

Report to Town Meeting

May 2, 2022

Kate Fitzpatrick,
Town Manager

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

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

This report includes a full status report on warrant articles requiring action that were approved at the October 25, 2021 Special Town Meeting, the May 1, 2021 Special Town Meeting, and the 2021 Annual Town Meeting.

The report also includes a status report on items for which implementation is *not complete* for the October 4, 2020 Special Town Meeting, the 2020 Annual Town meeting, the June 8, 2020 Special Town Meeting, the October 28, 2019 Special Town Meeting, the 2019 Annual Town Meeting, and the May 13, 2019 Special Town Meeting.

A chart listing open capital warrant articles with remaining balances, approved prior to May 2019, is attached. This report includes action on School Department capital articles.

October 25, 2021 Special Town Meeting

Appropriate Transportation Improvement Fees \$7,063.90

This funding will be used to make bicycle improvements throughout Town such as painted lane markings and bicycle racks.

Appropriate for Ridge Hill Buildings Demolitions \$603,091

The Design contract for the demolition project was awarded to Dore & Whittier Architects in January, 2022. Bid Documents were released in April, 2022 with bids due in early May. Demolition is planned for the June-August timeframe, with final seeding in September, 2022.

Appropriate for Emery Grover Building Design \$1,475,000

The extension of the design contract was awarded to Bargmann Hendrie & Architype (BH+A) in December, 2021. Bid Documents for the associated Hillside School renovations have been released with bids received in April, 2022. The Design Development cost estimate for Emery Grover renovations was presented to PPBC in March, 2022 noting a potential need for \$2,000,000 in additional funding for the project due to cost escalation in the current construction environment. Additional funding will likely be sought at a future Town Meeting. Construction on the project is expected begin in December, 2022 and be complete by June, 2024.

Authorize Solar Installation at Jack Cogswell Building

Application for approval for an exception to the “single parcel rule” was submitted to the Commonwealth Department of Public Utilities in December, 2021. The Town is working with the DPU and expects final approval within a few months. After approval, final negotiations enabling the Power Purchase Agreement (PPA) will begin and the installation can occur as early as this fall.

Approve Home Rule Petition to Adjust the Number of Off-Premises

The bill, H4283, was recently released by the Committee on Steering, Policy and Scheduling and is now before the House Committee on Bills on the Third Reading.

May 1, 2021 Special Town Meeting

Appropriate for Needham Property Tax Assistance Program \$50,000

Applications are under review by the Tax Assistance Committee and awards will be made this spring.

Appropriate for Public Facilities Maintenance Program \$1,000,000

The Town has entered into contracts for design work, including design of the electrical switchgear upgrade at Hillside School (\$4,500), design of the energy recovery wheel replacement at the Newman School (\$29,500), and the design of the rear vestibule repairs at the Michell School (\$29,980). The Town completed the restoration of the Library cupola (\$27,100), the cleaning and painting of the clock at Town Hall (\$101,000), the repairs of the sun deflectors at the Center at the Heights (\$24,108), the painting and repair of ceiling tiles throughout the Mitchell School (\$67,805), the installation of a door at the High School (\$12,960), and the flooring upgrades at the Center at the Heights and Broadmeadow School (\$15,834). Work anticipated to begin this summer with these funds include floor replacement at the Pollard, Eliot, and Broadmeadow Schools; High School cupola repairs; duct cleaning at Town Hall and Newman School; and the heat wheel replacement at the Newman School.

Appropriate for Small Repair Grant Program \$50,000

The Small Repair Grant Program provides financial assistance to low-and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications are evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. This second appropriation of \$50,000 included two funding rounds, one in the early summer of 2021 and another later in the fall. A total of six participants were approved as part of the first round, and another seven participants were approved in the second. Of the \$50,000 appropriated in 2021, \$46,485 has been committed to date.

Appropriate for Town Network and Internet Control Analysis & Reporting \$75,000

These funds are allocated to hardware, software and services to monitor, control, analyze and report data traffic across the local area network and incoming and outgoing traffic on the Internet.

Appropriate for Planning Consulting Assistance \$60,000

To date there has been no expenditure or commitment of funds under this appropriation. This a reserve article to support planning studies or technical expertise for the Planning Board as needs arise.

Appropriate for Public Health Consulting Assistance \$50,000

This funding is a reserve to allow the Public Health Division to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board of Health and the Public Health Division lack the necessary expertise.

Appropriate for Public Information Officer \$196,326

The Public Information Officer (PIO) has launched several new initiatives to better engage and provide information to the community about important issues and goings on in Needham. The PIO has redesigned the Town’s website, giving it a modern look and feel, ensuring accessibility for all residents and making it more user-friendly and easier to navigate. Additional work included an update and re-launch of the Town’s mobile app, giving residents on-the-go access to Town information, and creation of a weekly email newsletter, the News You Need(ham), which has become a go-to source of news and information for the community. The PIO held five public communications forums, soliciting input and feedback on communications strategies, and is working with the Town Clerk to implement a Town Meeting Member contact system. This funding was intended to support the position for two years and includes wages and expenses.

Appropriate for Clinical Support Services for Law Enforcement \$45,000

The Needham Police Department (NPD) joined a regional collaboration with the Dedham Police Department (DPD) and Riverside Community Care (RCC - the regional Emergency Services Program provider as designated by the Massachusetts Department of Mental Health) to advance the towns’ shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated. The RCC staff clinician works closely with police staff in the field and is responsible for providing flexible mobile or station-based intervention, counseling, triage and referrals for mental health treatment and support services. The clinician co-responds with officers to calls that require mental health support. This funding was intended to support a one-year pilot program – permanent funding is included in the recommended FY2023 budget.

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

The Town recently awarded a contract to M. Neves, Inc. for repairs to brooks and culverts. Additionally, BETA Group has been contracted to perform Best Management Practices (BMP) inspections.

Appropriate for Fleet Refurbishment \$150,000

Funds have been allocated for refurbishment on Unit 93 (\$7,046), Unit 8102 (\$7,418), and truck traction systems. A significant portion of the balance is being held for refurbishment of the “vactor” truck – a specialty sewer/drains vehicle.

Appropriate for Rosemary Dam Decommissioning \$30,000
The Town is in the process of working with BETA Group to decommission the Rosemary Dam (\$29,368). The project is expected to be complete by the end of 2022.

Authorization to Expend State Funds for Public Ways
Chapter 90 funds are currently being reserved to complete the design and construction of the downtown redesign project. The Select Board will seek community input this summer on the status of the project design. The Town received \$907,577 in Chapter 90 funding in fiscal year 2022.

Appropriate for Preservation of Town Marriage Records \$25,000
The Town has awarded a contract to Community Development Solutions for this work. It is anticipated that the project will be complete by June 30th.

Appropriate for Town Common Historic Redesign & Renovation \$1,364,000
The Town is in the process of awarding a contract for this project to M.J. Cataldo Inc., and construction will begin this spring.

Appropriate for Fisher Street Trailhead Construction \$15,000
The guardrail at the Fisher Street Trailhead was replaced and this project is complete (\$14,976).

Appropriate for Resurfacing the Synthetic Track at DeFazio Park \$166,000
The synthetic track at DeFazio Complex was resurfaced and this project is now complete (\$130,010).

Appropriate for McLeod Field Renovation Design \$48,000
A contract for the design of this project has been secured with Tighe & Bond (\$48,000).

Appropriate for Trail Identification Design \$6,000
This funding will support the hiring of a design and engineering firm to design a system of identification signage for trail heads, informational kiosks and directional signage including trail markers as well as options for graphic presentation of standardized trail mapping. Conservation and Park & Recreation staff are working with the Trails Committee and the Trail Steward Volunteers on this project. Once the designs are chosen, a funding request will be submitted for the purchase of signage, markers and additional kiosks.

Appropriate for Town Reservoir Sediment Removal Design \$262,000
BETA Group is conducting the design phase of the removal of the sediment in the Town Reservoir (\$174,886). The Town has secured an American Rescue Program Act grant for the construction portion of this project.

Appropriate for Walker Pond Improvements \$125,000
The Town is in the process of awarding a contract with Woodall Construction Co. Inc. This work includes the installation of drainage manholes, wildflower/tall grass and tree

mixtures, and a tree infiltration system. The Town has secured an American Rescue Program Act grant for Phase 2 of this project.

Appropriate for Public Safety Mobile Devices \$50,000
Funds in the amount of \$28,906 have been spent for public safety mobile devices with the balance expected to be spent by the end of December, 2022.

Appropriate for LIFEPAK Defibrillator \$30,577
This item is on back order due to supply chain issues.

Appropriate for Self-Contained Breathing Apparatus \$192,120
This equipment has been purchased and is in use on the apparatus.

Appropriate for Personal Protective Equipment \$43,358
This is an ongoing project that adds a second set of personal protective gear and replaces outdated bunker gear to ensure two sets are always available for personnel.

Appropriate for School Copiers \$61,264
This article provides funds to replace one copier at Broadmeadow School, three copiers at Pollard Middle School, and three copiers at NHS. These copiers have been ordered, but have not yet been received, due to global supply chain delays.

Appropriate for School Furniture \$25,000
This request is to provide furniture for new classrooms, or to replace older classroom and office furniture across the District. The School Department expects to expend these funds before June 30th to replace old furniture at Newman and Pollard Schools, and to purchase furniture for an anticipated new classroom at Eliot School.

Appropriate for School Technology \$479,650
This article is reserved for the purchase of school technology, including desktop computers, printers, interactive white boards, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. It also incorporates funding for school technology infrastructure, consisting of servers, network hardware, wireless infrastructure, data cabling and access points. The School Department anticipates spending some or all of these funds by the end of this school year to replace network infrastructure and school technology devices, as planned.

Appropriate for Broadmeadow School Technology Room Conversion \$213,100
The Building Maintenance Division is in the process of designing this project with Socotec to convert the Broadmeadow School Technology Room to a classroom. The construction portion of the project is anticipated to be bid this month.

Appropriate for Hillside School Boiler Design \$16,000
The Town is in the process of awarding the design contract to GGD, Inc. The construction portion of the project will be bid this summer, pending Town Meeting approval of Article 22 in the 2022 Annual Town Meeting Warrant.

Appropriate for Auditorium Light & Sound Needs Assessment \$60,000
The School Department and PPBC are collaborating to release an RFP for design services this summer.

Appropriate for Permanent Message Boards \$56,000
The message board will be procured this fall after a review with stakeholders as to the most appropriate location.

Appropriate for Energy Efficiency Upgrade Improvements \$100,000
The funds will be used to invest in a study to ensure energy efficiency in the current operations of the HVAC equipment after the COVID-19 pandemic. The Pandemic delayed the start of the study, as the Town is still operating its systems at their fullest capacity.

Appropriate for RTS Property Improvements \$480,000
Stormwater improvements to Area 2 at the RTS are being performed by T. Ford Company Inc. and are anticipated to be complete this fall.

Appropriate for Specialty Equipment Mower (Unit #334) \$38,000
The Town purchased a new mower that is anticipated to be delivered by in the fall of 2022 (\$35,405).

Appropriate for Library Technology \$48,500
Replacement of public computers has been delayed due to COVID responses and the current chip shortage. The Library plans to purchase these devices within the year.

Appropriate for Fleet Replacement Program \$1,135,084
The Town has ordered a new Toyota RAV 4 Hybrid to replace Unit 756, a new Ford Transit Van to replace Unit 712, and a new dump truck to replace Unit 10, which are anticipated to be delivered by the end of calendar year 2022. The current market conditions of the auto industry have caused delays in ordering many vehicles, including Units 45, 32, and 39. These will be ordered over Spring and Summer 2022.

Appropriate for Public Works Infrastructure \$2,639,000
The Town is currently working with TEC, Inc. on designs for improvements to Highland Avenue (\$135,000) and for a relief drain at Concord Street and Burnside Road (\$85,000), as well as a brooks and streams master plan (\$115,000). The Town has completed road surface treatments (\$402,476), and funding is allocated for sidewalk curbing work over the summer. The Town is currently working on drainage improvements at Highland Avenue and West Street that are anticipated to be complete by Summer 2022. The remainder of the funding is reserved for additional road improvements this summer.

Appropriate for Public Safety Buildings Construction \$1,400,000
This supplemental funding is intended to complete the public safety project. Fire Station #1 and Fire Station #2 are complete, and the Police Station is substantially complete. Final landscape and paving at the Chestnut Street facility is planned for this spring. Final punch list items and HVAC commissioning are in process, and final occupancy is anticipated this summer.

Appropriate for Sewer Fleet Replacement \$332,531
A Western Star 4700 – a sewer line jet cleaner - was ordered to replace Unit 29 and it is expected to be delivered in late calendar year 2022.

Appropriate for Sewer Main Replacement \$363,000
The design (\$60,640) of the blockage removal at the Route 128 sewer main was completed by Environmental Partners Group Inc., and work to remove the blockage is being undertaken by Flynn Enterprises Inc. (\$92,950). The project is expected to be complete this Summer.

Appropriate for Water Distribution Improvements/Rosemary \$460,000
Design work for this project by BETA Group (\$42,915) is nearing completion and the construction portion will be bid this fall.

Appropriate for Water Distribution Improvements/South Street \$250,000
The contract with BETA Group for design of the 16” water main replacement on South Street is complete and the work will begin this summer.

Appropriate for Water Fleet Replacement \$306,634
The current market conditions of the auto industry have caused delays in ordering many vehicles, and Ford recently closed production. Updated pricing and ordering are anticipated soon, and the three vehicles will be ordered this summer.

Appropriate for Water Service Connections \$1,000,000
The Town is out for bid for a new contract to replace water services and will start this work in Summer 2022.

October 4, 2020 Special Town Meeting

Appropriate for Needham Property Tax Assistance Program \$50,000
There is a balance in this article in the amount of \$4,372 that will be awarded in FY2022.

Appropriate for Billing and Collection Software \$1,075,000
The Town is seeking an integrated solution that will allow billing, monitoring, collecting, and reporting on the major receivables, such as excise, property taxes, water and sewer services, and general billing. The Town will decommission the existing applications, including the prior general ledger, accounts payable, and payroll systems. which requires the archiving of the financial records for a system which has been in place for four decades. The Town issued a request for proposal (RFP) last summer for a billing and collection software solution which resulted in four responses. The Town has conducted several interviews with the proposers and reviewed of the functionality of the proposed applications. The recommendation and contract award are expected by the end of May – implementation is anticipated to take 24 to 30 months.

Appropriate Transportation Improvement Fees \$21,390
This funding will be used to make bicycle improvements throughout Town such as painted lane markings and bicycle racks.

Appropriate for Emergency Rental Assistance Program \$120,000

The Town of Needham introduced the Emergency Rental Assistance Program (ERAP) in fiscal year 2021 to provide temporary financial support for qualifying Needham renters who had suffered a reduction in income due to the Pandemic. Town Meeting approved \$120,000 in funding from Community Preservation Funds and an additional \$50,000 was secured as part of the Massachusetts COVID-19 Relief Fund through the Foundation for Metro West. The Program, now complete, supported a total of 23 households and committed a total of \$147,756 in benefits. It also involved the expenditure of \$10,394 in funds to cover administrative costs for Metro West resulting in a total of \$158,150 out of the total \$170,000 allocated. The balance will be returned to the Community Preservation Fund. There remains the potential that up to \$100,000 of CPA funds committed and expended for payment assistance may be reimbursed to the Town, and ultimately the Community Preservation Fund, through the Federal CARES Act.

Appropriate for First Baptist Church Preservation & Restoration \$90,200

The First Baptist Church recently entered into contracts and started this work. It is anticipated the restoration work will be complete in the summer of 2022.

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

The initial timeline for this project was altered due to the results of environmental testing. The Park & Recreation Commission will evaluate the project scope and review the design this summer. A request for funding is planned for fiscal year 2024 with the construction project to occur during the summer and fall of calendar year 2023, subject to appropriation.

2020 Annual Town Meeting

Appropriate for Public Facilities Maintenance Program \$655,000

Much of these funds were used to prepare the Needham Public Schools for the return of students during the COVID-19 pandemic. This included work on the HVAC systems to accommodate additional air flow, commissioning consulting services, various HVAC equipment repairs and replacements, replacement of window screens in schools, and additional building management system programming services. This article was also used to complete the reconfiguration of the third-floor offices in Town Hall (\$25,789) and to replace water fountains with bottle fillers in multiple buildings (\$21,274). Other work included structural changes to respond to COVID at the RTS and DPW Garage (\$23,641), replacement of screens at the Mitchell School (\$27,738), replacement of a heat exchanger in an RTU (\$27,797) and duct cleaning at the Eliot School, Hillside School, and the Library (\$39,994), and flooring upgrades at the Broadmeadow School and the Center at the Heights (\$115,000). The remainder of the funds will be used for additional flooring replacements and wood floor refinishing to take place in during the summer of 2022. Much of the funding that was utilized in response to the COVID-19 pandemic was reimbursed through the CARES Act and is being reallocated to other identified projects.

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

The Town has awarded a contract for repairs to brooks and culverts to M. Neves Inc. and BETA Group has begun work on BMP inspections. This work was delayed due to COVID-19.

Appropriate for NPDES Support Projects \$770,500

Design services for BMPs and inspection services have been completed (\$12,008). The Town has completed the engineering services for sampling and identification of attributes within two sub watershed and has contracted with BETA Group for NPDES engineering services, including outfall screening. The Town has contracted with R.J. Gabriel Co. Inc. for initial catch basin cleanings for the entire Town, which should be complete this fall.

Appropriate for Personal Protective Equipment \$43,424

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

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

The Town completed improvements to this room over Summer 2021 to fit the changing needs of the school.

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

The firm of Dore and Whittier has been engaged and the design work is on-going.

Appropriate for School Copier Replacement \$62,420

The replacement of this equipment was deferred due to COVID-19 and the resulting restricted access to school buildings. A total of 15 copiers have been ordered to expend fiscal year 2021 copier funds (\$62,420) and fiscal year 2022 copier funds (\$61,264). Due to global supply chain delays, however, the School Department has not yet received these machines.

Appropriate for School Furniture \$35,000

This article provided \$10,000 to replace furniture in fair condition at Pollard School and \$25,000 to purchase new classroom furniture as needed due to new enrollment or equipment replacement purposes. To date, a total of \$15,255 has been spent, with the balance of these funds expected to be spent by the end of the school year or this summer.

Appropriate for School Technology \$586,575

The regular replacement of school technology was deferred due to COVID-19, and the need to provide personalized devices to students learning remotely. To date, a total of \$452,551 has been spent or encumbered, with the balance of \$85,339 expected to be spent by this summer.

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

The Town has ordered a Ford F150 to replace Unit 820 for \$37,185. An F350 was ordered and delivered to replace Unit 43 at a total cost of \$63,880. A new Ford Cargo Van was purchased and received to replace Unit 707 at a total cost of \$41,695. The replacement of Van 7 and Van 8 were deferred due to the COVID-10 pandemic and will be procured this summer. A new street sweeper was delivered to replace Unit 181 at a cost of \$247,295. A new Mack truck was delivered to replace Unit 34 at a cost of \$154,246. A new sidewalk plow was delivered to replace Unit 113 at a cost of \$169,545. A mounted snow blower was purchased to replace Unit 205 at a total cost of \$152,180. A Black Chevy Tahoe was

delivered to replace Unit C-03 at a total cost of \$42,785. The Town is awaiting delivery of a Horton Ambulance to replace Unit R-04 at a total cost of \$335,545.

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

A crank truck has been ordered to replace Unit 23 (\$84,380). The unit is currently with an upfitter waiting for backordered components. Unit 101, a wheel case loader, has been delivered and is in service (\$227,950).

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

A Ford F150 has been ordered to replace Unit 31 at a cost of \$39,985. The unit is currently with the dealer waiting for backordered components.

October 28, 2019 Special Town Meeting

Appropriate Transportation Improvement Fees \$17,059.20

This funding will be used to make bicycle improvements throughout Town such as painted lane markings and bicycle racks.

2019 Annual Town Meeting

Appropriate for Senior Corps \$15,000

The COVID-19 pandemic impacted Senior Corps substantially – seniors (a high-risk group for COVID) were less likely to want to work in-person and departments were less likely to have open assignments for a Senior Corps participant. Funding remains in the Warrant Article, and the Senior Corps is currently enrolling new participants.

Appropriate for Temporary Staffing Program \$76,000

This funding is used to meet critical staffing shortages on a temporary basis as needs arise. The Temporary Staffing article has been used to meet critical department needs. The balance in the article is \$27,132.

Appropriate for Personal Protective Equipment \$43,424

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

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

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

Appropriate Transportation Improvement Fees \$12,477.50

This funding will be used to make bicycle improvements throughout Town such as painted lane markings and bicycle racks.

Appropriate for Modernization and Redevelopment of Affordable Housing \$150,000

Funds are reserved for the Housing Authority. No spending has occurred to date.

Appropriate for Rosemary Lake Trail Project \$200,000

This funding is allocated for a dock near the pool and a pavilion near the old camp property. Picnic tables for the old camp property will be ordered in Spring 2022. The Town has contracted with Tighe & Bond to complete bid documents for the dock.

Appropriate for Playground Improvements \$350,000

This funding is planned for playground improvements at DeFazio Complex and Perry Park. This funding also includes ADA upgrades at Cricket Field and Greene's Field playgrounds. Bids will be going out this spring to completely resurface Greene's Playground with poured-in-place surfacing. Additional ADA play components will be added to this site.

Appropriate for Library Furniture Replacement \$112,960

This appropriation is reserved for stackable chairs for the Library Community Room. The replacement was delayed due to the temporary repurposing of the community room due to the COVID-19 Pandemic. Chairs were ordered in April for a total of \$33,603. The Library will replace 52 chairs and obtain two dollies which will provide stackable storage of the chairs. Delivery is expected by June 2022.

Appropriate for Transfer Station Property Improvements \$295,000

The security fencing improvements (\$19,250) and stormwater improvements for Areas 1 and 3 (\$234,900) are complete. The remaining funds are being held for contingency for until the project is closed.

Appropriate for Building Management System Upgrade \$392,000

The Town is in the process of working through a study and design of building management system upgrades to establish a standardized system for the school and Town buildings (\$29,500). This work was delayed due to COVID-19. The construction component of this project will be put out to bid in the winter of 2022/2023.

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

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

Appropriate for Personal Protective Equipment \$43,424

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

Appropriate for Public Safety Desktops, Printers & Peripherals \$200,000
Now that all the new public safety buildings are operational and staff have moved into the new building, the balance remaining in this article (\$55,463) will be spent by the end of CY2022.

Appropriate for Newman Preschool Playground Shade Shelter \$69,200
The Town is working with Weston & Sampson on a design for this project and anticipate a bid for construction this spring.

Appropriate for Facility Assessment – Broadmeadow & Eliot \$100,000
The Town is currently working with Dude Solutions to provide a facility assessment of the assets in both the Broadmeadow and Eliot Schools.

Appropriate for Sewer Enterprise Fund Cash Capital \$831,487
The design for Lake Drive Sewer Pump Station (\$95,000) has been completed and a contract for the construction has been awarded. Construction anticipated to start this summer.

Appropriate for Water Distribution System Improvements \$4,791,500
The design of the water main replacement on Bennington Street (\$19,700) and the water main realignment project on Rosemary Street (\$42,915) are underway. Water mains are being replaced on Alder Brook Road (\$17,503), Concord Street (\$32,722), and Country Way (\$35,471). Funds from this article will be spent on engineering services for the Central Avenue 16” water main replacement project (\$308,320). The Town has awarded a contract for the 16” water main replacement on Central Avenue, with work starting by the end of the calendar year 2022. Some of the work will be delayed due to supply chain issues. The remainder of the money is being held for contract administration for the 16” Central Avenue work as well as for project contingencies. Once the project is complete, remaining money will be reallocated to other water distribution system improvements, dependent on the amount available.

Key Terms

Encumbered: Funds are already committed to a vendor for services not yet delivered or invoiced.

Allocated/Reserved: The funds are not yet spent or encumbered but will be used for the stated purpose.

OPEN APPROPRIATIONS APPROVED PRIOR TO 2019 ANNUAL TOWN MEETING CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	A/S	Town Meeting	Article #	Appropriation	Available	Comment
2020	Mitchell School Modular Classrooms	S	Jan-19	1	\$630,000	\$145,445	Reserved for Appropriation for School related capital for the 2023/2024 cycle.
2019	Mitchell School Modular Classrooms	S	May-18	6	\$210,000	\$32,921	Reserved for Appropriation for School related capital for the 2023/2024 cycle.
2019	Public Safety Buildings Construction	S	Oct-18	10	\$66,245,000	\$3,113,985	The project is ongoing. The final phase of the project is anticipated to be completed by January 2023.
2019	Time Clock System	A	May-18	12	\$81,000	\$7,560	The project was to take 24 months to complete, but with the onset of COVID-19 the project was delayed, and not all the equipment has been received and installed.
2019	Rosemary Camp Property Improvements	A	May-18	27	\$50,000	\$43,478	The project has been delayed due to staff changes and the impact of COVID-19 on operations.
2019	Specialty Equipment Large Mower	A	May-18	32	\$76,500	\$10,635	Reserved for Transfer to the Capital Improvement Fund at a future Town Meeting.
2019	Fleet Replacement Public Works Specialty and Snow & Ice Equipment	A	May-18	32	\$554,500	\$96,094	Reserved for Appropriation for equipment in the 2023/2024 cycle.
2019	Streetlight Conversion to LED	A	May-18	32	\$685,000	\$42,475	The project is ongoing. The final work is anticipated to be completed by the Fall of 2022.
2019	Fire Engine E2 Replacement	A	May-18	32	\$840,163	\$64,382	The project is ongoing. Billing was pending for equipment that is provided by other vendors.
2019	School Phone System Replacement	A	May-18	32	\$319,000	\$14,283	Reserved for Appropriation for School related capital for the 2023/2024 cycle.

OPEN APPROPRIATIONS APPROVED PRIOR TO 2019 ANNUAL TOWN MEETING CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	A/S	Town Meeting	Article #	Appropriation	Available	Comment
2019	Public Works Storage Facility	A	May-18	35	\$7,615,000	\$2,265,373	The building has been constructed and the bays are in use. Approximately \$20,000 is still encumbered and owed. The Town is weighing solar options for the site. When the project is completed, the remaining balance, which is a debt authorization, will be rescinded at a future Town Meeting.
2019	Sewer Main Extension Zone I and II	A	May-18	38	\$690,000	\$9,304	Reserved for Appropriation for sewer main project 2024/2025.
2019	Water Fleet Replacement	A	May-18	39	\$355,048	\$41,421	Reserved for Appropriation for equipment in the 2023/2024 cycle.
2019	Birds Hill Water Tank	A	May-18	39	\$340,000	\$185,600	Reserved for Appropriation for the water main project in 2024.
2018	DPW Specialty Equipment	A	May-17	38	\$30,000	\$7,008	Reserved for Transfer to the Capital Improvement Fund at a future Town Meeting.
2018	Transfer Station Floor Replacement	A	May-17	42	\$166,000	\$156,900	The project is ongoing. The construction of the floor replacement is out to bid.
2018	RTS Property Improvements (Phase 2)	A	May-17	42	\$290,000	\$33,272	The project is ongoing. This phase of the project is anticipated to be completed by the end of the year.
2018	Wastewater System Rehabilitation	A	May-17	48	\$600,000	\$7,486	Reserved for Appropriation for sewer main project 2024/2025.
2018	Specialty Equipment Excavator	A	May-17	49	\$132,000	\$23,500	Reserved for Appropriation for equipment in the 2023/2024 cycle.
2017	Community Housing Specialist	A	May-16	35	\$60,000	\$27,070	The appropriation provides funding for affordable housing reporting related expenses.

OPEN APPROPRIATIONS APPROVED PRIOR TO 2019 ANNUAL TOWN MEETING CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	A/S	Town Meeting	Article #	Appropriation	Available	Comment
2017	Water System Rehabilitation	A	May-16	48	\$82,000	\$24,585	Reserved for Appropriation for the water main project in 2024.
2016	Central Avenue/Elliot Street Bridge	A	May-15	43	\$2,000,000	\$10,804	Reserved for appropriation in accordance with MGL Chapter 44. The funds are reserved for the pending bridge project for 2024.
2016	Water Supply Development	A	May-15	46	\$700,000	\$140,994	Reserved for Appropriation for the water main project in 2024.
2016	Water System Rehabilitation Program	A	May-15	47	\$820,500	\$15,364	Reserved for Appropriation for the water main project in 2024.
2015	Wireless Municipal Radio Master Fire Box System	A	May-14	37	\$164,000	\$42,740	Project is ongoing.
2015	Fire Alarm Cables	A	May-14	37	\$60,000	\$60,000	Project is on hold waiting for transition to wireless fireboxes.
2015	Sewer Alarm System Upgrade	A	Apr-14	41	\$258,000	\$216,597	The system is being restructured.
2015	Filter Media Replacement	A	May-14	42	238,050	\$49,037	Reserved for Appropriation for the water main project in 2024.
2014	Filter Media Replacement	A	May-13	46	\$115,000	\$15,497	Reserved for Appropriation for the water main project in 2024.
2014	Water SCADA System Upgrade	A	May-13	46	\$435,000	\$179,051	Reserved for Appropriation for the water main project in 2024.
2014	Irrigation Supply Feasibility	A	May-13	46	\$80,000	\$12,918	Reserved for Appropriation for the water main project in 2024.
2013	Heritage Project/Historical Inventory	A	May-12	26	\$25,000	\$15,000	The project is under the jurisdiction of the Historic Commission. The funds are reserved for the intended purpose.

OPEN APPROPRIATIONS APPROVED PRIOR TO 2019 ANNUAL TOWN MEETING CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Description	A/S	Town Meeting	Article #	Appropriation	Available	Comment
2013	Sewer SCADA System	A	May-12	36	\$30,000	\$22,034	Reserved for Appropriation for sewer main project 2024/2025.
2012	Document Record Management System	A	May-11	36	\$90,000	\$90,000	The project was placed on hold based on cost. The project will resume in 2023 after the new billing and collection system has been implemented.
2011	Charles River Treatment Facility Well Restoration	S	May-11	8	\$600,000	\$98,791	Reserved for Appropriation for the water main project in 2024.
2010	Water Supply Feasibility Study	A	May-09	55	\$75,000	\$59,056	Reserved for Appropriation for the water main project in 2024.

Notes:

A = Annual Town Meeting; S = Special Town Meeting

Encumbered = Funds have not be paid out but are obligated to one or more vendors for items/work not yet provided and/or billed.

Reserved = The balance is reserved for the project but has not yet been encumbered.

Reserved for Appropriation = The project is near completion or is completed and the remaining balance is (by law or policy) reserved to be a funding source for a future project. The use of the funds for another project would require a warrant article and a vote of Town Meeting to happen.

State law requires excess proceeds from the sale or bonds or notes to be reserved and appropriated for a similar purpose; Select Board polices related to capital and debt require that any capital project funded by cash with a residual balance in excess of \$5,000 be reserved and that the Town Manager will propose a reallocation for other future capital projects.

Reserved for Transfer = The project is completed and the balance is proposed to be transferred to an appropriate Town Reserve. This action would require a warrant article and a vote of Town Meeting to happen.