SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. November 12, 2025

Town Hall
Powers Hall
1471 Highland Avenue
Needham, MA 02492
&
Zoom

Pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting or click the link below to join the webinar:

Link:
https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Webinar ID: 826 0101 3229
Passcode: 652800
One tap mobile: +16469313860,,82601013229#,,,,*652800#

This is a public meeting of the Needham Select Board. The meeting is open to the public both in person and via Zoom. Residents are invited to provide comment during the public comment period (if set forth below) and for any item explicitly listed as a public hearing. Public comment is not available during other agenda items.

	6:00	Public Comment Period Residents are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 71204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board's policy on public participation in meetings can be found here.

1.	**6:00**	Public Hearing: Grant of Location – 626 South Street • Joanne Callendar, Eversource Representative
2.	**6:05**	Town Counsel Update • Christopher Heep, Town Counsel
3.	**6:20**	Pollard Middle School Project • Hank Haff, Director Building Design & Construction Dept. • Meryl Nistler, Senior Project Manager Building Design & Construction Dept.
4.	**6:45**	Proposed Update to Alcohol Regulations • Katie King, Town Manager
5.	**6:55**	DPW 2025 Construction Season Updates • Carys Lustig, Director of Public Works
6.	**7:15**	Town Manager • FY2027 Select Board Budget Priorities • Preliminary FY2027-2031 Capital Improvement Plan • Town Manager Report
7.	**7:35**	Board Discussion • Committee Reports

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of July 26, 2025, September 24, 2025, October 7, 2025, October 8, 2025, October 20, 2025, and October 24, 2025
2.*	Approve 20B Exemption for the following individuals to engage in work with the Needham Public Health Division: Eileen Devane, Cristian Rivera, Cameron Bishop, and Cameron Shamey
3.*	Approve Water and Sewer Abatement #1358
4.	Accept the following donations made to the Needham Community Revitalization Trust Fund: • $3,695 from Brian Senior for the Vinny Walsh Celebration Bench • $5,000 from Esito LLC
5.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager, adopt a revised classification and compensation plan (Schedule A) for FY2026

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 626 South Street
Presenter(s)	Joanne Callender, Eversource Representative

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Eversource Energy requests permission to install approximately thirty-five feet of conduit in South Street. The reason for this work is to provide service to 626 South Street.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately thirty-five feet of conduit in South Street.

3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Petition
d. Order
e. Petition Plan
f. Notice Sent to Abutters
g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Myles Tucker, Select Board Office
FROM: DPW Office
DATE:
RE:

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 10-21-25 REVIEWER: R.W.W.

SITE LOCATION: #626 SOUTH ST. UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

(B) Work Within Paved Road Perpendicular Crossing Peer Review 10/23/25 tar

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

- [ ] Petition Plan Consistent with Field Review
- [x] Diameter of Conduit 3"
- [x] Depth of Conduit
- [ ] Utility Conflicts
- [x] Crossing Perpendicular to Road
- [x] Public Road
- [ ] Double Pole N/A
- [x] Old Pole Removed N/A
- [x] Cables Transferred to New Pole No
- [x] New Riser on Pole No
- [x] Visible Trench Patch across Road/Sidewalk No
- [ ] Abutters List Complete
- [x] Photos Included

Department Head _____

COMMENTS:

THIS ONE LOOKS GOOD. NO TRENCHING, NO RISER ON POLE.

The application is complete and may proceed pending a public hearing- tar

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

October 20, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: South Street
Needham, MA
W.O.# 22692014

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 35 feet of conduit in South Street.

The reason for this work is to provide service to #626 South Street.

If you have any further questions, contact Joanne Callender at (781) 314-5054.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/HC
Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the tranmission of electricity for lighting, heating or power under the public way or ways of the Town thereinafter specified, and notice has been given and a hearing held on said petition as provided by law.
It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

South Street - **Southeasterly from pole 12/71, approximately 355 feet southwest of High Rock Street, install approximately 35 feet of conduit.**

W.O.# 22692014

All construction work under this Order shall be in accordance with the following conditions:
1. Conduits and manholes shall be located as shown on the plan made by **K. Rice, dated September 26, 2025** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2025 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM,** Masssachusetts, duly adopted on the _____ day of _____, 2025 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM,** Massachusetts

PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY FOR LOCATION FOR CONDUITS AND MANHOLES

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated September 26, 2025,** and filed herewith, under the following public way or ways of said Town:

South Street - **Southeasterly from pole 12/71, approximately 355 feet southwest of High Rock Street, install approximately 35 feet of conduit.**

W.O.# 22692014

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

By: *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 20th day of October 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

N:\SHARED-mmos-vf02\CIMAGE\BASELINS\NEE\NEE-SOUTHSAO.dwg

INSTALL 1 - 3" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION 1 FIG. 1 35'±

#631 SOUTH ST

APPROX. 355'± TO
HIGH ROCK ST

NAD 1983

HYD

G

12/71

EOP

DWY

EOP

APPROX. ROW

EOP

WATER

ELEC

SOUTH ST

GAS

CBS

DRAIN

EOP

EOP

DWY

EOP

WG

APPROX. ROW

G

APPROX. PT.
OF PICKUP

APPROX. P/L

#638 SOUTH ST

#626 SOUTH ST

SECTION - 1

STREET SURFACE

APPROX. DEPTH 2'-6"

SECTION OF PROPOSED LINE

1-IRON PIPE OR
1-PVC CONDUIT (SCH.40)
OR 1-FIBRE DUCT

FIGURE - 1

0 20 40

SCALE IN FEET

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 241-25	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 22692014	
Surveyed by: VTG/GR	*Plan of* #626 SOUTH ST
Research by: GR	NEEDHAM
Plotted by: GR	Showing PROPOSED CONDUIT LOCATION
Proposed Structures: GR	
Approved: K RICE	Scale 1"=20' Date SEPTEMBER 26, 2025
P#	SHEET 1 of 1

TOWN OF NEEDHAM PU

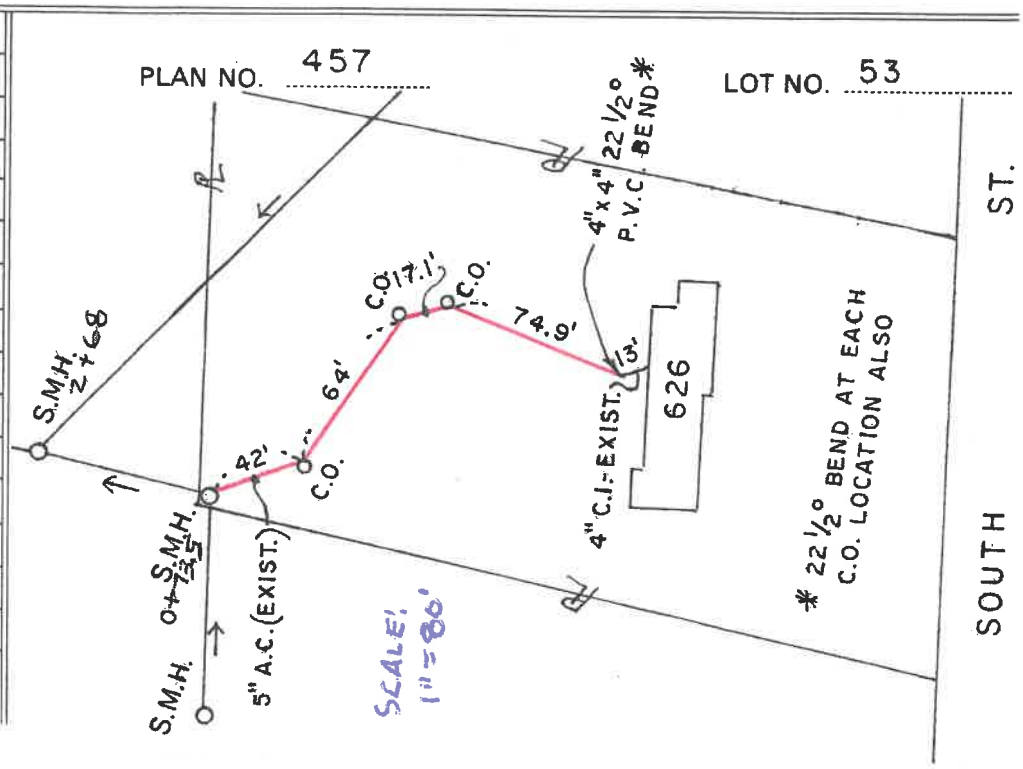
HOUSE C

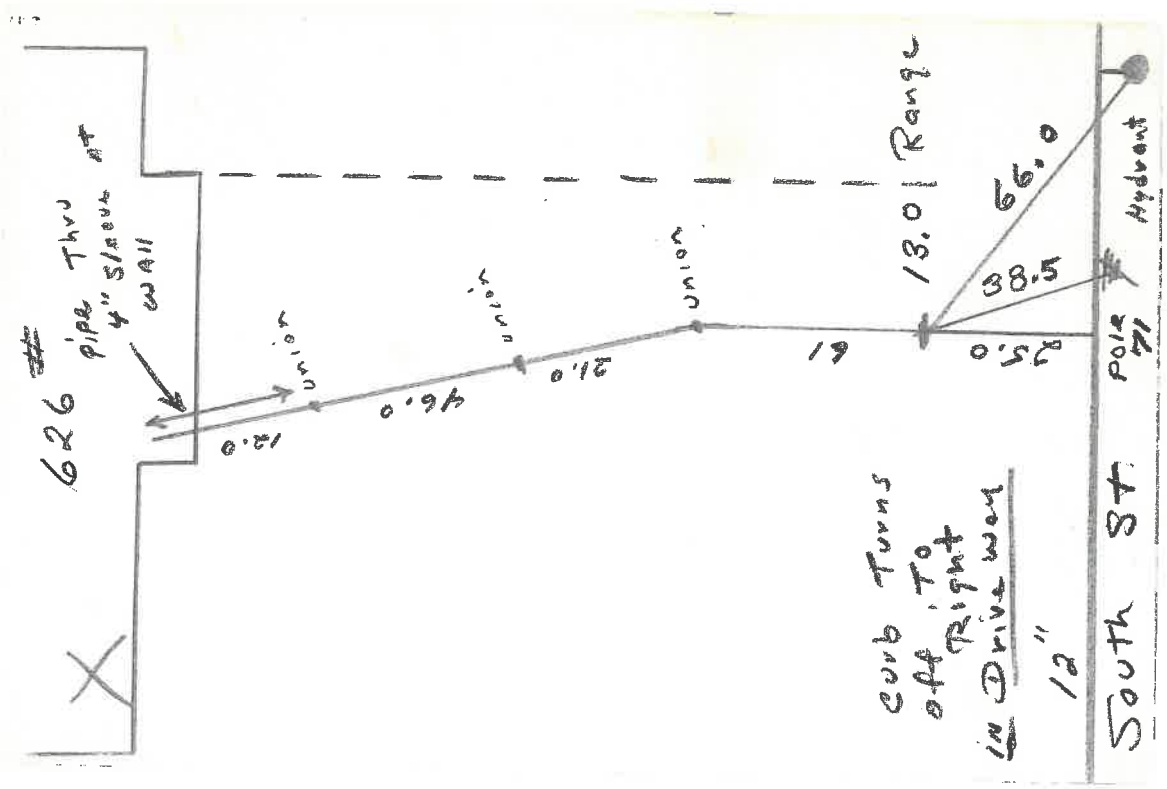
8-21-25 THIS CARD IS VOID
NEW HOUSE
NEW CARD IN PROCESSING

APP. NO. 9886 NO. 626 SOUTH ST. OWNER

ESTIMATE COST DATE 5/29/97

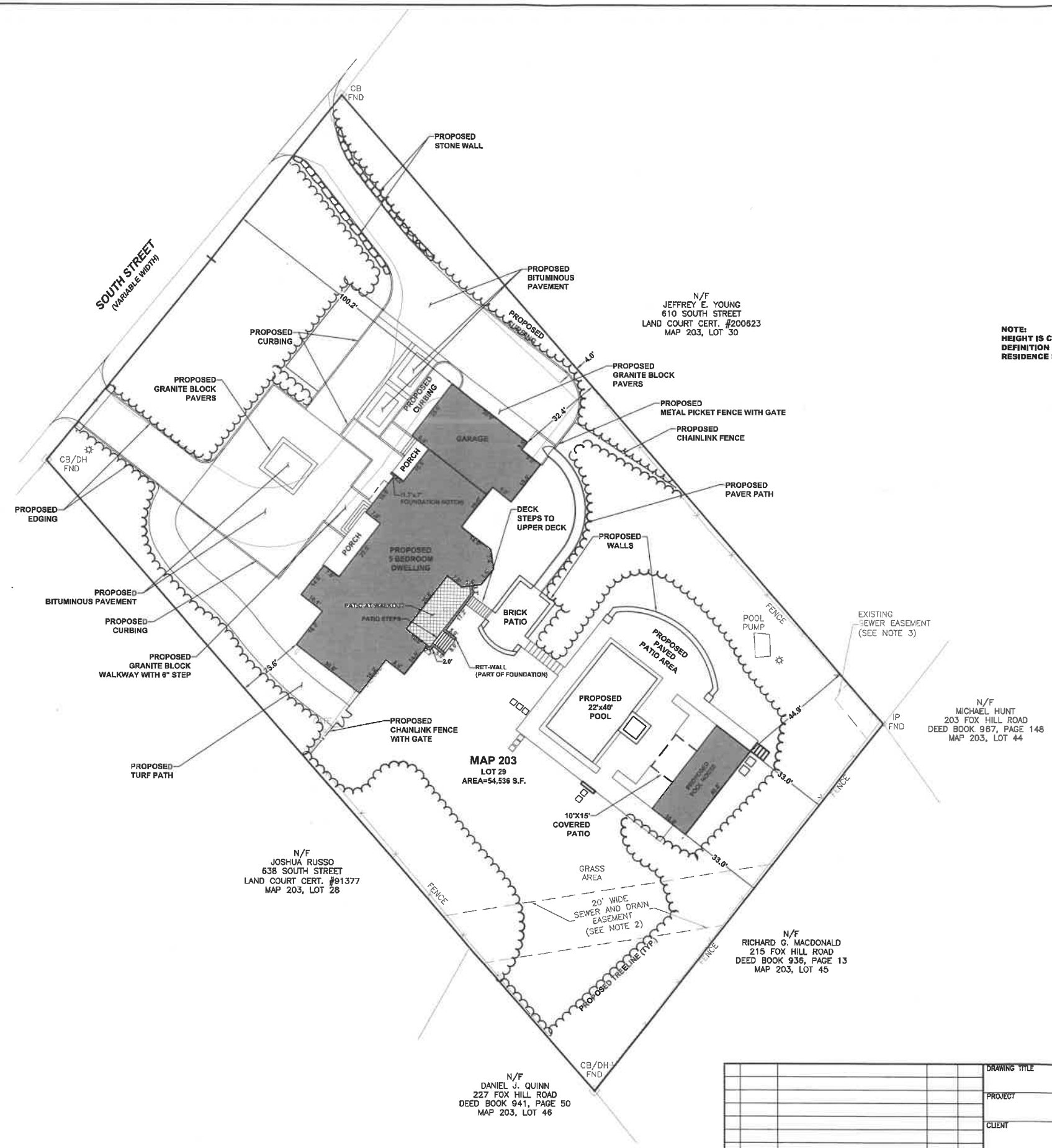
Length to St. Line	
St. Line to Bldg.	
Total Length	211'
Depth at Main	
" " St. Line	
" " Bldg.	3.5'
Ave. Depth	
Kind of Soil	
Ledge	
Depth of Gr. Water	
Work Started	5/28/97
" Finished	5/29/97
Plumbing Conn.	





SINGLE RESIDENCE A
ZONING DISTRICT REQUIREMENTS

CRITERIA	REQUIRED	PROPOSED
MIN. FRONTAGE (L.F.)	150	177.07
MIN. LOT AREA (S.F.)	43,560	54,536
MIN. FRONT YARD SETBACK (L.F.)	30	100.2
MIN. SIDE YARD SETBACK (L.F.)	25	25.6
MIN. REAR YARD SETBACK (L.F.)	15	33.0
MAX. BUILDING HEIGHT (L.F.)	35	33.8
MAX. LOT COVERAGE	NR	NR



RECORD OWNER
MARY E. GREER
626 SOUTH STREET
NEEDHAM, MA

DEED REFERENCE
DEED BOOK 739, PAGE 170

PLAN REFERENCE
LAND COURT PLAN #6300-14

TAKING FOR SEWER EASEMENT
DEED BOOK 1354, PAGE 229

ASSESSOR'S REFERENCE
MAP 203, LOT 29

ZONING DISTRICT
SINGLE RESIDENCE A

FEMA FLOODZONE
ZONE X
FIRM PANEL: 25021C0038E
EFF. DATE: JULY 17, 2012

NOTE:
HEIGHT IS CALCULATED PER NEEDHAM ZONING DEFINITION METHOD 1 FOR SINGLE FAMILY RESIDENCE SECTION 4.2

REV.	DATE	DESCRIPTION	BY	APP.
1	4/29/2025	UPDATED PROPOSED POOL AREA	ATB/SMW	RJR

DRAWING TITLE: **SITE LAYOUT PLAN**

PROJECT: **626 SOUTH STREET**
NEEDHAM, MASSACHUSETTS

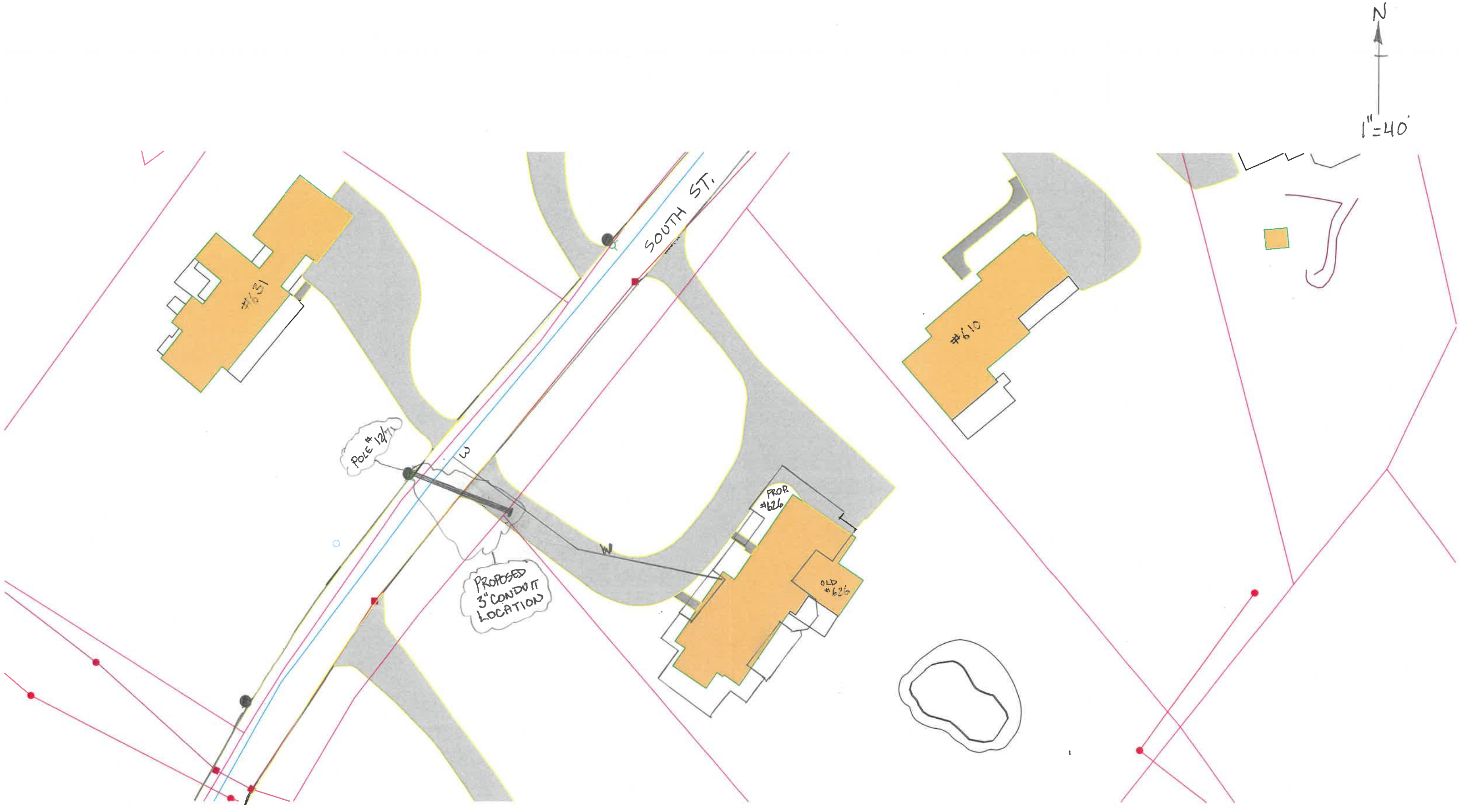
CLIENT: **STEVEN KOSOWSKY**

• CIVIL ENGINEERING
• LAND SURVEYING
• ENVIRONMENTAL ASSESSMENT

PRIME ENGINEERING INC.
P.O. BOX 1088
350 BEDFORD ST.
LAKEVILLE, MA 02347
TEL: 508.947.0050
FAX: 508.947.2004

SCALE: 1" = 20'
DATE: 3/17/2025
DRAWN BY: ATB
DESIGNED BY: RJR
CHECKED BY: RJR
APPROVED BY: RJR
SHEET NO. 3 OF 5
PROJECT NO. 27920201

COMMONWEALTH OF MASSACHUSETTS
RICHARD J. RHEAUME
No. 28373
CIVIL
REGISTERED PROFESSIONAL ENGINEER


N
1"=40'
SOUTH ST.
#631
#610
POLE # 12/7
W
W
PROP. #626
OLD #626
PROPOSED 3" CONDUIT LOCATION

631
35

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on Tuesday, November 12, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated September 28, 2025, to install approximately thirty-five feet of conduit in South Street. The reason for this work is to provide service to 626 South Street.

A public hearing is required, and abutters are hereby notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Heidi Frail
Catherine Dowd
Joshua Levy
Marianne Cooley
Kevin Keane

SELECT BOARD

You are invited to a Zoom webinar:
https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Passcode: 652800
Webinar ID: 826 0101 3229

Dated: November 3, 2025

626 SOUTH ST

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/203.0-0045-0000.0	MACDONALD, RICHARD G. TR	215 FOX HILL ROAD REAL ESTATE TRUS	215 FOX HILL RD	NEEDHAM	MA	02492-
199/203.0-0030-0000.0	YOUNG, JEFFREY E.		610 SOUTH ST	NEEDHAM	MA	02492-
199/203.0-0026-0000.0	MITCHELL, CHRISTOPHER &	MITCHELL, SUSAN	649 SOUTH ST	NEEDHAM	MA	02492-
199/203.0-0046-0000.0	QUINN, DANIEL J &	QUINN, JENNIFER H	227 FOX HILL RD	NEEDHAM	MA	02492-
199/203.0-0044-0000.0	HUNT, MICHAEL &	TAGGERT, ALICE	203 FOX HILL RD	NEEDHAM	MA	02492-
199/203.0-0024-0000.0	WILLIAMS, DAVID O. &	WILLIAMS, CAROLYN A	617 SOUTH ST	NEEDHAM	MA	02492-
199/204.0-0023-0000.0	MITCHELL, CHRISTOPHER T &	MITCHELL, SUSAN M	649 SOUTH ST	NEEDHAM	MA	02492-
199/203.0-0028-0000.0	BUCCELLA, PETER J.	BUCCELLA, ABIGAIL V.	638 SOUTH STREET	NEEDHAM	MA	02492-
199/203.0-0029-0000.0	WARNER, AMY B		626 SOUTH ST	NEEDHAM	MA	02492-

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
for the Needham Board of Assessors.....

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Town Counsel Update
Presenter(s)	Chris Heep, Town Counsel

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Town Counsel Chris Heep will provide the Board with an update of activities over the past year and answer any questions that the Board may have about the Town's legal services.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A - Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. Town Counsel Report	

Harrington Heep

Christopher H. Heep
d: 617.804.2422
cheep@harringtonheep.com

November 6, 2025

Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Re: Town Counsel Report – 2025

Dear Select Board Members:

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. To this end, Town Counsel answers questions on topics including the Open Meeting Law, Public Records Law, ethics, procurement, contracts, insurance, licensing, land use, environmental law, wetlands protection, municipal finance, construction law and employment.

Below is a summary of the matters that I have devoted significant attention to in the past year:

General Legal Services:

I am always available to answer questions from Town officials and boards in need of legal guidance, by email, phone and in person. I provide office hours every week, and my office is located 10 minutes from Town Hall, which means that I am always available to attend in person meetings with Town officials during their regular business hours. In addition, in 2025 I have appeared at meetings of the Select Board, Finance Committee, Planning Board, Zoning Board of Appeals, General By-law Review Committee, Stormwater By-law Review Committee and the Tree Preservation Planning Committee.

Town Meetings and By-law Review:

I have assisted with the preparation of warrants and motions for three Town Meetings in 2025: The May 5, 2025 Annual Town Meeting, the May 12, 2025 Special Town Meeting, and the October 20, 2025 Special Town Meeting. These three meetings collectively involved eight amendments of the General and Zoning By-laws, including a complete replacement of the Town's Stormwater By-law. I contributed to the drafting and review of each set of By-law amendments, and met with the proponents as needed to understand their goals and ensure that the articles ultimately advanced to the warrant will achieve the intended purpose.

Open Meeting Law:

I provide regular guidance to Town boards and support staff regarding compliance with the Open Meeting Law. This includes advice to ensure compliance with the OML requirements for posting notice, conducting a meeting, deliberating and record keeping, and guidance on proper practice for holding an executive session. In addition, the Town has been the subject of three Open Meeting Law Complaints in 2025, and there is currently one Open Meeting Law appeal pending with the Division of Open Government.

Public Records Law:

I have assisted the Town with its responses to approximately nine public records requests in 2025 to date. This assistance has included (a) drafting formal written responses to public records requests that are overbroad, seek records that are not subject to disclosure, or that otherwise do not comply with the Public Records Law; (b) framing searches to be conducted by the relevant municipal employees and/or Information Technology Department to properly comply with a request; and (c) reviewing responsive records prior to production to identify any records for which segregation or redaction is required by law.

State Ethics Law

The State Ethics Law provides that municipal employees have direct access to Town Counsel to discuss ethics questions. M.G.L. c.268A, §22. My office is always on call for this purpose, and in 2025 I have provided assistance to various municipal employees with questions about how the State Ethics Law applies to their participation in a particular matter.

Contract Review and Procurement:

Pursuant to the Town's General By-laws, Town Counsel is tasked with reviewing contracts as to form. See General By-laws Section 2.1.3. This contract review occurs daily, and in 2025 my office has reviewed and approved hundreds of contracts as to form before they become final. In addition, my office typically becomes more directly involved in the negotiation of particular contracts when the Town's procurement officials are dealing with difficult vendors, or are presented with contract terms that are novel or of questionable legality. In these scenarios, either I or my colleague Chris Brown provides guidance and joins the negotiation with outside vendors. At any given time, my office is assisting the Town with questions or concerns for approximately 1-3 contracting or procurement matters.

Permitting of Town Projects:

I worked to secure a permit for one Town project in 2025: In August, the Town obtained Planning Board approval of an updated site plan for the Chestnut and Lincoln Street Parking Lot.

The purpose of the application and approval was to provide an updated control plan that accurately captured actual conditions within the parking lot.

Litigation Matters:

Town Counsel has been involved in the following litigation and administrative appeals in 2025:

> James Burke v. Needham Housing Authority and Needham Planning Board, Norfolk Superior Court 2482CV01193. In this case, Plaintiff James Burke asserted several challenges to approvals issued to the Needham Housing Authority for the Linden Chambers redevelopment project. In an order dated September 19, 2025, the Superior Court granted the Needham Housing Authority's motion for judgment on the pleadings.

Legal Training and Outreach

An important role of Town Counsel is to educate municipal employees on the requirements of the law. This year, Town Counsel co-presented (with the Town Clerk) a training session for new municipal board and committee members on the Open Meeting Law, the Public Records Law, and the State Ethics Law. I was also asked to provide the Zoning Board of Appeals with an overview of the Chapter 40B process in advance of its consideration of the first comprehensive permit application in several years. Training sessions of this type are provided at no cost to the Town.

My firm believes that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with personal, direct and responsive legal counsel, diligent attention to the Town's needs, and good humor.

Sincerely,

Christopher H. Heep
Harrington Heep LLP
Town Counsel

cc: K. King, Town Manager

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Pollard Middle School Project
Presenter(s)	Hank Haff, Director Building Design & Construction Dept. Meryl Nistler, Senior Project Manager Building Design & Construction Dept.

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Director and Senior Project Manager of Building Design & Construction will present an update on the Pollard Middle School Building Project. The materials represent the feasibility options most recently presented to the Permanent Public Building Committee/School Building Committee. This presentation will summarize the current options, known impacts, and topics still under further investigation.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

a. Pollard Middle School slide deck dated November 12, 2025
b. Additional Preferred Schematic Report Slides dated November 12, 2025

Pollard Middle School

NEEDHAM, MA

Select Board

November 12, 2025

HMFH ARCHITECTS

Preliminary Traffic Observations

Todd Brayton, PE - Bryant Associates, Inc.

Stormwater Approach - Pollard Site

Samiotes Consultants, Inc.

Combines distributed **infiltration systems** under parking areas + **LID features** (wetlands or bioretention) to enhance water quality, manage runoff, and support phased site development.

- Multiple underground infiltration systems located beneath different parking lots, allowing phased construction.
- Each parking lot's runoff will be routed to the nearest system, with overflow connections as follows:

  Upper lots → Harris Street municipal drain line

  Lower lots → Existing on-site wetlands or existing drain lines

Stormwater Approach - Pollard Site

For the open-air **Low Impact Development** (LID) system near Dedham Ave/MBTA:

- Site constraints include high groundwater levels and proximity to wetlands.
- Systems typically require 2 feet of separation from groundwater; testing during SD.

Stormwater Approach - Pollard Site

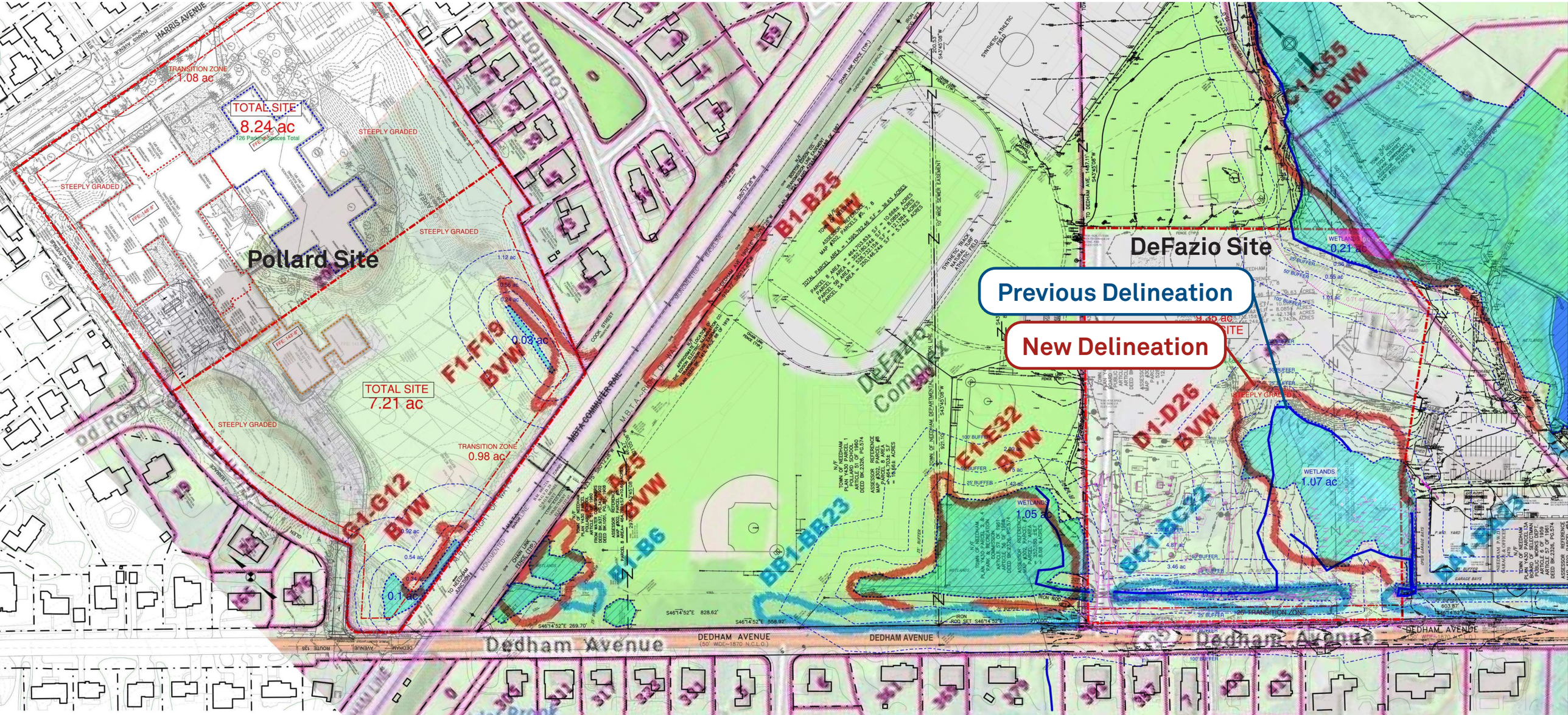
If groundwater levels are high, use a **constructed stormwater wetland/pocket wetland**.

- **Benefits**: Low maintenance, high pollutant removal, aesthetic and habitat value, potential educational use
- **Drawbacks**: May attract mosquitoes; fencing may be needed for safety

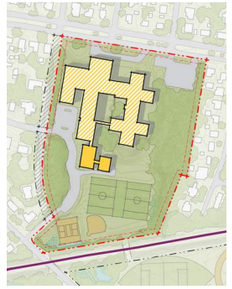
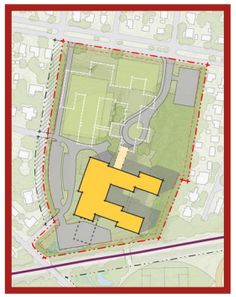
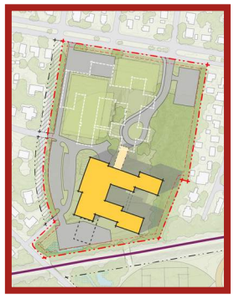
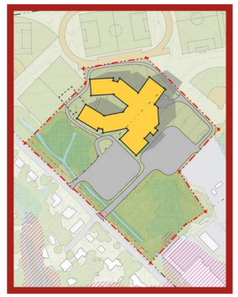
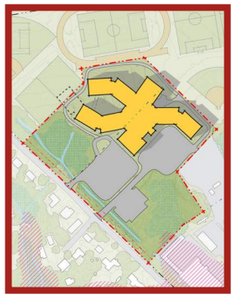
If adequate groundwater separation is available, alternatives include:

- **Rain Gardens/Bioretention Areas**: filter and infiltrate runoff
- **Sand Filter Basins**: remove sediments and pollutants

Wetlands Investigations



PSR Options

Option	Enrollment	
REPAIR		
Option 1	880 (7-8)*	
ADD/RENO		
Option 2	880 (7-8)	1 new variation to review today
Option 3	1335 (6-8)	1 new variation to review today
NEW @ POLLARD		
Option 4	880 (7-8)	 2 new variations to review today
Option 5	1335 (6-8)	 2 new variations to review today
NEW @ DEFAZIO (includes new fields @ Pollard)		
Option 6	880 (7-8)	 1 new variation to review today
Option 7	1335 (6-8)	 1 new variation to review today

* Other option to be reviewed at future meetings

Option 2

Addition/Renovation (7-8)

- 3-phase construction
- 3-story classroom wing additions
- +/- 450 seat renovated Auditorium
- Renovated Gym, Caf, Media Center, Admin, Art, Music
- 250 parking spaces

Option 3

Addition/Renovation (6-8)

- 3-phase construction
- 3-story classroom wing additions
- +/- 450 seat renovated Auditorium
- Renovated Gym, Caf, Media Center, Admin, Art, Music
- 260 parking spaces

Option 4A (1-Phase)

Pollard New Construction (7-8)

- 1-phase construction
- 3-story classroom wings
- 2-story gym and arts wings
- 250 parking spaces

Option 4B (2-Phase)

Pollard New Construction (7-8)

- 2-phase construction
- 3-story classroom wings
- 2-story gym and arts wings
- 250 parking spaces
- smaller Pollard Field
- adds 15 mos. (+/-) over 1-phase

Option 5D (1-Phase)

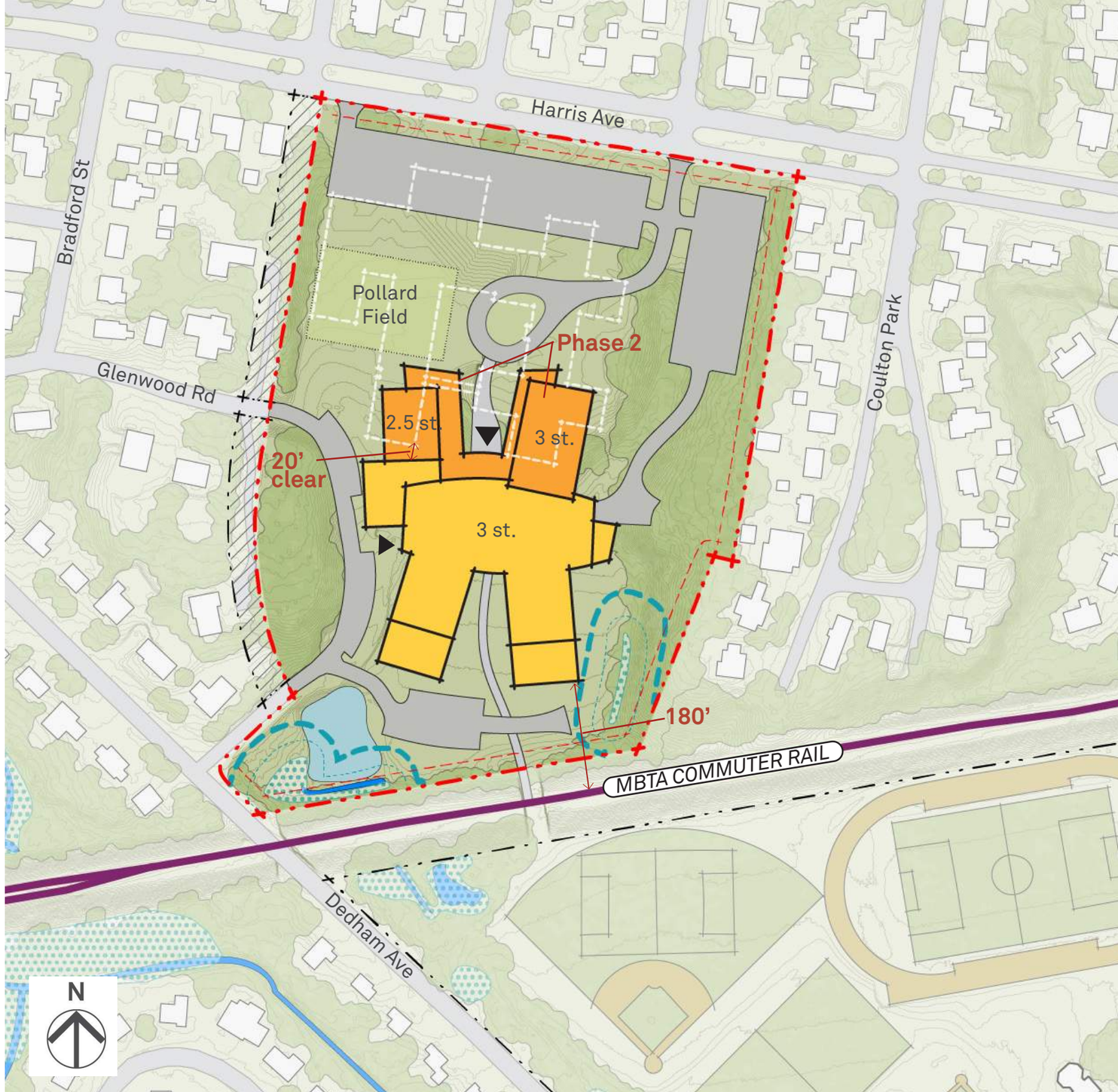
Pollard New Construction (6-8)

- 1-phase construction
- 4-story classroom wings
- 2-story gym and arts wings
- 260 parking spaces

Option 5E (2-Phase)

Pollard New Construction (6-8)

- 2-phase construction: Auditorium & 6th Grade Wing in second phase
- 3-story classroom wings
- 2-story gym and arts wings
- 260 parking spaces
- smaller Pollard Field
- adds 15 mos. (+/-) over 1-phase



Option 6A

DeFazio New Construction (7-8)

- Expanded jurisdictional boundaries
- Requires Juris. Transfer, Art. 97, MEPA Review
- Parking located to serve fields
- DPW yard remains
- 230+/- school parking spaces
- 3-story classroom wings

Option 7C

DeFazio New Construction (6-8)

- Expanded jurisdictional boundaries
- Requires Juris. Transfer, Art. 97, MEPA Review
- Parking located to serve fields
- DPW yard remains
- 230+/- school parking spaces
- 4-story classroom wings

Options 6 & 7

New Fields at Pollard

- Healy Field relocated
- 2 new Pollard Fields
- Tot Lot relocated
- 130 +/- fields parking spaces
- Walking/bike path connection to DeFazio

Select Board– Pollard Middle School

November 12, 2025

Preferred Schematic Report (PSR) Decisions

1. **Site options: Pollard or DeFazio**
   Input by School Committee (SC), Park and Rec Commission (PRC), and Select Board (SB). Vote by School Building Committee (SBC).

2. **Addition/ renovation vs new construction**
   Vote by SBC.

3. **Grade configuration: 6th - 8th or 7th/8th**
   Input by SC. Vote by SBC.

4. **Auditorium: New (# of seats) or renovated**
   Input by SC and SB. Vote by SBC.

Goal during PSR

Select one preferred option from the seven options studied in PDP

Impacts at DeFazio – 7/8 at Pollard

- 7th/ 8th grade new construction at Harris Ave site
- School parking along Harris Ave
- Contractor parking/ laydown at Warner Field (with PRC approval) *or* existing DeFazio parking lot (School Committee jurisdiction) – 36 – 54 months

Impacts at DeFazio – 7/8 at Pollard - Mitchell 2031

- 7th/ 8th grade new construction at Harris Ave site
- School parking along Harris Ave
- Once Pollard is complete, modulars for Mitchell swing space at Warner Field (with PRC approval) *or* existing DeFazio parking lot (School Committee jurisdiction) – 2031 to 2038
- High Rock students move to modulars during High Rock addition/ renovation – 2038 to 2040
- Warner Field *or* DeFazio parking lot restored in kind after swing space is no longer needed

Impacts at DeFazio – 6 - 8 at Pollard

- 6th - 8th grade new construction at Harris Ave site
- School parking along Harris Ave.
- Contractor parking/ laydown at Warner Field (with PRC approval) *or* existing DeFazio parking lot (School Committee jurisdiction) – 36 – 54 months
- Warner Field *or* DeFazio parking lot restored in kind after construction parking/ laydown is no longer needed

Impacts at DeFazio – 7/8 at DeFazio

- 7th/ 8th grade new construction at DeFazio
- Parking on Healy Field location serving DeFazio during and after construction
- Existing Pollard school building either swing space or field space

Impacts at DeFazio – 6 - 8 at DeFazio

- 6th - 8th grade new construction at DeFazio
- Parking on Healy Field location serving DeFazio during and after construction
- Existing Pollard school demolished. Healy Field and Asa Small recreated in Pollard 'backyard' – boundaries to be determined by the PRC/ SC MOU.
- **Existing Pollard parcel would be divided into two jurisdictions – School Committee and Park and Recreation Commission

Save the Dates

Saturday, November 15, 9:00 - 10:30am
Pollard Open House: Tours and Q&A
In Person at Pollard Middle School

Monday, November 17, 6:30pm
Public Hearing in Person at Pollard and Zoom

Monday, November 24
All Board Summit #2
In Person at Broadmeadow

Learn more about the project:
https://tinyurl.com/
NPSPollardProject

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Proposed Update to Alcohol Regulations
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will ask the Select Board to vote to approve proposed updates to the Town of Needham Regulations for the Sale of Alcoholic Beverages.

The Board received a review of the proposed updates at their September 25, 2025 meeting, took comment at a public hearing on October 14, 2025, and discussed at their October 29, 2025 meeting.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve proposed updates to the Town of Needham Regulations for the Sale of Alcoholic Beverage, dated November 12, 2025.

3.	**BACK UP INFORMATION ATTACHED**

a. Background Memorandum, 9/16/2025
b. Proposed Update to Town of Needham Regulations for the Sale of Alcoholic Beverages – Clean Draft, 11/12/2025
c. Proposed Update to Town of Needham Regulations for the Sale of Alcoholic Beverages – Red Line

MEMORANDUM

TO:	Select Board
CC:	Katie King, Town Manager; David Davison, Deputy Town Manager/Director of Finance; John Schlittler, Chief of Police; Tim McDonald, Director of Health and Human Services; Christopher Heep, Town Counsel
FROM:	Myles Tucker, Support Services Manager
SUBJECT:	Town of Needham Regulations for the Sale of Alcoholic Beverages – Proposed Update
DATE:	September 16, 2025

Background

Periodically, staff proposes recommended updates to the Town of Needham Regulations for the Sale of Alcoholic Beverages ("regulations") based on input from the Board, changes in state law, feedback from licensees, and changes to the practice of license administration. The proposed changes before the Board are in line with this practice. The Board most recently updated the alcohol regulations in April 2023.

As additional background, below is a summary of the current inventory of issued licenses relative to the quota allotted to the Town:

Type	Quota	Issued	Remaining
On-Premises, All Alcohol	34	21	13
On-Premises, Wine and Malt	7	1	6
Off-Premises, All Alcohol	7	7	0
Off-Premises, Wine and Malt	7	0	7

Discussion

The proposed changes primarily cover a series of substantive changes (listed in order by their appearance in the proposed regulations):

<u>Addition of Continuing Care Retirement Communities as Category and Regulating Self-Service Taps</u>
In 2025, the Board approved an on-premises alcohol license to North Hill, a Continuing Care Retirement Community (CCRC). North Hill was the first CCRC to apply for and be granted an alcohol license in Needham. The proposed regulations add a new section governing CCRCs. Similar to the unique motion the Board voted to approve North Hill's license, these regulations draw from existing regulations for non-profit clubs. North Hill was also the first establishment in Needham to utilize self-serve taps. The proposed changes now include text regulating this service model.

<u>Extension of On-Premises Last Call Time to Midnight</u>
In 2018, the Board changed the allowable last call time for on-premises licenses from midnight to 11 PM (note: state law allows for service as late as 2 AM). However, the Board did not require that restaurants change their ABCC approved hours following this change and many continue to keep their previously approved hours. Further, the Board has granted several newer licensees exceptions to have last call time at midnight. In total, 15 of the 22 on-premises licensees in Needham are currently licensed to serve alcohol until midnight, including 12 of 16 restaurants. To align with practice, the proposed regulations restore the Town's allowable last call to midnight.

Changing Employee Roster Reporting

In 2023, the Select Board included a requirement for licensees to provide the Town with an updated staff roster within 45 days of any new hire and during their annual license renewal process. The purpose of this requirement is to ensure that each staff member involved in alcohol service is properly trained. Over the past two years, the 45-day requirement has proven onerous in practice both to licensees and Town staff. The proposed changes remove this requirement, while maintaining annual reporting and clarifying that the Board may request a current roster at any time.

Training Changes and Clarification

On the recommendation of the Needham Department of Health and Human Services, the proposed regulations permit live virtual training as a substitute for live in-person training requirements. This training medium is becoming increasingly common. It can be accessed more expeditiously and at a lower cost than in-person training in the event that free, Town-provided training is not available on a suitable timeline. Further, the proposed regulations clarify that only the staff involved in the service of alcohol must be trained in alcohol service.

Innkeeper Updates

The proposed regulations make two changes to Innkeeper licenses. First, "cocktail lounge" is replaced with "restaurant or guest lounge", aligning with current industry practice. Second, the proposal removes text linking restaurant regulations to hotels, since hotels also serve alcohol at front desk concession desks. The current text contradicts a later section that discusses sales at the concession stand.

Existing Common Victualler Standard

Over the past five years, the Board has chosen not to hold restaurant applicants to a current regulation that requires 12 months of operation as a restaurant before applying for an alcohol license. The proposed regulations removes this requirement to align with current practice.

Annual Service Report CPA Requirement

Current regulations require that the annual alcohol service report provided by restaurants be completed by a certified public accountant (CPA). The Town has heard feedback from businesses that this requirement is onerous and that the report can be accurately generated without a specialized professional. The proposed regulations remove the CPA requirement while maintaining annual reporting.

Penalties

The proposed regulations make two changes to penalties. First, based on case law and recent practice, the recommended first penalty for a compliance check failure now includes text recommending the suspension be held in abeyance. Of note, the Board is welcome to hold any penalty in abeyance. Second, following recent Board input, language requiring that penalties be served consecutively is removed, along with the addition of language codifying the Board's practice to hold a hearing following a third violation or compliance check failure.

Administrative and Technical Changes

The recommended regulations also recommend several technical and administrative changes aimed at updating stale language and replacing it with evergreen text; improving clarity; updating text to account for advances in technology and procedures; making numerical changes necessitated by changes to section numbering; and formatting adjustments. Specific examples include:

- Replacement of references to specific citations in Massachusetts General Laws with references to “applicable regulation[s] of Massachusetts General Law”
- Clarifies that a building inspection is required prior to issuing an initial license
- Removes the requirement for applicants to provide other licenses issued by the Town or ABCC
- Clearly states that scanner apps on cell phones may be acceptable card scanning device
- Removes text alluding to a fee schedule attachment that is redundant to the current Select Board fee schedule

TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

Amended and Revised: November 12, 2025

I. Types of Licenses to be Granted in Needham

II. Compliance

III. General Rules and Regulations Applicable to Holders of Licenses to Sell Alcoholic Beverages within the Town

IV. Rules and Regulations for the Sale of Alcoholic Beverages by Innholders Only

V. Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants

VI. Rules and Regulations Applicable to Clubs and Veterans Organizations

VII. Rules and Regulations Applicable to Continuing Care Retirement Communities

VIII. Rules and Regulations Applicable to Special Event Licenses

IX. Rules and Regulations Applicable to Package Stores

X. Rules and Regulations Applicable to Farmer Series Pouring Permittees

XI. Violations

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Licensing Authority: Select Board

The Needham Select Board, acting as local licensing authority pursuant to the provisions of Massachusetts General Laws Chapters 138 and 140 and other relevant legal authority, promulgates these regulations applicable to the sale and distribution of alcoholic beverages in the Town of Needham. These regulations are in addition and supplemental to all other legal requirements, including but not limited to applicable State and Federal law and regulations.

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

The Town of Needham issues the types of alcoholic beverages licenses listed below. All licenses shall comply with Chapter 138 of the Massachusetts General Laws, and Chapter 204 of the Code of Massachusetts Regulations, as they relate to the specific type of license.

1.1 Innholders All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a hotel dining area with a seating capacity of not less than ninety-nine (99) persons and a living capacity of not less than fifty (50) rooms, under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license. The sale of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

1.2 Restaurant All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a restaurant and/or function room under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.3 Restaurant Wine and Malt Beverages: issued to qualified applicants to sell only wine and malt beverages in a restaurant under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.5 Continuing Care Retirement Community Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.6 Continuing Care Retirement Community All Alcoholic Beverages: issued to qualified applicants to sell all alcohol beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

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1.7 Special One Day: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for- profit status to sell wine and malt beverages only under the applicable regulations of Massachusetts General Laws, this regulation, and any and all conditions stipulated for the specific license.

1.8 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license.

1.9 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for the specific license.

1.10 Farmer Series Pouring Permit: issued to qualified applicants to sell malt beverages, for consumption on the grounds of a licensed farmer-brewery pursuant to M.G.L. c.138, §19C, as well as on the grounds of the farm operated as appurtenant and contiguous to, and in conjunction with, such farm, and in accordance with the applicable regulations of the Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for in the specific license. For purposes of this policy, the word "license", "Licensee", and "licensed premises" shall include a "Farmer Series Pouring Permit", "Farmer Series Pouring Permittee", and "premises subject to a Farmer Series Pouring Permit", respectively, unless otherwise noted.

II. COMPLIANCE

2.1 The issuance of a license by the Select Board for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the Licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.

2.2 Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission (ABCC) or the Town's bylaws may result in the revocation, suspension or cancellation of the license.

III. GENERAL RULES AND REGULATIONS APPLICABLE TO HOLDERS OF LICENSES TO SELL ALCOHOLIC BEVERAGES WITHIN THE TOWN

This section shall apply to any and all alcoholic beverages licenses issued by the Select Board except those applicable to Special One Day Licenses (Section 8).

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3.1 Hours of Operation

3.1.1 No patron shall be served or sold alcoholic beverages before or after the hours stated in the license.

3.1.2 *On-Premises Consumption*

3.1.2.1 The hours during which the sale of all alcoholic beverages to be consumed on the premises may be made by any Licensee shall be from 11:00 a.m. to 12 a.m. Monday through Saturday and from 10:00 a.m. to 11 p.m. on Sundays, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.2.2 Except for alcohol sold by a Farmer Series Pouring Permittee, the hours during which the sale of all alcoholic beverages may be made in a dining room are further limited to the time when the dining room is open and food service is available to the public. No alcoholic beverages shall be sold or served in a dining room before the dining room is open and food service is available, or after the dining room has been closed and food service has been suspended to the public.

3.1.2.3 No alcoholic beverages shall be served within the licensed premises during the fifteen (15) minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

3.1.2.4 All bottles, glasses, containers, etc., shall be cleared from all tables and bars within thirty (30) minutes of the established closing hour and all patrons will be off the licensed premises within forty-five (45) minutes of the established closing hour.

3.1.3 *Off-Premises Consumption*
The hours during which the sale of all alcoholic beverages to be consumed off the premises may be made by any Licensee shall be from 8:00 a.m. to 11:00 p.m. or 8:00 a.m. to 11:30 p.m. on days preceding a legal holiday, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.4 *Adjustments*
The Board may adjust hours for individual and/or classifications of Licensees upon receipt of their request(s) for consideration of special circumstances and/or occasions.

3.1.5 *Employees and Staff*
With the exception of the Licensee and the manager, all employees shall vacate the licensed premises no later than sixty (60) minutes after the official closing hour designated on the alcohol license. Bona fide employees of the licensed

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establishment may remain upon or enter upon the licensed premises outside of the regular hours of operation while actually engaged in cleaning, staff meetings or trainings, opening, closing or preparing for the current or next day's business, but they may not dispense or consume any alcoholic beverage during such non-public hours. In any instance wherein a Licensee will have employees working on the licensed premises in excess of sixty (60) minutes before or after the serving times, the Licensee shall cause notification of the fact to be given by telephone to the Needham Police Department along with the estimate as to how long the work party will be on the premises. This provision shall not limit employees from being on the premises to produce malt beverages in accordance with a license issued pursuant to M.G.L. c.138, §19C or §19D.

3.2 Payment of Charges and Taxes

Applicants and Licensees must pay, in full, all taxes and charges owed to the Town on a current basis prior to the issuance of a new license, the transfer of an existing license and/or the annual renewal of a license.

3.3 Filing and Application Requirements (excludes Special Event Licenses)

3.3.1 *Application for New and Transfer of License.*

In addition to the ABCC Application package, Applicants shall provide:

a. Proof of insurance;
b. All fees;
c. Completed and unexpired alcohol awareness training certificate for proposed managers of record;
d. Certificate of inspections, where required;
e. Employee roster (Section 3.4.2.); and
f. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.2 *Application for Renewed License*

In addition to the ABCC Renewal Application Form, Applicants shall provide:

a. Proof of insurance;
b. Completed and unexpired alcohol awareness training certificates for all employees, including manager of record;
c. Certificate of inspections, where required;
d. Employee roster (Section 3.4.2.); and
e. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.3 *Abutter Notification*

When conducting a public hearing to consider the issuance or transfer of a license to sell or serve wine, malt and/or alcoholic beverages, the Board shall require the Applicant to notify all owners of property within a 300-foot radius of the premises to be licensed.

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3.3.4 *Insurance*

No license shall be issued for the sale of alcoholic beverages (Special Event licenses excluded) in the Town until such time as the Applicant shall present to the Select Board a certificate of insurance showing that the Applicant carries the following policies of insurance from an insurance company licensed by the Department of Insurance of the Commonwealth of Massachusetts as follows: workers' compensation insurance as required by M.G.L. Chapter 152; and liquor liability insurance in the minimum amount of $100,000 per person/$1,000,000 aggregate for personal injury and $100,000 per occurrence for property damage. Licensees shall notify the Board no later than ten (10) days prior to the cancellation or material change of said coverage. The Board may, pursuant to M.G.L. c.138, §§64A, 64B, 67 increase the minimum amount of required insurance coverage. Failure to maintain such coverage during the license period shall be grounds for revocation.

3.3.5 *Fees*

All license fees of the Board are incorporated into the Select Board licensing fee schedule. This schedule is reviewed on an annual basis and updated by the Select Board as required.

3.3.5.1 Filing Fees: All required filing fees shall be paid in full at such time as the application is filed. Filing fees shall not be pro-rated for any reason.

3.3.5.2 License Fees: All license fees for the initial issuance of a new license, or for the transfer of an existing license, for a change in the structural composition of a licensed premises, and/or for the annual renewal of a license shall be paid in full prior to the issuance of the license. The initial license fee will be pro-rated based on the number of months remaining in the calendar year at the time of occupancy.

3.3.6 *Floorplans and Signage*

3.3.6.1 When a submittal of a floorplan is required by the ABCC, Applicants for a new or amended license shall submit an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked:

a) the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed including dining rooms, function rooms, exterior premises and rooms in which alcoholic beverages are to be stored;

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b) the location of any proposed Bar Service Areas, cocktail lounge, or other area where patrons may stand while consuming alcohol;
c) areas in which seats or benches are to be securely fastened to the floor and areas in which the seats and tables are moveable;
d) entrances and exits;
e) kitchens and/or food preparation areas;
f) take out areas;
g) storage areas;
h) restrooms;
i) cash register areas;
j) all rooms not being requested to be licensed shall be labeled as to their function, such as, kitchen, coatroom, lobby, etc.;
k) total occupant load;
l) areas where food trucks or other mobile food vendors may be parked for the purposes of serving patrons;
m) outdoor service areas, showing location of seats, tables, trash cans, and physical barriers to segregate the licensed premises from non-licensed areas; and
n) any other licensed spaces not covered by the above.

3.3.6.2 The number and location of all seats, chairs, and stools upon or within the licensed premises must be approved in writing by the Board. In no event shall the total number of seats, chairs, and stools upon the licensed premises exceed the maximum seating capacity nor the maximum occupancy capacity of the licensed premises.

3.3.6.3 Where outdoor service is proposed, the Applicant shall provide draft signage that will be posted around the licensed premises to aid in restricting the transportation or possession of any alcohol, wine, or malt beverage beyond the limitation of the barrier.

3.3.6.4 No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without prior written approval of the Board.

3.4 <u>Management and Trainings (excludes Special Event Licenses)</u>

3.4.1 <u>*Management*</u>.
At all times that the licensed premises are open for the sale or service of alcoholic beverages, the Licensee shall have on the premises a manager or assistant manager who has successfully completed an in-person alcoholic beverages server training program satisfactory to the Select Board. The onsite manager/assistant manager shall be responsible for compliance with all applicable laws of the Commonwealth of Massachusetts concerning the sale of alcoholic beverages and the Town's rules and regulations for the provision and consumption of alcoholic beverages. The designated manager/assistant

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manager shall have full authority to make decisions concerning the operation of the establishment.

3.4.2 *Employee Roster*

A current employee roster shall be available upon request to the Town for all licensed establishments. An updated employee roster shall be provided prior to operation when first opening, annually upon license renewal, and upon the request of the Select Board or its designee.

3.4.3 *Training*

3.4.3.1 All managers, assistant managers, and bartenders shall attend an in-person or live virtual alcoholic beverage server training program satisfactory to the Select Board within 30 days of employment and once every two years thereafter. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2.

3.4.3.2 All employees serving, pouring, or delivering alcoholic beverages not covered by Section 3.4.3.1 shall complete a Town- approved training program within 30 days of employment, or provide proof of training certification at a Town-approved course within the last three years. All such employees must complete an approved program once every three years. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2 and shall be provided upon request of the Select Board or its designee.

3.4.3.3 It is the obligation of the license manager to inform all employees about the rules and regulations of the Select Board, the ABCC, and any and all applicable Massachusetts laws.

3.5 General and Miscellaneous Provisions

3.5.1 There shall be no alcoholic beverages taken from the premises of an establishment licensed under M.G.L. c.138, §12, except for deliveries for the operation of the business as controlled by M.G.L. c.138, and with the exception of partially consumed bottles of wine that are purchased with a meal and resealed in accordance with 204 CMR 2.18 or sales conducted pursuant to M.G.L. c.138, §19C or §19D.

3.5.2 The licensed premises shall meet and fully comply with all health standards and regulations applicable to the sale of alcoholic beverages.

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3.5.3 The licensed premises must be well lit at all times.

3.5.4 There shall be no indecent or immoral entertainment on the licensed premises.

3.5.5 Gambling, lotteries, or other games are prohibited except as otherwise permitted by law.

3.5.6 The licensed premises shall be subject, at all times, to inspection by members of the Select Board, the Town Manager, Inspector of Buildings, Board of Health or its representatives, Police Department, Fire Department, or any other department or official of the Town so directed by the Select Board.

3.5.7 No licensed restaurant, innkeeper, continuing care retirement community, Farmer Series Pouring Permittee, or package store may permit the use of any amusement service such as electronic games on the premises.

3.5.8 Service of alcoholic beverages shall be completed by a trained staff member or through a metered self-service station under the supervision on a trained staff member (applicable to on premise Licensees only, including Farmer Series Pouring Permittees).

3.5.9 Licensees shall make all reasonable and diligent efforts to ensure that loitering, disorder, disturbances or illegality of any kind does not occur at the licensed premises. The Licensee shall ensure that business in the licensed premises is conducted in a responsible manner so that no activity shall detract from the quality of life in the Town generally, or in the neighborhood in which the licensed premises are located. The Licensee may be held responsible for such activity, whether present or not. Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.10 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

3.5.11 Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.12 The Licensee shall request proof of identification from any patron appearing to be under the age of 40 prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner or a card scanning application on an electronic device, such as a tablet or cellular phone.

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IV. RULES AND REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES BY INNHOLDERS ONLY

4.1 Service of alcohol in restaurants or guest lounge areas is permitted with the approval of the Select Board but limited to approved areas by the Select Board with appropriate identification of the specific location documented by the Inspector of Buildings.

4.2 The service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

4.3 With the approval of the Select Board, an Innholder may sell sealed wine and malt beverages at a concession stand in the lobby of the hotel. Such sales shall be to individuals renting rooms at the establishment only and must be consumed within the rented rooms. Any wine and malt beverage purchased at the concession stand must remain sealed until the purchaser has returned to their room.

V. RULES AND REGULATIONS APPLICABLE TO THE SALE OF ALCOHOLIC BEVERAGES IN RESTAURANTS

5.1 Purpose

It is the policy and purpose of the Select Board acting as the Licensing Board of the Town of Needham to limit the issuance of alcoholic licenses as an incidental part of a Common Victualler's primary and principal business endeavor of preparing and serving food to the public in a restaurant and function room.

The issuance of alcoholic licenses will be utilized so as to both enhance the dining experience of individuals patronizing Needham restaurants and to foster the economic development of business areas in the Town by encouraging and promoting foot traffic in those areas where restaurants are located. The Board will consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, appropriateness of menu and other aesthetic considerations including the physical layout of the interior of the establishment. Licenses will not be granted to establishments whose principal business activity is fast food, take-out, or which has any “drive-through” component.

5.2 Common Victualler’s License

No alcohol license will be issued to any Applicant unless such Applicant is the Licensee named in a current or pending Common Victualler's license.

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5.3 Food Service

Service of food must be available in all areas in which alcoholic beverages are to be served. Meals must be served on solid dinnerware with silverware accompanying the same. No paper plates or plastic cutlery are permitted.

5.4 Fire Safety Inspections

Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety in the Commonwealth, requires that every license holder under M.G.L. Chapter 138 Section 12 must submit as a precondition of renewal of the license "a valid certificate of inspection issued by a local inspector and signed by the head of the fire department for the city, town or district in which the premises is located." No license shall be issued for the sale of alcoholic beverages in the Town until such time as a copy of the valid certificate of inspection has been filed with application.

5.5 Bar Service

The sale or service of alcoholic beverages for consumption at any unapproved Bar Service Area is prohibited. For the purposes of these regulations, Bar Service Area is defined as service across a counter at which alcoholic drinks are prepared to patrons who may or may not be waiting to dine. For those establishments with no table service, the Bar Service Area shall include the entire area where patrons may consume alcohol. Bar Service Areas are permitted only in locations expressly approved and authorized by the Select Board. Such authorization may be granted under the following conditions:

a) The Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the Bar Service areas
b) No more than a total of fifteen (15) seats or twenty percent (20%) of the total seats in the premises, whichever is less, shall be allowed in the Bar Service area(s), except that the Board may authorize a greater number where such seats are intended for food service customers as part of the Licensee's business plan;
c) The seats in the Bar Service areas are included when calculating the number of seats in the premises;
d) All food and beverages on the menu served in the public dining room shall be available for service to the patrons in the Bar Service areas.

5.6 Reporting

Licensees shall provide the Select Board with a statement as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic beverages. If the percentage exceeds fifty percent (50%), the Select Board may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may after hearing require the Licensee to reduce it alcohol sales or take any other action permitted by law, including suspension or revocation of the license.

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VI. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS

6.1 Every club applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has maintained club facilities for not less than three (3) years prior to the filing of an application. The within provisions may be waived by the Select Board.

6.2 Every Veterans organization to be eligible to be licensed to sell any and all alcoholic beverages within the Town of Needham must be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

6.3 Each Applicant shall furnish a copy of its Charter or other legal evidence of its eligibility as herein specified when requested by the Select Board.

6.4 Each eligible club and veteran's organization must have the exclusive legal right to the possession and enjoyment of indoor facilities of not less than 2,000 square feet of floor space on one or more floors and which may consist of one or more rooms.

6.5 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager or bartender who is of good moral character and a responsible person. The manager or bartender will be in charge during open hours acting for and on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors the manager or bartender shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

6.6 Section 5.3 of these policies shall apply to all clubs and veterans' organizations.

VII. RULES AND REGULATIONS APPLICABLE TO CONTINUING CARE RETIREMENT COMMUNITIES

7.1 Every continuing care retirement community (CCRC) applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 93, Section 76 of the General Laws of the Commonwealth of Massachusetts. The within provisions may be waived by the Select Board.

7.2 Every CCRC shall be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

7.3 Each Applicant shall furnish a copy of legal evidence of its eligibility as herein specified when requested by the Select Board.

7.4 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager of record who is of good moral character

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and a responsible person. The manager of record will act on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors, the manager of record shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

7.5 Section 5.3 of these policies shall apply to all CCRCs.

VIII. RULES AND REGULATIONS APPLICABLE TO SPECIAL ONE DAY LICENSES

8.1 Hours of Sale

Request for the sale of alcohol under a Special Event License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on Monday through Saturday, and 12:00 p.m. and 12:00 a.m. on Sundays.

8.2 Notice

Special Event Licenses are exempt from the legal notice and publication requirements.

8.3 Eligibility

8.3.1 No Special Event License shall be granted to any person while their application for an On-Premises license is pending before the Select Board. No person shall be granted a Special Event License for more than 30 days in a calendar year.

8.4 Application

The Applicant shall provide the following information and documents to the Select Board:

a) Information requested in the Town's One Day Special License application.
b) Descriptive information about the event (invitation, flyer, letter of explanation, etc.)
c) Written indication of the manner by which service, sale, delivery, and/or dispensing of alcoholic beverages are to be controlled.
d) Written evidence of the owner's permission to use the proposed licensed premises.
e) Proof of Non-profit Status (if request is for all alcoholic beverages).
f) Sketch/floorplan of the proposed licensed premises detailing where alcohol will be served, sold, delivered, and/or dispensed.
g) Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and evidence of whether or not said individuals have completed in the past three years an appropriate Massachusetts alcoholic beverages server training program.
h) Acknowledgement that the person holding the special license has purchased the alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)

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8.5 Conditions

The Special Event Manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet. The Special Event Manager shall display such Special Event License where sale of alcoholic beverages is taking place.

IX. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES

9.1 General Provisions

9.1.1 Employees at the licensed premises on which a Section 15 license is exercised must be 21 years of age except that such Licensees may employ a person under the age of 21 who does not directly handle, sell, store, or prepare for display any alcoholic beverages. Notwithstanding the foregoing, food store employees 18 years of age or older may handle, store, or prepare any alcoholic beverages for display.

9.1.2 No seating, chairs, stools, or tables for use by customers or patrons shall be placed or permitted by a retail package store Licensee upon or within the licensed premises, or upon any area under the direction and control of the Licensee without the Select Board's consent.

9.1.3 Where the liquor licenses are granted to serve the public, Licensees shall be open to the public and, except in exigent circumstances, operate on all days and hours in accordance with the terms of the issued liquor license. The closing of the licensed premises to the public, for a period of five (5) consecutive days or more, or for any period totaling ten (10) days during the calendar year without the prior approval of the Select Board may be deemed to be an abandonment of the Liquor License and sufficient grounds for revocation of the Liquor License.

9.1.4 Package Store Licenses may be granted to food stores as defined in these regulations, but will not be granted to convenience stores.

9.1.5 Alcohol-related signage displayed so that it is visible to the public will be limited. As a condition of the license, the Licensee will comply with the Town of Needham Sign By-law, as from time to time amended.

9.1.6 Advertisement at local sporting events or school events and sponsorships of sporting teams where participant's uniforms carry the name, logo or advertisement for any business which derives more than 25% of its gross revenues from the sale of alcoholic beverages is prohibited.

9.1.7 "Nips" or bottles of spirits containing fewer than eight (8) fluid ounces shall not be located in an area directly accessible by customers, and shall be offered for sale upon the request of a customer from a location within

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the premises to which customers do not have direct access, such as behind a counter.

9.2 Deliveries

9.2.1 For all deliveries conducted off the licensed premises, the Licensee shall keep written records including the date of sale, quantities and sizes of items purchased, method of payment transaction, and name and address of purchaser. In addition to the preceding requirements, the amount of the beverages that were delivered, the date and time of delivery, the signature of the person receiving the delivery and the type of identification card used to confirm age. Such written records shall be maintained by the Licensee within or upon the license premises for a period of not less than one year and must be readily available for inspection by the Town.

9.2.1.1 Deliveries must be made during the operating hours of the store.

9.2.1.2 Deliveries shall be made by persons no less than 21 years of age.

9.2.1.3 A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

9.2.2 Hours for product deliveries to establishment and/or pick-up of bottle returns should be arranged so that activity does not interfere with the quiet enjoyment of the neighborhood.

9.3 Sample Tastings

Consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the Licensee, by any person is strictly prohibited except for sample tasting.

9.4 Food Store Alcohol License Requirements

9.4.1 A food store is defined as a farm stand, grocery store, or supermarket, which sells at retail, food for consumption on or off the gross premises, whether alone, or in combination with grocery items or other non-durable items typically found in a grocery store and sold to individuals for personal, family or household use. Such food store shall carry fresh and processed meats, poultry, dairy products, eggs, fresh fruits and produce, baked goods and baking ingredients, canned goods and dessert items. Notwithstanding the foregoing, a food store for the purposes of these regulations shall not be a convenience store, any business that sells gasoline, or a business which derives more than 25% of its gross revenues from the sale of alcoholic beverages. The retail space used to display alcoholic beverages shall not exceed twenty-five percent (25%) of the total retail space on the premises. The Select Board shall determine whether an Applicant is a food store as set out herein and in compliance

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with any and all requirements.

9.4.2 A convenience store is defined as an establishment that sells at retail food and other non-durable items to individuals more on a daily basis, such as but not limited to small quantities of food, candy, newspapers, and tobacco products. Convenience stores are frequently open with only one staff member on duty at a time, are usually open later than 10:00 p.m. and may or may not sell gasoline. The Select Board reserves the right to consider each of these factors when determining if an Applicant will be considered a convenience store.

9.4.3 Regular sales and operation of the food store must continue during all times when the sales of alcoholic beverages are permitted.

9.4.4 Package store licenses issued to food stores shall be limited to wine and malt beverages only; provided, however, that a farm stand, as defined in 330 CMR 22.02, shall be eligible for an all-alcohol package store license.

X. RULES AND REGULATIONS APPLICABLE TO FARMER SERIES POURING PERMITTEES

10.1 Applicants

Applicants for a Farmer Series Pouring Permit shall hold a Farmer-Brewery License (M.G.L. c.138, §19C) from the ABCC at all times. If an Applicant for a Permit does not have a valid ABCC Farmer-Brewery License at the time of Application, issuance of the Permit shall be conditioned on receipt of such ABCC license.

10.2 Purpose

The issuance of Farmer Series Pouring Permits shall be utilized so as to foster the economic development of the Town by encouraging and promoting patronage in those areas where Farmer Series Pouring Permittees are located. The Select Board shall consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, community engagement, and other aesthetic considerations including the physical layout of the interior of the establishment.

10.3 Water Station

At all times, there shall be a free, self-service water station for patrons and customers to use without staff assistance. This provision may be waived by the Select Board upon a showing of good cause and only if a sign is posted by the bar stating that tap water is available upon request and free of charge.

10.4 Occupancy

Where required by the Select Board, the Licensee shall delegate a staff member to keep and maintain an accurate count of all individuals occupying the premises to ensure compliance with building code occupancy limits.

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10.5 Food Service

The Permittee shall ensure that food service is available to its patrons at all times that alcohol is served for on-premises consumption. The Permittee may satisfy this provision by (i) holding a Common Victualler's license and operating a full-service kitchen; (ii) arranging for food to be brought onto the premises by mobile food truck vendors; (iii) contracting with nearby restaurants; (iv) allowing patrons to have food delivered for consumption on the premises; or (v) such other arrangement as the Select Board deems appropriate. The Permittee shall submit a plan for food service with its application.

XI. VIOLATIONS

11.1 Violations

Any violation of the License terms and conditions, these Regulations, the Regulations of the Alcoholic Beverages Control Commission, the laws of the Commonwealth, including General Laws Chapter 138, or the Town's General Bylaws may be grounds for action by the Select Board, including the modification, suspension, revocation, nonrenewal or cancellation of a license.

11.2 Suggested Orders

Except as provided in Section 11.3, the suggested orders listed below shall be a guide for the Select Board. The Board, in its discretion, may impose an order that is more lenient or more severe than suggested by the guidelines when the facts surrounding a violation so warrant. In determining the appropriate action in any given case, the Select Board shall consider the violation, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances.

Offense	**Suggested Order**
1st Offense	One to five day suspension
2nd Offense	Six to ten day suspension
3rd Offense	Ten to thirty day suspension. Licensee shall be required to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license. The Select Board shall hold a hearing relative to the offense.
4th Offense	Revocation.

11.3 Compliance Checks

The Town conducts, and expects to continue to conduct, routine compliance checks of Licensees, including, but not limited to, service to underage persons checks using agents of the Needham Police Department. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Select Board may impose for service to underage violations identified in compliance

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checks, which are intended to be educational by design. Other violations discovered during the course of a compliance check may following the suggested order scheme identified in Section 11.2. The Select Board is not limited by these guidelines and may impose greater or lesser discipline based on consideration of the violation alleged, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances.

Offense	**Suggested Order**
1st Offense	One to two day suspension, which may be held in abeyance for one calendar year.
2nd Offense	Up to five-day suspension.
3rd Offense	Up to ten-day suspension. Licensee shall be required as a condition of the license to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license. The Select Board shall hold a hearing relative to the offense.
4th Offense	Minimum ten-day suspension. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, or compulsory initiation by the Licensee of transfer of ownership to a responsible party to be approved by the Board.

11.4. Training

All employees involved in the improper sale of alcohol and the in-store manager at the time of the violation (as determined by the license Manager of Record) shall not serve alcohol until they complete another training course (either virtually or in-person) in accordance with Section 3.4.3, notwithstanding when the course was last completed and provide proof of said training to the Select Board. In addition, these employees must complete in-person or live virtual training in accordance with Section 3.4.3 no later than the next such training offered by the Town of Needham and provide proof of said training to the Select Board.

11.5 Prior Violations

In calculating the number of prior offenses under this guideline, the Select Board will consider determined violations occurring within the five (5) years preceding the date of current violation.

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11.6 Hearings

11.6.1 A Licensee shall have a right to notice and hearing before modification, suspension, revocation, nonrenewal or cancellation of a license by the Board, except that the Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

11.6.2 A Licensee may waive its right to hearing, and the Board in such cases may make findings and act without hearing on recommendation of the Town Manager. The Board may, however, require that a hearing be held notwithstanding such a waiver, in which case the Licensee shall have notice of hearing and an opportunity to be heard before action is taken on modification, suspension, revocation, nonrenewal or cancellation of a license, except that Select Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

11.7 Notice of Suspension

On the days when Suspension of License is being served, the Licensee will publicly post at its public entrance(s) a notice of the Suspension in a form as the Board or Town Manager may direct. The Board may also post notice of violation hearings, findings, decisions, and orders to the Town's website and Town's social media.

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APPROVED:	6/14/77
Amended and revised:	11/18/97
Amended and revised:	2/9/99
Revised fee schedule:	12/7/99
Revised fee schedule:	12/5/00
Revised and approved:	8/20/02
Fee changes	12/21/04
Addition of Liquor Liability Insurance:	1/25/05
Addition of One-Day License:	1/25/05
Amended and revised:	11/14/06
Amended and revised:	6/22/10
Amended and revised:	12/18/12
Amended and revised:	5/13/14
Amended and revised:	9/10/2014
Amended and revised:	11/9/2016
Amended and revised:	7/25/2017
Amended and revised:	8/18/2020
Amended and revised:	7/26/2022
Amended and revised:	4/25/2023
Amended and revised:	11/12/2025

SELECT BOARD

ACTING AS

NEEDHAM LICENSING BOARD

TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

Amended and Revised: DD Mon YYYY

I. Types of Licenses to be Granted in Needham

II. Compliance

III. General Rules and Regulations Applicable to Holders of Licenses to Sell Alcoholic Beverages within the Town

IV. Rules and Regulations for the Sale of Alcoholic Beverages by Innholders Only

V. Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants

VI. Rules and Regulations Applicable to Clubs and Veterans Organizations

~~VI.~~VII. Rules and Regulations Applicable to Continuing Care Retirement Communities

~~VII.~~VIII. Rules and Regulations Applicable to Special Event Licenses

~~VIII.~~IX. Rules and Regulations Applicable to Package Stores

~~IX.~~X. Rules and Regulations Applicable to Farmer Series Pouring Permittees

~~X.~~XI. Violations

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Licensing Authority: Select Board ~~*Revision Date:*~~

The Needham Select Board, acting as local licensing authority pursuant to the provisions of Massachusetts General Laws Chapters 138 and 140 and other relevant legal authority, promulgates these regulations applicable to the sale and distribution of alcoholic beverages in the Town of Needham. These regulations are in addition and supplemental to all other legal requirements, including but not limited to applicable State and Federal law and regulations.

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

The Town of Needham issues the types of alcoholic beverages licenses listed below. All licenses shall comply with Chapter 138 of the Massachusetts General Laws, and Chapter 204 of the Code of Massachusetts Regulations, as they relate to the specific type of license.

1.1 Innholders All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a hotel dining area with a seating capacity of not less than ninety-nine (99) persons and a living capacity of not less than fifty (50) rooms, under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license. ~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license.~~ The sale ~~Service~~ of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board. ~~(M.G.L. c.138, s.11, D; 11/7/72 election)~~

~~1.2~~ 1.2 Restaurant All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a restaurant and/or function room under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license. ~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.11, E; 11/4/80 election; M.G.L. c.138, s.12; Chapter 32 of the Acts of 2014; 4/8/2014 election)~~

1.3 Restaurant Wine and Malt Beverages: issued to qualified applicants to sell only wine and malt beverages in a restaurant under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; Chapter 169 of the Acts of 2001; 11/8/01 election)~~

1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Law, this regulation, and any

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and all conditions stipulated for the specified license. ~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; 11/8/88 election)~~

1.5 Continuing Care Retirement Community Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.6 Continuing Care Retirement Community All Alcoholic Beverages: issued to qualified applicants to sell all alcohol beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

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~~1.5~~1.7 Special ~~Event~~One Day: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for- profit status to sell wine and malt beverages only under the applicable regulations of Massachusetts General Laws, this regulation, and any and all conditions stipulated for the specific license.~~f~~

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~~Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.14)~~

~~1.6~~1.8 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. ~~(Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)~~

~~1.7~~1.9 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for the specific license. ~~(Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)~~

~~1.8~~1.10 Farmer Series Pouring Permit: issued to qualified applicants to sell malt beverages, for consumption on the grounds of a licensed farmer-brewery pursuant to M.G.L. c.138, §19C, as well as on the grounds of the farm operated as appurtenant and contiguous to, and in conjunction with, such farm, and in accordance with the applicable regulations of the Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for in the specific license. For purposes of this policy, the word "license", "Licensee", and "licensed premises" shall include a "Farmer Series Pouring Permit", "Farmer Series Pouring Permittee", and "premises subject to a Farmer Series Pouring Permit", respectively, unless otherwise noted.

II. COMPLIANCE

2.1 The issuance of a license by the Select Board for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the Licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.

2.2 Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission (ABCC) or the Town's bylaws may result in the revocation, suspension or cancellation of the license.

III. GENERAL RULES AND REGULATIONS APPLICABLE TO HOLDERS OF LICENSES TO SELL ALCOHOLIC BEVERAGES WITHIN THE TOWN

This section shall apply to any and all alcoholic beverages licenses issued by the Select Board ~~-~~ except those applicable to Special One Day Licenses (Section 8).

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3.1 Hours of Operation

3.1.1 No patron shall be served or sold alcoholic beverages before or after the hours stated in the license.

3.1.2 *On-Premises Consumption*

3.1.2.1 The hours during which the sale of all alcoholic beverages to be consumed on the premises may be made by any Licensee shall be from 11:00 a.m. to 12~~1~~ a~~p~~.m. Monday through Saturday and from 10:00 a.m. to 11 p.m. on Sundays, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.2.2 Except for alcohol sold by a Farmer Series Pouring Permittee, the hours during which the sale of all alcoholic beverages may be made in a dining room are further limited to the time when the dining room is open and food service is available to the public. No alcoholic beverages shall be sold or served in a dining room before the dining room is open and food service is available, or after the dining room has been closed and food service has been suspended to the public.

3.1.2.3 No alcoholic beverages shall be served within the licensed premises during the fifteen (15) minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

3.1.2.4 All bottles, glasses, containers, etc., shall be cleared from all tables and bars within thirty (30) minutes of the established closing hour and all patrons will be off the licensed premises within forty-five (45) minutes of the established closing hour.

3.1.3 *Off-Premises Consumption*
The hours during which the sale of all alcoholic beverages to be consumed off the premises may be made by any Licensee shall be from 8:00 a.m. to 11:00 p.m. or 8:00 a.m. to 11:30 p.m. on days preceding a legal holiday, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.4 *Adjustments*
The Board may adjust hours for individual and/or classifications of Licensees upon receipt of their request(s) for consideration of special circumstances and/or occasions.

~~3.1.5~~ *Employees and Staff*
3.1.5
With the exception of the Licensee and the manager, all employees shall vacate the licensed premises no later than sixty (60) minutes after the official closing hour designated on the alcohol license. Bona fide employees of the licensed

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establishment may remain upon or enter upon the licensed premises outside of the regular hours of operation while actually engaged in cleaning, staff meetings or trainings, opening, closing or preparing for the current or next day's business, but they may not dispense or consume any alcoholic beverage during such non-public hours. In any instance wherein a Licensee will have employees working on the licensed premises in excess of sixty (60) minutes before or after the serving times, the Licensee shall cause notification of the fact to be given by telephone to the Needham Police Department along with the estimate as to how long the work party will be on the premises. This provision shall not limit employees from being on the premises to produce malt beverages in accordance with a license issued pursuant to M.G.L. c.138, §19C or §19D.

3.2 Payment of Charges and Taxes

Applicants and Licensees must pay, in full, all taxes and charges owed to the Town on a current basis prior to the issuance of a new license, the transfer of an existing license and/or the annual renewal of a license.

3.3 Filing and Application Requirements (excludes Special Event Licenses)

3.3.1 *Application for New and Transfer of License*.

In addition to the ABCC Application package, Applicants shall provide:

a. Proof of insurance;
b. All fees;
c. Completed and unexpired alcohol awareness training certificate for proposed managers of record;
d. Certificate of inspections, where required;
e. Employee roster (Section 3.4.2.); and
f. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).
~~e.~~
~~d. Copies of any other license issued by the Town of Needham and the ABCC to them for use at the proposed licensed premises, including, but not limited to G.L. c.138, §19C, §19D, §22; and~~
~~e. Any additional information the Select Board shall request.~~

3.3.2 *Application for Renewed License*

In addition to the ABCC Renewal Application Form, Applicants shall provide:

a. Proof of insurance;
b. Completed and unexpired alcohol awareness training certificates for all employees, including manager of record;
c. Certificate of inspections, where required; ~~and~~
~~e.~~d. Employee roster (Section 3.4.2.); and
~~d.~~e. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.3 *Abutter Notification*

When conducting a public hearing to consider the issuance or transfer of a

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license to sell or serve wine, malt and/or alcoholic beverages, the Board shall require the Applicant to notify all owners of property within a 300-foot radius of the premises to be licensed.

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3.3.4 *Insurance*

No license shall be issued for the sale of alcoholic beverages (Special Event licenses excluded) in the Town until such time as the Applicant shall present to the Select Board a certificate of insurance showing that the Applicant carries the following policies of insurance from an insurance company licensed by the Department of Insurance of the Commonwealth of Massachusetts as follows: workers' compensation insurance as required by M.G.L. Chapter 152; and liquor liability insurance in the minimum amount of $100,000 per person/$1,000,000 aggregate for personal injury and $100,000 per occurrence for property damage. Licensees shall notify the Board no later than ten (10) days prior to the cancellation or material change of said coverage. The Board may, pursuant to M.G.L. c.138, §§64A, 64B, 67 increase the minimum amount of required insurance coverage. Failure to maintain such coverage during the license period shall be grounds for revocation.

3.3.5 *Fees*

All license fees of the Board are incorporated in ~~these rules and regulations as Attachment I, Schedule of Town of Needham Liquor License Fees. These fees shall be non-refundable.~~to the Select Board licensing fee schedule. This schedule is reviewed on an annual basis and updated by the Select Board as required.

3.3.5.1 Filing Fees: ~~—~~All required filing fees shall be paid in full at such time as the application is filed. Filing fees shall not be pro-rated for any reason.

3.3.5.2 License Fees: ~~s~~ All license fees for the initial issuance of a new license, or for the transfer of an existing license, for a change in the structural composition of a licensed premises, and/or for the annual renewal of a license shall be paid in full prior to the issuance of the license. The initial license fee will be pro-rated based on the number of months remaining in the calendar year at the time of occupancy.

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3.3.6 *Floorplans and Signage*

3.3.6.1 When a submittal of a floorplan is required by the ABCC, Applicants for a new or amended license shall submit an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked:

a) the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed including dining rooms, function rooms, exterior premises and rooms in which alcoholic beverages are to be stored;

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b) the location of any proposed Bar Service Areas, cocktail lounge, or other area where patrons may stand while consuming alcohol;
c) areas in which seats or benches are to be securely fastened to the floor and areas in which the seats and tables are moveable;
d) entrances and exits;
e) kitchens and/or food preparation areas;
f) take out areas;
g) storage areas;
h) restrooms;
i) cash register areas;
j) all rooms not being requested to be licensed shall be labeled as to their function, such as, kitchen, coatroom, lobby, etc.;
k) total occupant load;
l) areas where food trucks or other mobile food vendors may be parked for the purposes of serving patrons;
m) outdoor service areas, showing location of seats, tables, trash cans, and physical barriers to segregate the licensed premises from non-licensed areas; and
n) any other licensed spaces not covered by the above.

3.3.6.2 The number and location of all seats, chairs, and stools upon or within the licensed premises must be approved in writing by the Board. In no event shall the total number of seats, chairs, and stools upon the licensed premises exceed the maximum seating capacity nor the maximum occupancy capacity of the licensed premises.

3.3.6.3 Where outdoor service is proposed, the Applicant shall provide draft signage that will be posted around the licensed premises to aid in restricting the transportation or possession of any alcohol, wine, or malt beverage beyond the limitation of the barrier.

3.3.6.4 No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without prior written approval of the Board.

3.4 Management and Trainings (excludes Special Event Licenses)

3.4.1 *Management*.
At all times that the licensed premises are open for the sale or service of alcoholic beverages, the Licensee shall have on the premises a manager or assistant manager who has successfully completed an in-person alcoholic beverages server training program satisfactory to the Select Board. The onsite manager/assistant manager shall be responsible for compliance with all applicable laws of the Commonwealth of Massachusetts concerning the sale of alcoholic beverages and the Town's rules and regulations for the provision and consumption of alcoholic beverages. The designated manager/assistant

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manager shall have full authority to make decisions concerning the operation of the establishment.

3.4.2 *Employee Roster*

A current employee roster shall be available upon request to the Town for all licensed establishments. An updated employee roster shall be provided prior to operation when first opening, annually upon license renewal, and upon the request of the Select Board or its designee.~~to the Town within 45 days of the hiring of a new employee subject to the training requirements of 3.4.3.~~

3.4.3 *Training~~s~~*

3.4.3.1 All managers, assistant managers, and bartenders shall attend an in-person or live virtual alcoholic beverage server training program satisfactory to the Select Board within 30 days of employment and once every two years thereafter. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2.

3.4.3.2 All employees serving, pouring, or delivering alcoholic beverages not covered by Section 3.4.3.1 shall complete a Town- approved training program within 30 days of employment, or provide proof of training certification at a Town-approved course within the last three years. All such employees must complete an approved program once every three years. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2 and shall be provided upon request of the Select Board or its designee.

3.4.3.3 It is the obligation of the license manager to inform all employees about the rules and regulations of the Select Board, the ABCC, and any and all applicable Massachusetts laws.

3.5 General and Miscellaneous Provisions

~~3.5.1~~ There shall be no alcoholic beverages taken from the premises of an establishment licensed under M.G.L. c.138, §12, except for deliveries for the operation of the business as controlled by M.G.L. c.138, and with the exception of partially consumed bottles of wine that are purchased with a meal and resealed in accordance with 204 CMR 2.18 or sales conducted pursuant to

3.5.1 M.G.L. c.138, §19C or §19D.

~~3.5.2 No Licensee shall sell alcoholic beverages in any part of the premises not~~

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~~specified on its license or such other license issued by the ABCC. No change of such area or location shall be made without prior written approval of the~~

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3.5.2 ~~Select Board.~~ The licensed premises shall meet and fully comply with all health standards and regulations applicable to the sale of alcoholic beverages.

3.5.3 The licensed premises must be well ~~lighted~~ lit at all times.

3.5.4 There shall be no indecent or immoral entertainment on the licensed premises.

3.5.5 Gambling, lotteries, or other ~~illegal machines or~~ games are prohibited except as otherwise permitted by law.

3.5.6 The licensed premises shall be subject, at all times, to inspection by members of the Select Board, the Town Manager, Inspector of Buildings, Board of Health or its representatives, Police Department, Fire Department, or any other department or official of the T~~t~~own so directed by the Select Board.

3.5.7 ~~-~~No licensed restaurant, innkeeper, continuing care retirement community, Farmer Series Pouring Permittee, or package store may permit the use of any amusement service such as electronic games on the premises.

3.5.8 Service of alcoholic beverages shall be completed by a trained staff member ~~by a bartender/server/wait person~~or through a metered self-service station under the supervision on a trained staff member (applicable to on premise Licensees only, including Farmer Series Pouring Permittees).

3.5.9 Licensees shall make all reasonable and diligent efforts to ensure that loitering, disorder, disturbances or illegality of any kind does not occur at the licensed premises. The Licensee shall ensure that business in the licensed premises is conducted in a responsible manner so that no activity shall detract from the quality of life in the Town generally, or in the neighborhood in which the licensed premises are located. The Licensee may be held responsible for such activity, whether present or not. Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.10 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

3.5.11 Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

~~3.5.12 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.~~

~~3.5.13~~3.5.12 The Licensee shall request proof of identification from any patron appearing to be under the age of 40 prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner or a card scanning application on an electronic device, such as a tablet or cellular phone.~~digital card scanner.~~

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IV. RULES AND REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES BY INNHOLDERS ONLY

4.1 ~~Cocktail lounge~~S~~s~~ervice of alcohol in restaurants or guest lounge areas is~~ are~~ permitted with the approval of the Select Board but limited to approved areas by the Select Board with appropriate identification of the specific location documented by the Inspector of Buildings.

4.2 The service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

~~4.3 Section 5.3 of these policies shall apply to the restaurant and dining areas of the licensed establishment.~~

~~4.4~~4.3 With the approval of the Select Board, an Innholder may sell sealed wine and malt beverages at a concession stand in the lobby of the hotel. Such sales shall be to individuals renting rooms at the establishment only and must be consumed within the rented rooms. Any wine and malt beverage purchased at the concession stand must remain sealed until the purchaser has returned to their room.

V. RULES AND REGULATIONS APPLICABLE TO THE SALE OF ALCOHOLIC BEVERAGES IN RESTAURANTS

5.1 Purpose

It is the policy and purpose of the Select Board acting as the Licensing Board of the Town of Needham to limit the issuance of alcoholic licenses as an ~~accommodating and incidental~~incidental part of a Common Victualler's primary and principal business endeavor of preparing and serving food to the public in a restaurant and function room.

The issuance of alcoholic licenses will be utilized so as to both enhance the dining experience of individuals patronizing Needham restaurants and to foster the economic development of business areas in the Town by encouraging and promoting foot traffic in those areas where restaurants are located. The Board will consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, appropriateness of menu and other aesthetic considerations including the physical layout of the interior of the establishment. Licenses will not be granted to establishments whose principal business activity is fast food, take-out, or which has any "drive-through" component.

5.2 Common Victualler's License

No alcohol license will be issued to any Applicant unless such Applicant is the Licensee named in a current or pending C~~c~~ommon V~~v~~ictualler's license~~ and has operated a restaurant for the twelve-month period immediately preceding the filing of an application.~~.

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5.3 Food Service

Service of food must be available in all areas in which alcoholic beverages are to be served. Meals must be served on solid dinnerware with silverware accompanying the same. No paper plates or plastic cutlery ~~is~~ are permitted.

5.4 Fire Safety Inspections

Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety in the Commonwealth, requires that every license holder under M.G.L. Chapter 138 Section 12 must submit as a precondition of renewal of the license "a valid certificate of inspection issued by a local inspector and signed by the head of the fire department for the city, town or district in which the premises is located." No license shall be issued for the sale of alcoholic beverages in the Town until such time as a copy of the valid certificate of inspection has been filed with application.

5.5 Bar Service

The sale or service of alcoholic beverages for consumption at any unapproved Bar Service Area is prohibited. For the purposes of these regulations, Bar Service Area is defined as service across a counter at which alcoholic drinks are prepared to patrons who may or may not be waiting to dine. For those establishments with no table service, the Bar Service Area shall include the entire area where patrons may consume alcohol. Bar Service Areas are permitted only in locations expressly approved and authorized by the Select Board. Such authorization may be granted under the following conditions:

a) The Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the Bar Service areas
b) No more than a total of fifteen (15) seats or twenty percent (20%) of the total seats in the premises, whichever is less, shall be allowed in the Bar Service area(s), except that the Board may authorize a greater number where such seats are intended for food service customers as part of the Licensee's business plan;
c) The seats in the Bar Service areas are included when calculating the number of seats in the premises;
d) All food and beverages on the menu served in the public dining room shall be available for service to the patrons in the Bar Service areas.

5.6 Reporting

Licensees shall provide the Select Board with a statement ~~certified by a Certified Public Accountant~~ as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic beverages. If the percentage exceeds fifty percent (50%), the Select Board may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may after hearing require the Licensee to reduce it alcohol sales or take any other action permitted by law, including suspension or revocation of the license.

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VI. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS

6.1 Every club a~~A~~pplicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has maintained club facilities for not less than three (3) years prior to the filing of an application. The within provisions may be waived by the Select Board.

6.2 Every Veterans organization to be eligible to be licensed to sell any and all alcoholic beverages within the Town of Needham must be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

6.3 Each Applicant shall furnish a copy of its Charter or other legal evidence of its eligibility as herein specified when requested by the Select Board.

6.4 Each eligible club and veteran's organization must have the exclusive legal right to the possession and enjoyment of indoor facilities of not less than 2,000 square feet of floor space on one or more floors and which may consist of one or more rooms.

6.5 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager or bartender who is of good moral character and a responsible person. The manager or bartender will be in charge during open hours acting for and on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors the manager or bartender shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

6.6 Section 5.3 of these policies shall apply to all clubs and veterans' organizations.

VII. RULES AND REGULATIONS APPLICABLE TO CONTINUING CARE RETIREMENT COMMUNITIES

7.1 Every continuing care retirement community (CCRC) applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 93, Section 76 of the General Laws of the Commonwealth of Massachusetts. The within provisions may be waived by the Select Board.

7.2 Every CCRC shall be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

7.3 Each Applicant shall furnish a copy of legal evidence of its eligibility as herein specified when requested by the Select Board.

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7.4 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager of record who is of good moral character and a responsible person. The manager of record will act on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors, the manager of record shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

7.5 Section 5.3 of these policies shall apply to all CCRCs.

VIII. RULES AND REGULATIONS APPLICABLE TO SPECIAL ~~EVENT~~ ONE DAY LICENSES ~~VII.~~

~~7.1~~8.1 Hours of Sale

Request for the sale of alcohol under a Special Event License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on Monday through Saturday, and 12:00 p.m. and 12:00 a.m. on Sundays.

~~7.2~~8.2 Notice

Special Event Licenses are exempt from the legal notice and publication requirements.

~~7.3~~8.3 Eligibility

~~7.3.1~~ No Special Event License shall be granted to any person while their application for an On-Premises license is pending before the Select Board.

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7.3.28.3.1 No person shall be granted a Special Event License for more than 30 days in a calendar year.

7.58.4 Application

The Applicant shall provide the following information and documents to the Select Board:

a) Town of Needham Select Board Event Information SheetInformation requested in the Town's One Day Special License application.
b) Descriptive information about the event (invitation, flyer, letter of explanation, etc.)
c) Written indication of the manner by which service, sale, delivery, and/or dispensing of alcoholic beverages are to be controlled.
d) Written evidence of the owner's permission to use the proposed licensed premises.
e) Proof of Non-profit Status (if request is for all alcoholic beverages).
f) Sketch/floorplan of the proposed licensed premises detailing where alcohol will be served, sold, delivered, and/or dispensed.
g) Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and evidence of whether or not said individuals have completed in the past three years an appropriate Massachusetts alcoholic beverages server training program.
h) Acknowledgement that the person holding the special license has purchased the alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)

7.6 8.5 Conditions

The Special Event Manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet. The Special Event Manager shall display such Special Event License where sale of alcoholic beverages is taking place.

7.7 Alcohol Training

The Select Board may require the Special Event Manager or individuals serving or handling alcohol at the event to complete a training program to prevent service to underage or intoxicated persons.

VIII.IX. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES

8.19.1 General Provisions

8.1.19.1.1 Employees at the licensed premises on which a Section 15 license is exercised must be 21 years of age except that such Licensees may

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a person under the age of 21 who does not directly handle, sell, store, or prepare for display any alcoholic beverages. Notwithstanding the foregoing, food store employees 18 years of age or older may handle, store, or prepare any alcoholic beverages for display.

~~8.1.2~~9.1.2 No seating, chairs, stools, or tables for use by customers or patrons shall be placed or permitted by a retail package store Licensee upon or within the licensed premises, or upon any area under the direction and control of the Licensee without the Select Board's consent.

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~~8.1.3~~9.1.3 Where the liquor licenses are granted to serve the public, Licensees shall be open to the public and, except in exigent circumstances, operate on all days and hours in accordance with the terms of the issued liquor license. The closing of the licensed premises to the public, for a period of five (5) consecutive days or more, or for any period totaling ten (10) days during the calendar year without the prior approval of the Select Board may be deemed to be an abandonment of the Liquor License and sufficient grounds for revocation of the Liquor License.

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~~8.1.4~~9.1.4 Package Store Licenses may be granted to food stores as defined in these regulations, but will not be granted to convenience stores.

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~~8.1.5~~9.1.5 Alcohol-related signage displayed so that it is visible to the public will be limited. As a condition of the license, the Licensee will comply with the Town of Needham Sign By-law, as from time to time amended.

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~~8.1.6~~9.1.6 Advertisement at local sporting events or school events and sponsorships of sporting teams where participant's uniforms carry the name, logo or advertisement for any business which derives more than 25% of its gross revenues from the sale of alcoholic beverages is prohibited.

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~~8.1.7~~9.1.7 "Nips" or bottles of spirits containing fewer than eight (8) fluid ounces shall not be located in an area directly accessible by customers, and shall be offered for sale upon the request of a customer from a location within the premises to which customers do not have direct access, such as behind a counter.

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~~8.2~~9.2 Deliveries

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~~8.2.1~~9.2.1 For all deliveries conducted off the licensed premises, the Licensee shall keep written records including the date of sale, quantities and sizes of items purchased, method of payment transaction, and name and address of purchaser. In addition to the preceding requirements, the amount of the beverages that were delivered, the date and time of delivery, the signature of the person receiving the delivery and the type of identification card used to confirm age. Such written records shall be maintained by the

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Licensee within or upon the license premises for a period of not less than one year and must be readily available for inspection by the Town.

~~a)~~9.2.1.1 Deliveries must be made during the operating hours of the store.

~~b)~~9.2.1.2 Deliveries shall be made by persons no less than 21 years of age.

~~c)~~9.2.1.3 A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

~~8.2.2~~9.2.2 Hours for product deliveries to establishment and/or pick-up of bottle returns should be arranged so that activity does not interfere with the quiet enjoyment of the neighborhood.

~~8.3~~9.3 Sample Tastings

Consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the Licensee, by any person is strictly prohibited except for sample tasting.

~~8.4~~9.4 Food Store Alcohol License Requirements

~~8.4.1~~9.4.1 A food store is defined as a farm stand, grocery store, or supermarket, which sells at retail, food for consumption on or off the gross premises, whether alone, or in combination with grocery items or other non-durable items typically found in a grocery store and sold to individuals for personal, family or household use. Such food store shall carry fresh and processed meats, poultry, dairy products, eggs, fresh fruits and produce, baked goods and baking ingredients, canned goods and dessert items. Notwithstanding the foregoing, a food store for the purposes of these regulations shall not be a convenience store, any business that sells gasoline, or a business which derives more than 25% of its gross revenues from the sale of alcoholic beverages. The retail space used to display alcoholic beverages shall not exceed twenty-five percent (25%) of the total retail space on the premises. The Select Board shall determine whether an Applicant is a food store as set out herein and in compliance with any and all requirements.

~~8.4.1~~9.4.2 A convenience store is defined as an establishment that sells at retail food and other non-durable items to individuals more on a daily basis, such as but not limited to small quantities of food, candy, newspapers, and tobacco products. Convenience stores are frequently open with only one staff member on duty at a time, are usually open later than 10:00 p.m. and may or may not sell gasoline. The Select Board reserves the right to consider each of these factors when determining if an Applicant will be considered a convenience store.

~~8.4.2~~9.4.3 Regular sales and operation of the food store must continue during

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times when the sales of alcoholic beverages are permitted.

~~8.4.3~~9.4.4 Package store licenses issued to food stores shall be limited to wine and malt beverages only; provided, however, that a farm stand, as defined in 330 CMR 22.02, shall be eligible for an all-alcohol package store license.

~~IX.~~X. RULES AND REGULATIONS APPLICABLE TO FARMER SERIES POURING PERMITTEES

~~9.1~~10.1 Applicants

Applicants for a Farmer Series Pouring Permit shall hold a Farmer-Brewery License (M.G.L. c.138, §19C) from the ABCC at all times. If an Applicant for a Permit does not have a valid ABCC Farmer-Brewery License at the time of Application, issuance of the Permit shall be conditioned on receipt of such ABCC license.

~~9.2~~10.2 Purpose

The issuance of Farmer Series Pouring Permits shall be utilized so as to foster the economic development of the Town by encouraging and promoting patronage in those areas where Farmer Series Pouring Permittees are located. The Select Board shall consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, community engagement, and other aesthetic considerations including the physical layout of the interior of the establishment.

~~9.3~~10.3 Water Station

At all times, there shall be a free, self-service water station for patrons and customers to use without staff assistance. This provision may be waived by the Select Board upon a showing of good cause and only if a sign is posted by the bar stating that tap water is available upon request and free of charge.

~~9.4~~10.4 Occupancy

Where required by the Select Board, the Licensee shall delegate a staff member to keep and maintain an accurate count of all individuals occupying the premises to ensure compliance with building code occupancy limits.

~~9.5~~10.5 Food Service

The Permittee shall ensure that food service is available to its patrons at all times that alcohol is served for on-premises consumption. The Permittee may satisfy this provision by (i) holding a Common Victualler's license and operating a full-service kitchen; (ii) arranging for food to be brought onto the premises by mobile food truck vendors; (iii) contracting with nearby restaurants; (iv) allowing patrons to have food delivered for consumption on the premises; or (v) such other arrangement as the Select Board deems appropriate. The Permittee shall submit a plan for food service with its application.

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~~X.~~XI. VIOLATIONS

~~10.1~~11.1 Violations

Any violation of the License terms and conditions, these Regulations, the Regulations of the Alcoholic Beverages Control Commission, the laws of the Commonwealth, including General Laws Chapter 138, or the Town's General Bylaws may be grounds for action by the Select Board, including the modification, suspension, revocation, nonrenewal or cancellation of a license.

~~10.2~~11.2 Suggested Orders

Except as provided in Section ~~10~~11.3, the suggested orders listed below shall be a guide for the Select Board. The Board, in its discretion, may impose an order that is more lenient or more severe than suggested by the guidelines when the facts surrounding a violation so warrant. In determining the appropriate action in any given case, the Select Board shall consider the violation, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances. ~~Dates of suspension will be determined by the Select Board and suspensions of more than one day will be served consecutively.~~

Offense	Suggested Order
1st Offense	One to five day suspension
2nd Offense	Six to ten day suspension
3rd Offense	Ten to thirty day suspension. Licensee shall be required to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license. The Select Board shall hold a hearing relative to the offense.
4th Offense	Revocation.

~~10.3~~11.3 Compliance Checks

The Town conducts, and expects to continue to conduct, routine compliance checks of Licensees, including, but not limited to, service to underage persons checks using agents of the Needham Police Department. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Select Board may impose for service to underage violations identified in compliance checks, which are intended to be educational by design. Other violations discovered during the course of a compliance check may following the suggested order scheme identified in Section 11.2. The Select Board is not limited by these guidelines and may impose greater or lesser discipline based on consideration of the violation alleged, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances. ~~Dates of suspension will be~~

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~~determined by the Select Board and suspensions of more than one day will be served consecutively.~~

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Offense	Suggested Order
1st Offense	One to two day suspension, which may be held in abeyance for one calendar year.~~.~~
2nd Offense	Up to five-day suspension.
3rd Offense	Up to ten-day suspension. Licensee shall be required as a condition of the license to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license~~, to assure that a further offence will not occur.~~. The Select Board shall hold a hearing relative to the offense.
4th Offense	Minimum ten-day suspension. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, or compulsory initiation by the Licensee of transfer of ownership to a responsible party to be approved by the Board.

~~10~~11.4. Training

All employees involved in the improper sale of alcohol and the in-store manager at the time of the violation (as determined by the license Manager of Record) shall not serve alcohol until they complete another training course (either virtually or in-person) in accordance with Section 3.4.3, notwithstanding when the course was last completed and provide proof of said training to the Select Board. In addition, these employees must complete in-person or live virtual training in accordance with Section 3.4.3 no later than the next such training offered by the Town of Needham and provide proof of said training to the Select Board.

~~10.5~~11.5 Prior Violations

In calculating the number of prior offenses under this guideline, the Select Board will consider determined violations occurring within the five (5) years preceding the date of current violation.

~~10.6~~11.6 Hearings

~~10.6.1~~11.6.1 A Licensee shall have a right to notice and ~~public~~ hearing before modification, suspension, revocation, nonrenewal or cancellation of a license by the Board, except that the Board may under emergency

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circumstances as allowed by Law suspend the license pending hearing.

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~~10.6.2~~11.6.2 A Licensee may waive its right to hearing, and the Board in such cases may make findings and act without hearing on recommendation of the Town Manager. The Board may, however, require that a hearing be held notwithstanding such a waiver, in which case the Licensee shall have notice of hearing and an opportunity to be heard before action is taken on modification, suspension, revocation, nonrenewal or cancellation of a license, except that Select Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

~~10.7~~11.7 Notice of Suspension

On the days when Suspension of License is being served, the Licensee will publicly post at its public entrance(s) a notice of the Suspension in a form as the Board or Town Manager may direct. The Board may also post notice of violation hearings, findings, decisions, and orders to the Town's website and Town's social media.

APPROVED:	6/14/77
Amended and revised:	11/18/97
Amended and revised:	2/9/99
Revised fee schedule:	12/7/99
Revised fee schedule:	12/5/00
Revised and approved:	8/20/02
Fee changes	12/21/04
Addition of Liquor Liability Insurance:	1/25/05
Addition of One-Day License:	1/25/05
Amended and revised:	11/14/06
Amended and revised:	6/22/10
Amended and revised:	12/18/12
Amended and revised:	5/13/14
Amended and revised:	9/10/2014
Amended and revised:	11/9/2016
Amended and revised:	7/25/2017
Amended and revised:	8/18/2020
Amended and revised:	7/26/2022
Amended and revised:	4/25/2023
Amended and revised:	

SELECT BOARD

ACTING AS

NEEDHAM LICENSING BOARD

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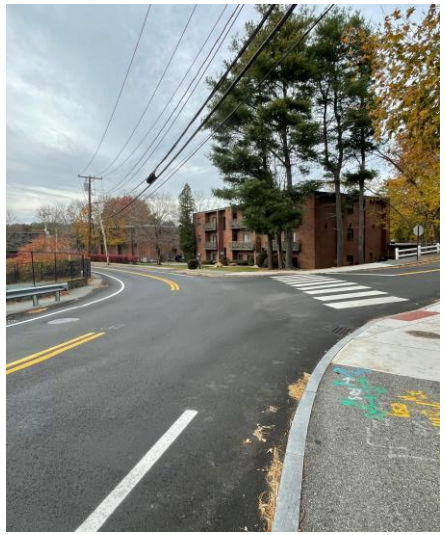
Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	DPW 2025 Construction Season Updates
Presenter(s)	Carys Lustig, Director of Public Works

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Director of Public Works will present the projects worked on by the Department of Public Works over the 2025 construction season.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A - Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. PowerPoint – 2025 Construction Update	

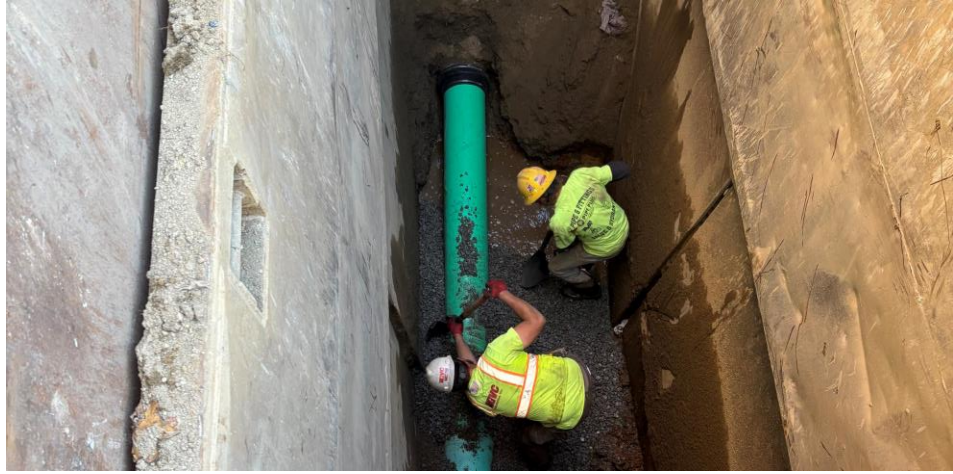
2025 Construction Update



Department of Public Works
Town of Needham

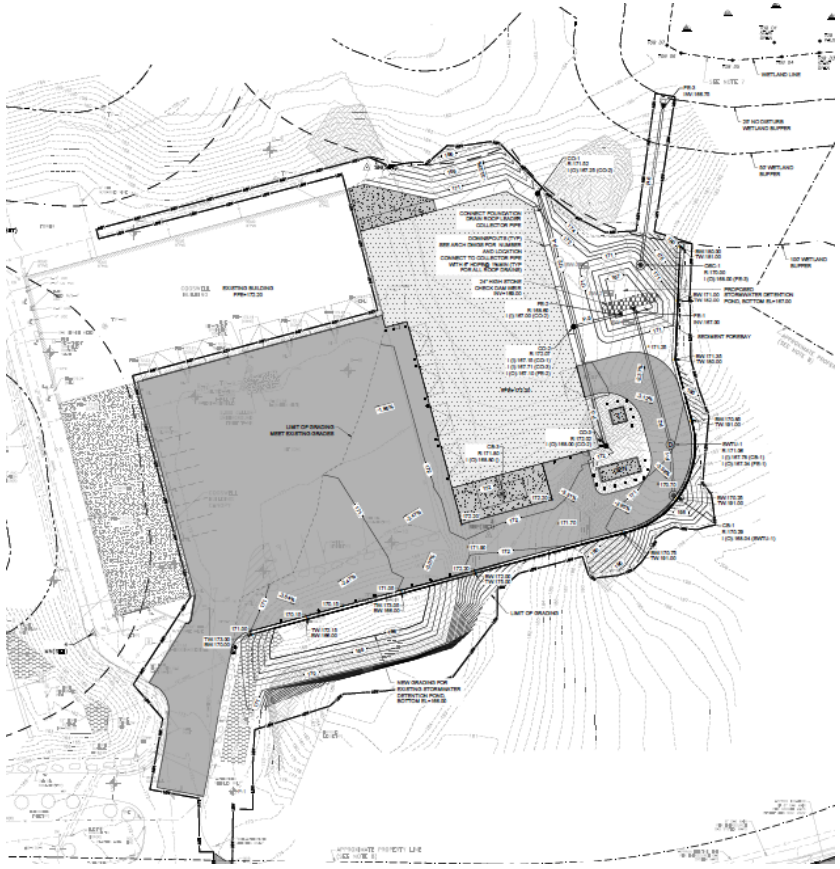
Overall Summary

- Starting to get back up to staff, with less than 5 vacancies currently
- Still challenging to hire beyond entry level workers, so focusing on training from within, 3 trained with CDL this year and 2 in program
- Challenges in roadway construction with many projects statewide and limited resources delayed many of our roadway maintenance projects
- Increase in emergency response events including high wind, water main breaks, and conflicts with other construction work that impacts Town infrastructure
- Completed over 15 million dollars in projects
- Does not include larger projects that are currently in design phase and other regulatory concerns the Department has been managing



Reminder of larger on-going projects

- MWRA tunnel prep work
- Fleet Building Addition at Cogswell Facility
- Marked Tree Road – renovation
- Great Plain at Central Intersection Improvement
- Great Plain at Hunnewell Intersection Improvement
- Envision Needham Center
- Highland Ave TIP
- Drought Management Restrictions
- Role in Pollard conversations
- Tree committee
- 128 Interceptor Sewer – following phases
- Managing Eversource underground projects



Water, Sewer, and Drains

- Water Main Replacement on Dell Avenue – changes from 2inch to 8 inch, installed new fire hydrant, new water services from property line to main. All work done with in-house staff.

- Water Service replacement program - contractor
  - Removed and replaced 23 lead lines services, only 4 known lead lined services remaining
  - Tested 15 unknown services, leading to the replacement of 3 services this year and 6 services remaining, with one unknown to be tested next year
  - Removed and replaced 28 galvanized water services, 40 galvanized water services remaining

Water, Sewer, and Drains

- Charles River Water Treatment Facility
  - Well 1A was cleaned & redeveloped
  - Removed and replaced the backwash-reclaimed water recycle pump within the facility
  - Removed and replaced 2 (two) actuator valves on the water treatment filter process operation within the facility
  - Driveway access lighting was replaced with all LEDs
- Sewer Pump Stations
  - West St Sewer Pump Station - Replaced failed Pump #3 with a new pump
  - Great Plain Ave Sewer Pump Station
    - Replaced failed Pump #2 with new pump
    - Currently replacing existing operation control panel and cabinet

Recycling and Solid Waste

- Removal of old employee trailer and installation of the new employee trailer

Highway

- Curb Ramp Compliance Work and Paving
  - Rolling Ln, Brookside Rd, and Forest St (Volante Farms driveway to Rolling Ln) - Intersection of Brookside & Forest was modified to add crosswalk and calm traffic on turns
  - Tillotson Rd, Damon Rd, Tanglewood Rd, Hollow Ridge Rd, and Pythias Cir - Intersection of Tillotson and Perrault Rd was modified to shorten crossing distance and calm traffic around turns
  - Rosemary St (RR tracks to Parish Rd)
  - Washburn Ave, Marshall Rd, and Gage St
- Curb ramp compliance work only
  - Winfield Rd, Ware Rd, Pheasant Rd, Mallard Rd, Noyes St (GPA to Central), and Farnham Cir - pave in Spring 2026
  - Hillside Ave @ West St - removed brick inlay and added crosswalks and flashing All Way Stop
- Asphalt Rubber Chip Surface Treatment
  - Clarke Cr, Clarke Rd, and Glendale Rd
  - Evergreen Rd and St Mary St
  - Evelyn Rd, Yale Rd, Harvard Cr, Gary Rd, Lee Rd, Elder Rd, Noanett Rd, Hewitt Cr, Amelia Rd, and Bower St
  - Helen Rd

Sustainability

- DPW 470 – LED Lighting Upgrades – partially funded by Eversource incentives
- Newman Gas Water Heaters – replaced with electric heat pump heaters – accelerated due to failure
- Memorial Park Irrigation Upgrades – improved efficiency funded by Mass EEA Drought Resiliency and Water Efficiency grant

Parks & Forestry

- Claxton Field Full Renovation
- DeFazio Fencing Replacement
- Memorial Park Irrigation Replacement
- Mills Field Old Batting Cage Demolition
- High Rock Field Resurfacing

Fleet

- **Unit MS50 (829):** Converted into a liquids unit for highway operations
- **Unit H32 (55):** Outfitted with a flatbed-mounted salter
- Last two auctions we sold a total of **24 vehicles**, generating **$212,724**.
- Received **13 new vehicles** so far this year.
- Renumbered and rebranded all vehicles in DPW and other Town Departments

Engineering

- Tennis courts at the High School
- Memorial Field Accessible viewing area
- Sediment removal at the reservoir- Close out
- Lining rehab work for the 128 Sewer interceptor- Close out
- Walker Pond outlet control reconstruction-Close out
- Greendale to Concord at Burnside drainage improvements-Close out
- South Street 16-inch Water Main
- Stormwater Improvements on South Street

BMD

- High School Granite Stairs
- High School Cupola
- BMS Upgrades at Library, Newman, Broad Meadow, and Eliot
- Duct Cleaning at Broad Medow and Pollard
- Assist with Broad Meadow RTU and Roof Replacement
- High School Wrestling Room
- Mitchel Door Hardware Replacement
- New Condensing Boilers at Eliot
- Town Hall, gas water heater replaced with heat pump hot water heater (Jan 2025, fully funded by Green Communities grant)
- DPW Garage, electric resistance water heater replaced with heat pump hot water heater (Jan 2025, fully funded by Green Communities grant)
- Newman, 2 gas water heaters replaced with 2 heat pump hot water heaters (Oct 2025)
- High School Boiler – failure and replacement

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	FY2027 Select Board Budget Priorities
Presenter(s)	Katie King, Town Manager David Davison, Deputy Town Manager/Director of Finance Liz LaRosee, Deputy Town Manager Cecilia Simchak, Assistance Director of Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will have an initial discussion with the Select Board regarding budget priorities for the FY2027 Operating and Capital Budgets.

Over the last few fiscal years, the Select Board has reaffirmed its annual goals (health and socially thriving, economically vital, livable, accessible and connected, responsibly governed, and environmentally sustainable) as its budget priorities, to align policy and fiscal priorities.

At the Board's July 2025 goal setting meeting, the consensus was to review these four potential initiatives during the budget process:

- Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball.
- Capital Facilities: CATH upgrades.
- Capital Facilities: Library phased renovations.
- Increase staff capacity for communications and community engagement responsibilities.

The full list of adopted initiatives is enclosed for the Board's review to inform this initial discussion of budget priorities for the coming year.

2. VOTE REQUIRED BY SELECT BOARD

N/A - Discussion Only

3. BACK UP INFORMATION ATTACHED

a. Select Board FY2026-2027 Vision, Goals, and Initiatives

Select Board Vision, Goals, and Initiatives
FY2026 – 2027
Adopted 08/12/2025

VISION: Needham is a safe and welcoming town that people are proud to call home, where neighbors care, respect differences, and contribute to the global community.

PURPOSE: The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Healthy and Socially Thriving
Needham residents enjoy plentiful recreational, cultural, and educational opportunities in an environment that upholds human rights, celebrates diversity, and fosters a sense of connection among neighbors, thus strengthening their bond to the community they proudly call home.
Needham:

- Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups;
- Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community;
- Values public art;
- Encourages physical health and wellness amongst the whole community, including active lifestyles and community nutrition;
- Supports positive mental health throughout the community, including a range of behavioral health services and harm reduction strategies; and
- Provides guidance and support to assist residents as they access the social safety net, including SNAP, Medicaid enrollment, and other programs.

GOAL #2: Economically Vital
Needham welcomes investment in local businesses and has a thriving local economy that contributes to a growing local tax base to support desirable community amenities and programs.
Needham:

- Has a growth mindset and encourages business development and redevelopment;
- Supports an environment for creativity, innovation, and entrepreneurship;
- Promotes a well-educated, skilled, and diverse work force that meets employers' needs;
- Fosters a collaborative and resource-rich regional business climate;
- Attracts, sustains, and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members; and
- Supports financial security and economic opportunity.

GOAL #3: Livable

Needham values diversity and a broad spectrum of housing options. The community is supported by well-maintained public infrastructure and desirable amenities that accommodate a variety of community needs. Needham:

- Promotes and sustains a secure, clean, and attractive place to live, work and play;
- Supports an increase of housing, including a variety of types and price points;
- Provides high-performing, reliable, affordable public infrastructure and Town services;
- Encourages and appropriately regulates sustainable development; and
- Supports and enhances neighborhood livability and accessibility for all members of the community.

GOAL #4: Accessible and Connected

In Needham, people can easily and affordably travel to their desired destinations without relying solely on cars. Needham:

- Supports a balanced transportation system that reflects effective land use, manages congestion, and facilitates strong regional multimodal connections;
- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient, and clean mobility options;
- Applies Complete Street principles to evaluate and prioritize bicycle and pedestrian safety;
- Coordinates with state and federal leaders to ensure access to safe, reliable, affordable and efficient public transit;
- Provides effective infrastructure and services that enables people to connect with the natural and built environment; and
- Promotes transportation options to remain an age-friendly community.

GOAL #5: Safe

Needham is a welcoming and inclusive community that fosters personal and community safety. Needham:

- Provides public safety in a manner consistent with community values;
- Provides comprehensive advanced life support level care and establishes Needham as a HeartSafe community;
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters;
- Fosters a climate of safety in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places;
- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive; and
- Prioritizes emergency planning and training for Town staff and the community to increase our collective preparedness and resilience.

GOAL #6: Responsibly Governed

Needham has an open and accessible Town government that fosters community engagement and trust while providing excellent municipal services. Needham:

- Models stewardship and sustainability of the Town's financial, human, information, and physical assets;
- Invests in making Town-owned buildings safe, functional, and accessible to all;
- Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis;
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality service in all municipal business;
- Supports, develops, and enhances relationships between the Town and community and regional partners;
- Proactively reviews and updates Town policies and regulations and ensures compliance;
- Promotes collaboration between boards and committees;
- Values the local government workforce;
- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; and
- Prioritizes acquisition of strategic parcels.

GOAL #7: Environmentally Sustainable

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. Needham:

- Combats the climate crisis;
- Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy;
- Encourages the efficient use of natural resources; and
- Protects and enhances the biodiversity and vitality of ecological systems.

FY26-27 Select Board Initiatives
Adopted 08.12.2025

Goal Area	#	Initiative	Timeline	Priority*	Tier**
1 - Healthy & Socially Thriving	1	Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.	0 - 18 months		2
1 - Healthy & Socially Thriving	2	Achieve compliance with website accessibility requirements by April 2027.	0 - 18 months		2
1 - Healthy & Socially Thriving	3	Develop and plan community celebration to take place on the Town Common.	0 - 18 months	Select Board Priority	3
1 - Healthy & Socially Thriving	4	Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.	0 - 18 months		3
2 - Economically Vital	5	Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).	0 - 18 months		2
3- Livable	6	**Evaluate next steps for use of the Stephen Palmer Building.**	0 - 18 months	**TOP Priority**	1
3- Livable	7	**Partner with the School Committee and Permanent Public Building Committee to advance the Pollard construction project through the MA School Building Authority process, including community engagement efforts and financial planning and analyses.**	0 - 18 months	**TOP Priority**	1
3- Livable	8	Encourage and participate in the Planning Board's large house review.	0 - 18 months		1
3- Livable	9	Evaluate the role and composition of the Affordable Housing Trust, including an analysis of the considerations if the Town were to issue bonds and/or loans to non-Town entities.	0 - 18 months	Select Board Priority	2
3- Livable	10	Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.	0 - 18 months		2
3- Livable	11	Upgrade Town Seal to improve graphic quality and historical accuracy.	0 - 18 months		3
3- Livable	12	Update the Town's Noise Bylaw.	0 - 18 months		
4 - Accessible & Connected	13	Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction.	0 - 18 months	Select Board Priority	1
4 - Accessible & Connected	14	Advance the Highland Avenue roadway project onto the TIP.	0 - 18 months	Select Board Priority	1
4 - Accessible & Connected	15	Update parking payment technologies to allow for credit card and/or app-based payments.	0 - 18 months		2
4 - Accessible & Connected	16	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2 (Envision Needham Center): Great Plain Avenue from Warren Street to Linden Street.	0 - 18 months		2
4 - Accessible & Connected	17	Update the Town's parking regulations and permit program (including permit rules, time/day regulations, active curb uses and pricing).	0 - 18 months		2
4 - Accessible & Connected	18	Add additional public parking options through public/private agreements and partnerships and partnering with the MBTA.	0 - 18 months		2

FY26-27 Select Board Initiatives
Adopted 08.12.2025

Goal Area	#	Initiative	Timeline	Priority*	Tier**
6 - Responsibly Governed	19	**Implement the FY2026 - 28 IT Strategic Plan, including cybersecurity initiatives.**	0 - 18 months	**TOP Priority**	1
6 - Responsibly Governed	20	Successfully implement enterprise-wide financial applications software.	0 - 18 months	Select Board Priority	1
6 - Responsibly Governed	21	Review and advance recommendations from the General Bylaw Review Committee.	0 - 18 months	Select Board Priority	2
6 - Responsibly Governed	22	Review voting locations	0 - 18 months	Select Board Priority	2
6 - Responsibly Governed	23	Create a communications/community engagement toolkit for Town projects, including a matrix for categorizing projects by levels of engagement, pairing each category with relevant strategies and templates, and providing guidance to staff and boards/committees on setting project timelines and milestones.	0 - 18 months		2
6 - Responsibly Governed	24	Develop a communications protocol for the Select Board.	0 - 18 months		2
6 - Responsibly Governed	25	Advance the DPW facilities master plan (phased renovation/construction). Explore alternative facilities planning for DPW, if impacted by Pollard construction site.	0 - 18 months		2
6 - Responsibly Governed	26	Implement successor agreements for expiring contracts.	0 - 18 months	Select Board Priority	3
6 - Responsibly Governed	27	Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.	0 - 18 months		3
6 - Responsibly Governed	28	Review and update Select Board policies as appropriate.	0 - 18 months		3
6 - Responsibly Governed	29	Provide trainings for the Select Board including deescalation and emergency management.	0 - 18 months		3
6 - Responsibly Governed	30	Advance a Home Rule Petition to allow for digital posting of legal notices in place of newspaper publication.	0 - 18 months		3
6 - Responsibly Governed	31	Continue staff recruitment and retention efforts, including analyses of staffing levels and classfication/compensation system.	0 - 18 months		
7 - Environmentally Sustainable	32	**Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity.**	0 - 18 months	**TOP Priority**	1
7 - Environmentally Sustainable	33	Identify and implement strategies to protect the Town's tree canopy.	0 - 18 months		2
7 - Environmentally Sustainable	34	Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment Program and develop supporting programs to drive participation.	0 - 18 months		3
1 - Healthy & Socially Thriving		Launch a Civics Academy to introduce Needham residents to all facets of local government	18 - 36 months		
4 - Accessible & Connected		Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.	18 - 36 months		
6 - Responsibly Governed		Review and update the Sign Bylaw.	18 - 36 months		

* Select Board Priority: 1 - 2 members identified it as a top 1-5 goal; TOP priority: 3 or more members identified it as a top 1-5 goal.
** Tier 1 - 3, with 1 being the highest priority.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Preliminary FY2027 - FY2031 Capital Improvement Plan
Presenter(s)	Katie King, Town Manager David Davison, Deputy Town Manager/Director of Finance Liz LaRosee, Deputy Town Manager Cecilia Simchak, Assistant Director of Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

We will discuss with the Board the FY2027 – FY2031 project submissions. We will present recommendations at your meeting on December 2 and will seek approval of the Capital Improvement Plan for submission to the Finance Committee at the December 16, 2025 meeting.

In accordance with Section 20C 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 Select Board, shall submit in writing to the Select Board 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 Select Board shall transmit a copy of the capital budget to the finance committee along with the Select Board'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." In accordance with section 2.2.2.1 of the General By-law, the Select Board shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January **(Tuesday, January 6, 2026).**

2. VOTE REQUIRED BY SELECT BOARD

N/A – Discussion Only

3. BACK UP INFORMATION ATTACHED

a. Five Year Capital Improvement Plan Request Summary
b. Capital Project Requests for FY2027 - FY2031

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
General Fund Cash										
Brine Maker	M	Highway	Public Works	164,000					164,000	1
Choral Risers and Acoustical Shells for Needham High School	N	Schools	Schools	72,000					72,000	3
DPW Specialty Equipment - Wright Stander Mower	P	Parks & Forestr	Public Works	29,000					29,000	5
DPW Specialty Equipment - Falcon Asphalt Hot Box/Recycler	P	Highway	Public Works	51,000					51,000	5
DPW Specialty Equipment - Mounted Snow Blower	P	Highway	Public Works		280,000				280,000	7
DPW Specialty Equipment - Toro Dingo Loader	N	Parks & Forestr	Public Works		105,000				105,000	7
General Government Technology Replacement Request	M	Schools	General	320,000	363,500	603,500	744,000	719,000	2,750,000	8
Library Technology Plan	M	Library	Community	30,000	-	-	75,000	72,200	177,200	14
Ongoing PPE Replacement	M	Fire	Public Safety	148,930	136,370	73,568	50,242	69,980	479,090	20
Road Weather Information System (RWIS)	N	Highway	Public Works				135,000		135,000	52
School Copier Replacement	M	Schools	Schools	70,000	80,000	70,000	80,000	80,000	380,000	27
School Department Technology Replacement Request	M	Schools	Schools	784,175	814,500	963,550	698,850	687,875	3,948,950	33
School New and Replacement Furniture	M	Schools	Schools	41,000	25,000	25,000	25,000	25,000	141,000	39
Town Copier Replacement	M	Schools	General		26,000		29,000		55,000	49
Town Facility Replacement Furniture and Office Fixtures	M	Manager	General	40,000	40,000		40,000		120,000	45
									-	
Equipment & Technology				1,750,105	1,870,370	1,735,618	1,877,092	1,654,055	8,887,240	
BMS Upgrades	M	Bldg. Maint.	Utilities	425,000					425,000	55
Center at the Heights - Activated Roof Deck	M	COA	Community		65,000	215,000			280,000	90
Center at the Heights- Option 1 Kitchen	M	COA	Community	929,000					929,000	57

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Center at the Heights - Option 1a Fitness Room Expansions & Game Room Swap	M	COA	Community	486,000					486,000	60
Center at the Heights - Option 3 Handicap Accessible Rear Entrance	M	COA	Community	370,000					370,000	62
Hillside Maintenance	M	Bldg. Maint.	General			87,000	1,300,000		1,387,000	95
HVAC Upgrades (High School; Newman; High Rock)	M	Bldg. Maint.	Schools	2,128,250	50,000	160,000	150,000	1,500,000	3,988,250	64
Library Renovation: Children's Area	M	Library	Community	544,000	2,990,000				3,534,000	71
Library Renovation: Reference Department Near Highland Avenue Entrance	N	Library	Community					396,000	396,000	101
Library Renovation: Rosemary Circulation Area & Multi-Purpose Room	P	Library	Community			396,000	2,060,000		2,456,000	98
Mitchell School Rear Vestibule Storefront Replacement	N	Bldg. Maint.	Schools	106,000					106,000	74
Mitchell School Staff Bathroom Renovation	NI	Bldg. Maint.	Schools						-	110
Pollard and Mitchell Schools Longevity Repairs	NI	Bldg. Maint.	Schools						-	111
Ridge Hill Barn Repairs	NI	Bldg. Maint.	Community		-				-	108
Sustainable Building Retrofit Program	M	Various	Utilities	125,000	150,000	175,000	200,000	225,000	875,000	76
Theatrical Lighting, Sound, & Rigging Repairs (High School)	p	Schools	Schools	282,357	2,070,617				2,352,974	88
Theatrical Lighting, Sound, & Rigging Repairs (Pollard)	p	Schools	Schools	1,747,316					1,747,316	85
Town Hall Glass Door Replacement	N	Bldg. Maint.	Community					30,000	30,000	104
									-	
Buildings & Facilities				7,142,923	5,325,617	1,033,000	3,710,000	2,151,000	19,362,540	
Action Park & Pickleball Court	M	Parks	Community		3,000,000				3,000,000	158
Athletic Facility Improvements (Eliot School Grounds Renovation)	M	Parks	Community	3,468,000					3,468,000	112
Athletic Facility Improvements (DeFazio Lighting Improvements)	M	Recreation	Community		649,000				649,000	115
Athletic Fields Master Study	M	Recreation	Community				125,000		125,000	172

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Cricket Field Building Demolition	M	Recreation	Community				400,000		400,000	174
DeFazio-Carleton Pavilion	M	Recreation	Community					100,000	100,000	179
DeFazio Playground Renovation	M	Recreation	Community				500,000		500,000	177
Disc Golf Course	N	Recreation	Community	50,000	300,000				350,000	117
Downtown Redesign - Great Plain Avenue Corridor	I	Highway	Transportation Network						-	181
Municipal and School Parking Lot Resurfacing (Chestnut Street; Broadmeadow; Eliot; Daley; Chapel)	N	Highway	Transportation Network		838,000	250,000			1,088,000	160
Newman Preschool Playground Renovation with Shade Structure	N	Schools	Schools	240,400					240,400	120
NPDES Support Projects	M	Engineering	Stormwater	4,000,000					4,000,000	122
NPDES Support Projects	M	Engineering	Stormwater		394,250				394,250	125
NPDES Support Projects	M	Engineering	Stormwater			1,105,000			1,105,000	127
NPDES Support Projects	M	Engineering	Stormwater				500,000		500,000	129
NPDES Support Projects	N	Engineering	Stormwater					5,000,000	5,000,000	131
Perry Park Improvements	M	Parks	Community		75,000	1,500,000			1,575,000	164
Public Works Infrastructure Program	M	Highway	Transportation Network	6,003,000					6,003,000	133
Public Works Infrastructure Program	M	Highway	Transportation Network		4,106,000				4,106,000	137
Public Works Infrastructure Program	M	Highway	Transportation Network			6,980,000			6,980,000	139
Public Works Infrastructure Program	M	Highway	Transportation Network				4,250,000		4,250,000	141
Public Works Infrastructure Program	N	Highway	Transportation Network					7,924,000	7,924,000	143
Street Acceptance for Parkvale Road	NI	Engineering	Transportation Network						-	182
Street Acceptance for Sachem Road	NI	Engineering	Transportation Network						-	182

Capital Project Requests
Five Year Capital Improvement Plan
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Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Street Acceptance Gay Street	NI	Engineering	Transportation Network						-	182
Street Acceptance Pond Street	NI	Engineering	Transportation Network						-	182
Street Acceptance Sargent Road	NI	Engineering	Transportation Network						-	182
RTS Property Improvements	M	Solid Waste	Public Works	240,000	384,000	766,000			1,390,000	147
Sunita Williams Artificial Turf Replacement	NI	Parks & Forestr	Schools						-	183
Quiet Zone Safety Upgrades	M	Engineering	Transportation Network	7,065,000					7,065,000	145
Rosemary Pool Shade Improvements	MI	Recreation	Community		125,000	-			125,000	167
Trail Resurfacing and Improvements	P	Parks	Community		85,000				85,000	170
Transportation Safety Committee	P	Engineering	Transportation Network	100,000	100,000	100,000	100,000	100,000	500,000	152
									-	
Infrastructure & Land				21,166,400	10,056,250	10,701,000	5,875,000	13,124,000	60,922,650	
Replace Unit 1 2018 Toyota RAV4 Hybrid	C	Administration	Public Works		-	57,800			57,800	191
Replace Unit 3 2012 Ford F450 Super Duty	S	Fleet	Public Works	-	135,500				135,500	188
Replace Unit 4 2019 Ford F350 Super Duty	S	Fleet	Public Works				132,200		132,200	193
Replace Unit 6 2015 International 7400 Series	S	Highway	Public Works	464,200					464,200	184
Replace Unit 7 2017 International 7400	S	Highway	Public Works			497,300			497,300	191
Replace Unit 8 2014 INTERNATIONAL 7400 Series	S	Highway	Public Works	464,200					464,200	184
Replace Unit 12 2018 Ford F150	C	Parks	Public Works			68,500			68,500	191
Replace Unit 15 2017 Ford Explorer	C	Administration	Public Works	54,000					54,000	184
Replace Unit 39 2022 Ford F550 Super Duty	S	Highway	Public Works					200,200	200,200	195
Replace Unit 42 2014 International 7 Workstar 7600	S	Solid Waste	Public Works	544,300					544,300	184

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Replace Unit 43 2021 Ford F350	S	Highway	Public Works				132,200		132,200	193
Replace Unit 44 2018 Toyota RAV4 Hybrid	C	Engineering	Public Works			68,500			68,500	191
Replace Unit 46 2018 Toyota RAV4 Hybrid	C	Engineering	Public Works			68,500			68,500	191
Replace Unit 47 2018 International 7400	S	Highway	Public Works				514,700		514,700	193
Replace Unit 48 2019 Ford F450 Super Duty	S	Highway	Public Works		180,500				180,500	188
Replace Unit 49 2017 Mack GU713	S	Highway	Public Works			497,300			497,300	191
Replace Unit 50 2016 Ford F250 Super Duty	C	Parks	Public Works	119,200					119,200	184
Replace Unit 52 2018 Toyota RAV4	C	Highway	Public Works	64,000					64,000	184
Replace Unit 55 2019 Ford F550 Super Duty	S	Highway	Public Works		180,500				180,500	188
Replace Unit 56 2020 Ford F250 Super Duty	C	Solid Waste	Public Works			97,600			97,600	191
Replace Unit 57 2020 Ford F350 Super Duty	C	Highway	Public Works			127,700			127,700	191
Replace Unit 58 2019 Spec Utility SW045	T	Solid Waste	Public Works	123,500					123,500	184
Replace Unit 60 2020 Spector SW045	T	Solid Waste	Public Works			132,300			132,300	191
Replace Unit 62 2016 Cross Country	BT	Parks	Public Works		13,100				13,100	188
Replace Unit 63 2018 Steco Refuse Trailer (Spector)	T	Solid Waste	Public Works	123,500					123,500	184
Replace Unit 64 2022 Spector SW045	T	Solid Waste	Public Works			132,300			132,300	191
Replace Unit 65 2019 Ford F350 Super Duty	S	Parks	Public Works		123,400				123,400	188
Replace Unit 70 2017 Ford F550 Super Duty	S	Parks	Public Works	136,200					136,200	184
Replace Unit 71 2017 Ford F550 Super Duty	S	Parks	Public Works	136,200					136,200	184
Replace Unit 76 2019 Bobcat A770	S	Highway	Public Works					189,800	189,800	195

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Replace Unit 80 2019 International 7300	S	Solid Waste	Public Works	986,600					986,600	184
Replace Unit 81 2011 Ford F550 Super Duty	S	Solid Waste	Public Works	136,200					136,200	184
Replace Unit 91 2000 Screen Machine Scalper 107D	T	Solid Waste	Public Works		266,100				266,100	188
Replace Unit 92 2019 Ford T150 Transit Cargo	C	Engineering	Public Works					92,300	92,300	195
Replace Unit 93 2015 McCloskey Brothers Trommel Screener	T	Solid Waste	Public Works		300,000				300,000	188
Replace Unit 104 2016 Volvo L110 Loader	S	Solid Waste	Public Works	467,900					467,900	184
Replace Unit 105 2014 CAT 953D Diesel	S	Solid Waste	Public Works		389,100				389,100	188
Replace Unit 106 2015 Prinoth SW4S	S	Highway	Public Works			290,300			290,300	191
Replace Unit 111 2013 John Deere Trackless MT6	S	Highway	Public Works	290,100					290,100	184
Replace Unit 116 2014 Prinoth SW4S	S	Highway	Public Works	290,100					290,100	184
Replace Unit 117 2015 Prinoth SW4S	S	Highway	Public Works		300,300				300,300	188
Replace Unit 120 2017 Wanco WVTMM	BT	Engineering	Public Works				26,500		26,500	193
Replace Unit 126 2016 Wanco WVTMM	BT	Highway	Public Works	24,400					24,400	184
Replace Unit 127 2018 Wanco WVTMM	BT	Engineering	Public Works				26,500		26,500	193
Replace Unit 129 2018 Sure-Trac	BT	Highway	Public Works					21,300	21,300	195
Replace Unit 145 2011 Pace Worksport	BT	Solid Waste	Public Works		7,300				7,300	188
Replace Unit 181 2020 Elgin Pelican Sweeper	S	Highway	Public Works					816,200	816,200	195
Replace Unit 182 2018 Elgin Pelican Sweeper	S	Highway	Public Works			761,900			761,900	191
Replace Unit 183 2017 Giant-Vac Monster	T	Parks	Public Works					56,700	56,700	195
Replace Unit 186 2010 Giant-Vac Monster	T	Parks	Public Works		51,100				51,100	188

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Replace Unit 253 2010 Vermeer SC802 Stump Grinder	T	Parks	Public Works		81,900				81,900	188
Replace Unit 254 2013 Bandit 250XP	T	Parks	Public Works		71,900				71,900	188
Replace Unit 301 2019 Ford Transit Cargo	C	Parks	Public Works			86,200			86,200	191
Replace Unit 328 2018 Cross Country	BT	Parks	Public Works				11,800		11,800	193
Replace Unit 330 2018 Sure-Trac	BT	Highway	Public Works					13,100	13,100	195
Replace Unit 336 2017 Toro Groundmaster 5910 Mower	S	Parks	Public Works	179,400					179,400	184
Replace Unit 344 2017 TORC Groundmaster 4500	S	Parks	Public Works			115,400			115,400	191
Replace Unit 401 2019 Ford Transit Connect Wagon	C	HHS	Community			67,700			67,700	191
Replace Unit 402 2017 Ford Transit 350	C	HHS	Community	382,800					382,800	184
Replace Unit 403 2006 Haulmark TS6X12DS2	BT	HHS	Community		11,000				11,000	188
Replace Unit 405 2019 Ford Transit 350	C	HHS	Community				70,100		70,100	193
Replace Unit 457 2019 Nissan Rogue	C	Building	General			68,600			68,600	191
Replace Unit 459 2018 Ford Explorer	C	Building	General	64,000					64,000	184
Replace Unit 574 2022 Ford Explorer Hybrid	BC	Police	Public Safety	84,600					84,600	184
Replace Unit 584 2022 Ford Explorer Hybrid	BC	Police	Public Safety	84,600					84,600	184
Replace Unit 589 2022 Ford Explorer Hybrid	BC	Police	Public Safety	84,600					84,600	184
Replace Unit 600 2018 Ford Transit Cargo	C	Schools	Schools		90,600				90,600	188
Replace Unit 601 2018 Ford Transit Cargo Van	C	Schools	Schools	70,000					70,000	184
Replace Unit 702 2019 Ford F250 Super Duty	C	Bldg. Maint.	Public Works				101,000		101,000	193
Replace Unit 704 2019 Ford Transit Connect Cargo	C	Bldg. Maint.	Public Works			86,200			86,200	191

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Replace Unit 705 2020 Ford F150XL	C	Bldg. Maint.	Public Works				101,000		101,000	193
Replace Unit 706 2017 Ford Econ T250	C	Bldg. Maint.	Public Works	-	83,200				83,200	188
Replace Unit 708 2016 Ford Transit S7E1	C	Bldg. Maint.	Public Works	80,400					80,400	184
Replace Unit 715 2020 Ford Transit Cargo Van	C	Bldg. Maint.	Public Works					92,300	92,300	195
Replace Unit A-3 2014 Ford Explorer Hybrid	BC	Police	Public Safety	84,600					84,600	184
Replace Unit Bus 14 2021 Blue Bid (Gas)	S	Schools	Schools				433,500		433,500	193
Replace Unit C-01 2023 Chevy Tahoe	C	Fire	Public Safety			116,900			116,900	191
Replace Unit C-02 2021 Chevy Tahoe	C	Fire	Public Safety					131,100	131,100	195
Replace Unit C-07 2015 Ford 350	C	Fire	Public Safety	140,200					140,200	184
Replace Unit C-42 2020 Ford Edge	C	Fire	Public Safety	85,700					85,700	184
Replace Unit E-02 2020 E-One Typhoon	S	Fire	Public Safety				1,587,500		1,587,500	193
Replace Unit E-03 2014 KME Fire Engine (79' Aerial)	S	Fire	Public Safety		2,220,800				2,220,800	188
Replace Unit N1 2022 Ford Transit Cargo Van	C	Schools	Schools					80,400	80,400	195
Replace Unit R-01 2021 Ford E550 Ambulance	S	Fire	Public Safety			737,800			737,800	191
Replace Unit R-02 2022 Ford E550 Horton	S	Fire	Public Safety				763,600		763,600	193
Replace Unit SV-1 2018 Polaris Ranger XP900	S	Fire	Public Safety					90,600	90,600	195
Replace Unit Van 01 2020 Ford Transit 150 AWD	C	Schools	Schools			88,800			88,800	191
Replace Unit Van 02 2020 Ford Transit 150 AWD	C	Schools	Schools		85,800				85,800	188
Replace Unit Van 07 2021 Ford Transit 150 AWD	C	Schools	Schools					98,100	98,100	195
Replace Unit Van 11 2018 Ford Transit 150	C	Schools	Schools	82,900					82,900	184

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Purchase New Unit B002	C	Bldg. Maint.	Public Works	59,800					59,800	184
Purchase New Police Vehicle	C	Police	Public Safety	50,700					50,700	184
									-	
Fleet				5,958,900	4,592,100	4,167,600	3,900,600	1,882,100	20,501,300	
Total				36,018,328	21,844,337	17,637,218	15,362,692	18,811,155	109,673,730	
Mitchell School Renovation Addition (Master Plan Option C1a)	M	Schools	Schools						-	210
Pollard Middle School Renovation Addition (Master Plan Option C1a)	M	Schools	Schools	311,165,000					311,165,000	197
Public Works Facilities Improvements (Phase 2 Construction)	M	Public Works	Public Works		22,000,000				22,000,000	205
Public Works Facilities Improvements (Phase 2 Design)	M	Public Works	Public Works	2,520,000					2,520,000	203
Public Works Facilities Improvement (Phase 3 Design)	M	Public Works	Public Works				2,839,000	995,000	3,834,000	206
Purchase of Open Space	P	Recreation	Community	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000	209
Renovation to High Rock to Reconfigure as K-5 Elementary School (Master Plan Option C1a)	M	Schools	Schools	448,000					448,000	200
									-	
Extraordinary				315,133,000	23,000,000	1,000,000	3,839,000	1,995,000	344,967,000	
Total Including Extraordinary				351,151,328	44,844,337	18,637,218	19,201,692	20,806,155	454,640,730	

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Sewer Enterprise										
									-	
									-	
Equipment & Technology				-	-	-	-	-	-	
									-	
									-	
									-	
Buildings & Facilities				-	-	-	-	-	-	
									-	
Cooks Bridge Sewer Pump Station Replacement	M	Sewer	Utilities		4,000,000				4,000,000	218
Sewer Main Replacement	M	Sewer	Utilities		14,000,000	6,000,000			20,000,000	220
Sewer Pump Stations Mechanical and Electrical Systems Assessment	N	Sewer	Utilities	300,000					300,000	215
Sewer System Infiltration and Inflow	M	Sewer	Utilities						-	225
									-	
Infrastructure & Land				300,000	18,000,000	6,000,000	-	-	24,300,000	
									-	
Replace Unit 16 Freightliner MT456 Box Truck	S	Sewer	Utilities			384,200			384,200	191
Replace Unit 152 Atlas Compco XAS185 Compressor	T	Sewer	Utilities		32,100				32,100	188
Replace Unit 28 Ford F350 Super Duty	S	Sewer	Utilities	131,600					131,600	184
Replace Unit 29 PJ Trailers U7122 (Water Jet)	T	Sewer	Utilities		129,900				129,900	188
Replace Unit 37 IH 7500	S	Sewer	Utilities		756,100				756,100	188
Replace Unit 94 Ford F350 Super Duty	S	Sewer	Utilities	131,600					131,600	184
									-	
Fleet				263,200	918,100	384,200	-	-	1,565,500	
									-	
Sewer Enterprise Total				563,200	18,918,100	6,384,200	-	-	25,865,500	
									-	

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Water Enterprise									-	
									-	
AMI Meter Reading System	N	Water	Utilities	250,000					250,000	226
DPW Specialty Equipment Wacker Roller	P	Water	Utilities	35,500					35,500	228
									-	
Equipment & Technology				285,500	-	-	-	-	285,500	
									-	
Charles River Water Treatment Plant HVAC Upgrades	M	Water	Utilities	80,000	850,000				930,000	230
									-	
Building & Facilities				80,000	850,000	-	-	-	930,000	
									-	
Forestry Management Plan	I	Water	Utilities						-	249
Gate Replacement Program	I	Water	Utilities						-	250
PFAS Mitigation	MI	Water	Utilities	60,000	-	-	-		60,000	233
Water Distribution System Improvements (Mills/Sachem) (Mayo/Harris to GPA)	P	Water	Utilities	470,500					470,500	238
Water Distribution System Improvements Kingsbury St - Oakland Ave to Webster St)	P	Water	Utilities	122,000	555,000				677,000	238
Water Distribution System Improvements (Oakland Ave - May St to Highland Ave)	P	Water	Utilities		380,000	500,000			880,000	241
Water Service Connections	I	Water	Utilities						-	251
Water Storage Tank Rehab (Birds Hill & Dunster Road)	N	Water	Utilities		214,000	988,000			1,202,000	244
Water Supply Development	M	Water	Utilities		3,156,750				3,156,750	247
									-	
Infrastructure & Land				652,500	4,305,750	1,488,000	-	-	6,446,250	
									-	
Replace Unit 193 2011 Magnum MLT3060K (Light Tower)	BT	Water	Utilities		23,300				23,300	188
Replace Unit 20 2018 Toyota RAV 4	C	Water	Utilities	64,000					64,000	184

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Replace Unit 22 2020 Ford F450 Super Duty	S	Water	Utilities				193,400		193,400	193
Replace Unit 24 2019 Ford Transit Connect Cargo	C	Water	Utilities					92,300	92,300	195
Replace Unit 331 2018 B-Wis	BT	Water	Utilities					8,100	8,100	195
									-	
Fleet				64,000	23,300	-	193,400	100,400	381,100	
Water Enterprise Total				1,082,000	5,179,050	1,488,000	193,400	100,400	8,042,850	

Capital Project Requests
Five Year Capital Improvement Plan
Summary

Title	Code*	Dep	Function	FY2027 Department Request	FY2028 Department Request	FY2029 Department Request	FY2030 Department Request	FY2031 Department Request	Five Year Request	Page
Totals Excluding Extraordinary										
Equipment & Technology				2,035,605	1,870,370	1,735,618	1,877,092	1,654,055	9,172,740	
Buildings & Facilities				7,222,923	6,175,617	1,033,000	3,710,000	2,151,000	20,292,540	
Infrastructure & Land				22,118,900	32,362,000	18,189,000	5,875,000	13,124,000	91,668,900	
Fleet				6,286,100	5,533,500	4,551,800	4,094,000	1,982,500	22,447,900	
Total				37,663,528	45,941,487	25,509,418	15,556,092	18,911,555	143,582,080	
				-	-	-	-	-	-	
Equipment & Technology				2,035,605	1,870,370	1,735,618	1,877,092	1,654,055	9,172,740	
Buildings & Facilities				7,222,923	6,175,617	1,033,000	3,710,000	2,151,000	20,292,540	
Infrastructure & Land				22,118,900	32,362,000	18,189,000	5,875,000	13,124,000	91,668,900	
Fleet				6,286,100	5,533,500	4,551,800	4,094,000	1,982,500	22,447,900	
Other				315,133,000	23,000,000	1,000,000	3,839,000	1,995,000	344,967,000	
GRAND TOTAL				352,796,528	68,941,487	26,509,418	19,395,092	20,906,555	488,549,080	
				-	-	-	-	-	-	

Code
* = No recommendation; under study
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 = Funding appropriation outside the capital plan
G = Request may not qualify as capital submission
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 = Resubmitted
S = Specialized Fleet Equipment
T = Trailer
U = Urgent request based on identified conditions

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FY2027 - FY2031 Capital Submission

Select Board Meeting 11/12/2025

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Capital Funding Request							
Title	**Brine Maker**			Submitted by	PW Highway		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached

Description

Salt brine is a solution of salt and water that has a freezing point lower than pure water. Due to this property, it is a useful tool in reducing, delaying, and breaking down the bond between snow and ice and road surfaces. Typical rock salt, once spread, is not able to stop snow from freezing to the pavement surface until it has formed a liquid solution through additional water. By proactively applying liquid salt brine to the Town's road surfaces prior to snow accumulation ("anti-icing"), the same preventative effect can be achieved while only using 1/4 of the salt. When applying rock salt to break the existing bond between snow and pavement ("de-icing"), the salt can be pre-wetted with brine to activate the melting effects more quickly.

As part of a larger effort to expand the use of de-icing liquids in the Town's Snow & Ice Program, the Department of Public Works is requesting funds for a salt brine production system and additional storage tanks to mix and store salt brine in-house. Currently, snow operations staff purchases salt brine from a third party vendor at $1.75 per gallon. Over the last 3 snow seasons, the Town purchased over 20,000 gallons of brine from vendors for a cost of nearly $34,000. DPW staff estimates that it will cost the Town roughly $0.10 per gallon to produce its own mixed salt brine with an in-house salt brine production system. This brine could be produced on demand without the need to coordinate deliveries with third parties.

Under this plan, as DPW replaces its plow and salting equipment, it would purchase new equipment outfitted with liquid tanks and application units. An expanded brining program with additional applicators would allow for brine to be used more frequently and more quickly, and would reduce the Town’s overall salt usage. Brine is a more effective anti-icer and de-icer than salt, sticks to roadways better, and gives crews more time to plan for snow storms, since brining can occur up to 48 hours beforehand. Brine is also more cost-effective than rock salt. Overall, producing salt brine in-house will allow snow operations staff to work more efficiently, reduce the Town’s dependence on outside vendors for salt brine during peak demand periods, and lessen the need for heavy rock salt application before and during storms.

This request is for the purchase and installation of a salt brine production system, storage tanks, and a truck filling unit. The brine maker would be co-located or installed inside of the salt shed at the Recycling and Transfer Station.

Capital Request Detail

Project Title	Brine Maker				Fiscal Year	2027	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction			FF&E	
Useful Life	More than 15 Years	Land		Construction Management			Technology	
Primary Function	Public Works	Site Preparation		Equipment		$153,675	Other Expenses	$10,325
Budget Impact	The project should reduce the operating expenses		Project Cost Source		Industry References		**Project Cost**	$164,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
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?	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

This request is for the purchase and installation of a salt brine production system to convert dry rock salt into liquid, storage tanks to hold the brine liquid, and a truck fill unit to load the liquid into the tanks mounted on the snowfighting fleet. This brine will be used for anti-icing roadways through direct application as well as prewetting rock salt for enhanced de-icing. The brine system would be co-located or installed inside of the salt shed at the Recycling and Transfer Station.

Changes from Prior Year Submission

The increase is for a storage shed to house the machine.

Clarification of Questions

2. This request does not include costs to connect electrical and water service to the Brine Maker system in the salt shed. This work would be performed by the Building Maintenance and Water Divisions of Public Works, with costs including time and materials. These costs would be absorbed by existing budgets outside of this appropriation.

10. The brine production system, storage tanks, and truck fill unit would be permanently installed in the RTS salt shed.

Capital Funding Request							
Title	**Choral Risers and Acoustical Shells for School Productions**			Submitted by	Needham Public Schools		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	$72,000	Funding Year	2027

Description

This is a revised request to purchase stage risers and seven (7) acoustical shells for use during theatrical and musical performances at Needham High School (NHS) and other school buildings. The risers and shells are portable, can be moved as necessary, and can be folded for storage when not in use. Images of the risers and shells are depicted in the picture below.

One set of risers would serve the NHS Choral Program and would replace risers last purchased over fifteen years ago. The current risers are cumbersome, difficult for staff to set up without custodial help, and have suffered wear over the years from usage at both indoor and outdoor events. NHS would keep the old risers for use at outside events such as pep rallies, graduation, and the Blue Tree Lighting. This use plan would ensure that the new risers do not suffer undue wear from weather and would lengthen the life of our current risers by reducing the usage. A second set of risers also would be purchased for theatrical productions at Newman, NHS and Pollard. The second set of purchased risers would be an economical alternative to the elevated risers that are currently built for each stage production. The second set of risers also would support the Pollard Jazz Band. Finally, the acoustical shells would be used in the NHS Auditorium and would improve the overall volume and clarity of sound for audience members, by reflecting sound waves toward the audience. There are between fifteen and twenty musical performances that take place in the NHS Auditorium each year.

This request is revised from the prior year to add the second set of risers for the Theater and Jazz Band programs.

Rise

Staging Universal De...

StageTek Horizon...

Fixed Height Stair...

Capital Request Detail

Project Title	Choral Risers and Acoustical Shells for Needham High School			Fiscal Year	2027	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	$72,000	Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Industry References		**Project Cost**	$72,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 is a request to purchase stage risers ($46,000) and acoustical shells ($26,000) for use at NHS and other school buildings The risers and shells are portable, can be moved as necessary, and can be folded for storage when not in use.

One set of risers would serve the NHS Choral Program and would replace risers last purchased over fifteen years ago. The current risers are cumbersome, difficult for staff to set up without custodial help, and have suffered wear over the years from usage at both indoor and outdoor events. NHS would keep the old risers for use at outside events such as pep rallies, graduation, and the Blue Tree Lighting. This use plan would ensure that the new risers do not suffer undue wear from weather and would lengthen the life of our current risers by reducing the usage. A second set of risers also would be purchased for theatrical productions at Newman, NHS and Pollard. The second set of purchased risers would be an economical alternative to the elevated risers that are currently built for each stage production. The second set of risers also would support the Pollard Jazz Band. Finally, the acoustical shells would be used in the NHS Auditorium and would improve the overall volume and clarity of sound for audience members, by reflecting sound waves toward the audience. There are between fifteen and twenty musical performances that take place in the NHS Auditorium each year.

This request is revised from the prior year to add the second set of risers for the Theater and Jazz Band programs.

Capital Funding Request							
Title	**DPW Specialty Equipment**			Submitted by	PW General		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached

Description

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

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

Capital Request Detail

Project Title	DPW Specialty Equipment			Fiscal Year	2027	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment	$80,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000		Project Cost Source	Industry References		**Project Cost**	$80,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Parks & Forestry Division

Wright Stander Mower ($29,000)

The Parks & Forestry Division is requesting funding to purchase a Wright Stander Mower. This piece of equipment is a utility landscape mower that helps trim around edges of large field complexes. Larger mowers cut the big swaths of fields, while this unit cleans up the edges and more delicate areas. This unit has an adjustable deck that easily raises or lowers to more cleanly handle varying heights of material.

Highway Division

Falcon Asphalt Hot Box/Recycler ($51,000)

The Highway Division is requesting funding to purchase a 3-ton hydraulic asphalt "hot box" with a diesel-powered recycler. This hook lift-compatible unit can be mounted on a truck bed to keep fresh asphalt mix hot during paving operations, and can also be used to rejuvenate and recycle asphalt millings for use on other patching or trenching jobs. The Highway Division's current hot box is nearing the end of its useful life.

Changes from Prior Year's Submission

The mounted snow plower was pushed back to FY2028 due to the mild winters the region has expereinced for the past few years and the Hot Box was added due to the increased demand for in-house repair services to asphalt roads and sidewalks.

Capital Request Detail

Project Title	DPW Specialty Equipment			Fiscal Year	2028	Request Status	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment	$385,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000	Project Cost Source		Industry References		**Project Cost**	$385,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Highway Division

Mounted Snow Blower ($280,000)

The Highway Division is requesting funding to purchase a front end loader mounted snow-blower, used to clear snow and widen streets, and load snow-haul trucks. It is capable of throwing snow up to 100 feet.

Parks & Forestry Division

Toro Dingo Loader ($105,000)

The Parks & Forestry Division is requesting funding to purchase a Toro Dingo Loader. This piece of equipment is a utility machine that helps with planting trees and renovating baseball / softball diamonds. This unit is versatile with the attachments being able to use the bucket for mulching and material handling, the forks for moving goals and track hurdles.

Changes from Prior Year's Submission

The Dingo loader has been added to FY2028 request.

Capital Funding Request							
Title	**General Government Technology Replacement Request**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	$2,927,000	Funding Year	See Attached

Description

This FY27-31 Capital Improvement Plan (CIP) replaces general government information technology equipment, including network infrastructure, audio-visual (AV) equipment (projectors, video displays), electronic door access controllers, security cameras and printers. The network infrastructure includes servers, network hardware, wireless infrastructure, and access points. Laptops are not included in this request, because they are replaced through the operating budget.

The FY27-31 CIP totals $2,750,000 and includes $1,240,000 for network infrastructure replacement, plus $1,510,000 for other hardware replacement. Highlights include:
* There are no network/data replacement fund requested in FY27 and FY28, owing to the prior appropriation of $600,000 in FY25 and $750,000 in FY26 for data center and network infrastructure replacement, Town-wide. The replacement cycle for this equipment will occur over successive three-year periods between FY29-FY31 and FY34-36, and will cover all Town data centers.
* The audio-visual equipment request includes the new installation of projection technology at the Center at the Heights Building (CATH), and the replacement of AV equipment in all other buildings. The new equipment installation at CATH will occur between FY26-FY28. The replacement of Public Safety video equipment, security monitors and televisions begins in FY27. The Memorial Field House community room equipment is replaced in FY28 and the phased replacement of Powers Hall equipment will begin in FY30.
* The phased replacement of public safety cameras begins in FY27, with replacement at other Town buildings resuming in FY30.
* Door access controllers are scheduled to be replaced at Town Hall, the Rosemary Recreation Complex, the Public Safety Building, PSAB, DPW and Memorial Field House in FY28, 30 and FY31.

The first four years of the CIP are unchanged from the prior year submision. FY31 represents a new fifth year capital request.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	General Government Technology Replacement Request				Fiscal Year	2027	Request Type	Revised
Project Phase	Acquisition	Planning/Design		Construction			FF&E	
Useful Life	More than 5 Years	Land		Construction Management			Technology	$320,000
Primary Function	General Government	Site Preparation		Equipment			Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source		In-House Estimate		**Project Cost**	$320,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY27 request is a new request for $320,000, which includes $260,000 to replace audio-visual equipment at the Center For The Heights (CATH) and Public Safety buildings; $35,000 to begin the phased replacement of security cameras at Public Safety; and $25,000 for printer replacement at all Town buildings. The audio-visual scope includes $150,000 to install large room projection infrastructure in the CATH Community Room and $110,000 to begin the phased, partial replacement of the Public Safety video wall, dispatch security monitors and interative televisions. There is no network hardware replacement request in FY27, owing to the substantial replacements that occurred in FY25 and FY26. This request is unchanged from the prior year submission.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	General Government Technology Replacement Request			Fiscal Year	2028	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$363,500
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$363,500

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY28 request is a new request for $363,500, which includes $292,000 to replace audio-visual equipment at the Center For The Heights Building (CATH), Public Safety, Department of Public Works (DPW) out buildings and Memorial Field House; $36,500 for door access controllers at Town Hall, Rosemary Recreation Complex (RRC), Public Safety, Public Safety Administration Building (PSAB), DPW out buildings and Memorial Field House; and $35,000 to continue the phased replacement of security cameras at Public Safety. The audio-visual scope includes $150,000 to install large room projection infrastructure in the Memorial Field House Community Room; $110,000 to continue the phased, partial replacement of the Public Safety video wall, dispatch security monitors and interative televisions; $30,000 to replace audio visual equipment in two activity rooms at the CATH; and $2,000 to install a video display at a DPW out building. There is no network hardware replacement request in FY28, owing to the substantial replacements that occurred in FY25 and FY26. This request is unchanged from the prior year submission.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	General Government Technology Replacement Request			Fiscal Year	2029	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$603,500
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$603,500

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY29 request is a new request for $603,500, which includes $380,000 to begin the replacement of data center and network equipment purchased in FY25, plus $223,500 in other equipment requests. The $223,500 other equipment request includes: $188,500 to replace audio-visual (AV) equipment at Town Hall, the Rosemary Recreation Complex (RCC), Public Safety and a Department of Public Works (DPW) out-building; and $35,000 to continue the phased replacement of security cameras at Public Safety. The audio-visual scope includes $110,000 to continue phased partial replacement of the Public Safety video wall, dispatch security monitors and interative televisions; $61,500 for large and small ccommunity room equipment replacement at RRC; $15,000 for conference room AV replacement at Town Hall; and $2,000 to install a video display at a DPW building. This request is unchanged from the prior year submission.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	General Government Technology Replacement Request			Fiscal Year	2030	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$744,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$744,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY30 request is for $744,000, which includes $430,000 to continue the replacement of data center and network equipment purchased in FY25 and FY26; and $314,000 in other equipment requests. The $314,000 in other equipment request includes: $185,000 to replace audio-visual (AV) equipment at Town Hall, the Rosemary Recreation Complex (RRC), the Public Safety Building and PSAB; $37,000 for door access controllers at Town Hall, RRC, Public Safety, PSAB, DPW buildings and the Memorial Field House; $67,000 to continue the phased replacement of security cameras at Public Safety, DPW buildings, RRC, the Recycling and Transfer Station (RTS), and the Memorial Field House; and $25,000 for printer replacement at all Town buildings. The audio-visual scope includes $110,000 to continue the phased, partial replacement of the Public Safety video wall, dispatch security monitors and interative televisions; $45,000 to begin the phased replacement of Powers Hall AV equipment; $15,000 for Library AV replacement, $7,500 for PSAB equipment replacement and $7,500 for RRC AV replacement. This request is unchanged from the prior year submission.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	General Government Technology Replacement Request			Fiscal Year	2031	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$719,000
Primary Function	General Government	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$719,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY31 request is a new request for $719,000, which includes $430,000 to continue the replacement of data center and network equipment purchased in FY25 and FY26; and $289,000 in other equipment requests. The $289,000 in other equipment request includes: $185,000 to replace audio-visual (AV) equipment at Town Hall, the Rosemary Recreation Complex (RRC), the Public Safety Building, PSAB and the Library; $37,000 for door access controllers at Town Hall, RRC, Public Safety, PSAB, DPW buildings and the Memorial Field House; $67,000 to continue the phased replacement of security cameras at Public Safety, DPW buildings, RRC, the Recycling and Transfer Station (RTS), and the Memorial Field House; and $25,000 for printer replacement at all Town buildings. The audio-visual scope includes $110,000 to continue the phased, partial replacement of the Public Safety video wall, dispatch security monitors and interative televisions; $45,000 to continue the phased replacement of Powers Hall AV equipment; $15,000 for Library AV replacement, $7,500 for PSAB equipment replacement and $7,500 for RRC AV replacement.

Parameters Addressed:
Technology: The School Technology department supports this request.

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 FY2027-2031 Capital Improvement Plan request is in alignment with the Library's Technology Plan which runs on an eight year cycle for the replacement of hardware.

Capital Request Detail

Project Title	Library Technology Plan: Security Camera System Replacement			Fiscal Year	2027	Request Type	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$30,000
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		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 is this request?	No
2. Are there recommendations or costs identified 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?	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	Not Applicable

Project Description and Considerations

Unless circumstances require otherwise, fiscal year 2027 funding is proposed to fund the replacement of the library's outdated security camera system. This will replace the library's current 11 security cameras and add 3 additional ones. This project will also replace the outdated controller/recorder which governs the security cameras. The library security cameras were last installed in 2016 and currently run on outdated software and hardware. This quote was developed in consultation with Mark Messias, Interim CTO for the Town of Needham/Needham Public Schools. This is Year One of the Library's Technology Plan.

Capital Request Detail

Project Title	Library Technology Plan			Fiscal Year	2028	Request Type	Existing
Project Phase		Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$0
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact			Project Cost Source			**Project Cost**	$0

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

As of October 2025, no capital request is deemed necessary in FY2028 as part of the Library's Technology Plan. This is Year Two of the Library's Technology Plan.

Capital Request Detail

Project Title	Library Technology Plan			Fiscal Year	2029	Request Type	Revised
Project Phase		Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$0
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact			Project Cost Source			**Project Cost**	$0

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

As of October 2025, no capital request is deemed necessary in FY2028 as part of the Library's Technology Plan. This is Year Three of the Library's Technology Plan.

Capital Request Detail

Project Title	Library Technology Plan			Fiscal Year	2030	Request Type	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$75,000
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**	$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 is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

Unless circumstances require otherwise, fiscal year 2030 funding is needed for the replacement of thirty-two (32) library staff office and workstation desktop computers. These were last replaced in 2021 and this replacement schedule places them on a nine-year cycle. This is Year Four of the Library's Technology Plan.

Capital Request Detail

Project Title	Library Technology Plan			Fiscal Year	2031	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$72,200
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**	$72,200

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

Unless circumstances require otherwise, fiscal year 2031 funding is needed for the replacement of sixteen (16) public computers. These were last replaced in 2022 and this replacement schedule places them on a nine-year cycle. Also, this funding request includes monies for the replacement of fourteen (14) library staff laptops. These were last replaced in 2025 and this replacement schedule places them on a six-year cycle. Both replacement cycles are beyond the typical replacement for computer hardware. This is Year Five of the Library Technology Plan.

Capital Funding Request							
Title	**Ongoing PPE Replacement**			Submitted by	**Fire Department**		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	$148,930	Funding Year	2027

Description

This request is to continue the Fire Department Personal Protective Equipment (PPE) replacement program, using the rolling average of requirements over three years.

Capital Request Detail

Project Title	Ongoing PPE Replacement Program			Fiscal Year	2027	Request Type	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	$148,930	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	Industry References		**Project Cost**	$148,930

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	

Project Description and Considerations

This request is to replace Personal Protective Equipment PPE ("bunker gear") for all personnel annually based on the expiration date of gear. 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. The department 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 widespread 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 firefighters wearing contaminated gear.

The funding request is based on an average of replacement cost over the next 3 years, 2027, 2028 and 2029. This is because the number of sets to be replaced varies from year to year so the funding amount may be expended over a three-year period to smooth out the annual financial impact of purchasing the equipment.

Capital Request Detail

Project Title	Ongoing PPE Replacement Program			Fiscal Year	2028	Request Type	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	$136,370	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$136,370

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	

Project Description and Considerations

This request is to replace Personal Protective Equipment PPE ("bunker gear") for all personnel annually based on the expiration date of gear. 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. The department 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 widespread 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 firefighters wearing contaminated gear.

The funding request is based on an average of replacement cost over the next 3 years, 2028, 2029 and 2030. This is because the number of sets to be replaced varies from year to year so the funding amount may be expended over a three-year period to smooth out the annual financial impact of purchasing the equipment.

Capital Request Detail

Project Title	Ongoing PPE Replacement Program			Fiscal Year	2029	Request Type	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	$73,568	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$73,568

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	

Project Description and Considerations

This request is to replace Personal Protective Equipment PPE ("bunker gear") for all personnel annually based on the expiration date of gear. 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. The department 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 widespread 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 firefighters wearing contaminated gear.

The funding request is based on an average of replacement cost over the next 3 years, 2029, 2030 and 2031. This is because the number of sets to be replaced varies from year to year so the funding amount may be expended over a three-year period to smooth out the annual financial impact of purchasing the equipment.

Capital Request Detail

Project Title	Ongoing PPE Replacement Program			Fiscal Year	2030	Request Type	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	$50,242	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$50,242

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	

Project Description and Considerations

This request is to replace Personal Protective Equipment PPE ("bunker gear") for all personnel annually based on the expiration date of gear. 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. The department 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 widespread 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 firefighters wearing contaminated gear.

The funding request is based on an average of replacement cost over the next 3 years, 2030, 2031 and 2032. This is because the number of sets to be replaced varies from year to year so the funding amount may be expended over a three-year period to smooth out the annual financial impact of purchasing the equipment.

Capital Request Detail

Project Title	Ongoing PPE Replacement Program			Fiscal Year	2031	Request Type	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	$69,980	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$69,980

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	

Project Description and Considerations

This request is to replace Personal Protective Equipment PPE ("bunker gear") for all personnel annually based on the expiration date of gear. 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. The department 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 widespread 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 firefighters wearing contaminated gear.

The funding request is based on an average of replacement cost over the next 3 years, 2031, 2032 and 2033. This is because the number of sets to be replaced varies from year to year so the funding amount may be expended over a three-year period to smooth out the annual financial impact of purchasing the equipment.

Capital Request Detail

Project Title	Ongoing PPE Replacement Program			Fiscal Year	2032	Request Type	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	$57,419	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$57,419

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	

Project Description and Considerations

This request is to replace Personal Protective Equipment PPE ("bunker gear") for all personnel annually based on the expiration date of gear. 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. The department 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 widespread 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 firefighters wearing contaminated gear.

The funding request is based on an average of replacement cost over the next 3 years, 2032, 2033 and 2034. This is because the number of sets to be replaced varies from year to year so the funding amount may be expended over a three-year period to smooth out the annual financial impact of purchasing the equipment.

Capital Funding Request							
Title	**School Copier Replacement**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	$380,000	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, heavily used copiers are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at 8 years, although planned replacement ages range from 3 - 12 years, depending on use and regular service. (The average manufacturer's lifepan for copiers is five years for a typical, floor-standing copiers.) It is important to replace these machines regularly, particularly those reaching an age of 10 or more years, given the additional operating expense associated with 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 copier costs during FY27-30, the first four years of the CIP, decrease slightly due to changes in the projected replacement year for machines (based on the lifecycle analysis) and differences in the replacement cost of various models. An additional $80,000 is requested in the fifth year to replace a projected eight machines.

Capital Request Detail

Project Title	School Copier Replacement				Fiscal Year	2027	Request Type	Revised
Project Phase	Acquisition	Planning/Design		Construction			FF&E	
Useful Life	More than 5 Years	Land		Construction Management			Technology	
Primary Function	Public Education	Site Preparation		Equipment		$70,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source		Industry References		**Project Cost**	$70,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY27 request is to replace six copiers in the following locations: Emery Grover First Floor, NHS Fine & Performing Arts Office, NHS World Language Office, NHS Grade Level Office, Sunita Williams Second Floor, and Mitchell Room 17. The dollar amount of this request is unchanged from the prior year, even as the number of machines is increased by one, given changes in the projected replacement year for machines (based on the lifecycle analysis) and differences in the replacement cost of various models.

Capital Request Detail

Project Title	School Copier Replacement			Fiscal Year	2028	Request Type	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	$80,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$80,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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 FY28 request is to replace seven copiers in the following locations: Broadmeadow Main Office, Newman Room 340 Science Center, Eliot Lower Level Teacher's Room, NHS Room 607 Health Office, NHS Math Science Office, Sunita Williams First Floor, and Sunita Williams Third Floor. The dollar amount of this request is unchanged from the prior year, even as the number of machines is decreased by one, given changes in the projected replacement year for machines (based on the lifecycle analysis) and differences in the replacement cost of various models.

Capital Request Detail

Project Title	School Copier Replacement			Fiscal Year	2029	Request Type	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	$70,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$70,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY29 request is to replace six copiers in the following locations: Hillside Information Technology Office, Newman Room 242, Newman Lower Level, NHS English Social Studies Office, Mitchell Modulars and Mitchell Room H1. The dollar amount of this request is unchanged from the prior year, even as the number of machines is increased by three, given changes in the projected replacement year for machines (based on the lifecycle analysis) and differences in the replacement cost of various models.

Capital Request Detail

Project Title	School Copier Replacement			Fiscal Year	2030	Request Type	Revised
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	$80,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$80,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY30 request is to replace seven copiers in the following locations: Pollard Main Office, Pollard Room 130 Teacher's Room, Emery Grover Second Floor, Eliot Upstairs Teacher's Room, NHS Room 408 Library, High Rock Health Office and a NHS Office. The dollar amount of this request is unchanged from the prior year, even as the number of machines is increased by two, given changes in the projected replacement year for machines (based on the lifecycle analysis) and differences in the replacement cost of various models.

Capital Request Detail

Project Title	School Copier Replacement			Fiscal Year	2031	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	$80,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$80,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY31 request is to replace eight copiers in the following locations: Pollard First Floor, Pollard Room 200 (Office), Pollard Room M7, Emery Grover Lower Level, NHS English Social Studies Office, NHS Room 609 (Athletics/ PE), NHS Room 503 (Guidance), NHS Room 350 (Main Office). This request is a new fifth-year request for $80,000.

Capital Funding Request							
Title	**School Department Technology Replacement Request**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	$3,948,950	Funding Year	See Attached

Description

The FY27-31 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. 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 FY27-31 request is updated from the prior year submission for FY27-30 as follows: a) $40,000 per year is reallocated from classroom audio visual (AV) technology replacement (@ $35,000/yr) and data cabling (@ $5,000/year) to network hardware replacement; and b) to add security cameras at Pollard and several elementary schools. The decision made several years ago to replace classroom interactive whiteboards with projector/screen/Apple TV equipment has reduced ongoing replacement expenses by approximately $35,000 per year. These funds, plus $5,000 formerly spent on outsourced data cabling, have been reallocated to the replacement of critical network infrastructure. The true cost of network infrastructure replacement is estimated at $100,000 per year, although only $20,000 had been allocated toward this purpose. The reallocation of funds increases this budget to approximately $60,000 per year, which is closer to the desired replacement budget of approximatley $100,000. In addition, the CIP is updated to include the installation of exterior security cameras at Pollard and Eliot in FY27 ($89,600), Broadmeadow and Mitchell in FY28 ($91,000) and Newman in FY29 ($75,600.)

Capital Request Detail

Project Title	School Department Technology Replacement Request			Fiscal Year	2027	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$784,175
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	In-House Estimate		**Project Cost**	$784,175

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY27 request is for $784,175, which includes $148,000 for network infrastructure replacement and $636,175 for other technology hardware. The $636,175 other hardware request includes: $197,100 for desktop and lab computers at Broadmeadow, Sunita Williams, Newman, Pollard, NHS and Emery Grover; $39,475 for printer replacements in all buildings; $240,000 for whiteboard/AV projector replacements in all schools; $30,000 for paging/bell system replacement at Broadmeadow; $40,000 for security camera replacements at Sunita Williams and NHS, and a new request for $89,600 to install exterior security cameras at Pollard and Eliot Schools.

The FY27 request is updated from the prior year submission as follows: a) $40,000 is reallocated from classroom audio visual (AV) technology replacement (@ $35,000/yr) and data cabling (@ $5,000/year) to network hardware replacement; and b) to add security cameras at various schools. The decision made several years ago to replace classroom interactive whiteboards with projector/screen/Apple TV equipment has reduced ongoing replacement AV expenses by approximately $35,000 per year. These funds, plus $5,000 formerly spent on outsourced data cabling, are reallocated to network infrastructure replacement, which has been underfunded in prior years. (The true cost of network infrastructure replacement is estimated at $100,000 per year, although only $20,000 had been allocated toward this purpose.) In addition, the CIP request adds the installation of exterior security cameras at Pollard and Eliot for $89,600.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	School Department Technology Replacement Request			Fiscal Year	2028	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$814,500
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$814,500

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

Project Description and Considerations

The FY28 request is for $814,500, which includes $148,000 for network infrastructure replacement and $666,500 for other technology hardware. The $666,500 other hardware request includes: $101,500 for desktop and lab computers at all buildings except Sunita Williams; $23,500 for printer replacements at Broadmeadow, Eliot, Pollard and NHS; $325,000 for whiteboard/AV projector replacements in all schools; $5,500 for door access controllers at NHS; $75,000 for paging/bell system replacement at Newman and High Rock; $45,000 for security camera replacements at Pollard and NHS; and a new request to install exterior security cameras at Broadmeadow and Mitchell totaling $91,000.

The FY28 request is updated from the prior year submission as follows: a) $40,000 is reallocated from classroom audio visual (AV) technology replacement (@ $35,000/yr) and data cabling (@ $5,000/year) to network hardware replacement; and b) to add security cameras at various schools. The decision made several years ago to replace classroom interactive whiteboards with projector/screen/Apple TV equipment has reduced ongoing replacement AV expenses by approximately $35,000 per year. These funds, plus $5,000 formerly spent on outsourced data cabling, are reallocated to network infrastructure replacement, which has been underfunded in prior years. (The true cost of network infrastructure replacement is estimated at $100,000 per year, although only $20,000 had been allocated toward this purpose.) In addition, the CIP request adds the installation of exterior security cameras at Broadmeadow and Mitchell for $91,000.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	School Department Technology Replacement Request			Fiscal Year	2029	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$963,550
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$963,550

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY29 request is for $963,550, which includes $148,000 for network infrastructure replacement and $815,550 for other technology hardware. The $815,550 other hardware request includes: $160,600 for desktop and lab computers at all buildings except Eliot; $18,850 for printer replacements at Broadmeadow, Sunita, Pollard and the Administration Building; $335,000 for whiteboard/AV projector replacements in all schools; $20,500 for door access controllers at Eliot and NHS; $155,000 for paging/bell system replacement at Broadmeadow, Eliot, Newman, and High Rock; $50,000 for security camera replacements at Pollard and NHS; and a new request to install exterior security cameras at Newman totaling $75,600.

The FY29 request is updated from the prior year submission as follows: a) $40,000 is reallocated from classroom audio visual (AV) technology replacement (@ $35,000/yr) and data cabling (@ $5,000/year) to network hardware replacement; and b) to add security cameras at Newman School. The decision made several years ago to replace classroom interactive whiteboards with projector/screen/Apple TV equipment has reduced ongoing replacement AV expenses by approximately $35,000 per year. These funds, plus $5,000 formerly spent on outsourced data cabling, are reallocated to network infrastructure replacement, which has been underfunded in prior years. (The true cost of network infrastructure replacement is estimated at $100,000 per year, although only $20,000 had been allocated toward this purpose.) In addition, the CIP request adds the installation of exterior security cameras at Newman School for $75,600.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	School Department Technology Replacement Request			Fiscal Year	2030	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$698,850
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$698,850

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY30 request is for $698,850, which includes $148,000 for network infrastructure replacement and $550,850 for other technology hardware. The $550,850 other hardware request includes: $99,100 for desktop and lab computers at Williams, Newman, NHS and the Administration Building; $27,750 for printer replacements at all buildings; $285,000 for whiteboard/AV projector replacements in all schools; $49,000 for door access controllers at Newman and NHS; and $90,000 for security camera replacements at Sunita, High Rock and NHS.

The FY29 request is largely unchanged from the prior year's submission, with the exception that $40,000 per year is reallocated from classroom audio visual (AV) technology replacement (@ $35,000) and data cabling (@ $5,000) to network hardware replacement. The decision made several years ago to replace classroom interactive whiteboards with projector/screen/Apple TV equipment has reduced ongoing replacement expenses by approximately $35,000 per year. These funds, plus $5,000 formerly spent on outsourced data cabling, has been reallocated to the replacement of critical network infrastructure. The true cost of network infrastructure replacement is estimated at $100,000 per year, although only $20,000 had been allocated toward this purpose. The reallocation of funds increases this budget to approximately $60,000 per year, which is closer to the desired replacement budget of approximatley $100,000.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Request Detail

Project Title	School Department Technology Replacement Request			Fiscal Year	2031	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$687,875
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		In-House Estimate		**Project Cost**	$687,875

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 new FY31 request is for $687,875, which includes $258,000 for network infrastructure replacement and $429,875 for other technology hardware. The $429,875 other hardware request includes: $207,000 for desktop and lab computers at Mitchell, Newman, NHS and the Administration Building; $23,375 for printer replacements at all buildings; $165,000 for whiteboard/AV projector replacements in all schools; $30,000 for door access controllers at NHS; and $4,500 for security camera replacements at NHS.

Parameters Addressed:
Technology: The School Technology department supports this request.

Capital Funding Request							
Title	**School New and Replacement Furniture**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	$141,000	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. In addition, $16,000 is added in FY27 to purchase round tables and chairs for the renovated wrestling room at NHS. The old wrestling room was renovated during the summer of 2025 with new flooring, updated wall mat panels, and a full inspection of the HVAC system. The result is a high-quality multipurpose space that will be used for wrestling, as well as wellness classes, athletics, and the broader Needham High School community. Last year, the School Department purchased rollable wrestling mats for the space, which can be stored away during the off-season to maximize flexibility. This request would additionally equip the space for classroom use by adding six round folding tables and 40 stacking chairs.

Capital Request Detail

Project Title	School New and Replacement Furniture			Fiscal Year	2027	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	$41,000
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	In-House Estimate		**Project Cost**	$41,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY27 request provide ongoing funding of $25,000 for new or replacement furniture in school classrooms and offices, similar to prior years. In addition, $16,000 is requested to outfit the renovated wrestling room at NHS with round tables and chairs. The old wrestling room was renovated during the summer of 2025 with new flooring, updated wall mat panels, and a full inspection of the HVAC system. The result is a high-quality multipurpose space that will be used for wrestling, as well as wellness classes, athletics, and the broader Needham High School community. Last year, the School Department purchased rollable wrestling mats for the space, which can be stored away during the off-season to maximize flexibility. This request would additionally equip the space for classroom use by adding six round folding tables and 40 stacking chairs.

Capital Request Detail

Project Title	School New and Replacement Furniture			Fiscal Year	2028	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	$25,000
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	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 is this request?	No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	School New and Replacement Furniture			Fiscal Year	2029	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	$25,000
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	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 is this request?	No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	School New and Replacement Furniture			Fiscal Year	2030	Request Type	Resubmitted
Project Phase	Acquisition	Planning/Design		Construction		FF&E	$25,000
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	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 is this request?	No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	School New and Replacement Furniture			Fiscal Year	2031	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	$25,000
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	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 is this request?			No
2. Are there recommendations or costs identified 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 Funding Request							
Title	**Town Facility Replacement Furniture and Office Fixtures**			Submitted by	Town Board or Committee		
Request Type	Annual Funding Request	Capital Type	Equipment	Funding Request	$40,000	Funding Year	2027

Description

Town Hall and Public Services Administration Building were renovated and equipped with new furniture when they reopened and opened in 2011 and 2010, respectively. Inventory and requests for input on the status of furniture are conducted periodically, most recently during August of 2023.
In FY2025 and FY2026, furniture and equipment most in need of repair was and in being replaced using funding appropriated by prior Town Meeting, to include near-total recapitalization of conference chairs and desk chairs. The 2023 inventory review yielded a large amount of furniture and equipment in need of replacement as soon as possible, for which additional funding is still required. One whole office, over 50 standing desks, 20 chairs, and other common areas furniture are required for recapitalization in the near term.

Given the remaining need for replacement and ongoing replacements in process, funding on an biannual basis remains a requirement following 2027.

Estimated pricing of replacement furniture is:
Office Task Chairs - $700
Standing Desk Assembly - $3,500

Capital Request Detail

Project Title	Town Facility Replacement Furniture and Office Fixtures			Fiscal Year	2027	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 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	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 is this request?	No
2. Are there recommendations or costs identified 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 FY2027, furniture that is in the most urgent need of replacement will be recapitalized, up to $40,000. Depending on the condition of the furniture in later years and the need for replacement, this request may be repeated either annually or every other year at or below the requested amount.

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

Capital Request Detail

Project Title	Town Facility Replacement Furniture and Office Fixtures			Fiscal Year	2028	Request Type	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 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	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 is this request?	No
2. Are there recommendations or costs identified 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 FY2028, furniture that is in the most urgent need of replacement will be recapitalized, up to $40,000. Depending on the condition of the furniture in later years and the need for replacement, this request may be repeated either annually or every other year at or below the requested amount.

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

Capital Request Detail

Project Title	Town Facility Replacement Furniture and Office Fixtures			Fiscal Year	2030	Request Type	Existing
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 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	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 is this request?	No
2. Are there recommendations or costs identified 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 FY2030, furniture that is in the most urgent need of replacement will be recapitalized, up to $40,000. Depending on the condition of the furniture in later years and the need for replacement, this request may be repeated either annually or every other year at or below the requested amount.

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

Capital Funding Request							
Title	**Town Copier Replacement**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	$55,000	Funding Year	See Attached

Description

This is a new request to establish a replacement cycle for the Town's copiers, located at Town Hall, the Public Safety Administration Building (PSAB), the Center at the Heights (CATH), and the Rosemary Recreation Center.

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. Under this model, heavily used copiers are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at 9 years, although planned replacement ages range from 7-10 years, depending on use and regular service. (The average manufacturer's lifepan for copiers is four to five yars for a typical, floor-standing copiers.) It is important to replace these machines regularly, particularly those reaching an age of 10 or more years, given the additional operating expense associated with maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the Town as needed, to better match projected usage with equipment capacity.

The FY27-31 request updates the prior year, based on actual machine usage. The updated CIP proposes to replace some existing machines with models that have fewer lifecycle duty clicks, to better match machine capacity to projected usage. The smaller models have a reduced replacement cost.

Capital Request Detail

Project Title	Town Copier Replacement				Fiscal Year	2028	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction			FF&E	
Useful Life	More than 5 Years	Land		Construction Management			Technology	
Primary Function	Public Education	Site Preparation		Equipment		$26,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source		Industry References		**Project Cost**	$26,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY28 request is to replace one (1) copier at Town Hall, in the first floor Copy Room and one (1) copier at PSAB in Room 110. The replacement models are a Konica Minolta C751i machine wtih fax, and a Konica Minolta C651i machine wtih fax, respectively.

Capital Request Detail

Project Title	Town Copier Replacement			Fiscal Year	2030	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment	$29,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Industry References		**Project Cost**	$29,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 FY30 request is to replace one (1) copier at PSAB, in Room 500 and one (1) copier at Town Hall in the basement copy room. The replacement model is a Konica Minolta C 751i machine, with a fax.

Capital Funding Request							
Title	**Road Weather Information System (RWIS)**			Submitted by	PW Highway		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	2030

Description

A Road Weather Information System (RWIS) is comprised of Environmental Sensor Stations (ESS) in the field, a communication system for data transfer, and central systems to collect field data from multiple ESS. Depending on the sensor, these measure a range of weather-related conditions, including pavement temperature and status (wet, dry, snow), wind speed and direction, precipitation (amount, occurrence, type), humidity, and visibility. Central RWIS hardware and software are used to process observations from ESS to develop nowcasts or forecasts, and display road weather information in a format that can be easily interpreted by a manager. RWIS data are used by snow operations managers to support decision making before, during, and after snow events. Most staff in DPW now live well outside the Town limits and the ability to obtain this data remotely would enhance the operations.

Capital Request Detail

Project Title	Road Weather Information System (RWIS)			Fiscal Year	2030	Request Type	New
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$30,000
Primary Function	Public Works	Site Preparation		Equipment	$105,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		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 is this request?			No
2. Are there recommendations or costs identified 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?			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 to fund the installation of an RWIS system for use by the Department of Public Works to inform their Snow & Ice Program operations planning in real time. The equipment setup under consideration includes one comprehensive and centrally-located weather station with remote camera capabilities, as well as 5 in-pavement temperature monitors to be deployed around Town so as to create "regions" for continuous observation. This equipment would feed data into an interactive web interface that could be used by Snow & Ice program managers to help inform their snowfighting strategy. For example, the data collected by the sensors may indicate that road temperatures are warming and less precipitation will bond with the roadways than expected, or that more or less attention and/or road salt is needed in one part of Town than another. This would benefit the Town through a more efficient and cost-effective deployment of staff and de-icing materials.

Currently DPW utilizes outside weather consultant services to assist with forecasting winter weather conditions. However, these services are sometimes unreliable and they lack a specific understanding of the Town's road network, resources, or snowfighting program. They are not able to differentiate conditions in one part of Needham versus the other and they rely on regional data and patterns. The RWIS system would allow DPW to become less reliant on these outside forecasters and better provide real time information to their staff and other departments, such as Public Safety and the School Department.

Capital Request Detail					
Project Title	Road Weather Information System (RWIS)	Fiscal Year	2030	Request Type	New

Additional Description and Considerations

Clarification of Questions

10. Equipment will be permanently installed.
12. Assistance will be required from IT.
13. This would inrease the electric light and gas budget and Highway's operating budget.

Capital Funding Request							
Title	**BMS Upgrades**			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

The Town maintains a Building Management System (BMS) to manage the heating, ventilation, and air conditioning (HVAC) for all major facilities throughout Town. This system consists of internal sensors in the HVAC components and a back-end software product that allows Building Maintenance staff to review and diagnose HVAC issues both remotely and on-site. This system is critical to the maintenance of healthy air temperature within the buildings. Currently, the Town has three separate systems.

This request is to upgrade and standardize all of the existing systems so that the Town is only maintaining one system. The system will work with all of the controls in all buildings, with the exception of the Newman School, which will require a conversion of the controls in order for this new system to communicate. The new system will simplify the hardware and software in each building, and take advantage of newer and more robust technologies.

Future
There will be additional funding requests for the continued integration and upgrades to the Building Management System (BMS) as necessary.

Capital Request Detail

Project Title	BMS Upgrades			Fiscal Year	2027	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$425,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Industry References		**Project Cost**	$425,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

This funding request is to upgrade the BMS systems in several Town buildings to a new ecostruxure upgrade, which includes replacing the Control Suite/NW 8000 main controller(s) with new Ecostruxure Tier 1 controller(s). The Town plans to have all BMS Upgrades completed by 2030.

This will allow for the following buildings to be connected to the new Enterprise server:

New Ecostruxure Upgrade for Needham High School:
Replace the remaining old main controllers with (5) new Ecostruxure Tier 1 controllers.

New Ecostruxure Upgrade for the Center at the Heights:
Replace the main controller (iLON 600) with (1) new Ecostruxure Tier 1 controller.

Clarification of Questions:
10. This project would permanently install new digital controls at various buildings.

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	Multiyear Funding Request	Capital Type	Building	Funding Request	Please see attached	Funding Year	See Attached

Description

May 2022 Annual Town Meeting appropriated $75,000 for the Health & Human Services to conduct a comprehensive space utilization study of the Center at the Heights (CATH, Needham's senior center). Bargmann Hendrie + Archetype (BH+A) was retained to conduct the space utilization study, under the direction of the Permanent Public Building Committee (PPBC) with the Director of Building Design & Construction and the Director of Health & Human Services as the appointed project representatives.

Designed to provide recommendations for the best use of the building as it enters its second decade, the study built upon a 2020 review by the Gerontology Institute from the McCormack School at UMass Boston and an in-depth 2022 analysis of the CATH kitchen facility by design firm *Socotec Architects* and institutional kitchen experts at *ColburnGuyette Food Service Design*.

The 20,000 sf CATH facility was a revelation when it opened in early 2014, more than tripling the flood-prone space in the basement of the Stephen Palmer Building. Over time, however, the needs of Needham seniors have changed from what was initially envisioned when funding was first authorized for CATH in 2011. The much larger CATH facility allowed for the expansion of programming and services, yet there are multiple challenges to optimizing this space so that the CATH can accommodate the present needs of its clientele. Specific barriers cited by current users include:

1) Inconvenient parking;
2) Lack of a handicap-accessible entrance close to parking spots;
3) Not enough space for physical fitness programming; and
4) An underused kitchen and a roof deck.

Following an extensive engagement process which included key informant interviews, focus groups, and multiple presentations, along with extended consultation with the professional staff of the Council on Aging, the appointed members Council on Aging's board, and the members of the Permanent Public Building Committee, the final report presented seven cost-effective options, some of which could be implemented simultaneously for cost savings.

1. Conversion from Demonstration Kitchen to Production Kitchen;
1a. Fitness Room Expansion & Game Room Re-location;
3. Handicap-Accessible Vestibule/Rear Entrance;
4. Activate and Furnish the Roof Deck;
5. Conversion of Basement to Additional Program Space;
6. Create a Café Lounge to replace the current worn cafeteria space; and
7. Reconfigure space to provide more private offices for mental health clinicians seeing clients.

This capital budget request is to fund the construction phase (FY 2027) for a project that combines options 1 (Kitchen), 1a (Fitness Room Expansion) and 3 (handicap-accessible entrance) at a projected Construction Cost of $1,785,000, for a total project cost of $2,180,000. This project would fall under the jurisdiction of the PPBC and Building Design & Construction.

There is a second capital budget, in a separate CIP submission, to fund the design phase (FY 2028) for a project that addresses option 4 (Activated Roof Deck) at a Design Cost of approximately $65,000, followed by construction (FY 2029) at a projected cost of $215,000, for a total project cost of $280,000. This project would also fall under the jurisdiction of DPW's Building Maintenance Division.

<u>Option 1 -- Production Kitchen</u>

Capital Request Detail

Project Title	Center at the Heights -- Option 1 Kitchen Construction			Fiscal Year	2027	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$820,000	FF&E	$75,000
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	$34,000
Budget Impact	May increase annual operating expenses by more than $50,000		Project Cost Source	Hired Consultant		**Project Cost**	$929,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
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?			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?			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?			Yes
12. Will any other department be required to provide assistance in order to complete the project?			Yes
13. If funded, will this project increase the operating expense for any other department?			Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?	Total New FTE's	0	No

Project Description and Considerations

This request is for the **Construction Phase** of the project for option 1. Construction costs projected at $820,000, along with Moving Costs of approximately $34,000 and FFE costs of $75,000. ($1,785,000 combined all-in construction cost for all three options)

Recommendations, from the BH+A space study and the FY2026 design funding, that would be completed in the construction phase include:
1) the transformation of the production kitchen design into a re-organized and expanded production kitchen, including larger a pantry for dry goods and a walk-in freezer and fridge for produce, dairy products, meats, and anything else which necessitates cold storage.

This cost estimate came from the project architect BH+A along with price estimator PM&C. The Director of Building Design and Construction reviewed the estimates and submissions in detail.

Clarification of Questions
2. Building Design & Construction may need an additional FTE for project management, depending on the workload of other funded Town capital projects.
3. This request will require Building permits and, if constructed and used for food production, the Kitchen will require a food service operations permit from the Public Health Division. The Design phase will not require permits of any kind.
8. Yes, data from the 2022 Needham Health Aging Assessment shows that more than 7% of Needham's seniors (7.6%) were not able to prepare or cook food because of health problems, and that 4.5% of Needham's seniors felt that they couldn't afford to eat balanced meals, and that 3.8% of seniors were worried about running out of food.

Capital Request Detail					
Project Title	Center at the Heights -- Option 1 Kitchen Construction	Fiscal Year	2027	Request Type	Existing

Additional Description and Considerations

9. This Construction Phase of this request will include repairs to extend the useful life of the Center at the Heights.
10. Equipment, largely appliances in the Kitchen, will be permanently installed during the Construction Phase.
12. Assistance will be required from Building Design & Construction, and from the Highway Division of the Public Works Department for parking lot re-striping.
13. It is planned that expanded food service operations in the new production Kitchen at CATH would be run as a revolving fund, ideally with a small operating subsidy or in-kind support from the annual Town budget.
14. It is anticipated that the expanded food service operations in the new production Kitchen at CATH would be run as a revolving fund, ideally with a small operating subsidy or in-kind support from the annual Town budget. But the anticipation is that an expanded production kitchen would include possibly one full-time staff member, two paid part-time staff members and volunteers.

Alignment with Goals

Needham's Council on Aging and the Aging Services Division have been a crucial part of our community, and with the change over the past few years with the pandemic, the need for the services continue to increase, participation has increased and there is the need to renovate parts of the building to meet these demands as well as make the building more accessible.

The renovations of the Fitness Center and the Kitchen would benefit the community and help accessibility for those that might not have considered the participating in CATH classes and programs because of the lack of accessibility and other physical barriers.

The Select Board has recognized the need for upgrades to Town facilities in their FY25-26 goals. With their Goal #3 Livable; Supports and enhances neighborhood livability and accessibility for all members of the community as well their FY25-26 Initiatives, Responsibly Governed, Capital Facilities: CATH upgrades (including additional parking). The upgrades to the Fitness Room and to the Kitchen would help achieve and complete these goals.

Additionally, the Board of Health has included the following priorities that align with the improvements for the CATH; 1. Utilize all legal and regulatory actions available to improve and protect the public's health and 4. Promote community activities that increase health and wellness, including building community partnerships. To be able to help support the BOH priorities increasing the accessibility to the CATH, renovating the kitchen to provide healthy, well-balanced meals and programming as well as the improvements to the Fitness Center would all help improve the health of the Needham community, while creating more programing for our seniors and community partnerships.

Capital Request Detail

Project Title	Center at the Heights -- Option 1a Fitness Room Expansion & Game Room Relocation			Fiscal Year	2027	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$361,000	FF&E	$100,000
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	$25,000
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$486,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
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?	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?	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?	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 for option 3. Construction costs projected at $361,000, along with Moving Costs of approximately $25,000 and FFE costs of $100,000. ($1,785,000 combined all-in construction cost for all three options)

Recommendations from the BH+A space study that would be completed as part of the Construction Phase include:
1) the transfer of the CATH Fitness Room into a new, larger space (swapping the Game Room for the Fitness Room), resulting in a 30% increase in active use space and a more than 20% expansion in number of exercise stations available to participants along with an updated and renovated, though smaller, Game Room.

This cost estimate came from the project architect BH+A along with price estimator PM&C. The Director of Building Design and Construction reviewed the estimates and submissions in detail.

Clarification of Questions
2. Building Design & Construction may need additional FTE for project management, depending on workload of other funded Town capital projects.
3. This construction phase of this request will require Building permits
5. The Aging Services Division's policy is to always have a licensed personal trainer who has a CPR certification on duty in the Fitness Room. That service is currently provided by contract, and it will continue with an expanded Fitness Room.

Capital Request Detail					
Project Title	Center at the Heights -- Option 1a Fitness Room Expansion & Game Room Relocation	Fiscal Year	2027	Request Type	Existing

Additional Description and Considerations

8. Yes, healthy aging is a high priority of both the Council on Aging and the Board of Health and increasing access to the CATH Fitness Room will enhance senior physical fitness. The Public Health and Aging Services Division have had strong preliminary results from a pilot program that provides one month of free Fitness Room membership at CATH to any person who has completed the Public Health Division's evidence-based Matter of Balance falls prevention class.
9. This Construction Phase of this request will include repairs and renovations to extend the useful life of the Center at the Heights.
10. Equipment, largely exercise machines in the Fitness Room and new furniture on the Roof Deck, will be installed and/or placed at CATH during the Construction Phase.
12. Assistance will be required from Building Design & Construction.
13. There may be incremental cost increases for the Building Maintenance Division of the Department of Public Works which would arise from cleaning and maintenance needs resulting from the increased use of an expanded Fitness Room or more engagement with the Roof Deck.
14. No additional staff members will be needed if this request is approved.

Alignment with Goals

Needham's Council on Aging and the Aging Services Division have been a crucial part of our community, and with the change over the past few years with the pandemic, the need for the services continue to increase, participation has increased and there is the need to renovate parts of the building to meet these demands as well as make the building more accessible.

The expansion of the Fitness Room at CATH would benefit Needham's 60+ community, and the increased space for fitness, trainings, classes, and general social space will help encourage access and participation for those persons that might not have considered participating in CATH classes and programs because of the lack of accessibility and other physical barriers.

The Select Board has recognized the need for upgrades to Town facilities in their FY25-26 goals. With their Goal #3 Livable; Supports and enhances neighborhood livability and accessibility for all members of the community as well their FY25-26 Initiatives, Responsibly Governed, Capital Facilities: CATH upgrades (including additional parking). The upgrades to the Fitness Room would help achieve and complete these goals.

Additionally, the Board of Health has included the following priorities that align with the improvements for the CATH; 1. Utilize all legal and regulatory actions available to improve and protect the public's health and 4. Promote community activities that increase health and wellness, including building community partnerships. To be able to help support the BOH priorities increasing the accessibility to the CATH, renovating the kitchen to provide healthy, well-balanced meals and programming as well as the improvements to the Fitness Room would all help improve the health of the Needham community, while creating more programing for our seniors and community partnerships.

Capital Request Detail

Project Title	Center at the Heights -- Option 3 Handicap-Accessible Rear Entrance Construction			Fiscal Year	2027	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$360,000	FF&E	$10,000
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Hired Consultant		**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 is this request?	No
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?	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?	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 for option 3. Construction costs projected at $360,000 and FF&E costs at $10,000. ($1,785,000 combined construction cost for all three options)

Recommendations, from the BH+A space study and the FY2026 design funding, that would be completed in the construction phase include:
1) the construction of a handicap-accessible vestibule as a new rear entrance to the CATH in close proximity to the handicap-accessible parking spaces, along with recommendations for appropriate re-striping of the parking lot and new curb cuts where needed.

This cost estimate came from the project architect BH+A along with price estimator PM&C. The Director of Building Design and Construction reviewed the estimates and submissions in detail.

Clarification of Questions
2. Building Design & Construction may need an additional FTE for project management, depending on the workload of other funded Town capital projects.
3. This request will require Building permits.
5. To fully utilize the Production Kitchen, one or more staff members will need to be ServSafe certified. Currently, multiple staff members in both Aging Services and Public Health maintain that certification.
8. Yes, senior mobility is a major challenge, and the placement of the handicap-accessible door at the location furthest away from the accessible parking spots creates a significant risk of slips,

Capital Request Detail					
Project Title	Center at the Heights -- Option 3 Handicap-Accessible Rear Entrance Construction	Fiscal Year	2027	Request Type	Existing

Additional Description and Considerations

9. The Construction Phase of this request will include repairs to extend the useful life of the Center at the Heights.
10. Equipment, largely door mechanisms, will be permanently installed during the Construction Phase.
12. Assistance will be required from Building Design & Construction, and from the Highway Division of the Public Works Department for parking lot re-striping.

Alignment with Goals

Needham's Council on Aging and the Aging Services Division have been a crucial part of our community, and with the change over the past few years with the pandemic, the need for the services continue to increase, participation has increased and there is the need to renovate parts of the building to meet these demands as well as make the building more accessible.

The renovations of the Fitness Center and the Kitchen would benefit the community and help accessibility for those that might not have considered the participating in CATH classes and programs because of the lack of accessibility and other physical barriers.

The Select Board has recognized the need for upgrades to Town facilities in their FY25-26 goals. With their Goal #3 Livable; Supports and enhances neighborhood livability and accessibility for all members of the community as well their FY25-26 Initiatives, Responsibly Governed, Capital Facilities: CATH upgrades (including additional parking). The upgrades to the Fitness Room and to the Kitchen would help achieve and complete these goals.

Additionally, the Board of Health has included the following priorities that align with the improvements for the CATH; 1. Utilize all legal and regulatory actions available to improve and protect the public's health and 4. Promote community activities that increase health and wellness, including building community partnerships. To be able to help support the BOH priorities increasing the accessibility to the CATH, renovating the kitchen to provide healthy, well-balanced meals and programming as well as the improvements to the Fitness Center would all help improve the health of the Needham community, while creating more programing for our seniors and community partnerships. And placing a handicap-accessible entrance as close as possible to handicap-accessible parking space will prevent a number of minor accidents each year.

Capital Funding Request							
Title	**HVAC Upgrades**			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 heating, ventilation, and air conditioning (HVAC) upgrades to Town and School buildings with failing, aging, or inefficient equipment. This could include upgrades to individual components of the HVAC system such as fans, condensers, compressors, and variable frequency drives (VFDs), or more substantial replacements of entire units including rooftop units (RTUs).

As HVAC equipment ages, it becomes less efficient, works harder to provide baseline functionality, and requires more maintenance to stay in operation. These capital investments would be targeted and sequenced to replace the oldest and worst-performing equipment with modern units that are more efficient and less maintenance-intensive.

Capital Request Detail

Project Title	HVAC Upgrades			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design	$128,250	Construction	$2,000,000	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	Hired Consultant		**Project Cost**	$2,128,250

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Needham High School HVAC Design

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

After further investigation it was determined that the roof will need to be replaced over the auditorium as both the roof and RTUs are beyond their useful life and it would not be advisable to replace the RTUs without also replacing the roof.

Needham High School HVAC Construction

This request is for the **construction phase** of the project. Funding for the design phase was requested for FY2026.

The roof and accompanying rooftop HVAC units at the High School have sections ranging from three years old to 25 years old. The roof section over the auditorium is the oldest section with the oldest RTUs, which are failing more often and working less efficiently than the others on the building, wasting energy and requiring more costly maintenance. The design developed from the results of the planned FY2026 energy efficiency study will be implemented to replace the equipment with modern units and components that are more efficient and require less frequent repairs.

Capital Request Detail					
Project Title	HVAC Upgrades	Fiscal Year	2027	Request Status	Revised

Additional Description and Considerations

Changes from Previous Year Submission:
The design and construction phases were moved up one year from 2027 and 2028 to 2026 and 2027 respectively due to a more critical need for replacement. The increase in cost is for the roof replacement needed over the auditorium.

Clarification of Questions:
3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the High School.
12. Coordination with Needham High School, the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Request Detail

Project Title	HVAC Upgrades				Fiscal Year	2028	Request Status	Revised
Project Phase	Design/Engineering	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		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 is this request?	No
2. Are there recommendations or costs identified 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

Newman Energy Recovery Wheels HVAC Design

This request is for the **feasability and design phase** of the project. Funding for the construction phase will be requested for FY2029.

The energy recovery wheels at Newman are no longer operational and have reduced the HVAC systems efficiency and maximum capacity, resulting in a greater demand of energy to maintain proper function of the systems design. Drawing from the options presented by the feasibility study, the design will seek to maximize the efficiency and effectiveness of the entire HVAC system by focusing on the replacement of the energy recovery wheel components.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the Newman School.
12. Coordination with the Newman School, the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Request Detail

Project Title	HVAC Upgrades			Fiscal Year	2029	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design		Construction	$160,000	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		In-House Estimate		**Project Cost**	$160,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Newman Energy Recovery Wheels HVAC Design

This request is for the **construction phase** of the project. Funding for the design phase will be requested for FY2028.

The energy recovery wheels at Newman are no longer operational and have reduced the HVAC systems efficiency and maximum capacity, resulting in a greater demand of energy to maintain proper function of the systems design. Drawing from the options presented by the feasibility study, the project will seek to maximize the efficiency and effectiveness of the entire HVAC system by focusing on the replacement of the energy recovery wheel components.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the High Rock School.
12. Coordination with the High Rock School, the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Request Detail

Project Title	HVAC Upgrades				Fiscal Year	2030	Request Status	New
Project Phase	Construction	Planning/Design	$150,000	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		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 is this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does this project require any permitting by any Town or State agency?	Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
7. Is this a request in response to a Court, Federal, or State order?	No
8 Is this a request in response to a documented public health or safety condition?	No
9. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
12. Will any other department be required to provide assistance in order to complete the project?	Yes
13. If funded, will this project increase the operating expense for any other department?	No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's? Total New FTE's 0	No

Project Description and Considerations

High Rock HVAC Design

This request is for the **feasability and design phase** of the project. Funding for the construction phase will be requested for FY2031.

The HVAC system at the High Rock is one of the oldest modern systems in Town. The aging RTUs are approaching the end of their useful life, resulting in more frequent failures. Individual system components are also requiring more maintenance due to age, including the condensers, fan motors, and the system controls. Due to these failures, the system has become inefficient and less reliable in maintaining its basic functionality. Drawing from the options presented by the feasibility study, the design will seek to maximize the efficiency and effectiveness of the entire HVAC system by focusing on the replacement of the worst-performing HVAC system components, including the RTUs and the equipment in the boiler room.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the High Rock School.
12. Coordination with the High Rock School, the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Request Detail

Project Title	HVAC Upgrades			Fiscal Year	2031	Request Status	New
Project Phase	Construction	Planning/Design		Construction	$1,500,000	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		In-House Estimate		**Project Cost**	$1,500,000

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

Project Description and Considerations

High Rock HVAC Upgrades

This request is for the **construction** of the project. Funding for the design phase will be requested for FY2030.

The HVAC system at the High Rock is one of the oldest in Town. The aging RTUs are approaching the end of their useful life, resulting in more frequent failures. Individual system components are also requiring more maintenance due to age, including the condensers, fan motors, and the system controls. Due to these failures, the system has become inefficient and less reliable in maintaining its basic functionality. Drawing from the options presented by the feasibility study, the design will seek to maximize the efficiency and effectiveness of the entire HVAC system by focusing on the replacement of the worst-performing HVAC system components, including the RTUs and the equipment in the boiler room.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the High Rock School.
12. Coordination with the High Rock School, the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Funding Request							
Title	**Library Renovation: Children's Department**			Submitted by	Library		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

May 2022 Annual Town Meeting appropriated $60,000 for the Needham Free Public Library to engage a professional space planner to make recommendations for better use of the Library's interior space. The Town hired Utile to conduct this study, under the direction of the Permanent Public Building Committee (PPBC) and the Director of Building Design & Construction Department, in partnership with the Library. The scope of the study was to (1) identify constraints and opportunities in the Library's space utilization, (2) engage with Needham residents, library patrons, staff, Trustees, and other stakeholders to hear directly what is working well, what needs to be expanded, and what is missing, (3) develop and refine a framework to improve the Library's layout to meet needs for the next 20 years, and (4) provide cost estimates for project construction. Using the feedback gathered in the engagement process, the Library Trustees established four priority projects: (1) create a new dedicated teen room on the second floor, (2) provide an improved children's area on the first floor, (3) improve the Rosemary circulation area and create a new multi-purpose room, and (4) improve the Highland entrance and enhance staff workspace. Utile completed its report in August 2023.

This request is to fund the design phase to improve the children's area in FY2027, followed by construction in FY2028. This project would fall under the jurisdiction of the PPBC and Building Design & Construction.

While the staff of the Needham Free Public Library provides exceptional, diverse programming and services to meet the needs of all children from ages 0 through 11, the physical space of the Children's Department is in need of renovation in order for it to grow and adapt to a changing community and world well into the 21st century. Needham families report that they actively choose to go to other libraries, because the space of the Children's Department in Needham is not inviting or does not meet their needs. A redesign of the children's area would focus on creating a welcoming, bright, and exciting environment for the children of our community. This would include moving the children’s desk out from its current location to provide friendly faces front and center when you enter the room. This also facilitates a safety improvement by allowing the librarians to have better sightlines all around the room from the desk, which is currently a challenge. Reworking the ramp wall is another potential improvement to the space for the same reason. The layout and height of the current shelving contribute to both the sight and lighting problems, which would be addressed in a renovation of the area.

Capital Request Detail

Project Title	Library Renovation: Children's Department Design			Fiscal Year	2027	Request Type	Existing
Project Phase	Design/Engineering	Planning/Design	$544,000	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 $25,000		Project Cost Source	In-House Estimate		**Project Cost**	$544,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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	No

Project Description and Considerations

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

Recommendations from the Utile space study that would be further detailed in the design phase include: improve sightlines throughout the space, provide program areas and furnishings better suited to how kids and parents want to utilize it, create an open play area, build a new Children's desk to be more approachable, change the layout and height of shelves for better lighting and flow, and create an opportunity for built-in seating among the stacks.

This cost estimate was recommended by the Building Design & Construction Department, informed by Utile's feasibility study estimates.

Clarification of Questions
3. This request will require building permits.
9. This request will include repairs to extend the useful life of the Library.
10. Equipment will be permanently installed.
12. Assistance will be required from the Building Design & Construction Department.
13. The Building Design & Construction Department may need an additional FTE for project management during construction in FY2028, depending on the workload of other funded Town capital projects.

Capital Request Detail

Project Title	Library Renovation: Children's Department Construction			Fiscal Year	2028	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$2,755,000	FF&E	$235,000
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 $25,000	Project Cost Source		Hired Consultant		**Project Cost**	$2,990,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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	No

Project Description and Considerations

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

The construction would implement the results of the design phase.

This cost estimate was recommended by the Building Design & Construction Department, informed by Utile's feasibility study estimates.

Clarification of Questions
3. This request will require building permits.
9. This request will include repairs to extend the useful life of the Library.
10. Equipment will be permanently installed.
12. Assistance will be required from the Building Design & Construction Department.
13. The Building Design & Construction Department may need an additional FTE for project management during construction in FY2028, depending on the workload of other funded Town capital projects.

Capital Funding Request							
Title	**Mitchell School Rear Vestibule Storefront Replacement**			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

The rear vestibule at the Mitchell Elementary School at Tower Ave is over 60 years old. In the morning it is used for buses and vehicle drop off, and in the afternoons it is used for bus pick up for over 400 children. The vestibule is in dire need of updates including; walls, ceilings, lights, doors and frames, glass, and handicap accessibility. Currently it does not meet any ADA standards for accessibility.

This article would be used to fund the necessary repairs to the Mitchell School Rear Vestibule at Tower Ave. The Building Maintenance Division has had to make multiple repairs over the years but is now at a point where it needs to be replaced before it is a safety concern.

Capital Request Detail

Project Title	Mitchell School Rear Vestibule Storefront Replacement			Fiscal Year	2027	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$106,000	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	Hired Consultant		**Project Cost**	$106,000

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

Project Description and Considerations

Mitchell School Rear Vestibule Storefront Replacement

The rear vestibule at the Mitchell Elementary School at Tower Ave is over 60 years old. In the morning it is used for buses and vehicle drop off, and in the afternoons it is used for bus pick up for over 400 children. The vestibule is in dire need of updates including; walls, ceilings, lights, doors and frames, glass, and handicap accessibility. Currently it does not meet any ADA or AAB standards for accessibility.

This article would be used to fund the necessary repairs to the Mitchell School Rear Vestibule at Tower Ave. The Building Maintenance Division has had to make multiple repairs over the years but is now at a point where it needs to be replaced before it is a safety concern.

This funding request is for the **construction**.

Clarification of Questions

3. Building permit will be required.
9. This project will address a safety concern and extend the life the vestibule.
10. Equipment will be permanently installed.

Capital Funding Request							
Title	**Sustainable Building Retrofit Program**			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 sustainable retrofit upgrades to Town and School buildings. These upgrades are targeted to increase the energy efficiency of the building systems, reduce the buildings' carbon emissions and dependence on fossil fuels, and otherwise minimize their environmental impact. They can include improving the energy efficiency of the HVAC and other mechanical systems (which account for around 50% of a building's operating energy consumption), implementing sustainable energy generation, and generally aiming to improve occupant comfort and health through energy efficient rather than energy-intensive mechanisms.

Each year, the Building Maintenance Division submits a funding request for various projects that have been identified as opportunities for sustainable building retrofit projects throughout Town. These upgrades not only produce environmental benefits, but also the potential for cost savings through reduced energy use.

To assist in the prioritization of these projects, the Town will continue to conduct studies of potential energy efficiency upgrades throughout various buildings. The results of those studies, in conjunction with sustainable building retrofit recommendations from the Climate Action Committee and guidance from the Climate Action Roadmap, will be used to determine future upgrade requests.

Potential future projects under this article include:

-Building envelope improvements that enhance the building's energy efficiency, thermal comfort, and overall performance. Measures may include insulation, air sealing, weatherstripping, window replacements, and roof replacements, among other strategies.

-The replacement of existing natural gas hot water heaters with electric or heat pump hot water heaters.

-Lighting upgrades inside buildings and around building envelopes from metal halide to light emitting diodes (LEDs), as well as lighting controlled by sensors or timers.

Capital Request Detail

Project Title	Sustainable Building Retrofit Program			Fiscal Year	2027	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$125,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Industry References		**Project Cost**	$125,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Lighting Upgrades at High Rock

This request is to fund lighting upgrades at the High Rock School, converting their existing outdated lighting to high-efficiency LED systems, in addition to other sustainable building retrofit projects as funding allows. Similar projects have been successfully completed in the past few years at the Eliot, Pollard, Newman, Mitchell, and Hillside schools, and this project would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption. The Town plans to apply for $100,000 of Green Communities grant funds to offset the cost of this project.

This project was selected for FY27 based on energy audit recommendations from the Town's Eversource project expeditor as part of the Green Communities program in FY25. The project offers a high return on investment, with significant energy savings and cost savings over a short period of time.

Change from Previous Year Submission

This project was accelerated from FY28 to FY27 due to the anticipated termination of Eversource's lighting incentive program for municipalities.

Capital Request Detail					
Project Title	Sustainable Building Retrofit Program	Fiscal Year	2027	Request Type	Revised
Additional Description and Considerations					

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 equiment would be permanently installed.
12. Assistance would be required from the occupants of the buildings affected.

Capital Request Detail

Project Title	Sustainable Building Retrofit Program			Fiscal Year	2028	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$150,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		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 is this request?	No
2. Are there recommendations or costs identified 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

Lighting Upgrades at High School Classrooms

This request is to fund lighting upgrades at the High School classrooms, converting their existing outdated lighting to high-efficiency LED systems, in addition to other sustainable building retrofit projects as funding allows. Similar projects have been successfully completed in the past few years at the Eliot, Pollard, Newman, Mitchell, and Hillside schools, and this projects would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption. The Town plans to apply for $100,000 of Green Communities grant funds to offset the cost of this project.

This project was selected for FY28 based on energy audit recommendations from the Town's Eversource project expeditor as part of the Green Communities program in FY25. The project offers a high return on investment, with significant energy savings and cost savings over a short period of time.

Change from Previous Year Submission

This project was accelerated from FY29 to FY28 due to the anticipated termination of Eversource's lighting incentive program for municipalities.

Capital Request Detail					
Project Title	Sustainable Building Retrofit Program	Fiscal Year	2028	Request Type	Revised
Additional Description and Considerations					

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 equiment would be permanently installed.
12. Assistance would be required from the occupants of the buildings affected.

Capital Request Detail

Project Title	Sustainable Building Retrofit Program			Fiscal Year	2029	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$175,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		**Project Cost**	$175,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Lighting Upgrades at High School Hallways

This request is to fund lighting upgrades at the High School hallways, converting their existing outdated lighting to high-efficiency LED systems, in addition to other sustainable building retrofit projects as funding allows. Similar projects have been successfully completed in the past few years at the Eliot, Pollard, Newman, Mitchell, and Hillside schools, and this project would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption. The Town plans to apply for $100,000 of Green Communities grant funds to offset the cost of this project.

This project was selected for FY29 based on energy audit recommendations from the Town's Eversource project expeditor as part of the Green Communities program in FY25. The project offers a high return on investment, with significant energy savings and cost savings over a short period of time.

Change from Previous Year Submission

This project was accelerated from FY30 to FY29 due to the anticipated termination of Eversource's lighting incentive program for municipalities.

Capital Request Detail					
Project Title	Sustainable Building Retrofit Program	Fiscal Year	2029	Request Type	Existing
Additional Description and Considerations					

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 equiment would be permanently installed.
12. Assistance would be required from the occupants of the buildings affected.

Capital Request Detail

Project Title	Sustainable Building Retrofit Program			Fiscal Year	2030	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$200,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		**Project Cost**	$200,000

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

Project Description and Considerations

High School Gym A Hot Water Heater Replacement

This request is to fund the replacement of the High School Gym A natural gas hot water heater with a more energy efficient electric or heat pump hot water heater, in addition to other sustainable building retrofit projects as funding allows. The hot water heaters in Gym A are nearing their life expectancy and their replacement presents an opportunity to install a more energy efficient alternative. A similar project was successfully completed at the Mitchell School in FY24 and Town Hall in FY25, when failing natural gas hot water heaters were replaced with heat pump hot water heaters. This project was selected for FY30 based on energy audit recommendations from the Town's Eversource project expeditor as part of the Green Communities program in FY25. The Town plans to apply for $100,000 of Green Communities grant funds to offset the cost of this project.

Change from Previous Year Submission

The increased funding request is intended to account for the increased cost of materials and labor for this project. This project was rescheduled to FY30 from FY27 due to prioritization of LED upgrade projects due to the anticipated termination of Eversource's lighting incentive program for municipalities.

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 equiment would be permanently installed.

Capital Request Detail

Project Title	Sustainable Building Retrofit Program			Fiscal Year	2031	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$225,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Industry References		**Project Cost**	$225,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Rosemary Recreation Center Hot Water Heaters Replacement

This request is to fund the replacement of the Rosemary Recreation Center natural gas hot water heaters with a more energy efficient electric or heat pump hot water heater, in addition to other sustainable building retrofit projects as funding allows. The hot water heaters are nearing their life expectancy and their replacement presents an opportunity to install a more energy efficient alternative. A similar project was successfully completed at the Mitchell School in FY24 and Town Hall in FY25, when failing natural gas hot water heaters were replaced with heat pump hot water heaters. This project was selected for FY31 based on energy audit recommendations from the Town's Eversource project expeditor as part of the Green Communities program in FY25. The Town plans to apply for $100,000 of Green Communities grant funds to offset the cost of this project.

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 equiment would be permanently installed.
12. Assistance would be required from the occupants of the buildings affected.

Capital Funding Request							
Title	**Theatrical Lighting, Sound & Rigging Repairs & Upgrades**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	$6,495,937	Funding Year	See Attached

Description

In November, 2022, the Needham Public Schools, working in collaboration with the Permanent Public Building Committee (PPBC), procured Hewshott International to conduct a feasibility study of upgrading and/or replacing the theatrical lighting and sound equipment in the three auditoriums. Hewshott completed its study in April, 2023. In the course of its work, Hewshott surveyed the theaters, observed performances, and met with staff, students and community members to learn about their experiences, challenges and needs. The study concluded that Pollard and NHS require significant work to replace their decades-old systems, and that newer Newman system require updating, to conform with fundamental technology shifts in the industry. The identified upgrades broadly include converting audio systems from analog to digital, replacing wireless equipment with newer systems that conform to FCC-assigned operating frequencies, upgrading video equipment to “high definition” and widescreen aspect ratios, replacing obsolete lamp-based fixtures with LED lighting, and repairing/replacing rigging equipment to conform with current safety standards and codes.

Hewshott prioritized the identified repairs into five groupings, which would be needed to bring Needham’s lighting and sound equipment to industry benchmark in the three auditoriums:
SAC1 – immediate repairs to correct deficiencies relating to safety and code/standard compliance (total cost $186,035)
SAC2 (FY25) – repairs recommended within one year to correct other safety and compliance issues (total estimated cost $114,630, including escalation)
TSU1 (FY27) – upgrades to make existing systems operational, once funding is secured (total estimated cost $436,999, including escalation)
TSU2 (FY29) – minor construction, focused on equipment that can be re-used/incorporated into future phases, within two years of TSU1 (total estimated cost $928,083, including escalation)
AL1 (FY29) – non-theatrical lighting upgrades, including LED installation (total estimated cost $961,850, including escalation)
TSU3 (FY31) – major construction, requiring general/electrical/theatrical contractors, within five years of TSU2 (total estimated cost $3,120,014, including escalation)
TSU4 (FY33) – optional enhancements above benchmark (i.e., scenic projection). The total estimated cost is $2,592,928, including escalation.

The "SAC1" repairs were made during the Spring and Summer of 2023. This capital request is for funding to complete the remaining repairs and upgrades to the theatrical, lighting and rigging equipment at the Newman Elementary, Pollard Middle School and Needham High School auditoriums over the next five years. The projects are phased as follows:

Newman: SAC2 in FY25. Detailed design for construction scope (TSU2, AL1, TSU3, TSU4) in FY25 and construction in FY26. Early construction schedule allows for deletion of TSU1 repairs of existing equipment scope.
Pollard: SAC2 in FY25. Detailed design for construction scope (TSU2, AL1, TSU3, TSU4) in FY26 and construction appropriation in FY27, timed with Master Plan project. Early construction schedule allows for deletion of TSU1 repairs of existing equipment scope.
NHS: SAC2 in FY25. Detailed design for construction scope (TSU1, TSU2, AL1, TSU3, TSU4) in FY27 and construction in FY28.

Capital Request Detail

Project Title	Theatrical Lighting, Sound & Rigging Repairs & Upgrades			Fiscal Year	2027	Request Type	Resubmitted
Project Phase	Construction	Planning/Design	$282,357	Construction	$1,747,316	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$2,029,673

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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 funds to perform the following:

Construction of all TSU2-TSU4 repairs at Pollard ($1,747,316):

AV - TSU2: Repair and relocate loudspeakers; install rack-mounted digital mixer and stage box; install digital signal processor; add sequencer. TSU3: Create permanent audio mix position; add a full-size equipment rack; replace analog mixer with digital mixer; increase quantity of wired and wireless microphones; relocate wireless antennae to house ceiling; provide wired production intercom infrastructure and wireless intercom stations; install "theatrical systems' network and put all available items on network; provide acoustical shell; add streaming and recording equipment; develop a repertory plot; add acoustical absorption wall panels on rear wall. Replace the projection screen with a 16:9 widescreen aspect ratio; replace projector in rear of auditorium; provide third party video control system. TSU4: add white cyclorama curtain and edge-blended projection system for scenic projection.

Lighting - TSU2: Increased quantity of color-changing LED fixtures. TSU3: Add lighting positions (apron sides, stage sides, onstage); add remote control LED 'moving' lights; Install power control system; create a permanent lighting control position replace light board monitors and widescreen touch monitors; install "theatrical systems' network and put all available items on network. TSU4: add additional LED moving lights. AL1: replace house incandescent lights with LED white light with theatrical dimming; replace stage fluorescent work lights with LED.

Rigging - TSU2: Add masking curtains and cyclorama, replace traveler track carriers and pulleys; add pipe battens for additional lighting; add safety batten caps to ends of all pipe battens. TSU4: Remove hard stage ceiling and raise rigging.

In addition, $282,357 is requested for detailed design to accomplish the TSU1, TSU2, AL1, TSU3, and TSU4 repairs at NHS in FY28. These repairs are described in the 2028 request.

Additional Description and Considerations

Capital Request Detail

Project Title	Theatrical Lighting, Sound & Rigging Repairs & Upgrades	Fiscal Year	2027	Request Type	Resubmitted

Parameters Addressed

8. As identified in Rigging and Safety Inspection Report.
9. Extends useful life of rigging in these auditoriums.
10. Replacement of non-functioning theatrical lights.
12. PPBC will manage the project and contract with vendors.

Theatrical Sound, Lighting and Rigging Repairs and Upgrades at Newman, Pollard and NHS School/ Project	FY23 *0 Yrs Escalation* SAC 1 (Actual)	FY24 *0 Yrs Escalation* SAC 1 (Actual)	FY24 *0 Yrs Escalation* SAC2 (Design)	FY25 *1 Yr Escalation*	FY26 *2 Yrs Escalation*	FY27 *3 Yrs Escalation*	FY28 *4 Yrs Escalation*	FY29 *5 Yrs Escalation*	FY29 *6 Yrs Escalation*	FY25-29 TOTAL
Newman Elementary										
Audio Visual					385,210					385,210
Lighting				35,965	646,120					682,085
Rigging	-	63,145			435,400					435,400
Soft Cost (35% SAC1-2, 25% Other)	-	-	7,553	225,045	146,673	-	-	-	-	371,718
Subtotal Project Cost	-	63,145	7,553	261,010	1,613,403	-	-	-	-	1,874,413
Plus Escalation @ 6%/Yr (Hewshott)	-	-	-	*29,653*	*199,417*	-	-	-	-	*229,070*
Subtotal with Escalation	-	63,145	7,553	290,663	1,812,820	-	-	-	-	2,103,482
Pollard Middle School										
Audio Visual						354,520				354,520
Lighting						310,240				310,240
Rigging	9,720	10,090		15,870		422,432				438,302
Soft Cost (35% SAC1-2, 25% Other)	-	-	3,333	2,222	163,079	108,719	-	-	-	274,020
Subtotal Project Cost	9,720	10,090	3,333	18,092	163,079	1,195,911	-	-	-	1,377,082
Plus Escalation @ 6%/Yr (to FY30 Midpt Constr)	-	-	-	*1,285*	*75,192*	*551,404*	-	-	-	*627,881*
Subtotal with Escalation	9,720	10,090	3,333	19,377	238,270	1,747,316	-	-	-	2,004,963
Needham High School										
Audio Visual							371,130			371,130
Lighting							309,040			309,040
Rigging	-	103,080		28,270			900,312			928,582
Soft Cost (35% SAC1-2, 25% Other)	-	-	5,937	3,958	-	237,072	158,048	-	-	399,078
Subtotal Project Cost	-	103,080	5,937	32,228	-	237,072	1,738,530	-	-	2,007,830
Plus Escalation @ 6%/Yr (Hewshott)	-	-	-	*2,290*	-	*45,285*	*332,087*	-	-	*379,662*
Subtotal with Escalation	-	103,080	5,937	34,518	-	282,357	2,070,617	-	-	2,387,492
SUBTOTAL NO ESCALATION	**9,720**	**176,315**	**16,822**	**311,329**	**1,776,482**	**1,432,984**	**1,738,530**	**-**	**-**	**5,259,325**
Escalation @ 6%/Yr (Hewshott)	-	-	-	33,229	274,608	596,689	332,087	-	-	1,236,613
GRAND TOTAL WITH ESCALATION	**9,720**	**176,315**	**16,822**	**344,558**	**2,051,090**	**2,029,672**	**2,070,617**	**-**	**-**	**6,495,937**

Capital Request Detail

Project Title	Theatrical Lighting, Sound & Rigging Repairs & Upgrades			Fiscal Year	2028	Request Type	Resubmitted
Project Phase	Design/Engineering	Planning/Design		Construction	$2,070,617	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$2,070,617

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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 funds to perform the following:

Construction of all TSU1-TSU4 repairs at NHS ($2,070,617):

AV - TSU1: Test the loudspeakers and repair/replace as needed; replace the analog mixer with a digital mixer and stage box; install wireless access points for mixer; install minimal cabling infrastructure to make system operational; provide assistive listening system and signage at entrances; add minimal quantity of wireless microphones; add wireless microphone antennae adjacent to receivers. Additionally, replace portable projector with high-definition 16:9 projector with lensing that can fill the screen. TSU2: Test wired microphone inputs and plates, repair/replace as needed; provide portable stage monitors and ability to stream/record. TSU3: Create audio mix (control) position; replace analog mixer with digital mixer and stage box; replace the equipment racks with new; add digital signal processor; add wireless microphones; relocate wireless microphone antennae in the house ceiling; provide stock of wired microphones, cables, stands, and accessories; add fill or delay loudspeakers over the balcony; add subwoofers; replace amplifiers; provide wired production intercom infrastructure and main station; provide wired belt packs, headsets and cables; provide wireless production intercom stations; provide third party control system; install touch panel in or adjacent to the pit; install "theatrical systems' network and put all available items on network; install wireless access points for mixer remote; provide acoustical shell; provide isolated ground power system with receptacles; provide portable stage monitors; provide streaming and recording capability; add acoustical wall panels on house rear wall.
Video: TSU2: relocate screen control to convenient location. TSU3: Replace projection screen with tensioned screen 16:9 widescreen aspect ratio; install high definition projector in rear of auditorium with laser; provide scaler to allow existing system to display a smaller image adequate for closer viewing; provide isolated ground power system with receptacles; provide third

Additional Description and Considerations

Capital Request Detail

Project Title	Theatrical Lighting, Sound & Rigging Repairs & Upgrades	Fiscal Year	2028	Request Type	Resubmitted

Lighting - TSU1: Engage a theatrical systems integrator to service the dimming panel and architectural controls; add a new lighting board with two touch-screen monitors. TSU2: Test the system and replace burned-out lamps, as needed, and replace the follow spot. AL1: Replace house incandescent lights with LED white light with theatrical dimming and replace stage fluorescent 'work' lights with LED; add structural lighting controls and switches. TSU3: Replace conventional fixtures with color-changing LED luminaries; add minimal quantity of remote control LED 'moving lights'; add second follow spot; develop a repertory plot; add lighting positions; install wireless access points for tablet remote use of lighting board; provide third party control system touch panels; creating a lighting control desk; replace dimming panel with power control system; replace floor pockets and other receptacles with new; provide connector strips and receptacles; install "theatrical systems" network and put all available items on the network. TSU4: Add additional remote control LED 'moving lights.'

Rigging - TSU1: Install safety signage; replace curtains; pipe battens. TSU2: Replace the curtains with inherently flame retardant fabric and a seamless cyclorama; add space pipe battens for rigging of scenic elements and practicals; add fourth onstage electric pipe batten for cyclorama lightings; add yellow safety batten caps to the end of all pipe battens. TSU4: Remove hard stage ceiling; motorize the lighting pipe battens and valence pipe battens for system access and height adjustment.

Parameters Addressed

8. As identified in Rigging and Safety Inspection Report.
9. Extends useful life of rigging in these auditoriums.
10. Replacement of non-functioning theatrical lights.
12. PPBC will manage the project and contract with vendors.
13. Reduced electricity costs resulting from AL1 LED light conversions. Proposed annual savings are $25,272/year at Newman, and $11,854/year at NHS (per Hewshott estimate.)

Theatrical Sound, Lighting and Rigging Repairs and Upgrades at Newman, Pollard and NHS School/ Project	FY23 *0 Yrs Escalation* SAC 1 (Actual)	FY24 *0 Yrs Escalation* SAC 1 (Actual)	FY24 *0 Yrs Escalation* SAC2 (Design)	FY25 *1 Yr Escalation*	FY26 *2 Yrs Escalation*	FY27 *3 Yrs Escalation*	FY28 *4 Yrs Escalation*	FY29 *5 Yrs Escalation*	FY29 *6 Yrs Escalation*	FY25-29 TOTAL
Newman Elementary										
Audio Visual					385,210					385,210
Lighting				35,965	646,120					682,085
Rigging	-	63,145			435,400					435,400
Soft Cost (35% SAC1-2, 25% Other)	-	-	7,553	225,045	146,673	-	-	-	-	371,718
Subtotal Project Cost	-	63,145	7,553	261,010	1,613,403	-	-	-	-	1,874,413
Plus Escalation @ 6%/Yr (Hewshott)	-	-	-	*29,653*	*199,417*	-	-	-	-	*229,070*
Subtotal with Escalation	-	63,145	7,553	290,663	1,812,820	-	-	-	-	2,103,482
Pollard Middle School										
Audio Visual						354,520				354,520
Lighting						310,240				310,240
Rigging	9,720	10,090		15,870		422,432				438,302
Soft Cost (35% SAC1-2, 25% Other)	-	-	3,333	2,222	163,079	108,719	-	-	-	274,020
Subtotal Project Cost	9,720	10,090	3,333	18,092	163,079	1,195,911	-	-	-	1,377,082
Plus Escalation @ 6%/Yr (to FY30 Midpt Constr)	-	-	-	*1,285*	*75,192*	*551,404*	-	-	-	*627,881*
Subtotal with Escalation	9,720	10,090	3,333	19,377	238,270	1,747,316	-	-	-	2,004,963
Needham High School										
Audio Visual							371,130			371,130
Lighting							309,040			309,040
Rigging	-	103,080		28,270			900,312			928,582
Soft Cost (35% SAC1-2, 25% Other)	-	-	5,937	3,958	-	237,072	158,048	-	-	399,078
Subtotal Project Cost	-	103,080	5,937	32,228	-	237,072	1,738,530	-	-	2,007,830
Plus Escalation @ 6%/Yr (Hewshott)	-	-	-	*2,290*	-	*45,285*	*332,087*	-	-	*379,662*
Subtotal with Escalation	-	103,080	5,937	34,518	-	282,357	2,070,617	-	-	2,387,492
SUBTOTAL NO ESCALATION	**9,720**	**176,315**	**16,822**	**311,329**	**1,776,482**	**1,432,984**	**1,738,530**	**-**	**-**	**5,259,325**
Escalation @ 6%/Yr (Hewshott)	-	-	-	33,229	274,608	596,689	332,087	-	-	1,236,613
GRAND TOTAL WITH ESCALATION	**9,720**	**176,315**	**16,822**	**344,558**	**2,051,090**	**2,029,672**	**2,070,617**	**-**	**-**	**6,495,937**

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	Multiyear Funding Request	Capital Type	Building	Funding Request	Please see attached	Funding Year	See Attached

Description

May 2022 Annual Town Meeting appropriated $75,000 for the Health & Human Services to conduct a comprehensive space utilization study of the Center at the Heights (CATH, Needham's senior center). Bargmann Hendrie + Archetype (BH+A) was retained to conduct the space utilization study, under the direction of the Permanent Public Building Committee (PPBC) with the Director of Building Design & Construction and the Director of Health & Human Services as the appointed project representatives.

Designed to provide recommendations for the best use of the building as it enters its second decade, the study built upon a 2020 review by the Gerontology Institute from the McCormack School at UMass Boston and an in-depth 2022 analysis of the CATH kitchen facility by design firm *Socotec Architects* and institutional kitchen experts at *ColburnGuyette Food Service Design*.

The 20,000 sf CATH facility was a revelation when it opened in early 2014, more than tripling the flood-prone space in the basement of the Stephen Palmer Building. Over time, however, the needs of Needham seniors have changed from what was initially envisioned when funding was first authorized for CATH in 2011. The much larger CATH facility allowed for the expansion of programming and services, yet there are multiple challenges to optimizing this space so that the CATH can accommodate the present needs of its clientele. Specific barriers cited by current users include:

1) Inconvenient parking;
2) Lack of a handicap-accessible entrance close to parking spots;
3) Not enough space for physical fitness programming; and
4) An underused kitchen and a roof deck.

Following an extensive engagement process which included key informant interviews, focus groups, and multiple presentations, along with extended consultation with the professional staff of the Council on Aging, the appointed members Council on Aging's board, and the members of the Permanent Public Building Committee, the final report presented seven cost-effective options, some of which could be implemented simultaneously for cost savings.

1. Conversion from Demonstration Kitchen to Production Kitchen;
1a. Fitness Room Expansion & Game Room Re-location;
3. Handicap-Accessible Vestibule/Rear Entrance;
4. Activate and Furnish the Roof Deck;
5. Conversion of Basement to Additional Program Space;
6. Create a Café Lounge to replace the current worn cafeteria space; and
7. Reconfigure space to provide more private offices for mental health clinicians seeing clients.

There is one capital budget request, in a separate CIP submission, to fund the design phase (FY 2026) for a project that combines options 1 (Kitchen), 1a (Fitness Room Expansion) and 3 (handicap-accessible entrance) at a Design Cost of $395,000. This would be followed by construction (FY 2027) at a projected Construction Cost of $1,785,000, for a total project cost of $2,180,000. This project would fall under the jurisdiction of the PPBC and Building Design & Construction.

This capital budget request proposes to fund the design phase (FY 2028) for a project that addresses option 4 (Activated Roof Deck) at a Design Cost of approximately $65,000, followed by construction (FY 2029) at a projected cost of $215,000, for a total project cost of $280,000. This project would also fall under the jurisdiction of DPW's Building Maintenance Division.

<u>Option 1 -- Production Kitchen</u>

Capital Request Detail

Project Title	Center at the Heights - Activated Roof Deck Design			Fiscal Year	2028	Request Type	Existing
Project Phase	Design/Engineering	Planning/Design	$65,000	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 $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$65,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
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?			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?			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		No

Project Description and Considerations

This request is for the **Design Phase** of the project for option 4 (Activated Roof Deck). Design costs projected at $65,000.
Recommendations from the BH+A space study that would be further detailed in the design phase include:
1) a detailed design for an enhanced roof deck space that would be divided into three zones -- a social lounge zone, a multi-purpose zone, and a garden zone with plantings, shrubs, and garden beds that will act as a buffer between the other two zones.

This cost estimate came from the project architect BH+A along with price estimator PM&C. The Director of Building Design and Construction reviewed the estimates and submissions in detail.

Clarification of Questions
2. Building Design & Construction may need an additional FTE for project management, depending on the workload of other funded Town capital projects.
3. This construction phase of this request will require Building permits
8. Yes, the current roof deck is not an ideal location. It lacks shade, noise protection, and wind buffers, all of which combined to make that deck uncomfortable at a minimum and it borders on unsafe if you are a fragile senior.
9. This Construction Phase of this request will include repairs and renovations to extend the useful life of the Center at the Heights.
10. Equipment, largely new furniture on the Roof Deck, will be installed and/or placed at CATH during the Construction Phase.
12. Assistance will be required from Building Design & Construction.

Capital Request Detail					
Project Title	Center at the Heights - Activated Roof Deck Design	Fiscal Year	2028	Request Type	Existing

Additional Description and Considerations

13. There may be incremental cost increases for the Building Maintenance Division of the Department of Public Works which would arise from cleaning and maintenance needs resulting from the increased use of the Roof Deck.
14. No additional staff members will be needed if this request is approved.

Alignment with Goals

Needham's Council on Aging and the Aging Services Division have been a crucial part of our community, and with the change over the past few years with the pandemic, the need for the services continue to increase, participation has increased and there is the need to renovate parts of the building to meet these demands as well as make the building more accessible.

The activation of the Roof Deck Kitchen would benefit Needham's 60+ community, and the increased space for fitness (outdoor yoga), trainings, classes, and general social space will help encourage access and participation for those persons that might not have considered participating in CATH classes and programs because of the lack of accessibility and other physical barriers.

The Select Board has recognized the need for upgrades to Town facilities in their FY25-256 goals. With their Goal #3 Livable; Supports and enhances neighborhood livability and accessibility for all members of the community as well their FY25-26 Initiatives, Responsibly Governed, Capital Facilities: CATH upgrades (including additional parking). The upgrades to the Fitness Room and to the Roof Deck would help achieve and complete these goals.

Additionally, the Board of Health has included the following priorities that align with the improvements for the CATH; 1. Utilize all legal and regulatory actions available to improve and protect the public's health and 4. Promote community activities that increase health and wellness, including building community partnerships. To be able to help support the BOH priorities increasing the accessibility to the CATH, renovating the kitchen to provide healthy, well-balanced meals and programming as well as the improvements to the Fitness Room would all help improve the health of the Needham community, while creating more programing for our seniors and community partnerships.

Capital Request Detail

Project Title	Center at the Heights - Activated Roof Deck Construction			Fiscal Year	2029	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$125,000	FF&E	$75,000
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	$15,000
Budget Impact	May increase annual operating expenses by less than $25,000	Project Cost Source		Hired Consultant		**Project Cost**	$215,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
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?	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?	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 for option 4 (Activated Roof Deck). Construction costs projected at $125,000, along with Moving Costs of approximately $15,000 and FFE costs of $75,000. ($215,000 combined all-in construction cost for option 4)

Recommendations from the BH+A space study that would be completed as part of the Construction Phase include:
1) an enhanced and activated roof deck space that would be divided into three zones -- a social lounge zone, a multi-purpose zone, and a garden zone with plantings, shrubs, and garden beds that will act as a buffer between the other two zones.

This cost estimate came from the project architect BH+A along with price estimator PM&C. The Director of Building Design and Construction reviewed the estimates and submissions in detail.

Clarification of Questions
2. Building Design & Construction may need an additional FTE for project management, depending on the workload of other funded Town capital projects.
3. This construction phase of this request will require Building permits
8. Yes, the current roof deck is not an ideal location. It lacks shade, noise protection, and wind buffers, all of which combined to make that deck uncomfortable at a minimum and it borders on unsafe if you are a fragile senior.

Capital Request Detail					
Project Title	Center at the Heights - Activated Roof Deck Construction	Fiscal Year	2029	Request Type	Existing

Additional Description and Considerations

10. Equipment, largely new furniture on the Roof Deck, will be installed and/or placed at CATH during the Construction Phase.
12. Assistance will be required from Building Design & Construction.
13. There may be incremental cost increases for the Building Maintenance Division of the Department of Public Works which would arise from cleaning and maintenance needs resulting from the increased use of the Roof Deck.
14. No additional staff members will be needed if this request is approved.

Alignment with Goals

Needham's Council on Aging and the Aging Services Division have been a crucial part of our community, and with the change over the past few years with the pandemic, the need for the services continue to increase, participation has increased and there is the need to renovate parts of the building to meet these demands as well as make the building more accessible.

The activation of the roof deck would benefit Needham's 60+ community, and the increased space for fitness (outdoor yoga), trainings, classes, and general social space will help encourage access and participation for those persons that might not have considered participating in CATH classes and programs because of the lack of accessibility and other physical barriers.

The Select Board has recognized the need for upgrades to Town facilities in their FY25-26 goals. With their Goal #3 Livable; Supports and enhances neighborhood livability and accessibility for all members of the community as well their FY25-26 Initiatives, Responsibly Governed, Capital Facilities: CATH upgrades (including additional parking). The upgrades to the Fitness Room would help achieve and complete these goals.

Additionally, the Board of Health has included the following priorities that align with the improvements for the CATH; 1. Utilize all legal and regulatory actions available to improve and protect the public's health and 4. Promote community activities that increase health and wellness, including building community partnerships. To be able to help support the BOH priorities increasing the accessibility to the CATH, renovating the kitchen to provide healthy, well-balanced meals and programming as well as the improvements to the Fitness Room would all help improve the health of the Needham community, while creating more programing for our seniors and community partnerships.

Capital Funding Request							
Title	**Hillside Maintenance**			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

Repairs and upgrades to the Hillside School building are needed in order to limit further deterioration and ensure a safe and comfortable building environment. It is currently in use by the Information Technology Center. It is not expected to be permanently vacated in the near future. Unless the building is demolished, repairs and upgrades will be necessary regardless of what the building is used for, even 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, to install dehumidification systems and other required HVAC upgrades, and to prevent further damage to the building. Portions of the building's roof are not watertight, and its windows and doors are past their useful life.

Capital Request Detail

Project Title	Hillside Maintenance				Fiscal Year	2029	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design	$87,000	Construction			FF&E	
Useful Life	More than 20 Years	Land		Construction Management			Technology	
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**	$87,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

The existing 33,000 sq. ft. John Manville Built-Up EPDM fully adhered roof system was installed in 2003 and has exceeded its expected service life. Recent thermal imaging identified large areas of saturated insulation, and the building has experienced recurring leaks requiring frequent contractor repairs. These ongoing issues have resulted in increased maintenance costs, disruption to building operations, and reduced energy efficiency.

This request will be for **design phase** for FY2029. The funding for construction will be requested in FY2030.

Change from Prior Year's Submission

This request was pushed back two years due to uncertainty about the use of the building long term and to better manage project work load. Costs have increased due to inflation as a result of the delay in the project.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.

Capital Request Detail

Project Title	Hillside Maintenance			Fiscal Year	2030	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$1,300,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
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**	$1,300,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

A full roof replacement is now necessary to address the compromised insulation and water intrusion at the Hillside School building. Installing a new roofing system will eliminate active leaks, improve the building's thermal performance, and provide long-term energy conservation benefits. This investment will reduce repair expenditures, extend the useful life of the facility, and ensure a reliable, watertight envelope for years to come.

This request will be for **construction phase** for FY2030. The funding for design was requested in FY2029.

Change from Prior Year's Submission

This request was pushed back two years due to uncertainty about the use of the building long term and to better manage project work load. Costs have increased due to inflation as a result of the delay in the project.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.

Capital Funding Request							
Title	**Library Renovation: Rosemary Circulation Area & Multi-Purpose Room**			Submitted by	Library		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	$2,456,000	Funding Year	See Attached

Description

May 2022 Annual Town Meeting appropriated $60,000 for the Needham Free Public Library to engage a professional space planner to make recommendations for better use of the Library's interior space. The Town hired Utile to conduct this study, under the direction of the Permanent Public Building Committee (PPBC) and the Director of the Building Design & Construction Department, in partnership with the Library. The scope of the study was to (1) identify constraints and opportunities in the Library's space utilization, (2) engage with Needham residents, library patrons, staff, Trustees, and other stakeholders to hear directly what is working well, what needs to be expanded, and what is missing, (3) develop and refine a framework to improve the Library's layout to meet needs for the next 20 years, and (4) provide cost estimates for project construction. Using the feedback gathered in the engagement process, the Library Trustees established four priority projects: (1) create a new dedicated young adult area on the 2nd floor, (2) provide an improved children's area on the 1st floor, (3) improve the Rosemary circulation area and create a new multi-purpose room, and (4) improve the Highland entrance and enhance staff workspace. Utile completed its report in August 2023.

This request is to fund the design (FY2029) and construction (FY2030) phases of improving the Rosemary Street entrance circulation area and creating a new multi-purpose room on the first floor. This project would fall under the jurisdiction of the PPBC and the Building Design & Construction Department.

One of the largest programmatic elements missing from the Library is a space that can serve a variety of functions for smaller group classes, programs, or community meetings: a multi-purpose room. The Library's larger community room is well used and loved, however it lacks the outlet capacity for the Library to set up laptops to run coding programs or to teach classes on technology. This project would create a space that could be utilized for these small group classes (approximately 15-25 people per program or class depending on the class and the design). In order to create this space within our existing structure, we would move the circulation desk on the first floor forward into the Rosemary entrance lobby space and reconfigure the circulation workroom and some of the children’s workroom. This design would also create storage space adjacent to the room so that the flexible furniture could be stored as needed to provide the most flexible space. Moving the desk forward also provides sightlines down the first floor wing and better sightlines to the point of entry, both of which are lacking currently.

Capital Request Detail

Project Title	Library Renovation: Rosemary Circulation Area & Multi-Purpose Room Design			Fiscal Year	2029	Request Type	Existing
Project Phase	Design/Engineering	Planning/Design	$396,000	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 $25,000		Project Cost Source		In-House Estimate	**Project Cost**	$396,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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	No

Project Description and Considerations

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

Recommendations from the Utile space study that would be further detailed in the design phase include: relocation of the circulation desk on the first floor to improve sightlines and customer service, create a multi-purpose room for flexible programming, and consolidate the workroom for Circulation and Children's area staff for greater efficiency.

This cost estimate was recommended by the Building Design & Construction Department, informed by Utile's feasibility study estimates.

Clarification of Questions
3. This request will require building permits.
9. This request will include repairs to extend the useful life of the Library.
10. Equipment will be permanently installed.
12. Assistance will be required from the Building Design & Construction Department.
13. The Building Design & Construction Department may need an additional FTE for project management during construction in FY2030, depending on the workload of other funded Town capital projects.

Capital Request Detail

Project Title	Library Renovation: Rosemary Circulation Area & Multi-Purpose Room Construction			Fiscal Year	2030	Request Type	Existing
Project Phase	Construction	Planning/Design		Construction	$2,060,000	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 $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$2,060,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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	No

Project Description and Considerations

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

The construction would implement the results of the design phase.

This cost estimate was recommended by the Building Design & Construction Department, informed by Utile's feasibility study estimates.

Clarification of Questions
3. This request will require building permits.
9. This request will include repairs to extend the useful life of the Library.
10. Equipment will be permanently installed.
12. Assistance will be required from the Building Design & Construction Department.
13. The Building Design & Construction Department may need an additional FTE for project management during construction in FY2030, depending on the workload of other funded Town capital projects.

Capital Funding Request							
Title	**Library Renovation: Reference Department Near Highland Avenue Entrance**			Submitted by	Library		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	$2,431,000	Funding Year	See Attached

Description

May 2022 Annual Town Meeting appropriated $60,000 for the Needham Free Public Library to engage a professional space planner to make recommendations for better use of the Library's interior space. The Town hired Utile to conduct this study, under the direction of the Permanent Public Building Committee (PPBC) and the Director of the Building Design & Construction Department, in partnership with the Library. The scope of the study was to (1) identify constraints and opportunities in the Library's space utilization, (2) engage with Needham residents, library patrons, staff, Trustees, and other stakeholders to hear directly what is working well, what needs to be expanded, and what is missing, (3) develop and refine a framework to improve the Library's layout to meet needs for the next 20 years, and (4) provide cost estimates for project construction. Using the feedback gathered in the engagement process, the Library Trustees established four priority projects: (1) create a new dedicated young adult area on the 2nd floor, (2) provide an improved children's area on the 1st floor, (3) improve the Rosemary circulation area and create a new multi-purpose room, and (4) improve the Highland entrance and enhance staff workspace. Utile completed its report in August 2023.

This request is to fund the design (FY2031) and construction (FY2032) phases of improving the Reference Department at the Highland Avenue entrance. This project would fall under the jurisdiction of the PPBC and the Building Design & Construction Department.

The final of four phases to renovate interior spaces at the Library focuses on the busy Reference Department by the Highland Avenue entrance on the second floor. The space utilization study identified an opportunity to make significant improvements to this area for patrons and staff alike by creating a larger seating area outside the three existing study rooms adjacent to natural light; relocating the Reference public service desk to a clearly visible central location with improved sight lines into the new Teen Room as well as towards the Highland Avenue entrance; and expanding the work room for Reference librarians. The opening of the new Teen Room in the spring of 2026 will make this phase even more important as we seek to increase seating capacity on the second floor outside of the Teen Room in a more thoughtful and permanent manner and to improve staff sight lines into the Teen Room during all hours of operation.

Capital Request Detail

Project Title	Library Renovation: Reference Department Near Highland Avenue Entrance			Fiscal Year	2031	Request Type	New
Project Phase	Design/Engineering	Planning/Design	$396,000	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 $25,000		Project Cost Source		In-House Estimate	**Project Cost**	$396,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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	No

Project Description and Considerations

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

Recommendations from the Utile space study that would be further detailed in the design phase include: creating a larger seating area outside the three existing study rooms adjacent to natural light; relocating the Reference public service desk to a clearly visible central location with improved sight lines into the new Teen Room as well as towards the Highland Avenue entrance; and expanding the work room for Reference librarians.

This cost estimate was recommended by the Building Design & Construction Department, informed by Utile's feasibility study estimates.

Clarification of Questions
3. This request will require building permits.
9. This request will include repairs to extend the useful life of the Library.
10. Equipment will be permanently installed.
12. Assistance will be required from the Building Design & Construction Department.
13. The Building Design & Construction Department may need an additional FTE for project management during construction in FY2032, depending on the workload of other funded Town capital projects.

Capital Request Detail

Project Title	Library Renovation: Reference Department Near Highland Avenue Entrance			Fiscal Year	2032	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$2,035,000	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 $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$2,035,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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	No

Project Description and Considerations

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

The construction would implement the results of the design phase.

This cost estimate was recommended by the Building Design & Construction Department, informed by Utile's feasibility study estimates.

Clarification of Questions
3. This request will require building permits.
9. This request will include repairs to extend the useful life of the Library.
10. Equipment will be permanently installed.
12. Assistance will be required from the Building Design & Construction Department.
13. The Building Design & Construction Department may need an additional FTE for project management during construction in FY2032, depending on the workload of other funded Town capital projects.

Capital Funding Request							
Title	**Town Hall Glass Door Replacement**			Submitted by	PW Building Maintenance		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

The three sets of exterior glass doors at Town Hall have become increasingly problematic due to their excessive weight and age. When the automatic door operators malfunction—which has been frequent—significant physical effort is required to open the doors, creating accessibility challenges. The door weight also causes motors in the operators to burn out prematurely, while the handicap push buttons fail on a recurring basis. In addition, the heavy daily use has led to door misalignment, making locking and securing the building difficult.

Replacement with lighter, modern, and energy-efficient door systems is necessary to improve accessibility, reduce maintenance and repair costs, and ensure proper security of the facility. New doors will also provide energy savings through improved insulation and performance, aligning with long-term operational efficiency goals.

Capital Request Detail

Project Title	Town Hall Glass Door Replacement			Fiscal Year	2031	Request Type	New
Project Phase	Design/Engineering	Planning/Design	$30,000	Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Hired Consultant		**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 is this request?			No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?			No
3. Does this project require any permitting by any Town or State agency?			Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?			No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?			No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?			No
7. Is this a request in response to a Court, Federal, or State order?			No
8 Is this a request in response to a documented public health or safety condition?			No
9. Is this a request to improve or make repairs to extend the useful life of a building?			Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			No
12. Will any other department be required to provide assistance in order to complete the project?			No
13. If funded, will this project increase the operating expense for any other department?			No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?	Total New FTE's	0	No

Project Description and Considerations

The three sets of exterior glass doors at Town Hall have become increasingly problematic due to their excessive weight and age. When the automatic door operators malfunction—which has been frequent—significant physical effort is required to open the doors, creating accessibility challenges. The door weight also causes motors in the operators to burn out prematurely, while the handicap push buttons fail on a recurring basis. In addition, the heavy daily use has led to door misalignment, making locking and securing the building difficult. Replacement with lighter, modern, and energy-efficient door systems is necessary to improve accessibility, reduce maintenance and repair costs, and ensure proper security of the facility. New doors will also provide energy savings through improved insulation and performance, aligning with long-term operational efficiency goals.

This request is for the **design phase** of the project. Funding for the construction phase will be requested for FY2032.

Clarification of Questions:
3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new doors & equipment.

Capital Request Detail

Project Title	Town Hall Glass Door Replacement			Fiscal Year	2032	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$150,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		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 is this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does this project require any permitting by any Town or State agency?	Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
7. Is this a request in response to a Court, Federal, or State order?	No
8 Is this a request in response to a documented public health or safety condition?	No
9. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
12. Will any other department be required to provide assistance in order to complete the project?	No
13. If funded, will this project increase the operating expense for any other department?	No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's? Total New FTE's 0	No

Project Description and Considerations

The project will consist of removing and disposing of three existing sets of heavy exterior glass doors at Town Hall, including associated hardware, automatic door operators, and handicap access push-button systems. The existing conditions have resulted in frequent failures, excessive wear on motors, and accessibility issues.

New work will include the installation of three sets of lighter, energy-efficient aluminum and glass door systems, complete with modern automatic door operators, ADA-compliant push-button controls, and secure locking hardware. The doors will be properly aligned and adjusted to ensure smooth operation, improved accessibility, and enhanced building security. Insulated glazing will be provided to improve thermal performance and contribute to overall energy savings.

All work will be completed in accordance with building code requirements and ADA accessibility standards, with careful coordination to minimize disruption to Town Hall operations during construction.

This request is for the **construction phase** of the project. Funding for the design phase was requested for FY2031.

Capital Request Detail					
Project Title	Town Hall Glass Door Replacement	Fiscal Year	2032	Request Type	New
Additional Description and Considerations					

Clarification of Questions:
3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new doors & equipment.

Capital Funding Request							
Title	**Ridge Hill Barn Repairs**			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

This article would be used to fund necessary repairs to the Ridge Hill Barn, depending on the future of the building. The Building Maintenance Division is currently working on repairs to the door frames, windows, and a restored interior, including emergency exit signs and additional lighting. However, the Barn still needs its roof gutters replaced and portions of the building siding repaired. This work would be necessary in order to keep the property safe and structurally sound.

Capital Request Detail

Project Title	Ridge Hill Barn Repairs			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 is this request?	No
2. Are there recommendations or costs identified 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?	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 roof gutter and siding replacement to restore the structural integrity and function of the Ridge Hill Barn. The (original wooden) gutters are filled with vegetation, with plants growing out of them. There are also isolated sections of the original clapboard siding that have deteriorated to the point where they have detached from the building.

Clarification of Questions

9. This request will repair exterior areas of an existing building to prolong its useful life.

Capital Funding Request							
Title	**Mitchell School Staff Bathroom Renovation**			Submitted by	PW Building Maintenance		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	Future	Funding Year	Outside the Plan Years

Description

The staff restroom at the Mitchell School requires renovation to meet current ADA (Americans with Disabilities Act) compliance standards. The existing layout does not accommodate individuals with mobility impairments. Ensuring ADA compliance is not only a regulatory requirement, but also a critical step toward fostering an inclusive, accessible work environment for all staff and visitors.

Capital Funding Request							
Title	**Pollard and Mitchell Longevity Repairs**			Submitted by	PW Building Maintenance		
Request Type	Informational Only	Capital Type	Building	Funding Request	Future	Funding Year	Outside the Plan Years

Description

The Pollard and Mitchell Schools are both in need of significant repairs and upgrades in order to keep these facilities in use. There is observed deterioration of the internal structural steel, exterior brick walls and wooden features, as well as the windows and doors. The plumbing and ventilation systems at the buildings are over 30 years old and the buildings are not fully sprinkled for fire protection. There is a lack of air flow due to aging HVAC equipment, such as the fan coils, and a lack of integrated air conditioning. The modulars are also past their useful lives and the buidlings generally lack ADA-compliant ramps and entranceways.

This article is a future form dependent on the outcome of the School Facilities Master Plan. 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 modulars, HVAC repairs, and structural repairs. These projects would serve to extend the lifespan of the buildings until they are replaced. The Town is also exploring subsidizing the cost of these repair/upgrade projects through grants from the Massachusetts School Building Authority (MSBA).

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

Under the guidance of the Park & Recreation Commission, the Departments 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

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 used 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 and individuals trying to access the recreation area 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.

Perry Park Recreation Improvements

Perry Park is a two-acre neighborhood recreation area located between Harris Avenue and Greendale Avenue. The park currently includes a sand lot softball field with a backstop, player benches, and one spectator bleacher; two basketball hoops on an asphalt pad; and a large wood chip playground area with swings and play structures. Perry Park is heavily used by local families and children from the surrounding neighborhood throughout the year. The proposed project will address significant site, and infrastructure needs to improve safety, accessibility, and long-term usability. Work will include correcting water and drainage issues originating from the Wachusett Road hillside, re-grading the field to improve topography and infield clay levels and sleeving the existing chain link backstop posts for a much needed face lift. New player benches will be installed, and an accessible path will be created to connect a new bleacher pad and a perimeter walking loop around the field. The project also includes reconstruction of the basketball court with new surfacing and hoops, replacement and modernization of the playground equipment, and the removal of existing wood playground Fibar surfacing to be replaced with a poured-in-place rubber safety surface. Tree removals and pruning will be performed as needed while the park is under construction to improve visibility and safety. This renovation will revitalize one of the community's most popular neighborhood parks, provide ADA-compliant accessibility throughout the site, and ensure the park's facilities meet current safety and recreation standards for many years to come.

Capital Request Detail

Project Title	Athletic Facility Improvements			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	$3,468,000	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**	$3,468,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			Yes
12. Will any other department be required to provide assistance in order to complete the project?			Yes
13. If funded, will this project increase the operating expense for any other department?			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

Eliot Fields Renovation – ($3,468,000)

This request is for the **construction phase** of the project. Funding for the design was funded in for FY2026.

Eliot School fields are showing signs of age due to poorly draining subsurface materials which impact the health of the turf and make the fields more expensive to maintain. It is on a physically limited site which causes the turf to wear and makes it more difficult to maintain a surface that is appropriate for kids to use. 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.

The playground at Eliot is past its useful life and presents maintenance challenges due to the wood fiber migration. There is also a lack of accessible and sensory playground equipment. To benefit from an economy of scale, the field, courts, and playground at Eliot would be designed and constructed simultaneously under this request. The playground would be redesigned with a poured-in-place protection surface that presents fewer maintenance challenges and can be properly contained in the play area, and accessible and interactive sensory playground pieces would be incorporated.

This project will be a phased implementation to reduce the impact on the school calendar year. The intent of Phase 1 is to focus on the playgrounds and Phase 2 is to intended to focus on the little league/soccer synthetic field and basketball court.

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2027	Request Status	Revised

Additional Description and Considerations

Changes from Prior Year Submission

The cost has increased as the scope of the project has become more clear and general costs for construction services have increased since last year. The financial outcome of the committees' findings is higher than originally estimated due to the comprehensive look at the site and what is truly needed to meet the standards for longevity. Additionally, it was indentified during the design that there will be additional paving needed around the play areas where the pavement is too far gone from preservation.

Clarification of Questions

3. Planning Board filing may be required.
6. Much of the work except for Turf Fields would be eligible for Community Preservation Funds.
10. Playground and field improvements would be permanent updates to the facility.
11. These projects would improve the fields' surfaces and add beneficial amenities.
12. The Department of Public Works will be partnering with Department of Park and Recreation.

Capital Request Detail

Project Title	Athletic Facility Improvements			Fiscal Year	2028	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$649,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Industry References		**Project Cost**	$649,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
12. Will any other department be required to provide assistance in order to complete the project?	Yes
13. If funded, will this project increase the operating expense for any other department?	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

Defazio Lighting Improvements ($649,000)

This project will adresss the lighting deficiencies at the DeFazio Athletic Complex. Lights have been requested by Youth Softball and Baseball at the Asa Small ball diamond. This addition of lights has been on the Little Leagues's priority list for several years. In 2024 the irrigation and field work were addressed. The last phase of this renovation would be the addition of lighting.

This request is to fund the addition of field lights to this baseball field and replace the existing energy inefficient metal halide lights on the adjacent synthetic turf fields with energy efficient LED technology.

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

Capital Request Detail					
Project Title	Athletic Facility Improvements	Fiscal Year	2028	Request Status	Existing

Additional Description and Considerations

Clarification of Questions

3. Zoning Board of Appeals filing may be required for the lighting.
6. The new lighting at Asa Small Field should be eligible for Community Preservation Funds.
10. New lights will be installed at Asa Small Field.
11. These projects would improve the availability to user groups in evening hours in the Fall and Spring, are dark skies compliant, and provide more focused light.
12. The Department of Public Works will be partnering with the Department of Park and Recreation.

Capital Funding Request							
Title	**Disc Golf Course**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	$350,000	Funding Year	See Attached

Description

The Needham Disc Golf Association has been very keen to add a Disc Golf course here in Needham. To that end, they have run a feasibility study (with the Town's permission) to find the best location for a potential course. The Park and Recreation Commission and the Department supports this project and would like to conduct a Feasibility/Design project in FY2027 with a Construction project in FY2028.

Capital Request Detail

Project Title	Disc Golf Course - Feasibility/Design				Fiscal Year	2027	Request Type	New
Project Phase	Design/Engineering	Planning/Design	$50,000	Construction			FF&E	
Useful Life	More than 20 Years	Land		Construction Management			Technology	
Primary Function	Community Services	Site Preparation		Equipment			Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		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 is this request?			No
2. Are there recommendations or costs identified 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?			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

3 - This project may need permitting from other departments in town.
6 - This project would qualify for CPC funding.
10 - All equipment for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Request Detail

Project Title	Disc Golf Course - Construction			Fiscal Year	2028	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$300,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	No Estimate Has Been Determined		**Project Cost**	$300,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	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 construction costs will be based on the feasibility/design portion of this request.

3 - This project may need permitting from other departments in town.
6 - This project would qualify for CPC funding.
10 - All equipment for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**Newman Preschool Playground Renovation with Shade Structure**			Submitted by	Needham Public Schools		
Request Type	Standalone Funding Request	Capital Type	Infrastructure	Funding Request	$240,400	Funding Year	2027

Description

The Newman preschool playground is an older playground that is situated in a part of the school that has constant sunlight. During warmer weather, the ambient temperature on the playground climbs rapidly, due to a lack of shade and the heat-absorbing black playground surface. Approximately half of the children who attend the preschool have special needs, including some students with sun sensitivity. As a result, students' access to the playground is limited to cloudy days or to mild weather. In addition, the crumbling asphalt walkway that surrounds the playground generates debris that has damaged the poured-in-place surface, creating trip hazards. This playground is in need of renovation to replace the poured-in-place surface, install updated playground equipment and provide much needed shade. The proposed updates would increase students' comfort and access to the playground, and in turn would create more meaningful social opportunities for preschoolers during their day.

The need to update this playground was identified in FY20, when the School Department requested and received $69,200 from Town Meeting toward the installation of a custom shade shelter. The proposed shade structure was in the form of five columns with three triangular, sail-style canopies. At the time, the $100,000 estimated total cost of that project was proposed to be supplemented by fee revenues that had been reserved in the Preschool Revolving Fund, toward the new structure. Unfortunately, COVID interrupted this project, which was deferred for two years, at which time engineers engaged by the Town reported that the project would likely cost closer to $260,000, due to complications associated with installing the footings for the shade sail, given the presence of ledge underneath the playground. Ultimately the project received no bids, with feedback from firms that the project was not cost effective. In the interim period, the Preschool also reported a concern with the deterioration of the existing poured-in-place playground surface and the desire for updated climbing structures.

In FY24, the School Department, working with DPW Building Maintenance, sought a new design for the project, this time focusing on installing a shade structure that also functioned as climbing equipment, to better meet students' needs. In addition, the desired design would replace the existing poured-in-place surface. The School Department requested and received $54,000 at May 2024 Annual Town Meeting toward the $228,800 updated design budget. Unfortunately, in December 2024, the architect working with DPW reported a new issue, which was that replacing the poured-in-place surface would trigger an ADA requirement to level the playground at a projected new project cost of approximately $600,000. At that time, the School Department and DPW determined that renovating the existing playground was infeasible and that a new playground site should be selected.

Existing Playground

New Playground

After investigation and site work, the large grassy area near the entrance to the main school was chosen. A new design was developed (featured), which included new climbing structures, re-use of the original shade sail and a swingset with shade canopy. The design also included a fence, a poured-in-place surface, and demolition of the old play-ground (which now would be reseeded as a fenced-in grassy area.) The new project budget is $539,200, against which the prior appropriations ($123,200), preschool fund balance ($105,600) and a $70,000 contribution from Parks and Recreation would be applied, for a net new funding request $240,400 to complete

Capital Request Detail

Project Title	Newman Preschool Playground Renovation with Shade Structure			Fiscal Year	2027	Request Type	Revised
Project Phase	Construction	Planning/Design	$51,000	Construction	$32,800	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation	$6,855	Equipment	$149,745	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source		Hired Consultant	**Project Cost**	$240,400

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is 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?			No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			Yes
12. Will any other department be required to provide assistance in order to complete the project?			Yes
13. If funded, will this project increase the operating expense for any other department?			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 additional funds required to renovate the Preschool Playground at a new site on the Newman School campus. The new design plan includes climbing structures and new playground equipment, re-use of the original shade sail and a swingset with shade canopy. In addition, the new design includes a fence, a poured-in-place surface, and demolition of the old playground (which now would be reseeded as a fenced-in grassy area.) The new project budget totals $539,200, against which the prior appropriations ($123,200), preschool revolving fund balance ($105,600) and a $70,000 contribution toward the project from Parks and Recreation would be applied, for a net new funding request of $240,400 to complete this project.

Parameters addressed:
8. Shade is required on the playground for student safety and comfort.
10. Yes, playground equipment.
11. Updates the Newman preschool playground.
12. Yes, DPW assistance to procure and mangage the project.

Additional Description and Considerations

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

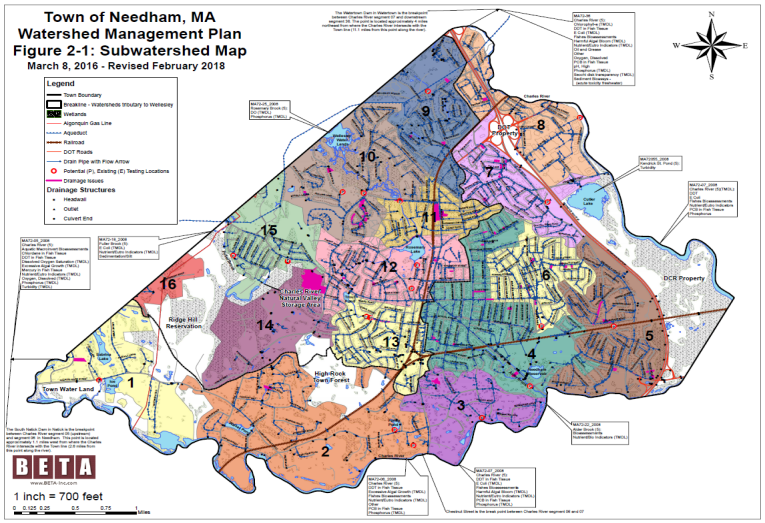
The new 2016 NPDES Regulations are the most sweeping set of stormwater requirements in the last 45 years. The 2016 NPDES Permit requires Needham to continue making substantial changes to the Town's Stormwater Operations, Site Plan, and Subdivision reviews, and to create a new Stormwater General Bylaw.

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 Request Detail

Project Title	NPDES Support Projects			Fiscal Year	2027	Request Status	New
Project Phase	Construction	Planning/Design		Construction	$4,000,000	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**	$4,000,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Broadmeadow Lower Field Stormwater ($4,000,000)

This funding request is for the design and installation of a stormwater control measure (SCM) at the Broadmeadow School baseball field (behind 85–101 Grosvenor Road) to reduce flooding and improve water quality. The project includes hydrologic and hydraulic modeling, followed by construction of a surface and/or subsurface infiltration and storage system. This site lies within a 275-acre watershed that is 36% impervious and has a history of flooding along Grosvenor Road.

This project will reduce the frequency and severity of flooding for the Grosvenor Road community, strengthen stormwater infrastructure, and prepare the system for future downstream upgrades. In addition to addressing flooding issues, it will provide significant water quality improvements by reducing phosphorus loads to the Charles River by up to 40 lbs. per year.

This funding request is for **Construction.** The funding for design was requested in FY2026.

Changes from Prior Year Submission
The targeted project location has been adjusted from the prior submission.

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2027	Request Status	New

Additional Description and Considerations

The NPDES permit requires municipalities to develop and maintain a Phosphorus Control Plan (PCP) to reduce the amount of phosphorus discharged to nearby waterbodies. It is anticipated that these restrictions will become more stringent over time (Needham's phosphorus reduction obligations have increased 10% since the permit regulations were issued). The Town's first milestone of 20% phosphorus load reduction is due by 2026.

In order to meet Needham's phosphorous reduction benchmarks, DPW will have to accelerate our current NPDES programs, and when feasible, design and construct BMPs in the same year. DPW may pivot to additional or alternative BMPs depending on circumstances, both internal and external (e.g. a major flooding event). Other variables that may impact NPDES activities and planning include the construction timeline, cost, and projected efficacy of the proposed BMPs, internal project management capabilities, and current site conditions. While the plan is to focus on these specific watershed areas, if it is more efficient, effective, or timely to install a BMP in another watershed aea, the DPW will do what is best for the NPDES program.

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 Request Detail

Project Title	NPDES Support Projects			Fiscal Year	2028	Request Status	Revised
Project Phase	Construction	Planning/Design	$294,250	Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Stormwater	Site Preparation		Equipment		Other Expenses	$100,000
Budget Impact	May increase annual operating expenses by less than $5,000		Project Cost Source	Industry References		**Project Cost**	$394,250

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Chestnut St Stormwater Improvements ($214,000)
This funding request is for the design of a subsurface stormwater storage and infiltration system to be installed during the planned resurfacing of the Chestnut Street lot. The design will evaluate system capacity, site grading, and connections to the existing drainpipe network to ensure the system intercepts runoff before it overwhelms downstream infrastructure at Lincoln and Grant. In addition to reducing localized flooding at 30 Chestnut Street and the surrounding area, the design will include features to improve water quality by infiltrating stormwater and reducing phosphorus loads to the Charles River in compliance with NPDES requirements.

This funding request is for **design**. Construction will be requested in FY2029.

Cheney St Stormwater Improvements ($80,250)
This funding request is for the design of a formalized stormwater best management practice (BMP) adjacent to Cheney Street. The site, which already serves as an active sewer easement and provides park and recreation trails, has favorable topography for stormwater storage and infiltration. The design will evaluate options to maximize infiltration, improve water quality, and integrate the BMP with existing drainage infrastructure installed through the Greendale Avenue, Concord, and Burnside upgrades. A completed design will support the Town's phosphorus load reduction goals while enhancing the resiliency and functionality of this multi-use area.

This funding request is for **design**. Construction will be requested in FY2029.

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2028	Request Status	Revised

Additional Description and Considerations

The DPW is requesting funding in the sum of **$100,000** towards emergencies and annual maintenance of all Watershed Areas to address stormwater pollutant issues identified in previous studies. These would include one or more of the following:

- Conducting BMPs
- Infiltration/retention basins, trenches, and dry wells
- Rain gardens, vegetated swales, constructed wetlands, and restored buffers
- Subsurface infiltration beds and constructed filters
- Permeable concrete sidewalks and parking lot pavements

Changes from Prior Year Submission
The targeted project location has been adjusted from the prior submission.

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 Request Detail

Project Title	NPDES Support Projects			Fiscal Year	2029	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	$1,105,000	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**	$1,105,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Chestnut Street Stormwater Improvements ($552,500)

This funding request is for the construction of a subsurface stormwater storage and infiltration system in conjunction with resurfacing of the Chestnut Street lot. The system will capture and infiltrate runoff during high-intensity rain events, alleviating flooding impacts at 30 Chestnut Street and nearby properties while reducing strain on the existing drainpipe network serving Lincoln and Grant. The system will also provide water quality benefits by removing pollutants and reducing phosphorus discharges, advancing the Town's stormwater and watershed protection goals.

This funding request is for **construction**. Design was requested in FY2028.

Cheney Street Stormwater Improvements ($552,500)

This funding request is for the construction of a stormwater BMP adjacent to Cheney Street. The project will formalize the area's natural capacity for stormwater storage and infiltration, reducing runoff and pollutant loads to the Charles River. Construction will include grading, installation of infiltration and storage features, and site restoration to maintain recreational trail use and sewer easement access. This project will deliver measurable phosphorus reduction benefits, strengthen the Town's stormwater infrastructure, and provide co-benefits to the community by improving both water quality and public space.

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2029	Request Status	Revised

Additional Description and Considerations

This funding request is for **construction**. Design was requested in FY2028.

The NPDES permit requires municipalities to develop and maintain a Phosphorus Control Plan (PCP) to reduce the amount of phosphorus discharged to nearby waterbodies. It is anticipated that these restrictions will become more stringent over time (Needham's phosphorus reduction obligations have increased 10% since the permit regulations were issued). The Town's first milestone of 20% phosphorus load reduction is due by 2026.

In order to meet Needham's phosphorous reduction benchmarks, DPW will have to accelerate our current NPDES programs, and when feasible, design and construct BMPs in the same year. DPW may pivot to additional or alternative BMPs depending on circumstances, both internal and external (e.g. a major flooding event). Other variables that may impact NPDES activities and planning include the construction timeline, cost, and projected efficacy of the proposed BMPs, internal project management capabilities, and current site conditions. While the plan is to focus on these specific watershed areas, if it is more efficient, effective, or timely to install a BMP in another watershed aea, the DPW will do what is best for the NPDES program.

Changes from Prior Year Submission
Targeted projects and timelines have been adjusted from the prior submission.

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 Request Detail

Project Title	NPDES Support Projects			Fiscal Year	2030	Request Status	New
Project Phase	Construction	Planning/Design	$500,000	Construction		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**	$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 is this request?	No
2. Are there recommendations or costs identified 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

High Rock Field and Linden Chambers Stormwater Improvements ($500,000)

This funding request is for the design of a stormwater improvement project at the High Rock Field and culverted drainage area adjacent to the Linden Chambers affordable housing redevelopment. The design will address failing stone channel walls, streambank grading, wetland restoration, and the engineering of a subgrade stormwater storage and infiltration system. This effort is critical to reducing localized flooding, supporting phosphorus reduction goals, and preparing the neighborhood for increased precipitation associated with extreme storm events.

This project will serve as a model for addressing stormwater capacity and phosphorus reduction while directly supporting affordable housing and community resiliency goals.

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2030	Request Status	New

Additional Description and Considerations

The NPDES permit requires municipalities to develop and maintain a Phosphorus Control Plan (PCP) to reduce the amount of phosphorus discharged to nearby waterbodies. It is anticipated that these restrictions will become more stringent over time (Needham's phosphorus reduction obligations have increased 10% since the permit regulations were issued). The Town's first milestone of 20% phosphorus load reduction is due by 2026.

In order to meet Needham's phosphorous reduction benchmarks, DPW will have to accelerate our current NPDES programs, and when feasible, design and construct BMPs in the same year. DPW may pivot to additional or alternative BMPs depending on circumstances, both internal and external (e.g. a major flooding event). Other variables that may impact NPDES activities and planning include the construction timeline, cost, and projected efficacy of the proposed BMPs, internal project management capabilities, and current site conditions. While the plan is to focus on these specific watershed areas, if it is more efficient, effective, or timely to install a BMP in another watershed aea, the DPW will do what is best for the NPDES program.

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 Request Detail

Project Title	NPDES Support Projects			Fiscal Year	2031	Request Status	New
Project Phase	Construction	Planning/Design		Construction	$5,000,000	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**	$5,000,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

High Rock Field and Linden Chambers Stormwater Improvements ($5,000,000)

This funding request is for construction of the stormwater improvement project at the High Rock Field and Linden Chambers site. Construction will include:

•Removal of deteriorated stone channel walls and regrading of the streambank.
•Installation of restored native wetland vegetation.
•Construction of the subgrade stormwater storage and infiltration system beneath the High Rock sports fields, including elevation improvements to reduce post-storm downtime.

These improvements will reduce localized flooding, increase overall system capacity, and enhance water quality by reducing phosphorus loads to the Charles River. The project will also protect and benefit the Linden Chambers redevelopment. By stabilizing this flood-sensitive area, the project supports both vulnerable residents and the Town's broader MBTA community rezoning efforts for higher-density housing.

Capital Request Detail					
Project Title	NPDES Support Projects	Fiscal Year	2031	Request Status	New

Additional Description and Considerations

The NPDES permit requires municipalities to develop and maintain a Phosphorus Control Plan (PCP) to reduce the amount of phosphorus discharged to nearby waterbodies. It is anticipated that these restrictions will become more stringent over time (Needham's phosphorus reduction obligations have increased 10% since the permit regulations were issued). The Town's first milestone of 20% phosphorus load reduction is due by 2026.

In order to meet Needham's phosphorous reduction benchmarks, DPW will have to accelerate our current NPDES programs, and when feasible, design and construct BMPs in the same year. DPW may pivot to additional or alternative BMPs depending on circumstances, both internal and external (e.g. a major flooding event). Other variables that may impact NPDES activities and planning include the construction timeline, cost, and projected efficacy of the proposed BMPs, internal project management capabilities, and current site conditions. While the plan is to focus on these specific watershed areas, if it is more efficient, effective, or timely to install a BMP in another watershed aea, the DPW will do what is best for the NPDES program.

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 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, sidewalks, intersections, guardrails, bridges, 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 observed average life of a road is now 10 to 15 years, shorter than in the past due to the industry's increased use of recycled materials to reduce material costs. Specialized surface treatments can be applied within this period to seal the pavement and extend the life of the roadway, with the treatment type based on road usage. On roads that were previously treated with one of these materials, a fresh asphalt overlay or "mill and fill" process is performed to restore the pavement condition and reset the clock. The Town plans for 17 lane miles of road to be resurfaced each year before they reach the end of their useful life. These roads are prioritized based on a road surface rating (RSR). The Town designates roads with an RSR of under 70 as targets for resurfacing and specialized treatments, and roads under 60 for more comprehensive repair and renovation.

The primary strategy of the resurfacing program involves asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction, handicap ramps, minor drainage improvements, traffic markings, and signage improvement or replacement. 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 Rehabilitation/Reconstruction
Street resurfacing is usually the appropriate treatment to extend the useful life of a road, but deteriorating 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 street resurfacing program in that it requires a more comprehensive design and construction process, usually involving outside engineering firms. Roadway rehabilitation is similar to home renovation, whereas a full reconstruction is more like a knock-down and rebuild. Needham's resurfacing program has largely prevented the need for more substantial and costly reconstruction, but no matter how many times they are resurfaced, roads do not just consist of the top layer of asphalt; they are complete systems that have their own foundation, and sometimes that foundation needs addressing.
When determining if a road requires rehabilitation or reconstruction, the Town investigates the sight distances, 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 daily 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
There are over 130 miles of accepted sidewalks in Needham. The Sidewalk Program seeks to address failure points across the network of sidewalks and upgrade sidewalks that do not meet modern construction standards. The Town conducted a study to create a sidewalk condition index and to score each segment of the network on that index. The conclusions of that study identified 80 miles of sidewalk in a condition that would warrant reconstruction. While the costs for sidewalk rehabilitation and reconstruction can vary significantly, current estimates have identified over $20,000,000 in sidewalks in need of repair, amounting to a nearly 40-year backlog. In an effort to maintain the condition of the Town's sidewalks with the highest pedestrian volume, over the past several years this program's funding has been focused towards the rehabilitation of sidewalks along the School Committee's designated walking routes. However, most of these sidewalk segments are now in good repair. With the help of the Mobility Planning & Coordination Committee, the Sidewalk Program's funding will now be turned towards a strategic plan to rehabilitate sidewalks in lower-volume residential neighborhoods.

ADA Ramp Upgrades
In addition to the importance of maintaining our current sidewalk network, over half of the Town's sidewalks do not comply with modern construction standards or state and federal laws, including the Americans with Disabilities Act (ADA). Significant improvements, including the installation of curb ramps or an expansion of sidewalk width, are required. The Town is mandated to make these improvements whenever making a significant "alteration" to the roadway through our Resurfacing Program, such as when paving. Previously the cost of these improvements were absorbed by the Sidewalk Program, but as the Town seeks to catch up on its maintenance backlog, those funds are needed for that purpose only. A typical curb ramp upgrade, including incidentals such as drainage relocation, costs $9,000, and a given street up for repaving may have as many as 10-15 ramp locations. Therefore, dedicated funding to support the Town's efforts to comply with these mandatory standards is needed.

Intersection Improvements
The various components of an intersection, including traffic signals, sidewalks, and signage require upgrade and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The Engineering Division reviews intersections based on identified needs from the Highway Division and observed traffic patterns and infrastructure changes that are putting pressure on various intersections throughout Town. The Intersection Improvements Program funding goes towards the redesign and reconstruction of major intersections to enhance their traffic

Capital Funding Request			
Title	**Public Works Infrastructure**	Submitted by	PW Highway

performance, correct geometry, and install signals and other infrastructure for motorized and nonmotorized transportation.

Guardrail
Many of the Town's guardrails are noncompliant with state standards, and DPW is executing a plan to systematically upgrade these guardrails to make them safer and more functional. Funding will be used to support guardrail improvements in specific locations that have an identified safety need, unless extraordinary circumstances require guardrail work as part of the street resurfacing, roadway reconstruction, sidewalk repair, intersection improvement, or bridge repair programs.

Bridge Repairs
Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. Funding is needed to design and execute these recommended repairs and ensure safety.

Stormwater/Storm Drain Improvements
Like all infrastructure in New England, the Town's stormwater drain systems were not developed systematically, but evolved over time as the Town developed. The 2002 Stormwater Master Plan was a pre-evaluation of the Town's stormwater system as the Town prepared for updated regulations of its Municipal Separate Storm Sewer System (MS4) system. Some evaluation was made at this time of the Town's capacity based on anecdotal data and records for flooding prone areas, but the primary focus of this study was preparing the Town for legal requirements related to the Town's stormwater quality. With changing weather patterns resulting in more short-duration, high-intensity storms, and greater density in housing and private development, the Department of Public Works continues to work on designing and building out a stormwater system that evolves alongside the built environment and drainage capacity needs in Town. To address these shifting conditions and an expansion in the scope of the DPW's stormwater strategy, an updated Stormwater Capacity Master Plan is being developed with capital funding. The new Master Plan will guide the DPW's capital planning and the prioritization of storm drain capacity projects, which will be funded through this program.

Brooks and Culverts
Throughout Town there are aging drainage systems that require repair, including poorly draining brooks, streams, waterways, and culverts that have been severely damaged by heavy rains/storms. Flooding in March 2010 caused a failure of retaining walls, resulting in extensive erosion and silt deposits in the brooks and streams. The displaced silt provided a medium for undesirable vegetation and negatively affected the drainage systems' ability to control the flow of water, with the situation resulting in the loss of usable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel to repair without capital support. Restoration projects in these areas require a detailed investigation, a plan of recommended improvements, design drawings and specifications, environmental permitting, and construction bidding to be overseen by the Town's Engineering Division. These critical investments will return the waterways to a condition that the DPW will be able to maintain. Similarly destructive flooding in the summer of 2023 continued a pattern of increasingly erratic weather that is expected to worsen over time, further illustrating the importance of functional and resilient drainage systems. The longer these repairs are deferred, the more vulnerable the network becomes to these extreme weather events.

Finally, the Environmental Protection Agency (EPA) has established stronger requirements for stormwater and permitting under the National Pollution Discharge Elimination System (NPDES) permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improving the water quality of brooks and culvert systems to avoid fines from the EPA.

Future Projects
Roadway Reconstruction/Rehabilitation: Central Avenue from Rt. 128 Bridge to Town of Newton, Webster Street from Dedham Avenue to South Street, Great Plain Avenue from Linden Street to Warren St

Intersection Improvements: Central Avenue at Gould Street, Hunnewell Street at Hillside Avenue, Hunnewell Street at Ardmore Road, Kendrick Street at Third Avenue

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

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

Capital Request Detail

Project Title	Public Works Infrastructure				Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design	$0	Construction		$6,003,000	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**	$6,003,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Street Resurfacing ($1,855,000)
The Town aims to resurface 15 lane miles (or 105,600 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 FY26 is $152,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $110,000 per lane mile. The cost of rubber chip seal, microsurfacing, and combination "cape seal" treatments are approximately $6.80 per square yard, $8.20 per square yard, and $13.12 per square yard, respectively.

Sidewalk Program ($1,105,000)
FY26 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $469,500 per mile ($88.92/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $505,190 per mile ($95.68/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

ADA Ramp Upgrades ($473,000)
The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant "alteration" to the roadway through our Resurfacing Program, such as when paving. On average, a curb ramp compliance upgrade costs $9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50-60 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and improve access across the Town's sidewalk network.

Capital Request Detail					
Project Title	Public Works Infrastructure	Fiscal Year	2027	Request Status	Revised

Additional Description and Considerations

Brooks and Culverts - Alder Brook and George Aggott Culvert ($2,570,000)
The George Aggott Culvert system is in poor condition and subjects the surrounding properties to potential surcharge events due to the eccentric layout of the pipe and the age of the culverts. Alder Brook is considered a category 5 impaired water body under NDPES. Category 5 is the worst rating a water body can receive from the EPA. The designed improvements to remove sediment and vegetation from the brook and repair/replace failing walls/culverts will be implemented. The project will be focused on effectively cleaning the brook to remove the phosphorus contaminated sediment and improve the overall water quality. The section of the brook being addressed is from Webster Street at Dedham Avenue to the Charles River.

This request is for the **construction phase** of the project. Funding for the design phase was requested in FY2025.

Category	FY2027	
	D&E	Const.
Street Resurfacing		$1,855,000.00
Sidewalk Program		$1,105,000.00
ADA Ramp Upgrades		$473,000.00
Brooks and Culverts - Alder Brook and George Aggott Culvert		$2,570,000.00
Total		$6,003,000.00

Changes from Prior Year Submission
Project costs have increased due to inflation and updated design estimates. The Central Avenue at Gould Street intersection project was removed due to pending changes with the Muzi site redevelopment nearby and the Kendrick Street at 4th Avenue intersection design was pushed back to FY2028 to allow time for the signalization evaluation to be completed. The George Aggott Culvert system, as part of Alder Brook, was added to improve stormwater mitigation.

Clarification of Questions
3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repairs, and roadway reconstruction.

Capital Request Detail

Project Title	Public Works Infrastructure			Fiscal Year	2028	Request Status	Revised
Project Phase	Construction	Planning/Design	$500,000	Construction	$3,606,000	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**	$4,106,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 ($1,948,000)
The Town aims to resurface 15 lane miles (or 105,600 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 FY26 is $152,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $110,000 per lane mile. The cost of rubber chip seal, microsurfacing, and combination "cape seal" treatments are approximately $6.80 per square yard, $8.20 per square yard, and $13.12 per square yard, respectively.

Sidewalk Program ($1,161,000)
FY26 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $469,500 per mile ($88.92/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $505,190 per mile ($95.68/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

ADA Ramp Upgrades ($497,000)
The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant "alteration" to the roadway through our Resurfacing Program, such as when paving. On average, a curb ramp compliance upgrade costs $9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50-60 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and improve access across the Town's sidewalk network.

Capital Request Detail					
Project Title	Public Works Infrastructure	Fiscal Year	2028	Request Status	Revised

Additional Description and Considerations

Intersection Improvements - Kendrick at 4th Avenue ($250,000)
There have historically been many requests for a traffic signal to be installed at this intersection due to the frequent traffic congestion (which backs up beyond the highway bridge during peak commuting times) making left turns difficult, especially from 4th Avenue onto Kendrick Street. This is exacerbated by the lane usage not being as clear to drivers as it should be.

An ongoing warrant study has been commissioned by Boston Children's Hospital to evaluate if installing a traffic signal would help to address these issues. The results of that study would inform the direction of the design of the improvements, which would in any case seek to enable safe turning movements and predictable traffic patterns.

This funding request is for the **design** phase of the project. The construction funding will be requested for FY2029.

Brooks and Culverts ($250,000)
A project identified from the developing Brooks and Streams Master Plan will be designed in FY2028. Probable elements of the design will include the removal of any phosphorus contaminated sediment and excess vegetation from the brook as well as the repair/replacement of failing walls/culverts. These improvements would restore the intended function and stability of the culvert structure and improve the overall water quality.

Category	FY2028	
	D&E	Const.
Street Resurfacing		$1,948,000.00
Sidewalk Program		$1,161,000.00
ADA Ramp Upgrades		$497,000.00
Intersection Improvements - Kendrick at 4th Avenue	$250,000.00	
Brooks and Culverts	$250,000.00	
Total	$500,000.00	$3,606,000.00

Changes from Prior Year Submission
Project costs have increased due to inflation. The Central Avenue at Gould Street intersection project was removed due to pending changes with the Muzi site redevelopment nearby and the Kendrick Street at 4th Avenue intersection design was pushed back to FY2028 to allow time for the signalization evaluation to be completed.

Clarification 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 Request Detail

Project Title	Public Works Infrastructure			Fiscal Year	2029	Request Status	Revised
Project Phase	Construction	Planning/Design	$694,000	Construction	$6,286,000	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**	$6,980,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 ($2,046,000)
The Town aims to resurface 15 lane miles (or 105,600 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 FY26 is $152,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $110,000 per lane mile. The cost of rubber chip seal, microsurfacing, and combination "cape seal" treatments are approximately $6.80 per square yard, $8.20 per square yard, and $13.12 per square yard, respectively.

Sidewalk Program ($1,219,000)
FY26 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $469,500 per mile ($88.92/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $505,190 per mile ($95.68/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

ADA Ramp Upgrades ($521,000)
The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant "alteration" to the roadway through our Resurfacing Program, such as when paving. On average, a curb ramp compliance upgrade costs $9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50-60 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and improve access across the Town's sidewalk network.

Capital Request Detail					
Project Title	Public Works Infrastructure	Fiscal Year	2029	Request Status	Revised

Additional Description and Considerations

Intersection Improvements - Great Plain Avenue at Greendale Avenue ($444,000)
The existing intersection is large and wide, not accessible for pedestrians or ADA compliant, and is controlled with an outdated traffic detection and signal system. As a gateway to the Town it sees a significant amount of traffic coming off the highway, causing backups on Greendale Ave. The design would incorporate pedestrian accessibility improvements, geometric changes, and new traffic signals with modern detection cameras. As an alternative, a roundabout concept will be investigated for feasibility. This project would likely be impacted by the work on the Rt. 128 sewer interceptor and would have to be sequenced to avoid conflict.

This funding request is for the **design** phase of the project. The construction funding will be requested for FY2031.

Intersection Improvements - Kendrick at 4th Avenue ($2,500,000)
There have historically been many requests for a traffic signal to be installed at this intersection due to the frequent traffic congestion (which backs up beyond the highway bridge during peak commuting times) making left turns difficult, especially from 4th Avenue onto Kendrick Street. This is exacerbated by the lane usage not being as clear to drivers as it should be.

An ongoing warrant study has been commissioned by Boston Children's Hospital to evaluate if installing a traffic signal would help to address these issues. The results of that study would inform the direction of the design of the improvements, which would in any case seek to enable safe turning movements and predictable traffic patterns.

This funding request is for the **construction** phase of the project. The design funding will be requested in FY2028.

Stormwater/Storm Drain Improvements ($250,000)
This request is for funding to implement the highest-priority action items from the new Stormwater Master Plan. These could include the design of discharge storage locations such as retention ponds, underground vaults, or dry wells, flow control infrastructure such as swales, or features intended to increase stormwater infiltration.

Category	FY2029	
	D&E	Const.
Street Resurfacing		$2,046,000.00
Sidewalk Program		$1,219,000.00
ADA Ramp Upgrades		$521,000.00
Intersection Improvements - Great Plain Avenue at Greendale Avenue	$444,000.00	
Intersection Improvements - Kendrick at 4th Avenue		$2,500,000.00
Stormwater/Storm Drain Improvements	$250,000.00	
Total	$694,000.00	$6,286,000.00

Capital Request Detail

Project Title	Public Works Infrastructure			Fiscal Year	2030	Request Status	Revised
Project Phase	Construction	Planning/Design	$275,000	Construction	$3,975,000	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**	$4,250,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 ($2,148,000)
The Town aims to resurface 15 lane miles (or 105,600 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 FY26 is $152,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $110,000 per lane mile. The cost of rubber chip seal, microsurfacing, and combination "cape seal" treatments are approximately $6.80 per square yard, $8.20 per square yard, and $13.12 per square yard, respectively.

Sidewalk Program ($1,280,000)
FY26 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $469,500 per mile ($88.92/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $505,190 per mile ($95.68/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

ADA Ramp Upgrades ($547,000)
The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant "alteration" to the roadway through our Resurfacing Program, such as when paving. On average, a curb ramp compliance upgrade costs $9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50-60 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and improve access across the Town's sidewalk network.

Capital Request Detail					
Project Title	Public Works Infrastructure	Fiscal Year	2030	Request Status	Revised

Additional Description and Considerations

Intersection Improvements - Central Avenue at West Street ($200,000)
This three legged unsignalized intersection has been identified as a high crash area by MassDOT on their Crash Data Portal. There were 10 angle collisions by vehicles from 2022-2024 and it is one of the two locations with the highest percentage of crashes with bicyclists in Needham (the other being Chestnut Street at South Street). Traffic frequently backs up on Central Avenue in this area during peak hours, making it very difficult for drivers approaching from West Street to make left turns. Delays and frustration encourage unsafe driving. The design will include the installation of a traffic signal system to create manageable breaks in traffic and regulate safe turns.

This funding request is for the **design** phase of the project. The construction funding will be requested in a future submission.

Intersection Improvements - Nehoiden Street at Parish Road ($75,000)

This intersection has a confusing layout with multiple turns and crosswalks in close proximity, making traffic control difficult. The visibility of both drivers and pedestrians is impacted by sharp turns. The location has been brought before the Transportation Safety Committee several times and there is a consensus that a redesign is needed to disentangle the conflict points. The design will address the safety concerns by modifying and simplifying the intersection geometry and making it more accessible for pedestrians. As an alternative, a roundabout concept will be investigated for feasibility.

This funding request is for the **design** phase of the project. The construction funding will be requested for FY2031.

Category	FY2030	
	D&E	Const.
Street Resurfacing		$2,148,000.00
Sidewalk Program		$1,280,000.00
ADA Ramp Upgrades		$547,000.00
Intersection Improvements - Central Avenue at West Street	$200,000.00	
Intersection Improvements - Nehoiden Street at Parish Road	$75,000.00	
Total	$275,000.00	$3,975,000.00

Changes from Prior Year Submission
Project costs have increased due to inflation. The Greendale Avenue at Great Plain Avenue intersection project was pushed back to FY2031 to allow for an extended design process. The Central Avenue at West Street and Nehoiden Street at Parish Road intersection designs were added to address known problems areas and safety concerns.

Clarification 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 Request Detail

Project Title	Public Works Infrastruture			Fiscal Year	2031	Request Status	New
Project Phase	Construction	Planning/Design		Construction	$7,924,000	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**	$7,924,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 ($2,255,000)
The Town aims to resurface 15 lane miles (or 105,600 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 FY26 is $152,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $110,000 per lane mile. The cost of rubber chip seal, microsurfacing, and combination "cape seal" treatments are approximately $6.80 per square yard, $8.20 per square yard, and $13.12 per square yard, respectively.

Sidewalk Program ($1,344,000)
FY26 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $469,500 per mile ($88.92/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $505,190 per mile ($95.68/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

ADA Ramp Upgrades ($575,000)
The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant "alteration" to the roadway through our Resurfacing Program, such as when paving. On average, a curb ramp compliance upgrade costs $9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50-60 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and improve access across the Town's sidewalk network.

Capital Request Detail					
Project Title	Public Works Infrastruture	Fiscal Year	2031	Request Status	New

Additional Description and Considerations

Intersection Improvements - Nehoiden St at Parish Rd ($750,000)

This intersection has a confusing layout with multiple turns and crosswalks in close proximity, making traffic control difficult. The visibility of both drivers and pedestrians is impacted by sharp turns. The location has been brought before the Transportation Safety Committee several times and there is a consensus that a redesign is needed to disentangle the conflict points. The design will address the safety concerns by modifying and simplifying the intersection geometry and making it more accessible for pedestrians. As an alternative, a roundabout concept will be investigated for feasibility.

This funding request is for the **construction** phase of the project. The design funding will be requested for FY2030.

Intersection Improvements - Great Plain Avenue at Greendale Avenue ($3,000,000)
The existing intersection is large and wide, not accessible for pedestrians or ADA compliant, and is controlled with an outdated traffic detection and signal system. As a gateway to the Town it sees a significant amount of traffic coming off the highway, causing backups on Greendale Ave. The design would incorporate pedestrian accessibility improvements, geometric changes, and new traffic signals with modern detection cameras. As an alternative, a roundabout concept will be investigated. This project would likely be impacted by the work on the Rt. 128 sewer interceptor and would have to be sequenced to avoid conflict.

This funding request is for the **construction** phase of the project. Funding for the design phase will be requested for FY2029.

Category	FY2031	
	D&E	Const.
Street Resurfacing		$2,255,000.00
Sidewalk Program		$1,344,000.00
ADA Ramp Upgrades		$575,000.00
Intersection Improvements - Nehoiden St at Parish Rd		$750,000.00
Intersection Improvements - Great Plain Avenue at Greendale Avenue		$3,000,000.00
Total		$7,924,000.00

Clarification 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 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, and Great Plain Avenue. For West Street, May Street, and Oak Street, the Town has opted to pursue the option of adding quad-gates, two gates that lower on each side of the railroad crossing, and vehicle and pedestrian detection systems. For Rosemary Street and Great Plain Avenue, the Town has opted for a median separation at the 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.

Capital Request Detail

Project Title	Quiet Zone Safety Upgrades			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	$7,065,000	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	Industry References		**Project Cost**	$7,065,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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 Supplemental Safety Measures at five at-grade-crossings to establish a Quiet Zone for Needham.

Funding for the design phase of this project was funded in FY2025.

Changes from Prior Year Submission

The construction phase of this project was not funded in FY2026 and was pushed back from FY2026 to FY2027. The project cost estimate increased based on recommendations made by the feasibility study and the decision to replace existing signals and technological infrastructure at all five at-grade-crossings. It also now includes road work necessary to accomodate seperate gate systems for cars and pedestrians.

Clarification of Questions

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

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 project 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. These bin spaces are used by Town-contracted vendors throughout the construction season to store project materials and stage equipment off the street. This project can only move ahead after the removal of the Soils from the Stormwater Projects as descibed below.

Replacement Fuel System

The RTS currently has a 3,000-gallon above-ground diesel fuel tank, located adjacent to the bay doors of the Transfer Building. It provides a useful refueling option for the facility, but it 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 is aging, does not have an electric fuel leak detection system, and is noncompliant with fire regulations. This request would be for a larger upgraded above-ground tank, which would provide the RTS with a safer and more reliable option to meet their fuel needs and provide DPW as a whole with a backup fuel station in case the fuel island behind 470 Dedham Ave is down. Included in this request would be the costs for relocating the fuel tank to a safer and more convenient area, also allowing the Town to comply with fire department regulations. If the new location is adjacent to wetlands, then environmental impacts may need to be investigated. This project may be impacted by the RTS service delivery study and Climate Action Roadmap.

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.

Soil Removal from Stormwater Projects

The stormwater improvement projects completed at the RTS in 2021 required significant excavation that resulted in very large clay and soil borrow piles being temporarily stored in the materials processing area of the facility. These piles take up a lot of space and restrict the operations of the materials area, which is not intended for long-term storage of these borrow piles. DPW is currently working with engineering consultants to test the piles to determine if some of the material could be reused for Town projects, but it seems unlikely that they will be suitable for this purpose. This request is a future form in case it is determined that the Town will have to pay for the piles to be removed by a contractor.

Drop-Off Wall Surface Repair

Capital Request Detail

Project Title	RTS Property Improvements			Fiscal Year	2027	Request Status	Revised
Project Phase	Construction	Planning/Design	$60,000	Construction	$180,000	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**	$240,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 Repair ($180,000)
This request is for the **construction phase** of the project. Funding for the design phase was granted for FY2024.

The loading pit located in the transfer building is in a state of disrepair and needs to be replaced. The frequent use and traffic have worn down and damaged the lip of the pit and the pit floor, creating a tripping hazard. A temporary replacement of the lip was performed in 2022 so that operations could continue, but the existing conditions continue to pose safety concerns. There are questions about whether the current design of the loading pit makes sense from an operational perspective.

Depending on the development of the design phase, 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. The project is currently funded for design. The construction phase may be accelerated if conditions worsen at the loading pit edge.

Condition Assessment of the Transfer Station Building ($60,000)

The Town had two studies conducted in 2016 which resulted in the on-going repairs to the building, including structural steel, sprinkler upgrades, tipping floor slab replacement and recommendations to replace the roof and siding. After 10 years; an updated assessment is needed to get a better idea of the Transfer Station conditions.

This request is for a **Feasibility Study**

Capital Request Detail					
Project Title	RTS Property Improvements	Fiscal Year	2027	Request Status	Revised

Additional Description and Considerations

Changes from Prior Year Submission

The condition assessment of the Transfer Station has been added to get a full understanding of the current state of the transfer station. This will allow us to recieve updated estimates for the continued repairs throughout the Transfer Station. The roof repairs have been moved to FY 2028.

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 Request Detail

Project Title	RTS Property Improvements			Fiscal Year	2028	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	$384,000	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**	$384,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Facility Roadway Section Repairs ($99,000)

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.

Building Roof Repairs ($285,000)

The Transfer 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.

Changes from Prior Year Submission

The Roof Repairs have been pushed back a to FY 2028 to allow time for a complete assessment of the roof's condition.

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 Request Detail

Project Title	RTS Property Improvements			Fiscal Year	2029	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$766,000	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**	$766,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 ($766,000)

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.

Changes from Prior Year Submission

The project has been pushed back a year to await direction from the RTS Service Delivery Study and to allow for completion of the design. Costs have increased due to 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 Funding Request							
Title	**Transportation Safety Committee (TSC)**			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 Transportation Safety Committee (TSC), formerly the Traffic Management Advisory Committee (TMAC). The $100,000 annual request will support one or two construction-related TSC 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 TSC. Construction-related TSC projects are not presently funded through the Department of Public Works operating budget.

The goal of the TSC is to promote and improve the safety of the multimodal public ways in Needham. The committee's charge includes:

- Provide a forum to hear petitions from residents that improve the safety of roads, sidewalks, signals, and marks within the Town's multimodal public ways.
- Serve as a resource for residents about Needham's multimodal transportation programs, plans and procedures and assist in the communication of such information.
- Recommend to the Mobility Planning & Coordination Committee proposals for implementing changes to existing multimodal transportation programs, policies and procedures to ensure safety, effective communication, coordination, and continuation of sound traffic and transportation programs.
- Participate in the semi-annual meetings of the Transportation committees (Mobility Planning & Coordination Committee, Transportation Safety Committee, and Rail Trail Advisory Committee). The purpose of the joint meetings is to align activities, projects, and planning initiatives to facilitate public awareness of current and planned Public Works projects.
- The Committee will assist departmental staff in monitoring the effectiveness of infrastructural changes and share evaluations with Public Works and the Select Board.

This annual funding request of $100,000 is to align with the expanded scope of the new TSC charge and an increased demand for interventions beyond simple sign installations and crosswalk paintings, including the addition of solar Rectangular Rapid Flashing Beacons (RRFBs), curbing realignments, and holistic intersection redesigns to protect pedestrians.

Capital Request Detail

Project Title	Transportation Safety Committee (TSC)			Fiscal Year	2027	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$100,000	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**	$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 is this request?			No
2. Are there recommendations or costs identified 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 TSC 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”, Warning signs, and other pedestrian improvements.

Clarification of Questions

3. Depending on the recommendations from TSC 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 TSC 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 Request Detail

Project Title	Transportation Safety Committee (TSC)			Fiscal Year	2028	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$100,000	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**	$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 is this request?	No
2. Are there recommendations or costs identified 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 TSC 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”, Warning signs, and other pedestrian improvements.

Clarification of Questions

3. Depending on the recommendations from TSC 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 TSC 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 Request Detail

Project Title	Transportation Safety Committee (TSC)			Fiscal Year	2029	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$100,000	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**	$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 is this request?	No
2. Are there recommendations or costs identified 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 TSC 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”, Warning signs, and other pedestrian improvements.

Clarification of Questions

3. Depending on the recommendations from TSC 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 TSC 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 Request Detail

Project Title	Transportation Safety Committee (TSC)			Fiscal Year	2030	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$100,000	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**	$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 is this request?	No
2. Are there recommendations or costs identified 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 TSC 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”, Warning signs, and other pedestrian improvements.

Clarification of Questions

3. Depending on the recommendations from TSC 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 TSC 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 Request Detail

Project Title	Transportation Safety Committee (TSC)			Fiscal Year	2031	Request Status	New
Project Phase	Construction	Planning/Design		Construction	$100,000	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**	$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 is this request?			No
2. Are there recommendations or costs identified 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 TSC 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”, Warning signs, and other pedestrian improvements.

Clarification of Questions

3. Depending on the recommendations from TSC 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 TSC 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 Funding Request							
Title	**Action Park & Pickleball Courts**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	2028

Description

Over the past few years, the Park & Recreation Commission as well as the Park & Recreation Department have 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. In October 2023, the department put out a bid for a feasibility study that was approved by Town Meeting in May 2023.In July 2023, CHA Solutions, our consultants, began the study to locate the best location for an Action Park and Pickleball Courts. In October 2024, Claxton Field was chosen as the location for these amenities.

The request for the design was funded at the May 2025 Town Meeting. This request for construction would be for FY2028 for an Action Sports Park, Pump Track and Pickleball Courts.

Capital Request Detail

Project Title	Action Park & Pickleball Courts - Construction			Fiscal Year	2028	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$3,000,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	Hired Consultant		**Project Cost**	$3,000,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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 design for this constuction project was approved for FY2026. The final construction number will be based on the design.

3 - Depending on location of these amenities, there could e a need for permitting.
6 - This project would qualify for CPC funding.
10 - These projects could include, but are not limited to skate park aparatus, fencing, court surfacing, net poles, etc.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**Municipal and School Parking Lot Resurfacing**			Submitted by	PW Highway		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached

Description

The Highway Division of the Department of Public Works maintains the Town's seven public parking lots as well as the parking lots at each of the eight public schools. The Municipal Parking operating budget is used to fund preventative maintenance, such as sealing cracks and refreshing pavement markings, as well as new signs, mulch, and small plantings. The Building Maintenance Division also contributes their operating funding towards these items at the schools.

Despite these preventative maintenance efforts, the pavement in the parking lots eventually deteriorates to the point where it requires resurfacing, either through a mill and pave, or other pavement sealing strategy. Deferring maintenance in these locations can eventually result in a failing surface that presents safety concerns and causes vehicle damage. Without periodic resurfacing, the pavement in these parking lots could lose structural integrity, necessitating a costly reconstruction process to rebuild the subsurface layers.

The resurfacing of parking lots is substantially different than resurfacing roads, and so these lots are outside of the Street Resurfacing Program's scope. This work is performed by different outside contractors and is priced differently due to the smaller area and wider extent of pavement. There may also be unique features or obstacles that must be carefully worked around.

The Highway Division's existing budgets do not cover these parking lot resurfacing projects, nor do their existing contractors typically perform paving work in parking lots. This annual funding request is for the resurfacing of municipal and school parking lots to prevent further degradation and to restore safety and an attractive appearance. Each year's appropriation would be used to solicit bids for these individual resurfacing projects.

The Engineering and Water/Sewer/Drains Divisions may also utilize these opportunities to install additional drainage and stormwater storage features while resurfacing the lots. This will address flooding concerns and support the Town's stormwater management goals and National Pollutant Discharge Elimination System (NPDES) permit compliance efforts.

Capital Request Detail

Project Title	Municipal and School Parking Lot Resurfacing			Fiscal Year	2028	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$838,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		**Project Cost**	$838,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			Not Applicable
6. Is this a project for which an Initial Eligibility Project Application 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?			Not Applicable
11. Is this a request to repair or otherwise improve public property 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

Chestnut Street Parking Lot Resurfacing ($350,000)
The Chestnut Street parking lot's pavement surface is nearing the end of its useful life and is beginning to deteriorate beyond what can be addressed through crack sealing. Over the years since it was last resurfaced, its underlying structure has started to weaken, affecting the shape of the lot and its resilience to the heavy traffic that utilizes it daily. It is also experiencing drainage issues during high-intensity rain events, resulting in flooding that impacts nearby properties.

This request is for funding for a bid project that would involve milling and repaving 2" of the asphalt surface, the repair and adjustment of metal castings, the replacement of the existing pavement markings, and the installation of multiple stormwater capacity structures to help contain and store water, especially during high-intensity rain events.

Broadmeadow School, Eliot School & Daley Building Parking Lot Paving ($488,000)
The parking lots at the Daley Building, Eliot School, and Broadmeadow School are in need of repaving to address significant wear and deterioration. Cracked pavement, uneven surfaces, and poor drainage have created safety hazards for staff, students, families, and visitors, particularly during inclement weather.

Repaving these lots will improve accessibility, enhance safety for both pedestrians and vehicles, and contribute to the overall maintenance and appearance of each campus. Upgrading these high-traffic areas is essential to ensuring a safe and welcoming environment for the school community, as well as extending the usable life of the facilities.

Capital Request Detail					
Project Title	Municipal and School Parking Lot Resurfacing	Fiscal Year	2028	Request Type	New

Additional Description and Considerations

Changes from Prior Year Submission

Chestnut Street Parking Lot has been pushed back from FY2027 to FY2028 to be done in conjunction with the drainage work being done by Engineering. Also, we have added parking lot paving at Broadmeadow School, Eliot School and Daley building.

Clarification of Questions

3. This project may require Planning Board approval depending on what changes, if any, are made to the lot.
7. Any installed drainage or stormwater management features would be in response to the National Pollutant Discharge Elimination System (NPDES) permit requirements.

Capital Request Detail

Project Title	Municipal and School Parking Lot Resurfacing			Fiscal Year	2029	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$250,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Transportation Network	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		**Project Cost**	$250,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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?	Not Applicable
6. Is this a project for which an Initial Eligibility Project Application 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?	Not Applicable
11. Is this a request to repair or otherwise improve public property 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

Chapel Street Parking Lot Resurfacing

The Chapel Street parking lot's pavement surface is nearing the end of its useful life and is beginning to deteriorate beyond what can be addressed through crack sealing. Over the years since it was last resurfaced its underlying structure has started to weaken, affecting the shape of the lot and its resilience to the heavy traffic that utilizes it daily.

This request is for funding for a bid project that would involve milling and repaving 2" of the asphalt surface, the repair and adjustment of metal castings, the replacement of the existing pavement markings, and the installation of multiple stormwater capacity structures to help contain and store water, especially during high-intensity rain events.

Changes from Prior Year Submission

This project was pushed back one year from FY2028 to FY2029.

Clarification of Questions

3. This project may require Planning Board approval depending on what changes if any are made to the lot.
7. Any installed drainage or stormwater management features would be in response to the National Pollutant Discharge Elimination System (NPDES) permit requirements.

Capital Funding Request							
Title	**Perry Park Improvements**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	$1,575,000	Funding Year	See Attached

Description

The choice of playground location was based on the 2021 Playground assessment (link below). This design will look both at the playground area as well as the basketball court.

FY2028 - A design and engineering study of Perry Park playground and basketball court, as well as renovations of the little league field.
FY2029 - A construction project of Perry Park playground and basketball court, as well as renovations of the little league field.

The Town of Needham has 18 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). 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 omited. 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, Good, Fair, Poor.

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=

Capital Request Detail

Project Title	Perry Park Improvements - Design				Fiscal Year	2028	Request Type	Revised
Project Phase	Design/Engineering	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 $25,000		Project Cost Source		Industry References		**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 is this request?			No
2. Are there recommendations or costs identified 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?			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 FY2028 would be for the design and engineering of the playground and basketball court at Perry Park. It was also include improvements to the little league field.

3 - This project may need permitting from other departments in town.
6 - This project would qualify for CPC funding.
10 - All equipment for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Request Detail

Project Title	Perry Park Improvements - Construction			Fiscal Year	2029	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$1,500,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000	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 is this request?	No
2. Are there recommendations or costs identified 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

Final construction cost will be estimated during the design phase.

3 - This project may need permitting from other departments in town.
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 qualify 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 for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions, the Council on Disabilities and the Special Education Parent Advisory Council on this project.

Capital Funding Request							
Title	**Rosemary Pool Shade Improvements**			Submitted by	Park & Recreation		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached

Description

FY2028 - Design/Engineering of shade options at the Rosemary Pool.

FY2029 - Construction/Implementation of shade options at the Rosemary Pool.

Currently there is no shade at the Rosemary Pool . We will be using temporary tents, cabanas and umbrellas to offer some relief this year, but this study would help us with a more permanent solution. The sun sets over the lake, making shading on the lake-side of the pools difficult, but we would look to the study to discover if it is at all possible.

Capital Request Detail

Project Title	Rosemary Pool Shade Improvements - Design				Fiscal Year	2028	Request Type	Revised
Project Phase	Design/Engineering	Planning/Design	$125,000	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 $25,000		Project Cost Source		In-House Estimate		**Project Cost**	$125,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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

3 - This project may need permitting from other departments in town.
6 - This project would qualify for CPC funding.
10 - All equipment for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Request Detail

Project Title	Rosemary Pool Shade Improvements - Construction			Fiscal Year	2029	Request Type	Revised
Project Phase	Construction	Planning/Design		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 $25,000	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 is this request?	No
2. Are there recommendations or costs identified 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?	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 construction costs will be based on the design portion of this request. An estimate is difficult to determine until we design the location of each shade structure and how much of the electrical conduits and piping under the decking and tiers will be disturbed during installation.

3 - This project may need permitting from other departments in town.
6 - This project would qualify for CPC funding.
10 - All equipment for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**Trail Resurfacing and Improvements**			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 several local water bodies. Despite its proximity to urban centers, Needham has also retained many of its wooded areas. This has provided an opportunity for recreational trails and natural pathways that support access to these resources.

In recent years, the Town has embarked on formalizing and improving several trails and pathways, making them more accessible and safe for the community.

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. Given that there are many trails, pathways, and related capital assets in Needham, it has become clear that their maintenance is beyond the scope of the Parks and Forestry Division's operating budget and 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 surface maintenance of Town recreational trails and natural pathways, as well as other opportunities to improve these facilities. This article will be used for improvements above and beyond regular maintenance and will focus on a different trail every year.

Capital Request Detail

Project Title	Trail Resurfacing and Improvements			Fiscal Year	2028	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	$85,000	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**	$85,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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

Carol-Brewster

The Carol-Brewster trail is a stone dust neighborhood pathway which is also suffering from continued wear and deterioration from regular use. DPW was previously asked to conduct maintenance and upkeep on this trail with in-house staff and resources, but the loose material surfaces have suffered severe washouts over the years and now require far more substantial rehabilitative work.

This project includes the removal of the existing stone dust pathway, regrading the area with appropriate sub-base materials, and constructing a 6-foot-wide accessible asphalt pathway. The project will provide long-term durability, accessibility, and environmental protection while enhancing public enjoyment of this important conservation resource.

Changes from Prior Year Submission

Specific projects and costs have been identified since the prior request.

Clarification of Questions

6. The reconstruction of this trail may be eligible for CPC funds.
11. This project will have permanent improvements and maintenance upgrades on the Town's trail.
12. This project may require coordination with the Park and Recreation Department, the Park and Recreation Commission, and the Conservation Commission.

Capital Funding Request							
Title	**Athletic Fields Master Study**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	$125,000	Funding Year	2030

Description

This project is being delayed due to the Pollard Middle School Project. The Fiscal Year selected is our best guess at the timing. Dates may change depending on the Pollard project location and schedule.

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 even some cricket pitches.

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

The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study. This study would also help the Park & Recreation Commission identify a priority list of our fields and facilities.

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.

Capital Request Detail

Project Title	Athletic Fields Master Study			Fiscal Year	2030	Request Type	Revised
Project Phase	Feasibility Study	Planning/Design	$125,000	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 $25,000		Project Cost Source	Industry References		**Project Cost**	$125,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

6 - This project would be eligible for CPC funding.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**Cricket Field Building**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	See Attached	Funding Year	See Attached

Description

The Cricket Field Building has not been a high priority for the Park & Recreation Commission since the building was deemed unsafe by the Needham Building Commissioner. The building has now been closed for 2+ years.

In 2012, there was a feasibility study done on the building to see if there was an opportunity for it to be turned into better, year-round program space for the Park & Recreation Department. Since that time, nothing has been done with the actual study. However, in 2018 the Rosemary Recreation Complex opened and includes some program space and our Summer Cricketeer programs have been absorbed into our Summer Camps now being housed at various school locations.

Due to the safety concerns of this building, this request is for a study and demolition of this building. We would like to consider some options to upgrade this space with new storage options, an open air pavillion, accessible pathways, a seating area and potential upgrades to the current playground. We currently supply porta-potties at the site for public use. We will continue to do so in the future.

This request is for the study, demolition and potential future of this site.

Capital Request Detail

Project Title	Cricket Field Building - Demolition			Fiscal Year	2030	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation	$400,000	Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		**Project Cost**	$400,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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 demolition of the current Cricket Building.

3 - This project may need permitting from other departments in town.
8 - The Needham Building Commissioner has found this building to be unsafe for common use.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Request Detail

Project Title	Cricket Field - Feasibility Study			Fiscal Year	2032	Request Type	Revised
Project Phase	Feasibility Study	Planning/Design		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 $25,000	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 is this request?			No
2. Are there recommendations or costs identified 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?			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?			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 a study of what to do with the space at Cricket Field. Things to be considered are, but not limited to, a new building, storage options, open air pavillion, more parking. a walking path, rebuilding of the basketball court, and upgrading the playground and bringing it up to ADA standards and beyond.

3 - This project may need permitting from other departments in town.
6 - This project would qualify for CPC funding.
8 - The Needham Building Commissioner has found this building to be unsafe for common use.
10 - All equipment for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**DeFazio - Playground Renovation**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	$500,000	Funding Year	2030

Description

This project is being delayed due to the Pollard Middle School Project. The Fiscal Year selected is our best guess at the timing. Dates may change depending on the Pollard project location and schedule.

The Town of Needham has 18 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).
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, Good, Fair, or Poor.
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 - i.e.: 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 Request Detail

Project Title	DeFazio - Playground Renovation - Construction			Fiscal Year	2030	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$500,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Community Services	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		Project Cost Source	Industry References		**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 is this request?			No
2. Are there recommendations or costs identified 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 design for this project was funded in FY2025. Due to the Pollard Middle School project, the design process was put on hold.

The request for FY2030 is for the construction of a newly renovation playground at the DeFazio complex. This construction will be based on the design.

3 - This project may need permitting from other departments in town.
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 qualify 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 for these projects will be installed permanently.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**DeFazio - Carleton Pavilion**			Submitted by	Park & Recreation		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	$100,000	Funding Year	2031

Description

This project is being delayed due to the Pollard Middle School Project. The Fiscal Year selected is our best guess at the timing. Dates may change depending on the Pollard project location and schedule.

The Carleton Pavillion at the DeFazio complex is many years past it's useful life. This request is for a study that will look at the integrity of the current building on site. The study will also look at potential options to upgrade and/or renovate this building. Subsequent years will include a design project and then a construction project. Cost estimates and timing will be determined in the study.

Capital Request Detail

Project Title	DeFazio - Carleton Pavilion - Feasibility Study			Fiscal Year	2031	Request Type	Revised
Project Phase	Feasibility Study	Planning/Design	$100,000	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 $25,000		Project Cost Source	In-House Estimate		**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 is this request?			No
2. Are there recommendations or costs identified 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?			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

This would be the study part of the project. Design, location and construction costs will all be detemined after the study.

6 - This project would qualify for CPC funding.
9 - The feasibility study will determine if we can extend the life of this building or we need to demo it.
12 - Park and Recreation will work with various DPW divisions on this project.

Capital Funding Request							
Title	**Downtown Redesign - Great Plain Avenue Corridor**			Submitted by	PW General		
Request Type	Informational Only	Capital Type	Infrastructure	Funding Request	Future	Funding Year	

Description

This is a future form for potential costs from the rebooted downtown redesign project on Great Plain Avenue. The limits of the project extend from Linden Street to Warren Street. Despite a long period of design development for a previous iteration of this project, the Department of Public Works (DPW) decided that a new vision more responsive to the needs of the residents, with a new design team, was the best way to move the project forward. Requested features of the redesign include bike lanes, expanded pedestrian infrastructure, traffic calming, and additional green space.

In Spring 2024, DPW solicted proposals from its on-call engineering consultants for a new contract to draft concept plans that would be presented to Town stakeholders and developed into a full design based on their feedback. The selected engineering consultant firm, Environmental Partners, was awarded the contract after being rated highly by DPW staff and Town leadership. They have begun their pre-design work (surveys, traffic studies, etc.), assisted the Town in applying for a federal grant to fund a pilot of proposed design elements, and started soliciting public feedback at community pop-up events. They are currently engaged with the Envision Needham Center Working Group to establish how the project will be branded and stakeholder priorities.

As the design continues to take shape, DPW staff will identify and pursue external funding sources to offset the costs of the construction phase. This form serves as a placeholder should it be determined that local funds will need to be leveraged to advance the project.

The project schedule is contingent on the design alternative selected, as a pilot phase may be necessary to model changes to the roadway layout. It is anticipated that the design and potential pilot phases will be funded through Chapter 90 or other grants. However, a combination of funding from Chapter 90, grants, and local funds will be needed to proceed with construction, planned for 2027/2028.

Capital Funding Request							
Title	**Street Acceptance**			Submitted by	PW Engineering		
Request Type	Standalone Funding Request	Capital Type	Infrastructure	Funding Request	Future	Funding Year	

Description

Future Projects

The Town periodically received requests from property owners to make their private road public. In order to accept the street, the conditions of the road need to be brought up to Town standards. An assessment of existing conditions will determine if the pavement thickness complies with Town standards, if the profile and cross section meet the minimum slope criteria for drainage, if additional infiltration is needed to meet federal NPDES requirements, if existing structures will need to be raised to grade, if driveway aprons will need to be adjusted, and if road narrowing will be needed to meet walkability criteria, among other issues. Abutters seeking street acceptance can either improve the street to Town specifications themselves, or petition that the Town complete the work. In this case, the Town will complete the work, and the abutters will pay for the improvement through a betterment process. The construction costs sought through this request will be apportioned to the abutters on Gay Road, Pond Road, and Sargent Road.

Streets that have been identified by property owners as potential candidates in the future include:
-Parkvale Road
- Sachem Road
- Gay Street
- Pond Street
- Sargent Road

Capital Funding Request							
Title	**Sunita Williams Artificial Turf Replacement**			Submitted by	PW Parks and Forestry		
Request Type	Informational Only	Capital Type	Land	Funding Request	Future	Funding Year	Outside the Plan Years

Description

This capital request is to replace the existing synthetic turf field at Sunita Williams Elementary School. The current turf has reached the end of its useful life and requires full replacement to maintain safe and functional play conditions for students and community users. The project will include removal and proper disposal of the existing turf and infill materials, inspection and preparation of the underlying base, and installation of a new synthetic turf system. The replacement field will remain the same size, approximately 0.2 acres, and will use the same approved washed sand infill material that was selected in coordination with the Conservation Commission to ensure compatibility with the adjacent wetlands. A shock pad will be added below the carpet for the first time to improve the safety of users. This pad will help absorb the kinetic energy when a user falls.

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. As of October 2025, the Town's fleet consists of approximately 296 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 trailers (requires another vehicle to transport). 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 usually 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 fuels, 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, passenger and utility vans, police vehicles, sedans, sports utility vehicles, motorcycles, light trucks, and pickup trucks. General purpose vehicles comprise approximately 37 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 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, school buses, and others for which appropriations need to be planned. The balance of the fleet (approx. 25%) consists of trailers, which are loaded with equipment to transport to a worksite, respond to incident, or support a community activity. Others are used to haul materials to and from construction sites, collect and transport rubbish, and have for short term storage. Some have equipment mounted to the base of the trailer and is the tool itself leaf vacuums, brush chippers, and cement mixing.

The total estimate cost for vehicle replacement for the FY2027 - FY2031 time period is $22,447,900 which compares to the $23,883,666 for the previous five year plan. The General Fund cost is $20,501,300 (91.3%), the Sewer Enterprise is $1,565,500 (7.0%), and the Water Enterprise is $381,100 (1.7%).

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	$6,286,100	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000	Project Cost Source		In-House Estimate		**Project Cost**	$6,286,100

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 request for this fiscal year is for vehicles that have been identified to be replaced based on, condition, functionality, usability, or cost of maintenance. The vehicles identified for replacement in a future fiscal year are based on industry recommended replacement schedules. However, the schedule is adjusted annually based on the actual condition of the vehicles, the serviceability of the vehicles, demands on the equipment, and financial resources. The funding request is submitted by the Finance Department but the appropriations support most every function of Government including the Needham Public Schools. The 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 Request Detail

Project Title	Fleet Program FY2027	Fiscal Year	2027	Request Status	Revised

Additional Description and Considerations

Unit #	NW Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
15	A002	DPW Administration	2017	Ford Explorer	SUV Electric	C	54,000
20	W001	DPW Water	2018	Toyota RAV 4	SUV Hybrid	C	64,000
50	P02	DPW Parks	2016	Ford F250 Super Duty	Work Truck Class 3 Pick Up (Not Funded in 26)	C	119,200
52	H01	DPW Highway	2018	Toyota RAV4	SUV Hybrid (Not Funded in 26)	C	64,000
402		Health and Human Servic	2017	Ford Transit 350	Passenger Van Electric	C	382,800
452		Finance Assessing	2013	Ford Taurus	SUV Electric	C	0
459		Building Department	2018	Ford Explorer Gasoline	SUV Hybrid	C	64,000
574		Police Department	2022	Ford Explorer Hybrid	Front Line Police Response Hybrid	B	84,600
584		Police Department	2022	Ford Explorer Hybrid	Front Line Police Response Hybrid	B	84,600
589		Police Department	2022	Ford Explorer Hybrid	Front Line Police Response Hybrid	B	84,600
601		School	2018	Ford Transit Cargo Van	Cargo Van Electric	C	70,000
706		DPW Building Maintenan	2017	Ford Econ T250	Moved to 28	C	0
708	B011	DPW Building Maintenan	2016	Ford Transit S7E1	Utility Van Electric (Not Funded in 26)	C	80,400
A-3		Police Department	2014	Ford Explorer Hybrid	Front Line Police Response Hybrid	B	84,600
C07		Fire Department	2015	Ford F350	Work Truck Class 3	C	140,200
C42		Fire Department	2020	Ford Edge	Public Safety Response Vehicle	C	85,700
NEW	B002	DPW Building Maintenan	NEW	NA	SUV Hybrid	C	59,800
V11		School	2018	Ford Transit 150	Passenger Van Electric	C	82,900
				Core Fleet			**1,605,400**
3		DPW Fleet	2012	Ford F450 Super Duty	Moved to 28	S	0
6	H50	DPW Highway	2015	International 7400 Series	Heavy Duty Truck Class 8 Tractor	S	464,200
8	H52	DPW Highway	2014	INTERNATIONAL 7400 Series	Heavy Duty Truck Class 8 Tractor (Not Funded in 2	S	464,200
16		DPW Sewer	2014	Freightliner MT456 Box Truck	Moved to 29	S	0
28	S31	DPW Sewer	2019	Ford F350 Super Duty	Work Truck Class 3	S	131,600
37		DPW Sewer	2010	IH 7500	Moved to 28	S	0
42	R52	DPW RTS	2014	International 7 Workstar 7600	Heavy Duty Truck Class 8 Roll Off	S	544,300
48		DPW Highway	2019	Ford F450 Super Duty	Moved to 28	S	0
55		DPW Highway	2019	Ford F550 Super Duty	Moved to 28	S	0
65		DPW Parks	2019	Ford F350 Super Duty	Moved to 28	S	0
70	P31	DPW Parks	2017	Ford F550 Super Duty	Work Truck Class 5 (Not Funded in 26)	S	136,200
71	P32	DPW Parks	2017	Ford F550 Super Duty	Work Truck Class 5 (Not Funded in 26)	S	136,200
80	R51	DPW RTS	2019	International 7300	Heavy Duty Truck Class 7 Tractor	S	986,600
81	R30	DPW RTS	2011	Ford F550 Super Duty	Work Truck Class 5 (Not Funded in 26)	S	136,200
94	S005	DPW Sewer	2019	Ford F350 Super Duty	Work Truck Class 3	S	131,600
104	R071	DPW RTS	2016	Volvo L110 Loader	Loader	S	467,900
111	H79	DPW Highway	2013	John Deere Trackless MT6	Sidewalk Plow (Not Funded in 26)	SI	290,100
116	H82	DPW Highway	2014	Prinoth SW4S	Sidewalk Plow	SI	290,100
336	P70	DPW Parks	2017	Toro Groundmaster 5910 Mower	Tractor (Not Funded in 26)	S	179,400
NEW		Police Department			Public Safety Response Vehicle	S	50,700
SV1		Fire Department	2018	Polaris Ranger XP900	Moved to 31	S	0
				Specialized Equipment			**4,409,300**

Capital Request Detail

Project Title	Fleet Program FY2027	Fiscal Year	2027	Request Status	Revised

Unit #	NW Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
58	R105	DPW RTS	2019	Spec Utility SW045	Specialty Trailer	T	123,500
63	R101	DPW RTS	2018	Steco Refuse Trailer (Spector)	Specialty Trailer	T	123,500
91		DPW RTS	2000	Screen Machine Scalper 107D	Moved to 29	T	0
93		DPW RTS	2015	McCloskey Brothers Trommel Screen 512R	Moved to 28	T	0
126	H155	DPW Highway	2016	Wanco WVTMM	Specialty Trailer	B	24,400
152		DPW Sewer	2010	Atlas Compco XAS185 Compressor	Moved to 28	T	0
156		DPW Water	2011	Baker Robinson (portable pump)	Withdrew Request	T	0
159		DPW Water	2012	GS/Goodwin N32-9232 Portable Pump Trailer	Withdrew Request	T	0
168		DPW Sewer	2010	Gorman-Rupp PA4A60 (Waste Pump)	Withdrew Request	T	0
253		DPW Parks	2010	Vermeer SC802 Stump Grinder	Moved to 28	T	0
254		DPW Parks	2013	Bandit 250XP	Moved to 28	T	0
				Trailers			**271,400**

The total requested is $6,286,100 which is a decrease of $266,072 from the plan last year for FY2027. This change was primarily due to pushing nine vehicles from the FY2026 request that were not funded to FY2027 and consequently pushing out several vehicles planned for FY2027 funding to the out years or withdrawing the funding request outright. Another change is the addition of a specialty vehicle for the police department (an addition to the inventory). The requested funding is based on 2025 quotes, increased by 6% to reflect increase in pricing from 2025 to when the vehicles would be purchased (18 to 24 months later). Costs were rounded to the nearest 100. The allocation by fund is $5,958,900 (which is higher than last year) from the General Fund, $263,200 (which is lower than last year) from the Sewer Enterprise, and $64,000 (which is lower than last year) from the Water Enterprise. Please note that $362,800 of the total would be funded through the operating budgets.

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 Request Detail

Project Title	Fleet Program FY2028			Fiscal Year	2028	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	$5,533,500	Other Expenses	
Budget Impact			Project Cost Source			**Project Cost**	$5,533,500

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	Fleet Program FY2028	Fiscal Year	2028	Request Status	Revised

Additional Description and Considerations

Unit #	NEW Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
1		DPW Administration	2018	Toyota RAV4 Hybrid	Moved to 29	C	0
3	M03	DPW Fleet	2012	Ford F450 Super Duty	Pick Up Truck	C	135,500
12		DPW Parks	2018	Ford F150	Moved to 29	C	0
20		DPW Water	2018	Toyota RAV 4	Moved to 27	C	0
44		DPW Engineering	2018	Toyota RAV4 Hybrid	Moved to 29	C	0
46		DPW Engineering	2018	Toyota RAV4 Hybrid	Moved to 29	C	0
56		DPW RTS	2020	Ford F250 Super Duty	Moved to 29	C	0
57		DPW Highway	2020	Ford F350 Super Duty	Moved to 29	C	0
600		School	2018	Ford Transit Cargo	Cargo Van Electric	C	90,600
706		DPW Building Maintenan	2017	Ford Econ T250	Cargo Van Electric	C	83,200
V02		School	2020	Ford Transit 150 AWD	Passenger Van Electric	C	85,800
V04		School	2019	Ford Transit 150 AWD	Funded	C	0
				Core Fleet			**395,100**
37	S52	DPW Sewer	2010	IH 7500	Work Truck Class 6 (Vactor)	S	756,100
48	H31	DPW Highway	2019	Ford F450 Super Duty	Work Truck Class 5	S	180,500
55	H32	DPW Highway	2019	Ford F550 Super Duty	Work Truck Class 5	S	180,500
65	P05	DPW Parks	2019	Ford F350 Super Duty	Work Truck Class 3	S	123,400
105	R72	DPW RTS	2014	CAT 953D Diesel	Tractor	S	389,100
106		DPW Highway	2015	Prinoth SW4S	Moved to 29	SI	0
117	H83	DPW Highway	2015	Prinoth SW4S	Sidewalk Plow	SI	300,300
182		DPW Highway	2018	Elgin Pelican Sweeper	Moved to 29	S	0
E03		Fire Department	2014	KME Fire Engine (79' Aerial)	Fire Engine Quint	S	2,220,800
				Specialized Equipment			**4,150,700**
29	S150	DPW Sewer	2016	PJ Trailers U7122 (Water Jet)	Specialty Trailer (Water Jet)		129,900
58		DPW RTS	2019	Spec Utility SW045	Moved to 27	T	0
62		DPW Parks	2016	Cross Country	Specialty Trailer	B	13,100
91	R91	DPW RTS	2000	Screen Machine Scalper 107D	Specialty Trailer	T	266,100
93	R93	DPW RTS	2015	McCloskey Brothers Trommel Screener	Specialty Equipment Trailer (Screener)	T	300,000
120		DPW Engineering	2017	Wanco WVTMM	Moved to 30	B	0
127		DPW Engineering	2018	Wanco WVTMM	Moved to 30	B	0
145	R150	DPW RTS	2011	Pace Worksport	Specialty Trailer	B	7,300
152	S151	DPW Sewer	2010	Atlas Compco XAS185 Compressor	Specialty Trailer	T	32,100
193	W155	DPW Water	2011	Magnum MLT3060K (Light Tower)	Specialty Trailer (Not fFunded in 26)	B	23,300
253	P150	DPW Parks	2010	Vermeer SC802 Stump Grinder	Specialty Trailer	T	81,900
254	P151	DPW Parks	2013	Bandit 250XP	Specialty Trailer	T	71,900
186T	P101	DPW Parks	2010	Giant-Vac Monster	Specialty Trailer	T	51,100
403T		Health and Human Servic	2006	Haulmark TS6X12DS2	Specialty Trailer	B	11,000
				Trailers			**987,700**

Capital Request Detail

Project Title	Fleet Program FY2028	Fiscal Year	2028	Request Status	Revised

The total requested is $5,533,500 which is an increase of $1,317,308 from the plan last year for FY2028. The increase is reflective of higher pricing for several vehicles and the addition of a replacement tractor for the RTS with an estimated cost of $389,100. The increase was offset in part by pushing funding for one of the sidewalk plows and the street sweeper until FY2029. The allocation by fund is $4,592,100 (which is higher than the FY2028 request last year) from the General Fund, $918,100 (which is higher than the FY2028 request last year) from the Sewer Enterprise, and $23,300 (which is lower than the FY2028 request last year) from the Water Enterprise. However, of those amounts $31,400 would be funded through the operating budget.

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 Request Detail

Project Title	Fleet Program FY2029			Fiscal Year	2029	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	$4,551,800	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000	Project Cost Source		In-House Estimate		**Project Cost**	$4,551,800

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	Fleet Program FY2029	Fiscal Year	2029	Request Status	Revised

Additional Description and Considerations

Unit #	NEW Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
1		DPW Administration	2018	Toyota RAV4 Hybrid	SUV Electric	C	57,800
12	P01	DPW Parks	2018	Ford F150	SUV Hybrid	C	68,500
24		DPW Water	2019	Ford Transit Connect Cargo	Moved to 31	C	0
31		DPW Sewer	2021	Ford F150	Withdrew Request	C	0
44	E10	DPW Engineering	2018	Toyota RAV4 Hybrid	SUV Hybrid	C	68,500
46	E01	DPW Engineering	2018	Toyota RAV4 Hybrid	SUV Hybrid	C	68,500
92		DPW Engineering	2019	Ford T150 Transit Cargo	Moved to 31	C	0
301	P101	DPW Parks	2019	Ford Transit Cargo	Utility Van Electric	C	86,200
401		Health and Human Servic	2019	Ford Transit Connect Wagon	SUV Hybrid	C	67,700
457	N17	Building Department	2019	Nissan Rogue Gasoline	SUV Hybrid	C	68,600
600		School	2018	Ford Transit Cargo	Moved to 28	C	0
702		DPW Building Maintenanc	2019	Ford F250 Super Duty	Moved to 30	C	0
704	B33	DPW Building Maintenanc	2019	Ford Transit Connect Cargo	Utility Van Electric	C	86,200
C01		Fire Department	2023	Chevy Tahoe	Public Safety Response Vehicle	C	116,900
V01		School	2020	Ford Transit 150 AWD	Passenger Van Electric	C	88,800
				Core Fleet			**777,700**
7	H51	DPW Highway	2017	International 7400	Heavy Duty Truck Class 7 Tractor	S	497,300
16	S30	DPW Sewer	2014	Freightliner MT456 Box Truck	Work Truck Class 5 Box Truck (CCTV)	S	384,200
43		DPW Highway	2021	Ford F350	Moved to 30	S	0
49	H56	DPW Highway	2017	Mack GU713	Heavy Duty Truck Class 7 Tractor	S	497,300
56	R01	DPW RTS	2020	Ford F250 Super Duty	Work Truck Class 3 Pick Up	S	97,600
57	H06	DPW Highway	2020	Ford F350 Super Duty	Work Truck Class 3 Pick Up	S	127,700
76		DPW Highway	2019	Bobcat A770	Moved to 31	S	0
106	H76	DPW Highway	2015	Prinoth SW4S	Sidewalk Plow	SI	290,300
143		DPW RTS	2019	Volvo Loader L90H	Moved to 26	S	0
182	H75	DPW Highway	2018	Elgin Pelican Sweeper	Street Sweeper (Hybrid)	SI	761,900
344	P71	DPW Parks	2017	TORC Groundsmaster 4500 Diesel	Tractor	S	115,400
R01		Fire Department	2021	Ford E550 Ambulance	Ambulance	S	737,800
				Specialized Equipment			**3,509,500**
60	R100	DPW RTS	2020	Spector SW045	Open Top Trailer	T	132,300
64	R102	DPW RTS	2022	Spector SW045	Open Top Trailer	T	132,300
159		DPW Water	2012	GS/Goodwin N32-9232 Portable Pump Trailer	Withdrew Request	T	0
183		DPW Parks	2017	Giant-Vac Monster	Moved to 31	T	0
				Trailers			**264,600**

The total requested is $4,551,800 which is an increase of $668,679 from the plan last year for FY2029. The primary driver was moving eight vehicles from the FY2028 replacement year to this year with an estimated cost of $1,250,500 plus the addition of Units N17 and P71 to the FY2029 replacement schedule in the amount of $184,000. The increase was offset in part ($759,089) by pushing eight vehicles to other years and withdrawing the request for Unit 159 ($89,582). The allocation by fund is $4,167,600 (which is higher than the FY2029 request last year) from the General Fund, $384,200 (which is higher than the FY2029 request last year) from the Sewer Enterprise, and $0 (which is lower than the FY2029 request last year) from the Water Enterprise.

Capital Request Detail

Project Title	Fleet Program FY2030			Fiscal Year	2030	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	$4,094,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000	Project Cost Source		In-House Estimate		**Project Cost**	$4,094,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	Fleet Program FY2030	Fiscal Year	2030	Request Status	Revised

Additional Description and Considerations

Unit #	NEW Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
405		Health and Human Servic	2019	Ford Transit 350	SUV Hybrid	C	70,100
702	B32	DPW Building Maintenanc	2019	Ford F250 Super Duty	Work Truck Class 3	C	101,000
705		DPW Building Maintenanc	2020	Ford F150 XL	Changed Type	C	0
715		DPW Building Maintenanc	2020	Ford Transit Cargo Van	Moved to 31	C	0
				Core Fleet			**171,100**
4	M02	DPW Fleet	2019	Ford F350 Super Duty	Work Truck Class 3	s	132,200
14		DPW Water	2020	International Harvester HV507	Withdrew Request	S	0
22	W30	DPW Water	2020	Ford F450 Super Duty	Work Truck Class 5	s	193,400
39		DPW Highway	2022	Ford F550 Super Duty	Moved to 31	S	0
43	H05	DPW Highway	2021	Ford F350	Work Truck Class 3	S	132,200
47	H55	DPW Highway	2018	International 7400	Heavy Duty Truck Class 7 Tractor	S	514,700
705	B10	DPW Building Maintenanc	2020	Ford F150 XL	Work Truck Class 3	S	101,000
181		DPW Highway	2020	Elgin Pelican Sweeper	Moved to 31	S	0
Bus 14		School	2021	Blue Bid (Gas)	School Bus Electric		433,500
E02		Fire Department	2020	E-One Typhoon	Fire Engine	S	1,587,500
R02		Fire Department	2022	Ford E550 Horton	Ambulance	S	763,600
				Specialized Equipment			**3,858,100**
62		DPW Parks	2016	Cross Country	Moved to 28	B	0
64		DPW RTS	2022	Spector SW045	Moved to 29	T	0
120	H150	DPW Engineering	2017	Wanco WVTMM	Specialty Trailer (Solar)	T	26,500
121		DPW Highway	2020	Wanco	Withdrew Request	T	0
122		DPW Highway	2020	Wanco	Withdrew Request	T	0
127	H156	DPW Engineering	2018	Wanco WVTMM	Specialty Trailer (Solar)	T	26,500
129		DPW Highway	2018	Sure-Trac	Moved to 31	B	0
328	P156	DPW Parks	2018	Cross Country	Specialty Trailer	B	11,800
330		DPW Highway	2018	Sure-Trac	Moved to 31	B	0
331		DPW Water	2018	B-Wis	Moved to 31	B	0
				Trailers			**64,800**

The total requested is $4,094,000 which is a decrease of $1,513,525 from the plan last year for FY2030. The primary driver was pushing the replacement of nine vehicles to other years and withdrawing the replacement request of Unit 14. The allocation by fund is $$3,900,600 (which is lower than the FY2030 request last year) from the General Fund, nothing from the Sewer Enterprise (which is the same as before), and $193,400 (which is lower than the FY2030 request last year) 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 Request Detail

Project Title	Fleet Program FY2031			Fiscal Year	2031	Request Status	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	
Primary Function	Other (see below for information)	Site Preparation		Equipment	$1,982,500	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000		Project Cost Source	Industry References		**Project Cost**	$1,982,500

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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 Request Detail

Project Title	Fleet Program FY2031	Fiscal Year	2031	Request Status	New

Additional Description and Considerations

Unit #	NEW Unit #	Division	Vehicle Year	Current Vehicle	New Vehicle Type	Code	Amount
24	W10	DPW Water	2019	Ford Transit Connect Cargo	Utility Van Electric	C	92,300
92	E12	DPW Engineering	2019	Ford T150 Transit Cargo	Utility Van Electric	C	92,300
715	B38	DPW Building Maintenanc	2020	Ford Transit Cargo Van	Utility Van Electric	C	92,300
C02		Fire Department	2026	Ford Expedition Gasoline	Public Safety Response Vehicle	C	131,100
N1		School	2022	Ford Transit Cargo Van Gas		C	80,400
V07		School	2021	Ford Transit 150 AWD		C	98,100
				Core Fleet			**586,500**
39	H30	DPW Highway	2022	Ford F550 Super Duty	Work Truck Class 5	S	200,200
76	H71	DPW Highway	2019	Bobcat A770	Loader	S	189,800
181	H74	DPW Highway	2020	Elgin Pelican Sweeper	Street Sweeper (Hybrid)	S	816,200
SV1		Fire Department	2018	Polaris Ranger XP900	Polaris Ranger Crew	S	90,600
				Specialized Equipment			**1,296,800**
129	H100	DPW Highway	2018	Sure-Trac	Specialty Trailer	B	21,300
183	P100	DPW Parks	2017	Giant-Vac Monster	Specialty Equipment Trailer (Leaf Vac)	T	56,700
330	H160	DPW Highway	2018	Sure-Trac	Specialty Trailer	B	13,100
331		DPW Water	2018	B-Wis	Specialty Trailer	B	8,100
				Trailers			**99,200**

The total request for FY2031 is $1,982,500. The allocation by fund is $1,882,100 from the General Fund, nothing form the Sewer Enterprise, and $100,400 from the Water Enterprise. However of those amounts $42,500 would be funded through the operating budgets.

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 Funding Request							
Title	**Pollard Middle School Renovation Addition (Master Plan Option C1a)**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	$313,915,000	Funding Year	See Attached

Description

Constructed in 1956 and renovated in 1996, the Pollard Middle School has adequate gross square feet, but is in need of a major renovation to address building deficiencies and modernize the learning environment. There are many undersized classrooms, inadequate teacher planning, administration or meeting spaces, insufficient space for special education and antiquated science labs. The modular classrooms, installed in 2002, are at the end of their useful life and are in need of replacement.

This project is part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, to address overcrowding at the High Rock School and to modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario C1a, "High Rock as Elementary School " Project was developed by Dore & Whittier Architects in 2020 and is the School Committee's preferred Master Plan Scenario. As originally proposed, it: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and c) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an approximate 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th Grade Center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for reuse as an elementary school. The execution of these two projects concurrently would allow the High Rock to serve as swing space for the Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School can be completed. This scenario assumes that both Pollard and Mitchell are constructed in partnership with the MSBA.

The MSBA has invited Needham into the feasibility design process for this project. As of this writing, the Pollard project costs reflect the Master Plan estimate of $560/ sf, a 6% straight-line cost escalation and a three-summer commissioning for the Pollard project. The project budget and timeline are under review by the MSBA and HMFH Architects, and will be refined during the preliminary evaluation of alternatives and schematic design process.

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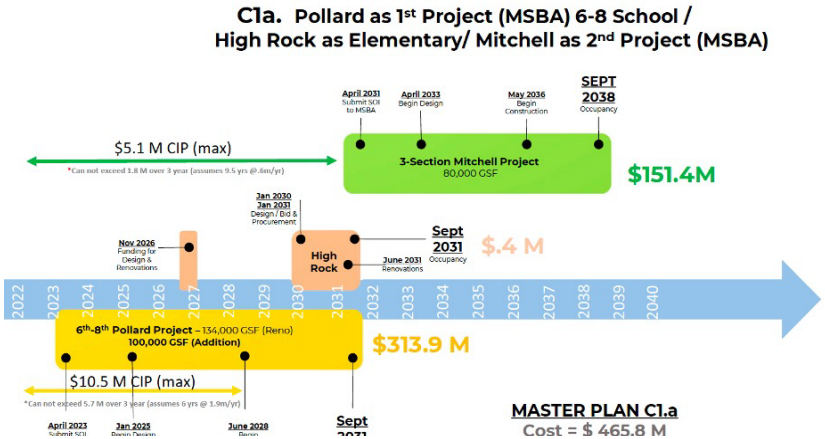
Schedule Assumptions (Updated)

1. District Submits SOI in **April 2023**
2. MSBA Review of SOI **April 2023 - Nov 2023**
3. Invited into Eligibility (Module 1 Eligibility): **Dec 2023** Board Meeting (270-Day Eligibility Period **Jan 2024 - Sept 2024)**
4. Approve Funding for Feasibility & Schematic Design: **May STM 2024** (Completes Eligibility Requirements)
5. OPM/Designer Selection - CM-At-Risk (Module 2 Forming the Team): **June 2024 - Nov 2024**
6. Invited into Feasibility at MSBA Board Meeting (Module 3 Feasibility): **Oct 2024**
7. Feasibility Design (Module 3 Feasibility): **Nov 2025 - Sept 2025**
8. MSBA Board Vote to Approve Feasibility Design (Preferred Schematic Report): **Oct 2025**
9. CM-At-Risk Selection: **Oct 2025 - Dec 2025**
10. Schematic Design/ Cost Estimate (Module 4 Schematic Design): **Nov 2025 - Aug 2026** (Approved Aug MSBA Board Meeting)
11. STM Vote Construction Funding (Module 5 Funding the Project): **Oct 2026 STM**
12. Override/ Ballot Question Approve Construction Funding: **Nov 2026**
13. Project Funding Agreement Executed: **Dec 2026**
14. Detailed Design/Construction Documents/Bidding (Module 6 Design) - CM at Risk: **Jan 2027 - June 2028**
15. Bidding Complete: **July 2028**
16. Construction (Module 7): **July 2028 - Aug 2031**
17. GMP/ Mobilization/ Submittals: **June 2028 - July 2028**
18. Demolition of Modular Classrooms: **June 2028 - July 2028**
19. Construction of Building Addition: **June 2028 - Nov 2029**
20. Students Move into Addition: **Dec 2029**
21. Renovation of North Wing: **Jan 2030 - June 2030**



Capital Request Detail

Project Title	Pollard Middle School Renovation Addition (Master Plan Option C1a)			Fiscal Year	2027	Request Type	Revised
Project Phase	Feasibility Study	Planning/Design	$31,526,000	Construction	$248,972,000	FF&E	
Useful Life	More than 30 Years	Land		Construction Management	$9,140,000	Technology	
Primary Function	Public Education	Site Preparation	$16,097,000	Equipment	$5,430,000	Other Expenses	
Budget Impact	May increase annual operating expenses by more than $100,000		Project Cost Source	Hired Consultant		**Project Cost**	$311,165,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is 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?	No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
12. Will any other department be required to provide assistance in order to complete the project?	Yes
13. If funded, will this project increase the operating expense for any other department?	Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's? Total New FTE's 0	No

Project Description and Considerations

This request is for funds to undertake detailed design and construction, for the Pollard Renovation project included in Master Plan Scenario C1a. This project assumes that the Pollard would be constructed in partnership with the Massachusetts School Building Authority (MSBA), at a potential reimbusement rate of 20-22% of total project costs, based on prior experience.

Parameters Addressed:
1. Feasibility design aprpoved May 2024 of $2,750,000. The estimated Capital Improvement (CIP) commitment required to maintain Pollard, Mitchell and High Rock during the Master Plan project improvements is an additional $15.6 million.
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.

This project has been revised from the previous submission to reflect the actual funding of $2.75 million appropriated in May 2024.

Additional Description and Considerations

Capital Request Detail

Project Title	Pollard Middle School Renovation Addition (Master Plan Option C1a)	Fiscal Year	2027	Request Type	Revised

Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Standard MSBA
Renovation/ Addition of Pollard Middle School as Grade 6-8 Middle School, Based on 2020 Dore & Whittier Master Plan
Assumes Construction Manager at Risk for Pollard
134,000 GSF Renovation, 100,000 GSF Permanent Construction, 1,432 Students, 6-8 School
Scheduled opening: September 2031

		Feasibilty	A/E	Site Prep	Construction	Constr Mgnt	FF&E/ Tech	Total
	Project Cost (2023$)	2,750,000	18,943,735	10,188,000	157,576,885	5,784,996	3,436,800	198,680,416
			20% Conting + Soft (Less Constr Mgt)		*80% Conting + Const*	*4% Construction*		
6.00%	Plus Escalation (@ 6%) x 10.17 Years to Completion 9/31	1,595,000	10,987,366	5,909,040	91,394,593	3,355,298	1,993,344	115,234,641
	REVISED PROJECT COST	4,345,000	29,931,101	16,097,040	248,971,478	9,140,294	5,430,144	313,915,057
	REVISED COST (ROUNDED)	4,345,000	29,931,000	16,097,000	248,972,000	9,140,000	5,430,000	313,915,000

	Feasibility Funding May 2024 STM	Design/Bid/ Construction Funding Oct 2026 STM	Total
Feasibility	2,750,000		2,750,000
Arch/Engineering		31,526,000	31,526,000
Site Preparation		16,097,000	16,097,000
Construction		248,972,000	248,972,000
Construction Management		9,140,000	9,140,000
FF&E	-	5,430,000	5,430,000
Total	**2,750,000**	**311,165,000**	**313,915,000**

Capital Funding Request							
Title	**Renovation to High Rock to Reconfigure as K-5 Elementary School (Master Plan Option C1a)**			Submitted by	Needham Public Schools		
Request Type	Standalone Funding Request	Capital Type	Building	Funding Request	$448,000	Funding Year	2027

Description

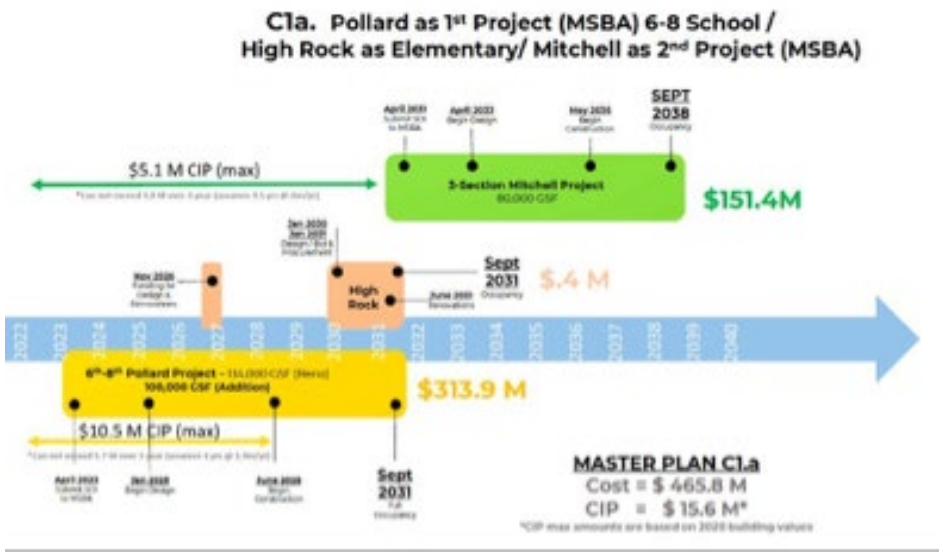
Constructed in 2009, the High Rock School is a modern building in good condition. However, a major classroom adition is needed to serve the needs of the Grade 6 community.

This project is part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, to address overcrowding at the High Rock School and to modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario C1a, "High Rock as Elementary School " Project was developed by Dore & Whittier Architects in 2020 and is the School Committee's preferred Master Plan Scenario. As originally proposed, it: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and c) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an approximate 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th Grade Center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for reuse as an elementary school. The execution of these two projects concurrently would allow the High Rock to serve as swing space for the Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School can be completed. This scenario assumes that both Pollard and Mitchell are constructed in partnership with the MSBA.

The High Rock project reflects a 6% straight-line cost escalation factor and reflect a three-summer commissioning for the Pollard project. No MSBA assistance is assumed for this project. Companion requests
are presented for the Pollard and Mitchell renovation projects.

Master Plan rroject milestones & funding years Include:

25. Special Town Meeting Vote Design & Construction (With Pollard): **Oct 2026 STM** (Alternate Date **Oct 2029 STM**)
26. Override/ Ballot Question Approve Construction Funding (With Pollard): **Nov 2026** (Alternate Date **Nov 2029**)
27. Detailed Design SD/DD/CD (CMR): **Jan 2030 - Sept 2030**
28. Bidding: **Oct 2030 - Dec 2030**
29. Contract Award: **Jan 2031 - June 2031**
30. Construction: **June 2031 - Aug 2031** ("Summer Slammer")
31. Mitchell Students Move to High Rock: **Sept 2031**



Capital Request Detail

Project Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (Master Plan Option C1a)			Fiscal Year	2027	Request Type	Resubmitted
Project Phase	Construction	Planning/Design	$56,000	Construction	$385,000	FF&E	
Useful Life	More than 30 Years	Land		Construction Management	$7,000	Technology	
Primary Function	Public Education	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than $100,000		Project Cost Source		Hired Consultant	**Project Cost**	$448,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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 funds to reconfigure the High Rock School as the District's sixth elementary school, as identified in the Master Plan Scenario C1a. This project would be undertaken in connection with the Pollard Renovation Project, which is underway in partnership with the Massachusetts School Building Authority (MSBA).

Parameters Addressed:
3. This project, which involves renovation of a public building, will involve permitting.
9. This project will update and modernize the High Rock 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 building.

Additional Description and Considerations

Capital Request Detail					
Project Title	Renovation to High Rock to Reconfigure as K-5 Elementary School (Master Plan Option C1a)	Fiscal Year	2027	Request Type	Resubmitted

Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Standard MSBA
Renovation of High Rock, Based on 2020 Dore & Whittier Master Plan
Minor Renovations, 376 Students, K-5 School
Scheduled opening: September 2031

		Feasibilty	A/E	Site Prep	Construction	Constr Mgnt	FF&E/ Tech	Total
	Project Cost (2023$)	-	33,880	-	231,178	3,986	-	269,044
			20% Conting + Soft (Less Constr Mgt)		*80% Conting + Const*	*2% Construction*		
6.00%	Plus Escalation (@ 6%) x 10.17 Years to Completion 9/31	-	22,530	-	153,734	2,651	-	178,914
	REVISED PROJECT COST	-	56,410	-	384,912	6,636	-	447,958
	REVISED COST (ROUNDED)	-	56,000	-	385,000	7,000	-	448,000

	Design & Constr Funding Oct 2026 STM	Total
Feasibility		-
Arch/Engineering	56,000	56,000
Site Preparation	-	-
Construction	385,000	385,000
Construction Management	7,000	7,000
FF&E	-	-
Total	**448,000**	**448,000**

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). The Jack Cogswell Building was constructed in 2017 as a storage facility for vehicles and equipment when not in use for the winter/summer 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 lives and require significant renovations for staff to continue to carry out their responsibilities safely and effectively. However, the Town has determined that a holistic plan for all DPW facilities and operations is needed before any major reconstruction is done to accommodate staff needs department-wide and to best utilize Town spaces and resources. The various factors to evaluate include the possible consolidation of existing functions and services in existing or new facilities, the potential mix of locations for DPW Operations, the cost and benefit of several alternatives for multiple sites, and phasing for the relocation of functions during construction. To address these issues, a feasibility study was performed in FY2023, updating and further developing a previous study completed in 2016. The design phase was originally planned to begin in FY2024, but the study's complex scope necessitated further work that has delayed the start of the design process. Meanwhile, DPW buildings have seen flooding, further deterioration, and continued operational challenges that make the implementation of these improvements even more critical.

DPW conducted a staff survey during FY2023. Results of this survey highlighted that staff was looking for improvements in their work facilities that would enable them to more efficiently do their jobs. When asked if they had $1,000 to spend to improve their day to day workplace, 45% of staff replied that their number one priority was facilities and technology upgrades.

The selected option is a campus approach utilizing multiple locations throughout the Town, including the current DPW building located at 470 Dedham Avenue, the Public Services Administration Building (PSAB), the RTS facility, the Jack Cogswell Building, and the Daley Building. The Administration and Engineering Divisions would remain at PSAB and the Recycling & Solid Waste Division would remain at the RTS facility. However, a reconstructed facility at 470 Dedham Avenue would house the Highway, Parks & Forestry, and Water/Sewer/Drains Divisions, and include an added washbay. Fleet maintenance would be housed at an expanded Jack Cogswell Building, and the Building Maintenance Division would be housed at a renovated Daley Building.

Phase One design of this project plan was funded in May 2024 and involves constructing a new fleet maintenance facility adjacent to the Jack Cogswell building, including site work, utilities, and the potential for temporary relocation of some of the storage items at the Cogswell. Phase Two would involve constructing a fleet wash bay, staff amenities including office space and locker rooms, an Emergency Operations Center for snow and ice operations, and shop spaces for the Parks & Forestry Division, the Highway Division, and the Water/Sewer Drains Division adjacent to the 6-bay garage. Additional phases will be considered at the end of the FY2026 - FY2030 capital plan, including renovating the Daley Building, demolishing and reconstruction of the original DPW facility at 470 Dedham Avenue for vehicle storage, and updates to the Recycling and Transfer Station.

This request is to fund the first part of the multiple design phases needed to incorporate the study's recommendations into a plan, and the multiple construction phases needed to implement that plan.

Capital Request Detail

Project Title	Public Works Facilities Improvements			Fiscal Year	2027	Request Type	Existing
Project Phase	Design/Engineering	Planning/Design	$2,520,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than $5,000		Project Cost Source	Hired Consultant		**Project Cost**	$2,520,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

Phase Two Design

Phase Two is to construct a new DPW facility at the upper level of 470 Dedham Avenue adjacent to the 6-bay garage, including a wash bay to help maintain DPW's vehicles and equipment. This facility will house the Highway, Parks & Forestry, and Water/Sewer/Drains Divisions, including the facilities needed for their daily operations. This request is for the **design** of Phase Two.

Changes from Prior Year Submission

This request was not funded last year and was moved to FY2027.

Clarification of Questions

3. This request will require Building permits, Planning Board Approval, and Conservation Commission approval.
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 Request Detail

Project Title	Public Works Facilities Improvements			Fiscal Year	2028	Request Type	Revised
Project Phase	Construction	Planning/Design		Construction	$22,000,000	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 $25,000	Project Cost Source		Hired Consultant		**Project Cost**	$22,000,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

Phase Two Construction

Phase Two is to construct a new DPW facility at the upper level - 6 bay garage at 470 Dedham Avenue, including a wash bay to help maintain DPW's vehicles and equipment. This facility will house the Highway, Parks & Forestry, and Water/Sewer/Drains Divisions, including their equipment and facilities needed for their daily operations. This request is for the **construction** of Phase Two.

Funding for Phase Two Construction will be requested at the Fall Special Town Meeting in the Fall of 2027, not the spring. This results in a potential 3% reduction in costs, instead of waiting an additional six months to request this funding at the Annual Town Meeting in FY2028. This schedule also works best with the construction sequence.

Changes from Prior Year Submission

The design request was pushed back one year, requiring the construction to also be pushed back one year.

Clarification of Questions

3. This request will require Building permits, Planning Board Approval, and Conservation Commission approval.
9. This request will include repairs to extend the useful life of two buildings.
10. Equipment will be permanently installed.

Capital Request Detail

Project Title	Public Works Facilities Improvements			Fiscal Year	2030	Request Type	Existing
Project Phase	Construction	Planning/Design	$2,839,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than $5,000		Project Cost Source	Hired Consultant		**Project Cost**	$2,839,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

Phase 3 Design

Phase 3 of the DPW Campus project includes A) the demolition and reconstruction of 470 Dedham Ave – Fleet Storage building and B) the gut renovation of the Daley Building for the Building Maintenance Division. This will occur over in two parts, 3A and 3B.

470 Dedham Ave

The existing building will be 70-years old and is at the end of its useful life. It was constructed on a foundation that functions as a side wall to the Alder Brook culvert and is prone to flooding. The Feasibility Study Design proposed demolition of the existing structure and associated sheds, cleaning up the site, and constructing a new Fleet Storage Garage setback 55ft from the Alder Brook, while raising the floor elevation by 2ft. The new code compliant 20,000 sf Fleet Storage Garage and 5,500 sf of Canopy Storage would be located adjacent to the Phase II structure with driveway improvements around the buildings. A new access drive from Dedham Ave with a culvert bridge over the Alder Brook would allow for a 25 ft setback and rain garden / retention pond along the brook and a 30 ft wide drive aisle adjacent to the new storage shed, enhancing the setbacks from the adjacent wetlands. The new bridge would help divide DPW truck traffic from the office and visitor parking serving PSAB and the reservoir trail.

Capital Request Detail					
Project Title	Public Works Facilities Improvements	Fiscal Year	2030	Request Type	Existing

Additional Description and Considerations

Changes from Prior Year Submission
The funding for Daley Building has been moved to FY2031.

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 Request Detail

Project Title	Public Works Facilities Improvements			Fiscal Year	2031	Request Type	
Project Phase	Construction	Planning/Design	$995,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than $5,000	Project Cost Source		Hired Consultant		**Project Cost**	$995,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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	Not Applicable

Project Description and Considerations

Daley Building- Located behind Fire Station #2 at 257 Webster Ave. -this single-story brick building is also about 70-years old. The 10,880sf "L" shaped building was constructed in phases. It has a loading dock, fenced in storage yard and the single toilet is on a septic field. The oil boiler is fed from a pair of interior oil tanks. The proposed gut renovation would require an enhanced energy efficient envelope, upgrades to the mechanical system for both heating and cooling, installation of automatic sprinklers, fire alarm, code compliant toilets, and added structural bracing. Temporary relocation of staff and storage to the Hillside School Building would be necessary. The alternate plan is for demolition and reconstruction of a new metal building on the same site. In either case a vehicle storage canopy would be added within the fenced paved work yard. The demolition with new construction option would approximately double the estimated $7million renovation cost.

Changes from Prior Year Submission

The funding for Daley Building was moved from FY2030 to FY2031 and inflated to reflect the additional year.

Clarification of Questions

3. This request will require Building permits, Planning Board approval and Conservation Commission approval if it involves demolition and new construction.
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 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	2027

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. This request is for $1,000,000 a year for each fiscal year from FY2027 - FY2031.

Capital Funding Request							
Title	**Mitchell School Renovation Addition (Master Plan Option C1a)**			Submitted by	Needham Public Schools		
Request Type	Multiyear Funding Request	Capital Type	Building	Funding Request	$151,411,000	Funding Year	See Attached

Description

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

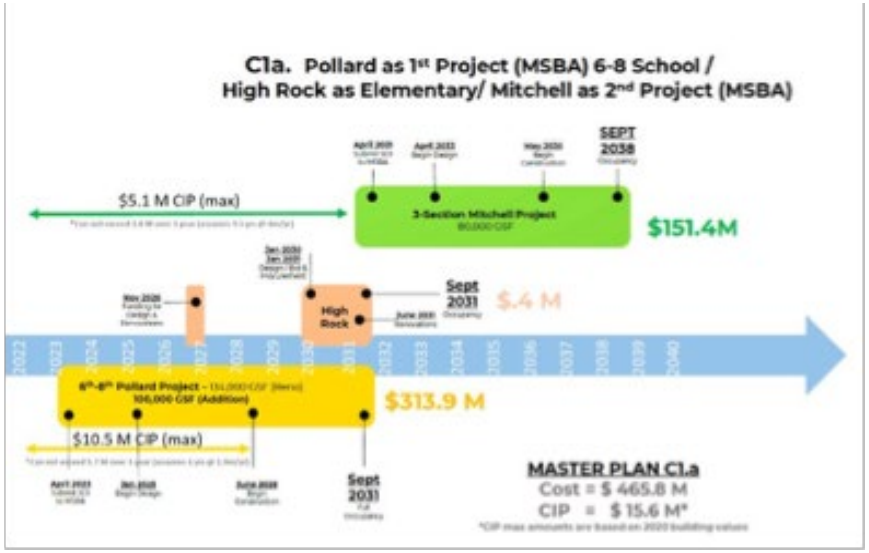
This project is part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, to address overcrowding at the High Rock School and to modernize the Mitchell Elementary and Pollard Middle Schools. This Strategic Plan Scenario C1a, "High Rock as Elementary School " Project was developed by Dore & Whittier Architects in 2020 and is the School Committee's preferred Master Plan Scenario. As originally proposed, it: a) positions grades 6th - 8th under one roof at the Pollard School, b) repurposes High Rock as a sixth elementary school and c) renovates the aging Mitchell School as a smaller, 3-section elementary school. At the Pollard School, the existing modular classrooms would be replaced by an approximate 40 teaching station addition onto the existing building, paired with a phased, occupied renovation of the remaining building and site. Additionally, a new, three-story 6th Grade Center would be constructed on the south side of the existing school. The Pollard renovation would be undertaken in parallel with the feasibility/design study for the Mitchell project in order to complete the Pollard School addition and vacate the High Rock school for reuse as an elementary school. The execution of these two projects concurrently would allow the High Rock to serve as swing space for the Mitchell Elementary School project, with some students re-distributed to other elementary schools until a new Mitchell School can be completed. This scenario assumes that both Pollard and Mitchell are constructed in partnership with the MSBA.

Project costs reflect a per square foot of $560, a 6% straight-line cost escalation factor, and a three-summer commissioning for the Pollard project. MSBA estimated reimbursement of 20-22% of total project costs could be received, based on prior experience. Companion requests are presented for the Pollard and High Rock renovation projects.

Master Plan rroject milestones & funding years Include:

Schedule Assumptions

1. District Submits SOI in **April 2031**
2. MSBA Review of SOI **April 2031 - December 2031**
3. Invited into Eligibility (Module 1 Eligibility) **April 2032**
4. 270-Day Eligibility Period: **April 2032 - Nov 2032**
5. Mitchell Students Move to High Rock: **Sept 2031**
6. STM Approves Funding for Feasibility: **Oct STM 2032**
7. Ballot Question For Feasibility (If Needed within 270-Day Eligibility Period): **Nov 2032**
8. Invited into Feasibility at MSBA Board Meeting **Dec 2032 - Jan 2033** (Module 3 Feasibility)
9. OPM/Designer Selection (Module 2 Forming the Team) **Jan 2033 - Apr 2033**
10. Feasibility Design (Module 3 Feasibility Study): **April 2033 - Sept 2033**
11. MSBA Board Vote to Approve Feasibility Design (Preferred Schematic Report): **Oct 2033**
12. Schematic Design (Module 4 Schematic Design) **Oct 2033 - April 2034**
13. Invitation to Enter MSBA Project Funding Agreement: **July 2034 - Nov 2034**
14. Special Town Meeting Vote Pending MSBA approval **October 2034**
15. Override/ Ballot Question for Construction Funding: **Nov 2034**
16. Execute MSBA Project Funding Agreement: Dec **2034 - Jan 2035**
17. Detailed Design/Construction Documents/Bidding (Module 6 Design - DBB): **Jan 2035 - Feb 2036**
18. Contract Award: **April 2036 - May 2036**
19. Construction (Module 7 Construction): **May 2036 - May 2038**
20. School Opens: **Sept 2038**



Capital Request Detail

Project Title	Mitchell School Renovation Addition (Master Plan Option C1a)				Fiscal Year	2033	Request Type	Resubmitted
Project Phase	Feasibility Study	Planning/Design	$2,659,000	Construction			FF&E	
Useful Life	More than 30 Years	Land		Construction Management			Technology	
Primary Function	Public Education	Site Preparation		Equipment			Other Expenses	
Budget Impact	May increase annual operating expenses by more than $100,000		Project Cost Source		Hired Consultant		**Project Cost**	$2,659,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is 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?	No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
12. Will any other department be required to provide assistance in order to complete the project?	Yes
13. If funded, will this project increase the operating expense for any other department?	Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's? Total New FTE's 0	No

Project Description and Considerations

This request is for feasibility design funds, for the Mitchell School Renovation Addition project included in Master Plan Scenario C1a. Dore & Whittier estimates that the required feasibility design budget would be $2.659 million. This estimate would cover OPM, designer, survey, initial geotechnical analysis, wetlands, hazardous materials and a traffic study. This project assumes that the Mitchell would be constructed in partnership with the Massachusetts School Building Authority (MSBA), at a potential reimbusement rate of 20-22% of total project costs, based on prior experience.

Parameters Addressed:
1. Design and construction funds requested in FY33 and FY35. The estimated Capital Improvement (CIP) commitment required to maintain Pollard, Mitchell and High Rock during the Master Plan project improvements is an additional $15.6 million.
3. This project, which involves renovation of a public building, will involve permitting.
9. This project will replace the Mitchell School. The new school will have a useful life of more than 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.

Additional Description and Considerations

Capital Request Detail					
Project Title	Mitchell School Renovation Addition (Master Plan Option C1a)	Fiscal Year	2033	Request Type	Resubmitted

Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Standard MSBA
Construction of Mitchell 3-Section Elementary School, Based on 2020 Dore & Whittier Master Plan
80,000 GSF, 376 Students, K-5 School
Scheduled opening: September 2038

		Feasibilty	A/E	Site Prep	Construction	Constr Mgnt	FF&E/ Tech	Total
	Project Cost (2023$)	1,500,000	10,202,682	4,320,000	67,521,463	-	1,877,623	85,421,768
			20% Conting + Soft		*70% Conting + Const DBB (in Construction)*		*10% Conting + FF&E*	
4.50%	Plus Escalation (@ 4.5%) x 17.17 Years to Completion 9/38	1,158,750	7,881,572	3,337,200	52,160,330	-	1,450,464	65,988,316
	REVISED PROJECT COST	2,658,750	18,084,253	7,657,200	119,681,793	-	3,328,088	151,410,084
	REVISED COST (ROUNDED)	2,659,000	18,085,000	7,657,000	119,682,000	-	3,328,000	151,411,000

	Feasibility Funding Oct STM 2032	Construction Funding Oct STM 2034	Total
Feasibility	2,659,000		2,659,000
Arch/Engineering		18,085,000	18,085,000
Site Preparation		7,657,000	7,657,000
Construction		119,682,000	119,682,000
Construction Management		-	-
FF&E	-	3,328,000	3,328,000
Total	**2,659,000**	**148,752,000**	**151,411,000**

Capital Request Detail

Project Title	Mitchell School Renovation Addition (Master Plan Option C1a)			Fiscal Year	2035	Request Type	Resubmitted
Project Phase	Construction	Planning/Design	$18,085,000	Construction	$119,682,000	FF&E	$3,328,000
Useful Life	More than 30 Years	Land		Construction Management		Technology	
Primary Function	Public Education	Site Preparation	$7,657,000	Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by more than $100,000	Project Cost Source		Hired Consultant		**Project Cost**	$148,752,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is 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?	No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
12. Will any other department be required to provide assistance in order to complete the project?	Yes
13. If funded, will this project increase the operating expense for any other department?	Yes
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's? Total New FTE's 0	No

Project Description and Considerations

This request is for funds to undertake detailed design and construction, for the Mitchell School Renovation project included in Master Plan Scenario C1a. This project assumes that the Mitchell would be constructed in partnership with the Massachusetts School Building Authority (MSBA), at a potential reimbusement rate of 20-22% of total project costs, based on prior experience.

Parameters Addressed:
1. Design and construction funds requested in FY33 and FY35. The estimated Capital Improvement (CIP) commitment required to maintain Pollard, Mitchell and High Rock during the Master Plan project improvements is an additional $15.6 million.
3. This project, which involves renovation of a public building, will involve permitting.
9. This project will replace the Mitchell School. The new school will have a useful life of more than 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.

Additional Description and Considerations

Capital Request Detail

Project Title	Mitchell School Renovation Addition (Master Plan Option C1a)	Fiscal Year	2035	Request Type	Resubmitted

Scenario: High Rock as Elementary School
Mitchell Standard MSBA/ Pollard Standard MSBA
Construction of Mitchell 3-Section Elementary School, Based on 2020 Dore & Whittier Master Plan
80,000 GSF, 376 Students, K-5 School
Scheduled opening: September 2038

		Feasibilty	A/E	Site Prep	Construction	Constr Mgnt	FF&E/ Tech	Total
	Project Cost (2023$)	1,500,000	10,202,682	4,320,000	67,521,463	-	1,877,623	85,421,768
			20% Conting + Soft		*70% Conting + Const*	*DBB (in Construction)*	*10% Conting + FF&E*	
4.50%	Plus Escalation (@ 4.5%) x 17.17 Years to Completion 9/38	1,158,750	7,881,572	3,337,200	52,160,330	-	1,450,464	65,988,316
	REVISED PROJECT COST	2,658,750	18,084,253	7,657,200	119,681,793	-	3,328,088	151,410,084
	REVISED COST (ROUNDED)	2,659,000	18,085,000	7,657,000	119,682,000	-	3,328,000	151,411,000

	Feasibility Funding Oct STM 2032	Construction Funding Oct STM 2034	Total
Feasibility	2,659,000		2,659,000
Arch/Engineering		18,085,000	18,085,000
Site Preparation		7,657,000	7,657,000
Construction		119,682,000	119,682,000
Construction Management		-	-
FF&E	-	3,328,000	3,328,000
Total	**2,659,000**	**148,752,000**	**151,411,000**

Capital Funding Request							
Title	**Sewer Pump Stations Mechanical and Electrical Systems Assessment**			Submitted by	Sewer Enterprise		
Request Type	Standalone Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	2027

Description

This funding request is to replace critical infrastructure at the Reservoir B Pumping Facility. This project includes:

-Replacement of the HVAC systems serving the Wet Well and Dry Well
-Installation of a new Building Management System (BMS)
-Replacement of the existing Gas Monitoring System

The facility has experienced significant deterioration due to the corrosive environment created by the wet well and the air drawn through the rooftop units. Multiple building components, including metal grills, junction boxes, electrical conduit, lighting, and switches, show severe corrosion and rot and require replacement.

Additionally, the existing gas detection system is outdated and unreliable, and the facility is currently not integrated into the Town's Building Management System. The existing HVAC and monitoring systems have failed and must be replaced immediately to ensure compliance with health and safety requirements for staff and to support the daily maintenance and operation of this critical sewer pumping station.

This funding will allow the Town to address immediate safety concerns, improve reliability, and extend the service life of the Reservoir B Pumping Facility.

Capital Request Detail

Project Title	Sewer Pump Stations Mechanical and Electrical Systems Upgrade			Fiscal Year	2027	Request Type	New
Project Phase	Feasibility Study	Planning/Design		Construction	$300,000	FF&E	
Useful Life	More than 5 Years	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	In-House Estimate		**Project Cost**	$300,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

The Town is requesting funding to replace critical infrastructure at the Reservoir B Wastewater Pumping Facility. This project is essential to address severe deterioration caused by the corrosive environment within the wet well and to ensure the facility remains safe, operational, and compliant with state regulations. The Reservoir B facility plays a critical role in the Town's wastewater infrastructure. Due to years of exposure to harsh environmental conditions, the facility has suffered significant corrosion and mechanical failures. Key safety systems, including HVAC and gas detection, are no longer operational, creating a hazardous environment for personnel and impairing day-to-day maintenance and operations. Additionally, the absence of integration into the Town's Building Management System limits oversight and the ability to respond quickly to system failures.

Scope of Work:

•**Replacement of HVAC Systems** serving both the Wet Well and Dry Well. The current systems have failed due to prolonged exposure to corrosive air drawn through the rooftop units (RTUs), compromising indoor air quality and equipment integrity.

•**Replacement of severely corroded building components**, including metal grilles, junction boxes, electrical conduit, lighting fixtures, and switches that have deteriorated due to the high-moisture, high-sulfur environment.

•**Installation of a new Building Management System (BMS)** to integrate the facility into the Town's centralized building monitoring and control network, allowing for remote monitoring, system alerts, and enhanced operational efficiency.

•**Replacement of the existing Gas Monitoring System**, which is outdated, unreliable, and no longer meets current safety standards.

•**Electrical system upgrades** to support the power requirements of the new HVAC and monitoring systems.

•**All construction and system installations will be performed in full compliance with the Massachusetts State Building Code.**

Capital Request Detail					
Project Title	Sewer Pump Stations Mechanical and Electrical Systems Upgrade	Fiscal Year	2027	Request Type	New

Additional Description and Considerations

Project Benefits:
•Restores safe working conditions for facility staff
•Ensures compliance with health, safety, and building code requirements
•Improves reliability and functionality of a vital wastewater pumping station
•Extends the service life of the facility through proactive infrastructure replacement
•Enables centralized monitoring and control for improved operational response

This funding is critical to addressing immediate safety risks, restoring essential systems, and ensuring the continued, reliable operation of the Reservoir B Pumping Facility. The proposed upgrades will protect Town assets, improve working conditions, and help maintain the integrity of the community's wastewater infrastructure.

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 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 existing steel canister-style pump station at Milo's- Cooks Bridge is beyond its designed life cycle and requires constant maintenance. Pump and mechanical failures are leading to emergency shutoffs more frequently, and replacement parts are no longer made in the existing sizes and shapes. This requires extensive modifications to the pump station when components such as piping and check-valves need replacement. This subsequently requires greater amounts of personnel time and funding for necessary repairs in order to keep the pump station running. The capacity of the pumps and the sewer force main needs to be re-evaluated to determine current flow and system capacity upgrades to handle the current volume of sewage flowing to this location. The controls for the existing pump station are also inconveniently located inside the canister, requiring staff to enter into the canister to inspect, operate, and repair them.

This article is to fund the design and construction of a new sewer pump station and force main that will be more efficient to operate and require less maintenance. A feasibility study was completed in 2024 to evaluate if gravity sewer may be designed and eliminate the existing pump station. It was determined that an upgrade to the pump station with a new force main was the only feasible option.

Capital Request Detail

Project Title	Cooks Bridge Sewer Pump Station Replacement			Fiscal Year	2028	Request Status	Revised
Project Phase	Construction	Planning/Design		Construction	$4,000,000	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**	$4,000,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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 this project. The results of the feasibility study will inform proposed location and upgrades necessary for the pump station.

Changes from Prior Year's Submission

This project has been pushed out one year. The project is currently under early phases of design. Timing and costs will be better established through the design process.

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 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 support the remaining construction phases of a project to address deficiencies 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 wastewater 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. This project would consist of replacing or relining the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way, and on to Great Plain Avenue. The Town plans to replace the sewer main under Route 128 at Great Plain Avenue using horizontal directional drilling in order to avoid major disruptions to the roadway traffic.

The first construction phase of this project, funded from federal sources through the American Rescue Plan Act (ARPA), began in FY2024. It involves bypassing the interceptor and pumping in a polymer cured-in-place lining to address infiltration problems. The limits of work for the first construction phase are from Kendrick Street to Kenney Street just north of the MBTA tracks (7,300 linear feet).

Due to the investment required to complete the remaining construction phases of this project, the Town intends to apply for several sources of outside funding, including from state agencies such as the Massachusetts Water Resources Authority (MWRA) and MassDEP (State Revolving Fund loan program). These sources would subsidize the requested local funding and reduce the Town’s contribution.

Capital Request Detail

Project Title	Sewer Main Replacement			Fiscal Year	2028	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$14,000,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000		Project Cost Source	Hired Consultant		**Project Cost**	$14,000,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is 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?			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 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.

Interceptor Phase 3

This request is to fund the **third construction phase** of this project. The funding for the design phase was granted in FY2023 and the first construction phase was funded through allocations from the American Recovery Plan Act (ARPA). Funding for the second construction phase was requested for FY2025. The Town is actively working on identifying and applying for funding from other grants and external funding sources from state agencies such as the MWRA and MassDEP (SRF loan program).

The third phase involves the replacement of a section of the sewer interceptor outside of the limits of the I-95 shoulder sewer (5,400 linear feet). Relocating this portion of the interceptor away from the highway will also improve its accessibility when repairs and maintenance are required. The existing interceptor is struggling to handle the sewer flow, so it is necessary to replace the shoulder sewer with larger piping to increase its capacity.

This phase is a future phase. Timing of the funding request and project will be determined after the second construction phase is underway.

Capital Request Detail					
Project Title	Sewer Main Replacement	Fiscal Year	2028	Request Status	Existing

Additional Description and Considerations

Clarification of Questions

1. Previous phases of this project have been funded through appropriations from Town Meeting and ARPA funds. There are future phases after this that will require additional funding and alternate funding sources will continue to be pursued.

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

10. The sewer mains will be permanently installed in their locations.

Capital Request Detail

Project Title	Sewer Main Replacement			Fiscal Year	2029	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$6,000,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000		Project Cost Source	Hired Consultant		**Project Cost**	$6,000,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is 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?			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 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.

Interceptor Phase 4

This request is to fund the **fourth construction phase** of this project. The funding for the design phase was granted in FY2023 and the first construction phase was funded through allocations from the American Recovery Plan Act (ARPA). Funding for the second construction phase is being requested for FY2025 and funding for the third construction phase is being requested for FY2026. The Town is actively working on identifying and applying for funding from other grants and external funding sources from state agencies such as the MWRA and MassDEP (SRF loan program).

The fourth and final phase involves additional line replacement for the remaining portion of the interceptor. The existing interceptor is struggling to handle the sewer flow, so it is necessary to replace this segment with larger piping to increase its capacity. The limits of work for the fourth construction phase are from Kendrick Street back to I-95 (2,000 linear feet).

This phase is a future phase. Timing of the funding request and project will be determined after the second construction phase is underway.

Capital Request Detail					
Project Title	Sewer Main Replacement	Fiscal Year	2029	Request Status	Existing

Additional Description and Considerations

Clarification of Questions

1. Previous phases of this project have been funded through appropriations from Town Meeting and ARPA funds. There are future phases after this that will require additional funding and alternate funding sources will continue to be pursued.

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

10. The sewer mains will be permanently installed in their locations.

Capital Funding Request							
Title	**Sewer System Infiltration/Inflow**			Submitted by	Sewer Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	Future	Funding Year	

Description

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. Deer Island co-permitting will also result in increased responsibilities and costs associated with I/I. If the Town manages to reduce I/I in comparison to participating communities, its percentage of costs will remain level or decrease.

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, and all projects identified in the 2016 study have been completed. DPW is currently working with Wright-Pierce to formulate a new plan and cost-estimate for the continuation of our I/I removal program. Most of the funding for the implementation of this work will be sourced from private entities and developments.

This request is to fund the identified repairs and the continued development and implementation of the Town's inflow/infiltration (I/I) removal program, utilizing information gained from the installation of a system to monitor flow-data (for which funds were appropriated for FY2024) to further identify target areas for I/I removal projects moving forward.

Capital Funding Request							
Title	**AMI Meter Reading System**			Submitted by	Water Enterprise		
Request Type	Standalone Funding Request	Capital Type		Funding Request	See Attached	Funding Year	2027

Description

Currently Needham Water, Sewer and Drain (WSD) Division reads our meters through a mobile meter reading device (MRX) in our town meter division vehicles. This requires our staff to physically drive around the streets to obtain these meter reads.

An AMI (Advanced Metering Infrastructure) System , which is a part of a smart digital meter/device that collects usage data, in this case, for our water meters. It transmits this information wirelessly and securely through approximately (four) stationary data collectors, mounted at existing town owned/managed towers through a communication network. This system will include the required AMI software, a consumer portal, and an annual maintenance fee. Unlike traditional data collection systems, AMI devices enable two-way communication, allowing for remote meter readings, real-time water usage monitoring for customers, and improved data accuracy for our (WSD) division and the division's billing system. They interact with the existing water meters. Some meters may require upgrades in order to be read by thsi system.

This system will allow the Town and end users to quickly identify water leaks after the water meter on private property which will reduce abatements and assist property owners in reducing costly water damage. It will also allow end users to determine water usage trends to help reduce their water consumption.

Capital Request Detail

Project Title	AMI Meter Reading System			Fiscal Year	2027	Request Type	New
Project Phase	Acquisition	Planning/Design		Construction		FF&E	
Useful Life	More than 5 Years	Land		Construction Management		Technology	$67,000
Primary Function	Water Resources	Site Preparation		Equipment	$183,000	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $25,000		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 is this request?			No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?			No
3. Does this project require any permitting by any Town or State agency?			Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?			Yes
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?			No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?			No
7. Is this a request in response to a Court, Federal, or State order?			No
8 Is this a request in response to a documented public health or safety condition?			No
9. Is this a request to improve or make repairs to extend the useful life of a building?			No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			Yes
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			No
12. Will any other department be required to provide assistance in order to complete the project?			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 AMI (Advanced Metering Infrastructure) System project will include the installation of of up to four stationary data collectors that will be installed on identified existing town owned/managed towers. A propagation study will be conducted to determine the best location for these units based on the topography of the Town, locations of the two main meter types that this system would read, and location of assets to install. If the study determined more that four AMIs are needed or if meter upgrades in specific locations will be sufficient to bring the majority of the Town online, future requests may be sought.

This will include the 1st year of technical support. That will be factored into the FY '28 operating budget if approved.

Clarification of Questions:
3. This project may require permitting depending on the area of installation including Conservation, Building, Planning, ZBA and potentially FCC.
4. This equipment will require a maintenance agreement from the vendor to ensure it stays in working operation. The first year's costs will be included in the capital and ongoing costs will be included in the FY '28 budget.
10. The AMI's will be permanently installed at their location.

Capital Funding Request							
Title	**DPW Specialty Equipment - Water Division**			Submitted by	Water Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached

Description

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

In FY2027, the DPW is requesting funding for a Wacker Roller for the Water Division.

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

Capital Request Detail

Project Title	DPW Specialty Equipment			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 Works	Site Preparation		Equipment	$35,500	Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000		Project Cost Source	Industry References		**Project Cost**	$35,500

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

Water Division

Wacker Roller ($35,500)

The Water Division is requesting funding to purchase a smaller roller used for trenches and repairs following installation or repair work. This piece of equipment would be capable of supporting a lot of the Division's work without having to request assistance or resources from outside of the Division.

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

This article's purpose is to fund heating, ventilation, and air conditioning (HVAC) upgrades at the Charles River Water Treatment Plant with failing, aging, or inefficient equipment. This could include upgrades to individual components of the HVAC system such as fans, condensers, compressors, and variable frequency drives (VFDs), or more substantial replacements of entire units including rooftop units (RTUs).

As HVAC equipment ages, it becomes less efficient, works harder to provide baseline functionality, and requires more maintenance to stay in operation. These capital investments would be targeted and sequenced to replace the oldest and worst-performing equipment with modern units that are more efficient and less maintenance-intensive.

Capital Request Detail

Project Title	Charles River Water Treatment Plant HVAC Upgrades			Fiscal Year	2027	Request Type	New
Project Phase	Construction	Planning/Design	$80,000	Construction		FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source		Hired Consultant	**Project Cost**	$80,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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

HVAC Upgrades at Water Treatment Plant **($80,000)**
This request is for the **design phase** of the project. Funding for the construction will be requested in FY2028.

This project will fund the design of the building's original HVAC systems, including air handling units, unit heaters, cabinet unit heaters, hot water boilers, associated pumps, and the building management system (BMS). The current equipment is outdated, energy inefficient, and increasingly costly to repair. Replacing these systems will not only reduce ongoing maintenance and repair expenses, but will also eliminate reliance on natural gas by incorporating energy recovery and electrification, resulting in long-term energy savings and improved sustainability.

Clarification of Questions:
3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the Charles River Water Treatment Plant.
12. Coordination with the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Request Detail

Project Title	Charles River Water Treatment Plant HVAC Upgrades			Fiscal Year	2028	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$850,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	In-House Estimate		**Project Cost**	$850,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

HVAC Upgrades at Water Treatment Plant

This request is for the **construction phase** of the project. Funding for the design phase was requested for FY2027.

This project will fund the replacement of the building's original HVAC systems, including air handling units, unit heaters, cabinet unit heaters, hot water boilers, associated pumps, and the building management system (BMS). The current equipment is outdated, energy inefficient, and increasingly costly to repair. Replacing these systems will not only reduce ongoing maintenance and repair expenses, but will also eliminate reliance on natural gas by incorporating energy recovery and electrification, resulting in long-term energy savings and improved sustainability.

Clarification of Questions:

3. Building permits may be required.
9. This project is intended to extend the useful life of the building.
10. This project would permanently install new HVAC equipment at the Charles River Water Treatment Plant.
12. Coordination with the Permanent Public Building Committee and Building Design & Construction Department would be required.

Capital Funding Request							
Title	**PFAS Mitigation**			Submitted by	Water Enterprise		
Request Type	Informational Only	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached

Description

PFAS (per- and polyfluoroalkyl substances) are a group of man-made chemicals manufactured and used in a variety of consumer products worldwide since the 1950s. Two of these PFAS chemicals, perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS) have been extensively produced and studied 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 (MassDEP) 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. The DPW Water Division constantly monitors the Town's drinking water for contaminants and to date has successfully kept the Town's drinking water below that standard.

In April 2024, the EPA issued the National Primary Drinking Water Regulation (NPDWR) which limits even more stringently the presense of PFAS compounds in drinking water to under 4 ppt. Given the extremely small concentration and testing margin of error, the Town's water supply is presently right on the line of 4 ppt and will be doing additional monthly testing over the next few years to determine if the Town will be subject to this new regulation. If the Town is forced to comply, it will require the installation of filtering technologies that are currently being implemented in neighboring communities with much higher levels of PFAS contamination. There will be on-going maintenance and disposal costs associated with this project. It is the hope that the levels in the Town's drinking water can be kept under regulatory levels without installing additional systems until technologies are developed that help destroy this "forever chemical."

With additional testing, the Town will have more information on how to proceed in the upcoming months and year. This article’s purpose is to help prepare for a case in which updated guidance sets lower allowable PFAS levels than what has been observed from testing, and mitigation is required.

Capital Request Detail

Project Title	PFAS Mitigation				Fiscal Year	2027	Request Status	New
Project Phase	Feasibility Study	Planning/Design	$60,000	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**	$60,000

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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?			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	Not Applicable

Project Description and Considerations

Water Supply Cost Benefit Analysis

The purpose of this analysis is to compare the costs associated with constructing a new PFAS treatment system (treatment method TBD) at the Charles River Water Treatment Facility versus supplying the Town exclusively with MWRA water through the St. Mary's Pump Station. The analysis will also account for potential upgrades at the St. Mary's facility to increase hydraulic capacity and ensure redundancy should it become the Town's sole water supply source.

Clarification of Questions

7. This is in response to an anticipated revision in standards set by the MassDEP. Needham is currently in compliance with existing standards.

Capital Request Detail

Project Title	PFAS Mitigation			Fiscal Year	2028	Request Status	Existing
Project Phase	Feasibility Study	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000	Project Cost Source		No Estimate Has Been Determined		**Project Cost**	$0

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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?			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	Not Applicable

Project Description and Considerations

Bench Scale Study/Pilot

This request is for a bench scale pilot study to determine the best method for mitigating PFAS in Needham's drinking water on a small scale in a laboratory before a full design is developed. This would include chemical treatment practices and physical filtration, with jar testing performed to estimate the minimum dose required to achieve our water quality goals (PFAS levels near zero). The most likely method would involve granular-activated carbon (GAC) being inserted into filters or a membrane-type system. This study would assist in selecting the most appropriate design options to pursue.

Clarification of Questions

7. This is in response to an anticipated revision in standards set by the MassDEP. Needham is currently in compliance with existing standards.

Capital Request Detail

Project Title	PFAS Mitigation			Fiscal Year	2029	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than $5,000	Project Cost Source		No Estimate Has Been Determined		**Project Cost**	$0

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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?			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?			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	Not Applicable

Project Description and Considerations

PFAS Mitigation – Design

After analyzing the efficacy of different methods/dosages for mitigating PFAS in Needham's drinking water through the bench scale study, a design plan would be developed to implement the most effective option. This would likely include the use of granular-activated carbon (GAC) as filter media at the Water Treatment Plant. The design would address how to best integrate the chosen treatment method into the Town's existing water treatment process and infrastructure, as well as any additional equipment or components that may be required.

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

Clarification of Questions

7. This is in response to an anticipated revision in standards set by the MassDEP. Needham is currently in compliance with existing standards.

Capital Request Detail

Project Title	PFAS Mitigation			Fiscal Year	2030	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction		FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	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 is this request?	No
2. Are there recommendations or costs identified 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?	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?	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	Not Applicable

Project Description and Considerations

PFAS Mitigation – Construction

The design plan developed to effectively mitigate PFAS in Needham's drinking water would be implemented. This would likely include the use of granular-activated carbon (GAC) as filter media at the Water Treatment Plant. Depending on the specifics of the design, this could involve the integration of the chosen treatment method into the Town's existing water treatment process and infrastructure, as well as the acquisition or construction of any additional equipment or components that may be required.

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

Clarification of Questions

7. This is in response to an anticipated revision in standards set by the MassDEP. Needham is currently in compliance with existing standards.

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

Future projects will be informed by an update to the Water Distribution System Master Plan, which was funded in May 2025.

Capital Request Detail

Project Title	Water Distribution System Improvements			Fiscal Year	2027	Request Status	Existing
Project Phase	Construction	Planning/Design	$122,000	Construction	$470,500	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**	$592,500

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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 ($470,500)

This water main, constructed in 1896, is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. Approximately 500 linear feet of 8-inch water main pipe will be replaced, along with the temporary bypass system, associated gate valves, hydrants, and appurtenances.

This request is for the **construction phase** of the project. Funding for the design phase of the project is being requested for FY2026.

Kingsbury Street from Oakland Avenue to Webster Street ($122,000)

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. Approximately 1,500 linear feet of replacement 8-inch water main pipe will be designed, along with the temporary bypass system, associated gate valves, hydrants, and appurtenances.

This request is for the **design** phase of the project. Funding for the construction phase will be requested for FY2028.

Capital Request Detail					
Project Title	Water Distribution System Improvements	Fiscal Year	2027	Request Status	Existing

Additional Description and Considerations

Clarification of Questions

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

10. The water main would be permanently installed.

Capital Request Detail

Project Title	Water Distribution System Improvements			Fiscal Year	2028	Request Status	Existing
Project Phase	Construction	Planning/Design	$380,000	Construction	$555,000	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**	$935,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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 ($555,000)

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.

This is for the **construction phase** of the project. Funding for the design phase was requested in FY2027.

Oakland Avenue from May Street to Highland Avenue ($380,000)

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

This is for the **design phase** of the project. Funding for the construction phase will be requested for FY2029.

Changes from Prior Year Submission
The above projects have been pushed back a year. The increase in cost is due to inflation.

Capital Request Detail					
Project Title	Water Distribution System Improvements	Fiscal Year	2028	Request Status	Existing

Additional Description and Considerations

Clarification of Questions

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

10. The water main would be permanently installed.

Capital Request Detail

Project Title	Water Distribution System Improvements			Fiscal Year	2029	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$500,000	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**	$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 is this request?	No
2. Are there recommendations or costs identified 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 water main constructed in 1893 is coming to the end of its useful life and has a frequent breakage history that warrants its replacement to prevent future service disruptions and damage. 1,100 linear feet of 8-inch pipe will be removed and replaced.

This is for the **construction phase** of the project. Funding for the design phase was requested in FY2028.

Changes from Prior Year Submission
The above projects have been pushed back a year. The increase in cost is due to inflation.

Clarification of Questions
3. Conservation Commission permitting may be required for site work.
10. The water main would be permanently installed.

Capital Funding Request							
Title	**Water Storage Tank Rehab**			Submitted by	Water Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Equipment	Funding Request	See Attached	Funding Year	See Attached

Description

The Birds Hill and Dunster Road water storage tanks are critical components of the Town's water distribution system, ensuring adequate storage capacity, fire protection, and water quality for residents and businesses. Both tanks are approaching the end of their protective coating service lives, with exterior coatings 17 years old (Birds Hill) and 16 years old (Dunster Road).
Protective coatings are essential for preserving the structural steel of the tanks and maintaining water quality. While a full interior and exterior recoating typically occurs at the 20-year mark, industry best practice allows for a more cost-effective spot rehabilitation and exterior overcoat system if adhesion testing confirms existing coating integrity. This targeted approach would extend the service life of the tanks by an additional 7–10 years at roughly 35% of the cost of a full recoating project.

The rehabilitation will preserve tank integrity, protect public health through maintained water quality, and defer the significant capital expense of full recoating for nearly a decade.

Capital Request Detail

Project Title	Water Storage Tank Rehab				Fiscal Year	2028	Request Type	New
Project Phase	Construction	Planning/Design	$214,000	Construction			FF&E	
Useful Life	More than 9 Years	Land		Construction Management			Technology	
Primary Function	Water Resources	Site Preparation		Equipment			Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source		Industry References		**Project Cost**	$214,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Funding is requested to complete design services for the rehabilitation of the Birds Hill and Dunster Road water storage tanks. Both tanks are approaching the end of their protective coating service lives (17 years for Birds Hill, 16 years for Dunster Road). The design work will include condition assessments, adhesion testing, and preparation of specifications for a spot rehabilitation of interior and exterior coatings, with a full overcoat system on the exterior. This approach will extend the service life of the tanks by an estimated 7–10 years at approximately 35% of the cost of a full recoating project. Advancing the design phase is critical to define the scope, validate coating performance, and develop construction documents for bidding.

This funding request is for the **engineering services**. The funding for construction will be requested in FY2029.

Capital Request Detail

Project Title	Water Storage Tank Rehab			Fiscal Year	2029	Request Type	New
Project Phase	Construction	Planning/Design		Construction	$988,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Water Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	The project should reduce the operating expenses		Project Cost Source	Industry References		**Project Cost**	$988,000

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?	No
2. Are there recommendations or costs identified 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

Funding is requested to implement rehabilitation of the Birds Hill and Dunster Road water storage tanks. Based on current conditions and expected performance, the recommended scope includes spot rehabilitation of interior coatings and a full overcoat system on the exterior. This approach is anticipated to extend the protective service life of the tanks by 7–10 years, maintaining structural integrity and water quality while avoiding the full cost of complete recoating. A full recoating would be nearly three times more expensive; therefore, this rehabilitation strategy represents a cost-effective, phased approach to asset management.

This funding request is for the **construction**. The funding for design was requested in FY2028.

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. It is important that each existing well be maintained properly and replaced when they reach the end of their useful life. Approximately every three years, the Town schedules and implements the well redevelopment process to make the well systems pump more efficiently. Due to demand, the Town operational procedures aim to maintain three active wells at all times, therefore the addition of a fourth well would allow the Water Division to operate within that goal.

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 or downtime periods, allowing for more independence from MWRA sources.

The funding for all necessary site permitting and testing, as well as the design of a new fourth well was granted for FY2024. This request is to fund the designed installation of the redundant well.

Capital Request Detail

Project Title	Water Supply Development			Fiscal Year	2028	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	$3,156,750	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**	$3,156,750

Parameters			Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included is this request?			No
2. Are there recommendations or costs identified 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)

A fourth well at the Charles River Well Field will allow the Town to be able to maximize the water supplied from the wellfield during periods of routine or unforeseen maintenance on the existing wells and equipment. The construction phase of this 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, or a vertical turbine pump and the necessary prefab structure to house the well pump, depending on the outcome of the design phase of the project.

This request is for the **construction phase** of the project. Funding for the design phase of this project was granted for FY2024.

Changes from Prior Year Submission
This request has been pushed back to FY2027 in order to allow time for the design phase to be complete. The increase in project cost is due to inflation.

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 Funding Request							
Title	**Forestry Management Plan**			Submitted by	Water Enterprise		
Request Type	Informational Only	Capital Type	Land	Funding Request	Future	Funding Year	Outside the Plan Years

Description

This future request is for the management of the forested land surrounding the Water Treatment Plant into the Charles River Watershed Restoration Area. This management effort would include the addition of interpretive walking trails educating the public about the watershed, the removal of dead or unhealthy trees as part of a larger forestland retention and protection plan, and a formalized invasive species water management plan. This management effort 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 stakeholders would need to be involved including 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 Water Treatment Plant 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 five year plan to help fund this project.

Capital Funding Request							
Title	**Gate Replacement Program**			Submitted by	Water Enterprise		
Request Type	Informational Only	Capital Type	Infrastructure	Funding Request	Future	Funding Year	Outside the Plan Years

Description

The Department of Public Works is developing a prioritization list of water gates across Town which need replacement due to age, end of useful life, and/or other reasons which have rendered them inoperable. Prioritization is being given first to gates on larger diameter lines. Water gates control the system, assist with the unidirectional flow flushing program, and allow the Town to isolate different areas in the event of breakages, new installations, or other repair work. Inoperable gates can hinder timely emergency repair work, or slow otherwise routine maintenance operations, sometimes creating unplanned and excessive costs. When water gate valves are malfunctioning, inoperable gates result in delays causing an inefficient water shutdown and additional unaccounted for water loss.

This is a future request that will include funding for a consultant to assist DPW in identifying, prioritizing, and designing water gate valve replacements throughout Town. It will also include funding for a contractor to replace the gate valves.

Capital Funding Request							
Title	**Water Service Connections**			Submitted by	Water Enterprise		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	Future	Funding Year	Outside the Plan Years

Description

New Environmental Protection Agency (EPA) regulations called the “Lead and Copper Rule Revisions” went into effect in 2024 regarding the removal of lead or any lead-lined water services and replacement with new copper water service pipe. This request is for funding to develop a plan to document and identify all known and unknown water service pipe materials and their locations, confirm the unknown services through test pit excavation, and remove old lead or plastic service connections wherever they exist, replacing them with new copper service piping. Services identified for replacement could range from supply mains into residential homes just prior to the water meters. This is a continuation and enhacement of the existing water service connection program that the Department of Public Works has been undertaking since 2007.

This request is being continued in this format until the Town is certain that we have met all of our obligations and requirements related to water service abatement and to determine if the program should be continued beyond removal to support the road repavement program and reduce the need for trenching into recently paved roads.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Town Manager's Report
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will update the Board on issues not covered on the agenda.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/12/2025

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Board members may report on the progress and/or activities of their Committee assignments.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None	

Town of Needham
Select Board
Special Meeting
Minutes for Saturday, July 26, 2025
Memorial Park Fieldhouse and
Via ZOOM
https://needham-k12-maus.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09

9:04 a.m. Call to Order
A special meeting of the Select Board was convened by Chair Heidi Frail. Those present were Marianne Cooley, Cathy Dowd, Joshua Levy, Kevin Keane, and Town Manager Katie King. David Davison, Deputy Town Manager/Director of Finance was also in attendance.

9:04 a.m. Consent Agenda
Motion by Mr. Levy that the Board vote to approve the Consent Agenda.
Second: Mr. Keane. Unanimously approved 5-0.

CONSENT AGENDA

1.	Approve Executive Session Minutes of June 10, 2025

9:05 a.m. Discussion

Ms. King led the group in a discussion of potential edits to the Board's prior year goals.

Goal 1: Healthy and Socially Thriving
- Request to separate physical and mental health to each be their own goals; recognize that more resources may need to be committed to these programs given federal cuts and changing eligibility

Goal 4: Accessible and Connected
- The Board discussed adding the word "affordable"

Goal 5: Safe
- Establish Needham as a HEARTSafe community: efforts underway
- Prioritize emergency planning and training for Town Staff to increase preparedness and resilience: efforts underway

Goal 6: Responsibly Governed
- The Board discussed adding the word "accessible"

There was consensus to accept all of the suggested edits.

The Board then discussed the following initiatives:

	Initiative	**Status/Updates/Additional Information**
1	Develop and plan community celebration to take place on the Town Common.	Determine a safe way to execute this type of event on the Common; collaboration with Parks & Rec; **0-18 months**
2	Outreach to various identity network groups and ask to meet with them and attend events to understand the work they do and the community they serve.	**Operationalized**
3	Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.	**0-18 months**

4	Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.	**0-18 months**
5	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees, measure progress.	Refers to many factors, including age, veteran status, how long a resident has lived in Town, race, among others; **Operationalized**
6	Complete the Equity Audit, clarify objectives, and determine next steps.	**Operationalized**
7	Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement.	**Operationalized**
8	Develop a plan for a community observance of Juneteenth.	**Operationalized**
9	Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.	Presentation with program guidelines to Select Board in August/September **Operationalized**
10	Convene NUARI to discuss progress on strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.	**Operationalized**
11	Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).	Discussion about how the Town is using data and how data is already being tracked; presentation to Board how the software is used; **0-18 months**
12	Work with the Planning Board on next steps related to the MBTA Communities Act.	**Completed**
13	Evaluate next steps for use of the Stephen Palmer Building.	**0-18 months**
14	Evaluate the role of the Affordable Housing Trust.	**0-18 months**
15	Evaluate expansion of off-leash dog areas.	**Refer to Town Manager**
16	Encourage and participate in the Planning Board's large house review.	**0-18 months**
17	Explore renaming Hemlock Gorge to Nehoiden's Grant.	**Future consideration**
18	Identify funding for School Master Plan projects and participate in the planning process.	Merge with Pollard project goals (63, 71) **0-18 months**
19	Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.	**0-18 months**
20	Upgrade Town Seal to improve graphic quality and historical accuracy.	**0-18 months**
21	Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball.	**Budget**
22	Improve trailhead access to ensure clear and accessible access.	May Town Meeting funded updated signage and maintenance money for the Rail Trail **Operationalized**
23	Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction.	Dependent upon other stakeholders, MBTA **0-18 months**
24	Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.	**Future consideration**
25	Evaluate expansion of snow and ice removal efforts, including sidewalk plowing strategies.	Potential criteria for Envision Project; interlinked with DPW resources; **Future consideration**

26	Update parking payment technologies to allow for credit card and/or app-based payments.	**0-18 months**
27	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.	**0-18 months**
28	Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt.	**Completed**
29	Evaluate the possibility of developing a Community Master Plan. Develop an inventory of Town long-range plans and identify overlaps and conflicts, including other Boards of jurisdictions.	Discussion about the timeframe and allocation of resources. **Future consideration**
30	Capital Facilities: CATH upgrades (including additional parking).	**Budget**
31	Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.	**0-18 months**
32	Evaluate enhanced benefits to assist in the Town's recruitment and retention efforts.	**Operationalized**
33	Review and update the Sign Bylaw.	**18-36 months**
34	Review and update Select Board policies as appropriate.	**0-18 months**
35	Evaluate options for enhanced data collection by Town Departments to assist the Board in reviewing and evaluating progress toward goals.	Discussion regarding the decisions on how and which data to track, specifically related to sustainability efforts among residents **Remove from goals list**
36	Explore options for evaluating Town Counsel.	**Operationalized**
37	DPW phased renovation/construction.	**0-18 months**
38	Capital Facilities: Library phased renovations.	Young Adult space construction funded; three more phases after that; **Budget**
39	Implement successor agreements for expiring contracts.	Police, Fire, BCTIA upcoming **0-18 months**
40	Identify and implement strategies to protect the Town's tree canopy.	**0-18 months**
41	Develop Town Zero Emission First policy.	**Completed**
42	Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment Program and develop supporting programs to drive participation.	Sustainability Manager will present to the Select Board this calendar year**; 0-18 months**
43	Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity.	**0-18 months**
44	Establish a comprehensive Climate Communications Strategy to engage community members and organizations in the implementation of climate actions and continuous evolution of the Climate Action Roadmap.	**Refer to Sustainability Manager/Climate Action Committee**
45	Establish regulations to prohibit non-electric vehicles parking in EV charging spots.	**Completed**
46	Recommend community energy aggregation	**Completed**
47	Launch a Civics Academy to introduce Needham residents to all facets of local government	**18-36 months**
48	Pilot converting some on-street parking spaces for more active curb use (e.g., short customer visits, active loading areas).	**Remove; link with Goal 49**

49	Update the Town's parking regulations and permit program (including permit rules, time/day regulations, and pricing).	**0-18 months**
50	Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.	**18-36 months**
51	Consider further opportunities for reducing plastic use in Needham.	**Refer to Town Manager**
52	Evaluate Chestnut Street redevelopment.	**Refer to Council of Economic Advisors**
53	Review and advance recommendations from the General Bylaw Review Committee.	**0-18 months**
54	Implement the ITC Strategic Plan, including cybersecurity initiatives.	**0-18 months**
55	Maintain equitable ambulance rates in Needham in alignment with regional standards and consistent with comparable municipalities.	**Operationalized**
56	Achieve compliance with website accessibility requirements by April 2027.	**0-18 months**
57	Successfully implement enterprise-wide financial applications software.	**0-18 months**
58	Continue staff recruitment and retention efforts, including analyses of staffing levels and classification/compensation system.	Duplicate goal; will be consolidated **Operationalized**
59	Update the Town's 2020 Hazard Mitigation Plan to inform decision-making about community resilience, public safety, and infrastructure development.	**Operationalized**
60	Conduct active threat drills in all Town facilities, develop After-Action Reports and Improvement Plans to inform future maintenance plans.	**Operationalized**
61	Review the Town's Accessibility Self-Audit and develop a process to prioritize the recommendations provided, to inform future plans.	Reviewing each building and its alignment with ADA requirements **Refer to Health & Human Services**
62	Expand training and technical assistance about composting to food service establishments and encourage voluntary compliance with the state's food waste diversion goals.	**Refer to Health & Human Services**
63	Explore alternative facilities planning for DPW if DeFazio is selected as the site for Pollard construction.	Merge with Pollard project goals (18, 71); **0-18 months**
64	Create an economic development strategic plan for the Town.	**Refer to Council of Economic Advisors**
65	Add additional public parking options through public/private agreements and partnerships and partnering with the MBTA.	Consideration for businesses and access to the MBTA **0-18 months**
66	Analyze the considerations if the Town were to issue bonds and/or loans for Needham Housing Authority capital projects and make recommendations for future action.	Combines with Affordable Housing Trust goal; **0-18 months**
67	Provide trainings for the Select Board: de-escalation, emergency management.	**0-18 months**
68	Reduce Inflow & Infiltration by tackling illegal sewer/drain hookups.	**Operationalized**
69	Update Needham's friendly 40B guidelines. https://needhamma.gov/DocumentCenter/View/8166/40B-Guidelines-FINAL?bidId=	To be reviewed by the Board at August meeting

70	Advance the Highland Avenue roadway project onto the TIP.	**0-18 months**
71	Partner closely with the Needham Public Schools and MSBA to advance the Pollard construction project, including community engagement efforts.	Merge with Pollard project goals (18, 63); **0-18 months**
72	Increase staff capacity for communications and community engagement responsibilities.	**Budget**
73	Create a communications/community engagement toolkit for Town projects, including a matrix for categorizing projects by levels of engagement, pairing each category with relevant strategies and templates, and providing guidance to staff and boards/committees on setting project timelines and milestones.	**0-18 months**
74	Advance a Home Rule Petition to allow for digital posting of legal notices in place of newspaper publication.	**0-18 months**
75	Revisit the recommendations for Town action from the NUARI Focus groups.	**Refer to Town Manager**
76	Explore building a parking garage in the Chapel Street lot through a public/private partnership.	**Future consideration**
77	Study the results of a voluntary initiative by landscapers to trial electric equipment. Discuss need for full or partial ban of gas leaf blowers.	**Future consideration**
78	Develop a communications protocol for the Select Board. (e.g. statements vs. announcements; when from Board, Chair, or Town Manager; when to endorse statements of others)	**0-18 months**
79	Update the Town's Noise Bylaw.	To be reviewed by the Board at August meeting
80	Review the Select Board's committee appointment policy.	To be reviewed by the Board at August meeting
81	Consider goals and strategies for undergrounding wires and eliminating poles.	Discuss with DPW how to make decisions on a case-by-case basis; **Refer to Town Manager**
82	Identify enforcement options for Grant of Location violations and create a policy for implementation, if necessary.	**For future consideration**
83	Review and adjust Select Board stipends.	**Remove from goals list**
84	Review number and structure of Select Board committees and make recommendations for potential consolidation, reduction, or reassignment to Select Board designees.	Discussion about utilizing designee for committee work; cutting back on Goals; the lifespan of certain committees; **Refer to Town Manager**
85	Implementing guidelines for staff to respond to ad-hoc queries from residents. This may include the person who should be responding (which may not necessarily be the same person to whom a query is addressed) and the timeframe for a response.	Discussion about the range of questions from residents and the timeliness of acknowledge and substantive responses; **Refer to Town Manager**
86	Review voting locations	Removal of Newman School as a voting location; **0-18 months**
87	Consider adoption of M.G.L Chapter 41 §§69C-69F (Board of Public Works)	To be reviewed by the Board at August meeting
88	Do a walk-by of properties that are vacant on Street Listing to verify that they are still vacant and otherwise update for census.	**Refer to Town Clerk**
89	Review Street Listing and Voter Registration and develop a methodology to better capture rental unit turnover in apartment buildings in Needham.	**Refer to Town Clerk**

90	Provide training and technical assistance to food service establishments, with appropriate language translation and interpretation, to assist those establishments in meeting ever-evolving food safety practices.	**Refer to Health & Human Services**
91	Expand access to safe and healthy food to members of the community, and invest in nutrition programs specifically targeted for seniors, the disabled, and those residents with the most limited resources.	**Refer to Health & Human Services**
92	Expand availability of pre-rental housing inspections to ensure that housing units in Needham meet the state Housing Code.	**Refer to Health & Human Services**
93	Re-activate the Town's Hoarding Task Force and identify strategies to assist residents with housing and mental health challenges.	**Refer to Health & Human Services**
94	Identify and implement strategies to preserve both historic and smaller houses.	**Refer to Historic Commission**
95	Update the Town's Preservation Plan.	**Refer to Historic Commission**
96	Recommend an increase in the Older Citizens Tax Deferral (Clause 41A) income cap.	**Refer to Town Manager**
97	Establish a new committee to explore community programming through the summer & fall months around town.	Consensus to explore more events, discussion about establishing an additional committee; **Remove from goals list**
98	Create greater awareness in town about Accessory Dwelling Units (ADUs).	**Remove from goals list**
99	Advance zoning reforms (in addition to the MBTA Communities Act) to promote development of multifamily housing.	**Remove from goals list**
100	Advocate to MassDOT to change the nomenclature on 128 exit signs to Needham Crossing.	**Refer to Council of Economic Advisors**
101	Add weatherproof Town message boards/glass cases (digital or print) at key locations around town and actively manage and update messaging in them at least monthly.	**Remove from goals list**

Discussion included how to consolidate related goals, how to rank items in the 0-18 month category list, and the plan to reevaluate in one year.

11:42 a.m. Adjourn
Motion by Mr. Levy to adjourn the Select Board Goals Meeting.
Second: Mr. Keane. Unanimously approved 5-0.

A full recording of this meeting can be found at:
https://www.youtube.com/watch?v=HeKghDd4Hn8&ab_channel=TownofNeedhamMA.

Town of Needham
Select Board
Minutes for Wednesday, September 24, 2025
Select Board Chambers and
Via ZOOM
https://us02web.zoom.us/j/89068374046

7:02 p.m. Call to Order

A meeting of the Select Board was convened by Vice Chair Cathy Dowd. Those present were Marianne Cooley, Joshua Levy, Kevin Keane, and Town Manager Katie King. David Davison, Deputy Town Manager/Director of Finance was also in attendance. Chair Heidi Frail joined via Zoom.

7:03 p.m. Public Comment Period

Debbie Bryson, 18 Hoover Road, commented that she has submitted a petition regarding the proposed roadway redesign at the top of Tower Ave, Hoover Road, and Paul Revere Road. She claimed that the majority of nearby residents are opposed to the proposal and are in favor of implementing a four-way stop instead. She also stated that the Engineering Department told residents at the neighborhood meeting that stop signs could not be placed at this intersection because Tower Ave is a through street but believes there are through streets that do have stop signs elsewhere in Needham. She concluded by stating a belief that the project lacks transparency and has been misrepresented to residents. She thanked Ms. Cooley and Mr. Levy for their attention to this issue.

John Kalin, 15 Hoover Road, commented that he believes the project at Tower Ave, Hoover Road, and Paul Revere Road has been flawed from the start and not centered around safety. He requested that the Board place stop signs at each road at the intersection.

7:13 p.m. Introduce Director of Administration and Finance, Public Services
Presenter: Carys Lustig, Director of Public Works

Carys Lustig introduced Michelle Provencal-Jones, newly appointed Director of Administration and Finance, Public Services. Ms. Provencal-Jones comes from the Town of Natick Public Works Department, and she also works as part of an Inter-regional Benchmarking Group between Wellesley, Natick, Franklin, Dedham, and Needham. Ms. Provencal-Jones expressed her excitement to be in the role.

7:16 p.m. Public Hearing: Proposed Amendments to Stormwater By-Law and Accompanying Draft Regulations

The Select Board heard from members of the public and other interested parties relative to the proposed update to the Stormwater By-Law, currently included in the October 20, 2025 Special Town Meeting Warrant.

Kevin Keane, Chair of the Stormwater By-Law Working Group, called to order the meeting of the Stormwater By-Law Working Group. Present at this meeting were: Josh Levy, Sue Barber, Tom Ryder, Deb Anderson, Joe Prondak, and John Salo (via Zoom). Also present was Kim Donovan, Compliance Coordinator. Article 13 of the October 20, 2025 Special Town Meeting seeks to replace the Town's existing stormwater by-law with an updated by-law. This is the component of stormwater that addresses construction permitting from the Engineering and Building Departments. This is a construction/permit by-law, not a drainage by-law. After the August 8, 2023 high intensity rain event, the DPW met with 24 neighborhoods to understand the impacts. Mr. Keane reviewed the changes made to the by-law, including (but not limited to): updated table of contents, increase in infiltration requirements from 1 inch to 1.5 inches, updated triggers for applicability, additional language for land disturbance, requirements for infiltration chambers, and tree planting requirements.

Select Board members first had the opportunity to comment on the draft by-law, with questions about communication about the intent of the by-law to residents, decisions about how the infiltration requirement was decided, and individuals who will be involved in the permitting process including civil engineers and qualified soil evaluators.

Dave Herer, 857 Webster Street, commented that the Working Group may consider modifying the language to make it clear that a specific volume of the chamber needs to hold 1.5 inches of water. He emphasized that the size of the infiltration chamber is a function of both the intensity of the rain and the time. He suggested that the Working Group clarify this in the regulations.

Doug Fox, 43 Marked Tree Road, expressed his thanks to the Select Board and the Working Group for their efforts in this area. He anticipated pushback on costs but noted this issue has affected many Needham residents. He asked that the Town provide guidance on how to address flooding after construction from neighbors.

Rebecca Keller-Scholl, 115 Fair Oaks Park, commented that there has been a great deal of construction on Fair Oaks Park and is concerned about the berm that is continually destroyed from runoff. She asked if this is being addressed.

Franklin Gold, 120 Brookside Road, commented that the by-law needed accurate cost estimates so that residents can understand the impacts and to what extent the proposed changes might accelerate the rate of teardowns in Town. He asked if a log of operation and maintenance activities will require a licensed provider or whether a homeowner can conduct these. He also asked the reasoning for the number and size of trees that must be planted and if the language in the by-law could be edited to be more specific.

Motion by Mr. Prondak to adjourn the Stormwater By-Law Working Group meeting.
Second: Mr. Anderson. Unanimously approved 5-0 by roll call.

8:01 p.m. Appointment Calendar and Consent Agenda
Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Mr. Levy. Unanimously approved 5-0 by roll call.

APPOINTMENT CALENDAR

1.	Shane Mark	Mobility Planning and Coordination Committee Term Exp: 6/30/2028

CONSENT AGENDA

1.	Approve Open Session Minutes of September 9, 2025 Special Meeting and September 19, 2025 Special Meeting.
2.	Accept the following donation made to Needham Public Health Division: • $1,000 from an anonymous donor for Needham's Traveling Meals program
3.	Accept the following donation made to Needham Park and Recreation: • $50 from Claire Blum for tree plantings
4.	Accept the following donations made to the Kate Fitzpatrick Professional Development Trust Fund: • $700 from Margaret Merriss • $100 from Kendra Stewart • $100 from Heather Geyer • $100 from Shannon Flanagan Watson • $100 from Opal Mauldin-Jones
5.	Approve the Calendar Year 2026 Licensing Fee Schedule
6.	Approve updated charge and composition for the Town Financed Community Housing Oversight Committee
7.	Authorize the Town Manager to designate David Davison and Elizabeth LaRosee as Acting Town Manager in accordance with Section 20A (b) of the charter, for periods not to exceed two weeks.
8.	Approve partial road closure of Pickering Street (from Great Plain Avenue to just before the entrance of the Walgreens Parking Lot) from 8:30 a.m. to 4:00 p.m. during the Needham Harvest Fair on Sunday, October 5, 2025.
9.	Approve a request from Brad Fernandes, Needham Running Club to hold the road event "Needham Running Club New Year's Day 5K" in Needham. The event is scheduled for Thursday, January 1, 2026 starting at 11:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
10.	Approve Water & Sewer Abatement #1353

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Alex Orquiza	44 Bennington St	Bennington St between Concord & Hight St/Greendale Ave	9/13/25	4:30-9pm	9/20
Amy Cardillo	62 Bradford Street	Cleveland Ave between Webster & Bradford St.	9/28/25	1pm-4pm	10/12
Alanna Friel	4 Broad Meadow Rd	Broad Meadow Road from Greendale Ave to Broad Meadow School	10/5/25	3:30-8pm	N/A
Lois Bacon	29 Harding Road	29 Harding Road	10/18/25	2pm-7pm	N/A
Liz Lawlor	76 Howland Street	End of Pleasant St near intersection of Howland St.	10/19/25	4pm-7pm	10/26
Yakov Shapiro	208 Valley Road	Between 208 and 221 Valley Road	10/25/25	2pm-5pm	10/26
Alison Premo	354 Brookline Street	Brookline St from Manning to Webster St including Fairlawn St cul de sac	10/26/25	3:30-6pm	N/A
Michael Droney	10 Great Plain Terr	10 Great Plain Terrace	10/31/25	5pm-9pm	11/1

8:02 p.m. Needham Heights Banner Program
Presenter: Paul Good, Needham Community Revitalization Trust Fund Committee Chair

Paul Good proposed a new banner program for display in the Needham Heights business district. The Select Board must approve these banners, in accordance with SB-DIS-005 (Banner Policy). Board members complimented the banners and expressed their appreciation for this effort.

Motion by Mr. Levy that the Board vote to authorize the display of the Needham Heights business district banner program as proposed by the Needham Community Revitalization Trust Fund Committee.
Second: Mr. Keane. Unanimously approved 5-0 by roll call.

8:15 p.m. Trails Initiative Update
Presenters: Dave Herer, Conservation Commission Chair, Deb Anderson, Director of Conservation, Tim Puopolo, Conservation Specialist

The Conservation Commission and staff from the Conservation Division presented to the Board an update on the Trails Initiative. They also discussed the status of implementing the Trails Master Plan. Tim Puopolo presented on the implementation of the Trails Master Plan and the goal to improve trail visibility, access, and use. He outlined the six major goals of the Trails Master Plan:

- Short-Term
    - Establish the structure of the Trails Advisory Group under a Trails Coordinator
    - Improve trail visibility, access, and use
- Long-Term
    - Bring existing trails up to a uniform standard
    - Build new trails to provide loops and access to important features
    - Build new trails that connect existing properties
    - Implement an ongoing maintenance plan

Mr. Puopolo then provided an update of the current status of the Trails Initiative, highlighting the $104,000 of Community Preservation Act funds that were awarded to this venture in early 2025, with the Town's two largest properties, Ridge Hill Reservation and the Town Forest, being the first to see this plan follow through. The initial application and concepts were created and presented by Dave Herer, current chair of the Conservation Commission. Currently, a Purchase Order was approved for Premier Fence to begin the installation of new wooden posts at trail intersections and trailheads at Ridge Hill and the Town Forest. Draft signs that adhere to the Town Branding Style Guide have been created. The Town-wide implementation is projected for spring 2026. Finally, map formats will be drafted in collaboration with the Town GIS Specialist to be visible at all Needham Trail kiosk locations. Discussion ensued regarding governance of the trails under the oversight of the Conservation Commission, developing volunteer opportunities for the trails, and designs and placements of the signs.

8:39 p.m. Proposed Updates to Alcohol Regulations
Presenter: Myles Tucker, Support Services Manager

Myles Tucker presented the proposed recommended updates to the Town of Needham Regulations for the Sale of Alcoholic Beverages ("regulations") based on input from the Board, changes in state law, feedback from licensees, and changes to the practice of license administration. The proposed changes before the Board are in line with this practice. The Board most recently updated the alcohol regulations in April 2023. A public hearing of the proposed updates is scheduled for the Select Board meeting on October 14, 2025.

Mr. Tucker highlighted key changes as outlined in the memo provided:

1. Addition of continuing care retirement communities as a category and regulating self-service taps, including North Hill earlier this year.
2. Inclusion of regulations related to self-serve taps.
3. Extension of on-premises last call time to midnight

4. Changing employee roster reporting requirements
5. Training changes and clarification
6. Innkeeper updates
7. Existing Common Victualler standard
8. Annual service report CPA requirement
9. Penalties
10. Administrative and technical changes

Board members asked about regular closing hours in the current regulations and nuances to exceptions, reporting about current and future violations, and the requirements for businesses to provide an updated roster to the Town.

8:57 p.m. Town Manager

Introduce Deputy Town Manager

Ms. King introduced Liz LaRosee, newly appointed Deputy Town Manager. Ms. LaRosee thanked the Board for the opportunity to serve the Town and bring her experience to her role. Board members expressed their excitement and trust in Ms. LaRosee.

Senior and Veteran Property Tax Work-Off – Proposed Rules and Procedures

The May 12, 2025 Special Town Meeting authorized MGL Chapter 59, Section 5K and modified the Town's authorization of MGL Chapter 59, Section 5N, allowing the Town to implement property tax work-off programs for residents over 60 years old and veterans. Both statutes grant municipalities the "power to create local rules and procedures for implementing." Based on feedback from the Board at its September 9, 2025 meeting, staff provided an updated draft policy detailing proposed local rules and procedures for discussion.

Ms. King noted the increase in age for an approved representative to 18 years old, as opposed to 14 years old as discussed at the Board's previous meeting. Mr. Keane asked about clarifying the language related to the age requirement for seniors and veterans and the Board's thoughts about the income requirement for participation.

Motion by Ms. Cooley that the Board vote to adopt SB-ADMIN-011: Senior and Veterans Tax Work-Off Rules and Procedures as amended.
Second: Mr. Levy. Unanimously approved 5-0 by roll call.

Displays on Town Property

Ms. King discussed the current Select Board Display Policy, which governs displays and structures on Town property under the jurisdiction of the Select Board. She recommended to the Board that requests from community organizations for lawn signs to be placed on Town Property or other similar requests not be brought to the Board given that this does not align with the policy. Ms. King noted that this policy will be reviewed in the future.

Quiet Zone Update

Ms. King and Ms. Lustig provided an update on two components on the Town's initiative to eliminate regular train horn sounding: (1) the design of a Quiet Zone at Needham's at-grade street crossings: West Street, Rosemary Street, May Street, Great Plain Avenue, and Oak Street; and (2) a proposed feasibility study for a culvert to create a grade-separated crossing at the Needham Golf Club.

Ms. King briefly outlined the work thus far on these efforts, noting that any work would be conducted on infrastructure that the Town does not own. Ms. Lustig reviewed the cost estimate from Tighe & Bond and described the changes that would need to take place for intersection upgrades as well. There would also be an increase in cost for sidewalks and resurfacing to accommodate different signals.

Board members asked about the anticipated timeline, the key stakeholders and their role in the timeline, and the information that is still needed to collect. Discussion ensued regarding the cost of each component of the estimate, challenges related to timing and the Feasibility Study that explores the existing crossing at Needham Golf Club. Ms. Cooley added that Needham Golf Course have been amenable to a culvert to eliminate a crossing at this location. At the moment, this funding request would come to the Finance Committee for a reserve fund transfer for the amount of $44,000 with the timing of this to be determined when a more complete plan is in place. Finally, Mr. Keane raised the timing of the Envision Project and how this will coincide with the Quiet Zone efforts.

Positions on Warrant Articles

Ms. King reviewed articles on the October 20, 2025 Special Town Meeting Warrant.

- Article 6: Amend FY26 Operating Budget
    - Add a line item to make changes to Line 10 – Reserve Fund
- Article 9: PEG Payments
    - Additional funds ready for appropriation
- Article 12 – Dog and Kennel Licensing
    - Town Clerk requested that a sentence be removed related to service dogs to clarify that the Town is aligning with State law
- Article 13: Stormwater
    - Reference fines related to stormwater in Article 8
    - The Board discussed the details of the regulations and by-laws as proposed and whether further discussion is necessary.
    - Further discussion ensued regarding the topic of trees in the by-law and the regulations and how to clarify this for residents. This was related to the clear cutting of trees and what is required of residents for water management when cutting trees down. The Board agreed that the by-law would reference the forthcoming regulations.

Motion by Mr. Keane that the Board direct the Town Manager to work with Town Counsel to rewrite draft regulations to incorporate updated language relative to tree management.
Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

Motion by Ms. Cooley that the Board vote to remove Article 10 – Appropriate for Golf Course Culvert Feasibility and Article 11 – Appropriate for Quiet Zone Construction.
Second: Mr. Levy. Unanimously approved 5-0 by roll call.

Motion by Mr. Levy that the Board vote to support Article 1 in the October 20, 2025 Special Town Meeting Warrant.
Second: Mr. Keane. Unanimously approved 5-0 by roll call.

Motion by Mr. Levy that the Board vote to support Article 2 in the October 20, 2025 Special Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

Motion by Mr. Levy that the Board vote to support Article 3 in the October 20, 2025 Special Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

Motion by Mr. Levy that the Board vote to support Article 4 in the October 20, 2025 Special Town Meeting Warrant.
Second: Mr. Keane. Unanimously approved 5-0 by roll call.

Defer Article 5

Defer Article 6

Motion by Ms. Cooley that the Board vote to support Article 7 in the October 20, 2025 Special Town Meeting Warrant.
Second: Mr. Keane. Unanimously approved 5-0 by roll call.

Motion by Ms. Cooley that the Board vote to support Article 8 in the October 20, 2025 Special Town Meeting Warrant.
Second: Mr. Keane. Unanimously approved 5-0 by roll call.

Motion by Mr. Levy that the Board vote to support Article 9 in the October 20, 2025 Special Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

Withdraw Articles 10 and 11

Motion by Ms. Cooley that the Board vote to support Article 12 (now Article 10) in the October 20, 2025 Special Town Meeting Warrant.

Second: Mr. Keane. Unanimously approved 5-0 by roll call.

Motion by Mr. Levy that the Board vote to support Article 13 (now Article 11) in the October 20, 2025 Special Town Meeting Warrant as amended.
Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

Town Manager Report

- For notification and information about any of the Select Board's hearings, the fastest way to hear about those is the News You (Need)ham newsletter.
- Tomorrow evening, September 25 at 6:30 p.m. at the Broadmeadow School will be the joint meeting of seven Boards and Committees in Town regarding the Pollard Project.
- The project at Tower Ave/Hoover Road/Paul Revere Road will be occurring in the spring of 2026 as opposed to this fall.

9:52 p.m. Board Discussion

Committee Reports

Ms. Frail reported that the Tree Committee met and is working on the Tree By-Law, including working on the definition of a "tree yard" which is a protected area for trees. Ms. Frail also reported that there was a Large House Review Committee public forum which was well-attended and provided feedback. Ms. Frail also attended a meeting at Babson with the President and staff of that institution which was informative.

Ms. Cooley thanked Ms. Bryson for her comment regarding the project at Tower Ave/Hoover Road/Paul Revere Road and also commended Ms. Lustig for responding to the comment. It was determined that the width of Hoover Road was too narrow and DPW remeasured this.

Mr. Keane reported that Future School Needs Committee met and heard from a demographic about collecting baseline data and understanding implications of the MBTA Communities Base Plan on school planning. The Envision Needham Center Working Group also met and viewed four possible plans of existing Great Plain Ave as a four-lane road, a hybrid road with turning lanes, and a road with two lanes. Information was also provided regarding number of parking spaces, widths of sidewalks, and lengths of crosswalks. This information is available online.

9:53 p.m. Adjourn

Motion by Ms. Dowd that the Board vote to enter into executive session pursuant to Exception 6: to discuss the purchase, exchange, lease or value of real property – Stephen Palmer Building, 83 Pickering Street, Needham, MA where the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [The Chair so declares.] and to adjourn at the conclusion of the executive session without returning to open session.

Second: Mr. Keane. Unanimously approved 5-0 by roll call.

A list of all documents used at this Select Board meeting is available at: http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID

The next Select Board meeting is scheduled for Tuesday, October 14, 2025, at 6:00 p.m.

A video recording of the September 24, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=QK771xIAYv8 and at https://www.needhamchannel.org/2025/09/needham-select-board-9-24-25/.

Town of Needham
Select Board
Special Meeting
Minutes for October 7th, 2025
Great Plain Room, Town Hall
1471 Highland Avenue
Needham, MA 02492
& Zoom
https://us02web.zoom.us/j/89068374046

7:06 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Kevin Keane, Joshua Levy, and Town Manager Katie King. Marianne Cooley was present via Zoom. Also present were Deputy Town Manager Liz LaRosee, Deputy Town Manager/Director of Finance Dave Davison, Town Counsel Chris Heep and Support Services Manager Myles Tucker.

7:07 p.m. **Motion by Ms. Frail that the Board vote to enter into Executive Session pursuant to Exception 6: to discuss the purchase, lease and value of real property located at the Stephen Palmer Building, 83 Pickering Street, Needham, MA, where the Chair declares that an open meeting on both of these items may have a detrimental effect on the negotiating position of the public body [The Chair so declares.] and to adjourn at the conclusion of the executive session without returning to open session. Second by Mr. Keane. Passed unanimously by a roll call vote.**

Ms. Frail: Yes
Ms. Dowd: Yes
Mr. Levy: Yes
Ms. Cooley: Yes
Mr. Keane: Yes

Town of Needham
Select Board
Special Meeting
Minutes for October 8th, 2025
Select Board Chambers, Town Hall
1471 Highland Avenue
Needham, MA 02492
&
Zoom
https://us02web.zoom.us/j/89068374046

7:31 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Kevin Keane, Joshua Levy, and Town Manager Katie King. Present via Zoom was Marianne Cooley. Also present were Deputy Town Manager Liz LaRosee, Deputy Town Manager/Director of Finance Dave Davison, and Support Services Manager Myles Tucker.

7:32 p.m. **Motion by Ms. Frail that the Board vote to enter into Executive Session pursuant to Exception 6: to discuss the purchase, lease and value of real property located at the Stephen Palmer Building, 83 Pickering Street, Needham, MA, where the Chair declares that an open meeting on both of these items may have a detrimental effect on the negotiating position of the public body [The Chair so declares.] and to adjourn at the conclusion of the executive session without returning to open session. Second by Mr. Levy. Passed unanimously by a roll call vote.**

Ms. Frail: Yes
Ms. Dowd: Yes
Mr. Levy: Yes
Ms. Cooley: Yes
Mr. Keane: Yes

Town of Needham
Select Board
Special Meeting
Minutes for October 20, 2025
Town Hall, Select Board Chambers
1471 Highland Avenue
Needham, MA 02492

6:32 pm Call to Order:
A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Joshua Levy, Marianne Cooley, and Kevin Keane. Town Manager Katie King was also present.

6:35 pm Approval of the Sale of Bonds
David Davison, Deputy Town Manager/Director of Finance, Cecilia Simchak, Assistant Director of Finance, and Diane Ryan, Acting Town Treasurer/Collector presented to the Select Board the Town's issuance of a 15-year bond with a final maturity date of October 15, 2040. Town Clerk Louise Miller was in attendance to observe the vote of the Board.

Mr. Davison reviewed the updated credit rating report by Standard & Poor Global. The Town's AAA bond rating was reaffirmed. S&P still views Needham's outlook as stable.

For the bond issuance, the Town received a record 15 bids, a reflection of the Town's overall credit quality and familiarity to the market. All the bidders offered coupon rates of four and five percent. The spread between the lowest and highest bids was very small showing competition in the market. The lowest bidder, Huntington Securities, LLC, offered a coupon rate that ranges from a low of 4% to a high of 5% per year, with an initial premium of $1,875,293. By using the premium to reduce the size of the bond issue, reducing it from $15,965,000 to $14,415,000, and paying the debt issuance costs, the revised premium of $1,679,089 resulted in a true interest cost (TIC) of 2.54%.

Motion by Ms. Dowd to approve the motions a - g as noted in the agenda packet (copied below). Second by Ms. Cooley. Approved 5-0.

Motion A
Move that the sale of the $14,415,000 General Obligation Municipal Purpose Loan of 2025 Bonds of the Town dated October 29, 2025 (the "Bonds"), to Huntington Securities, Inc. at the price of $16,077,235.94 and accrued interest, if

any, is hereby approved and confirmed. The Bonds shall be payable on October 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2026	$2,245,000	5.00%	2034	$1,200,000	5.00%
2027	1,580,000	5.00	2035	1,195,000	5.00
2028	1,230,000	5.00	2036	185,000	4.00
2029	1,225,000	5.00	2037	180,000	4.00
2030	1,220,000	5.00	2038	180,000	4.00
2031	1,210,000	5.00	2039	180,000	4.00
2032	1,205,000	5.00	2040	180,000	4.00
2033	1,200,000	5.00			

Motion B
Move that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 6, 2025, and a final Official Statement dated October 15, 2025 (the "Official Statement"), each in such form as may be approved by the Acting Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion C
Move that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Motion D
Move that the Acting Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds, as applicable, for the benefit of the holders of the Bonds from time to time.

Motion E
Move that we authorize and direct the Acting Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Acting Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply

with relevant securities laws.

Motion F
Move that any certificates or documents relating to the Bonds (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Motion G
Move that each member of the Select Board, the Town Clerk and the Acting Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Select Board Members signed all required documents.

6:47 pm: Town Meeting preparation including review of articles and motions to amend

Town Counsel Chris Heep joined the meeting. The Select Board discussed a motion to amend for Article 11: Stormwater Bylaw by Town Meeting Member Mr. Paul Alpert. There was consensus that is was viewed as a friendly amendment.

Motion by Mr. Levy to recommend adoption of Mr. Alpert's amendment. Second by Ms. Dowd. Approved 5-0.

The Board discussed that there may be a motion to refer out of concern by a Town Meeting Member that the recording of the operation and maintenance plans at the Registry of Deeds could negatively impact the property deed at a point of sale. Mr. Keene clarified that this was not the case.

The Town Manager reviewed the amendments to Article 6 that would be tendered by the Finance Committee, one if Article 5 was adopted and the alternative if Article 5 was not adopted. Town Counsel summarized a discussion had with the

Moderator regarding the quantum of vote required on Article 5. The Moderator views the Town's agreement with Stephen Palmer Associates as lease of property, which requires a two-thirds majority vote for passage.

Motion by Mr. Keane to adjourn at the conclusion of Special Town Meeting. Second by Mr. Levy. Approved 5-0.

Town of Needham
Select Board
Special Meeting
Minutes for October 24, 2025
Massachusetts Water Resources Authority Rock Core Facility
116 Gould Street
Needham, MA 02494

8:08 a.m. Call to Order:
A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Kevin Keane, and Joshua Levy. Also present were Town Manager Katie King and Deputy Town Manager Liz LaRosee.

Attendees from the Massachusetts Water Resources Authority (MWRA) included:
Kathy Murtagh, Chief Operating Officer
Sean Navin, Director, Public Affairs
Carmine DeMaria, Community Relations Coordinator
Paul Savard, Director, Design and Construction
Vivian Chan, Manager, Geotech and Tunneling
Dave Abt, Program Manager, Design
Brad Miller, Senior Program Manager, Geology
Chris Dzidek, Program Manager, Design
Cole Sitar, Senior Geotechnical Engineer
Mike LaValle, Project Manager, Design

MWRA staff provided a tour of the Rock Core Facility. They provided an overview of the Metropolitan Water Tunnel Program, which will include the construction of two new water supply tunnels that will provide redundancy for MWRA's existing Metropolitan Tunnel System. Needham (at the cloverleaf of I95/128) will serve as the launch point for the tunnel boring machine that will create two segments of the South Tunnel, heading north from Needham to Weston and south to Mattapan. Construction is anticipated for 2027 through 2040.

The Tunnel Program team explained the geological aspects of the project, including test borings throughout the project area so that MWRA staff can do a detailed mapping and analysis of the type of rock that will be encountered. The characteristics of each rock type and location of fault lines were also discussed. This information is used to inform specifications for the tunnel boring machine and construction approaches, among other aspects of the project. The Board viewed rock core samples from Needham and nearby communities.

Mr. Levy left the meeting.

9:07 a.m. **Ms. Dowd moved that the Board adjourn. Secon by Mr. Keane. Unanimously approved 3-0.**

Needham Public
Health Division
Prevent. Promote. Protect.

NEEDHAM
1711

October 22, 2025

Needham Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one city/town appointed position, which includes working for the City of Quincy and the Town of Needham.

The multiple appointed positions that I wish to hold are:

1. Town of Needham part-time per diem Environmental Health Inspector (5 hrs./wk.)
2. City of Quincy Health Department full-time Housing Code Inspector.

There will be no conflict with any City of Quincy Health Department responsibilities, as my work falls outside of the normal work schedule for this position. For my Needham hours, I am available every other Friday after 12:30 pm, with commute time being in Needham by 1:30 pm. Overall, I would prefer to work every other Friday afternoon and weekends, but I can do weekdays after my existing full-time work schedule as well.

Please do not hesitate to contact me if I can provide any further information. My supervisor is Tara Gurge, Assistant Director for Environmental and Community Health, at the Needham Public Health Division.

Sincerely,

Eileen Devane

[Employee Signature]

Eileen Devane, MPH

www.needhamma.gov/health

178 Rosemary Street, Needham, MA 02494 P: (781) 455-7940 E: healthdivision@needhamma.gov

DISCLOSURE BY MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT AS REQUIRED BY G. L. c. 268A, § 20(b)

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Eileen Devane
Title/ Position	**PT Per Diem Environmental Health Inspector (on call 5 hrs./wk.)**
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	**Needham Public Health Division**
Agency Address	**Rosemary Recreational Complex** **178 Rosemary St.**
Office phone:	**(781) 455-7940**
Office e-mail:	HealthDivision@needhamma.gov
	Check one: ____ Elected or __X__ Non-elected
Starting date as a municipal employee.	October 15, 2025
BOX # 1 **Select either STATEMENT #1 or STATEMENT #2.** **Write an X beside your financial interest.**	**ELECTED MUNICIPAL EMPLOYEE** I am an **elected municipal employee.** ___ **STATEMENT #1**: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. **OR** ___ **STATEMENT #2**: I will have a new financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** ____ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 **Select either STATEMENT #1 or STATEMENT #2.**	**NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE** I am a **non-elected municipal employee**. ___ **STATEMENT # 1**: I had one of the following financial interests in a contract made by a municipal agency **before** I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	**My financial interest in a municipal contract is:** ____ A municipal agency has a contract with me, but not an employment contract. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. **-- OR --** __X_ **STATEMENT # 2**: I will have a **new** financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** __X__ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	**Needham Public Health Division** **Rosemary Recreation Complex** **178 Rosemary St.** **Needham, MA 02494**
Please put in an X to confirm these facts.	**"My Municipal Agency"** is the municipal agency that I serve as a **municipal employee.** The **"contracting agency"** is the **municipal agency that made the contract.** _X__ My Municipal Agency is not the contracting agency. _X__ My Municipal Agency does not regulate the activities of the contracting agency. _X__ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. _X__ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	**ANSWER THE QUESTION IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.** - Please explain what the contract is for. Needham Public Health Division PT Per Diem Environmental Health Inspector (on call 5 hrs./week)
FILL IN THIS BOX OR THE BOX ABOVE	**ANSWER THE QUESTIONS IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.** - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. $42.50/hr.
Date when you acquired a financial interest	**October 15, 2025**
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. **N/A**
Date when your immediate family acquired a financial interest	**N/A**
Write an X to confirm each statement.	**FOR A CONTRACT FOR PERSONAL SERVICES –** **Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).** I will have a contract with a municipal agency to provide personal services. __X_ The services will be provided outside my normal working hours as a municipal employee. __X_ The services are not required as part of my regular duties as a municipal employee. __X_ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	Eileen Dorr
Date:	10/23/2025

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Timothy McDonald
Title/ Position	Director of Health and Human Services Department
Municipal Agency:	Needham Public Health Division
Agency Address:	178 Rosemary St. Needham, MA 02494
Office Phone:	(781) 455-7940
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	Timothy Muir McDonald
Date:	10/30/2025

APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN OR TOWN COUNCIL

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

Form revised February, 2012

Needham Public
Health Division
Prevent. Promote. Protect.

NEEDHAM
1711

October 22, 2025

Needham Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one city/town appointed position, which includes working for the City of Framingham and the Town of Needham.

The multiple appointed positions that I wish to hold are:

1. Town of Needham part-time per diem Environmental Health Inspector (5 hrs./wk.)
2. City of Framingham Public Health Department full-time Public Health Inspector.

There will be no conflict with any City of Framingham Public Health Department responsibilities, as my work falls outside of the normal work schedule for this position. For my Needham hours, I am open to working Mondays: 5:45 PM–10:00 PM; Wednesdays: 5:45 PM–10:00 PM; Fridays: 1:30–8:00 PM; and weekends: I can make myself available as needed.

Please do not hesitate to contact me if I can provide any further information. My supervisor is Tara Gurge, Assistant Director for Environmental and Community Health, at the Needham Public Health Division.

Sincerely,

[Employee Signature]

Cristian Rivera

www.needhamma.gov/health

178 Rosemary Street, Needham, MA 02494 P: (781) 455-7940 E: healthdivision@needhamma.gov

DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Cristian Rivera
Title/ Position	**PT Per Diem Environmental Health Inspector (on call 5 hrs./wk.)**
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	**Needham Public Health Division**
Agency Address	**Rosemary Recreational Complex** **178 Rosemary St.**
Office phone:	**(781) 455-7940**
Office e-mail:	HealthDivision@needhamma.gov
	Check one: ____ Elected or __X__ Non-elected
Starting date as a municipal employee.	October 15, 2025
BOX # 1 **Select either STATEMENT #1 or STATEMENT #2.** **Write an X beside your financial interest.**	**ELECTED MUNICIPAL EMPLOYEE** I am an **elected municipal employee**. ___ **STATEMENT #1**: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. **OR** ___ **STATEMENT #2**: I will have a new financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** ____ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 **Select either STATEMENT #1 or STATEMENT #2.**	**NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE** I am a **non-elected municipal employee**. ___ **STATEMENT # 1**: I had one of the following financial interests in a contract made by a municipal agency **before** I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	**My financial interest in a municipal contract is:** _____ A municipal agency has a contract with me, but not an employment contract. _____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- __X_ **STATEMENT # 2**: I will have a **new** financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** __X__ I have a non-elected, compensated municipal employee position. _____ A municipal agency has a contract with me. _____I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. _____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	**Needham Public Health Division** **Rosemary Recreation Complex** **178 Rosemary St.** **Needham, MA 02494**
Please put in an X to confirm these facts.	**"My Municipal Agency"** is the municipal agency that I serve as a **municipal employee**. The **"contracting agency"** is the **municipal agency that made the contract.** _X__ My Municipal Agency is not the contracting agency. _X__ My Municipal Agency does not regulate the activities of the contracting agency. _X__ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. _X__ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	**ANSWER THE QUESTION IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.** - Please explain what the contract is for. Needham Public Health Division PT Per Diem Environmental Health Inspector (on call 5 hrs./week)
FILL IN THIS BOX OR THE BOX ABOVE	**ANSWER THE QUESTIONS IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.** - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. $42.50/hr.
Date when you acquired a financial interest	**October 15, 2025**
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. **N/A**
Date when your immediate family acquired a financial interest	**N/A**
Write an X to confirm each statement.	**FOR A CONTRACT FOR PERSONAL SERVICES –** **Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).** I will have a contract with a municipal agency to provide personal services. __X_ The services will be provided outside my normal working hours as a municipal employee. __X_ The services are not required as part of my regular duties as a municipal employee. __X_ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	10/29/2025

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Timothy McDonald
Title/ Position	Director of Health and Human Services Department
Municipal Agency:	Needham Public Health Division
Agency Address:	178 Rosemary St. Needham, MA 02494
Office Phone:	(781) 455-7940
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	Timothy Muir McDonald
Date:	10/30/2025

APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN OR TOWN COUNCIL

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

Needham Public
Health Division
Prevent. Promote. Protect.

NEEDHAM
1711

October 22, 2025

Needham Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one town appointed position, which includes working for the Town of Winchester and the Town of Needham.

The multiple appointed positions that I wish to hold are:

1. Town of Needham Special Assignment Support (PT Environmental Health Inspector) (10 hrs./wk.)
2. Town of Winchester Health Department full-time Environmental Health Inspector.

There will be no conflict with any Town of Winchester Health Department responsibilities, as my work falls outside of the normal work schedule for this position. For my Needham hours, I am open to working after my regular shift on Tuesdays, Wednesdays and Thursdays after 4 PM; Fridays aft. 12 PM; and Saturday or Sunday up until 1 PM, not to exceed a total of 10 hrs./week.

Please do not hesitate to contact me if I can provide any further information. My supervisor is Tara Gurge, Assistant Director for Environmental and Community Health, at the Needham Public Health Division.

Sincerely,

[Employee Signature]

Cameron Bishop

DISCLOSURE BY MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT AS REQUIRED BY G. L. c. 268A, § 20(b)

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Cameron Bishop
Title/ Position	**Special Assignment Support (PT Environmental Health Inspector) (10 hrs./wk.)**
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	**Needham Public Health Division**
Agency Address	**Rosemary Recreational Complex** **178 Rosemary St.**
Office phone:	**(781) 455-7940**
Office e-mail:	HealthDivision@needhamma.gov
	Check one: ____ Elected or __X__ Non-elected
Starting date as a municipal employee.	Sept. 15, 2025
BOX # 1 **Select either STATEMENT #1 or STATEMENT #2.** **Write an X beside your financial interest.**	**ELECTED MUNICIPAL EMPLOYEE** I am an **elected municipal employee.** ___ **STATEMENT #1**: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. **OR** ___ **STATEMENT #2**: I will have a new financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** ____ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 **Select either STATEMENT #1 or STATEMENT #2.**	**NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE** I am a **non-elected municipal employee.** ___ **STATEMENT # 1**: I had one of the following financial interests in a contract made by a municipal agency **before** I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	**My financial interest in a municipal contract is:** ____ A municipal agency has a contract with me, but not an employment contract. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. **-- OR --** __X_ **STATEMENT # 2**: I will have a **new** financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** __X__ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	**Needham Public Health Division** **Rosemary Recreation Complex** **178 Rosemary St.** **Needham, MA 02494**
Please put in an X to confirm these facts.	**"My Municipal Agency"** is the municipal agency that I serve as a **municipal employee.** The **"contracting agency"** is the **municipal agency that made the contract.** _X__ My Municipal Agency is not the contracting agency. _X__ My Municipal Agency does not regulate the activities of the contracting agency. _X__ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. _X__ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	**ANSWER THE QUESTION IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.** - Please explain what the contract is for. Needham Public Health Division Special Assignment Support (PT Environmental Health Inspector) 10 hr./week position.
FILL IN THIS BOX OR THE BOX ABOVE	**ANSWER THE QUESTIONS IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.** - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. $43.78/hr.
Date when you acquired a financial interest	**Sept. 17, 2025**
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. **N/A**
Date when your immediate family acquired a financial interest	**N/A**
Write an X to confirm each statement.	**FOR A CONTRACT FOR PERSONAL SERVICES --** **Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).** I will have a contract with a municipal agency to provide personal services. __X_ The services will be provided outside my normal working hours as a municipal employee. __X_ The services are not required as part of my regular duties as a municipal employee. __X_ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	10/22/2025

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Timothy McDonald
Title/ Position	Director of Health and Human Services Department
Municipal Agency:	Needham Public Health Division
Agency Address:	178 Rosemary St. Needham, MA 02494
Office Phone:	(781) 455-7940
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	Timothy Muir McDonald
Date:	10/30/2025

APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN OR TOWN COUNCIL

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

Form revised February, 2012

Needham Public
Health Division
Prevent. Promote. Protect.

NEEDHAM
1711

October 22, 2025

Needham Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one town appointed position, which includes working for the Town of Brookline and the Town of Needham.

The multiple appointed positions that I wish to hold are:

1. Town of Needham part-time per diem Environmental Health Inspector (5 hrs./wk.)
2. Town of Brookline Health Department full-time Senior Health Inspector.

There will be no conflict with any Town of Brookline Health Department responsibilities, as my work falls outside of the normal work schedule for this position. For my Needham hours, I am open to working after my regular shift (after 5 pm M-Th/after 12:30 pm on Fridays) or on the weekends. So currently I am available Mon-Wed after 5 pm, Friday after 12:30 pm, and I have no specific restrictions for working weekend hours.

Please do not hesitate to contact me if I can provide any further information. My supervisor is Tara Gurge, Assistant Director for Environmental and Community Health, at the Needham Public Health Division.

Sincerely,

[Employee Signature]

Cameron Shamey, MPH

www.needhamma.gov/health

178 Rosemary Street, Needham, MA 02494 P: (781) 455-7940 E: healthdivision@needhamma.gov

DISCLOSURE BY MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT AS REQUIRED BY G. L. c. 268A, § 20(b)

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Cameron Shamey
Title/ Position	**PT Per Diem Environmental Health Inspector (on call 5 hrs./wk.)**
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	**Needham Public Health Division**
Agency Address	**Rosemary Recreational Complex** **178 Rosemary St.**
Office phone:	**(781) 455-7940**
Office e-mail:	HealthDivision@needhamma.gov
	Check one: ____ Elected or __X__ Non-elected
Starting date as a municipal employee.	October 15, 2025
BOX # 1 **Select either STATEMENT #1 or STATEMENT #2.** **Write an X beside your financial interest.**	**ELECTED MUNICIPAL EMPLOYEE** I am an **elected municipal employee**. ___ **STATEMENT #1**: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. **OR** ___ **STATEMENT #2**: I will have a new financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** ____ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 **Select either STATEMENT #1 or STATEMENT #2.**	**NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE** I am a **non-elected municipal employee**. ___ **STATEMENT # 1**: I had one of the following financial interests in a contract made by a municipal agency **before** I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	**My financial interest in a municipal contract is:** ____ A municipal agency has a contract with me, but not an employment contract. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. **-- OR --** __X_ **STATEMENT # 2**: I will have a **new** financial interest in a contract made by a municipal agency. **My financial interest in a municipal contract is:** __X__ I have a non-elected, compensated municipal employee position. ____ A municipal agency has a contract with me. ____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	**Needham Public Health Division** **Rosemary Recreation Complex** **178 Rosemary St.** **Needham, MA 02494**
Please put in an X to confirm these facts.	**"My Municipal Agency"** is the municipal agency that I serve as a **municipal employee**. The **"contracting agency"** is the **municipal agency that made the contract.** _X__ My Municipal Agency is not the contracting agency. _X__ My Municipal Agency does not regulate the activities of the contracting agency. _X__ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. _X__ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	**ANSWER THE QUESTION IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.** - Please explain what the contract is for. Needham Public Health Division PT Per Diem Environmental Health Inspector (on call 5 hrs./week)
FILL IN THIS BOX OR THE BOX ABOVE	**ANSWER THE QUESTIONS IN THIS BOX** **IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.** - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. $42.50/hr.
Date when you acquired a financial interest	**October 15, 2025**
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. **N/A**
Date when your immediate family acquired a financial interest	**N/A**
Write an X to confirm each statement.	**FOR A CONTRACT FOR PERSONAL SERVICES –** **Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).** I will have a contract with a municipal agency to provide personal services. __X_ The services will be provided outside my normal working hours as a municipal employee. __X_ The services are not required as part of my regular duties as a municipal employee. __X_ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	10/24/2025

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Timothy McDonald
Title/ Position	Director of Health and Human Services Department
Municipal Agency:	Needham Public Health Division
Agency Address:	178 Rosemary St. Needham, MA 02494
Office Phone:	(781) 455-7940
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	Timothy Muir McDonald
Date:	10/30/2025

APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN OR TOWN COUNCIL

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

Form revised February, 2012

Town of Needham
Water Sewer Billing System
Abatement Form

FROM: DEPARTMENT OF PUBLIC WORKS
TO: TOWN TREASURER AND COLLECTOR
CC: TOWN ACCOUNTANT

WHEREAS the approporate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer, stormwater revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hearby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-$3.45
Water Irrigation:	-$693.64
Water Admin Fees:	$0.00
Sewer Sales:	-$15.30
Stormwater Fees:	$0.00
Transfer Station Charges:	$0.00
Total Abatement:	-$712.39

Order #: 1358
Read and Approved:

Date

11/06/25

Superintendent of Water, Sewer, and Drains

11/6/25

Director of Public Works

Date

Select Board

Town of Needham
Water Sewer Billing
Abatement Form

Customer Name	Customer ID #	Location ID #	Street #	Street Name	Domestic Water	Sewer	Irrigation Water	Stormwater	Total	Reason Code	Prepared By:
James & Evelyn Metcalf	26645	24080	85	Robinwood Ave	$0.00	$0.00	-$88.80	$0.00	-$88.80	ACC	KW
Paulette Chin	34637	25044	292	Linden St	-$3.45	-$15.30	$0.00	$0.00	-$18.75	ACC	KW
Ossama Senhaj	48837	10392	121	Reservoir St	$0.00	$0.00	-$604.84	$0.00	-$604.84	ACC	KW
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					-$3.45	**-$15.30**	**-$693.64**	**$0.00**	**-$712.39**		

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Verified By: Kristen Wright

Mangement Analyst, DPW

FISCAL YEAR 2026

SCHEDULE A

Effective July 1, 2025

Full-time and regular part-time position classifications with corresponding classification

Position Title	Grade/Class.	FLSA status
Administrative Analyst	GT06	non-exempt
Administrative Assistant	I-03	non-exempt
Administrative Specialist	I-05	non-exempt
Animal Control Officer	GF07	non-exempt
Applications Administrator	I-07	exempt
Arborist	N-5	non-exempt
Assistant Building Commissioner	10	exempt
Assistant Director of Aging Services/Counseling and Volunteers	11	exempt
Assistant Director of Aging Services/Programs and Transportation	10	exempt
Assistant Director of Assessing	9	exempt
Assistant Director of Building Maintenance	11	exempt
Assistant Director of Finance	13	exempt
Assistant Director of Human Resources	10	exempt
Assistant Director of Park & Recreation	11	exempt
Assistant Director of Public Health for Community & Environmental Health	11	exempt
Assistant Director of Public Health for Nursing & Behavioral Health	11	exempt
Assistant Director of Public Works/Operations	13	exempt
Assistant Fire Chief	Assistant Fire Chief	exempt
Assistant Fleet Supervisor	7	exempt
Assistant Library Director	12	exempt
Assistant Shared Services Manager	9	exempt
Assistant Superintendent	9	exempt
Assistant Town Accountant	9	exempt
Assistant Town Clerk	6	exempt
Assistant Town Engineer	11	exempt
Assistant Town Planner	7	exempt
Assistant Treasurer/Collector	9	exempt
AutoCAD Technician	GF04	non-exempt

Behavioral Health Peer Support Specialist	GT05	non-exempt
Building Commissioner	12	exempt
Building Maintenance Supervisor	9	exempt
Carpenter	B7	non-exempt
Chief Wastewater Operator	N-7	non-exempt
Children's Librarian	7	exempt
Children's Services Assistant	GT05	non-exempt
Civil Engineer	7	exempt
Clinician	I-07	exempt
Community Training Coordinator	7	exempt
Compliance Coordinator	6	exempt
Computer Operator	I-03	non-exempt
Conservation Manager	9	exempt
Conservation Specialist	I-06	non-exempt
Contract Administrator	8	exempt
Craftsworker (Building Maintenance)	B4	non-exempt
Craftsworker (DPW)	N-4	non-exempt
Custodian	B2	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Police Chief	14	exempt
Deputy Town Manager	16	exempt
Deputy Town Manager/Director of Finance	16	exempt
Director of Aging Services	13	exempt
Director of Assessing	12	exempt
Director of Building Maintenance	13	exempt
Director of Communications and Community Engagement	10	exempt
Director of Design and Construction	13	exempt
Director of Economic Development	9	exempt
Director of Health and Human Services	14	exempt
Director of Human Resources	14	exempt
Director of Management Information Systems	14	exempt
Director of Park and Recreation	12	exempt
Director of Planning and Community Development	13	exempt

Director of Public Works	15	exempt
Director of Public Works Administration	12	exempt
Director of Streets and Transportation	12	exempt
Director of Youth and Family Services	12	exempt
Division Superintendent, Parks and Forestry	12	exempt
Division Superintendent, Solid Waste/Recycling	12	exempt
Division Superintendent, Water/Sewer	12	exempt
~~Economic Development Manager~~	~~9~~	~~exempt~~
Electrician	B7	non-exempt
Emergency Management Administrator	11	exempt
EMS Administrator	EMS Administrator	non-exempt
Engineering Aide	GF02	non-exempt
Engineering Technician	GF05	non-exempt
Environmental Health Agent	I-07	non-exempt
Epidemiologist/Data Analyst	8	exempt
Equipment Mechanic	N-5	non-exempt
Field Assessor	I-06	non-exempt
Finance Assistant	I-04	non-exempt
Fire Business Manager	9	exempt
Fire Captain	F-3	non-exempt
Fire Chief	Contract	exempt
Fire Inspector	Fire Inspector	non-exempt
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Fleet Supervisor	10	exempt
GIS/Database Administrator	I-07	exempt
Heavy Motor Equipment Operator (HMEO)	N-4	non-exempt
Human Resources Coordinator	GT05	non-exempt
Human Resources Operations and Benefits Administrator	7	exempt
HVAC Supervisor	9	exempt
HVAC Technician	B7	non-exempt
Inspector of Plumbing & Gas	GT07	non-exempt
Inspector of Wires	GT07	non-exempt

Laborer 2	N-2	non-exempt
Laborer 3	N-3	non-exempt
Library Assistant	GT03	non-exempt
Library Children's Supervisor	10	exempt
Library Circulation Supervisor	9	exempt
Library Director	14	exempt
Library Reference Supervisor	10	exempt
Library Technical Services Supervisor	10	exempt
Library Technology Specialist/Archivist	11	exempt
Local Building Inspector	GT06	non-exempt
Management Analyst	8	exempt
Master Mechanic	N-7	non-exempt
Office Assistant	I-02	non-exempt
Park Ranger	B2	non-exempt
Payroll Coordinator	I-06	non-exempt
Plumber	B7	non-exempt
Police Administrative Specialist	I-06	non-exempt
Police Chief	Contract	exempt
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	GF03	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Project Manager	10	exempt
Public Health Nurse	I-09	exempt
Public Safety Dispatch Supervisor	GF10	non-exempt
Public Safety Dispatcher	GF07	non-exempt
Public Works Inspector	N-6	non-exempt
Public Works Technician	N-5	non-exempt
Recreation Supervisor	I-08	non-exempt
Reference Librarian/Digital Media Specialist	7	exempt
Reference Librarian/Program Specialist	7	exempt
Reference Librarian/Young Adult	7	exempt
Retirement Administrator*	9	exempt

Retirement Assistant*	GT04	non-exempt
Scalehouse Attendant	N-4	non-exempt
Senior Administrative Coordinator	I-07	non-exempt
Senior AutoCAD Technician	GF06	non-exempt
Senior Custodian	B3	non-exempt
Senior Project Manager	12	exempt
Shared Services Manager	10	exempt
SHINE Assistant Program Coordinator	GT07	non-exempt
SHINE Program Coordinator	GT08	non-exempt
Substance Use Prevention Program Coordinator	8	exempt
Support Services Manager	10	exempt
Survey Party Chief	GF06	non-exempt
Sustainability Manager	9	exempt
Technical Services Assistant	GT03	non-exempt
Town Accountant	12	exempt
Town Engineer	13	exempt
Town Manager	Contract	exempt
Town Treasurer and Tax Collector	12	exempt
Transportation Coordinator	GT06	non-exempt
Traveling Meals Coordinator	GT05	non-exempt
Wastewater Operator	N-5	non-exempt
Water Treatment Facility Manager	10	exempt
Water Treatment Operator	N-5	non-exempt
Working Foreman	N-7	non-exempt
Zoning Specialist	GT06	non-exempt

*Needham Contributory Retirement Board position titles

Job Title	Director of Economic Development
Department	Office of the Town Manager
Employment Status	Full-Time
Exempt/Non-Exempt	Exempt

Scope of Work

Under the general direction of the Deputy Town Manager, provide professional, technical and administrative work in support of economic development efforts and communications strategies for the Town of Needham. This work includes serving as the Town's liaison to the business community and identifying and implementing strategies to attract, recruit, and retain commercial and industrial entities in Needham and related activities, including arts and cultural initiatives.

Supervision

Received	Deputy Town Manager
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

Economic Development Functions:

- Serve as the Town's liaison to the business community (both small businesses and larger employers), cultivate relationships with business owners and commercial property owners to understand their needs, opportunities, challenges.
- Regularly interact with Needham's business community to build relationships and an understanding of employers and property owners by attending events and visiting businesses.
- Develop and implement short-and long-term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses.
- Recommend adjustments in programs, activities, policies and procedures to further economic development goals.
- Work with Town departments and the Deputy Town Manager to streamline and increase the accessibility and transparency of permit and licensing processes.

Develop and implement marketing strategies for business attraction, expansion, and retention and the Town's economic development strategies

- Establish and update a community profile and real estate inventory.
- Research and develop economic trends, identify businesses and industries to target, and implement creative methods to recruit new businesses to reduce vacancy rates and promote growth in Town.
- Identify economic development issues, problems, and alternatives.
- Represent the Town in informal meetings with the general public, planning agencies, developers and business owners; and serve as a resource to businesses and the general public regarding permitting and zoning processes.
- Serve as staff support for Council of Economic Advisors, maintain minutes and records of Council of Economic Advisors meetings. Schedule meetings, prepare agendas, and develop summaries of proposals being considered by the Council of Economic Advisors.
- Serve as staff support for the Needham Council for Arts and Culture and the Needham Community Revitalization Trust Fund.
- Work with NCAC, NCRTF and local arts and cultural organizations to help implement goals outlined in the Town's Arts & Culture Action Plan
- Support Town-run community events as needed; identify opportunities to engage local businesses in community events
- Research the availability of, and apply for, and administer grants to achieve goals and objectives according to the Town's and funding authority's guidelines and regulations.
- Establish and maintain partnerships with local, state, and federal agencies and groups that can help facilitate and implement economic development programs and activities; and coordinate efforts with businesses and community organizations, and educational and research institutions.
- Perform general office duties; draft reports, correspondence, presentations and other written material; give presentations; perform other related duties as required or directed

Communications Functions:

- Provide backup to the Director of Communications and Community Engagement by fielding inquiries from local media and creating content for the Town's communications channels including press releases, websites, social media, e-newsletters, and more.
- Performs other duties related to the Town's communications and community engagement efforts, as assigned.

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- General knowledge equivalent to a bachelor's degree in business administration, public relations, planning, or a related field;
- Four to six years of experience in economic development or a related field;
- Or any equivalent combination of education, training and experience which provides the knowledge, ability and skills below to perform the essential job functions.
- Valid Massachusetts Driver's license.

Knowledge of	• Economic development and business retention/expansion principles, practices and techniques. Knowledge of grants and incentives available from government agencies that support the business community and economic growth. • Business and industry attraction and retention strategies • Federal, state, and local programs and resources for economic development and business assistance. • Business, finance, real estate, and market dynamics. • Microsoft Office suite including Excel, PowerPoint, Word • Canva and other visual communications tools. • Financial management and other work platforms.
Ability to	• Communicate effectively verbally and in writing. • Work with members of the public in a courteous and tactful manner. • Independently establish personal standards of work performance within broad framework of policy and objectives as set forth by direct supervisor. • Establish and maintain effective working relationships with supervisors, coworkers, members of various agencies, board members, the business community, and the general public. • Multi-task, prioritize work and meet deadlines; handle frequent interruptions to assist colleagues and members of the public. • Work individually and as a team contributor, developing and identifying new ways of completing work. • Multi-task, prioritize and manage time efficiently to meet Federal, State, Local mandated regulatory deadlines. • Present data to Board members and the general public
Skill in	• Excellent interpersonal, verbal and written communication skills, including public presentations • Public relations, marketing and promotions. • Organization and attention to detail. • Time management. • Troubleshooting and problem solving.

Necessary Special Requirements

- None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity. Specific vision abilities

required by this job include close vision and the ability to adjust focus.

- Regular lifting and carrying of files, documents, records, etc., weighing up to 20 pounds.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects or controls and reach with hands and arms.
- Travel within Town for meetings or visiting businesses.
- Occasional travel outside of Town for meetings.
- Not subject to extremes in temperature, noise, odors, etc.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employe