

Report to Town Meeting

May 4, 2009

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 which were approved at the October 27, 2008 Special Town Meeting, the May 12, 2008 Special Town Meeting, the 2008 Annual Town Meeting, and the March 3, 2008 Special Town Meeting. The report also includes a status report on items on which implementation is not complete for the November 5, 2007 Special Town Meeting, the May 14, 2007 Special Town Meeting, the May 7, 2007 Annual Town Meeting, the November 1, 2006 Special Town Meeting, the 2006 Annual Town Meeting, the November 7, 2005 Special Town Meeting, the 2005 Annual Town Meeting, the November 8, 2004 Special Town Meeting, and the 2004 Annual Town Meeting. A chart listing all other open capital warrant articles approved prior to May 2004 is attached. While the report does not include votes on matters as relate to the School Department, the full status report does include information on School-related capital items.

| October 27, 2008 Special Town Meeting

Appropriate for Public Services Administration Building \$5,725,000

A construction contract in the amount of \$4.083 million was awarded to Seaver Construction. Work on the project is on-going, with an expected completion date of December 2009.

| May 12, 2008 Special Town Meeting

Deleted: 2008 Special

Appropriate for Tennis Courts at Mills Field \$150,000

The Park and Recreation Department, in conjunction with the DPW Engineering Division, is in the process of drafting bid specifications. The project will be bid this spring and the construction will occur as soon as the summer of 2009.

Appropriate for Town Hall Photocopier \$18,500

A Canon C5185I was ordered from IKON Office Solutions on June 18, 2008 at a cost of \$18,000 and was delivered on July 24 2008.

Public Schools Van \$14,000

The van was purchased in October for \$16,765.70 (using supplemental school funds) and is currently in use.

Newman School Electrical System Improvements \$125,000

This project is on hold pending the outcome of the Newman School feasibility study.

Newman and Hillside Storage Sheds \$20,000

The storage sheds will be installed in the spring of 2009.

Appropriate for Facility Repairs/Newman School \$650,000

A temporary heating and ventilation system was installed at the Newman School during the summer of 2008, and related remedial work was completed. Under the direction of the Permanent Public Building Committee, the architectural firm of DRA completed a feasibility study for replacement of the HVAC system. The Town is working to secure agreement for funding of the construction project with the Massachusetts School Building Authority.

2008 Annual Town Meeting

Authorize Lease of Land

A twenty year lease was executed with the Needham Golf Club on May 5, 2008.

Authorization to Expend State Funds for Public Ways

The Town received \$695,922 as its annual apportionment for FY 2009. These funds will be allocated to continue the Webster Street rehabilitation work and pave several roadways in 2009. Unexpended balances of prior year allocations are being used for the on-going Chestnut Street and Webster Street rehabilitation projects.

Property Tax Exemption Limits

The Board of Assessors granted 220 property tax exemptions for FY 2009 through March 31, 2009. The total of these exemptions is \$191,609.49. A portion of the exemptions is reimbursed by the Commonwealth. The Town is scheduled to receive \$88,975 this year for the FY 2008 exemptions, or about 43% of the total amount of exempted last year.

Citizens' Petition – Preservation of Town Hall

The Town Hall Study Committee convened in June 2008 and issued a report containing recommendations relative to the Town Hall historic renovation project to the Board of Selectmen and Town Meeting in the fall of 2008.

Appropriate for CPA/Town Hall Historic Preservation \$1,000,000

The firm of McKinley, Kalsow completed schematic design and is nearing completion of design development. The October 2008 Special Town Meeting voted to endorse the Town Hall historic renovation project, known as Alternative 4, which includes a full addition along the North side (rear) and restoration of the second floor meeting hall. A request for appropriation for construction will be presented to the 2009 Annual Town Meeting.

Appropriate for CPA/Preservation of Trails and Access to Municipal Land \$5,500

Based on the recommendations of the Master Plan for Trails, kiosks are currently being built by students at Olin College and an Eagle Scout candidate. Installation is expected by summer 2009. The design for markers is underway, and volunteers will assist with the installation.

Appropriate for Library Materials \$25,000

During FY 2009 the adult portion of this appropriation was used to purchase replacement copies of lost items, new copies of fiction classics, and books to improve the biography collection. The children's portion was used to purchase nonfiction materials, including books on countries, sports, cookbooks, biographies, biomes, dinosaurs, and trucks.

Appropriate for Facilities Maintenance Program \$220,000

In FY 2009, this program funded asbestos abatement in a number of rooms at the Newman School, two rooms at the Pollard School, two rooms at the Mitchell School, and various spaces at the Emery Grover. Interior painting was completed at the Newman School, Broadmeadow School, Eliot School and Pollard School. Area rugs were installed at the Hillside School, Broadmeadow School, and Emery Grover. Shelving was installed at the Broadmeadow School, and gutters were repaired at the Emery Grover.

Appropriate for Public Safety Application Hardware \$100,000

This article funded the purchase of an IBM I Series Power System Server, and replacement and/or upgrade of desktop units, laptops, network printers, and network switches.

Broadmeadow School Data Room AC Upgrade \$25,000

The electrical work to upgrade the District Head End Room at Broadmeadow School is underway and will be completed this spring.

Pollard School Doors and Locks \$175,000

Replacement and repair of locks and doors at the Pollard School is out to bid and will be completed during the summer of 2009.

Communications Archiving System \$45,740

The system, which allows the School Department to archive electronic communications, has been purchased and installation is nearly complete.

School District Technology Upgrade and Replacement \$212,500

This phase of the program is nearing completion, with \$209,873 expended to date for: 111 instructional computers/desktops/laptops, 4 instructional printers, 19 administrative computers, 2 wax printers, 9 network servers, and 139 operating system upgrades.

School Furniture & Musical Instrument Replacement \$52,050

This project is nearing completion. To date, \$10,890 has been spent on two pianos and a bassoon for Pollard and Needham High School, with the balance of the \$15,000 appropriation remaining to be spent under the direction of the Director of Fine and Performing Arts. A total of \$28,355 has been spent to date for furniture replacement at Pollard, Newman, Hillside and Mitchell schools.

Brooks and Culverts Maintenance \$60,000

This funding, supplemented by the \$50,000 appropriated at the 2007 Annual Town Meeting and the \$25,000 appropriated at the 2005 Annual Town meeting, will be used for Perry Gorge water quality improvements and improvements in the areas of Linden, Maple, and Oak Streets. This work is expected to be completed in March 2010. The funding was also used to support the Chestnut Street reconstruction project by unblocking culverts and streams and will be used to cleanout and correct the blocked drainage system on Chestnut Street at the Charles River.

Core Fleet Replacement \$215,048

Hybrid vehicles to replace units #12 and #52 have been ordered and delivery is scheduled for early May 2009. Unit #301 (van) was purchased for \$21,261 and placed in service in December 2008. Unit #41 (pick-up) was purchased for \$37,916 and placed in service in November 2008. Units #74 and #75 (F550 dump trucks) were purchased for \$54,154 and \$54,111, respectively, and placed in service in December 2008.

Appropriate for Geographic Information System \$85,280

A vendor has been selected to conduct a fly-over to gather information for updating the GIS data layers. The flight will occur in April 2009.

Snow and Ice Equipment \$124,511

The track-mounted sidewalk tractor (unit #107) with snow blower and spreader was purchased for \$117,450 and placed in service in November 2008.

Public Works Specialty Equipment \$104,000

The Turf Cat mower (unit #334), the trailer (unit #332) and the new sod cutter have been purchased and delivered. Specifications for the stump grinder and the 4" trailer pump are being drafted for a bid later this year.

Stormwater Drain Discharge Improvements \$40,000
Design of water quality improvements for Perry Gorge has been initiated; construction is expected to begin next winter.

Appropriate for Administration Building at DPW Complex \$500,000
The design process is complete. Funds for the construction of this facility were appropriated at the October 2008 Special Town Meeting, and construction is underway.

Appropriate for Roads, Bridges, Sidewalks, and Intersection Improvements \$820,000
Funds have been expended on the installation of new traffic signals at Central Avenue and Charles River Street, and traffic signal improvements and maintenance at Dedham Avenue and Webster Street, and Highland Avenue and Rosemary Street. Paving and drainage improvements were made on Hunnewell Street from Central Avenue to Hillside Avenue, Nehoiden Street, John Street, Horace Street, Roscoe Street, Carey Road, and the intersection of Hillside Avenue at Webster Street. Sidewalk, curbing, HP ramps, and drainage improvements were constructed on Nehoiden Street, Hampton Street, Ellis Street, Rybury Hillway, and Webster Street from Cleveland Road to Great Plain Avenue. Funds were also used to continue “phase 2” of the Town’s street name sign replacement program. Phase 2 includes all streets that intersect with a collector or arterial road. The remaining balance will be allocated for spring, 2009 paving.

Appropriate for Public Safety Building Roof \$535,000
The Public Facilities Department, in cooperation with the Permanent Public Building Committee, is currently engaged in the designer selection process for the preparation of contract documents. This work is expected to be completed by the end of the year.

Appropriate for Rescue Ambulance/EMS Reporting System \$205,000
A bid package was prepared and advertised in July 2008. On September 26, 2008 the Fire Department took delivery of a 2008 Osage Class I, Type II, Rescue Ambulance. This state of the art vehicle is basically a twin to the existing rescue. The Department now has the ability to cross-staff both ambulances, and to provide advanced life support intervention and transportation for multiple incidents simultaneously. In addition, a computerized EMS Reporting System was purchased and placed in service on both ambulances. Training was completed over a two month period, and the system went live on October 1, 2008. This new system gives the Department the ability to provide patient information to the receiving hospitals in real time, while also bringing reporting procedures up to State mandated levels.

Appropriate for Hillside and Mitchell School Parking & Play Area Improvements \$160,000

All parking lot paving at both locations, including replacement of the concrete and asphalt sidewalk and HP ramp at the Hillside School, have been completed. The Park and Recreation Department also worked with the principals to create painted play areas on the asphalt, including U.S. maps, and four-square and basketball court markings.

Appropriate for Parking Meters \$42,000

This article will fund new electronic parking meters which include a smart lock system and auditing technology. Specifications have been developed and bids are scheduled to be advertised in the fall of 2009. The new meters will be the same or similar to those installed on Chapel Street.

Appropriate for Municipal Parking Lot Improvements \$105,000

The Mark Lee public parking lot is the last parking lot to be reconstructed under this program. The design is expected to be completed in July 2009; construction is expected to be completed in September 2009.

Appropriate for Street and Traffic Light Improvement \$105,000

The Town approached NSTAR with a plan to convert all Mercury vapor street light fixtures to more efficient high pressure sodium fixtures. Funding from this article was used to supplement a rebate incentive from NSTAR of \$124,000 to ensure that the upgrades could be completed by January 2009. The remaining funds will be used to continue the improvement program by analyzing all public street lights in Town and determining areas where street lights may be added, removed or relocated.

Appropriate for RTS Cash Capital/Trommel Screener Accessories \$26,000

Parts for the trommel screener have been ordered, and will be installed and operational before the summer.

Appropriate for Collection Packer Equipment \$225,000

The collection packer equipment has been ordered; delivery of the equipment has been delayed and is expected in September 2009.

Appropriate for Wastewater Pump Station/GPA \$770,000

This article supplemented the \$984,550 appropriated at the 2005 Annual Town meeting for the construction upgrade of the Great Plain Avenue sewer pump station. Construction is underway and is expected to be completed in August 2009.

Water Construction Equipment \$18,000

This asphalt roller was purchased and placed in service in the fall of 2008.

Water Core Fleet Replacement \$65,345

Unit #22 (utility body) was purchased for \$42,485 and placed in service in February, 2009. Unit 23 (pickup) was purchased for \$19,732 and placed in service in January 2009.

Water Service Connections \$200,000

Work during the 2009 construction season is proposed for Hillcrest Road, Holland Street, Oakland Avenue, Kingsbury Street, Fair Oaks Park, Pickering Street, Mount Vernon Street, and Birds Hill Avenue.

Water Small Specialty Equipment \$38,000

A trailer mounted construction compressor was purchased in the fall of 2008. A portable welder will be purchased in the spring of 2009.

Appropriate for Water System Rehabilitation \$682,500

The Garden Street water main replacement contract has been bid and the contract awarded. Construction has begun on this street and on Kimball Street and High Street. The design for the replacement of the water main on Chapel Street and May Street is under design and will be ready for construction bidding pending funding approval at the May Town Meeting.

Appropriate for Water Main Improvements \$1,900,000

Funding from the Water Pollution Abatement Trust (WPAT) was approved. The intended project was to remove the bitumastic lining of the existing 14" pipe by grinding the coating out and replacing it with a cement lining. During the fall of 2008, the initial section of the main, (\$250,000 funded at the 2007 Annual Town Meeting), was scheduled for cleaning and lining. During that process it was discovered that although deteriorating, the bitumastic lining could not be ground out. Ultimately two cement linings had to be applied – the first to cover the bitumastic lining and the second to achieve a smooth interior wall. The lining process will be abandoned for the remainder of the project (15, 000 l.f.) and will be replaced with 16" pipe. The design is being modified and the project will be bid during the summer of 2009. Because replacement is a more expensive option, only about one half of the project will be completed with the approved funding.

Appropriate for Water Storage Tank Cleaning, Painting, and Repair \$730,000

The cleaning and painting of the Dunster Road water tank has been completed. The final exterior landscaping work is expected to be completed by the end of May 2009.

| March 3, 2008 Special Town Meeting

Appropriate for Matching Grant \$13,051

This funding was used to match funds awarded to the Town by the Department of Homeland Security/FEMA. This grant was used to purchase 13 complete units of self-contained breathing apparatus (SCBA), 26 compressed air cylinders, a new

SCBA fill station/compressor to replace a twenty year old model, and Rapid Intervention Team (RIT) training for all personnel. In January of 2008, the Needham Fire Department was awarded an Operations and Safety grant in the amount of \$130,507. This Warrant Article provided the required 10% matching funds from the Town. All of the components of this package grant have been completed. The majority of Needham's firefighters received 12 hours of intense Rapid Intervention Team (RIT) training. The RIT training prepares firefighters in advanced rescue techniques in the event of a collapse and other quickly deteriorating situations on the fire ground.

Appropriate for Athletic Facility Improvements/Reconstruction \$1,500,000

This funding was used to build a new eight lane track and inner natural grass field at DeFazio Park. Under the supervision of the DPW, this project broke ground in early July 2008 and the majority of the work was completed by November 2008. The track is now in full use, and the natural turf field within the track is in its growth stage and will be in use by Spring 2010 or earlier.

Home Rule Petition- Amend Post Employment Benefit Legislation

The purpose of the Home Rule Petition was to amend the Town's OPEB fund special legislation that was approved previously under Chapter 10 of the Acts of 2002 to allow the Town more flexibility in investment choices. Town officials testified on June 24, 2008 before the Legislative Committee on Municipalities and Regional Government about the merits and need for the amendment. The testimony was well-received and the Committee recommended favorable action on the Town's request. The bill was approved by the House and then by Senate and was forwarded to the Governor on July 30, 2008. Governor Patrick signed Chapter 248 of the Acts of 2008 on August 5, 2008.

May 14, 2007 Special Town Meeting

Additional and Replacement Fences \$40,500

This article provided funding to build perimeter fencing at Greene's Field, add a height extension to the Mills Field tennis court fence, add new fencing at Perry Park, and replace perimeter fencing at Rosemary Pool. The perimeter fencing at Greene's Field was completed in Fall 2008 and some perimeter fencing was replaced at Rosemary Pool in Summer 2008. The Mills Field tennis court fencing project will be included in the Mills Field tennis court reconstruction project. The other projects will go out to bid in 2009.

May 2007 Annual Town meeting

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Appropriate for NPDES Stormwater Phase II Permit Application \$45,000

The Town has contracted with Beta Engineering Group to develop the next 5 year permit application. Work has been suspended temporarily pending new direction from the EPA. EPA Stormwater regulations are expected to be finalized in this spring after which work is expected to proceed.

Appropriate for CPA/Preservation of Park Structures/Bubblers \$22,000

This article funded the replacement of ten water bubblers at six parks. The bubblers have been purchased and are awaiting installation.

Appropriate for CPA/Preservation of Park Structures/Fences \$12,000

Partial fence replacement was completed at Mills Field during the renovation of the playground. Final perimeter fencing will be completed at Mills during the summer of 2009. The Cricket Field split rail fence was replaced in the fall of 2008.

Vehicle and Equipment Refurbishment Program \$247,200

The units that have been refurbished to date include a street sweeper (unit #182); utility bodies have been replaced on units #25 & #40; large dump bodies have been replaced on units #9 & #10; small dump body replacements have been discontinued for unit #70 (cracked chassis frame) and for unit #71 (broken front axle – repair part no longer available from the manufacturer). Additional units are awaiting openings at the vendor.

Renovation and Repair of High Rock and Pollard \$20,475,000

Electrical and technology upgrade work at Pollard School is complete. The renovation of the High Rock School is underway, with the opening of the school expected in September 2009.

Appropriate for Sewer System Rehabilitation \$1,806,800

The design of the projects in areas 2, 24 and 21(L) is complete. The design for the projects in area 22 and 16, and area 19-1 is still ongoing. The sewer rehabilitation construction of areas 2, 24, and 21 (L) has been completed. The feasibility study for areas 22 and 16 has been completed. The Richardson Drive sewer and pump station construction improvements are expected to begin at the end of July 2009 and be completed by the end of September 2010.

Fire Hydrant Replacement Program \$100,000

The purpose of this program is to remove and replace approximately 50 older and out-dated fire hydrants with new and more reliable fire hydrants throughout the community. Town forces replaced approximately 20 fire hydrants during the 2007 construction season. Twelve fire hydrants were replaced in 2008 by Town forces and work will continue in calendar year 2009. One additional appropriation of \$100,000 is anticipated in FY 2011 to complete the hydrant replacement program.

| November 1, 2006 Special Town Meeting

Appropriate for Pollard Middle School Portable Classrooms \$30,000

This project is on hold pending the School Department's review of the impact of the High Rock School project and enrollment data.

May 2006 Annual Town Meeting

Heritage Project \$25,000

Funded by the Community Preservation Fund, this Historical Commission project will accurately map Needham's historic structures, identify additions to the historic inventory, and identify grants, tax incentives and deed restrictions. The contractor was hired in 2007 and is researching possible additions to the historic inventory. This project is continuing, as the Historical Commission works with the consultant on identifying additional areas to be included in the final report.

Footbridge Restoration \$58,000

The procurement process is almost complete and it is expected that footbridge restoration work will be completed this summer.

Appropriate for Repairs to Park Buildings \$33,000

The repairs to the Cricket Field bathrooms are complete, and the bid process for the Mills Field bathrooms will be conducted during the Summer of 2009.

Appropriate for Rosemary Pool Complex Repairs \$80,000

During summer 2008, the interior lighting on the upper floor was replaced with more cost effective fixtures, the handicap bathrooms were upgraded, and improvements were made to the entrance areas. Additional work will be done prior to summer 2009.

Appropriate for EPA Storm Water Equipment \$14,000

The purchase of this equipment has been deferred pending new requirements from EPA.

Appropriate for 128 TIP Improvements Construction \$3,000,000

The bid documents for the relocation of the water mains under Route 128 were advertised in the fall of 2006, coupled with the sewer relocation project. The project was re-bid in February 2007 to obtain a more favorable bid and was awarded in April 2007. Most of the work has been completed. A punch list of remaining work items expected to be completed this summer.

November 8, 2005 Special Town Meeting

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Appropriate for Downtown Design \$15,000

The Town secured a Smart Growth Grant from the Executive Office of Environmental Affairs in the amount of \$30,000, private business contributions in the amount of \$25,000, and a Town Meeting appropriation of \$25,000 to prepare a comprehensive plan for the future of Needham Center. The Town appropriation was a combination of this authorization and \$15,000 authorized at the November 2004 Special Town Meeting. An RFP was issued for the planning project and a planning consult team was selected in August 2006. The study is

nearing completion with articles for zoning changes on the warrant for the Annual Town Meeting in May 2009.

Appropriate for Sewer Main Relocation \$3,500,000

The bid documents for the relocation of the sewer mains under Route 128 were advertised in the fall of 2006, coupled with the water relocation project. The project was re-bid in February 2007 to obtain a more favorable bid and was awarded in April 2007. The Kendrick Street force main is currently being completed. A punch list of remaining work items is expected to be completed this summer.

May 2005 Annual Town Meeting

Appropriate for Ridge Hill Rehabilitation Program \$126,875

This project is on hold pending a decision on the future use of this property, except for needed repairs necessary to preserve the integrity of the structures.

May 2004 Annual Town Meeting

Parking Collection System \$50,000

The Town is in the process of negotiating a lease with the MBTA. Any change to the collection system requires the approval of the MBTA.

OPEN PROJECTS AUTHORIZED PRIOR TO 2004 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Project	Town Meeting	Article #	Appropriation	Available	Comments
2004	Library New Facility	May-03	30	\$15,700,000	\$75,637	Balance is reserved for additional finish work.
2004	Rte 128 Sewer Feasibility Study	May-03	56	\$52,000	\$11,506	Budget is reserved until the Rte 128 construction project is complete. Any balance remaining after the project is completed may be reserved for appropriation.
2004	Sewer System Rehab - I/I Work	May-03	55	\$1,000,000	\$254,156	Balance reserved for pending projects.
2004	Storm Drain Improvement - Lake Drive	May-03	47	\$170,000	\$52,301	This project will be completed this year.
2004	Trailer Replacements	May-03	45	\$46,500	\$16,700	Reserved for appropriation.
2004	Water System Rehabilitation	May-03	51	\$900,500	\$9,131	Balance is reserved for Debt Service.
2004	Watershed Management Study	May-03	53	\$16,000	\$13,082	Final bills pending; balance may be reserved for future appropriation.
2003	Parking Lot Dedham Avenue	Nov-02	14	\$180,000	\$50,183	Pending work to be done by NStar and Verizon.
2003	Sewer Pump Station Richardson Drive	Nov-02	20	\$500,000	\$499,450	Project was on hold to address Conservation Commission and easement requirements; project is expected to proceed later this year.
2003	Water Pumping Station Design - St. Mary's St.	Nov-02	26	\$300,000	\$180,561	Reserved for the final design phase; request pending for 2010.
2003	Water System Designs - Webster St. area	Nov-02	25	\$105,000	\$11,022	Project is completed, final bills pending; balance of authorization may be rescinded at a future Town Meeting.
2002	Transfer Trailers	May-01	59	\$43,500	\$15,050	Reserved for appropriation.
2002	Transfer Trailers	May-01	5	\$27,500	\$19,234	Reserved for appropriation.
2002	Water Main Design - Kendrick Street Bridge	May-01	56	\$35,000	\$12,703	Reserved for appropriation.

OPEN PROJECTS AUTHORIZED PRIOR TO 2004 CARRYING FORWARD TO THE NEXT YEAR

Fiscal Year	Project	Town Meeting	Article #	Appropriation	Available	Comments
2002	Water System Improvement Designs for Looping & Small Diameter Mains	May-01	58	\$15,000	\$15,000	Project postponed; reserved for appropriation.
2001	Geographic Information Systems	May-00	45	\$236,000	\$62,252	Phase two is completed; balance is reserved for the town wide fly over update that took place in April 2009.
2001	Landfill Reuse Engineering	May-00	62	\$40,000	\$11,499	Reserved for appropriation.
2001	Rosemary Pool Complex - Design	May-00	63	\$100,000	\$72,575	Reserved for future planning considerations.
1999	Sewer - West Street Sewer Main (MWPAT)	May-98	59	\$1,250,000	\$116,143	Balance reserved for MWPAT.
1998	Community Septic Management Program	May-97	64	\$200,000	\$1,732	Balance is reserved for CSMP participants in accordance with MWPAT.
1998	Landfill Engineering	May-97	50	\$222,000	\$96,250	Project balance is reserved to address post closure engineering work that may be required by DEP. The regular monitoring expenses are provided in the annual operating budget.
1994	Public Health Equipment	May-93	33	\$405,000	\$23,192	Reserved for appropriation for public health and/or safety equipment.

* Balance as of April 2009