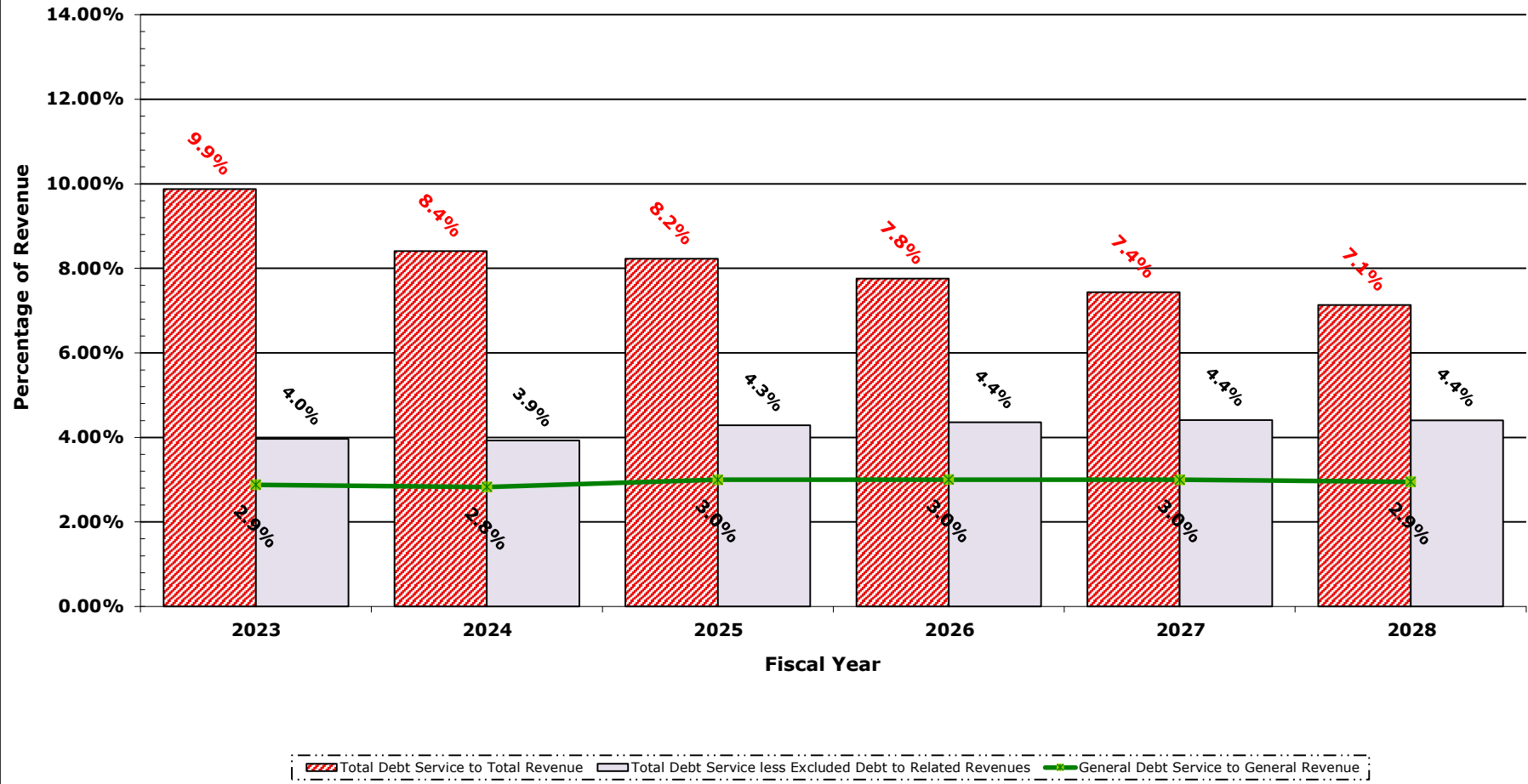
* General Fund revenue is based on the FY2024 preliminary revenue estimate and the out years are estimated at a 4% growth rate.

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

CPA revenue estimate assumes a 4% growth rate with the surcharge and the state match assumes payment equal to 10% of the prior year surcharge collection of 99%

^ The Enterprise revenue estimates assume a 2% growth rate.

Projected Debt Service as a Percentage of Related Revenue



Capital Improvement Plan
January 2023

Table 1
General Fund Capital Projects
Funding by Debt
FY2024

Project	Amount	Years +	Bond Rate^	Budget					
				2023	2024	2025	2026	2027	2028
General Fund Within the Levy									
McLeod Field Improvements (2024)	1,310,000	10	7.00%			\$478,775	\$163,000	\$156,000	\$149,000
Roof Top Unit Replacements (Broadmeadow & Eliot) (2024)	9,000,000	15	7.00%			\$442,500	\$622,513	\$434,288	\$1,221,850
Quint Ladder Truck (2024)	2,000,000	4	7.00%			\$570,000	\$605,000	\$570,000	\$535,000
Quiet Zone Safety Upgrades (2024)	1,340,000	5	7.00%			\$340,000	\$285,000	\$302,500	\$285,000
Quiet Zone Safety Upgrades (2025)	2,775,000	10	7.00%				\$122,125	\$467,500	\$448,250
Fire Engine (2025)	1,085,000	3	7.00%				\$440,950	\$410,400	\$385,200
Pollard School Air Conditioning (2026)	1,335,000	5	7.00%					\$316,725	\$344,550
Estimated Debt Service for Recommended New Authorizations						\$1,831,275	\$2,238,588	\$2,657,413	\$3,368,850
General Fund Debt									
Authorized & Issued (refer to schedule)				\$3,167,356	\$2,983,168	\$2,576,803	\$2,218,453	\$2,134,484	\$1,651,051
Authorized Not Yet Issued & Short Term Costs				\$2,385,050	\$2,717,225	\$1,881,655	\$2,086,800	\$2,010,500	\$1,934,200
Proposed Authorizations						\$1,831,275	\$2,238,588	\$2,657,413	\$3,368,850
Total General Fund Debt Service Within the Levy				\$5,552,406	\$5,700,393	\$6,289,733	\$6,543,840	\$6,802,397	\$6,954,101
General Fund Within the Levy Revenue*				\$192,746,099	\$201,674,119	\$209,741,084	\$218,130,727	\$226,855,956	\$235,930,194
Debt Service % of General Fund Revenue				2.9%	2.8%	3.0%	3.0%	3.0%	2.9%

* Refer to the Debt Service to Revenue Table

Capital Improvement Plan
January 2023

Table II
Capital Projects
Proposed Funding by Debt Exclusion
FY2024

Project	Amount	Years +	Bond Rate^	Budget					
				2023	2024	2025	2026	2027	2028
<u>General Fund Debt Excluded</u>									
Currently No Recommendations									
Estimated Debt Service for Recommended New Authorizations									
General Fund Debt Excluded									
Authorized & Issued (refer to schedule)				\$13,844,279	\$10,764,226	\$9,794,891	\$8,763,316	\$8,048,031	\$7,531,974
Authorized Not Yet Issued & Short Term Costs									
Proposed Authorizations									
Total General Fund Excluded Debt Service				\$13,844,279	\$10,764,226	\$9,794,891	\$8,763,316	\$8,048,031	\$7,531,974
Projected SBA Payments/Other Adjustments				\$759,863	\$695,150				
Net General Fund Excluded Debt Service				\$13,084,416	\$10,069,076	\$9,794,891	\$8,763,316	\$8,048,031	\$7,531,974

Capital Improvement Plan
January 2023

Table III
CPA Capital Projects
Proposed Funding by Debt
FY2024

Project	Amount	Years +	Bond Rate^	Budget					
				2023	2024	2025	2026	2027	2028
CPA Fund									
Currently No Recommendations									
Estimated Debt Service for Recommended New Authorizations									
CPA Fund Debt									
Authorized & Issued (refer to schedule)				\$969,632	\$938,631	\$908,081	\$882,956	\$852,656	\$738,544
Authorized Not Yet Issued & Short Term Costs					\$140,000	\$480,000	\$466,000	\$452,000	\$438,000
Proposed Authorizations									
Total CPA Fund Debt Service				\$969,632	\$1,078,631	\$1,388,081	\$1,348,956	\$1,304,656	\$1,176,544

Capital Improvement Plan
January 2023

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2024

Project	Amount	Years +	Bond Rate^	Budget					
				2023	2024	2025	2026	2027	2028
<u>Sewer Enterprise</u>									
Sewer Main Greendale/Rte 128 (2025)	2,775,000	25	7.00%				\$342,125	\$287,825	\$276,250
Sewer Main Greendale/Rte 128 (2026)	3,000,000	25	7.00%					\$105,000	\$225,000
Sewer Main Greendale/Rte 128 (2027)	3,000,000	25	7.00%						\$105,000
Cooks Bridge Sewer Pump Station (2027)	3,700,000	25	7.00%						\$129,500
Estimated Debt Service for Recommended New Authorizations	12,475,000						\$342,125	\$392,825	\$735,750
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$606,069	\$498,435	\$497,006	\$407,827	\$406,702	\$400,452
Authorized Not Yet Issued & Short Term Costs				\$3,931	\$111,566	\$172,994			
Proposed Authorizations							\$342,125	\$392,825	\$735,750
Total Sewer Debt Service				\$610,000	\$610,000	\$670,000	\$749,952	\$799,527	\$1,136,202

Capital Improvement Plan
January 2023

Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2024

Project	Amount	Years +	Bond Rate^	Budget					
				2023	2024	2025	2026	2027	2028
<u>Water Enterprise</u>									
Water Distribution Improvements (2024)	6,500,000	25	7.00%			\$227,500	\$455,000	\$715,000	\$696,800
Water Supply Development (2025)	2,500,000	10	7.00%				\$87,500	\$337,500	\$407,500
Estimated Debt Service for Recommended New Authorizations	9,000,000					\$227,500	\$542,500	\$1,052,500	\$1,104,300
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$682,530	\$557,965	\$550,197	\$503,229	\$497,059	\$491,412
Authorized Not Yet Issued & Short Term Costs				\$567,470	\$692,035	\$680,000	\$652,000	\$424,000	\$410,000
Proposed Authorizations						\$227,500	\$542,500	\$1,052,500	\$1,104,300
Total Water Debt Service				\$1,250,000	\$1,250,000	\$1,457,697	\$1,697,729	\$1,973,559	\$2,005,712

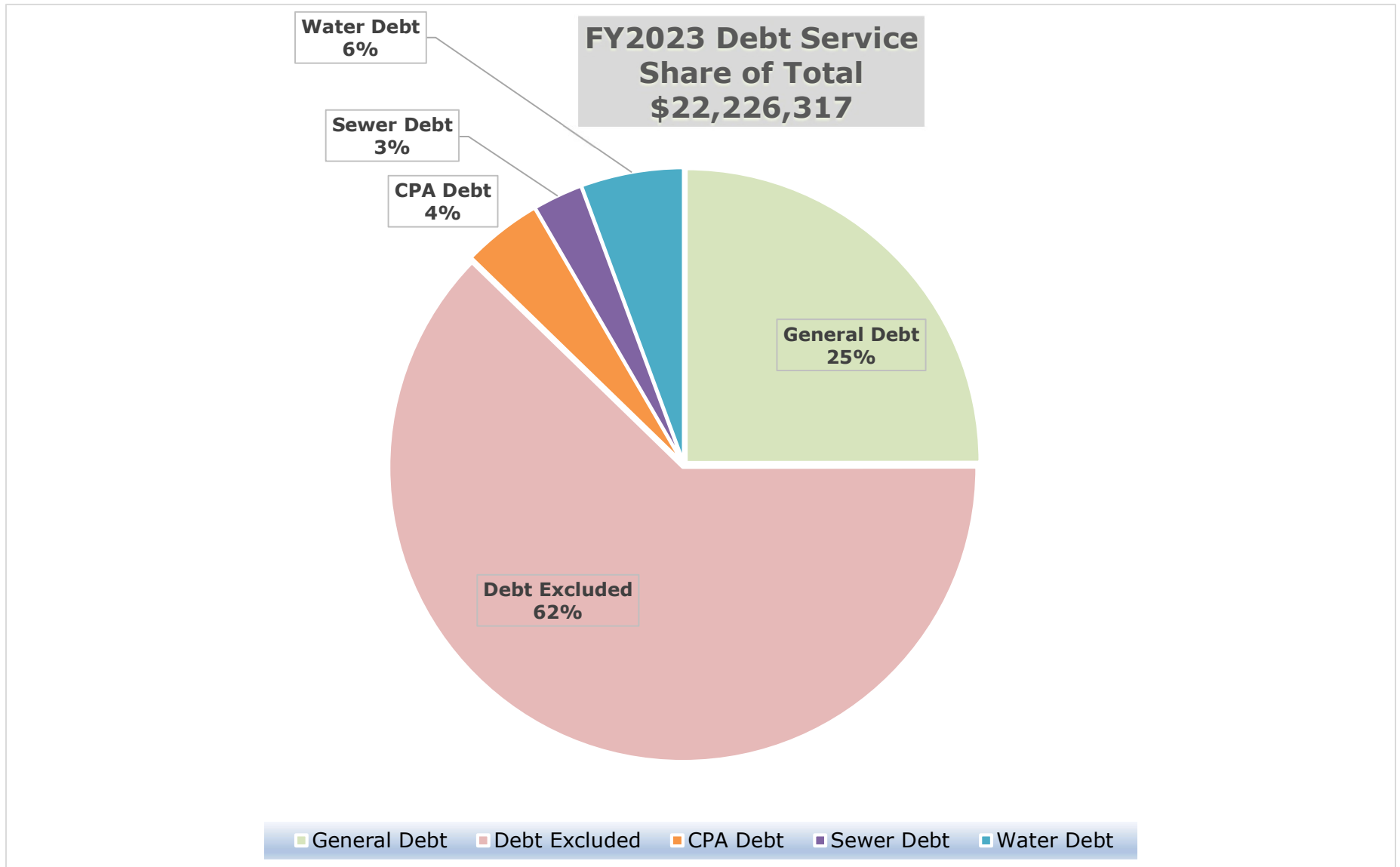
Capital Improvement Plan
January 2023

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

Approved	Project	Town Meeting	Art	Authorized	Balance
2019	RTS Property Improvements	07-May-18	37	\$645,000	\$185,000
2019	Public Works Storage Facility (Jack Cogswell Facility)	14-May-18	35	\$3,503,000	\$70,000
2020	Water Distribution System Improvements	06-May-19	41	\$4,500,000	\$4,000,000
2021	Mitchell School Restroom Upgrades	08-Jun-20	23	\$676,700	\$200,000
2022	Sewer Main Replacement	01-May-21	39	\$363,000	\$204,500
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
2022	Emery Grover Renovation Design	25-Oct-21	7	\$1,475,000	\$1,005,000
2023	Emery Grover Renovation Renovation	04-May-22	21	\$4,000,000	\$4,000,000
2023	Emery Grover Renovation Renovation	04-May-22	21	\$10,150,000	\$10,150,000
2023	Emery Grover Renovation Renovation Supplement	24-Oct-22	10	\$1,295,000	\$1,295,000
2023	Land Purchase (Foster Property)	24-Oct-22	11	\$2,500,000	\$2,500,000
Total				\$31,507,700	\$26,009,500

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 2023



Capital Improvement Plan
January 2023

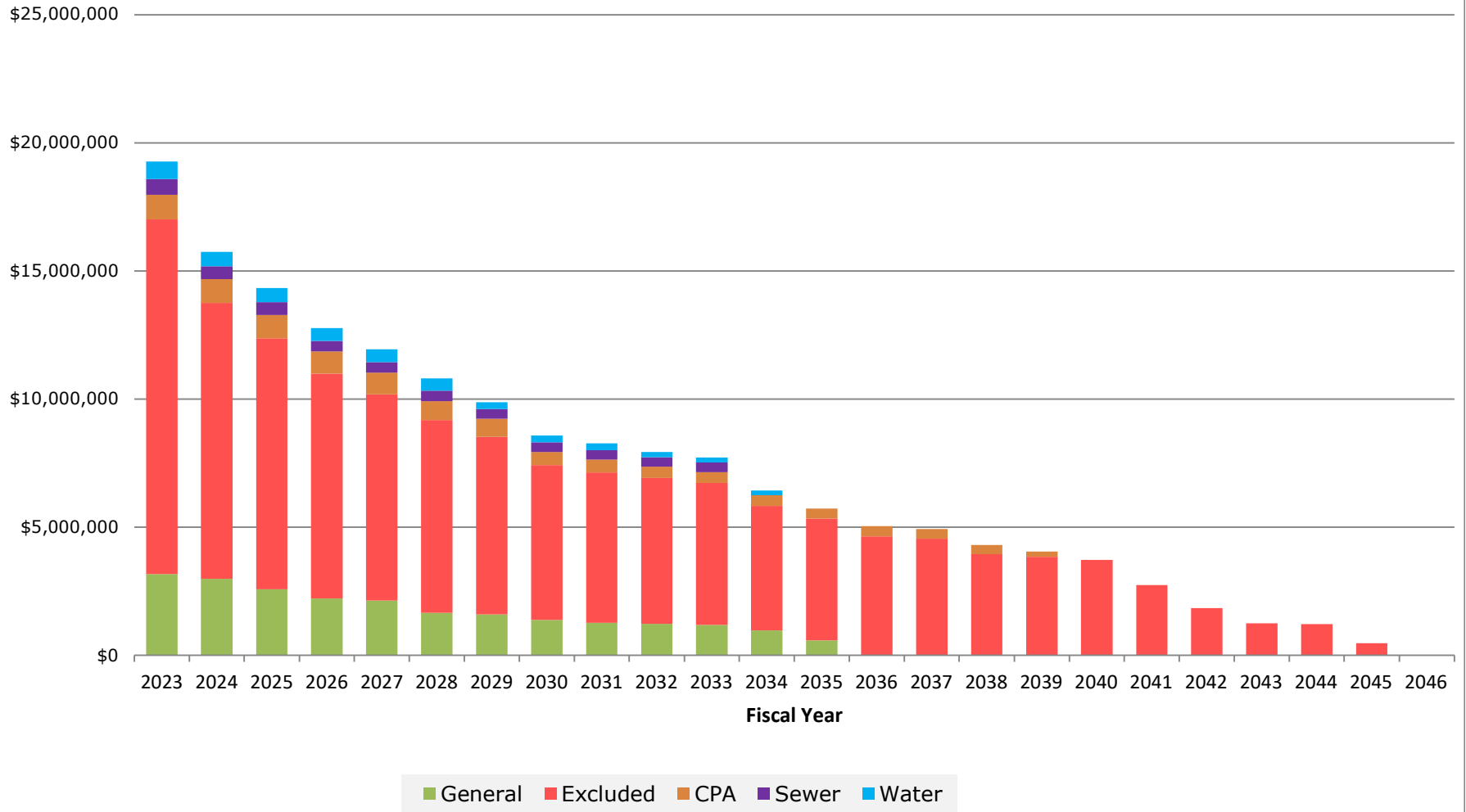
**Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the April 14, 2022 Bond Issue**

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2023	\$3,167,356.27	\$13,844,279.04	\$969,631.26	\$606,069.21	\$682,530.17	\$19,269,866
2024	\$2,983,167.52	\$10,764,226.26	\$938,631.26	\$498,434.50	\$557,964.58	\$15,742,424
2025	\$2,576,802.52	\$9,794,891.26	\$908,081.26	\$497,005.66	\$550,196.91	\$14,326,978
2026	\$2,218,452.52	\$8,763,316.26	\$882,956.26	\$407,827.39	\$503,228.76	\$12,775,781
2027	\$2,134,484.39	\$8,048,031.26	\$852,656.26	\$406,701.63	\$497,058.76	\$11,938,932
2028	\$1,651,051.26	\$7,531,973.76	\$738,543.76	\$400,452.24	\$491,411.50	\$10,813,433
2029	\$1,593,115.64	\$6,933,775.01	\$700,918.76	\$374,829.00	\$273,088.06	\$9,875,726
2030	\$1,381,686.27	\$6,040,688.76	\$514,668.76	\$374,907.65	\$267,663.04	\$8,579,614
2031	\$1,269,538.76	\$5,865,105.01	\$500,281.26	\$374,987.84	\$261,387.51	\$8,271,300
2032	\$1,224,827.50	\$5,697,903.76	\$437,256.26	\$375,070.14	\$206,775.00	\$7,941,833
2033	\$1,184,580.00	\$5,538,220.02	\$424,856.26	\$375,154.05	\$195,650.00	\$7,718,460
2034	\$977,268.75	\$4,849,678.14	\$413,556.26		\$184,600.00	\$6,425,103
2035	\$583,156.25	\$4,747,046.89	\$403,356.26			\$5,733,559
2036		\$4,645,962.51	\$393,056.26			\$5,039,019
2037		\$4,543,575.01	\$382,531.26			\$4,926,106
2038		\$3,945,940.63	\$366,853.13			\$4,312,794
2039		\$3,845,384.38	\$203,250.00			\$4,048,634
2040		\$3,720,753.13				\$3,720,753
2041		\$2,741,225.00				\$2,741,225
2042		\$1,845,650.00				\$1,845,650

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the April 14, 2022 Bond Issue

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2043		\$1,252,300.00				\$1,252,300
2044		\$1,213,300.00				\$1,213,300
2045		\$466,900.00				\$466,900
2046						

Current Total Annual Long Term Debt Service
By Category
FY2023 - FY2046



Capital Improvement Plan
January 2023

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	Amount Issued	Final Maturity	2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Town Hall (Series III)			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00			
Interest			3,375.01	2,656.26	1,906.26	1,156.26	390.63			
Town Hall (Series III)	\$385,000	01-Aug-26	28,375.01	27,656.26	26,906.26	26,156.26	25,390.63			
Public Services Administration Bldg.			10,000.00							
Interest			200.00							
Public Services Administration Bldg.	\$100,000	15-Jul-22	10,200.00							
59 Lincoln Street & 89 School Street			3,000.00	3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	10,000.00	
Interest			625.00	505.00	415.00	365.00	325.00	282.50	695.00	
59 Lincoln Street & 89 School Street	\$52,500	15-Jul-32	3,625.00	3,505.00	3,415.00	2,365.00	2,325.00	2,282.50	10,695.00	
Senior Center (Series I)			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	230,000.00	
Interest			16,756.26	15,256.26	13,756.26	12,256.26	10,756.26	9,193.76	21,290.65	
Senior Center (Series I)	\$1,000,000	01-Nov-32	66,756.26	65,256.26	63,756.26	62,256.26	60,756.26	59,193.76	251,290.65	
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	
Interest			17,500.00	16,000.00	14,500.00	13,000.00	11,500.00	9,937.50	23,562.50	
59 Lincoln Street & 89 School Street	\$1,005,000	01-Nov-32	67,500.00	66,000.00	64,500.00	63,000.00	61,500.00	59,937.50	273,562.50	
37-39 Lincoln Street			30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	150,000.00	
Interest			10,500.00	9,600.00	8,700.00	7,800.00	6,900.00	5,962.50	14,137.50	
37-39 Lincoln Street	\$605,000	01-Nov-32	40,500.00	39,600.00	38,700.00	37,800.00	36,900.00	35,962.50	164,137.50	
51 Lincoln Street			50,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	225,000.00	
Interest			15,825.00	14,400.00	13,050.00	11,700.00	10,350.00	8,943.75	21,206.27	
51 Lincoln Street	\$950,000	01-Nov-32	65,825.00	59,400.00	58,050.00	56,700.00	55,350.00	53,943.75	246,206.27	
Senior Center (Series II)			255,000.00	255,000.00	250,000.00	250,000.00	250,000.00	250,000.00	1,250,000.00	250,000.00
Interest			102,775.00	93,850.00	85,000.00	77,500.00	69,687.50	61,406.25	171,406.25	5,000.00
Senior Center (Series II)	\$5,050,000	15-Jul-33	357,775.00	348,850.00	335,000.00	327,500.00	319,687.50	311,406.25	1,421,406.25	255,000.00

Capital Improvement Plan
January 2023

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	Amount Issued	Final Maturity	2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
DPW Complex - Garage Bays			80,000.00	80,000.00						
Interest			3,600.00	2,000.00						
DPW Complex - Garage Bays	\$800,000	15-May-24	83,600.00	82,000.00						
Senior Center (Series III)			55,000.00	55,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	50,000.00
Interest			17,700.00	16,600.00	15,225.00	13,975.00	12,725.00	11,400.00	34,575.00	1,750.00
Senior Center (Series III)	\$1,050,500	15-May-34	72,700.00	71,600.00	65,225.00	63,975.00	62,725.00	61,400.00	284,575.00	51,750.00
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	70,000.00
Interest			26,950.00	24,150.00	21,350.00	18,550.00	15,750.00	13,475.00	36,750.00	1,050.00
66 - 70 Chestnut Street	\$1,330,000	15-Nov-33	96,950.00	94,150.00	91,350.00	88,550.00	85,750.00	83,475.00	386,750.00	71,050.00
Central Avenue/Elliot Street Bridge			50,000.00	50,000.00	50,000.00	50,000.00	50,000.00			
Interest			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	60,000.00	58,000.00	56,000.00	54,000.00	52,000.00			
Rosemary Recreational Complex			150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
Interest			48,750.00	41,250.00	33,750.00	26,250.00	18,750.00	11,250.00	3,750.00	
Rosemary Recreational Complex	\$2,260,000	15-Jul-28	198,750.00	191,250.00	183,750.00	176,250.00	168,750.00	161,250.00	153,750.00	
Memorial Park Building			85,000.00	85,000.00	75,000.00	75,000.00	75,000.00	75,000.00	145,000.00	
Interest			28,625.00	24,375.00	20,375.00	16,625.00	12,875.00	9,125.00	7,125.00	
Memorial Park Building	\$970,000	01-Aug-29	113,625.00	109,375.00	95,375.00	91,625.00	87,875.00	84,125.00	152,125.00	
Public works Storage Facility			205,000.00	205,000.00	205,000.00					
Interest			30,750.00	20,500.00	10,250.00					
Public works Storage Facility	\$1,025,000	01-Feb-25	235,750.00	225,500.00	215,250.00					
Memorial Park Building			110,000.00	110,000.00						
Interest			11,000.00	5,500.00						
Memorial Park Building	\$440,000	01-Feb-24	121,000.00	115,500.00						

Capital Improvement Plan
January 2023

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	DEBT SERVICE
			2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Public Services Administration Building (Refunding Bond)			210,000.00	215,000.00	190,000.00	195,000.00	185,000.00			
Interest			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	255,950.00	250,450.00	214,700.00	210,200.00	192,400.00			
Public Works Infrastructure Program			45,000.00	45,000.00						
Interest			3,375.00	1,125.00						
Public Works Infrastructure Program	\$140,000	15-Jul-23	48,375.00	46,125.00						
Public Works Storage Facility			25,000.00	25,000.00						
Interest			1,875.00	625.00						
Public Works Storage Facility	\$75,000	15-Jul-23	26,875.00	25,625.00						
Public Services Administration Building (Refunding Bond)			70,000.00	70,000.00	70,000.00					
Interest			8,750.00	5,250.00	1,750.00					
Public Services Administration Building (Refunding Bond)	\$280,000	15-Jul-24	78,750.00	75,250.00	71,750.00					
Pollard School Roof Replacement			70,000.00							
Interest			1,400.00							
Pollard School Roof Replacement	\$725,000	15-Jul-22	71,400.00							
High School Cafeteria Construction			150,000.00	150,000.00	150,000.00	150,000.00	150,000.00			
Interest			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	180,000.00	174,000.00	168,000.00	162,000.00	156,000.00			
High School Expansion Construction			325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	1,625,000.00	650,000.00	
Interest			164,125.00	147,875.00	131,625.00	115,375.00	99,125.00	82,875.00	19,500.00	
High School Expansion Construction	\$6,500,000	15-Jul-34	489,125.00	472,875.00	456,625.00	440,375.00	424,125.00	407,875.00	669,500.00	
High School Expansion Construction			255,000.00	255,000.00	255,000.00	255,000.00	255,000.00	1,265,000.00	500,000.00	
Interest			138,950.00	126,200.00	113,450.00	100,700.00	87,950.00	75,200.00	13,125.00	
High School Expansion Construction	\$4,004,000	01-Aug-34	393,950.00	381,200.00	368,450.00	355,700.00	342,950.00	330,200.00	513,125.00	
Total General Fund Debt Service Within the Levy Limit			3,167,356.27	2,983,167.52	2,576,802.52	2,218,452.52	2,134,484.39	1,651,051.26	6,653,748.17	1,560,425.00

Capital Improvement Plan January 2023

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
			2023	2024	2025	2026	2027	2028	2029 - 2033
Broadmeadow School (Refunding Bond)			640,000.00	630,000.00					
Interest			38,000.00	12,600.00					
Broadmeadow School (Refunding Bond)	\$8,400,000	01-Nov-23	678,000.00	642,600.00					
Newman School Extraordinary Repairs (Series IV)			452,000.00	452,000.00	452,000.00	448,000.00	448,000.00	448,000.00	2,230,000.00
Interest			122,100.00	104,020.00	90,460.00	81,460.00	72,500.00	62,980.00	154,480.00
Newman School Extraordinary Repairs (Series IV)	\$9,000,000	15-Jul-32	574,100.00	556,020.00	542,460.00	529,460.00	520,500.00	510,980.00	2,384,480.00
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
Interest			38,500.00	35,200.00	31,900.00	28,600.00	25,300.00	21,862.50	51,837.50
Newman School Extraordinary Repairs (Series V)	\$2,200,000	01-Nov-32	148,500.00	145,200.00	141,900.00	138,600.00	135,300.00	131,862.50	601,837.50
Eliot School (Refunding Bond)			245,000.00	245,000.00	245,000.00				
Interest			24,500.00	14,700.00	4,900.00				
Eliot School (Refunding Bond)	\$2,562,000	15-Nov-24	269,500.00	259,700.00	249,900.00				
High School Series 1 (Refunding Bond)			460,000.00	455,000.00	455,000.00	450,000.00			
Interest			63,600.00	45,300.00	27,100.00	9,000.00			
High School Series 1 (Refunding Bond)	\$4,775,000	15-Nov-25	523,600.00	500,300.00	482,100.00	459,000.00			
High Rock School Design (Refunding Bond)			25,000.00	25,000.00	20,000.00	20,000.00	18,500.00		
Interest			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	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	50,000.00	50,000.00	50,000.00	46,500.00		
Interest			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	63,960.00	56,860.00	54,860.00	52,860.00	47,430.00		
High School (Series IIA) (Refunding Bond)			490,000.00	485,000.00	485,000.00				
Interest			48,600.00	29,100.00	9,700.00				
High School (Series IIA) (Refunding Bond)	\$2,991,900	01-Aug-24	538,600.00	514,100.00	494,700.00				

Capital Improvement Plan January 2023

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
			2023	2024	2025	2026	2027	2028	2029 - 2033
High School (Series IIB) (Refunding Bond)			95,000.00	95,000.00	95,000.00	95,000.00	93,500.00		
Interest			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	112,040.00	108,240.00	104,440.00	100,640.00	95,370.00		
High Rock & Pollard School Projects (Series III) (Refunding Bond)			245,000.00	245,000.00	240,000.00	235,000.00	231,500.00	230,000.00	
Interest			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	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
Interest			203,300.00	192,100.00	180,900.00	169,700.00	158,500.00	147,300.00	576,550.00
Owens Farm Land Purchase	\$7,000,000	15-Jan-42	483,300.00	472,100.00	460,900.00	449,700.00	438,500.00	427,300.00	1,976,550.00
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
Interest			15,750.00	14,750.00	13,750.00	12,750.00	11,750.00	10,750.00	39,468.76
609 Central Land Purchase	\$730,000	15-Jan-39	40,750.00	39,750.00	38,750.00	37,750.00	36,750.00	35,750.00	164,468.76
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
Interest			577,800.00	541,800.00	505,800.00	469,800.00	433,800.00	397,800.00	1,564,200.00
William School Construction Project	\$18,000,000	15-Jul-43	1,297,800.00	1,261,800.00	1,225,800.00	1,189,800.00	1,153,800.00	1,117,800.00	5,164,200.00
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
Interest			220,731.26	205,981.26	191,231.26	176,481.26	161,731.26	146,981.26	526,931.30
William School Construction Project	\$7,400,000	01-Aug-41	515,731.26	500,981.26	486,231.26	471,481.26	456,731.26	441,981.26	2,001,931.30
Public Safety Buildings Construction			470,000.00	465,000.00	465,000.00	465,000.00	465,000.00	460,000.00	2,300,000.00
Interest			387,075.00	363,700.00	340,450.00	317,200.00	293,950.00	270,825.00	1,029,825.00
Public Safety Buildings Construction	\$11,565,000	01-Aug-44	857,075.00	828,700.00	805,450.00	782,200.00	758,950.00	730,825.00	3,329,825.00
High Rock & Pollard School Projects (Refunding Bond)			470,000.00	475,000.00	475,000.00	480,000.00	480,000.00	475,000.00	470,000.00
Interest			147,200.00	123,700.00	99,950.00	76,200.00	57,000.00	37,800.00	18,800.00
High Rock & Pollard School Projects (Refunding Bond)	\$3,788,500	01-Feb-29	617,200.00	598,700.00	574,950.00	556,200.00	537,000.00	512,800.00	488,800.00

Capital Improvement Plan
January 2023

Town of Needham Schedule of Outstanding Long Term Debt Service

			DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	Amount Issued	Final Maturity	2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
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	6,260,000.00
Interest			536,900.00	492,150.00	447,400.00	402,650.00	366,850.00	331,050.00	1,118,250.00	500,500.00
Public Safety Buildings Construction	\$18,540,000	01-Feb-40	1,431,900.00	1,387,150.00	1,342,400.00	1,297,650.00	1,261,850.00	1,226,050.00	5,593,250.00	6,760,500.00
Public Safety Buildings Construction			830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	830,000.00	4,150,000.00	6,630,000.00
Interest			510,250.00	468,750.00	427,250.00	385,750.00	344,250.00	302,750.00	970,100.00	529,800.00
Public Safety Buildings Construction	\$19,160,000	15-Jul-40	1,340,250.00	1,298,750.00	1,257,250.00	1,215,750.00	1,174,250.00	1,132,750.00	5,120,100.00	7,159,800.00
Public Safety Buildings Construction			3,200,000.00	485,000.00	485,000.00	485,000.00	485,000.00	485,000.00	2,425,000.00	1,920,000.00
Interest			300,597.78	283,075.00	258,825.00	239,425.00	220,025.00	195,775.00	615,125.00	117,600.00
Public Safety Buildings Construction	\$9,970,000	15-Aug-36	3,500,597.78	768,075.00	743,825.00	724,425.00	705,025.00	680,775.00	3,040,125.00	2,037,600.00
High School (Refunding Bond)			170,000.00	175,000.00	175,000.00	180,000.00	180,000.00	85,000.00		
Interest			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	214,000.00	210,375.00	201,625.00	197,750.00	188,750.00	87,125.00		
Newman School Extraordinary Repairs (Refunding Bond)			235,000.00	235,000.00	240,000.00	240,000.00	245,000.00	245,000.00	205,000.00	
Interest			76,375.00	64,625.00	52,750.00	40,750.00	28,625.00	16,375.00	5,125.00	
Newman School Extraordinary Repairs (Refunding Bond)	\$1,894,000	15-Jul-28	311,375.00	299,625.00	292,750.00	280,750.00	273,625.00	261,375.00	210,125.00	
Total General Fund Debt Service Excluded from the Levy Limit			13,844,279.04	10,764,226.26	9,794,891.26	8,763,316.26	8,048,031.26	7,531,973.76	\$30,075,692.56	\$37,817,715.69

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

Project	Amount Issued	Final Maturity	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029 - 2033	DEBT SERVICE After 2033
Town Hall (Series III)			80,000.00	80,000.00	80,000.00	80,000.00	80,000.00			
Interest			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	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	50,000.00	150,000.00	
Interest			11,225.00	9,025.00	7,375.00	6,275.00	5,175.00	4,062.50	5,375.00	
Town Hall (Series IV)	\$970,000	15-Jul-30	66,225.00	64,025.00	62,375.00	61,275.00	60,175.00	54,062.50	155,375.00	
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	1,200,000.00
Interest			126,000.00	116,000.00	106,000.00	96,000.00	86,000.00	76,000.00	262,000.00	112,750.00
Rosemary Recreational Complex	\$4,000,000	15-Jul-37	326,000.00	316,000.00	306,000.00	296,000.00	286,000.00	276,000.00	1,262,000.00	1,312,750.00
Rosemary Recreational Complex			165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	160,000.00	800,000.00	795,000.00
Interest			101,981.26	93,731.26	85,481.26	77,231.26	68,981.26	60,856.26	191,481.30	54,853.17
Rosemary Recreational Complex	\$3,221,000	01-Aug-37	266,981.26	258,731.26	250,481.26	242,231.26	233,981.26	220,856.26	991,481.30	849,853.17
Town Hall (Refunding Bond)			165,000.00	165,000.00	165,000.00	170,000.00	170,000.00	175,000.00	165,000.00	
Interest			54,625.00	46,375.00	38,125.00	29,750.00	21,250.00	12,625.00	4,125.00	
Town Hall (Refunding Bond)	\$1,345,000	15-Jul-28	219,625.00	211,375.00	203,125.00	199,750.00	191,250.00	187,625.00	169,125.00	
Total CPA Debt Service			969,631.26	938,631.26	908,081.26	882,956.26	852,656.26	738,543.76	2,577,981.30	2,162,603.17

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	2023	2024	2025	2026	2027	2028	2029 - 2033	After 2033
Sewer Pump Station Reservoir B - MWPAT			296,207.00	302,644.00	309,222.00	315,942.00	322,809.00	329,825.00	1,759,814.00	
Interest			78,183.96	71,815.50	65,308.66	58,660.39	51,867.63	44,927.24	115,134.68	
Sewer Pump Station Reservoir B - MWPAT	\$6,034,290	15-Jan-33	374,390.96	374,459.50	374,530.66	374,602.39	374,676.63	374,752.24	1,874,948.68	
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)			70,000.00							
Interest			1,400.00							
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)	\$500,000	15-Nov-22	71,400.00							
MWRA Sewer System Rehab - I/I Work			35,909.50							
Interest										
MWRA Sewer System Rehab - I/I Work	\$179,548	15-May-23	35,909.50							
MWRA Sewer System Rehab - I/I Work			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					
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		
Interest			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	6,350.00	6,100.00	5,850.00	5,600.00	5,400.00	5,200.00		
Sewer Main Replacement			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	20,000.00		
Interest			5,018.75	4,875.00	3,625.00	2,625.00	1,625.00	500.00		
Sewer Main Replacement	\$145,000	15-Aug-27	30,018.75	29,875.00	28,625.00	27,625.00	26,625.00	20,500.00		
Total Sewer Fund Debt Service			606,069.21	498,434.50	497,005.66	407,827.39	406,701.63	400,452.24	1,874,948.68	

Capital Improvement Plan January 2023

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	Amount Issued	Final Maturity	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028	DEBT SERVICE 2029 - 2033	DEBT SERVICE After 2033
MWPAT Water DWS-08-24			40,847.50	41,668.96	42,506.17	43,361.11	44,232.73	45,121.02	140,880.05	
			8,131.17	7,244.12	6,339.24	5,416.15	4,474.53	3,513.98	4,583.56	
MWPAT Water DWS-08-24	\$765,335	15-Jul-30	48,978.67	48,913.08	48,845.41	48,777.26	48,707.26	48,635.00	145,463.61	
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	95,000.00
Interest			34,775.00	32,775.00	30,275.00	27,775.00	25,275.00	22,625.00	68,275.00	3,325.00
St Mary's Pump Station	\$1,995,000	15-May-34	134,775.00	132,775.00	130,275.00	127,775.00	125,275.00	122,625.00	568,275.00	98,325.00
Water Main Improvements			40,000.00	40,000.00	40,000.00					
Interest			4,000.00	2,400.00	800.00					
Water Main Improvements	\$400,000	15-Nov-20	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	445,000.00	85,000.00
Interest			34,350.00	30,750.00	27,150.00	23,550.00	19,950.00	17,025.00	45,825.00	1,275.00
St Mary's Pump Station	\$1,700,000	15-Nov-33	124,350.00	120,750.00	117,150.00	113,550.00	109,950.00	107,025.00	490,825.00	86,275.00
Water System Rehabilitation - Rte 128 Area (Refunding Bond)			115,000.00							
Interest			2,300.00							
Water System Rehabilitation - Rte 128 Area (Refunding Bond)	\$638,000	15-Nov-22	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		
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		
Water System Rehabilitation (MWRA)			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		
Total Water Fund Debt Service			682,530.17	557,964.58	550,196.91	503,228.76	497,058.76	491,411.50	1,204,563.61	184,600.00
Total Debt Service			19,269,865.95	15,742,424.12	14,326,977.61	12,775,781.19	11,938,932.30	10,813,432.52	42,386,934.32	41,725,343.86

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Capital Improvement Plan
January 2023

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

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

Capital Improvement Plan
January 2023

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?							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?							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?							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 2023

Capital Request Detail				
Project Title		Fiscal Year	Request Status	
Data Servers, Data Staging, Network, and Network Security Equipment Replacement		2025	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.

5. There are currently Operating Budget dollars used for licensing the software used by the hardware which would be associated with the new hardware once installed.

Capital Improvement Plan
January 2023

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?							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 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 2023

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 2023

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 FY2018, 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 with longer term planning. 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 2023

Capital Request Detail							
Project Title	Fleet Refurbishment			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment	\$150,000	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							

Refurbishment work on the DPW's fleet 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.

Spending funds to refurbish the existing fleet helps to extend life cycles. While this has been an ongoing practice of the DPW, current market conditions are creating a growing need to extend a vehicle's lifecycle longer than initially anticipated, as replacement vehicles are taking an unprecedented amount of time to be delivered. The Fleet Division must invest additional resources into the planned maintenance of their equipment in order to ensure continued operations.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Fleet Refurbishment			Fiscal Year	2026	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment	\$150,000	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							

Refurbishment work on the DPW's fleet 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.

Spending funds to refurbish the existing fleet helps to extend life cycles. While this has been an ongoing practice of the DPW, current market conditions are creating a growing need to extend a vehicle's lifecycle longer than initially anticipated, as replacement vehicles are taking an unprecedented amount of time to be delivered. The Fleet Division must invest additional resources into the planned maintenance of their equipment in order to ensure continued operations.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Fleet Refurbishment			Fiscal Year	2028	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment	\$150,000	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							

Refurbishment work on the DPW's fleet 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.

Spending funds to refurbish the existing fleet helps to extend life cycles. While this has been an ongoing practice of the DPW, current market conditions are creating a growing need to extend a vehicle's lifecycle longer than initially anticipated, as replacement vehicles are taking an unprecedented amount of time to be delivered. The Fleet Division must invest additional resources into the planned maintenance of their equipment in order to ensure continued operations.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Library Technology Plan			Submitted by	Library		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached
Description							

This capital request is for a three-year Library Technology Plan.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Library Technology Plan			Fiscal Year	2025	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$36,100
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	\$36,100
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							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. Unless circumstances require otherwise, fiscal year 2025 funding is proposed for the replacement of self check stations, catalog computers and monitors, chromebooks and laptops, and paystation computer and monitor.

FY2025:

Replace 4 Self Checks	\$4,800
Replace catalog computers and monitors	\$16,800
Evaluate use of chromebooks vs laptops and use money to replace the ideal number of each based on their use in programs and among patrons	\$13,000
Replace Paystation computer and monitor	\$1,500

Total: \$36,100

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Library Technology Plan			Fiscal Year	2026	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$57,750
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	\$57,750
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?							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							

10. All equipment will be installed at the library. Unless circumstances require otherwise, fiscal year 2026 funding is proposed for the replacement of staff laptops, bookscan station, gaming systems, and upgrading security cameras.

FY2026:	
Replace end of life Windows 10 staff laptops and tablets	\$20,000
Upgrade bookscan station, purchased in 2019	\$5,500
Upgrade and install new gaming systems and accessories. Xbox and Switches end of life. Not available on state contract	\$2,000
Evaluate and upgrade Library Security Camera System	\$30,000
Total:	\$57,500

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Library Technology Plan			Fiscal Year	2027	Request Status	New
Project Phase		Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$27,000
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 \$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?							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	No
Project Description and Considerations							

10. All equipment will be installed at the library. Unless circumstances require otherwise, fiscal year 2027 funding is proposed for the replacement Community Room equipment, hotspots, and the Library's keyfob staff entry system.

FY2027:	
Replace Community Room and Microfilm CPU	\$4,000
Evaluate hardware in Community Room and replace with new equipment in keeping with ever changing patron needs. Will require work with Carousel.	\$12,000
Investigate replacing/upgrading hotspots for end of life and the everchanging needs of library patrons.	\$6,000
Update library keyfob security system.	\$5,000
Total: \$27,000	

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Ongoing PPE Replacement			Submitted by	Fire Department		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$51,030	Funding Year	2024

Description

This request is to continue our PPE replacement program.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2024	Request Status	Existing	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 9 Years	Land		Construction Management		Technology		
Primary Function	Public Safety	Site Preparation		Equipment	\$51,030	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Current Contract		Project Cost	\$51,030
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No	
					Total New FTE's		No	
Project Description and Considerations								

This request is to replace Personal Protective Equipment PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. Through this program, we have been able to ensure that all line personnel now have two sets of PPE available and that the life span of the equipment does not exceed the 10 year NFPA guideline. 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. The availability of more than one set of PPE can help to significantly reduce potential long term health risks faced by personnel.

The PPE requested includes boots, helmets, firefighting pants, coats, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have shown that 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 firefighters' "bunker gear". Thus, creating a lingering exposure concern not only for the firefighters, but to members of the public as they respond to incidents. Recent research by NIOSH, CDC, National Fallen Firefighters Foundation and others clearly points to the increased risks of cancer due to firefighter wearing contaminated gear.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			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	Public Safety	Site Preparation		Equipment	\$53,582	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$53,582
Parameters						Response	
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. Through this program, we have been able to ensure that all line personnel now have two sets of PPE available and that the life span of the equipment does not exceed the 10 year NFPA guideline. 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. The availability of more than one set of PPE can help to significantly reduce potential long term health risks faced by personnel.

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Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2026	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$56,261	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$56,261
Parameters						Response	
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. Through this program, we have been able to ensure that all line personnel now have two sets of PPE available and that the life span of the equipment does not exceed the 10 year NFPA guideline. 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. The availability of more than one set of PPE can help to significantly reduce potential long term health risks faced by personnel.

The PPE requested includes boots, helmets, firefighting pants, coats, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have shown that 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 firefighters' "bunker gear". Thus, creating a lingering exposure concern not only for the firefighters, but to members of the public as they respond to incidents. Recent research by NIOSH, CDC, National Fallen Firefighters Foundation and others clearly points to the increased risks of cancer due to firefighter wearing contaminated gear.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2027	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$59,074	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost \$59,074
Parameters						Response	
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. Through this program, we have been able to ensure that all line personnel now have two sets of PPE available and that the life span of the equipment does not exceed the 10 year NFPA guideline. 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. The availability of more than one set of PPE can help to significantly reduce potential long term health risks faced by personnel.

The PPE requested includes boots, helmets, firefighting pants, coats, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have shown that 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 firefighters' "bunker gear". Thus, creating a lingering exposure concern not only for the firefighters, but to members of the public as they respond to incidents. Recent research by NIOSH, CDC, National Fallen Firefighters Foundation and others clearly points to the increased risks of cancer due to firefighter wearing contaminated gear.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Ongoing PPE Replacement Program			Fiscal Year	2028	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$62,027	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$62,027
Parameters						Response	
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. Through this program, we have been able to ensure that all line personnel now have two sets of PPE available and that the life span of the equipment does not exceed the 10 year NFPA guideline. 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. The availability of more than one set of PPE can help to significantly reduce potential long term health risks faced by personnel.

The PPE requested includes boots, helmets, firefighting pants, coats, etc. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have shown that 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 firefighters' "bunker gear". Thus, creating a lingering exposure concern not only for the firefighters, but to members of the public as they respond to incidents. Recent research by NIOSH, CDC, National Fallen Firefighters Foundation and others clearly points to the increased risks of cancer due to firefighter wearing contaminated gear.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	LIFEPAK 15 V4 Monittor/Defib			Submitted by	Fire Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$30,185	Funding Year	2024

Description

This request is to purchase a LIFEPAK 15 for Rescue 1

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	LIFEPAK 15 V4 Monitor/Defib			Fiscal Year	2024	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Safety	Site Preparation		Equipment	\$30,185	Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Current Contract		Project Cost	\$30,185
Parameters						Response	
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							

Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that we use on our frontline rescues. We currently have 2 frontline rescues with 2 backups. The average lifespan for this piece of vital lifesaving equipment is estimated to be about 5 years. At the time of this request, we currently have only 1 LP15, as the much older model of 7 years recently broke, and we were notified that Stryker no longer has parts for, or services this older generation model. As a result, we are currently using a “loaner” LP15 from Stryker, our supplier of LP15.

In FY2023, we received funding for a new LP15, thereby giving us 3 in-house. The older model would be utilized in the backup rescue. This would elevate the level of service from basic life support to advanced life support. Because of supply chain issues, our LP15 that was ordered in February will not arrive until November 2022 at the earliest. At that time, the “loaner” will be returned and once again we will be back to the 2 we started with prior to our last request. Having a 3rd LP15 would enable us to act swiftly if one of the main LP15 devices were to have a service issue. We would then use our backup in its place keeping our frontline rescues at the ALS level.

Due to supply chain issues, if this request is approved, anticipated delivery would be Spring 2024, leaving us with 18 months at risk for the same situation.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	School Copier Replacement			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$286,970	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.

Note that the capital request for FY24-27, the first four years of the CIP, has decreased by \$34,727 since last year's request, due to the recent purchase of a number of machines with recent capital funds and prices locked in through December 2022 on state contract. Prices are expected to increase once again with the new state contract, which may be reflected in future capital requests.

FY24 Capital Request			Requested Last Year (FY23)		
Fiscal Year	# Copiers To Replace	Total Projected Cost	Prior Copiers to Replace	Prior Projected Cost	Inc/(Dec)
2024	8	\$69,379	5	\$75,241	-\$5,862
2025	2	\$51,436	5	\$60,783	-\$9,347
2026	5	\$56,745	5	\$69,773	-\$13,028
2027	4	\$45,253	1	\$51,742	-\$6,489
2028	2	\$64,158	N/A	N/A	\$64,158
Total	21	\$286,970		\$257,539	\$29,431

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School Copier Replacement			Fiscal Year	2024	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$69,379	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$69,379
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's 0 No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY24 request is to replace 8 copiers in the following locations: Newman Rm. 242, Newman Rm. 106, Eliot Main Office, Eliot Rm. 225, Needham High School Rm. 608A, Sunita Williams 3rd Floor, Sunita Williams 1st Floor and Mitchell Modulars Rm. 104A. This request decreased by \$5,862 from last year, representing an updated replacement schedule based on projected usage.

FY24 Capital Request			Requested Last Year (FY23)		
Fiscal Year	# Copiers To Replace	Total Projected Cost	Prior Copiers to Replace	Prior Projected Cost	Inc/(Dec)
2024	8	\$69,379	5	\$75,241	-\$5,862
2025	2	\$51,436	5	\$60,783	-\$9,347
2026	5	\$56,745	5	\$69,773	-\$13,028
2027	4	\$45,253	1	\$51,742	-\$6,489
2028	2	\$64,158	N/A	N/A	\$64,158
Total	21	\$286,970		\$257,539	\$29,431

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School Copier 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	
Primary Function	Public Education	Site Preparation		Equipment	\$51,436	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$51,436
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY25 request is to replace two copiers in Production Center. This request decreased by \$9,347 from last year, due to the deferred replacement of multiple machines.

FY24 Capital Request			Requested Last Year (FY23)		
Fiscal Year	# Copiers To Replace	Total Projected Cost	Prior Copiers to Replace	Prior Projected Cost	Inc/(Dec)
2024	8	\$69,379	5	\$75,241	-\$5,862
2025	2	\$51,436	5	\$60,783	-\$9,347
2026	5	\$56,745	5	\$69,773	-\$13,028
2027	4	\$45,253	1	\$51,742	-\$6,489
2028	2	\$64,158	N/A	N/A	\$64,158
Total	21	\$286,970		\$257,539	\$29,431

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School Copier Replacement			Fiscal Year	2026	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	\$56,745	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$56,745
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY26 request is to replace 5 copiers in the following locations: Newman Main Office, NHS Fine and Performing Arts Rm. 905, NHS Math/Science Office Rm. 205, High Rock Main Office, Mitchell Rm. 17. This request decreased by \$13,028 from last year, due to the deferred replacement of multiple machines.

FY24 Capital Request			Requested Last Year (FY23)		
Fiscal Year	# Copiers To Replace	Total Projected Cost	Prior Copiers to Replace	Prior Projected Cost	Inc/(Dec)
2024	8	\$69,379	5	\$75,241	-\$5,862
2025	2	\$51,436	5	\$60,783	-\$9,347
2026	5	\$56,745	5	\$69,773	-\$13,028
2027	4	\$45,253	1	\$51,742	-\$6,489
2028	2	\$64,158	N/A	N/A	\$64,158
Total	21	\$286,970		\$257,539	\$29,431

Capital Improvement Plan
January 2023

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	\$45,253	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$45,253
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is to replace copy machines throughout the District.

The FY27 request is to replace 4 copiers in the following locations: Emery Grover 1st Floor, Eliot Teacher Work Rm. 151, NHS Math/Science Rm. 205, and Sunita Williams 2nd Floor. This request decreased by \$13,028 from last year, due to the deferred replacement of multiple machines.

FY24 Capital Request			Requested Last Year (FY23)		
Fiscal Year	# Copiers To Replace	Total Projected Cost	Prior Copiers to Replace	Prior Projected Cost	Inc/(Dec)
2024	8	\$69,379	5	\$75,241	-\$5,862
2025	2	\$51,436	5	\$60,783	-\$9,347
2026	5	\$56,745	5	\$69,773	-\$13,028
2027	4	\$45,253	1	\$51,742	-\$6,489
2028	2	\$64,158	N/A	N/A	\$64,158
Total	21	\$286,970		\$257,539	\$29,431

Capital Improvement Plan
January 2023

Capital Request Detail									
Project Title	School Copier Replacement			Fiscal Year	2028	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	\$64,158	Other Expenses			
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$64,158		
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No		
3. Does this project require any permitting by any Town or State agency?							No		
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No		
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No		
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No		
7. Is this a request in response to a Court, Federal, or State order?							No		
8. Is this a request in response to a documented public health or safety condition?							No		
9. Is this a request to improve or make repairs to extend the useful life of a building?							No		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No		
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No		
12. Will any other department be required to provide assistance in order to complete the project?							No		
13. If funded, will this project increase the operating expense for any other department?							No		
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0	No
Project Description and Considerations									

This request is to replace copy machines throughout the District.

The FY28 request is to replace 2 copiers in the following locations: Production Center and NHS Special Ed Office Rm. 801. This new, fifth year request totals \$64,158.

FY24 Capital Request			Requested Last Year (FY23)		
Fiscal Year	# Copiers To Replace	Total Projected Cost	Prior Copiers to Replace	Prior Projected Cost	Inc/(Dec)
2024	8	\$69,379	5	\$75,241	-\$5,862
2025	2	\$51,436	5	\$60,783	-\$9,347
2026	5	\$56,745	5	\$69,773	-\$13,028
2027	4	\$45,253	1	\$51,742	-\$6,489
2028	2	\$64,158	N/A	N/A	\$64,158
Total	21	\$286,970		\$257,539	\$29,431

Capital Improvement Plan
January 2023

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

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. This funding request will continue provide funding for new classroom furniture in the amount of \$25,000/year, for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School New and Replacement Furniture			Fiscal Year	2024	Request Status	Resubmitted
Project Phase		Planning/Design		Construction		FF&E	\$25,000
Useful Life		Land		Construction Management		Technology	
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							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. This funding request will continue provide funding for new classroom furniture in the amount of \$25,000/year, for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School New and Replacement Furniture			Fiscal Year	2025	Request Status	Resubmitted
Project Phase	Planning/Design		Construction			FF&E	\$25,000
Useful Life	Land		Construction Management			Technology	
Primary Function	Site Preparation		Equipment			Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							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. This funding request will continue provide funding for new classroom furniture in the amount of \$25,000/year, for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School New and Replacement Furniture			Fiscal Year	2026	Request Status	Resubmitted
Project Phase	Planning/Design		Construction			FF&E	\$25,000
Useful Life	Land		Construction Management			Technology	
Primary Function	Site Preparation		Equipment			Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							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. This funding request will continue provide funding for new classroom furniture in the amount of \$25,000/year, for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School New and Replacement Furniture			Fiscal Year	2027	Request Status	Resubmitted
Project Phase	Planning/Design		Construction			FF&E	\$25,000
Useful Life	Land		Construction Management			Technology	
Primary Function	Site Preparation		Equipment			Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$25,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							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. This funding request will continue provide funding for new classroom furniture in the amount of \$25,000/year, for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School New and Replacement Furniture			Fiscal Year	2028	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	\$25,000
Useful Life		Land		Construction Management		Technology	
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact	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. This funding request will continue provide funding for new classroom furniture in the amount of \$25,000/year, for new enrollment or replacement purposes. This request is consistent with prior years' requests.

Capital Improvement Plan
January 2023

Capital Funding Request								
Title	School Department Technology Replacement Request				Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	\$3,117,850	Funding Year	See Attached	

Description

The FY24-28 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 FY24-28 request reflects the following major changes: the addition of paging/ bells system at NHS in FY25 (\$80,000) and a new fifth year request.

Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	-	-	-	-	-	-	40,500	40,500	-	-	-	-	15,000	55,500
Music Lab Computers	-	-	-	-	-	-	-	-	-	40,500	55,000	14,500	40,000	95,000
Tech Lab Computers	-	-	-	-	-	-	-	-	-	86,400	86,400	-	-	86,400
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000
Graphics/FPA Lab Computers	-	-	-	81,000	81,000	-	162,000	162,000	-	55,000	40,500	(14,500)	-	283,500
Desktop Computers	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	15,200	-	10,500	52,800
Printers	-	-	-	22,550	22,550	-	23,375	23,375	-	39,475	39,475	-	23,500	108,900
IWB & Projectors	203,000	203,000	-	285,000	285,000	-	200,000	200,000	-	275,000	275,000	-	360,000	1,323,000
Paging Clocks Alphone	30,000	30,000	-	14,000	94,000	80,000	30,000	30,000	-	30,000	30,000	-	75,000	259,000
Door Access Controllers	5,500	5,500	-	49,000	49,000	-	-	-	-	-	-	-	5,500	60,000
Security Cameras	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	40,000	-	45,000	138,750
Subtotal	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
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	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	460,750	460,750	-	581,150	661,150	80,000	577,875	577,875	-	694,575	694,575	-	723,500	3,117,850

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2024	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$460,750
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	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	0	No
Project Description and Considerations							

The FY24-28 Capital Improvement Plan (CIP) for school technology totals \$3,117,850 and includes \$2,552,850 for school hardware replacement and \$565,000 for school technology infrastructure. The budget for hardware replacement includes 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. The infrastructure budget consists of servers, network hardware, wireless infrastructure, data cabling and access points.

The FY24 request is for \$460,750 and is unchanged from the prior year request.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY24-28 request is highlighted below.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	School Department Technology Replacement Request	Fiscal Year	2024	Request Status	Resubmitted
Additional Description and Considerations					

Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	-	-	-	-	-	-	40,500	40,500	-	-	-	-	15,000	55,500
Music Lab Computers	-	-	-	-	-	-	-	-	-	40,500	55,000	14,500	40,000	95,000
Tech Lab Computers	-	-	-	-	-	-	-	-	-	86,400	86,400	-	-	86,400
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000
Graphics/FPA Lab Computers	-	-	-	81,000	81,000	-	162,000	162,000	-	55,000	40,500	(14,500)	-	283,500
Desktop Computers	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	15,200	-	10,500	52,800
Printers	-	-	-	22,550	22,550	-	23,375	23,375	-	39,475	39,475	-	23,500	108,900
IWB & Projectors	203,000	203,000	-	285,000	285,000	-	200,000	200,000	-	275,000	275,000	-	360,000	1,323,000
Paging Clocks Alphone	30,000	30,000	-	14,000	94,000	80,000	30,000	30,000	-	30,000	30,000	-	75,000	259,000
Door Access Controllers	5,500	5,500	-	49,000	49,000	-	-	-	-	-	-	-	5,500	60,000
Security Cameras	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	40,000	-	45,000	138,750
Subtotal	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
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	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	460,750	460,750	-	581,150	661,150	80,000	577,875	577,875	-	694,575	694,575	-	723,500	3,117,850

Capital Improvement Plan
January 2023

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		Land		Construction Management		Technology	\$661,150
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$661,150
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The FY24-28 Capital Improvement Plan (CIP) for school technology totals \$3,117,850 and includes \$2,552,850 for school hardware replacement and \$565,000 for school technology infrastructure. The budget for hardware replacement includes 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. The infrastructure budget consists of servers, network hardware, wireless infrastructure, data cabling and access points.

The FY25 request is for \$661,150 and increases from the prior year request by \$80,000 to replace the paging/ bells system at NHS .

Technology: The School Technology department supports this request.
A detailed breakout of changes from the prior year's FY24-28 request is highlighted below.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	School Department Technology Replacement Request	Fiscal Year	2025	Request Status	Revised
Additional Description and Considerations					

Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	-	-	-	-	-	-	40,500	40,500	-	-	-	-	15,000	55,500
Music Lab Computers	-	-	-	-	-	-	-	-	-	40,500	55,000	14,500	40,000	95,000
Tech Lab Computers	-	-	-	-	-	-	-	-	-	86,400	86,400	-	-	86,400
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000
Graphics/FPA Lab Computers	-	-	-	81,000	81,000	-	162,000	162,000	-	55,000	40,500	(14,500)	-	283,500
Desktop Computers	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	15,200	-	10,500	52,800
Printers	-	-	-	22,550	22,550	-	23,375	23,375	-	39,475	39,475	-	23,500	108,900
IWB & Projectors	203,000	203,000	-	285,000	285,000	-	200,000	200,000	-	275,000	275,000	-	360,000	1,323,000
Paging Clocks Alphone	30,000	30,000	-	14,000	94,000	80,000	30,000	30,000	-	30,000	30,000	-	75,000	259,000
Door Access Controllers	5,500	5,500	-	49,000	49,000	-	-	-	-	-	-	-	5,500	60,000
Security Cameras	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	40,000	-	45,000	138,750
Subtotal	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
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	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	460,750	460,750	-	581,150	661,150	80,000	577,875	577,875	-	694,575	694,575	-	723,500	3,117,850

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2026	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life		Land		Construction Management		Technology	\$577,875
Primary Function		Site Preparation		Equipment		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	0	No
Project Description and Considerations							

The FY24-28 Capital Improvement Plan (CIP) for school technology totals \$3,117,850 and includes \$2,552,850 for school hardware replacement and \$565,000 for school technology infrastructure. The budget for hardware replacement includes 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. The infrastructure budget consists of servers, network hardware, wireless infrastructure, data cabling and access points.

The FY26 request is for \$577,875 and is unchanged from the prior year request.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY24-28 request is highlighted below.

Capital Improvement Plan
January 2023

Capital Request Detail															
Project Title	School Department Technology Replacement Request							Fiscal Year	2026		Request Status	Resubmitted			
Additional Description and Considerations															

Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	-	-	-	-	-	-	40,500	40,500	-	-	-	-	15,000	55,500
Music Lab Computers	-	-	-	-	-	-	-	-	-	40,500	55,000	14,500	40,000	95,000
Tech Lab Computers	-	-	-	-	-	-	-	-	-	86,400	86,400	-	-	86,400
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000
Graphics/FPA Lab Computers	-	-	-	81,000	81,000	-	162,000	162,000	-	55,000	40,500	(14,500)	-	283,500
Desktop Computers	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	15,200	-	10,500	52,800
Printers	-	-	-	22,550	22,550	-	23,375	23,375	-	39,475	39,475	-	23,500	108,900
IWB & Projectors	203,000	203,000	-	285,000	285,000	-	200,000	200,000	-	275,000	275,000	-	360,000	1,323,000
Paging Clocks Alpha	30,000	30,000	-	14,000	94,000	80,000	30,000	30,000	-	30,000	30,000	-	75,000	259,000
Door Access Controllers	5,500	5,500	-	49,000	49,000	-	-	-	-	-	-	-	5,500	60,000
Security Cameras	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	40,000	-	45,000	138,750
Subtotal	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
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	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	460,750	460,750	-	581,150	661,150	80,000	577,875	577,875	-	694,575	694,575	-	723,500	3,117,850

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	School Department Technology Replacement Request			Fiscal Year	2027	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life		Land		Construction Management		Technology	\$694,575
Primary Function		Site Preparation		Equipment		Other Expenses	
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	0	No
Project Description and Considerations							

The FY24-28 Capital Improvement Plan (CIP) for school technology totals \$3,117,850 and includes \$2,552,850 for school hardware replacement and \$565,000 for school technology infrastructure. The budget for hardware replacement includes 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. The infrastructure budget consists of servers, network hardware, wireless infrastructure, data cabling and access points.

The FY27 request is for \$694,575 and is unchanged from the prior year request.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY24-28 request is highlighted below.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	School Department Technology Replacement Request	Fiscal Year	2027	Request Status	Resubmitted
Additional Description and Considerations					

Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	-	-	-	-	-	-	40,500	40,500	-	-	-	-	15,000	55,500
Music Lab Computers	-	-	-	-	-	-	-	-	-	40,500	55,000	14,500	40,000	95,000
Tech Lab Computers	-	-	-	-	-	-	-	-	-	86,400	86,400	-	-	86,400
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000
Graphics/FPA Lab Computers	-	-	-	81,000	81,000	-	162,000	162,000	-	55,000	40,500	(14,500)	-	283,500
Desktop Computers	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	15,200	-	10,500	52,800
Printers	-	-	-	22,550	22,550	-	23,375	23,375	-	39,475	39,475	-	23,500	108,900
IWB & Projectors	203,000	203,000	-	285,000	285,000	-	200,000	200,000	-	275,000	275,000	-	360,000	1,323,000
Paging Clocks Alphone	30,000	30,000	-	14,000	94,000	80,000	30,000	30,000	-	30,000	30,000	-	75,000	259,000
Door Access Controllers	5,500	5,500	-	49,000	49,000	-	-	-	-	-	-	-	5,500	60,000
Security Cameras	49,250	49,250	-	-	-	-	4,500	4,500	-	40,000	40,000	-	45,000	138,750
Subtotal	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
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	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	460,750	460,750	-	581,150	661,150	80,000	577,875	577,875	-	694,575	694,575	-	723,500	3,117,850

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	School Department Technology Replacement Request			Fiscal Year	2028	Request Status	New	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life		Land		Construction Management		Technology	\$723,500	
Primary Function		Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Industry References		Project Cost	\$723,500
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?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

The FY24-28 Capital Improvement Plan (CIP) for school technology totals \$3,117,850 and includes \$2,552,850 for school hardware replacement and \$565,000 for school technology infrastructure. The budget for hardware replacement includes 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. The infrastructure budget consists of servers, network hardware, wireless infrastructure, data cabling and access points.

The FY28 request is a new, fifth-year request and includes \$610,500 for hardware replacement and \$113,000 for infrastructure replacement.

Parameters Addressed:

Technology: The School Technology department supports this request.

A detailed breakout of changes from the prior year's FY24-28 request is highlighted below.

Capital Improvement Plan
January 2023

Capital Request Detail															
Project Title	School Department Technology Replacement Request								Fiscal Year	2028	Request Status	New			
Additional Description and Considerations															

Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	-	-	-	-	-	-	40,500	40,500	-	-	-	-	15,000	55,500
Music Lab Computers	-	-	-	-	-	-	-	-	-	40,500	55,000	14,500	40,000	95,000
Tech Lab Computers	-	-	-	-	-	-	-	-	-	86,400	86,400	-	-	86,400
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000
Graphics/FPA Lab Computers	-	-	-	81,000	81,000	-	162,000	162,000	-	55,000	40,500	(14,500)	-	283,500
Desktop Computers	6,000	6,000	-	16,600	16,600	-	4,500	4,500	-	15,200	15,200	-	10,500	52,800
Printers	-	-	-	22,550	22,550	-	23,375	23,375	-	39,475	39,475	-	23,500	108,900
IWB & Projectors	203,000	203,000	-	285,000	285,000	-	200,000	200,000	-	275,000	275,000	-	360,000	1,323,000
Paging Clocks Alphone	30,000	30,000	-	14,000	94,000	80,000	30,000	30,000	-	30,000	30,000	-	75,000	259,000
Door Access Controllers	5,500	5,500	-	49,000	49,000	-	-	-	-	-	-	-	5,500	60,000
<u>Security Cameras</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>40,000</u>	<u>-</u>	<u>45,000</u>	<u>138,750</u>
Subtotal	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
Summary	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
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	FY24	FY24	FY24	FY25	FY25	FY25	FY26	FY26	FY26	FY27	FY27	FY27	FY28	FY24-28
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	347,750	347,750	-	468,150	548,150	80,000	464,875	464,875	-	581,575	581,575	-	610,500	2,552,850
<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	460,750	460,750	-	581,150	661,150	80,000	577,875	577,875	-	694,575	694,575	-	723,500	3,117,850

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Telephone System Replacement			Submitted by	Finance Department		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

A majority of Town facilities currently use legacy telephone ("landline") technology that is increasingly prone to degradation and failure. Due to the shift in the market from landlines to cellular data and voice over internet protocol (VOIP), replacement infrastructure, parts, and equipment required for the Town's systems are no longer able to be efficiently procured. Similarly, utilities that manage landline infrastructure have drawn down investment in said infrastructure, in line with market trends. This has led to an increasingly unreliable system prone to unscheduled outages and degraded performance over a system that provides a vital and equitable link between residents and Town government.

In FY2023-24, the Town will conduct an analysis of existing infrastructure and systems as a necessary first step. The intent of said study would be to provide recommended options to the Town regarding future telephone infrastructure and systems based on requirements and support capability, from which the Town would select a path forward.

In out-years, the Town will procure and install the infrastructure and systems selected from the list of recommended options. Priority would be given to facilities with the most degraded telephone systems as defined by the study and staff input.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Telephone System Replacement			Fiscal Year	2024	Request Status	New
Project Phase	Design/Engineering	Planning/Design	\$50,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		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)?							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							

In FY2024, the Town will conduct an analysis of existing telephony infrastructure and systems as a necessary first step. The intent of this study would be to provide recommended options to the Town regarding future telephone infrastructure and systems based on requirements and support capability, from which the Town would select a path forward for implementation in FY2025 and beyond.

12. Key initial stakeholders will be necessary to provide user-input for the study. These departments are currently those housed in the following facilities (but are not limited to): Library, PSAB, Town Hall, and RRC.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Telephone System Replacement			Fiscal Year	2025	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	\$500,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		Project Cost	\$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?							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?							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?							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 funding is an estimate that will be used to establish hardware and/or software into the Town's telephony/IP network and employ associated systems related to the accepted recommendation of the Telephone System Replacement study in FY2024. The specific details of the acquired system(s) would be tied to said accepted recommendation.

4. There is the potential to require contract support for any potential new system, with the alternative of adding an FTE to support the added work on the IT Division of the Finance Department. The final requirement would be based on the results of the study.

5. There is the potential for licensing if the recommended solution is a VOIP system.

10. There is the potential for any required hardware to be installed if the recommended solution requires it.

12. Stakeholder departments (departments with staff or use in impacted facilities) would be required to provide assistance in terms of planning roll-out of any potential system.

Capital Improvement Plan
January 2023

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 fitted with security cameras.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Town Building Security and Traffic Cameras 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	\$350,000	
Primary Function	Public Safety	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	\$350,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							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								

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Town Buildings Switching			Submitted by	Finance Department		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	\$130,000	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 Center at The Heights, and the Rosemary Recreation Complex for a total of seven switches. The most significant of these is the core switch that is managed in Town Hall. Because of the increased data transfer speeds between the buildings, currently at 10GB, it is important to maintain a 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. With respect to last years submittal there was an increase of \$40,000 to the overall cost of the request from last year due to recent supply chain issues. The ITC has seen major increases in all makes and models of switches as well as serious delays in the delivery of equipment.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Town Buildings Switching				Fiscal Year	2024	Request Status	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$130,000	
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	\$130,000
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?							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?							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			
Project Description and Considerations								

5. As noted in the description there is funding in the Operating Budget for licensing of the software associated with the devices which will be applied to the new switches.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Public Facility Replacement Furniture			Submitted by	Town Board or Committee		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached
Description							

Town Hall and Public Services Administration Building were renovated and equipped with new when they reopened and opened in 2011 and 2010 respectively. In FY2023, the furniture will be well over 10 years old and many items require replacement where applicable due to heavy wear and tear, and to allow for improvements to staff health and wellness. Inventory and requests for input on the status of furniture is conducted periodically, most recently during August 2022.

In FY2023, furniture and equipment most in need of repair will be replaced using funding appropriated for this purpose by the 2022 Annual Town Meeting. The August 2022 review also yielded a large amount of furniture and equipment in need of replacement as soon as possible, for which remaining funding was not available in FY2023.

Depending upon the condition of the furniture in outlying years based on further periodic assessments, this request may be repeated either annually or biennially.

Current pricing of replacement furniture is:

- Office Task Chairs - \$1,100 each
- Standing Desk Assembly - \$1,750 each
- 5 Drawer Regular File Cabinets - \$1,200 each
- 5' Conference Table - \$1,500 each
- Conference Chairs - \$1,300 each

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Town Facility Replacement Furniture and Office Fixtures			Fiscal Year	2024	Request Status	New	
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	\$40,000	Other Expenses		
Budget Impact	The project should reduce the operating expenses		Project Cost Source		In-House Estimate		Project Cost	\$40,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

In FY2024, furniture that is in the most urgent need of replacement will be recapitalized, up to \$40,000. Depending on the condition of furniture in later years and need for replacement, this request may be repeated either annually or every other year.

12. DPW Building Maintenance support will be required for removal of old and installation of new equipment.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Town Facility Replacement Furniture and Office Fixtures			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	General Government	Site Preparation		Equipment	\$40,000	Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		Project Cost	\$40,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

In FY2025, furniture that is in the most urgent need of replacement will be recapitalized, up to \$40,000. Depending on the condition of furniture in later years and need for replacement, this request may be repeated either annually or every other year.

12. DPW Building Maintenance support will be required for removal of old and installation of new equipment.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Town Facility Replacement Furniture and Office Fixtures		Fiscal Year	2026	Request Status	New	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	General Government	Site Preparation		Equipment	\$40,000	Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		Project Cost	\$40,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

In FY2026, furniture that is in the most urgent need of replacement will be recapitalized, up to \$40,000. Depending on the condition of furniture in later years and need for replacement, this request may be repeated either annually or every other year.

12. DPW Building Maintenance support will be required for removal of old and installation of new equipment.

Capital Improvement Plan
January 2023

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 works on a five year replacement cycle for this hardware but in this case the equipment will be into its sixth year of use in 2024. The ITC will be working with Health and Human Services as well as Park & Recreation to find replacement equipment that better represents the needs of both departments. 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
- 2) Health Department Conference Room Smart TV
- 3) Park and Recreation Conference Room Smart TV
- 4) Front entraceway display monitor

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Video Projection Equipment Rosemary Recreation Complex			Fiscal Year	2024	Request Status	Existing	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 5 Years	Land		Construction Management		Technology	\$55,000	
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	\$55,000
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								

Capital Improvement Plan
January 2023

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 2023

Capital Funding Request							
Title	CATH 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, an ice storm occurred, causing a power outage. The Town realized that there was no place with an emergency backup generator for residents to gather that was not already in use during the day, either because of school or office occupancy. The CATH was identified as an ideal location to serve in this capacity, 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 install a new, permanent generator in a more appropriate location that can carry the entire building's electricity demand.

Capital Improvement Plan
January 2023

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

This request is for the **construction phase** of the project.

This project would 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 would also feature an automatic transfer switch. The existing portable generator would be relocated to the library, and the connection would be reconfigured to be compatible with the manual transfer switch.

Funding for the design phase of this project was granted for FY2023.

Changes from Prior Year Submission

The funding request has increased due to an updated cost estimate from the designer.

Clarification of Questions

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

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Center at the Heights (CATH) -- Enhancements to Sustain a Second Decade of Service			Submitted by	Health and Human Services		
Request Type	Informational Only	Capital Type	Building	Funding Request		Funding Year	2025
Description							

An informational only form submitted as a placeholder for the Center at the Heights (CATH) Space Study project and the CATH Kitchen Assessment initiative, both of which are ongoing in Fall 2022. It is anticipated that both projects will produce final reports and recommendations in spring 2023, including cost estimates and sequencing recommendations. Initiatives that may be recommended in the reports from the CATH Space Study and the CATH Kitchen Assessment might include relocating the very popular Fitness Room into a larger space, reconfiguring or relocating the game room, adding a handicap-accessible entrance that is proximate to the handicap-accessible parking spaces at CATH's rear, enclosing the second floor deck or reconfiguring the space with structures that would provide shade, maximizing the most useful types of program space and reconfiguring office space, and renovating the kitchen and pantry to accommodate expanded food service options. All of the possible initiatives at the CATH are intended to support Needham's senior population by improving the functionality and the useability of the building as it enters its second decade of service.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Cricket Field Building Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	\$1,255,000	Funding Year	See Attached
Description							

Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. As the study is more than 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 uses the building in the spring and fall.

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

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

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

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Cricket Field Building Improvements - Feasibility Study			Fiscal Year	2028	Request Status	Resubmitted
Project Phase	Feasibility Study	Planning/Design	\$75,000	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	\$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?							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.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Cricket Field Building Improvements - Design	Fiscal Year	2029	Request Status	Resubmitted		
Project Phase	Design/Engineering	Planning/Design	\$180,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than \$5,000	Project Cost Source	In-House Estimate		Project Cost	\$180,000	
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						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 and Recreation and DPW. We will also work with Water & Sewer, as there are concerns about the septic system having failed at this location. To be determined is whether it would fall under the oversight of the PPBC.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Cricket Field Building Improvements - Construction	Fiscal Year	2030	Request Status	Resubmitted		
Project Phase	Construction	Planning/Design		Construction	\$1,000,000	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	\$1,000,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		No
Project Description and Considerations							

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 2023

Capital Funding Request							
Title	Eliot Boiler Replacements			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached
Description							

The current boilers at the Eliot are past the end of their useful life cycle. Procuring replacement parts is becoming increasingly difficult, as they are older cast iron boilers rather than the modern stainless steel condensing boilers that are now common.

This project would involve removing both boilers at the Eliot, replacing one with a similarly sized boiler and the other with a smaller, high-efficiency condensing boiler.

The new smaller boiler would provide the school with one better suited for summertime reheat functions. The process of cooling the Eliot requires the rooftop units (RTUs) to subcool the air in order to remove the humidity. A boiler is necessary to reheat the air in order to make the building temperature comfortable. Using the existing larger boiler for this process consumes a lot of energy unnecessarily, and it struggles to stay running during the warmer months when its sole use is reheating the air. The smaller, high-efficiency condensing boiler would be able to run easily on these low load days.

Additionally, during the cooler months there are times where the larger boiler needs extra capacity to properly warm the building. However, running a second large boiler would require inefficient energy consumption since the full capacity of the boiler is not being utilized. The smaller boiler would allow the Town to increase the heating capacity of the larger boiler without wasting energy. In fact, the smaller high-efficiency condensing boiler could carry the full heating needs of the building on most days during the shoulder season, further reducing energy consumption.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Eliot Boiler Replacements		Fiscal Year	2026	Request Status	New		
Project Phase	Design/Engineering	Planning/Design	\$51,000	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 less than \$5,000		Project Cost Source		No Estimate Has Been Determined		Project Cost	\$51,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0
Project Description and Considerations								

This request is for the **design phase** of the project.

This project would include replacing both boilers at the Eliot School. The design for the replacements would include a similarly sized boiler as well as a smaller high-efficiency condensing boiler. This setup would both improve the function of the boilers and the energy efficiency of the system.

Clarification of Questions

- 3. Building permits may be required.
- 9. This project is intended to extend the useful life of the building with an easier-to-maintain HVAC system.
- 10. This project would permanently install the boilers at the Eliot.
- 12. Coordination with the Eliot School would be required.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Eliot Boiler Replacements		Fiscal Year	2027	Request Status	New	
Project Phase	Construction	Planning/Design		Construction	\$610,000	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 less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$610,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This request is for the **construction phase** of the project.

This project would include removing the existing boilers at the Eliot School and installing replacements. One replacement would be a similarly sized boiler and the other would be a smaller high-efficiency condensing boiler. This setup would both improve the function of the boilers and the energy efficiency of the system.

Clarification of Questions

- 3. Building permits may be required.
- 9. This project is intended to extend the useful life of the building with a more efficient and easier-to-maintain HVAC system.
- 10. This project would permanently install the boilers at the Eliot.
- 12. Coordination with the Eliot School would be required.

Capital Improvement Plan
January 2023

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 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.

The Town will conduct a study of potential energy efficiency upgrades throughout various buildings. The results of that study, in conjunction with recommendations from the Climate Action Plan Committee, will be used to determine future energy efficiency upgrade requests.

Potential future projects under this article include:

The replacement and/or installation of variable frequency drives (VFDs) on older HVAC 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 Town's HVAC equipment uses more energy and wears out at a faster rate.

The replacement of existing boilers with smaller high-efficiency boilers. Many of the boilers in Town are older with outdated components that are past the end of their useful life.

Lighting upgrades inside buildings and around building envelopes from metal halide to light emitting diodes (LEDs) .

Capital Improvement Plan
January 2023

Capital Request Detail						
Project Title	Energy Efficient Upgrades	Fiscal Year		2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$250,000	FF&E
Useful Life	More than 15 Years	Land		Construction Management		Technology
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Hired Consultant	Project Cost \$250,000	
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						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						

Boiler #3 Replacement at Needham High School

This funding request is for the **construction** phase of the project.

This project would replace Needham High School's Boiler #3 with a smaller high-efficiency boiler. The previous Boiler #3 has been removed from service due to its poor condition, and its usable parts have been salvaged for the remaining boilers. The new smaller boiler would provide the school with one better suited for summertime reheat functions. The process of cooling the High School requires the rooftop units (RTUs) to subcool the air in order to remove the humidity. A boiler is necessary to reheat the air in order to make the building temperature comfortable. Using the existing larger boilers for this process consumes a lot of energy unnecessarily, and they struggle to stay running during the warmer months when their sole use is reheating the air. The smaller, high-efficiency condensing boiler would be able to run easily on these low load days.

Additionally, during the cooler months there are times where the larger boilers need extra capacity to properly warm the building. However, running a third large boiler would require inefficient energy consumption since the full capacities of the other boilers are not being utilized. The smaller boiler would allow the Town to increase the heating capacity of the larger boilers without wasting energy. In fact, the smaller high-efficiency condensing boiler could carry the full heating needs of the building on most days during the shoulder season, further reducing energy consumption.

Changes from Prior Year Submission

A specific project has been identified for FY2024, which has increased the funding request.

Capital Improvement Plan
January 2023

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

Clarifications of Questions

1. The funding for design has already been expended.
3. Building permits would be required.
9. This project is intended to extend the useful life of the building with a more efficient and an easier-to-maintain HVAC system.
10. All equipment would be permanently installed.
12. Assistance would be required from the occupants of the High School building.

Capital Improvement Plan
January 2023

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	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$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

This request is to fund the installation of various energy efficiency upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs. Recommendations from the energy efficiency study will be used to plan these projects.

Clarifications of Questions

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

Capital Improvement Plan
January 2023

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	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$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

This request is to fund the installation of various energy efficiency upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs. Recommendations from the energy efficiency study will be used to plan these projects.

Clarifications of Questions

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

Capital Improvement Plan
January 2023

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	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$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

This request is to fund the installation of various energy efficiency upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs. Recommendations from the energy efficiency study will be used to plan these projects.

Clarifications of Questions

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

Capital Improvement Plan
January 2023

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	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$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

This request is to fund the installation of various energy efficiency upgrades to increase the efficiency of building systems throughout Town, reducing their environmental impact and operating costs. Recommendations from the energy efficiency study will be used to plan these projects.

Clarifications of Questions

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

Capital Improvement Plan
January 2023

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. Comprehensive assessments of certain buildings are needed to determine their condition 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 secure 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 2023

Capital Request Detail							
Project Title	Facility Assessment for Sustainable Building Management			Fiscal Year	2025	Request Status	Revised
Project Phase	Feasibility Study	Planning/Design	\$50,000	Construction		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	\$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?							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							

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.

Changes from Prior Year Submission

This request has been pushed back from FY2024 to FY2025 so that any findings from the Library Space Utilization Study can be integrated into the plans for the building.

Clarifications of Questions

1. The results of this assessment may lead to future funding requests from Building Maintenance.
9. This assessment would make recommendations to extend the life of the building.
12. This assessment would need to be coordinated with the Library and possibly be assigned to the Building Design and Construction Department via PPBC.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Facility Assessment for Sustainable Building Management			Fiscal Year	2026	Request Status	Revised
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?							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							

The **High Rock** 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.

Changes from Prior Year Submission

This request has been pushed back from FY2025 to FY2026 due to the delay of the Library study.

Clarifications of Questions

1. The results of this assessment may lead to future funding requests from Building Maintenance.
9. This assessment would make recommendations to extend the life of the building.
12. This assessment would need to be coordinated with the High Rock and possibly be assigned to the Building Design and Construction Department via PPBC.

Capital Improvement Plan
January 2023

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							

Repairs and upgrades to the Hillside School building are needed 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's purpose is to fund those necessary repairs to keep the pipes from bursting or freezing, to keep the electrical system 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 future of the building and how it will be used is uncertain.

Capital Improvement Plan
January 2023

Capital Funding Request						
Title	Library Chiller Replacement			Submitted by	PW Building Maintenance	
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	\$369,000	Funding Year
Description						

This request is for funding to replace the existing chiller at the Library. A chiller is a type of HVAC system that cools an area by transferring heat away from a space using a refrigerant, releasing it outside. The current chiller is past the end of its useful life, functions poorly, and its obsolete parts needs constant repair. It utilizes a refrigerant called R22, which the Environmental Protection Agency (EPA) has banned the production and import of as of January 1, 2020 due to the harm it causes to the ozone layer. This means it is increasingly more difficult and expensive to find replacement R22.

This project would remove the existing chiller and replace it with a new chiller that is easier to maintain and does not utilize R22. The new chiller would also have an energy recovery system to reduce energy consumption, which the existing chiller does not have.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Library Chiller Replacement			Fiscal Year	2024	Request Status	New	
Project Phase	Construction	Planning/Design		Construction	\$369,000	FF&E		
Useful Life	More than 15 Years	Land		Construction Management		Technology		
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Hired Consultant		Project Cost	\$369,000
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?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

This request is for the **construction phase** of the project. The replacement of the chiller at the Library has been designed. This is a new request but is an immediate need because of the frequency of repairs needed for the chiller, as well as the difficulty in obtaining R22.

Clarification of Questions

1. The design costs for this project have already been expended.
3. Building permits may be required.
9. This project is intended to extend the useful life of the building by making its HVAC system easier to maintain.
10. This project would permanently install the chiller at the Library.
12. Coordination with the Library would be required.

Capital Improvement Plan
January 2023

Capital Funding Request								
Title	Library Space Planning Construction				Submitted by	Library		
Request Type	Informational Only	Capital Type	Building	Funding Request		Funding Year	2026	
Description								

This article is a future form dependent on the outcome of the Library Space Planning Study. The library is in need of updates to the internal structure to better meet community needs. The Library is embarking upon a space planning study with the Permanent Public Buildings Committee, to begin in early 2023. The study will examine current use of the library space and recommend changes to the internal structure of the library to better serve patrons. This could include projects such as knocking down and building walls, moving shelving structures within the library, and any related updates to the layout of the HVAC system.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Newman Energy Recovery Wheel Replacement			Submitted by	PW Building Maintenance		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request		Funding Year	2026
Description							

This request is for funding to replace the existing energy recovery wheels at the Newman Elementary School. An energy recovery wheel is a component of a rooftop unit (RTU) that is used to heat and cool buildings. Return air from a building goes into an RTU and hits the energy recovery wheel, which captures energy from that air instead of releasing it outside. The outside air comes into the RTU and is either warmed or cooled slightly by the energy recovery wheel before it hits the hot water coil, which allows the hot water coil to use less energy to heat or cool the outside air. Many of the current energy recovery wheels have failed and are in need of repair. If the energy recovery wheels are not functioning, they are not transferring the energy, causing the RTU to use more energy to heat and cool the space.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Newman Energy Recovery Wheel Replacement			Fiscal Year	2026	Request Status	New	
Project Phase	Construction	Planning/Design		Construction		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		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?							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?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

This request is for the **construction phase** of the project. The design is currently being developed.

The existing energy recovery wheels would be replaced with new units to assist the RTUs in heating and cooling more efficiently. A preliminary estimate for this work is approximately \$200,000, but a formal estimate will be determined and updated prior to the official request for funding.

Clarification of Questions

1. The design costs for this project have already been expended.
3. Building permits may be required.
9. This project is intended to extend the useful life of the building by making the HVAC system more efficient.
10. This project would permanently install the energy recovery wheels at the Newman.
12. Coordination with the Newman School would be required.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Pollard and Mitchell Longevity Repairs			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request		Funding Year	2026
Description							

This article is a future form dependent on the outcome of the School Facilities Master Plan. The Pollard and Mitchell Schools are both in need of repairs and upgrades in order to keep these facilities in use. The DPW is awaiting the prioritization and timeline for the replacement of both schools. Depending on the results, the Town will need to invest money into these buildings to maximize the benefits of these improvements. This could include projects such as boiler replacements, repairs to the modulators, HVAC repairs, and structural repairs. These projects would serve to extend the lifespan of the buildings until they are replaced.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Pollard Air Conditioning Upgrades			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 2023

Capital Request Detail							
Project Title	Pollard Air Conditioning Upgrades			Fiscal Year	2025	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$115,000	Construction		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	\$115,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							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?							No
					Total New FTE's	0	
Project Description and Considerations							

This request is for the **design phase** of the project.

The design will determine 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 FY2026.

Changes from Prior Year Submission

This phase of the project has been pushed back from FY2024 to FY2025 to allow time for the Town to determine their path and prioritization for the Master Plan. The funding request increase is due to inflation.

Clarification of Questions

3. Building permits would be required.

10. The equipment would be permanently installed.

12. This request would 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 2023

Capital Request Detail							
Project Title	Pollard Air Conditioning Upgrades		Fiscal Year	2026	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$1,335,000	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	\$1,335,000
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	No
Project Description and Considerations							

This request is for the **construction phase** of the project.

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 FY2025.

Changes from Prior Year Submission

This request has been pushed back to allow time for the Town to determine their path and prioritization for the Master Plan. The funding request increase is due to inflation.

Clarification of Questions

3. Building permits would be required.

10. The equipment would be permanently installed.

12. This request would 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, &

Capital Improvement Plan
January 2023

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

This article’s purpose is 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 projects would consist of purchasing and integrating 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 project would involve the installation of a new employee trailer in a more centrally-located area of the facility that will be ADA accessible. The new trailer would provide RTS staff with much-needed basic amenities, including shower facilities and laundry.

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 would be 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.

Fabric-Covered Storage for 100-Yard Trailers

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 difficult to empty until the loads thaw. The trailers cannot be tarped for later snow removal due to the safety risk posed by staff or the driver having to shovel the snow on top of the load. This could result in tripping, falling, or sinking into the loose materials. This request would be 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.

Scale Extension

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. The Town currently uses approximate values in these cases. This project would involve 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.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	RTS Property Improvements			Fiscal Year	2024	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$135,000	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	\$135,000
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?							No	
					Total New FTE's	0	No	
Project Description and Considerations								

Ventilation Repairs (\$135,000)

A large amount of dust and particulate matter is kicked up into the air when trash is processed and loaded into trailers and recycling containers. This project consists of repairing and/or replacing the existing 8 air vents in both the tipping floor and loading pit floor areas. These vents are normally responsible for pulling dust and particulate matter up and out through the roofs, but the existing vents are not operational. Apart from making the environment difficult to work in, this presents a safety concern for the staff breathing the air in the buildings. Functional vents would greatly help improve the air quality and visibility in these areas.

Changes from Prior Year Submission

The funding request has increased to account for inflation.

Clarification of Questions

- 3. These projects may be subject to Building Department permitting requirements.
- 9. This project would extend the use of this building by clearing out potentially harmful dust and particulate matter.
- 10. Any repaired or replaced vents would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2025	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$171,500	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$171,500
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	No
Project Description and Considerations							

Loading Pit Repairs (\$171,500)

This request is for the **construction phase** of the project. Funding for the design phase was granted for FY2023.

The loading pit located in the transfer building is in a state of disrepair and needs to be replaced. The frequent use and traffic has worn down and damaged the lip of the pit and the pit floor, creating a tripping hazard. This project would include the demolition and replacement of the existing steel cantilever structure and curb, painting of structural steel, repair of the adjacent concrete floor slab, and associated repairs to the surrounding transfer building structure.

Changes from Prior Year Submission

The construction phase of this project was pushed back from FY2024 to FY2025 to allow time for the design to be completed. DPW brought in a contractor to perform a temporary repair to the loading pit that was intended to ensure staff safety and bridge the gap until a permanent repair is designed, funded, and ready to be implemented. The funding request has increased to account for inflation.

Clarification of Questions

- 3. These projects may be subject to Planning and Building Department permitting requirements.
- 9. This project would extend the use of this building by repairing worsening structural deficiencies.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$370,000	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 \$370,000
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?							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							

Building Roof Repairs (\$275,000)

The transfer station building was constructed in the early 1990's and the original roof is at the end of its expected lifespan. It has several leaks from years of wear and weather that compromise the building's structural integrity. This project would involve patching the failing parts of the roof and restoring its ability to provide a watertight barrier.

Facility Roadway Section Repairs (\$95,000)

A section of the roadway from the RTS facility's double swing gate entranceway to the organics drop-off area is in poor condition. Extensive cracking has developed and parts of the surface have failed, especially on the shoulders. The cracks are numerous and the damage severe enough that this part of the facility's roadway can no longer be treated through the annual crack sealing maintenance program. A full asphalt surface repaving is needed to restore the roadway to its intended level of service.

Changes from Prior Year Submission

The Roadway Repairs project is a new request added to FY2026 due to the deteriorating condition of the pavement.

Clarification of Questions

- 3. These projects may be subject to Conservation Commission and Building Department permitting requirements.
- 9. The roof repairs would extend the useful life of the building by preventing leaks and further damage.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	RTS Property Improvements		Fiscal Year	2027	Request Status	Existing	
Project Phase	Construction	Planning/Design		Construction	\$705,000	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	\$705,000
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?							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							

Building Siding Repairs (\$705,000)

The transfer station building was constructed in the early 1990's and the original exterior siding is at the end of its expected lifespan. It has several damaged and missing areas from years of wear and tear that compromise the building's structural integrity. This project would involve replacing the damaged siding and restoring its ability to provide a weatherproof barrier.

Clarification of Questions

- 3. This project may be subject to Conservation Commission permitting requirements.
- 9. This project would extend the use of this building by repairing worsening structural deficiencies.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	RTS Property Improvements			Fiscal Year	2028	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							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							

Drop-Off Wall Surface Repair

There are 3 drop-off platforms at the RTS providing the public convenient access to the trash, cardboard, commingled and mixed paper 40-yard containers. However, the platforms are currently in poor condition and the asphalt walking surfaces are failing, presenting tripping hazards. Originally constructed in the early 1990's, they have not undergone any significant maintenance since 2015. The drop-off platforms are heavily utilized year-round, and they have suffered damage from their constant exposure to the elements and the anti-ice treatments applied to their asphalt surfaces in winter. Each platform requires a complete rebuild with a more durable concrete surface. This project would include the removal of the granite curbing and safety railings, the removal of the existing asphalt, the reinstallation of the existing granite curbing, the pouring of a new concrete surface at each platform, and the reinstallation of the safety fencing.

Granite Repairs and Installation

In addition to the granite curbing described in the drop-off wall surface repair, approximately 155 linear feet of granite curbing around the RTS needs to be reset due to normal wear and tear and the impact of annual snow clearing operations. The granite has become misaligned and is no longer at its intended level above the pavement. As part of this project, more than 310 linear feet of new granite curbing would also be installed at key locations around the facility to better manage traffic flow and to mitigate the impact of silt/sand runoff into the catch basins.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Ridge Hill Barn Repairs			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request	\$50,000	Funding Year	See Attached
Description							

This article is a future form that would be used to fund necessary repairs to the Ridge Hill Barn, depending on the future of the building. The barn needs its gutters replaced, door frames repaired, building siding repaired, windows replaced, and interior restored. This work would be necessary in order to keep the property safe and structurally sound.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Roof Replacement			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	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 School and Town buildings that have passed the end of their standard lifecycle. 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 will require replacement.

Future Projects

- Broadmeadow School Roof
- Eliot School Roof

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Roof Replacement		Fiscal Year	2025	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$156,500	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 less than \$5,000	Project Cost Source		Hired Consultant	Project Cost		\$156,500
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
Project Description and Considerations							

Needham High School Roof Replacement

This request is for the **design phase** of the project.

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.

The design would involve removing and replacing the west-facing pitched shingle roofs of NHS with a more durable roofing option.

Changes from Prior Year Submission

The funding request has been changed based on an updated quote from a consultant.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	Roof Replacement	Fiscal Year	2025	Request Status	Revised
Additional Description and Considerations					

Clarification of Questions

- 3. Building permits would be required.
- 9. This project would extend the life of the building by preventing leaks and water damage.
- 10. The equipment would be permanently installed.
- 12. This request would require assistance from the High School.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Roof Replacement	Fiscal Year	2026	Request Status	Revised		
Project Phase	Construction	Planning/Design		Construction	\$866,000	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 less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$866,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

Needham High School Roof Replacement

This request is for the **construction phase** of the project.

The work would include removing and replacing the west-facing pitched shingle roofs of NHS with a more durable roofing option. The exact configuration and type of roofing will be determined through the design phase.

Changes from Prior Year Submission

The funding request has been changed based on an updated quote from a consultant.

Clarification of Questions

- 3. Building permits would be required.
- 9. This project would extend the life of the building by preventing leaks and water damage.
- 10. The equipment would be permanently installed.
- 12. This request would require assistance from the High School.

Capital Improvement Plan
January 2023

Capital Funding Request								
Title	Broadmeadow and Eliot Roof Top Unit Replacements				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) distribute outside air to all spaces in a building, both heating and cooling the air as required. They are critical in maintaining safe and comfortable temperatures inside. RTUs age along with the buildings they support, and their maintenance needs also increase over time. When RTUs pass the end of their useful life, they function less efficiently and experience 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.

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. They need to be replaced to continue providing the buildings with quality HVAC service. 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.

In the interest of sustainability and reducing greenhouse gas emissions, the funding requested would allow the Town to explore alternate energy options for the natural gas used by the RTUs. The only natural gas needed in the HVAC system would be for the boilers.

This article's purpose is 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 2023

Capital Request Detail								
Project Title	Broadmeadow and Eliot Roof Top Unit Replacements			Fiscal Year	2024	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$9,000,000	FF&E		
Useful Life	More than 15 Years	Land		Construction Management		Technology		
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Hired Consultant		Project Cost	\$9,000,000
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?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No	
					Total New FTE's	0	No	
Project Description and Considerations								

This request is for the **construction phase** of the project.

All RTUs at each school building will be replaced with newer, more energy-efficient units that are compliant with the new energy codes.

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 the HVAC equipment throughout the Town.

The Town will also be seeking additional grant funding for the construction of this project. Funding for the design phase was granted for FY2023.

Changes from Prior Year Submission

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

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	Broadmeadow and Eliot Roof Top Unit Replacements	Fiscal Year	2024	Request Status	Revised
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 both the Eliot and Broadmeadow will be required. This project would be managed by the Building Design and Construction Department through PPBC, with coordination with the Building Maintenance Division of the Department of Public Works.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Action Park Feasibility Study			Submitted by	Park & Recreation		
Request Type	Standalone Funding Request	Capital Type		Funding Request		Funding Year	2024
Description							

Over the past two years, the Park & Recreation Commission as well as the Park & Recreation Department has received numerous requests from residents for various amenities to be added to the Town of Needham. Two of the highly requested amenities include an Action Sports Park and dedicated Pickleball Courts. The feasibility study is envisioned for Cricket & Claxton as possible locations, but the final locations of the amenities would be informed by the recommendations of the Active Recreation Assets Working Group.

The Park & Recreation Commission along with the Needham Select Board have created a Working Group to take a more wholistic look at all our locations, current amenities, and ongoing requests from the residents. The Active Recreation Assets Working Group will serve in an advisory capacity to guide the Town in space planning for the future of active recreational opportunities in Needham. The working group will evaluate existing Town-owned assets, identify assets for potential future acquisition, identify unmet needs for active recreation, and review space requirements for each.

The Action Sports Park portion of the feasibility study will look at:

Visibility: Greater visibility will lead to greater usage by town members. A more visible site would allow for parents, spectators, and law enforcement to easily observe and check in on the park. Sites surrounded by other active areas, sport fields, hiking paths, tracks, etc., would lead to greater usage and a sense that action park users are part of the community.

Accessibility: A location that is ADA accessible for all types of mobility is ideal and the Park & Recreation Department is striving for all our locations in town. Additionally, a centralized site would allow for the greatest user access. This is particularly important if pre-teens and teens are considered a primary audience for the action park. Further, proximity to safe biking and walking routes would enable users to access the action park site with little increase in parking. The location would ideally be readily accessible for initial construction. Finally, the site should be selected so that it can be useable during daylight hours.

Amenities and infrastructure: The optimal site would have existing support amenities nearby or would be in a location where needed amenities could be added. Parking could be minimized through selecting a location that primary users can access via their own wheeled transportation options. Additional amenities and infrastructure to consider include restroom facilities, shade for users and spectators, and seating availability.

Design canvas: In considering various site options within Needham, several additional questions will need to be explored. While not exhaustive these questions include: Is there enough space to achieve the desired square footage and park features? Is there potential for future expansion? Is the shape of the space conducive to wheeled sports traffic patterns or do awkward corners and boundaries create challenges? Is the topography conducive to action park design? Do natural elevation changes present opportunities or challenges? Would the scenery, aesthetics, and atmosphere compliment a social gathering space like an action park? Do sub-surface & drainage conditions present opportunities or challenges?

The Pickleball Court portion of the feasibility study will look at:

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Action Park Feasibility Study			Fiscal Year	2024	Request Status	New	
Project Phase	Feasibility Study	Planning/Design	\$35,000	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	\$35,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No	
					Total New FTE's	0	No	
Project Description and Considerations								

6 - This project would qualify for CPC funding.

12 - Park and Recreation will work with the Selectboard, Town Management, DPW & Conservation on this project.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Athletic Facility Improvements			Submitted by	PW Parks and Forestry		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Department of Public Works and Park and Recreation have developed a plan for the Town's fields and ball diamonds that identifies the need for new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, etc.).

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

Asa Small Field Renovation

This project will address the deficiencies of the Asa Small ball diamond at the DeFazio complex that were not included in the Field of Dreams project. This renovation has been on the Little League's priority list for several years. 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 of 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, posing safety concerns, and the ground cover has been eroded by stormwater. The park also does not have good accessibility due to its elevation. Those trying to access it from the Charles River Center must travel up several stairs. This future request will be 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 2023

Capital Request Detail								
Project Title	Athletic Facility Improvements				Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$3,090,000	FF&E		
Useful Life	More than 15 Years	Land		Construction Management		Technology		
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		Hired Consultant		Project Cost	\$3,090,000
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?							Yes	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							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 (\$1,310,000)

This request is for the **construction phase** of the project. Funding for the design phase was granted for FY2022. The design is currently being finalized.

Since McLeod Field was renovated more than ten years ago, multiple problems and areas for improvement have been identified. The field suffers from drainage issues related to the 4' drainpipe running under it, causing sinkholes to form after heavy rain events. Sinkholes require emergency repair for the field to be safely used. Additionally, the current spectator seating is insufficient and the field lacks an accessible and dedicated walkway between it and entry points. The field's fencing is also aging and needs to be replaced.

Over the course of several public meetings between residents and Town staff, it was decided to convert the field from a baseball field to a softball field to better serve the needs of the community. The project will address both the drainpipe and the eroding subsurface of the field, while also incorporating improvements identified during the design phase as needed to ensure a quality softball field for all users.

The construction phase of the project will include a repair of the drainpipe, resurfacing, a skin conversion for softball use, upgraded lighting and spectator seating, and the installation of an irrigation system, a scoreboard, and covered dugouts and warm up areas along with storage for equipment and upgraded electrical outlets. A lacrosse wall will be formalized for added field utility.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2024	Request Status	Revised

Additional Description and Considerations

Claxton Field Lighting & Skin Renovations (\$1,780,000)

These two projects were combined, as they are in the same location and coordination between the components is required. Funding for Claxton is being requested at the same time as McLeod to allow DPW to bid out the project at a time of year conducive to scheduling work during the construction season.

This request is for the **construction phase** of the project, which would be completed after the McLeod Field Renovation. Funding for the design phase was granted for FY2021. The design is currently being finalized.

Field Lighting/Field Improvements

The field 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 to be replaced frequently, and they broadly illuminate rather than provide focused directional light. This component of the project will address these issues by converting the halide lighting on most of the existing poles to energy-efficient LED and cutting and capping the older poles in the middle of the field, which present safety issues. The scope was expanded in the design process to include the addition of geotextile fabric to act as a barrier between the subsurface and playing surface, a new irrigation system, and accessible walkways.

Softball Skin Renovations (Fields 1 & 2)

Unlike baseball diamonds, which have a combination of skin and turf, the infields of softball diamonds have entirely clay skins. This makes the grading of the softball infield skins very important, as imperfections will cause puddling. The current fields were constructed on a closed landfill that was not properly graded. Heavy rains form puddles on the skin, leading to field closures. This component of the project will include removing the existing skin clay material, evaluating the conditions below the skin, and regrading as necessary. A drainage system will be installed and laser graded, and the clay skins will be replaced. The scope was expanded in the design process to also include the addition of covered dugouts, spectator seating, fencing, warm up areas, and replacement bases and other equipment.

Changes from Prior Year Submission

The funding request has increased due to updated cost estimates from the designer.

Clarification of Questions

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. Much of the work except for Turf Fields would be eligible for Community Preservation Funds.
- 11. These projects would improve the fields' surfaces and add beneficial amenities.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Athletic Facility Improvements			Fiscal Year	2025	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$244,000	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 \$244,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Town-Wide Fencing Improvements (\$244,000)

DeFazio Tot Lot

The perimeter chain link fencing is showing signs of age, including rust and damage. Improvements were delayed on this fence due to the uncertain future of the facility.

The existing posts will be evaluated for damage and reused if possible. The existing chain link fabric will be disposed of and replaced in kind.

DeFazio Complex

The perimeter fencing, backstops, and player bench areas are showing signs of age and heavy use. These fields are subjected to high levels of traffic that have shortened the life cycle of the fencing and related structures.

The existing posts will be evaluated for damage and reused if possible. The existing chain link fabric will be disposed of and replaced in kind.

Changes from Prior Year Submission

This project was pushed back from FY2024 to FY2025. The funding request has increased due to an updated quote from an industry reference.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2025	Request Status	Revised
Additional Description and Considerations					

Clarification of Questions

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. Much of the work except for Turf Fields would be eligible for Community Preservation Funds.
- 11. These projects would improve the fields.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Athletic Facility Improvements			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	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	No Estimate Has Been Determined		Project Cost	\$0
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							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							

Broadmeadow & Eliot Fields Renovation

This request is for the **design phase** of the project. It had been included on prior submissions under "Future Projects".

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 Broadmeadow location has surface water from neighboring areas draining into the field. Input from user groups is needed to identify which specific solutions best match their needs, but the following improvements have been proposed to address the fields' deficiencies:

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, switching to synthetic material would be a more economical and durable option that will greatly assist in maintaining a consistent field covering.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2027	Request Status	New
Additional Description and Considerations					

Clarification of Questions

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. Much of the work except for Turf Fields would be eligible for Community Preservation Funds.
- 11. This project would improve the fields' surfaces.
- 12. The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2023

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	2026
Description							

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

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

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Athletic Fields Master Study		Fiscal Year	2026	Request Status	Resubmitted	
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?							No
					Total New FTE's	0	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 2023

Capital Funding Request							
Title	Central Avenue/Centre Street 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, historically known as “Fisher’s Bridge,” was constructed circa 1847 and rehabilitated in 1955. The bridge connects Central Avenue on the Needham side and Centre Street on the Dover side, east-west over the Charles River. The 100’ bridge, jointly owned by both towns, is a three-span stone masonry arch lined with two timber rails mounted on square concrete posts. The travel lanes vary in width from 9-11’ with no shoulders.

After a 2015 traffic accident and a 2016 MassDOT report that raised concerns about the bridge’s approach, narrow crossing, and overall deterioration, Needham DPW sought funding to investigate. At their direction, BETA Group engineers inspected the bridge in December 2020 and identified structural deficiencies throughout. These included wall displacements, separations, cracked and missing stones, crumbling mortar, bulging and erosion at the ends of the bridge, and vegetation overgrowth. The bridge rails were also observed to be in poor condition, with visible collision damage, missing and broken sections, and separation from the cracking concrete posts.

DPW asked their consultants to draft a preliminary design concept for a new bridge. The bridge would be replaced in approximately the same location while being widened to accommodate bicycle lanes and sidewalks. While the final configuration and aesthetic is still to be determined through the design process, a preliminary concept includes two 11’ travel lanes, two 5’ bicycle lanes, and two 6’ sidewalks.

This project also includes the construction of an 8’-wide shared use trail extension from the intersection of the Bay Colony Rail Trail and Fisher Street in Needham. The 2800’ trail segment will start west along Fisher Street and then continue south along Central Avenue, connecting to the new bridge’s sidewalk. The trail will resume on the Dover side, crossing Centre Street before ending. New drainage features will need to be added on one side of the roadway, the width of which will be resurfaced.

This request is to fund the development of the initial design concept and the implementation of the final design. While the requested amount is for the full cost of the project, these expenses will be shared with the Town of Dover. The Town of Needham will also be pursuing other funding options (grants, etc.) to help ameliorate the cost.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Central Avenue/Centre Street Bridge Replacement			Fiscal Year	2024	Request Status	Resubmitted
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?						Total New FTE's	0
No							
Project Description and Considerations							

This request is for the **design phase** of the project.

The project involves demolishing the existing bridge and building a new bridge that addresses the safety deficiencies and better accommodates pedestrian and bicycle traffic. Also included is the construction of an 8'-wide shared use trail extension from the Bay Colony Rail Trail, intended to encourage sustainable transportation and increase community connectivity within Needham and across the bridge to Dover.

The Towns of Needham and Dover are also seeking grant funding for the design phase. Funding for the construction phase will be requested for FY2025.

Changes from Prior Year Submission

The design phase of this project was pushed back from FY2023 to FY2024 to allow more time for coordination with the Town of Dover over how to proceed.

Clarification of Questions

1. The Town is covering the costs for design with grant funding secured by the Town of Dover.
3. This request may require permitting from Planning and the State.
8. This is in response to documented safety concerns.
12. Assistance from the Town of Dover will be required.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Central Avenue/Centre Street Bridge Replacement			Fiscal Year	2025	Request Status	
Project Phase	Construction	Planning/Design		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	\$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?							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 the **construction phase** of the project.

The project involves demolishing the existing bridge and building a new bridge that addresses the safety deficiencies and better accommodates pedestrian and bicycle traffic. Also included is the construction of an 8'-wide shared use trail extension from the Bay Colony Rail Trail, intended to encourage sustainable transportation and increase community connectivity within Needham and across the bridge to Dover. Any additional elements or changes generated from the design process will be incorporated.

Funding for the design phase of this project is being requested for FY2024.

Changes from Prior Year Submission

The construction phase of this project was pushed back from FY2024 to FY2025 as a result of the design phase's move to FY2024. The funding request has increased due to an updated cost estimate from the designer.

Clarification of Questions

1. The Town is covering the costs for design with grant funding secured by the Town of Dover.
3. This request may require permitting from Planning and the State.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	Central Avenue/Centre Street Bridge Replacement	Fiscal Year	2025	Request Status	
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Additional Description and Considerations

- 8. This is in response to documented safety concerns.
- 12. Assistance from the Town of Dover will be required.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	DeFazio Playground Renovation			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$435,000	Funding Year	See Attached
Description							

The Town of Needham has 19 public playground locations: Broadmeadow (2), 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 will become the swing space for School Administration.

In 2020, the Park and Recreation Department hired an outside consultant to do a comprehensive playground assessment that included 16 of our 18 playgrounds. The two playgrounds at Hillside were omitted. This assessment is not an audit nor an inspection. The Playground Assessment is based on the principals and guidelines of CPSC: Publication #325, ASTM F1487-17, ASTM F2373-11, ASTM F2223-10, ASTM F2049-11 (2017) and ASTM F1292-13.

The report 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 provide a general overall assessment of each site which will include the review of:

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

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

The 2021 Playground Assessment can be found here:

<https://www.needhamma.gov/DocumentCenter/View/23498/MasterNeedhamAssessment?bidId=>

The DeFazio Playground, also known as the "Tot Lot", was identified as a top priority for a complete renovation. Much of the site has been assessed as in either "Poor" or "Fair" condition. This request will be for a complete redesign of the DeFazio area within the fence.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	DeFazio Playground - Design		Fiscal Year	2024	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$35,000	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	\$35,000
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							

The request for FY2024 is for the design and engineering of a newly renovation playground at the DeFazio complex. This design will include, but not be limited to, location, playground equipment, playground age groups, fencing, pathways and amenities such as benches, tables and shade. The design will also look into any need for permitting or waiver regulations by Conservation. Since the playground is located next to wetlands, the design will include some native plantings to further delineate the playground area from wetlands and conservation land.

- 3 - The project may need waivers or permitting from Conservation.
- 6 - This project would be eligible for CPC funding.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	DeFazio Playground - Construction			Fiscal Year	2025	Request Status	Revised
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	Industry References		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?							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?							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							

The request for FY2025 is for the construction of a newly renovation playground at the DeFazio complex. This construction will be based on the design we complete in FY2024.

3 - The project may need waivers or permitting from Conservation.

4 - As the playground ages, certain pieces of equipment will need to be repaired and or replaced. In addition, there will be maintenance to the surfacing on an every-other-year plan.

6 - This project would be eligible for CPC funding. In addition, we will research ADA grants to move the Town of Needham in the direction of making all of our playgrounds accessible to everyone.

10 - All equipment selected will be permanently installed.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	High School Tennis Court Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$1,500,000	Funding Year	2025
Description							

The Park and Recreation Department is currently working on the design of the tennis courts at Needham High School. Once completed we will be requesting capital for the funding of the construction of these courts.

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

FY2025 - A construction project of the tennis courts at Needham High School.

Capital Improvement Plan
January 2023

Capital Request Detail						
Project Title	High School Tennis Court Improvements - Construction	Fiscal Year	2025	Request Status	Resubmitted	
Project Phase	Construction	Planning/Design		Construction	\$1,500,000	FF&E
Useful Life	More than 20 Years	Land		Construction Management		Technology
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source	Industry References	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?						No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes
7. Is this a request in response to a Court, Federal, or State order?						No
8. Is this a request in response to a documented public health or safety condition?						No
9. Is this a request to improve or make repairs to extend the useful life of a building?						No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
12. Will any other department be required to provide assistance in order to complete the project?						No
13. If funded, will this project increase the operating expense for any other department?						No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						No
					Total New FTE's	0
Project Description and Considerations						

The current industry estimation is 150K - 175K per court. The design we are bidding out in F"Y2023 will identify just how many courts and amenities we could fit at the high school location. This construction number is for up to 8 courts.

6 - Outdoor tennis 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 2023

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 (NPDES)

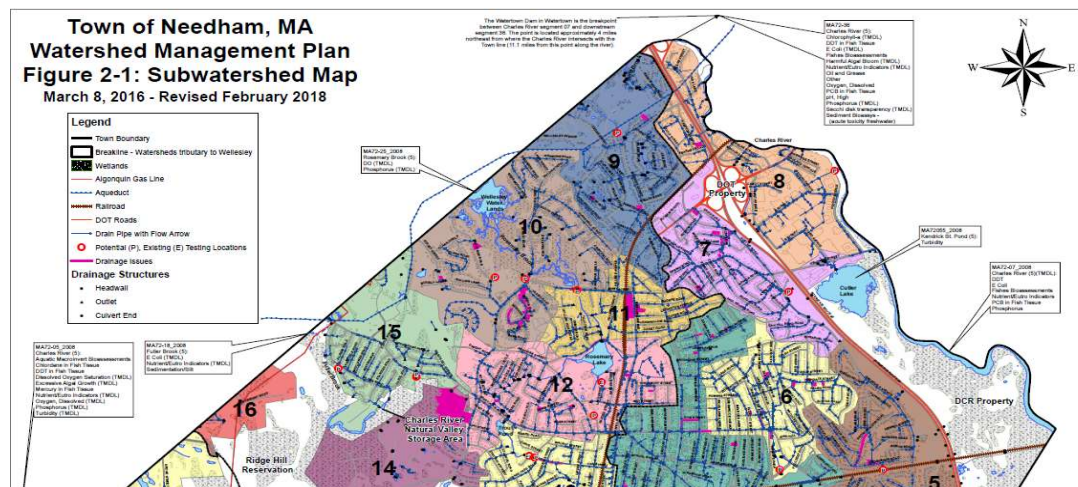
The new 2016 NPDES Regulations are the most sweeping set of stormwater requirements in the last 45 years. The 2016 NPDES Permit requires Needham to continue making substantial changes to the Town's Stormwater Operations, Site Plan, and Subdivision reviews, and to create a new Stormwater General Bylaw.

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 article's purpose is to fund studies identifying 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. Below is a map of the subwatershed areas.



Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2024	Request Status	Existing
Project Phase	Construction	Planning/Design	\$460,000	Construction	\$400,000	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	Industry References		Project Cost	\$860,000
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?							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							

Watershed Area Number 4 Study (\$145,000)

This request is for funding to conduct a study analyzing Watershed Area Number 4. This analysis will identify future NPDES-related projects within Watershed Area Number 4, with funding for both design and construction phases to be requested in future years. This study will include eight tasks:

1. Review known flooding issues within the area
2. Identify two targeted audiences for education and outreach regarding stormwater concerns
3. Provide guidance on public participation as required
4. Identify potential testing locations for illicit discharge detection and elimination
5. Make recommendations of potential improvements to the construction erosion control procedures
6. Make recommendations of potential improvements to the development and maintenance of stormwater management systems
7. Make recommendations for tasks related to the maintenance of stormwater systems for facilities and infrastructure
8. Advise on the phosphorous control plan

Watershed Area Number 2 Design (\$150,000)

This request is for the funding of the design phase for Watershed Area Number 2. The Town has completed the study and analysis of this watershed area and is looking to engage a consultant to design the recommendations from that study. The consultant would design low impact development (LID) techniques and structural best management practices (BMPs), working towards phosphorous reduction in this area. This would include the reduction of impervious area, proposing country drainage where appropriate, and retrofitting infiltration practices on existing drainage

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2024	Request Status	Existing

Additional Description and Considerations

These improvements would aim to reduce, capture, control, and improve the water quality of the stormwater runoff prior to discharging into Walker Pond and ultimately the Charles River, as required by the MS4 Permit.

Sluice Gate Replacement (\$565,000)

The Rosemary Dam sluice gate is in need of repair due to some leaking. The sluice gate is a mechanism that helps control the flow through the Rosemary Dam. It is vital to maintaining the water level of the pond and in helping to prevent excess runoff during rains. This request is for the funding to replace the existing sluice gate and retrofit the spillway within the existing structure.

Changes from Prior Year Submission

The funding amount has changed as the Town has identified a schedule for the subwatershed evaluations and specific projects for design.

Clarification of Questions

- 3. Permits may be required from the Conservation Commission, Planning Board, and others.
- 7. This is in response to a federal permit.
- 10. All equipment resulting from these projects would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail									
Project Title	NPDES Support Projects		Fiscal Year	2025	Request Status	Existing			
Project Phase	Construction	Planning/Design	\$306,000	Construction	\$500,000	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	Industry References		Project Cost	\$806,000		
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?							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									

Watershed Area Number 12 Study (\$150,000)

This request is for funding to conduct a study analyzing Watershed Area Number 4. This analysis will identify future NPDES-related projects within Watershed Area Number 4, with funding for both design and construction phases to be requested in future years. This study will include eight tasks:

1. Review known flooding issues within the area
2. Identify two targeted audiences for education and outreach regarding stormwater concerns
3. Provide guidance on public participation as required
4. Identify potential testing locations for illicit discharge detection and elimination
5. Make recommendations of potential improvements to the construction erosion control procedures
6. Make recommendations of potential improvements to the development and maintenance of stormwater management systems
7. Make recommendations for tasks related to the maintenance of stormwater systems for facilities and infrastructure
8. Advise on the phosphorous control plan

Watershed Area Number 4 Design (\$156,000)

This request is for the funding of the design phase for Watershed Area Number 4. The specifics of what is to be designed will be determined after the completion of the study funded for FY2024.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2025	Request Status	Existing
Additional Description and Considerations					

Watershed Area Number 2 Construction (\$500,000)

This request is for the funding to construct the recommendations made in the study of Watershed Area Number 2. The specifics will be determined after the completion of the design funded for FY2024.

Changes from Prior Year Submission

The funding amount has changed as the Town has identified a schedule for the subwatershed evaluations and designs.

Clarification of Questions

- 3. Permits may be required from the Conservation Commission, Planning Board, and others.
- 7. This is in response to a federal permit.
- 10. All equipment resulting from these projects would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2026	Request Status	Existing
Project Phase	Construction	Planning/Design	\$316,000	Construction	\$500,000	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	Industry References		Project Cost	\$816,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Watershed Area Number 10 Study (\$155,000)

This request is for funding to conduct a study analyzing Watershed Area Number 10. This analysis will identify future NPDES-related projects within Watershed Area Number 4, with funding for both design and construction phases to be requested in future years. This study will include eight tasks:

1. Review known flooding issues within the area
2. Identify two targeted audiences for education and outreach regarding stormwater concerns
3. Provide guidance on public participation as required
4. Identify potential testing locations for illicit discharge detection and elimination
5. Make recommendations of potential improvements to the construction erosion control procedures
6. Make recommendations of potential improvements to the development and maintenance of stormwater management systems
7. Make recommendations for tasks related to the maintenance of stormwater systems for facilities and infrastructure
8. Advise on the phosphorous control plan

Watershed Area Number 12 Design (\$161,000)

This request is for the funding of the design phase for Watershed Area Number 12. The specifics of what is to be designed will be determined after the completion of the study funded for FY2025.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2026	Request Status	Existing
Additional Description and Considerations					

Watershed Area Number 4 Construction (\$500,000)

This request is for the funding to construct the recommendations made in the study of Watershed Area Number 4. The specifics will be determined after the completion of the design funded for FY2025.

Changes from Prior Year Submission

The funding amount has changed as the Town has identified a schedule for the subwatershed evaluations and designs.

Clarification of Questions

- 3. Permits may be required from the Conservation Commission, Planning Board, and others.
- 7. This is in response to a federal permit.
- 10. All equipment resulting from these projects would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	NPDES Support Projects			Fiscal Year	2027	Request Status	Existing
Project Phase	Construction	Planning/Design	\$487,000	Construction	\$500,000	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	Industry References		Project Cost	\$987,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							Yes
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Watershed Area Numbers 8 & 9 Study (\$320,00)

This request is for funding to conduct a study analyzing Watershed Area Number 4. This analysis will identify future NPDES-related projects within Watershed Area Number 4, with funding for both design and construction phases to be requested in future years. This study will include eight tasks:

1. Review known flooding issues within the area
2. Identify two targeted audiences for education and outreach regarding stormwater concerns
3. Provide guidance on public participation as required
4. Identify potential testing locations for illicit discharge detection and elimination
5. Make recommendations of potential improvements to the construction erosion control procedures
6. Make recommendations of potential improvements to the development and maintenance of stormwater management systems
7. Make recommendations for tasks related to the maintenance of stormwater systems for facilities and infrastructure
8. Advise on the phosphorous control plan

Watershed Area Number 10 Design (\$167,000)

This request is for the funding of the design phase for Watershed Area Number 10. The specifics of what is to be designed will be determined after the completion of the study funded for FY2026.

Capital Improvement Plan
January 2023

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

Watershed Area Number 12 Construction (\$500,000)

This request is for the funding to construct the recommendations made in the study of Watershed Area Number 12. The specifics will be determined after the completion of the design funded for FY2026.

Changes from Prior Year Submission

The funding amount has changed as the Town has identified a schedule for the subwatershed evaluations and designs.

Clarification of Questions

- 3. Permits may be required from the Conservation Commission, Planning Board, and others.
- 7. This is in response to a federal permit.
- 10. All equipment resulting from these projects would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail									
Project Title	NPDES Support Project			Fiscal Year	2028	Request Status	New		
Project Phase	Construction	Planning/Design	\$676,000	Construction	\$500,000	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	Industry References		Project Cost	\$1,176,000		
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No		
3. Does this project require any permitting by any Town or State agency?							Yes		
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No		
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No		
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No		
7. Is this a request in response to a Court, Federal, or State order?							Yes		
8. Is this a request in response to a documented public health or safety condition?							No		
9. Is this a request to improve or make repairs to extend the useful life of a building?							No		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes		
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No		
12. Will any other department be required to provide assistance in order to complete the project?							No		
13. If funded, will this project increase the operating expense for any other department?							No		
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							Total New FTE's	0	No
Project Description and Considerations									

Watershed Areas Number 11 & 13 (\$331,000)

This request is for funding to conduct a study analyzing Watershed Area Number 4. This analysis will identify future NPDES-related projects within Watershed Area Number 4, with funding for both design and construction phases to be requested in future years. This study will include eight tasks:

1. Review known flooding issues within the area
2. Identify two targeted audiences for education and outreach regarding stormwater concerns
3. Provide guidance on public participation as required
4. Identify potential testing locations for illicit discharge detection and elimination
5. Make recommendations of potential improvements to the construction erosion control procedures
6. Make recommendations of potential improvements to the development and maintenance of stormwater management systems
7. Make recommendations for tasks related to the maintenance of stormwater systems for facilities and infrastructure
8. Advise on the phosphorous control plan

Watershed Areas Number 8 & 9 Design (\$345,000)

This request is for the funding of the design phase for Watershed Areas Number 8 & 9. The specifics of what is to be designed will be determined after the completion of the study funded for FY2027.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	NPDES Support Project	Fiscal Year	2028	Request Status	New
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Additional Description and Considerations

Watershed Area Number 10 (\$500,000)

This request is for the funding to construct the recommendations made in the study of Watershed Area Number 10. The specifics will be determined after the completion of the design funded for FY2027.

Changes from Prior Year Submission

The funding amount has changed as the Town has identified a schedule for the subwatershed evaluations and designs.

Clarification of Questions

- 3. Permits may be required from the Conservation Commission, Planning Board, and others.
- 7. This is in response to a federal permit.
- 10. All equipment resulting from these projects would be permanently installed.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Outdoor Court Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$1,180,000	Funding Year	Outside the Plan Years
Description							

The Park and Recreation Department acknowledges the needs for major improvements to our outdoor courts. This request outlines our requests.

FY2028 - A design and engineering study of outdoor courts (tennis, basketball, pickleball, etc.)

FY2029 - A construction project of at least one of our outdoor courts (tennis, basketball, pickleball, etc.)

FY2030 - A design and engineering study of outdoor courts (tennis, basketball, pickleball, etc.)

FY2031 - A construction project of at least one of our outdoor courts (tennis, basketball, pickleball, etc.)

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Outdoor Court Improvements - Design		Fiscal Year	2028	Request Status	Resubmitted	
Project Phase	Design/Engineering	Planning/Design	\$40,000	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	\$40,000	
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							

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 court improvements.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Outdoor Court Improvements - Construction			Fiscal Year	2029	Request Status	Resubmitted
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?							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?							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							

4 - 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.

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 - All equipment would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Outdoor Court Improvements - Design			Fiscal Year	2030	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$40,000	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	\$40,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	
Project Description and Considerations							

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 court improvements.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Outdoor Court Improvements - Construction			Fiscal Year	2031	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$500,000	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	\$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?							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							

4 - 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.

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 - All equipment would be permanently installed.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Playground Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	\$1,270,000	Funding Year	2026
Description							

FY2026 - A design and engineering study of a playground
 FY2027 - A construction project of at least one of our playgrounds
 FY2028 - A design and engineering study of a playground
 FY2029 - A construction project of at least one of our playgrounds

The Town of Needham has 19 public playground locations: Broadmeadow (2), 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 will become the swing space for School Administration.

In 2020, the Park and Recreation Department hired an outside consultant to do a comprehensive playground assessment that included 16 of our 18 playgrounds. The two playgrounds at Hillside were omitted. This assessment is not an audit nor an inspection. The Playground Assessment is based on the principals and guidelines of CPSC: Publication #325, ASTM F1487-17, ASTM F2373-11, ASTM F2223-10, ASTM F2049-11 (2017) and ASTM F1292-13.

The report 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 provide a general overall assessment of each site which will include the review of:

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Playground Improvements - Design			Fiscal Year	2026	Request Status	Resubmitted
Project Phase	Design/Engineering	Planning/Design	\$35,000	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	\$35,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						No	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

The request for FY2026 would be for the design and engineering of a playground location identified by the Playground Assessment and the priorities of the Park & Recreation Commission.

3 - The project may need waivers or permitting from Conservation.

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Playground Improvements - Construction			Fiscal Year	2027	Request Status	Resubmitted
Project Phase	Construction	Planning/Design		Construction	\$600,000	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	Industry References		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?							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?							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							

The request for FY2027 would be for the construction of a playground location identified by the Playground Assessment and the priorities of the Park & Recreation Commission

3 - The project may need waivers or permitting from Conservation.

4 - As the playground ages, certain pieces of equipment will need to be repaired and or replaced. In addition, there will be maintenance to the surfacing on an every-other-year plan.

6 - This project would be eligible for CPC funding. In addition, we will research ADA grants to move the Town of Needham in the direction of making all of our playgrounds accessible to everyone.

10 - All equipment selected will be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Playground Improvements - Design			Fiscal Year	2028	Request Status	New
Project Phase	Design/Engineering	Planning/Design	\$40,000	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	\$40,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

The request for FY2028 would be for the design and engineering of a playground location identified by the Playground Assessment and the priorities of the Park & Recreation Commission.

3 - The project may need waivers or permitting from Conservation.

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Playground Improvements - Construction			Fiscal Year	2029	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$600,000	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	Industry References		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?							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?							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							

The request for FY2029 would be for the construction of a playground location identified by the Playground Assessment and the priorities of the Park & Recreation Commission.

3 - The project may need waivers or permitting from Conservation.

4 - As the playground ages, certain pieces of equipment will need to be repaired and or replaced. In addition, there will be maintenance to the surfacing on an every-other-year plan.

6 - This project would be eligible for CPC funding. In addition, we will research ADA grants to move the Town of Needham in the direction of making all of our playgrounds accessible to everyone.

10 - All equipment selected will be permanently installed.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Public Works Infrastructure			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, which is shorter than in the past because of the industry's increased use of recycled materials, reducing the material costs. Specialized surface treatments can be applied within this period to extend the lifecycle of the roadway, with the treatment type based on road usage. The Town plans for 17 lane miles of road per year to be resurfaced before they reach the end of their lifecycles. These roads are prioritized based on a pavement condition index (PCI). The Town designates roads with a PCI of under 70 as targets for resurfacing and specialized treatment, and roads 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, handicapped ramps, minor drainage improvements, street sign replacements, 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 is often 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 including poor drainage, an undesirable grade, or failing subsurface material. This strategy differs from the road rehabilitation program in that it requires a more comprehensive 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.

When determining if a road requires reconstruction or rehabilitation, the Town accounts for the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles, and overhead utilities. The physical condition of the road is evaluated for improvement, including its shape, foundation, and traffic volume. The roads to be addressed through reconstruction are deficient in one or more of the areas listed. These deficiencies can sometimes be attributed to how the Town evolved historically, with roads being constructed without a full design. Road reconstruction 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 identified need from the Highway Division, and traffic patterns and infrastructure changes that put pressure on various intersections throughout Town.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$2,581,500	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	\$2,581,500
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?							No
				Total New FTE's	0		
Project Description and Considerations							

Street Resurfacing (\$1,285,000)

The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY23 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$855,000)

FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Brooks and Culverts - Rosemary Brook (\$221,500)

The section of the brook to be addressed (from Trout Pond north to Rosemary Lake) has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues. This project would consist of removing sediment and vegetation and repairing and/or replacing failing walls.

Guardrail - Dedham Avenue (\$220,000)

The current guardrail does not meet state guidelines. This project would replace the existing guardrail with a modern, more appropriate option that will be safe and compliant.

Capital Improvement Plan
January 2023

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

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
Sidewalk Program		\$855,000
Brooks & Culverts - Rosemary		\$221,500
Guardrail - Dedham Ave		\$220,000
Total		\$2,581,500

Changes from Prior Year Submission

The funding request increases are a result of updated contract pricing as well as market fluctuations in materials that are causing increases in costs. The Guardrail project has been moved forward from FY2025 to FY2024 due to the condition of the guardrail and safety concerns.

Clarifications of Questions

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repairs, 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 2023

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2025	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$5,417,500	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	\$5,417,500
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?							No
					Total New FTE's	0	No
Project Description and Considerations							

Street Resurfacing (\$1,330,000)

The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY23 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$885,000)

FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Roadway Reconstruction - Marked Tree Road (\$1,872,500)

This project would involve the installation of granite curbing, accessible ramps, and sidewalk. It would also include drainage improvements. A large focus of the improvements will be on pedestrian access and safety.

This request is for the **construction phase** of the project. Funding for the design phase was granted for FY2023.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	Public Works Infrastructure Program	Fiscal Year	2025	Request Status	Revised
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Additional Description and Considerations

Intersection Improvements - Central Avenue at Great Plain Avenue (\$1,330,000)

There have been challenges with maintaining an appropriate traffic flow through this intersection since it was constructed in the 1990s, mainly due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design also does not provide the ideal traffic patterns for multiple modes of transportation.

This project would include geometric improvements and a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology better able to control the flow of traffic through the intersection, reducing traffic back-ups. The overall layout of the intersection would be improved to increase traffic flow. This intersection redesign would comply with Complete Streets principles.

This request is for the **construction phase** of the project. The funding for the design phase was granted for FY2023.

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		\$885,000
Roadway Reconstruction - Marked Tree Road		\$1,872,500
Intersection Improvements - Central Ave at Great Plain Ave		\$1,330,000
Total		\$5,417,500

Changes from Prior Year Submission

The funding request increases are a result of updated contract pricing as well as market fluctuations in materials that are causing increases in costs. The Roadway Reconstruction project has been pushed back from FY2024 to FY2025 to accommodate the completion of the design phase.

Clarifications of Questions

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repairs, 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 2023

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2026	Request Status	Revised
Project Phase	Construction	Planning/Design	\$250,000	Construction	\$3,620,000	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	\$3,870,000
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 (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY23 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$920,000)

FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements - Hunnewell Street at Central Avenue (\$1,100,000)

There have been traffic flow concerns along Central Avenue, including at the intersection at Hunnewell Street. The traffic signal system at this intersection is outdated and beyond its useful life.

This project would include geometric improvements and a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology better able

Capital Improvement Plan
January 2023

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

intersection redesign would comply with Complete Streets principles and would be part of a larger traffic improvement plan along Central Avenue.

This request is for the **construction phase** of the project.

Stormwater Master Plan (\$250,000)

The request is to fund a Stormwater Master Plan that would evaluate the capacity and the condition of the existing Townwide stormwater drainage system. This master plan would identify, prioritize, and address the health and safety, regulatory requirements, and capacity concerns associated with the management of stormwater. It will also include the ongoing financial considerations that would result from the construction and maintenance of future storm drain improvement projects to be funded out of the Infrastructure article. This would allow the Town to improve surface water quality by the reduction of pollutants through the stormwater drainage system.

Brooks and Culverts - Alder Brook (\$225,000)

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 requires cleaning that will remove the phosphorus contaminated sediment and improve water quality. The section of the brook being addressed is from Webster Street at Dedham Avenue to the Charles River. This project would remove sediment and vegetation as well as repair/replace failing walls/culverts.

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		\$920,000
Intersection Improvements - Hunnewell St at Central Ave		\$1,100,000
Stormwater Master Plan	\$250,000	
Brooks & Culverts - Alder Brook		\$225,000
Total	\$250,000	\$3,620,000

Changes from Prior Year Submission

The funding request increases are a result of updated contract pricing as well as market fluctuations in materials that are causing increases in costs. The Alder Brook project has been postponed a year from FY2025 to FY2026. The Stormwater Master Plan project has been added to assist in formulating a plan for future storm drain capacity improvements.

Clarifications of Questions

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repairs, 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 2023

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design	\$155,500	Construction	\$2,380,000	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	\$2,535,500
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 (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY23 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$955,000)

FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements - Central Avenue at Gould Street (\$155,500)

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.

This funding request is for the **design phase** of the project. The design will look into the addition of turning lanes as well as expanding the width of the intersection. The construction funding

Capital Improvement Plan
January 2023

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

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	FY27	
	D&E	Const.
Street Resurfacing		\$1,425,000
Sidewalk Program		\$955,000
Intersection Improvements - Central Ave at Gould St	\$155,500	
Total	\$155,500	\$2,380,000

Changes from Prior Year Submission

The funding request increases are a result of updated contract pricing as well as market fluctuations in materials that are causing increases in costs. The Intersection Improvements at Central Avenue at Gould Street has been postponed a year to accommodate the improvements at Central Avenue at Great Plain Avenue.

Clarifications of Questions

3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repairs, 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 2023

Capital Request Detail							
Project Title	Public Works Infrastructure Program			Fiscal Year	2028	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$3,267,500	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	\$3,267,500
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 (\$1,475,000)

The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY23 is \$97,300 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$92,700 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard.

Sidewalk Program (\$990,000)

FY23 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$437,900 per mile (\$83.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$417,000 per mile (\$79.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements - Central Avenue at Gould Street (\$802,500)

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.

This request is for the **construction phase**. The design funding was requested in FY2027.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	Public Works Infrastructure Program	Fiscal Year	2028	Request Status	New
Additional Description and Considerations					

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	FY28	
	D&E	Const.
Street Resurfacing		\$1,475,000
Sidewalk Program		\$990,000
Intersection Improvements - Central Ave at Gould St		\$802,500
Total	\$0	\$3,267,500

Clarifications of Questions

- 3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repairs, 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 2023

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 of their enhanced train safety infrastructure. Before a municipality can request a Quiet Zone designation from the MBTA, upgrades to railroad crossings must occur.

There are six railroad crossings in Needham 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 the golf course. The railroad crossing at Great Plain Avenue will be funded through a different source as part of the Downtown Phase II Project. The required upgrades at each location include quad-gates, two gates that lower on each side of the railroad crossing, and vehicle and pedestrian detection systems. The detection systems would trigger the gates to release so that vehicles and pedestrians would not be trapped in the case of emergencies. The existing MBTA infrastructure is outdated with equipment that cannot process the signals from vehicle and pedestrian detection systems.

This request is to fund a design phase to develop an upgrade plan for each crossing, and a construction phase to implement those plans.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Quiet Zone Safety Upgrades		Fiscal Year	2024	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$1,340,000	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 more than \$5,000	Project Cost Source		Hired Consultant	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 the **design phase** of the project.

The design will include a review of the necessary upgrades to MBTA infrastructure and railroad controller equipment, and the design for the installation of quad-gates as well as vehicle and pedestrian detection systems.

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

Changes from Prior Year Submission

The funding request has increased due to an updated cost estimate from a Town consultant.

Clarification of Questions

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

Capital Improvement Plan
January 2023

Capital Request Detail									
Project Title	Quiet Zone Safety Upgrades		Fiscal Year	2025	Request Status	Revised			
Project Phase	Construction	Planning/Design		Construction	\$2,775,000	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 more than \$5,000	Project Cost Source	Hired Consultant			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	0	No
Project Description and Considerations									

This request is for the **construction phase** of the project.

The project will involve the installation of quad-gates as well as vehicle and pedestrian detection systems at each crossing location, taking into account their individual designs and conditions.

Funding for the design phase of this project is requested for FY2024.

Changes from Prior Year Submission

The funding request has increased due to an updated cost estimate from a Town consultant.

Clarification of Questions

3. This project may require permitting from Planning and would require coordination with the MBTA.

10. All equipment that is part of this project would be permanently installed at the multiple locations.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Pool & Beach Improvements			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type		Funding Request	\$850,000	Funding Year	2024
Description							

FY2024 - Design of the Pool Beach Project to include, but not limited to, removing the sand, extending the wall along the lake to prevent flooding and multiple shade structures.
 FY2025 - Construction of the Pool Beach Project based on prior design.

Between the summers of 2020 and 2022, the Park & Recreation Department, along with their Commission have identified some needed upgrades at the Rosemary Pools. The needs identified by the Department and the Commission are identified below. However, we are looking to hire a design firm to look at these items and the potential options for additional upgradtes.

1 – Extend the wall – there is a cement wall separating the lake and the pool complex. In 2021, due to heavy rains, the lake flooded into the pool. Twice. the summer of 2021, the Rosemary Lake flooded due to high rains. The lake flooded directly into the pools. Twice. The first time was during operation and the pool was closed for over a week as we needed to rebalance the water and send the pool water out for testing to ensure there were no harmful bacteria in the swimming pools. The second time was after the pool closed to the public, but we still spent over a week shocking and balancing the pool so we could then close it for the season in the appropriate manner. Ideally, we would extend the wall in both directions (toward parking lot and toward Rosemary Street) to help keep the lake in the lake.

2 – Beach sand – the sand continuously ends up in the pool, causing harm to our filtration system. We would look into removing the sand entirely and replaing it with either artificial turf or poured-in-place (PIP) rubber surfacing. Additionally we would look at options to add a tot size play features: swing, small boulders, etc.

3 – Shade – there is no shade at all at the complex. We are looking to add shade over the sand/turf area, and a few more shade structures over the seating areas. The sun sets over the lake, making shading on the lake-side of the pools difficult, but we would look to the engineer firm to discover if it is at all possible.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Pool & Beach Improvements - Design		Fiscal Year	2024	Request Status	New	
Project Phase	Design/Engineering	Planning/Design	\$100,000	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	\$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?						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							

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Pool & Beach Improvements - Construction			Fiscal Year	2025	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$750,000	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		Industry References		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?							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 2023

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

This article's purpose is to fund projects that are recommended by the Traffic Management Advisory Committee (TMAC). The \$50,000 annual request will support one or two construction-related TMAC projects per year, including traffic-calming street geometry changes, handicap ramps, new pavement markings, and other pedestrian improvements. This funding is also used for installing traffic signage ("Stop", "School Zone", "Children Playing", etc.), speed radar signs, crosswalks, and other interventions in response to resident petitions submitted to the TMAC.

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Traffic Improvements (TMAC)			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 for funding construction-related TMAC projects and interventions in response to resident petitions, including street geometry changes, handicap ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements.

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 2023

Capital Request Detail						
Project Title	Traffic Improvements (TMAC)		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 for funding construction-related TMAC projects and interventions in response to resident petitions, including street geometry changes, handicap ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements.

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 2023

Capital Request Detail							
Project Title	Traffic Improvements (TMAC)			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 for funding construction-related TMAC projects and interventions in response to resident petitions, including street geometry changes, handicap ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements.

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 2023

Capital Request Detail							
Project Title	Traffic Improvements (TMAC)			Fiscal Year	2027	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 for funding construction-related TMAC projects and interventions in response to resident petitions, including street geometry changes, handicap ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements.

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 2023

Capital Request Detail						
Project Title	Traffic Improvements (TMAC)		Fiscal Year	2028	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 for funding construction-related TMAC projects and interventions in response to resident petitions, including street geometry changes, handicap ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements.

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 2023

Capital Funding Request							
Title	Trail Maintenance			Submitted by	PW Parks and Forestry		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

One of the things that makes Needham special is its geographic location and natural amenities. The Town is surrounded by the beauty of the Charles River and has access to local water bodies. Despite its proximity to urban centers, it has retained many of its wooded areas. This has provided an opportunity for recreational trails and natural pathways that take advantage of these resources.

In recent years the Town has embarked on formalizing and improving several trails and pathways, making them more accessible and valuable to the community. Some examples of these projects include:

- Carol-Brewster (*stone dust neighborhood pathway*)
- Walker Gordon Field (*stone dust pathway to seating area by the water*)
- Eastman loop at Newman School (*combination pathway of stone dust, wooden boardwalk, asphalt, and porous pavement*)
- Bay Colony Rail Trail (*stone dust pathway*)
- Sunita Williams School (*stone dust pathway*)
- Amity Path (*combination pathway of stone dust, concrete panels, wooden boardwalk*)

Further opportunities for trail projects are currently being explored. For example, there have been discussions involving an extension of the Rail Trail along Chestnut Street to the Needham Junction MBTA station. The Town also intends to restart its Trail Steward program with Park and Recreation and the Conservation Commission, which is expected to result in more requests for trail improvements from the public.

Now that we have these assets and have begun to evaluate their potential for improvement, we need to plan and budget for the future costs associated with them. Trails and pathways require periodic maintenance like other pedestrian infrastructure, but also investments that maximize their value to the Town as a natural resource and as a part of community connectivity. They must be continuously monitored to identify problem areas and ways to enhance the user experience. As the trails and pathways age, the need for more than simple repairs will increase. This is only natural. Given that there are many trails, pathways, and related capital assets in Needham, it has become clear that a capital fund is needed to give the Town the resources to plan and prioritize repairs and improvements.

This article's purpose is to fund the needed maintenance of Town recreational trails and natural pathways, as well as other opportunities to improve these facilities.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Trail Maintenance				Fiscal Year	2026	Request Status	New
Project Phase	Construction	Planning/Design		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	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?							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								

Bay Colony Rail Trail Path Surface Upgrades

The 1.3-mile stretch of the Bay Colony Rail Trail from the Charles River Peninsula to High Rock needs to be rehabilitated to improve the pedestrian experience. This project includes removing all the loose material from the uneven surface and installing new material to firm up the path and enhance its walkability.

Clarification of Questions

6. This project would be eligible for Community Preservation Funds.

Capital Improvement Plan
January 2023

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 260 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. In prior years, the Department of Health and Human Services has been able to acquire 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 estimate cost for vehicle replacement for the FY2024 - FY2028 time period is \$15,504,010 which compares to the \$10,648,550 for the previous five year plan. The General Fund cost is \$14,047,472, the Sewer Enterprise is \$802,374, and the Water Enterprise is \$654,164.

Capital Improvement Plan
January 2023

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 2023

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	\$5,220,335	Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	In-House Estimate		Project Cost	\$5,220,335
Parameters						Response	
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 2023

Capital Request Detail

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

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
11	DPW Sewer	2013	Ford Explorer	Pick Up	C	52,059
21	DPW Water	2016	Ford F250	Work Truck Class 2 Pick Up	C	90,074
82	Community Development	2011	Ford F150	Pick Up	C	53,706
453	Building Inspector	2016	Ford Focus	SUV Hybrid	C	49,432
454	Building Inspector	2014	Ford Fusion	SUV Hybrid	C	49,432
455	Building Inspector	2016	Ford Focus	SUV Hybrid	C	49,432
456	Building Inspector	2014	Ford Fusion	SUV Hybrid	C	49,432
458	Building Inspector	2014	Ford Explorer	SUV Hybrid	C	49,432
701	DPW Building Maintenance	2014	FORD E250 Pick up	Work Truck Class 3	C	92,216
846	DPW Water (renumber as 78)	2011	Ford Escape Hybrid	Pick Up	C	52,059
C01	Fire	2020	Chevrolet Tahoe	Public Safety Response Vehicle	C	70,114
Van 09	School	2014	TOYOTA SIENNA	Passenger Van	C	71,698
Van 10	School	2015	TOYOTA SIENNA	Passenger Van	C	71,698
Core Fleet						800,784
9	DPW Highway	2012	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	H	347,431
17	DPW Sewer	2012	FORD F550 4WD	Work Truck Class 5	S	148,477
41	DPW Parks	2016	Ford F250	Work Truck Class 3	S	92,216
53	DPW RTS	2013	INTERNATIONAL 5600 Rolloff	Work Truck Class 6	S	337,155
66	DPW Highway	2015	Ford F550	Work Truck Class 5	S	142,050
68	DPW Engineering		Addition to Fleet	Pick Up	S	99,410
73	DPW Parks	2016	FORD F550	Work Truck Class 5	S	142,050
75	DPW Parks	2016	FORD F550 Dump Truck	Work Truck Class 5	S	142,050
90	DPW RTS	2016	SPECTER REFUSE TRAILER	Specialty Trailer	S	120,797
103	DPW Sewer	2012	JOHN DEERE BACKHOE	Backhoe	S	200,105
259	DPW Highway	2010	HUDSON TRAILER	Trailer	T OB	
261	DPW Water	2009	HUDSON TRAILER HD10	Trailer	T OB	
323	DPW Highway	2010	PACE UTILITY TRAILER	Trailer	T OB	
L01	Fire	2004	SUTPHEN QUINT LADDER TRUCK	Fire Ladder Truck	S	1,942,298
R03	Fire (renumber as R01)	2016	FORD E450 AMBULANCE	Ambulance	S	498,951
Specialized Equipment						4,212,990
112	Highway	2011	Prinoth	Sidewalk Plow	SI	206,561
Snow and Ice Equipment						206,561
Total						5,220,335

Capital Improvement Plan
January 2023

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	\$2,694,201	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$2,694,201
<u>Parameters</u>							<u>Response</u>	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's		Not Applicable	
Project Description and Considerations								

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Specific Questions:

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Question 13: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's commercial and vehicle insurance expense could increase. Time and material expense for the Fleet division of DPW could increase with the additional vehicles. Conversely, newer vehicles generally have lower annual and maintenance expenses than older vehicles.

Capital Improvement Plan
January 2023

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
C-43	Fire	2017	FORD ESCAPE	Public Safety Response Vehicle	C	69,455
Bus 1	School	2017	BLUE BIRD 303 SCHOOL BUS	School Bus (Electric)	C	430,687
Core Fleet						500,142
61	DPW RTS	2013	GENIE Forklift	Forklift	S	154,076
72	DPW Parks	2015	Ford F550	Work Truck Class 5 Chip Box	S	156,584
93	DPW RTS	2015	McCloskey Brothers TROMMEL SCREEN 5	Trommel Screener	S	240,733
168	DPW Parks	2010	GORMAN UTILITY TRAILER	Specialty Trailer	S	65,192
186	DPW Parks	2010	GIANT LEAF VAC TRAILER	Specialty Equipment Trailer	S	47,764
253	DPW Parks	2010	VERMEER STUMP CUTTER	Stump Cutter	S	99,050
350	DPW Parks	2010	JOHN DEERE TRACTOR LOADER 4720	Specialty Tractor	S	47,830
E-04	Fire	2005	E-ONE CYCLONE II FIRE TRUCK	Fire Engine	S	1,084,160
Specialized Equipment						1,895,389
111	DPW Highway	2013	TRACKLESS TRACTOR	Sidewalk Plow	SI	298,670
Snow and Ice Equipment						298,670
Total						2,694,201

The allocation by fund is \$2,694,201 from the General Fund, \$0 from the Sewer Enterprise, and \$0 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 2023

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	\$2,648,761	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$2,648,761
<u>Parameters</u>							<u>Response</u>	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							Yes	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Not Applicable	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							No	
13. If funded, will this project increase the operating expense for any other department?							Yes	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	Not Applicable	
Project Description and Considerations								

*The funding request is submitted by the Finance Department, but the appropriations support most every function of Government including the Needham Public Schools.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

Specific Questions:

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Question 13: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's commercial and vehicle insurance expense could increase. Time and material expense for the Fleet division of DPW could increase with the additional vehicles. Conversely, newer vehicles generally have lower annual and maintenance expenses than older vehicles.

Capital Improvement Plan
January 2023

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
703	DPW Building Maintenance	2015	Ford Transit Connect Van	Utility Van	C	55,563
708	DPW Building Maintenance	2016	Ford Transit S7E1	Utility Van	C	45,199
50	DPW Parks	2016	Ford F250	Work Truck Class 3 Pick Up	C	79,615
Van 11	School	2018	FORD TRANSIT	Passenger Van	C	76,805
Van 12	School	2018	FORD TRANSIT	Passenger Van	C	76,805
Core Fleet						333,987
8	DPW Highway	2014	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Large Dump	S	344,826
16	DPW Sewer	2014	FREIGHTLINER Box Truck	Work Truck Class 5 Box Truck	S	401,733
63	DPW RTS	2018	Steco Refuse Trailer	Specialty Trailer	S	128,450
74	DPW Parks	2016	FORD F550 DRWSUP	Work Truck Class 5 Dump	S	198,327
133	DPW Parks	2001	John Deere Tractor Backhoe Loader 310' Backhoe		S	180,698
156	DPW Water	2011	Baker ROBINSON 10" WATER PUMP Trail	Specialty Equipment Trailer	S	197,221
R-02	Fire	2017	FORD E450 AMBULANCE	Ambulance	S	534,680
Specialized Equipment						1,985,935
116	DPW Highway	2014	Prinoth SW4S	Sidewalk Plow	SI	328,839
Snow and Ice Equipment						328,839
Total						2,648,761

The allocation by fund is \$2,049,807 from the General Fund, \$401,733 from the Sewer Enterprise, and \$197,221 from the Water Enterprise.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Fleet Program FY2027			Fiscal Year	2027	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	\$2,597,430	Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$2,597,430
<u>Parameters</u>							<u>Response</u>	
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.

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Capital Improvement Plan
January 2023

Capital Request Detail

Project Title Fleet Program FY2027 Fiscal Year 2027 Request Status Revised

Additional Description and Considerations

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
15	DPW Admin	2017	Ford Explorer	SUV Hybrid	C	76,507
402	Health and Human Services	2017	Ford E350	Passenger Van	C	102,225
706	DPW Building Maintenance	2017	Ford Econ T250	Utility Van	C	60,521
C-07 Fire Department						
Van 04	School	2019	Ford E150 Van	Work Truck Class 3	C	106,119
Van 05	School	2019	Ford E150 Van	Passenger Van	C	79,493
Core Fleet						504,358
6	DPW Highway	2015	International 7400 Series	Heavy Duty Truck Class 8 Tractor	S	411,555
58	DPW RTS	2019	Spec Utility SW045	Specialty Trailer	S	128,787
70	DPW Parks	2017	FORD F550 DRWSUP	Work Truck Class 5	S	131,659
71	DPW Parks	2017	FORD F550 DRWSUP	Work Truck Class 5	S	131,659
80	DPW RTS	2019	INTERNATIONAL 7300	Heavy Duty Truck Class 7 Tractor	S	351,357
157	DPW Water	2012	PP&P 6" WATER PUMP Trailer	Specialty Trailer	S	82,852
159	DPW Water	2012	PUMP UTILITY Trailer	Specialty Trailer	S	82,852
165	DPW Water	2012	TAYLOR Generator Trailer	Specialty Trailer	S	94,542
260	DPW Water	2009	Felling	Specialty Trailer	S	54,564
336	DPW Parks	2017	TORO Field mower	Specialty Tractor	S	216,213
SV-1	Fire Department	2018	Polaris Ranger XP900	Polaris Ranger Crew	S	78,193
Specialized Equipment						1,764,233
117	DPW Highway	2015	Prinoth SW4S	Sidewalk Plow	SI	328,839
Snow and Ice Equipment						328,839
Total						2,597,430

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 2023

Capital Request Detail							
Project Title	Fleet Program FY2028			Fiscal Year	2028	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	\$2,343,283	Other Expenses	
Budget Impact		Project Cost Source				Project Cost	\$2,343,283
Parameters						Response	
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 2023

Capital Request Detail					
Project Title	Fleet Program FY2028	Fiscal Year	2028	Request Status	New
Additional Description and Considerations					

Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
459	Building Inspector	2018	Ford Explorer	SUV Hybrid	C	56,725
440	Finance	2017	Ford Explorer	SUV Hybrid	C	70,663
401	Health and Human Services	2019	Ford Transit Wagon E3E	Passenger Van	C	53,430
601	School	2018	Ford Transit	Delivery Van	C	88,033
Van 01	School	2020	Ford Transit 150 AWD	Passenger Van	C	82,275
Van 02	School	2020	Ford Transit 150 AWD	Passenger Van	C	82,275
Core Fleet						433,401
E-03	Fire	2014	KME Fire Engine		S	1,909,882
Specialized Equipment						1,909,882
Total						2,343,283

The allocation by fund is \$2,343,283 from the General Fund, \$0 from the Sewer Enterprise, and \$0 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 2023

Capital Funding Request							
Title	Feasibility Design for Mitchell Elementary Reconstruction (Master Plan Option A)			Submitted by	Needham Public Schools		
Request Type	Annual Funding Request	Capital Type	Building	Funding Request	\$1,500,000	Funding Year	2025

Description

Constructed in 1950, the Mitchell Elementary School has undergone several additions over the past 72 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 Sunita Williams Elementary School.

In 2020 Dore & Whittier Architects assessed various options for addressing the facility needs at Mitchell Elementary School, as part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools. Since that time, the Town has been engaged in a fiscal impact analysis of two alternate master plan scenarios: the "Option A Status Quo" scenario and the School Committee's preferred "Option D High Rock as Elementary School" scenario. The objective of the fiscal impact analysis is to identify which of the two scenarios should be pursued from the standpoint of fiscal affordability and programmatic benefit.

In the "Status Quo" scenario, Mitchell School would be reconstructed first as either a five or a four-section K-5 school, using temporary modular swing space constructed specifically for the Mitchell renovation. The Mitchell project would be followed by a renovation/addition of the Pollard Middle School for Grades 7 and 8, and then by an expansion of the High Rock Sixth Grade Center. If Mitchell were to be reconstructed as a four-section school, the Status Quo option would conclude with an expansion of the Eliot School (from three to four sections.) The timeline of the Status Quo option is 24 years, or 31, with an expanded Eliot School. The total cost of this scenario is estimated to range from \$391.3 - \$392.3 million, with the possibility of either or both the Mitchell and Pollard projects being constructed in partnership with the Massachusetts School Building Authority (MSBA.) The Capital Improvement Plan (CIP) costs to maintain the existing buildings is projected to be \$25.1 million over the 24-31 year period.

Under the "Status Quo" option the 1st Phase would include the New 5-section Mitchell Elementary School on the existing site with a projected project cost of \$87 million projected to mid point of construction. Temporary Modular classrooms would be required to accommodate 496 students at DeFazio parking area with a total projected cost of \$36.5 million. Swing Space Design & Construction is fully funded by the Town (not reimbursable by the MSBA).

This is a placeholder request for feasibility design funds in FY25, in the event that the "Status Quo" option is selected as the most advantageous Town project. Although the total cost and timeline of this option will depend on the outcome of the fiscal analysis, it is assumed that design funds would be needed as early as FY25, following the Spring 2023 submission of a Statement of Interest (SOI) to MSBA. We assume it will take up to one year to be accepted to the MSBA program, followed by a 270-day (maximum) Eligibility Period to complete pre-design requirements. Dore & Whittier estimates that the required feasibility design budget would be \$1.5 million. This estimate would cover OPM, designer, survey, initial geotechnical analysis, wetlands, hazardous materials and a traffic study.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Feasibility Design for Mitchell Elementary Reconstruction (Master Plan Option A)			Fiscal Year	2025	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$1,500,000	Construction		FF&E	
Useful Life		Land		Construction Management		Technology	
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$1,500,000
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?							Yes
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?							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	Yes
Project Description and Considerations							

This is a placeholder request for feasibility design funds in FY24, in the event that the "Status Quo" option A is selected as the most advantageous Town project. Although the total cost and timeline of this option will depend on the outcome of the fiscal analysis, it is assumed that design funds would be needed as early as FY24, following the Spring 2023 submission of a Statement of Interest (SOI) to MSBA. We assume it will take up to one year to be accepted to the MSBA program, followed by a 270-day (maximum) Eligibility Period to complete pre-design requirements. Dore & Whittier estimates that the required feasibility design budget would be \$1.5 million. This estimate would cover OPM, designer, survey, initial geotechnical analysis, wetlands, hazardous materials and a traffic study.

Parameters Addressed:

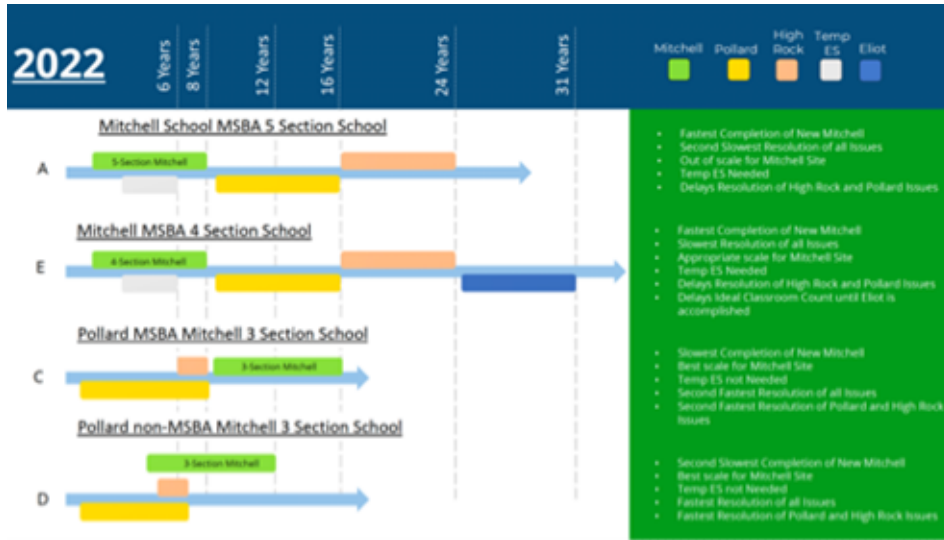
1. The total cost of the project will depend on the outcome of the Master Plan fiscal impact analysis, but is expected to range from \$391.3 - \$392.3 million. This feasibility design budget would cover the first phase of feasibility design for a newly reconstructed Mitchell Elementary School. Additional funding for the temporary Modular Classrooms Design at DeFazio would be required in FY2025.
2. The project will be subject to the recommendations of the Town-wide Master Plan Feasibility Study group.
3. This project, which involves reconstruction of a public building, will involve permitting.
9. This project will reconstruct the Mitchell School as a new, 50-year school facility.
12. The PPBC and BD&CD will manage this project, if approved.
13. The project may increase the operational costs associated with operating the Mitchell, Pollard and High Rock buildings and include temporary modulares for 2-years.

Capital Improvement Plan January 2023

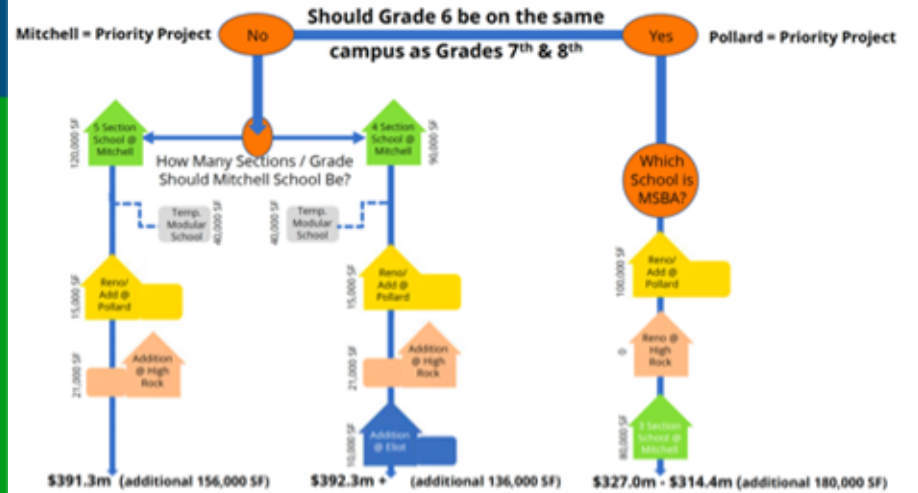
Capital Request Detail

Project Title: Feasibility Design for Mitchell Elementary Reconstruction (Master Plan Option A) Fiscal Year: 2025 Request Status: Revised

Additional Description and Considerations



- Fastest Completion of New Mitchell
 - Second Slowest Resolution of all issues
 - Out of scale for Mitchell Site
 - Temp ES Needed
 - Delays Resolution of High Rock and Pollard Issues
- Fastest Completion of New Mitchell
 - Slowest Resolution of all issues
 - Appropriate scale for Mitchell Site
 - Temp ES Needed
 - Delays Resolution of High Rock and Pollard Issues
 - Delays Ideal Classroom Count until Eliot is accomplished
- Slowest Completion of New Mitchell
 - Best scale for Mitchell Site
 - Temp ES not Needed
 - Second Fastest Resolution of all issues
 - Second Fastest Resolution of Pollard and High Rock Issues
- Second Slowest Completion of New Mitchell
 - Best scale for Mitchell Site
 - Temp ES not Needed
 - Fastest Resolution of all issues
 - Fastest Resolution of Pollard and High Rock Issues



Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Feasibility Design for Pollard Middle School Renovation Addition (Master Plan Option D)			Submitted by	Needham Public Schools		
Request Type	Annual Funding Request	Capital Type	Building	Funding Request	\$1,750,000	Funding Year	2024
Description							
<p>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.</p> <p>In 2020 Dore & Whittier Architects assessed various options for addressing the facility needs at Pollard Middle School, as part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools. Since that time, the Town has been engaged in a fiscal impact analysis of two alternate master plan scenarios: the "Option A Status Quo" scenario and the School Committee's preferred "Option D High Rock as Elementary School" scenario. The objective of the fiscal impact analysis is to identify which of the two scenarios should be pursued from the standpoint of fiscal affordability and programmatic benefit.</p> <p>In the "Status Quo" scenario, Mitchell School would be reconstructed first as either a five or a four-section school, using swing space constructed specifically for the Mitchell renovation. The Mitchell project would be followed by a renovation/addition of the Pollard Middle School for Grades 7 and 8, and then by an expansion of the High Rock Sixth Grade Center. If Mitchell were to be reconstructed as a four-section school, the Status Quo option would conclude with an expansion of the Eliot School (from three to four sections.) The timeline of the Status Quo option is 24 years, or 31, with an expanded Eliot School. The total cost of this scenario is estimated to range from \$391.3 - \$392.3 million, with the possibility of either or both the Mitchell and Pollard projects being constructed in partnership with the Massachusetts School Building Authority (MSBA.)</p> <p>The "High Rock as Elementary School" option would position grades 6th - 8th under one roof at a renovated and expanded Pollard School, would repurpose High Rock as a sixth elementary school (with minor renovations) and would reconstruct the Mitchell School as a smaller, 3-section elementary school. The timeline for this option ranges from 12 - 16 years, depending on the extent to which the Mitchell and Pollard schools could be renovated concurrently. (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.) The total cost of this project ranges from \$314.4 - \$327.0 million with only the Mitchell project being constructed in partnership with MSBA.</p> <p>This is a placeholder request for feasibility design funds in FY24, in the event that the "High Rock as Elementary School" option is selected as the most advantageous Town project. Although the total cost and timeline of this option will depend on the outcome of the fiscal analysis, it is assumed that design funds would be needed as early as FY24, and that the project would be constructed without MSBA participation, given the low probability it would be accepted as to the MSBA program. Dore & Whittier estimates that the required feasibility design budget would be \$1.75 million. This estimate would cover OPM, designer, survey, initial geotechnical analysis, wetlands, hazardous materials and a traffic study for the Pollard Feasibility and Schematic design.</p>							

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Feasibility Design for Pollard Middle School Renovation Addition (Master Plan Option D)			Fiscal Year	2024	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$1,750,000	Construction		FF&E	
Useful Life		Land		Construction Management		Technology	
Primary Function		Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$1,750,000
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?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							Yes
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?							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 is a placeholder request for feasibility design funds in FY24, in the event that the "High Rock as Elementary School" option is selected as the most advantageous Town project. Although the total cost and timeline of this option will depend on the outcome of the fiscal analysis, it is assumed that design funds would be needed as early as FY24, and that the project would be constructed without MSBA participation, given the low probability it would be accepted as to the MSBA program. Dore & Whittier estimates that the required feasibility design budget would be \$1.75 million. This estimate would cover OPM, designer, survey, initial geotechnical analysis, wetlands, hazardous materials and a traffic study for the Pollard Feasibility and Schematic design.

Parameters Addressed:

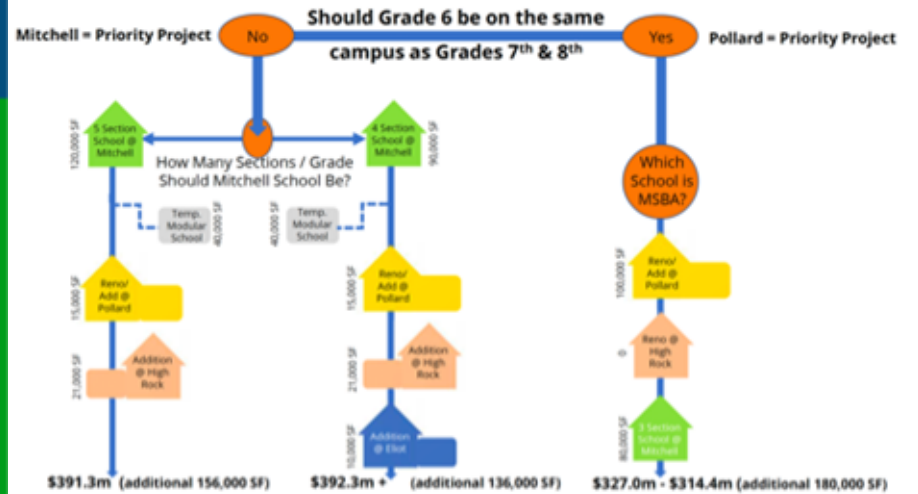
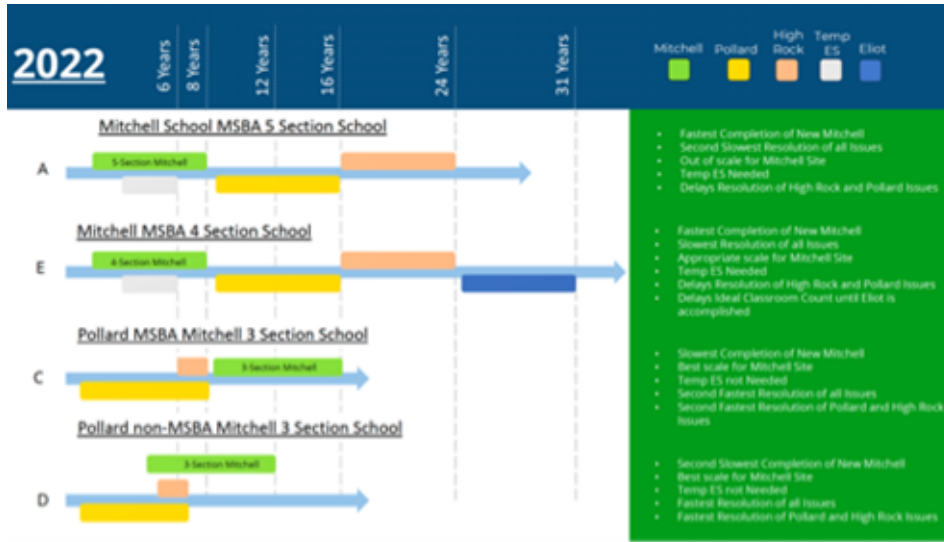
1. The total cost of the project will depend on the outcome of the Master Plan fiscal impact analysis, but is expected to range from \$314.4 - \$327.0 million. The Capital Improvement (CIP) during this period to maintain these existing schools during the improvement plan is an additional \$9.3 million.
2. The project will be subject to the recommendations of the Town-wide Master Plan Feasibility Study group.
3. This project, which involves renovation of a public building, will involve permitting.
9. This project will update and modernize the Pollard School, so as to extend its useful life for another fifty years.
12. The PPBC will manage this project, if approved.
13. The renovated school may increase the operational costs associated with operating the Mitchell and Pollard buildings.

Capital Improvement Plan January 2023

Capital Request Detail

Project Title: Feasibility Design for Pollard Middle School Renovation Addition (Master Plan Option D) Fiscal Year: 2024 Request Status: Revised

Additional Description and Considerations



Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Public Works Facility 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 (PSAB). Recently, the Jack Cogswell Building has been constructed as a storage facility for vehicles and equipment when not in use for the winter 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 require structural and organizational upgrades to better accommodate DPW staff and support their daily operations. To address these issues and an identified need for a more efficient use of building space department-wide, a feasibility study has been initiated. The study is intended to produce recommendations for a holistic reorganization of the Department's operations across all facilities.

This request is to fund a design phase to incorporate the ongoing study's recommendations into a plan, and a construction phase to implement that plan.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Public Works Facilities Improvements			Fiscal Year	2025	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$3,900,000	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	In-House Estimate		Project Cost	\$3,900,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No	
7. Is this a request in response to a Court, Federal, or State order?						No	
8. Is this a request in response to a documented public health or safety condition?						No	
9. Is this a request to improve or make repairs to extend the useful life of a building?						Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
12. Will any other department be required to provide assistance in order to complete the project?						Yes	
13. If funded, will this project increase the operating expense for any other department?						No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?						Total New FTE's	0
Project Description and Considerations							

This request is for the **design phase** of the project.

The design would incorporate any recommendations the feasibility study had made in terms of a more efficient utilization of DPW facilities (personnel, functionality, etc.) and building upgrades necessary to accommodate any changes.

Funding for the feasibility study phase of this project was granted for FY2023, and funding for the construction phase will be requested for FY2026.

Changes from Prior Year Submission

The design phase of this project was pushed back from FY2024 to FY2025 to allow time to receive the results of the ongoing feasibility study.

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 2023

Capital Request Detail								
Project Title	Public Works Facilities Improvements			Fiscal Year	2026	Request Status	Revised	
Project Phase	Construction	Planning/Design		Construction	\$56,500,000	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		In-House Estimate		Project Cost	\$56,500,000
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)?							No	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							Yes	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No	
Project Description and Considerations								

This request is for the **construction phase** of the project.

The construction would implement any recommendations the study had made and the design had formalized in terms of a more efficient utilization of DPW facilities (personnel, functionality, etc.) and building upgrades necessary to accommodate any changes.

Funding for the feasibility study phase of this project was granted for FY2023, and funding for the design phase is being requested for FY2024.

Changes from Prior Year Submission

The construction phase of this project was pushed back from FY2025 to FY2026 to allow time for the design phase, which was pushed back due to the ongoing feasibility study.

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 2023

Capital Funding Request								
Title	Purchase of Open Space				Submitted by	Park & Recreation		
Request Type	Annual Funding Request	Capital Type	Land	Funding Request	\$5,000,000	Funding Year	See Attached	
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 2023

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?							Yes	
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								

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 2023

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	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 2023

Capital Request Detail							
Project Title	Purchase of Open Space		Fiscal Year	2026	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land	\$1,000,000	Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		In-House Estimate		Project Cost	\$1,000,000
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							No
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	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 2023

Capital Request Detail								
Project Title	Purchase of Open Space			Fiscal Year	2027	Request Status	Resubmitted	
Project Phase	Acquisition	Planning/Design		Construction		FF&E		
Useful Life	More than 20 Years	Land	\$1,000,000	Construction Management		Technology		
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses		
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source		In-House Estimate		Project Cost	\$1,000,000
Parameters							Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No	
3. Does this project require any permitting by any Town or State agency?							No	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes	
7. Is this a request in response to a Court, Federal, or State order?							No	
8. Is this a request in response to a documented public health or safety condition?							No	
9. Is this a request to improve or make repairs to extend the useful life of a building?							No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No	
12. Will any other department be required to provide assistance in order to complete the project?							Yes	
13. If funded, will this project increase the operating expense for any other department?							No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	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 2023

Capital Request Detail							
Project Title	Purchase of Open Space			Fiscal Year	2028	Request Status	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land	\$1,000,000	Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source			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 2023

Capital Funding Request							
Title	Sewer Fleet Refurbishment			Submitted by	Sewer Enterprise		
Request Type	Annual Funding Request	Capital Type	Equipment	Funding Request	See attached	Funding Year	See attached
Description							

In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components within the General Fund. This article's purpose is to fund a refurbishment program for the Sewer assets within the Sewer Enterprise Fund. The goal of this program would be to extend the life cycles of the vehicles, increase operational safety, and eventually reduce reactive maintenance with longer term planning. The Sewer Fleet Refurbishment funding requests will be spread out to allow the Division time to plan multiple repairs at once, follow proper procurement procedures, and have the work completed efficiently. This will be a recurring request, spread out based on need.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Sewer Fleet Refurbishment			Fiscal Year	2024	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment	\$150,000	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							

Refurbishment work on the Sewer Division's fleet will include 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.

Spending funds to refurbish the existing Sewer fleet helps to extend life cycles. While this has been an ongoing practice of the DPW, current market conditions are creating a growing need to extend a vehicle's lifecycle longer than initially anticipated, as replacement vehicles are taking an unprecedented amount of time to be delivered. The Sewer Division must invest additional resources into the planned maintenance of their equipment in order to ensure continued operations.

Within the Sewer Enterprise Fleet there are also specialty vehicles such as the CCTV camera truck and the vector truck that have complex dedicated components. Recently, the vector truck has needed a significant amount of work done in order to remain in operation. This article would provide funding to repair these vehicles, extend their life cycles, and reduce the need for further maintenance.

Capital Improvement Plan
January 2023

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-style pump station at Cooks Bridge is beyond its designed life cycle and requires constant maintenance. Pump failures are leading to emergency shutoffs more frequently, which require greater amounts of personnel time and funding for necessary repairs in order to keep the pump station running. The capacity of the pumps needs to be evaluated to determine if it needs an upgrade to handle the volume of sewage flowing to this location. The controls for the existing pump station are also inconveniently located inside the canister, requiring staff to go into the canister to operate them.

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Cooks Bridge Sewer Pump Station Replacement	Fiscal Year	2024	Request Status	Revised		
Project Phase	Feasibility Study	Planning/Design	\$54,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000	Project Cost Source		Hired Consultant		Project Cost	\$54,000
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?							No
					Total New FTE's	0	No
Project Description and Considerations							

A **feasibility study phase** has been added prior to the design of this project to address different options for the pump station.

The current pump station is currently located by the playground of the Needham Housing Authority. This feasibility study would look at other potential locations for the replacement pump station as well as the possibility of switching to a gravity system.

Changes from Prior Year Submission

A feasibility study has been added prior to design and the design and construction phases have been pushed back (to FY2025 and FY2027, respectively) to accommodate this study.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. This pump station would be permanently installed at the location.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Cooks Bridge Sewer Pump Station Replacement			Fiscal Year	2025	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design	\$382,500	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	\$382,500
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							

This request is for the **design phase** of the project. The results of the feasibility study will inform the design of the replacement pump station.

Changes from Prior Year Submission

A feasibility study has been added prior to design and the design and construction phases have been pushed back (to FY2025 and FY2027, respectively) to accommodate this study.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. This pump station would be permanently installed at the location.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Cooks Bridge Sewer Pump Station Replacement		Fiscal Year	2027	Request Status		Revised
Project Phase	Construction	Planning/Design		Construction	\$3,859,000	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		Industry References		Project Cost	\$3,859,000
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?							
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							
3. Does this project require any permitting by any Town or State agency?							
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							
7. Is this a request in response to a Court, Federal, or State order?							
8. Is this a request in response to a documented public health or safety condition?							
9. Is this a request to improve or make repairs to extend the useful life of a building?							
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							
12. Will any other department be required to provide assistance in order to complete the project?							
13. If funded, will this project increase the operating expense for any other department?							
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							
						Total New FTE's	
Project Description and Considerations							

This request is for the **construction phase** of the project.

Changes from Prior Year Submission

A feasibility study has been added prior to design and the design and construction phases have been pushed back (to FY2025 and FY2027, respectively) to accommodate this study.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. This pump station would be permanently installed at the location.

Capital Improvement Plan
January 2023

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 reline the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way, and on to Great Plain Avenue.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Sewer Main Replacement			Fiscal Year	2025	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design		Construction	\$3,105,000	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	\$3,105,000
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							

This project involves replacing 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 phase 1 of the **construction phase** of the project. The construction is broken up into three phases over three years (FY2024 - FY2027). The funding for the design phase was granted for FY2023. The Town is planning on funding a majority, if not all of this project through funds from the American Recovery Plan Act (ARPA).

Clarification of Questions

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Sewer Main Replacement			Fiscal Year	2026	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design		Construction	\$3,322,500	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	\$3,322,500
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							

This project involves replacing 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 phase 2 of the **construction phase** of the project. The construction is broken up into three phases over three years (FY2025 - FY2027). The funding for the design phase was granted for FY2023. The Town is planning on funding a majority, if not all of this project through funds from the American Recovery Plan Act (ARPA).

Clarification of Questions

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

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Sewer Main Replacement			Fiscal Year	2027	Request Status	Revised
Project Phase	Design/Engineering	Planning/Design		Construction	\$3,556,000	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	\$3,556,000
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							

This project involves replacing 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 phase 3 of the **construction phase** of the project. The construction is broken up into three phases over three years (FY2025 - FY2027). The funding for the design phase was granted for FY2023. The Town is planning on funding a majority, if not all of this project through funds from the American Recovery Plan Act (ARPA).

Clarification of Questions

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

Capital Improvement Plan
January 2023

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	See Attached
Description							

The Town completed a study in 2016 that identified target areas for Inflow and Infiltration (I/I) removal over the next ten years. DPW has been undertaking I/I projects using funds appropriated at Town Meeting, supplemented by funding from private developments and grant funding secured from the MWRA.

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 from the MWRA borne by the Town as well as additional administrative requirements. If the Town manages to reduce I/I in comparison to participating communities, its percentage of costs will remain level or decrease.

This article's purpose is to fund the continued study and implementation of the Town's inflow/infiltration removal program. Inflow will be addressed separately from infiltration.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Sewer System Infiltration/Inflow				Fiscal Year	2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$130,000	FF&E		
Useful Life	More than 15 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	\$130,000
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?							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?							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								

Sewer Flow Monitoring System Replacement

This request is to replace the existing sewer flow monitoring system, which is spread across twelve separate locations throughout Town.

The Town's sewer flow monitoring system detects any potential inflow and/or infiltration issues within the sewer system by reading and recording flow depth and rate. The data and information obtained from this system allows DPW to analyze any inflow and/or infiltration entering the system in these various areas. This data is used to study, design, and implement the inflow/infiltration (I/I) reduction plan. The existing system is past its useful life and the Sewer Division is frequently conducting repairs as necessary to keep it in operation. This project would replace the existing system with a more modern system that would require less maintenance. Included in this request is the cost of the required software license.

Changes from Prior Year Submission

This project was not included in last year's submission, but it has been expedited and is being requested for FY2024 due to the consistent repairs needed.

Clarification of Questions

- 5. This system would require an annual software licensing fee, which is already budgeted within the Sewer Enterprise Operating budget.
- 10. This system would be permanently installed.

Capital Improvement Plan
January 2023

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

Inflow is defined as clean, non-septic water that is introduced into the system. This water is ground water or rainwater, typically removed by residential sump pumps draining basements directly into the Town's sewerage system. This request is for a study to identify additional sources of inflow that can be minimized through future projects.

Capital Improvement Plan
January 2023

Capital Funding Request							
Title	Water Fleet Refurbishment				Submitted by	Water Enterprise	
Request Type	Annual Funding Request	Capital Type	Equipment	Funding Request	See attached	Funding Year	See attached
Description							

In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components within the General Fund. This article's purpose is to fund a refurbishment program for the Water assets within the Water Enterprise Fund. The goal of this program would be to extend the life cycles of the vehicles, increase operational safety, and eventually reduce reactive maintenance with longer term planning. The Water Fleet Refurbishment funding requests will be spread out to allow the Division time to plan multiple repairs at once, follow proper procurement procedures, and have the work completed efficiently. This will be a recurring request, spread out based on need.

Capital Improvement Plan
January 2023

Capital Request Detail								
Project Title	Water Fleet Refurbishment				Fiscal Year	2026	Request Status	New
Project Phase	Construction	Planning/Design		Construction		FF&E		
Useful Life	More than 5 Years	Land		Construction Management		Technology		
Primary Function	Public Works	Site Preparation		Equipment	\$150,000	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								

Refurbishment work on the Water Division's fleet will include 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.

Spending funds to refurbish the existing Water fleet helps to extend life cycles. While this has been an ongoing practice of the DPW, current market conditions are creating a growing need to extend a vehicle's lifecycle longer than initially anticipated, as replacement vehicles are taking an unprecedented amount of time to be delivered. The Water Division must invest additional resources into the planned maintenance of their equipment in order to ensure continued operations.

This article would provide funding to repair these vehicles, extend their life cycles, and reduce the need for further maintenance.

Capital Improvement Plan
January 2023

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 difficult to reach some of the equipment that is most in need of repair. Finally, the facility needs a dehumidification system, as the high levels of humidity in the warmer months can create unsafe working conditions for the staff and a potential for mold growth.

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. The design phase will also explore opportunities for increased energy efficiency and additional electrification of the HVAC systems. The Water Treatment Plant is the second highest user of energy in Town. Following the establishment of the design, the funding will be used to implement these upgrades.

Capital Improvement Plan
January 2023

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

This request is for the **design phase** of the project.

The Charles River Water Treatment Plant needs a designer/engineer to create a plan to address the following issues:

- Outdated and failing HVAC equipment, controls, and boilers
- Inefficient Boiler Room layout
- Lack of dehumidification system
- Identifying opportunities for energy efficiency upgrades

Any major construction changes that may be required will be identified in the development of the plan.

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

Changes from Prior Year Submission

The funding request has increased due to an updated cost estimate from a Town consultant.

Capital Improvement Plan
January 2023

Capital Request Detail					
Project Title	Charles River Water Treatment Plant HVAC Upgrades	Fiscal Year	2024	Request Status	Revised
Additional Description and Considerations					

Clarification of Questions

- 3. Building permits may be required.
- 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 2023

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 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		In-House Estimate		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								

This request is for the **construction phase** of the project.

After the designer/engineer has developed a plan, the recommended changes will be implemented. This would include some combination of the following:

- Updated HVAC equipment, controls, and boilers
- Reorganizing the Boiler Room layout
- Installation of a dehumidification system
- Energy efficiency upgrades to lighting and/or HVAC systems

Funding for the design phase of this project is being requested for FY2024.

Changes from Prior Year Submission

The funding request has increased based on the updated design cost estimate from a Town consultant.

Capital Improvement Plan
January 2023

Capital Request Detail

Project Title	Charles River Water Treatment Plant HVAC Upgrades	Fiscal Year	2025	Request Status	Existing
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Additional Description and Considerations

Clarification of Questions

- 3. Building permits may be required.
- 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 2023

Capital Funding Request							
Title	Forestry Management Plan			Submitted by	Water Enterprise		
Request Type	Informational Only	Capital Type	Land	Funding Request		Funding Year	Outside the Plan Years
Description							

This future request is for the development of the forested land surrounding the Water Treatment plant into the Charles River Watershed Restoration Area. This development would include the addition of interpretive walking trails educating the public about watershed management, the removal of dead/unhealthy trees as part of a larger forestland retention and protection plan, and a formalized invasive water management plan. These plans would be built out and maintained through regular surveys, working group meetings, soil boring tests, and the consideration of any needed permits and conservation.

The scope of work required to execute this project would require an engineering design study and a construction phase. Extensive testing would be conducted, including pre and post soil sampling, water quality testing, and stormwater evaluation. Various stake holders would need to be involved – the Select Board, Town Manager, Planning Board, Conservation Commission, Police and Fire Departments, members of the Charles River Watershed Association, and any abutting neighbors.

DPW brought in consultants for meetings at the WTP in 2019 to outline these plans, but they are still preliminary and subject to change.

It is possible the Town could apply for a Landscape Scale Restoration grant that meets the Mass Forester 5 year plan to help fund this project.

Capital Improvement Plan
January 2023

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							

The DPW Water Division constantly monitors the Town's drinking water for contaminants. Currently, Needham's PFAS (per- and polyfluoroalkyl substances) levels are below the Maximum Contaminant Level (MCL). This future form is intended to help prepare for a case in which those PFAS levels surpass the MCL and mitigation is required.

PFAS 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 for harmful effects. PFOA and PFOS have been used to make carpets, fabrics for furniture, paper packaging for food, and other materials that are resistant to water, grease, and stains. They are also used in aqueous fire-fighting foams and in a number of industrial 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 an MCL of 20 parts per trillion (ppt) for the sum of six PFAS compounds. The MCL is an enforceable standard, set at a level such that water with contamination levels below that standard is safe to drink for an entire lifetime. Needham's Water Division has successfully kept the Town's drinking water below that standard.

However, the EPA recently issued health advisories about exposure to PFOA and PFOS that may indicate that changes to the regulations of PFAS are coming. These EPA lifetime health advisories identify maximum levels that protect all people, including sensitive populations and those in all life stages, from adverse health effects resulting from a lifetime of exposure to these PFAS in drinking water. A national drinking water regulation is being developed that may be more stringent than current guidance, so that Town must remain vigilant on this issue to ensure that it is providing safe water that complies with any updated standards.

Capital Improvement Plan
January 2023

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.

Future Projects

Water Distribution System Master Plan: This request would be to fund a master plan to study and prioritize potential water distribution system improvements. The study would analyze the age, condition, and materials of every component of the water distribution system, including but not limited to tanks, piping valves, and hydrants. Recommendations from the study would include locations for replacement, locations for upgrades, prioritization of projects, and potential areas for interconnections with other municipalities.

Capital Improvement Plan
January 2023

Capital Request Detail						
Project Title	Water Distribution System Improvements	Fiscal Year		2024	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$6,500,000	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		Hired Consultant		Project Cost
						\$6,500,000
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)?						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
Project Description and Considerations						

16" Water Main Replacement - South Street from Charles River Street to Chestnut Street (\$6,500,000)

This request is for the **construction phase** of the project, including the cost of construction supervision and oversight. The design funding was granted for FY2022.

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.

Changes from Prior Year Submission

The funding request has been increased due to a construction estimate reflective of the updated design.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. The water main would be permanently installed.

Capital Improvement Plan
January 2023

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?							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							

Mills Road from Sachem Road to Davenport Road and Mayo Avenue from Harris Avenue to Great Plain Avenue (\$46,500)

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

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.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. The water main would be permanently installed.

Capital Improvement Plan
January 2023

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?							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							

Mills Road from Sachem Road to Davenport Road and Mayo Avenue from Harris Avenue to Great Plain Avenue (\$450,000)

This request is for the **construction phase** of the project. Funding for the design phase will be requested for FY2025.

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.

Kingsbury Street from Oakland Avenue to Webster Street (\$116,500)

This request is for the **design phase** of the project. Funding for the construction phase will be requested for FY2027.

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. A replacement is warranted in order to prevent future service disruptions and damage. 1,500 linear feet of replacement 8-inch pipe will be designed.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. The water main would be permanently installed.

Capital Improvement Plan
January 2023

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?							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								

Kingsbury Street from Oakland Avenue to Webster Street (\$526,500)

This is for the **construction phase** of the project. Funding for design phase is being requested for FY2026.

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. A replacement is warranted in order to prevent future service disruptions and damage 1,500 linear feet of 8-inch pipe will be removed and replaced.

Oakland Avenue from May Street to Highland Avenue (\$362,500)

This is for the **design phase** of the project. Funding for the construction phase will be requested for FY2028.

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 line feet of replacement 8-inch pipe will be designed.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. The water main would be permanently installed.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Water Distribution System Improvements			Fiscal Year	2028	Request Status	Revised
Project Phase	Construction	Planning/Design		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	No Estimate Has Been Determined		Project Cost	\$0
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

Oakland Avenue from May Street to Highland Avenue

This is for the **construction phase** of the project. Funding for the design phase will be requested for FY2027.

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 line feet of 8-inch pipe will be removed and replaced.

Clarification of Questions

- 3. Conservation Commission permitting may be required for site work.
- 10. The water main would be permanently installed.

Capital Improvement Plan
January 2023

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 Town of Needham is authorized to withdraw up to an average of 2.63 million gallons of water per day. The Charles River Well Field currently has three wells operating when at full capacity. However, when one or more of the wells is taken offline, either due to routine maintenance or a failure, the Town uses MWRA water to compensate for the reduced production and to meet its daily demands. Because there is no redundancy, it is important that each existing well be well maintained and replaced when they reach the end of their useful life.

In the past, this capital funding request has been used for well replacement projects, but this year the Water Division is seeking a long term strategy for maintaining capacity. A redundant well has been proposed so that the Town can continue to maximize the water taken out from the wellfield during repair periods, allowing for more independence from MWRA sources.

This request is to fund all necessary site permitting and testing, as well as the design and installation of a new fourth well.

Capital Improvement Plan
January 2023

Capital Request Detail							
Project Title	Water Supply Development		Fiscal Year	2024	Request Status	Revised	
Project Phase	Design/Engineering	Planning/Design	\$595,500	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	\$595,500
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							

Redundant Well (Well #4)

This request is for the **design phase** of the project. Funding for the construction phase of this project will be requested for FY2025.

A fourth well at the Charles River Well Field will allow the Town to be able to maximize the water taken out from the wellfield during periods of routine or unforeseen maintenance. The design phase of this 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 required appurtenances.

Changes from Prior Year Submission

The funding request has increased due to an updated cost estimate from an industry reference.

Clarification of Questions

- 3. This project would 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 2023

Capital Request Detail							
Project Title	Water Supply Development			Fiscal Year	2025	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	\$2,627,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$2,627,000
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							

Redundant Well (Well #4)

This request is for the **construction phase** of the project. Funding for the design phase of this project is being requested for FY2024.

A fourth well at the Charles River Well Field will allow the Town to be able to maximize the water taken out from the wellfield during periods of routine or unforeseen maintenance. 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.

Changes from Prior Year Submission

The funding request has increased due to an updated cost estimate from an industry reference.

Clarification of Questions

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

Major Public Facilities

Section Four

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**Major Public Facilities
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Capital Improvement Plan
January 2023

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Classrooms Wing Expansion	65,000	14,138,000	431,000					14,634,000
Auditorium Theatrical Sound & Lighting Systems Needs Assessment						20,000		20,000
A Gym Upgrade	130,557							130,557
Chiller Replacement		125,000						125,000
Locker Reconfiguration & Addition				50,000				50,000
Tennis Court Improvements							50,000	50,000
Total	195,557	14,263,000	431,000	50,000	-	20,000	50,000	15,009,557

Other significant maintenance/repairs in Calendar Year 2022 included:

- Made multiple repairs to RTUs 1, 2, 3, 4, 5, 11, 14, 15, 16, 18, & 22
- Replaced 40HP motor in RTU #4
- Repaired and replaced sections of boilers 2
- Made multiple repairs to pump 5, 6, & 7
- Installed backflow preventer
- Conducted multiple roof repairs
- Repaired exterior lighting in the parking lot
- Conducted major repairs to the exterior retaining walls
- Conducted several repairs and upgrades to fire alarm
- Conducted crack seal repairs and line repainting throughout the parking lot
- Added several period product dispensers throughout the building

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
- 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

Capital Improvement Plan
January 2023

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	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
Locker Room Retrofit							1,068,500	1,068,500
Phased Improvement Feasibility Study			65,000					65,000
Total	41,157	695,000	605,000	155,000	60,000	20,000	1,068,500	2,644,657

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2022 included:

- Repaired hot water heating coils
- Conducted heating pipe fitting leak repairs
- Conducted heating expansion joint replacement
- Retrofitted and installed portable AC units in all classrooms
- Converted unit ventilator from pneumatic to DDC components in multiple classrooms
- Replaced compressor in media center
- Conducted water mixing valve replacement
- Upgraded the lighting in all classrooms and hallways to LED
- Made multiple repairs to the boiler
- Conducted heat detector replacements
- Conducted modular siding repairs
- Conducted cafeteria panel replacement and repairs
- Conducted several repairs and upgrades to fire alarm

Capital Improvement Plan
January 2023

- Conducted wood floor refinishing
- Conducted multiple roof repairs
- Conducted crack seal repairs and line repainting throughout the parking lot
- Added several period product dispensers throughout the building

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

Other significant maintenance/repairs in Calendar Year 2020 included:

- Replaced the floor in the Green Gym
- Recommissioned the HVAC system in the school
- Made various HVAC repairs
- Cleaned and repaired all univents
- Repaired window screens throughout the building
- Replaced filters with MERV-13 filters
- Cleaned the ducts throughout the building
- Made multiple exhaust repairs

Other significant maintenance/repairs in Calendar Year 2019 included:

- Replaced the Blue Gym floor
- Replaced the wall padding, shot clocks, and basketball hoops in both gyms
- Replaced flooring in the nurses' office and various classrooms
- Replaced the compressor in the main office air condition
- Replaced the transformer
- Repaired various sections of the roof
- Repaired air conditioning in the main office

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced flooring in the media center and office spaces
- Renovated three sets of restrooms
- Repaired AC in principal's office
- Repaired stairs to modular

Capital Improvement Plan
January 2023

- 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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2022 included:

- Made multiple repairs to RTUs 1, 2, 3, 4, & 6
- Replaced RTU #4 coil actuator
- Installed water bottle fillers
- Installed backflow preventer
- Conducted crack seal repairs and line repainting throughout the parking lot
- Added several period product dispensers throughout the building

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Broadmeadow School Technology Room Conversion						213,100		213,100
Facility Assessment for Sustainable Building Management*				50,000				50,000
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)*							417,750	417,750
Total	-	-	-	50,000	-	213,100	417,750	680,850

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2022 included:

- Made multiple repairs to RTUs 1, 2, 3, 4, & 5
- Replaced RTU #5 hot gas bypass
- Conducted tech room conversion to classroom
- Conducted wood floor refinishing
- Replaced cafeteria floor
- Conducted multiple roof repairs
- Conducted crack seal repairs and line repainting throughout the parking lot

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
- 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 flagpole
- 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

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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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Facility Assessment for Sustainable Building Management*				50,000				50,000
Technology Room Conversion					179,300			179,300
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)*							400,000	400,000
Total	-	-	-	50,000	179,300	-	400,000	629,300

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2022 included:

- Made multiple repairs to RTUs 1, 2, 3, & 4
- Made multiple repairs to boiler #1
- Conducted wood floor refinishing
- Replaced floors in several classroom (158, 164, 220, & 243)
- Conducted crack seal repairs and line repainting throughout the parking lot

Other significant maintenance/repairs in Calendar Year 2021 included:

- Completed duct cleaning
- 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 is 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

Capital Improvement Plan
January 2023

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	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 2022 included:

- Conducted repairs to steam line in boiler room
- Repaired PEM boards in multiple classrooms
- Replaced 22 window AC units
- Made multiple repairs to the boiler
- Replaced all classroom window shades
- Repaired multiple roof leaks
- Conducted wood floor refinishing
- Conducted crack seal repairs and line repainting throughout the parking lot

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

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	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

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2022 included:

- Completed multiple repairs to RTUs 1, 2, 4, 5, 6, 7, 10, & 11
- Replaced 15HP motor, motor assemblies, and control board on RTU #7
- Installed backflow preventer
- Replaced window screens in all classrooms
- Completed duct cleaning
- Upgraded the lighting in all classrooms to LEDs
- Conducted multiple repairs to elevator and lift
- Conducted multiple roof repairs
- Repaired several glass windows
- Conducted crack seal repairs and line repainting throughout the parking lot

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
- Installed water bottle fillers
- Repaired several glass windows

Other significant maintenance/repairs in Calendar Year 2020 included:

- Recommissioned the HVAC system in the building
- Completed multiple HVAC repairs
- Replaced the filters with MERV-13s

Other significant maintenance/repairs in Calendar Year 2019 included:

- Replaced the gym floor
- Repaired the risers in the band room
- Repaired electrical issues
- Replaced faucets throughout the building
- Repaired the elevator
- Installed a split system
- Upgraded the building management system
- Repaired multiple windows

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the expansion tank
- Multiple repairs to hot water system
- Repaired wiring issues for RTU #4 and RTU #6
- Repairs to condenser motors

Other significant maintenance/repairs in Calendar Year 2017 included:

- Fixed communication issues with Building Management System
- Repaired concrete steps
- Fixed leak in radiator in the gym
- Replaced leaking circulation pump
- Replaced broken window on second floor
- Repaired media center air conditioner

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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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
New School Building	57,542,500							57,542,500
Land Acquisition - 609 Central Avenue	762,500							762,500
Outside Play Area	250,000							250,000
Walking Trails		210,000						210,000
Total	58,555,000	210,000	-	-	-	-	-	58,765,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- Completed multiple repairs to RTUs 1, 2, 3, 5, 6, & 9
- Conducted multiple roof repairs (under warranty)

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
School Administration Building Feasibility Study Update			130,000					130,000
School Administration Renovations						1,475,000	19,400,000	20,875,000
School Administration Renovations - Supplement							2,725,000	2,725,000
Total	-	-	130,000	-	-	1,475,000	22,125,000	23,730,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- No significant repairs

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 flagpole
- Multiple roof repairs
- Installed burner booster

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired roof leaks
- Repaired fire alarm panel
- Tested for asbestos
- Remodeled interior of main conference room

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2022 included:

- No significant repairs

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Hillside School Boiler Installation Design/ Heating System Upgrade						16,000	275,000	291,000
Total	-	-	-	-	-	16,000	275,000	291,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- Replaced the boiler
- Replaced multiple coils
- Conducted multiple unit vent PMs and repairs
- Conducted several fire alarm repairs
- Repaired several glass windows
- Conducted multiple roof repairs
- Conducted electrical switchgear upgrades

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2022 included:

- Conducted several repairs on air handlers and liebert units
- Conducted wood floor refinishing
- Completed duct cleaning

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
- Conducted wood floor refinishing

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the chiller
- Repaired the flagpole

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired belt monitoring in elevator
- Replaced granite transaction counter
- Repaired roof leaks
- Repaired door closer

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- 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 handrail 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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Boiler Replacement Design/Replacement				50,000	460,000			510,000
DPW Building Reconstruction Feasibility Study							60,000	60,000
Fuel Island Relocation and Upgrade	131,000	1,320,000						1,451,000
Total	131,000	1,320,000	-	50,000	460,000	-	60,000	2,021,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- Conducted overhead door repairs
- Cleaned out the oil water separator

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
- Replaced entrance door at Charles River Water Treatment Plant
- Replaced muffler on Hillcrest Water Tower

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: 2019

Seven Year Capital Project Appropriations								
Project	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	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 2022 included:

- No significant repairs

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2022 included:

- Conducted multiple roof repairs
- Replaced and repaired damaged siding (insurance claim)

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Facility Upgrades and Improvements	68,000	290,000	645,000	295,000		480,000	47,500	1,825,500
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	47,500	2,041,500

Other significant maintenance/repairs in Calendar Year 2022 included:

- Tipping floor repairs

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
								-
Total	-	-	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2022 included:

- Repaired the salt shed door

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Building Demolition & Site Improvements						603,091		603,091
Total	-	-	-	-	-	603,091	-	603,091

Other significant maintenance/repairs in Calendar Year 2022 included:

- No significant repairs

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

Public Safety Buildings

88 Chestnut Street/99 School Street/707 Highland Avenue

Assessed Value: \$6,711,200 (88 Chestnut Street/99 School Street); \$1,766,900 (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 Opened 2022
 1906 (707 Highland Avenue) New Station Opened November 2021

Seven Year Capital Project Appropriations								
Project	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
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	90,000	4,000,000	66,245,000	-	-	1,400,000	-	71,735,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- No significant repairs

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Space Utilization Study							60,000	60,000
Total	-	-	-	-	-	-	60,000	60,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- Conducted several repairs on ERUs, MAUs, and liebert units
- Conducted several repairs to chiller
- Conducted crack seal repairs and line repainting throughout the parking lot

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
- Replaced hand dryers
- Repaired leaks in roof
- Converted multiple sections of lights to LED
- Repaired PA system
- Repaired fire alarm panel

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Pool Replacement Feasibility & Design	550,000							550,000
Pool and Office Complex Construction		15,800,000						15,800,000
Total	550,000	15,800,000	-	-	-	-	-	16,350,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- Multiple repairs to condensate pump and trane cooling unit
- Split unit installation and lifeguard office

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Generator Design							27,000	27,000
Space Utilization Study							75,000	75,000
Total	-	-	-	-	-	-	102,000	102,000

Other significant maintenance/repairs in Calendar Year 2022 included:

- Replaced Mitsuibishi heating and cooling units

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

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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	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 2022 included:

- Repairs to exterior stone walls

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 2022 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2021 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2020 included:

- No significant repairs

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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

Seven Year Capital Project Appropriations								
Project	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	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
Public Playgrounds				350,000				350,000
Rail Trail Improvements				15,000		15,000		30,000
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	428,000	970,000	2,505,000	3,662,000	101,500	1,593,000	-	9,259,500

Glossary

Appendices

Section Five

- A. Capital Improvement Policies
- B. Debt Management Policies
- C. Retained Earning Policies
- 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.

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

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, 2022 certified amount may be used to fund supplemental appropriations voted during fiscal year 2023 or applied as a revenue source to support the fiscal 2024 appropriations that may be voted in the spring of 2023.

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.

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.

Updated 12/28/2022

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 capital equipment and the replacement of existing capital equipment.
3. Only General Fund capital items that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of

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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 to plan for long-term capital expenses and, from time to time, by appropriation, 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, Revised December 20, 2022

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 \$25,000, 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 \$25,000, 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 \$250,000 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; Revised December 20, 2022

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 2024 through 2027 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.

New for this year, in order to submit or resubmit a request for repairs and/or improvements to a building or other public facility you must meet with the Department of Public Works (DPW) and/or Building Design and Construction (BDC) to review your scope, timeline, and cost estimate assumptions. Your department may submit the capital request for a building and/or facility only if you met with and incorporated the information and feedback provided by DPW/BDC. You must submit a sign off from DPW/BDC with your request that states they have reviewed the request with your department. Your meeting with DPW/BDC must be completed by September 16, 2022.

Also new for this year, requests for technology infrastructure and/or equipment must be reviewed with the Information Technology Center (ITC). You would review scope, timeline, and cost assumptions with ITC. You must submit a sign off from ITC with your request that states they have reviewed the request with your department. Your meeting with ITC must be completed by September 16, 2022.

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

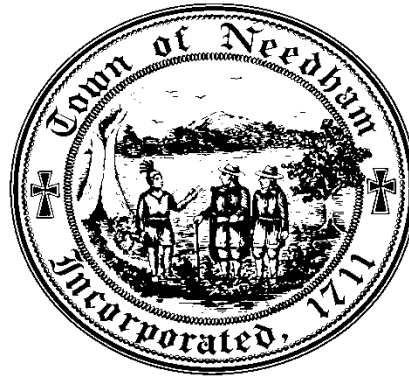
August 1, 2022

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Capital Improvement Plan
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TOWN OF NEEDHAM

**Fiscal Year 2024 - 2028
Capital Request Guidelines**



August 1, 2022

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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. **Wednesday, August 3, 2022** or **Wednesday, August 10, 2022** 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. Submit all Vehicle Request (CIP-VR) forms electronically through TEAMS by **12:00 P.M. Thursday, September 8, 2022.**
- ___ 5. Schedule your appointments with Building Maintenance/ Building Design and Construction (contact Cecilia Simchak) and/or Information Technology Center (contract Roger MacDonald) to review any request your department plans to submit that is related to a repair or improvement to a building or facility, or purchase, upgrade, or replacement of technology. Sign off from the department is required to have your submission accepted for consideration.
- ___ 6. Review all your narratives, to ensure they are written for the layperson. 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. Monday, October 17, 2022.**
- ___ 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 FY2024 BUDGET PROCESS

Date	Activity
August 1, 2022	Capital Improvement Budget Guidelines Released
August 2, 2022	Vehicle Request Forms and Instructions Released
August 3, 2022	Capital Submission Overview Session I, 10:00 A.M. to 12:00 P.M. (ZOOM) – Preregistration Required
August 10, 2022	Capital Submission Overview Session II, 10:00 A.M. to 12:00 P.M. (ZOOM) – Preregistration Required
September 8, 2022	Vehicle Request Forms Submission Due by 12:00 P.M.
September 13, 2022	Select Board Closes Special Town Meeting Warrant
September 13, 2022	Town Manager Budget Consultation with the Select Board
September 14, 2022	Town Manager Budget Consultation with the Finance Committee
September 16, 2022	Deadline to meet with Building Maintenance and Information Technology Center to review capital requests
September 19, 2022	FY2024 Operating Budget Guidelines Released
September 21, 2022	FY2024 Operating Budget Submission Overview Session I 9:30 A.M. to 11:30 A.M. (ZOOM) – Preregistration Required
September 21, 2022	FY2024 Operating Budget Submission Overview Session II 2:30 P.M. to 4:30 P.M. Town Hall
September 27, 2022	Town Manager Budget Consultation with the Select Board
October 6, 2022	Schedule of Fees and Charges Due by 12:00 P.M.
October 17, 2022	Final Capital Requests Due by 12:00 P.M.
October 24, 2022	Special Town Meeting
October 25, 2022	Department Spending Requests Due Thursday by 4:00 P.M.
October 31, 2022	Town Manager Budget and Capital Meetings with Departments Begin
November 15, 2022	Town Manager Budget Consultation with Select Board
November 22, 2022	Town Manager Reviews the Preliminary Five Year Capital Improvement Plan with the Select Board
December 6, 2022	Town Manager Provides an Update to the Five Year Capital Improvement Plan to the Select Board
December 14, 2022	Department Spending Requests are due to Finance Committee from the Town Manager and School Superintendent
December 20, 2022	Select Board votes on CIP Recommendations (if action was not taken on December 6, 2022)
January 3, 2023	Town Manager Budget Consultation with the School Committee
January 3, 2023	FY2024 – FY2028 Capital Improvement Plan Release
January 31, 2023	Town Manager’s Balanced Budget Due to the Finance Committee
February 6, 2023	Warrant Articles for 2023 Annual Town Meeting Due to the Select Board
February 22, 2023	Finance Committee FY2024 Draft Budget Due to the Town Manager
March 15, 2023	Finance Committee Budget Recommendations are Due for Inclusion in the Annual Town Meeting Warrant

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Date	Activity
April 11, 2023	Town Election
May 1, 2023	Annual Town Meeting
July 1, 2023	Start of Fiscal Year 2024

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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 FY2024. 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 FY2024. You must identify any change to the current preliminary replacement schedule for vehicles between FY2024 and FY2028. 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.

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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). **Before submitting a request, you must meet with DPW Building Maintenance/Building Design and Construction staff to review assumptions, cost, and timeline.**

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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 (2028) as requests for the first four years (2024 – 2027) 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 (FY2024 – FY2027).
 - Existing:** Select this option for a capital project that appeared in the prior CIP (FY2024 – FY2027) 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. **Before submitting a request, you must meet with DPW Building Maintenance/Building Design and Construction staff to review assumptions, cost, and timeline.**
- ✓ 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.

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- ✓ Construction Expenses – are the costs for the construction, including but not limited to, construction, restoration, labor and materials, indirect costs, but not so-called “soft costs”.
- ✓ Construction Management – are cost for construction management services.
- ✓ 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.***

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4. *If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted? Examples include maintenance agreements, supplies, licensing rights, etc.*
5. *Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?*
6. *Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?*
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 amount requested for the fiscal year that the vehicle would be purchased. The form has been designed to provide an estimated cost for the fiscal year that the vehicle would be replaced that is based on current pricing that you must obtain.
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. **CY2022 Cost for 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 (2022).** 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)	2024
Unit #	(Refer to #2)	Funding Amount	(Refer to #17)	2025
Year	(Refer to #3)	Vehicle Type	(Refer to #18)	2026
Make	(Refer to #4)	Make	(Refer to #19)	2027
Model	(Refer to #5)	Model	(Refer to #20)	2028
Fuel Type	(Refer to #6)	CY2022 Cost for Vehicle	(Refer to #21)	2029
Plate #	(Refer to #7)	(Refer to #19)/(Refer to #20)		2030
VIN	(Refer to #8)	(Refer to #22)	(Refer to #23)	2031
License	(Refer to #9)	(Refer to #22)	(Refer to #23)	2032
Mileage	(Refer to #10)	(Refer to #22)	(Refer to #23)	2033
Hours	(Refer to #11)	(Refer to #22)	(Refer to #23)	2034
Reading Date	(Refer to #12)	Subtotal \$0		2035
Expiration	(Refer to #13)	(Refer to #24)	(Refer to #25)	2036
Disposal Intentions	(Refer to #14)	(Refer to #24)	(Refer to #25)	2037
Primary Functions		(Refer to #24)	(Refer to #25)	2038
(Refer to #15)		(Refer to #24)	(Refer to #25)	2039
		Subtotal \$0		2040
		Total Current Cost		2041

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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

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Capital Criteria/Rating Matrix

Criteria/Rating	I	II	III	IV
Public Safety	Project is needed to address known existing health or safety hazards	Project is needed to alleviate anticipated/potential health or safety hazard	Project would promote or maintain health and safety	No health or safety impact associated with project
Legal Mandates	Project is required by law, regulation, or mandate, but can wait for the proposed FY	Project is required by agreement with another jurisdiction	Project would address anticipated mandates or other legal requirements	Project benefits Needham only or is otherwise not externally required
Protection of Capital	Project is critical to saving structural integrity of an existing facility, asset, or system	Project will repair or substantially extend the life of an existing facility, asset, or system	Project will improve an existing facility, asset, or system or defer/supplant future repair expenditure	No improvement to an existing facility, asset, or system or no existing asset involved
Aligned with Select Board Goals	Project is directly aligned with the Select Board goals.	Project is somewhat aligned with the Select Board goals	Not applicable (Project is not related to the Select Board goals)	Project is inconsistent with the Select Board goals
Standard of Service	Project would make possible new services or projects	Project would improve or provide a higher standard of service	Project would maintain the current standard of service	Project could have negative impact on standard of service
Population Served	Project would benefit all citizens	Project would benefit a large percentage (more than 50%) of citizens	Project would benefit some citizens or areas (10%-50%)	Project would benefit only a small percentage of citizens (less than 10%)
Public Support	Project has been identified as a need and has strong public support	Project has been identified as a need and has moderate public support	Project has been identified as need but lacks public support	Project has not been identified by citizenry as a need
Financing	Project revenues will support project expenses including initial capital investment or related debt service	Non-town revenues have been identified and will be applied for to substantially support the capital investment	Potential for non-town revenues exist to substantially support the capital investment	No non-town financing arrangements currently exist to substantially support the capital investment
Operating Budgets	Project will result in significant decreased operating cost	Project will require minimal or no additional operating cost	Project will require some additional operating cost	Project will require significant additional operating cost