

**TOWN OF NEEDHAM
TOWN HALL
1471 HIGHLAND AVENUE
NEEDHAM, MA 02492**

***Office of the
Board of Selectmen***

The Board of Selectmen is pleased to transmit the proposed FY2014-FY2018 Capital Improvement Plan (CIP), prepared by the Town Manager in accordance with the following provisions of the Town Charter:

“All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him in writing a detailed estimate of the capital expenditures as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The town manager, after consultation with the board of selectmen, shall submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen’s recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.”

This CIP is the proposed schedule for the expenditure of funds to build, replace, and maintain the public facilities used by the citizens of Needham. The Capital Budget is the first year of the CIP and will be reflected in Town Meeting Warrant Articles. At its meeting on December 18, 2012, the Board of Selectmen voted unanimously to endorse the FY2014 – FY2018 Capital Improvement Plan.

In your review of the Capital Plan, please keep in mind that the capital planning process is an ongoing, highly dynamic one in which future priorities may change as the needs of the Town and its financial condition changes.

Executive Summary

Section 1

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EXECUTIVE SUMMARY

The Recommended Capital Plan

The Town Charter requires that the Town Manager, after consultation with the Board of Selectmen, submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures 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. This plan includes the proposed FY2014 Capital Budget, which is recommended to the Finance Committee and ultimately Town Meeting for consideration. The projects presented for FY2015-FY2018 reflect an assessment by municipal departments and the School Committee of future capital needs and are primarily shown for planning purposes. While many of these projects may ultimately be recommended for funding, the plan is a fluid one, and projects may be added and deleted from the list as circumstances change. The proposed financing plan for the recommended FY2014 capital budget is shown in Table 1.

The general fund cash capital recommendation is broken into two components – Tier 1 and Tier 2. Tier 2 cash capital is recommended only if additional revenue, not yet identified, becomes available. Recurring requests for on-going programs and replacement schedules represent by far the largest portion of the available cash capital allocation – 79% of the Tier 1 category for fiscal year 2014. In collaboration with the Finance Committee, we continue to explore methods of increasing the amount of available resources dedicated to cash capital needs.

**Table 1
FY2014 Proposed Financing Plan**

2014 Capital Recommendation Summary	Cash	Debt	Other	Total
General Fund Tier 1	1,838,672	1,612,277	500,000	3,950,949
General Fund Tier 2	902,993	0	0	902,993
Community Preservation Fund	353,000	0	0	353,000
Solid Waste Enterprise	218,100	320,400	0	538,500
Sewer Enterprise	797,900	0	0	797,900
Water Enterprise	2,013,100	5,565,100	0	7,578,200
Total (all funds)	6,123,765	7,497,777	500,000	14,121,542

Capital Planning 101

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a multi-year tool used to coordinate the financing and timing of major public improvements for the Town of Needham. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP identifies each proposed project and presents a summary description, estimate of cost, method of financing, and a schedule of implementation. Capital planning helps ensure that the community is positioned to:

- preserve and improve its basic infrastructure through construction, rehabilitation and maintenance;
- maximize the useful life of capital investments by scheduling major renovation, rehabilitation, or replacement at the appropriate time in the life-cycle of the facility or equipment;
- identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage; and
- improve financial planning by balancing needs and resources and identifying potential fiscal implications.

Operating Budget and Capital Budget

The Town's capital budget and operating budget are developed separately but are closely linked. The annual operating budget provides for general municipal service delivery, including personnel service costs, supplies and other contractual services, and certain capital equipment. Most appropriations in the annual operating budget are for a single fiscal year. In contrast, the capital budget is a multi-year budget designed to expend monies which add to the physical assets of the Town. Capital projects typically require expenditures which take place beyond a single fiscal year; funding with debt because of significant costs to be shared by current and future beneficiaries; systematic acquisition over an extended period of time in order to implement major operating systems or programs; and scheduled replacement or maintenance of specific elements of physical assets.

Notwithstanding the differences between the two, the operating and capital budgets are closely interwoven inasmuch as operating costs related to capital projects are estimated and incorporated into the operating budget. Many capital projects such as the new Senior Center will have an impact on the operating costs of those facilities once opened. Town practice is to project the net effect a capital project will have on the operating budget. While maintenance and repair costs may be lower in a new facility, it is often more costly to operate a larger and more modern facility. In addition, since many capital projects are financed through municipal debt, repayment of that debt becomes part of the operating budget and is incorporated into the Town's forecasting models. The necessity to incur some degree of debt in order to finance the CIP carries with it the burden to effectively manage that debt within the Town's financial resources.

Financial Benefits of Capital Planning

Needham's capital planning initiatives have contributed to the successful achievement and maintenance of its AAA bond rating from Standard and Poor's. This bond rating places Needham in the top tier of communities and allows the Town to borrow at a

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lower interest rate. Investors and bond rating agencies stress the value of a CIP for a municipality seeking to borrow funds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to Needham by rating agencies and the result would be higher interest rates on bond issues and the diversion of tax dollars to pay for the interest on loans. Another financial benefit of the capital planning process is the avoidance of poorly timed projects. Good planning can ensure that capital improvement efforts are coordinated and costly duplication is avoided. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bond issues are sold infrequently, and at times during the economic cycle when the Town can take advantage of low interest rates.

Development of the CIP

The process for preparing the FY2014-2018 Capital Improvement Program and its associated FY2014 Capital Budget involves active participation by the Town Manager, Assistant Town Managers, and requesting departments. The Capital Budget is prepared in the context of a five-year determination of need by Departments and the School Committee, in conjunction with the Town's overall financial capacity to affordably accommodate the required debt service payments. Projected debt service payments and budgetary impacts are forecast annually to help ensure affordability and sustainability of the Capital Improvement Program. The Town's Capital Improvement Policies provide guidance for assessing the capital needs of the Town. These policies, included in Section 12, define capital projects as those items requiring the expenditure of at least \$25,000 and having a useful life of more than five years. Recommended capital project requests are prioritized using the following criteria:

- the project is required to comply with State and/or Federal handicapped accessibility standards;
- the project is necessary to protect the health and safety of people; and
- the project is necessary to maintain an existing capital facility, or operation of equipment used in providing town services.

In addition to the criteria listed above, the Town has a long practice of funding the systematic replacement of obsolete or worn-out equipment, and those items requested for the improvement of operating efficiency and the equitable provision of services.

The development of the CIP occurs over the following approximate timeframe:

- *Late Summer*—Following Town Meeting, departments are provided with their previously submitted five year requests for review, update and the addition of the next fifth year. While requests for each year should remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to the Town Manager and staff for review. Also in the summer, the Assistant Town Manager/Finance Director develops and presents a pro forma budget for the ensuing five year period. The pro forma budget is the basis for the determination of the amount of revenue available to support the CIP.
- *Autumn* —The Town Manager and staff meet with each department to gain a better understanding of each request. Finance Committee Liaisons are invited to participate in these meetings.

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- *Late Autumn/Early Winter* — The Assistant Town Manager/Finance updates the preliminary debt schedules and financial forecasts in order to provide context to the Capital Budget as well as the five-year Capital Improvement Plan, and the Town Manager presents the Board of Selectmen with a proposed five-year Plan.
- *January* – The Town Manager transmits the Capital Improvement Plan, along with any recommendations made by the Board of Selectmen, to the Finance Committee by the first Tuesday after the first Monday in January.
- *January/February* – The Finance Committee reviews each project in the capital budget and makes recommendations for inclusion in the Town Meeting Warrant.
- *May* – The capital budget is presented to Town Meeting for approval.

Financing of Capital Projects

The number of capital projects to be funded must be considered in the context of the total operating budget, capital budget needs, and revenue growth. Capital improvement projects are funded through current receipts, reserves, and/or other funds such as grants.

Current Receipts – Current receipts include property tax revenue, local receipts (such as fees and charges), and State aid. This plan includes no projects to be funded from current receipts.

Free Cash – Free Cash is a function of actual revenue collections in excess of estimates and expenditures less than appropriations. Because Free Cash cannot be relied upon as a recurring revenue source, the Town's practice is not to rely upon it as an operating revenue source. In this plan, we have continued the effort to minimize the Town's reliance on free cash to support on-going operations by limiting such use to no more than 2% of the prior year's appropriated departmental budgets, or the actual turn back, whichever is lower. As such, the plan includes as much as \$2,741,665 to be funded from General Fund revenue (of which \$1,838,672 is in the Tier 1 cash capital category).

Capital Improvement Fund – In 2004, the Town created a General Fund Cash Capital Equipment and Facility Improvement Fund (CIF). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital. The CIF may be used in future years to fund the acquisition of new equipment, the replacement of existing equipment, and building and facility improvements which cost less than \$250,000, for which the Town may borrow for a period of five years or more. Projects must be included in the CIP in order to be eligible for funding through the CIF. The November 30, 2012 balance in the fund is \$648,222. This plan includes no projects to be funded from the Capital Improvement Fund.

Capital Facility Stabilization Fund – In 2007, the Town created a Capital Facility Fund to allow the Town to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. For this purpose, capital facility refers to any building or

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structure which is located on Town property and is under the jurisdiction of the Town Manager, including any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town. The November 30, 2012 balance in the fund is \$1,291,951. This plan includes no projects to be funded from the Capital Facility Stabilization Fund.

Athletic Facility Improvement Fund – In 2012, the Town created an Athletic Facility Improvement Fund to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities. For the purpose of the fund, athletic facilities include any Town-owned building, structure, pool, synthetic turf and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and school teams. The November 30, 2012 balance in the fund is \$282,987. This plan includes no projects to be funded from the Athletic Facility Improvement Fund.

Retained Earnings – Three of the Town’s operations – water, sewer, and solid waste – are accounted for as enterprise funds. The revenues and expenditures of these operations are not commingled with those generated by general fund operations. Generally, each enterprise will generate surplus funds on an annual basis. The Board of Selectmen’s retained earnings policies are included in Section 12. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds above the target are considered available for appropriation. This plan includes \$3,029,100 in funding from the enterprise fund retained earnings accounts.

Debt – The Board of Selectmen’s debt management policies (Section 12) provide guidance in translating capital expenditures into annual debt service. Section 4 of this plan contains a graphic presentation of the Town’s current debt service and a calculation of the Town’s debt burden (annual debt service as a percent of total Town revenues). The figures used in calculating the debt burden are derived from the Town’s long-term debt service schedule that is also included in Section 4. This plan includes a recommendation for \$1,612,277 in projects to be funded through General Fund debt, and \$5,885,500 in projects to be funded through enterprise fund debt.

Community Preservation Fund – The Community Preservation Act (CPA) allows cities and towns to raise monies through a surcharge on the tax levy. These funds may then be used to acquire, create and preserve open space, acquire and preserve historic resources, create, preserve and support community housing, and acquire, create and preserve land for recreational use. The CPA also provides for matching funds from the Commonwealth. The CPA was approved at the May, 2004 Annual Town Meeting and by voters at the November 2, 2004 election. The CPA requires that each fiscal year Needham must spend, or set aside for later spending, at least 10% of the annual revenues in the Town of Needham Community Preservation Fund for each of three CPA target areas: open space (but not including land for recreational use), historic resources, and community housing. The remaining 70% may be appropriated at the Town’s discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the annual revenue estimate for the administrative expenses of the Community Preservation Committee (CPC). Projects submitted for inclusion in the CIP that qualify for CPA funding are

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forwarded to the CPC for its consideration. This plan includes a recommendation for \$353,000 in projects to be funded contingent upon Community Preservation Funding.

The CIP Is a Flexible Planning Tool

While much of the Town's budget and financial planning efforts are by necessity focused on one or at most two year intervals, capital planning helps to focus attention on the Town's long-term objectives and financial capacity, and the balance between operating and capital needs. The Town is often faced with the option of reducing its capital plan in order to balance the operating budget. Having a formal and accepted plan helps to maintain a consistent level of spending for capital needs, barring extraordinary circumstances. Individual projects are evaluated against long-term objectives and in relationship to each other. By strategically programming capital projects, the Town can maintain a tolerable level of debt service, and prevent unexpected changes in debt service payments.

Prioritizing Investment in Real Property, Facilities and Infrastructure

Asset preservation is defined as committing necessary resources to preserve, repair, or adaptively re-use current assets. Expenditures for asset preservation are intended to keep the physical plant and infrastructure in reliable operating condition for their present use. As noted in previous years, despite the most recent economic downturn and decades of financial uncertainty for municipal governments, the Town of Needham has made an extraordinary investment in public infrastructure during the past decade. While significant investment in many capital facilities is still required and, in some cases, overdue, the Town should be proud of this achievement. The Town's success in this area is a direct result of continued and sustained focus on asset evaluation, needs assessment, careful planning, and prioritization. Such prioritization of spending on infrastructure that is often "invisible" is the hallmark of a community that has refrained from diverting funding from the capital budget to fund operating budget programs and services that are needed and desired. Table 2 shows the Town's investment in facilities and infrastructure over the past five years.

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Table 2
Facility and Infrastructure Investment
2009 to 2013

Description	2009	2010	2011	2012	2013	Total	Five Year Average
Open Space		920,000	800,000			1,720,000	344,
Municipal Facilities	7,760,000	18,204,837	548,000	8,075,000	40,000	34,627,837	6,925,
Townwide Facilities and Community Services	1,870,000	507,200	455,600	622,500	1,247,315	4,702,615	940,
Public Works Infrastructure Program	1,090,000	1,000,000	2,186,300	1,300,000	6,128,000	11,704,300	2,340,
School Facilities	1,030,000	27,668,728	4,052,000	1,078,000	85,000	33,913,728	6,782,
Drains, Sewer, and Water Infrastructure	4,322,500	2,533,300	1,483,800	8,269,500	879,300	17,488,400	3,497,
Total	16,072,500	50,834,065	9,525,700	19,345,000	8,379,615	104,156,880	20,831,

The need for this level of investment in facilities and infrastructure is generally attributable to three factors. First, the Town is now 300 years old, so its infrastructure, much of which was first installed in the early part of the 20th century, is aging. Second, as a built-up community, the Town has a high number of streets and sidewalks to maintain. There are 138 +/- miles of roadway in Needham, which is a community of approximately 12.5 square miles. Similarly-sized communities that are less-developed will require less investment in capital and maintenance (including snow and ice removal).

Finally, the Town's population grew significantly in the years after the Second World War, from 12,445 in 1940 to 16,262 in 1950 to 25,793 in 1960, according to Town census records. As a result, investment in school buildings increased significantly in the 1950's and 1960's. In fact, with the exception of the High School, all of the school buildings currently in use were built in the same 10 year period from 1951 to 1960. Then, after the advent of Proposition 2 ½ in 1982, the community found it difficult to make necessary investment in its array of school facilities. This resulted in a need for complete replacement or rehabilitation of the entire system beginning in the mid-1990's and continuing today. Table 3 shows the date of construction and most recent renovation or rebuilding (if any) of the School and Municipal buildings currently in use in Needham.

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**Table 3
Construction of School and Municipal Buildings
Currently in Use in the Town of Needham**

School Buildings	Year Constructed	Major Renovation Rebuild	Municipal Buildings	Year Constructed	Year Renovated or Rebuilt
Broadmeadow Elementary School	1951	2002	Town Hall	1902	2011
Eliot Elementary School	1955	2004	Public Library	1915	2006
High Rock School - Sixth Grade Center	1955	2009	Public Works/470 Dedham Avenue	1961	1966
Hillside Elementary School	1960	1968	Public Services Administration Building	2009	
Mitchell Elementary School	1951	1968	Police/Fire Station 1	1931	1989
Newman Elementary School	1960	2012	Fire Station 2	1906	
Pollard Middle School	1957	1992			
Needham High School	1930	2008			
Emery Grover School Administration	1898				

The position of the Town with respect to its equipment and technology capital investment is also encouraging. Major categories of this capital spending include Public Safety, Public Works, and Public Facilities vehicles and equipment, School and Townwide technology, and School copiers, furniture and musical equipment. Table 4 shows the Town's investment in these categories of capital spending for the five year period FY2009 through FY2013.

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Table 4
Vehicles, Equipment and Technology Capital
2009 to 2013

Description	2009	2010	2011	2012	2013	Total	Five Year Average
Equipment	448,061	1,083,681	1,364,903	729,763	832,400	4,458,808	891,762
All Other Functions	43,500	25,000	68,000			136,500	27,300
Public Facilities & Works	352,511	977,000	1,189,253	610,063	637,200	3,766,027	753,205
Public Safety					40,000	40,000	8,000
Public School	52,050	81,681	107,650	119,700	155,200	516,281	103,256
Technology	443,520	194,393	389,400	306,596	832,800	2,166,709	433,342
All Other Functions	85,280	25,000	282,800	145,000	160,000	698,080	139,616
Public Facilities & Works							
Public Safety	100,000		68,000	112,496		280,496	56,099
Public School	258,240	169,393	38,600	49,100	672,800	1,188,133	237,627
Vehicles	724,393	516,233	596,446	1,067,500	1,278,418	4,182,990	836,598
All Other Functions	14,000			52,000		66,000	13,200
Public Facilities			65,046	25,000	50,318	140,364	28,073
Public Safety	205,000	35,000	30,000	400,000	785,000	1,455,000	291,000
Public Works	505,393	481,233	501,400	590,500	443,100	2,521,626	504,325
Total	1,615,974	1,794,307	2,350,749	2,103,859	2,943,618	10,808,507	2,161,701

Project Summaries – Recommended Projects

GENERAL GOVERNMENT

ELECTION EQUIPMENT (Request: \$85,000)

The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten

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precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted. (*Submitted by: Office of the Town Clerk*)

The Town Manager's recommendation for Election Equipment is \$85,000 in the Tier 1 cash capital category.

NETWORK HARDWARE SERVERS AND SWITCHES (Request: \$30,000)

The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data. (*Submitted by: Finance Department*)

The Town Manager's recommendation for Network Hardware Services and Switches is \$30,000 in the Tier 1 cash capital category.

PUBLIC SAFETY

FIRE DEPARTMENT CORE FLEET (Request: \$49,200)

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 29,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 35,000. (*Submitted by: Fire Department*)

Unit	Division	Year	Description - Existing	Description - Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	27,531	\$49,200

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The Town Manager’s recommendation for the Fire Department Core Fleet is \$49,200 in the Tier 1 cash capital category.

HEART MONITOR/DEFIBRILLATOR (Request: \$27,500)

This request is to replace a 12 Lead Cardiac Heart Monitor/Defibrillator with a new 15 Lead Cardiac Heart Monitor/Defibrillator. The older of the two current units is 8 years old, and due to advancements in technology it will become obsolete in 2013. It is anticipated that replacement parts will no longer be available. The Department’s second unit is approximately four (4) years old, and is scheduled for similar replacement in FY2016. These monitors/defibrillators are required by the State Office of Emergency Medical Services (OEMS), as a licensing component of the Town’s Advanced Life Support (ALS) ambulance, and are essential to the provision of emergency services. *(Submitted by: Fire Department)*

The Town Manager’s recommendation for the Heart Monitor/Defibrillator is \$27,500 in the Tier 1 cash capital category.

BUILDING DEPARTMENT CORE FLEET (Request: \$45,042)

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2013 – 2017 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit#454 due to the number of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units 456 and 454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG. *(Submitted by: Building Department)*

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	68,707	\$22,521
454	Building	2005	Ford Taurus	Ford Fusion	48,714	\$22,521

The Town Manager’s recommendation for the Building Department Core Fleet is \$45,042 in the Tier 1 cash capital category.

WIRELESS MUNICIPAL RADIO MASTER FIRE BOX SYSTEM (\$164,000)

The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of \$480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. Of the \$164,000 requested for this project, \$52,000 would be for the head-end equipment to be located within the fire dispatch center. An additional \$112,000 would be to purchase radio boxes

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for 28 Town buildings at approximately \$4,000 each. This cost would be for the box and installation at each Town building. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Wireless systems are more reliable in storm conditions when often times overhead lines are out of service. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division. *(Submitted by: Fire Department)*

The Town Manager's recommendation for the Wireless Municipal Radio Master Fire Box System is \$164,000 in the Tier 2 cash capital category.

POLICE STATION UNDERGROUND STORAGE TANK REMOVAL (Request: \$28,500)

This funding will enable the Department of Public Facilities to remove the underground fuel storage tank behind the Police Station. Public safety vehicles will utilize the fueling station at the Department of Public Works. This request includes potential clean up should there be any contamination. The removal is required both because of the age of the facility and the need to redesign the boundary of the Police Station parking lot and the new parking lot on land acquired by the Town. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Police Station Underground Storage Tank Removal is \$28,500 in the Tier 1 cash capital category.

PUBLIC SCHOOLS

NEEDHAM HIGH SCHOOL RADIO SYSTEM (Request: \$37,275)

This funding will support the purchase and installation of a radio repeater, antenna and 25 portable radios at Needham High School, for the purpose of implementing a unified and reliable administrative radio system for communicating during lockdowns and emergencies. Currently, a limited number of two-way radios are in use. However, the existing equipment is aged and does not possess the power or range necessary for building-wide communication. The funding will increase the number of functioning radios so that all personnel can communicate in an emergency. The purchase includes: a radio repeater, programming for the repeater, UHF antenna system, two and four-way portable radios, spare batteries, set up, programming and tuning, FCC licensing & frequency coordination. *(Submitted by: Needham Public Schools)*

SCHOOL COPIER REPLACEMENT (Request: \$59,620)

Photocopiers are located in all of 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. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a

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lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of eight (8) copiers/RISO machines. *(Submitted by: Needham Public Schools)*

SCHOOL FURNITURE, MUSICAL INSTRUMENTS, FITNESS EQUIPMENT AND GRAPHIC ARTS EQUIPMENT (Request: \$79,250)

Musical Equipment – The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.

School Furniture - This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for the Newman School.

Fitness Equipment - The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding is planned for three spinning bikes and one treadmill.

High School Graphics Production Room - This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless

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circumstances dictate otherwise, the FY2014 funding is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper joggin machine. *(Submitted by: Needham Public Schools)*

INTERACTIVE WHITEBOARD TECHNOLOGY, 1:1 INITIATIVE, TECHNOLOGY INOVATION, AND TECHNOLOGY REPLACEMENT (Total Request: \$633,800)

Interactive Whiteboard Technology - This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboards to be installed at Pollard and Broadmeadow has increased due to the reallocation of rooms and the use of the modular classrooms at the Pollard School.

School Department NPS 1:1 Initiative - This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY2014 funding is planned for the expansion of the program to all grade eight students during the 2013 – 2014 school year, and preparation for expansion to students in the seventh grade and current students attending the High School in the following year. The FY2014 request will support the installation of additional wireless access points at Pollard and Needham High School and the purchase of tablet devices for the remaining Pollard Grade Eight teachers as well as High School teachers and Pollard Grade Seven teachers preparing for the implementation.

Technology Innovation - In years past, the School Technology Request has been organized as funding for computer replacements, interactive whiteboards, and, most recently, inclusion of the NPS 1:1 Initiative. The funds received are earmarked for the replacement cycle, as guided by the constraints of the technology plan. This framework does not allow School staff to evaluate and experiment with emerging technologies to foster student learning and achievement in the District. The requested funding will support experimentation on a small scale, which will be useful for assessment and for building staff capacity. The FY2014 funding is for the purchase of eReaders, such as Kindles and Nooks, for use in School libraries, and for the purchase of iPads for experimentation at the elementary school level.

Technology Replacement – The FY2014 school technology funding request includes The replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2014 represents the second year of the anticipated five-year timeframe to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of eight UPS batteries that support critical servers throughout the District. Other requested items are the replacement of 47 printers across the District, and funding to analyze the impact of the recent operating system

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conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for Consolidated School Copiers, Musical Instruments and Equipment, High School Radio System and Technology is \$542,092 in the Tier 1 cash capital category and \$267,853 in the Tier 2 cash capital category.

POLLARD BOILER REPLACEMENT (Request: \$612,277)

This request will fund the replacement of the two (2) boilers in the back boiler room of the Pollard Middle School with three (3) high efficiency condensing boilers. Currently, the building is designed to operate with two (2) boiler rooms with two (2) boilers in each of those rooms. These boiler rooms are presently oversized, and there have been logistical problems with running the boilers in both of these rooms simultaneously. An inability to successfully run boilers in both rooms simultaneously does not allow for sufficient redundancy should any failure in one of these boilers occur. Upgrading the front boiler room with three (3) high efficiency boilers and removing the boilers in the back boiler room will allow the front boiler room to carry the heating load of the entire building without any of the problems currently being experienced. The current boilers are over twenty (20) years old, and are becoming problematic. The new boilers will be designed for natural gas and will increase the energy efficiency of the heating systems at the Pollard School. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model. The project also includes funding for the removal of the current oil tank at the Pollard School. The elimination of underground fuel storage reduces the Town's liability in case of leakage or tank failure. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Pollard Boiler Replacement is \$612,277 in the Tier 1 debt financing category.

POLLARD TELEPHONE SYSTEM REPLACEMENT (Request: \$53,000)

This request will fund the upgrade of the telephone system at the Pollard Middle School to a more modern system. There are presently more telephone users at the Pollard than the current equipment can handle, and the manufacturer no longer supports the existing equipment. This system has required frequent repairs and has caused intermittent disruption of phone service to the building occupants. This request would include rewiring areas where appropriate and procuring and installing the new system. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Pollard Telephone System Replacement is \$53,000 in the Tier 1 cash capital category.

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HILLSIDE SCHOOL FEASIBILITY (Request: \$500,000)

Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation, including the installation of modular classrooms, over the past 40 years, but is in need of additional total replacement to address building deficiencies and modernize the learning environment. This request would bring the Hillside facility to a level of modernization comparable to that of the Eliot School. This is a preliminary request, and assumes the construction of a new facility on the Hillside site, with modular classrooms leased for a two-year period to house students during the construction phase. Given the environmental and access issues associated with the Hillside site, however, it is possible that the Hillside School could be relocated or an alternative project scope considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA. Project timing assumes that a Statement of Interest will be submitted to the MSBA in early 2013, and that a request for Town Meeting funding for the feasibility study will be presented in November, 2013. Project costs are for an 80,650 s.f. building with a capacity of 487 students, and are estimated to be \$57.3 million. The current estimate is that MSBA funding, if approved, would be 31% of the project costs, less relocation expenses.) (*Submitted by: Needham Public Schools*)

The Town Manager's recommendation for the Hillside School Renovation or Replacement Feasibility is \$500,000 in the Extraordinary cash capital category.

PUBLIC WORKS

TWO-WAY RADIO UPGRADE (Request: \$47,700)

Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request. (*Submitted by: Department of Public Works*)

The Town Manager's recommendation for the DPW Two-Way Radio Upgrade is \$47,700 in the Tier 1 cash capital category.

GENERAL FUND CORE FLEET (Request: \$387,000)

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:

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Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
65	Parks & For.	2008	4WD F350 Pick-Up Truck	Same	41,393	\$51,900
66	Highway	2007	One Ton Dump Truck	Same	46,749	\$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	39,895	\$178,400
72	Parks & For.	2007	One Ton Dump Truck	Same	42,106	\$78,400

(Submitted by: Department of Public Works)

The Town Manager’s recommendation for the Public Works Core Fleet is \$387,000 in the Tier 1 cash capital category.

GENERAL FUND SMALL SPECIALTY EQUIPMENT (Request: \$130,800)

This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department’s maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
186	Parks & For.	1963	Leaf Collector	Same	n/a	\$25,900
303	Parks & For.	1985	Tractor	Same	2,749	\$74,900
356	Parks & For.	1985	Aerator	Same	n/a	\$30,000

(Submitted by: Department of Public Works)

The Town Manager’s recommendation for Small Specialty Equipment is \$130,800 in the Tier 2 cash capital category.

GENERAL FUND SNOW AND ICE EQUIPMENT (Request: \$210,300)

This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	n/a	32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	3,609	169,300
66A	Highway	2006	Material Spreader	Same	n/a	8,800

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(Submitted by: Department of Public Works)

The Town Manager's recommendation for Snow and Ice Equipment is \$210,300 in the Tier 2 Cash capital category.

DPW PHASE II (GARAGE BAYS) (Request: \$1,000,000)

The recently completed Public Services Administration Building was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the 470 Dedham Avenue building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building and site, referred to as DPW Phase II, will be required to address both storage space for equipment and storm water quality issues. In FY 2013, Town Meeting appropriated \$40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY2014 is the construction of six garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for enclosed vehicle coverage. *(Submitted by: Department of Public Works and Public Facilities- Construction)*

The Town Manager's recommendation for the DPW Complex Renovation Phase 2/Garage Bays is \$1,000,000 in the Tier 1 category (\$400,000 in tax levy supported debt and \$600,000 in alternate financing through Water and Sewer Enterprise Funds.)

PUBLIC WORKS INFRASTRUCTURE PROGRAM (Request: \$1,408,000)

Street Resurfacing - This purpose of this program is to improve the structural and surface integrity of the Town's miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.

Traffic Signal & Intersection Improvements - This program funds traffic signal and intersection improvements, and new traffic signal installations. Unless circumstances dictate otherwise, FY2014 funding is proposed for Forest Street at Central Avenue.

Combined Sidewalk Program - This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards.

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Storm Drain Capacity Improvements - This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.

Brooks and Culverts – Repair and Maintenance - This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms. Proposed work includes cleaning and debris removal and restoration of retaining walls. Unless circumstances require otherwise, FY2014 funding will be directed to continued wall repair along Rosemary Brook. (Submitted by: Department of Public Works)

The Town Manager’s recommendation for the Public Works Infrastructure Program is \$600,000 in the Tier 1 debt financing category.

PUBLIC FACILITIES

100KW PORTABLE GENERATOR (Request: \$61,250)

It has been determined by emergency planning personnel that the new Senior Center will be an ideal location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator. (Submitted by: Public Facilities Department)

The Town Manager’s recommendation for the 100KW Portable Generator is \$61,250 in the Tier 2 cash capital category.

CORE FLEET (Request \$33,600)

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town’s carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life.

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
702	PFD	2001	Ford 250 Pick-up with Cab	Same	65,780	\$33,600

(Submitted by: Public Facilities Department)

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The Town Manager's recommendation for the Public Facilities Core Fleet is \$33,600 in the Tier 2 cash capital category.

ENERGY EFFICIENCY UPGRADE IMPROVEMENTS (Request: \$113,078)

The Town conducted an engineering study for energy upgrades in 10 key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. FY2014 funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for Energy Efficiency Upgrade Improvements is \$113,078 in the Tier 1 cash capital category.

PUBLIC FACILITIES MAINTENANCE PROGRAM (Request: \$465,750)

This project funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. FY2014 funding is planned for duct cleaning at the C & D Buildings of the High School, asbestos abatement at Hillside and Mitchell Schools, flooring replacement at the Eliot and Broadmeadow Schools, and xeriscaping at the High School. Flooding issues at the Hillside School will be addressed as will containment of fuel oil, accessible routes to and from the building, and water fountain replacement at the Pollard School. With the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department will convert the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Public Facilities Maintenance Program is \$430,560 in the Tier 1 cash capital category and \$35,190 in the tier 2 cash capital category.

COMMUNITY SERVICES

ATHLETIC FACILITY IMPROVEMENTS (Request \$158,000)

The Department of Public Works and the Park and Recreation Department have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement

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or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds. Athletic facility improvement funding for FY2014 is proposed for engineering and design of the Newman School athletic field renovation project for diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches, and related work. The Newman fields are currently at the level of the water table, resulting in low utilization during the spring and fall playing seasons. The unavailability of the Newman fields has resulted in the overuse of other fields, so making the Newman fields available during the spring and fall sports seasons will improve conditions and playability on the other fields. The estimated cost of construction is \$1,475,200. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Athletic Facility Improvements is \$158,000 in the Tier 1 cash capital category contingent on Community Preservation Funding.

MILLS FIELD IMPROVEMENTS (Request: \$40,000)

Mills Field has been the location of several park improvements in the past four years including renovated tennis courts, new playground equipment, addition of high barrier fencing between the baseball diamond and tennis courts, irrigation work and replacement of backstop and outfield fencing. Fencing around the playground area has also been replaced. The purpose of the current project is to provide safety and aesthetic renovations to the park, including the creation of new parking areas at a circular drive (24 spaces) and along Hampton Avenue (10-12 spaces); basketball improvements including an asphalt overlay to basketball court, striping, and replacement poles and backboards; replacement of picnic tables and grills; and xeriscape gardening in appropriate locations. The ballfield will also be stripped and sodded. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Mills Field Improvements is \$40,000 in the Tier 1 cash capital category contingent on Community Preservation Funding.

TRAIL IMPROVEMENT PROJECT – NEEDHAM RESERVOIR (Request: \$65,000)

This request is for the design and permitting of a handicap accessible perimeter trail (with boardwalks) around the Needham Reservoir. The development of an accessible trail around one of the Town's important amenities – the Needham Reservoir – was a key priority identified in the Town's Trail Master Plan. This project will provide a unique recreational opportunity for those with mobility problems, and will include the installation of an accessible fishing dock/pier. The primary purpose of designing and subsequently constructing a formal trail system at this location is to preserve the sensitive wetland system that surrounds the reservoir. In order to protect the functions and values of this area (including but not limited to wildlife habitat, storm damage prevention, and pollution prevention) it is necessary to direct pedestrians to a predefined and appropriate space. Creating a functional, dry and obvious trail around the reservoir will address the haphazard and detrimental routes that are developing and will discourage encroachment into the vegetated portions of the property. Furthermore, replacing the

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outdated access drive with a solid, non-erodible surface will decrease the potential sediment loads to both the surrounding wetlands and the reservoir. *(Submitted by: Community Development)*

The Town Manager's recommendation for Trail Improvement Project – Needham Reservoir is \$65,000 in the Tier 1 cash capital category contingent on Community Preservation Funding.

TRAIL IMPROVEMENT PROJECT – NEWMAN EASTMAN (Request: \$90,000)

The trail system in the Eastman Conservation land behind the Newman School is utilized as part of the curriculum of the Needham Public Schools and its Science Center. It is planned that this project will be coordinated with a project that is proposed by the Department of Public Works to improve the athletic fields at the Newman School. Design and permitting estimates include assistance from a structural engineer for bridges and walkways within the wetland areas. With the recent purchase of the Carol/Brewster properties, the trail built on those properties will now be able to be officially connected with those in the Eastman Conservation area. Access to recreational trails continues to be a high priority for residents as evidenced in the Town's biannual citizen survey. *(Submitted by: Community Development)*

The Town Manager's recommendation for Trail Improvement Project – Newman/Eastman Conservation is \$90,000 in the Tier 1 cash capital category contingent on Community Preservation Funding.

RECYCLING/TRANSFER STATION (RTS) ENTERPRISE FUND

CONSTRUCTION EQUIPMENT (Request: \$320,400)

The construction equipment proposal is for the replacement of the waste handler. The waste handler is a track style machine used to grind and compact trash in the tipping floor building. This provides compacted materials for hauling.

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
105	RTS	1998	Waste Handler	Same	n/a	\$320,400

(Submitted by: Department of Public Works)

The Town Manager's recommendation for RTS Construction Equipment is \$320,400 in the Tier 1 RTS debt financing category.

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LARGE SPECIALTY EQUIPMENT (Request: \$218,100)

Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. The vehicle scheduled to be replaced in FY2014 is a [truck with a tilt frame that loads and unloads roll-off containers](#). The roll-off is used to move the trash and recycling materials around the RTS yard.

Unit	Division	Year	Description - Existing	Description - Request	Miles	Cost
42	RTS	1999	Roll-Off	Same	n/a	\$218,100

(Submitted by: Department of Public Works)

The Town Manager's recommendation for RTS Large Specialty Equipment is \$218,100 in the Tier 1 RTS cash capital category.

SEWER ENTERPRISE FUND

CORE FLEET (Request \$47,900)

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is:

Unit	Division	Year	Description - Existing	Description - Request	Miles	Cost
94	Sewer	2008	4WD F250 with Utility Body	Same	75,314	\$47,900

(Submitted by: Department of Public Works)

The Town Manager's recommendation for Sewer Core Fleet is \$47,900 in the Tier 1 Sewer cash capital category.

DRAIN SYSTEM IMPROVEMENTS - WATER QUALITY (EPA) (Request: \$71,000)

The Town is required under its NPDES Permit to take measures to improve its storm water drainage system to upgrade the quality of the water discharged to the Charles River and other impaired water bodies in Needham. FY2014 funding will support the development of a watershed management plan. Currently, the Town is divided into four large sub-watershed areas. The purpose of the plan is to better manage and control the quality of stormwater by creating approximately 12 to 15 sub-watershed areas; design measuring and testing locations; and develop an operations procedure that will help direct the Town's investigation and remediation efforts.

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The Town Manager's recommendation for Drain System Improvements/Water Quality – EPA is to defer action until the Town's NPDES Permit is completed.

SEWER SYSTEM REHABILITATION INFILTRATION AND INFLOW REMOVAL PROGRAMS (Request: \$600,000)

This request is for the second phase of the study of Infiltration and Inflow (I/I) in the existing sewer system. The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system thru deteriorated pipe or manhole structures that by definition need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The on-going infiltration study will identify the areas of the collection system that are contributing high volumes of I/I into the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, a new order of priority will be established to determine the scheduling of the engineering, design and remediation work. The master plan that the Sewer Division is using to identify areas of work is outdated. The first phase of the current study was funded in fiscal year 2013 and included engineering, and permanent and portable flow meter installation. The components of the second phase include engineering (\$100,000) and closed circuit TV services (\$500,000). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Sewer System Rehabilitation Infiltration and Inflow Removal Program is \$600,000 in the Tier 1 Sewer cash capital category.

WATER ENTERPRISE FUND

SMALL SPECIALTY EQUIPMENT (Request \$57,300)

This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 is a Vac. Tech Trailer. The Vac. Tech Trailer is used to wash down and vacuum debris from water gate shut-offs and also to exercise gate valves.

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
160	Water	2006	Vac. Tech Trailer	Same	n/a	\$57,300

(Submitted by: Department of Public Works)

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The Town Manager's recommendation for the Water Small Specialty Equipment is \$57,300 in the Tier 1 Water cash capital category.

FILTER MEDIA REPLACEMENT (Request: \$75,000)

Filter media is used for manganese removal at the Charles River Water Treatment Facility. FY2014 represents the second year of the five year replacement cycle using a synthetic product as a substitute for natural greensand. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Filter Media Replacement is \$75,000 in the Tier 1 Water cash capital category.

IRRIGATION SUPPLY FACILITY DESIGN (Request: \$80,000)

This feasibility study will determine the potential yield of the two previously abandoned wells that are located at 480 Dedham Ave. These wells were originally abandoned due to water quality issues, but the water produced from these wells would be acceptable for irrigation. This study will determine if these wells will provide sufficient water to supply the DeFazio Playfields, Pollard Playfields, and the Needham Golf Club. The potential benefit of this project is reduced reliance on potable water - produced both by the Town and the MWRA - for irrigation. The study will provide an estimated cost for construction and potential revenue generation if the project is feasible. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Irrigation Supply Facility Design is \$80,000 in the Tier 1 Water cash capital category.

SCADA SYSTEM UPGRADE (Request: \$435,000)

This purpose of this request is to update the existing SCADA system, add a power monitoring system, and install a video monitoring system. A design study was conducted in the Fall of 2012 for this system. SCADA is an acronym that stands for Supervisory Control and Data Acquisition. The Town's Water SCADA System collects data from various sensors at the Charles River Water Treatment Plant as well as remote locations throughout the system. The data is then sent to a central computer which efficiently manages and controls the operations of the entire Water System. The current SCADA system is outdated. It communicates through copper communications lines owned and services by Verizon. These lines are unreliable and have resulted in an increase in communications failures over time. This new system will utilize a different method of communication which will make the system more reliable and efficient. Additionally, this project will include replacing the PLCs. These are programmable logic converters for the remote terminal units that relay information. A power monitoring system is being included as part of this upgrade for the primary pumps associated with the Town's Water facilities. This system will increase the efficiency of the operations and reduce energy consumption. This project will also include the installation of video monitoring

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equipment at water treatment facility and tanks, in accordance with guidance issued by Homeland Security. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for SCADA System Upgrade is \$435,000 in the Tier 1 Water cash capital category.

SERVICE CONNECTIONS (Request: \$200,000)

The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior to a road reconstruction/paving project. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2014 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water Service Connections is \$200,000 in the Tier 1 Water cash capital category.

ST. MARY'S PUMP STATION (Request: \$5,565,100)

The St. Mary's Pump Station, built in 1957, was designed to pump potable water from the MWRA aqueduct to supplement the Town's demand for water. There are five pumps located within the station; however only two of the pumps are operable, resulting in less capacity than the permitted 6.5 million gallons per day (mgd). This request will provide necessary improvements - either renovation or total reconstruction - to meet future water demands, and to ensure the station has emergency back-up electrical power. The budget includes design and engineering, project management, contract management, owner's expenses, site development, general contractor, heavy equipment, F, F&E, and technology. Town Meeting previously appropriated \$490,000 for design and engineering. *(Submitted by: Department of Public Works/Public Facilities - Construction)*

The Town Manager's recommendation for St. Mary's Pumping Station is \$5,565,100 in the Tier 1 Water debt financing category.

WATER SYSTEM REHABILITATION PROGRAM (Request: \$715,800)

The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. The master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, FY2014 funding will support construction of a new eight inch pipe (2,500 linear feet) on Grant Street from Junction Street to Dedham Avenue. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water System Rehabilitation is \$715,800 in the Tier 1 Water cash capital category.

FY2014 Capital Recommendations By Funding Source

Section 2

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**Fiscal Year 2014
Proposed Capital Budget
Funding Sources**

Title	Code	Group	FY2014 Submission	FY2014 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
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General Fund Projects

Election Equipment	P	General Government	85,000	85,000	85,000						5-01
Network Hardware, Servers & Switches	R	General Government	30,000	30,000	30,000						5-05
Heart Monitor / Defibrillator	N	Public Safety	27,500	27,500	27,500						5-15
Wireless Municipal Radio Master Fire Box System	P	Public Safety	164,000	164,000				164,000			5-17
Brush/Utility Truck F350 (C-6)	P	Public Safety	49,200	49,200	49,200						5-20
Core Fleet Replacement Building Inspector	R	Public Safety	45,042	45,042	45,042						5-25
Furniture	R	Public Schools	41,600							Consolidated all school equipment & technology requests as a single funding recommendation.	5-29
Copier Replacement	R	Public Schools	59,620							Consolidated all school equipment & technology requests as a single funding recommendation.	5-31
NHS Radio System	N	Public Schools	37,275							Consolidated all school equipment & technology requests as a single funding recommendation.	5-34
Musical Equipment	R	Public Schools	15,000							Consolidated all school equipment & technology requests as a single funding recommendation.	5-38
Interactive Whiteboard Technology	P	Public Schools	22,600							Consolidated all school equipment & technology requests as a single funding recommendation.	5-40
Fitness Equipment Replacement	P	Public Schools	14,380							Consolidated all school equipment & technology requests as a single funding recommendation.	5-42
School Department NPS 1:1 Initiative	P	Public Schools	145,000							Consolidated all school equipment & technology requests as a single funding recommendation.	5-44

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**Fiscal Year 2014
Proposed Capital Budget
Funding Sources**

Title	Code	Group	FY2014 Submission	FY2014 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
Technology Replacement	R	Public Schools	441,200							Consolidated all school equipment & technology requests as a single funding recommendation.	5-47
School Department Technology Innovation	N	Public Schools	25,000							Consolidated all school equipment & technology requests as a single funding recommendation.	5-51
High School Graphics Production Room	R	Public Schools	8,270							Consolidated all school equipment & technology requests as a single funding recommendation.	5-53
Consolidated School Equipment and Technology Capital Program		Public Schools		809,945	542,092			267,853		See above	
Two - Way Radio Upgrade	N	Public Works	47,700	47,700	47,700						5-59
General Fund - Core Fleet	R	Public Works	387,000	387,000	387,000						5-61
General Fund - Small Specialty Equipment	R	Public Works	130,800	130,800				130,800			5-61
General Fund - Snow & Ice Equipment	R	Public Works	210,300	210,300				210,300			5-61
100kW Portable Generator	N	Community Services	61,250	61,250				61,250			5-68
Core Fleet	R	Public Facilities	33,600	33,600				33,600			5-70
Police Station Underground Storage Tank Removal	N	Public Safety	28,500	28,500	28,500						6-01
Pollard Boiler Replacement	P	Public Schools	667,277	612,277		612,277				Designer in the process of being selected (\$55k previously appropriated)	6-03
Pollard Telephone System Replacement	N	Public Schools	53,000	53,000	53,000						6-05
Energy Efficiency Upgrade Improvements	P	Public Facilities	113,078	113,078	113,078						6-13
Public Facilities Maintenance Program	R	Public Facilities	465,750	465,750	430,560			35,190			6-15
Public Works Infrastructure Program	R	Public Works	1,408,000	600,000		600,000					7-03

Town of Needham
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**Fiscal Year 2014
Proposed Capital Budget
Funding Sources**

Title	Code	Group	FY2014 Submission	FY2014 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
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DPW Phase II (garage bays)	P	Public Works	400,000	400,000		400,000				Cost allocated amongst the three benefiting funds (GF, sewer, and water)	8-03
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General Fund Totals			5,216,942	4,353,942	1,838,672	1,612,277		902,993			
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Community Preservation Projects

Athletic Facility Improvements	PN	Public Works	158,000	158,000	158,000					Subject to the approval of CPC	6-17
Mills Field Improvements	PN	Community Services	40,000	40,000	40,000					Subject to the approval of CPC	6-20
Trail Improvement Project - Needham Reservoir	PN	Community Services	65,000	65,000	65,000					Subject to the approval of CPC	7-08
Trail Improvement Project - Newman Eastman	PN	Community Services	90,000	90,000	90,000					Subject to the approval of CPC	7-11

CPA Fund Totals			353,000	353,000	353,000						
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Notes

N = New submission with this CIP

P = Project has appeared in the previous CIP

R = Request is a regularly occurring capital expense.

I = Project submission is incomplete, no determination was made.

Town of Needham
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**Fiscal Year 2014
Proposed Capital Budget
Funding Sources**

Title	Code	Group	FY2014 Submission	FY2014 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
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Enterprise Fund Projects

Construction Equipment	R	RTS	314,200	320,400		320,400				The recommended amount includes an allowance for debt issuance expenses.	5-78
Large Specialty Equipment	R	RTS	218,100	218,100	218,100						5-78

RTS Enterprise Fund Totals			532,300	538,500	218,100	320,400					
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Core Fleet	R	Sewer	47,900	47,900	47,900						5-83
Drain System Improvements - Water Quality (EPA)	P	Drains	71,000								7-17
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	R	Sewer	600,000	600,000	600,000						7-20
DPW Phase II (garage bays)	P	Sewer	150,000	150,000	150,000					Cost allocated amongst the three benefiting funds (GF, sewer, and water)	8-03

Sewer Enterprise Fund Totals			868,900	797,900	797,900						
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Small Specialty Equipment	R	Water	57,300	57,300	57,300						5-88
Filter Media Replacement	P	Water	75,000	75,000	75,000						7-32
Irrigation Supply Facility Design	P	Water	80,000	80,000	80,000						7-36
SCADA System Upgrade	P	Water	435,000	435,000	435,000						7-38
Service Connections	R	Water	200,000	200,000	200,000						7-40
St Mary's Pump Station	P	Water	6,055,100	5,565,100	5,565,100					The balance was provided by previous appropriations.	7-42
Water System Rehabilitation Program	R	Water	715,800	715,800	715,800						7-46

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**Fiscal Year 2014
Proposed Capital Budget
Funding Sources**

Title	Code	Group	FY2014 Submission	FY2014 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
DPW Phase II (garage bays)	P	Water	450,000	450,000	450,000					Cost allocated amongst the three benefiting funds (GF, sewer, and water)	8-03
Water Enterprise Fund Totals			8,068,200	7,578,200	2,013,100	5,565,100					
Enterprise Fund Totals			9,469,400	8,914,600	3,029,100	5,885,500					
Extraordinary Capital Projects											
Hillside School Feasibility	P	Public Schools	500,000	500,000			500,000			MSBA application to be filed; preliminary funding source OS	8-06
Extraordinary Capital Totals			500,000	500,000			500,000				

Notes

N = New submission with this CIP

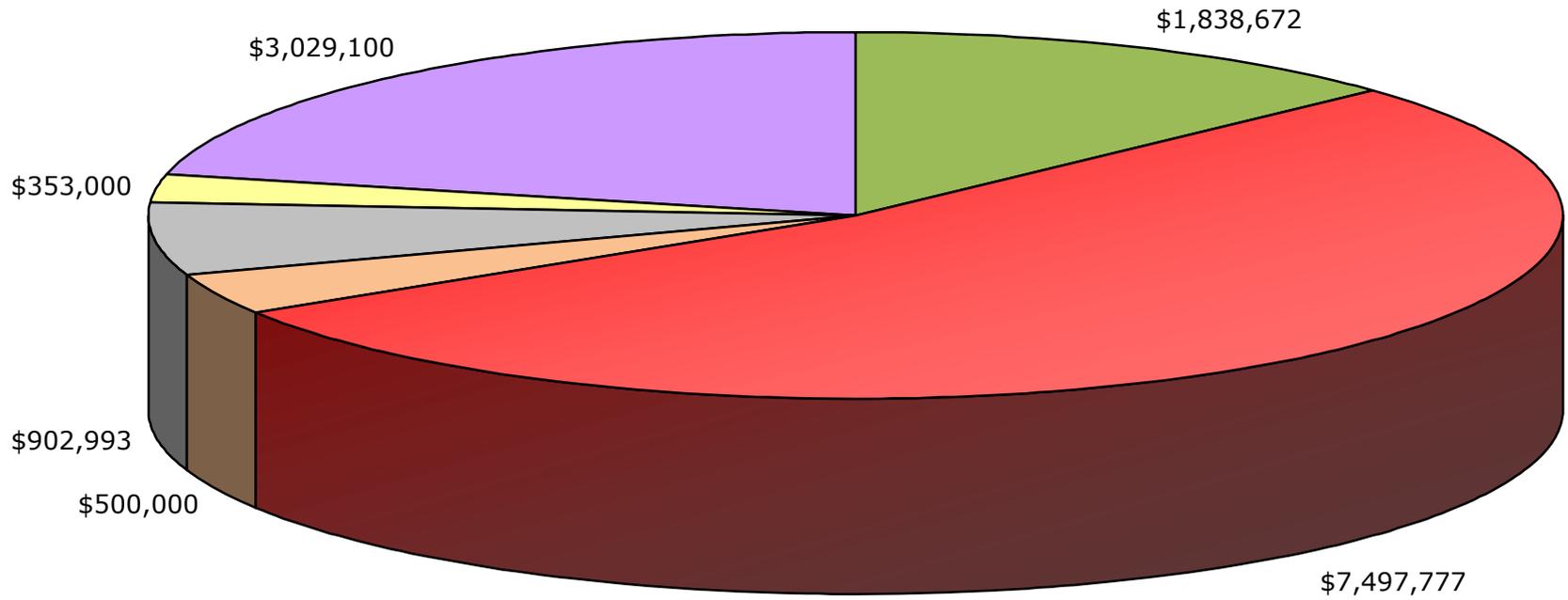
P = Project has appeared in the previous CIP

R = Request is a regularly occurring capital expense.

I = Project submission is incomplete, no determination was made.

FY2014 Proposed Capital by Funding Source

Total \$14,121,542

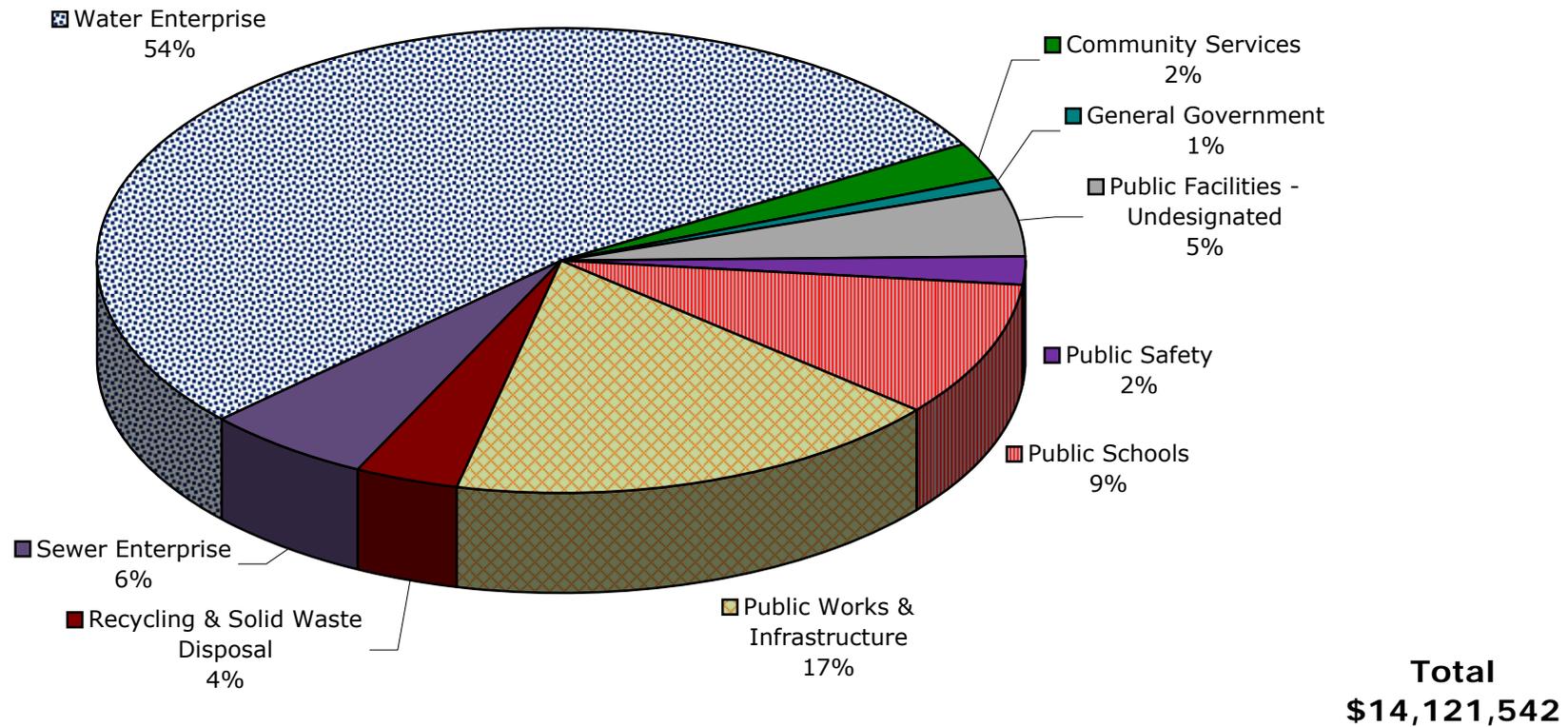


GF Cash Tier I Debt All Funds Alternative Funding Source GF Cash Tier II CPA Cash Enterprise Cash

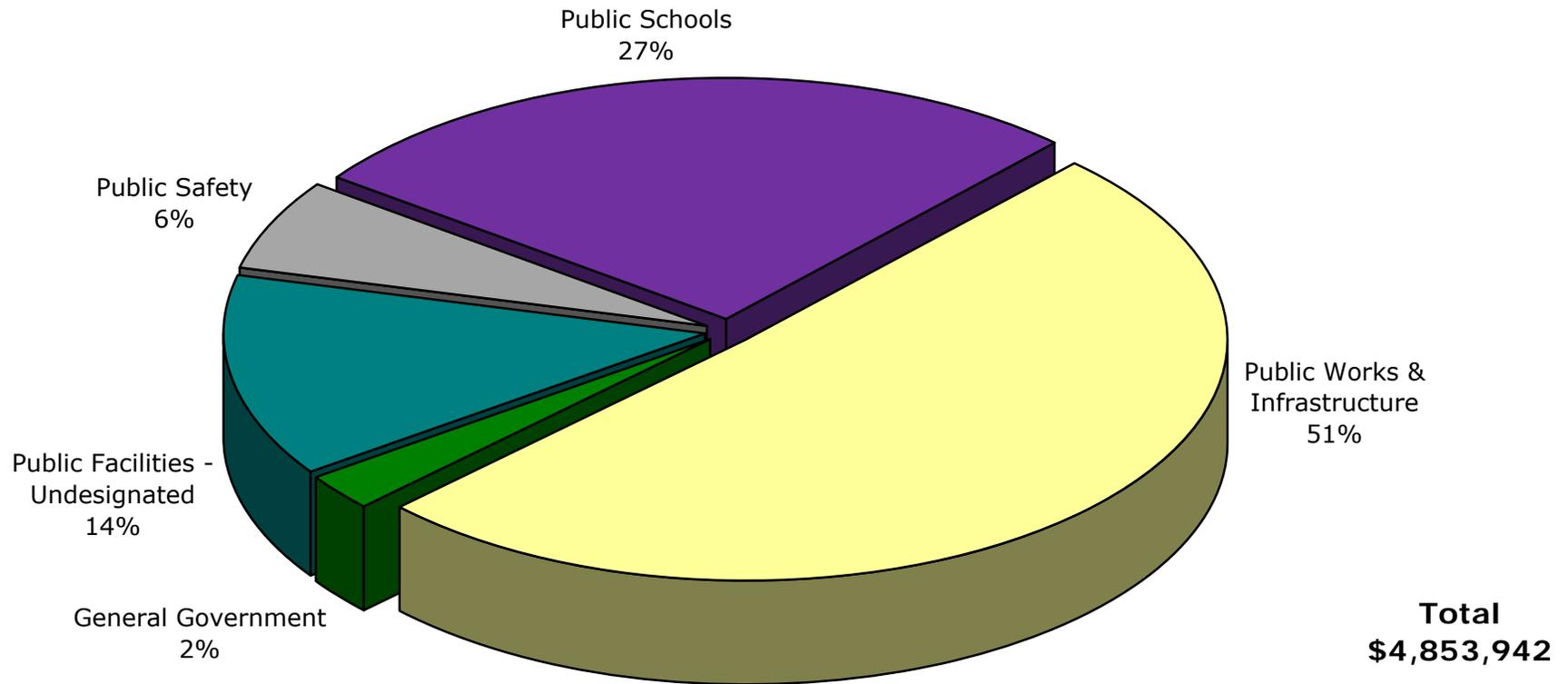
Town of Needham
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All Proposed Capital All Funding Sources							
Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$15,000,542	\$14,121,542
Cash							
Cash	\$3,907,474	\$2,244,536	\$2,385,064	\$1,703,859	\$3,901,633	\$3,094,665	\$3,094,665
Retained Earnings	\$708,500	\$1,664,291	\$2,276,400	\$2,289,000	\$1,238,600	\$3,100,100	\$3,029,100
Other Available Funds	\$1,292,500	\$6,999,917	\$803,685	\$163,192	\$2,278,000	\$500,000	\$500,000
Total - Cash	\$5,908,474	\$10,908,744	\$5,465,149	\$4,156,051	\$7,418,233	\$6,694,765	\$6,623,765
Debt							
Operating Revenues	\$11,780,000	\$7,107,500	\$6,411,300	\$17,292,808	\$3,905,000	\$8,305,777	\$7,497,777
CPA Surcharge		\$7,200,000					
Debt Excluded		\$27,412,128					
Total - Debt	\$11,780,000	\$41,719,628	\$6,411,300	\$17,292,808	\$3,905,000	\$8,305,777	\$7,497,777
Total Appropriations	\$17,688,474	\$52,628,372	\$11,876,449	\$21,448,859	\$11,323,233	\$15,000,542	\$14,121,542

FY2014 Proposed Capital by Function



FY2014 Proposed Capital
General Fund Only



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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$5,661,942	\$4,853,942
Cash							
Taxation & Reserves	\$3,334,129	\$1,145,416	\$1,617,564	\$1,703,859	\$3,421,633	\$2,741,665	\$2,741,665
Other Available Funds	\$544,500	\$349,804	\$771,185	\$163,192	\$2,278,000	\$500,000	\$500,000
Total - Cash	\$3,878,629	\$1,495,220	\$2,388,749	\$1,867,051	\$5,699,633	\$3,241,665	\$3,241,665
Debt							
Within the Annual Levy Limit	\$8,155,000	\$5,300,000	\$6,411,300	\$10,754,808	\$3,505,000	\$2,420,277	\$1,612,277
Excluded from the Levy Limit		\$27,412,128					
Total - Debt	\$8,155,000	\$32,712,128	\$6,411,300	\$10,754,808	\$3,505,000	\$2,420,277	\$1,612,277
Total Appropriations	\$12,033,629	\$34,207,348	\$8,800,049	\$12,621,859	\$9,204,633	\$5,661,942	\$4,853,942

Town of Needham
Capital Improvement Plan
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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Taxation & Reserves							
Public Safety Application Hardware	\$100,000						
Broadmeadow School Data Room AC Upgrade	\$25,000						
Communications Archiving System	\$45,740						
Newman School Reconstruction Design and Engineering	\$350,000						
Pollard School Doors and Locks	\$175,000						
Geographic Information System	\$85,280						
DeFazio Field & Memorial Park Athletic Fields	\$1,500,000						
Shift Commander Vehicle Replacement (C-2)		\$35,000					
Hillside School Replacement Doors & Install Additional Exterior Doors		\$81,600					
Technology & Electrical Infrastructure Study - Hillside and Mitchell		\$50,000					
Financial Application Hardware			\$150,000				
Fire Inspection Vehicle (C-42)			\$30,000				
Public Safety Building AC Replacement #			\$48,000				
Public Safety Communication Systems			\$68,000				
Pollard Interior & Exterior Improvement Phase I (funding appropriated to the FY 2011 School			\$117,000				
Pollard Middle School Condition Analysis			\$30,000				
School Furniture & Musical Equipment	\$52,050	\$35,100	\$55,950				
School Photocopier Replacement		\$46,581	\$51,700				
School Technology Replacement	\$212,500	\$169,393	\$38,600				
Brook and Culverts	\$60,000		\$25,000				
Stormwater Drain Discharge Improvements	\$40,000						
Claxton Field Building Roof Replacement #			\$30,598				
Memorial Park Bleachers			\$43,000				
Document Records Management System				\$90,000			

Town of Needham
Capital Improvement Plan
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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Public Safety Radio Base Station				\$112,496			
Facilities Maintenance Program #	\$220,000	\$400,000	\$321,402				
Salt Storage Shed (Design)				\$75,000			
Closed Cab Mower/Blower				\$29,563			
Library Collection Supplement	\$25,000	\$25,000	\$25,000				
Library Technology Replacement Plan				\$25,000			
Playground Structure Replacement (Walker-Gordon)				\$25,000			
Senior Transport Van				\$52,000			
Walker Gordon Facility				\$137,500			
Desktop Virtualization					\$130,000		
Fire Engineer Quint					\$750,000		
Firefighting Protective Gear					\$40,000		
Operations Deputy Chief Vehicle (C-3)					\$35,000		
Emery Grover Renovation/Relocation Feasibility					\$30,000		
DeFazio Field Sodding					\$90,000		
DPW Garage Bay Design					\$40,000		
Large Specialty Equipment					\$227,000		
Athletic Facility Improvements					\$192,500		
Election Equipment						\$85,000	\$85,000
Network Hardware, Servers & Switches		\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Brush/Utility Truck F350 (C-6)						\$49,200	\$49,200
Core Fleet Replacement - Building Inspector						\$45,042	\$45,042
Defibrillator						\$27,500	\$27,500
Police Station Underground Storage Tank Removal						\$28,500	\$28,500
Wireless Master Fire Box System (tier 2)						\$164,000	\$164,000

Town of Needham
Capital Improvement Plan
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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Copier Replacement				\$66,950	\$97,570	\$59,620	\$59,620
Furniture & Musical Equipment				\$52,750	\$43,450	\$56,600	\$56,600
Graphic Arts Equipment (tier 2)					\$14,180	\$8,270	\$8,270
Interactive Whiteboard Technology (tier 1 & 2)					\$148,300	\$22,600	\$22,600
NHS Radio System						\$37,275	\$37,275
Pollard Telephone System Replacement						\$53,000	\$53,000
Tablet Project (tier 2)						\$145,000	\$145,000
Technology Innovation (tier 2)						\$25,000	\$25,000
Technology Replacement (tier 1 & 2)				\$49,100	\$524,500	\$441,200	\$441,200
Wellness Equipment Replacement						\$14,380	\$14,380
Construction Equipment (tier 2)							
DPW Core Fleet Replacement	\$215,048	\$277,742	\$221,200	\$304,000	\$293,000	\$387,000	\$387,000
DPW Small Specialty Equipment (tier 2)	\$104,000			\$64,500	\$42,000	\$130,800	\$130,800
Snow & Ice Equipment (tier 2)	\$124,511		\$298,000	\$165,000	\$159,000	\$210,300	\$210,300
Two-Way Radios						\$47,700	\$47,700
100kW Portable Generator (tier 2)						\$61,250	\$61,250
Energy Efficiency Upgrade Improvements					\$34,815	\$113,078	\$113,078
Public Facilities Core Fleet Replacement (tier 2)			\$34,114	\$25,000	\$50,318	\$33,600	\$33,600
Public Facility Maintenance Program				\$400,000	\$450,000	\$465,750	\$430,560
Public Facility Maintenance Program (tier 2)							\$35,190

Town of Needham
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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Other Available Funds							
Town Hall Photocopier (FY08 Budget Transfer)	\$18,500						
Newman & Hillside Storage Sheds (FY08 Budget Transfer)	\$20,000						
Newman School Electrical Systems Improvements (FY08 Budget Transfer)	All Applied to another Project						
Newman School Reconstruction Design and Engineering (FY08 Budget Transfer)	\$300,000						
Public Schools Delivery Van (FY08 Budget Transfer)	\$14,000						
Tennis Court (FY08 Budget Transfer)	\$150,000						
Town Hall Project (Unexpended Articles)			\$26,513				
Newman School Oil Tank Removal (Newman Electrical System Funding)			\$125,000				
Needham Center (Chestnut Streetscape Improvements) (State Grant)			Funding Cut by State				
Traffic Meters (Parking Meter Fund)	\$42,000	\$42,000					
Athletic Facility Improvements (Unexpended Senior Center Feasibility Study (Unexpended Articles)			\$107,200				
			\$49,091				
Microsoft Office Upgrade (FY10 Budget Transfer)				\$60,000			
Hillside and Mitchell Condition Assessment (Unexpended Articles)				\$50,000			
Pollard School Design & Engineering for Newman Temporary Relocation (Other School Funds)				(2)			
Pollard School Design & Engineering for Newman Temporary Relocation (Unexpended Articles)				\$30,000			
School Technology Replacement (School Budget)				(2)			
Brook and Culverts (FY10 Budget Transfer)				\$75,000			
DPW Small Specialty Equipment (FY10 Budget Transfer)				\$92,500			
Large Specialty Equipment (FY10 Budget Transfer)				\$223,500			
Stormwater Drain Discharge Improvements (FY10 Budget Transfer)				\$42,000			
Public Facilities Core Fleet Replacement (FY10 Budget Transfer)				\$30,932			
Public Facilities Small Specialty Equipment (FY10 Budget Transfer)				\$20,853			
Athletic Facility Improvements (FY10 Budget Transfer)				\$103,600			

Town of Needham
Capital Improvement Plan
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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Library Technology Replacement Plan (FY10 Budget Transfer)			\$42,800				
Technology Replacement (School Budget)				(2)			
Large Specialty Equipment (FY11 Budget)				\$80,000			
Appropriate for Engineering Study for Energy Upgrades (FY11 Budget & Unexpended Articles)				\$50,000			
Cricket Field Building Renovations Feasibility (Unexpended Articles)				\$10,000			
New Senior Center at Needham Heights (Unexpended Articles)				\$23,192			
Pollard Boiler Replacement Design (unexpended articles)					\$55,000		
Public Works Infrastructure Program (Unexpended Articles)					\$310,000		
Salt Storage Shed (Chapter 90 SAN)					\$1,913,000		
Hillside School Feasibility (Overlay Surplus)****						\$500,000	\$500,000
Debt							
Fire Ambulance (R-2)/EMS Reporting System	\$205,000						
Hillside & Mitchell School Parking/Play Area Renovation	\$160,000						
Municipal Parking Lot Improvements	\$105,000						
Public Safety Building Roof	\$535,000						
Public Services Administration Building	\$5,725,000						
Public Services Administration Building Design	\$500,000						
Street & Traffic Light Replacements	\$105,000						
Kendrick Street Bridge Repair Design		\$125,000					
Stormwater Master Plan Drainage Improvements		\$200,000					
Town Hall Project		\$4,100,000					
Kendrick Street Bridge Repair			\$850,000				
New Senior Center Design			\$500,000				
Pollard Interior & Exterior Improvement Phase I			\$325,000				

Town of Needham
Capital Improvement Plan
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**All Proposed General Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Pollard Repairs/Upgrades Phase II			\$3,500,000				
Booth Street Reconstruction Betterment				\$125,000			
Emergency One Fire Engine (E-2)				\$400,000			
High School C Building Roof				\$320,000			
New Senior Center at Needham Heights				\$8,051,808			
Pollard Interior & Exterior Improvement Phase I				\$758,000			
Property Acquisition (37-39 Lincoln)					\$630,000		
Property Acquisition (51 Lincoln)					\$1,100,000		
Property Acquisition (59 Lincoln/89 School)					\$1,175,000		
DPW Phase II (garage bays)						\$400,000	\$400,000
Pollard Boiler Replacement						\$612,277	\$612,277
Public Works Infrastructure Program	\$820,000	\$875,000	\$1,236,300	\$1,100,000	\$600,000	\$1,408,000	\$600,000
Debt Exclusions							
Newman School Renovations			\$27,412,128				

Notes

* Some capital requests that are to be funded through debt did not include debt issuance costs, the proposed funding represents the addition of those expenses

** Preliminary may be financed in part by debt exclusion and/or grants and donations

**** Although shown as requested for FY2014, the actual requested project has not yet been determined by the School Committee and PPBC.

(2) School Committee noted that its operating budget surplus would be used to fund this equipment

Town of Needham
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All Proposed Community Preservation Fund Capital
 Funding Sources

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$353,000	\$353,000
Cash							
Receipts & Reserves	\$252,000	\$1,099,120	\$767,500		\$480,000	\$353,000	\$353,000
Other Available Funds	\$748,000	\$6,650,113	\$32,500				
Total - Cash	\$1,000,000	\$7,749,233	\$800,000		\$480,000	\$353,000	\$353,000
Debt							
CPA Surcharge Supported		\$7,200,000					
Total - Debt		\$7,200,000					
Total Appropriations	\$1,000,000	\$14,949,233	\$800,000		\$480,000	\$353,000	\$353,000

Town of Needham
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**All Proposed Community Preservation Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Community Preservation Receipts & Reserves							
Town Hall Preservation Project	\$252,000	\$1,099,120					
Property Acquisition (174 Charles River St)			\$767,500				
Greene's Field Playground Improvements					\$445,000		
Rail Trail Feasibility Study					\$35,000		
Athletic Facility Improvements						\$158,000	\$158,000
Mills Field Improvements						\$40,000	\$40,000
Trail Improvement Project - Needham Reservoir						\$65,000	\$65,000
Trail Improvement Project - Newman Eastman						\$90,000	\$90,000
Other Available Funds							
Town Hall Preservation Project	\$748,000	\$5,730,113					
Chapter 61A Land Map 217 Lot 11		\$445,000					
Chapter 61A Land Map 217 Lot 12		\$475,000					
Property Acquisition (174 Charles River St) CPC Admin Budget			\$32,500				
Community Preservation Debt							
Town Hall Preservation Project		\$7,200,000					

Notes

^ Subject to approval by the CPC

Town of Needham
Capital Improvement Plan
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**All Proposed RTS Enterprise Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$538,500	\$538,500
Cash							
Receipts							
Reserves	\$26,000	\$136,609	\$235,000		\$175,200	\$218,100	\$218,100
Other Available Funds							
Total - Cash	\$26,000	\$136,609	\$235,000		\$175,200	\$218,100	\$218,100
Debt							
Fee Supported	\$225,000	\$230,000		\$238,000	\$400,000	\$320,400	\$320,400
Total - Debt	\$225,000	\$230,000		\$238,000	\$400,000	\$320,400	\$320,400
Total Appropriations	\$251,000	\$366,609	\$235,000	\$238,000	\$575,200	\$538,500	\$538,500

Town of Needham
Capital Improvement Plan
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**All Proposed RTS Enterprise Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Enterprise Fund Receipts							
Enterprise Fund Reserves							
Trommel Screener Accessories	\$26,000						
Core Fleet Replacement		\$26,609	\$139,200				
Large Specialty Equipment		\$110,000	\$95,800		\$175,200	\$218,100	\$218,100
Other Available Funds							
Debt							
Collection Packer Equipment	\$225,000						
Construction Equipment		\$230,000					
Skid Steer Loader				\$86,000			
Waste Handler						\$320,400	\$320,400
RTS Soil Remediation					\$400,000		
Semi Tractor Replacement				\$152,000			

Notes

* Some capital requests that are to be funded through debt did not include debt issuance costs, the proposed funding represents the addition of those expenses

Town of Needham
 Capital Improvement Plan
 January 2013

All Proposed Sewer Enterprise Fund Capital
 Funding Sources

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$868,900	\$797,900
Cash							
Receipts							
Reserves		\$722,000	\$576,000	\$825,000	\$647,100	\$868,900	\$797,900
Other Available Funds							
Total - Cash		\$722,000	\$576,000	\$825,000	\$647,100	\$868,900	\$797,900
Debt							
Fee Supported	\$770,000	\$577,500		\$6,300,000			
Total - Debt	\$770,000	\$577,500		\$6,300,000			
Total Appropriations	\$770,000	\$1,299,500	\$576,000	\$7,125,000	\$647,100	\$868,900	\$797,900

Town of Needham
Capital Improvement Plan
January 2013

**All Proposed Sewer Enterprise Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Enterprise Fund Receipts							
Enterprise Fund Reserves							
Construction Equipment		\$160,000					
Sewer Service Connections		\$50,000					
Mobile High Capacity Pumps			\$200,000				
Sewer Large Specialty Equipment		\$345,000	\$98,500	\$185,000			
Sewer Core Fleet Replacement		\$122,000	\$52,500	\$65,000	\$33,100		
Sewer SCADA System					\$30,000		
Sewer Small Specialty Equipment		\$45,000			\$34,000		
Sewer Systems Rehabilitation Infiltration & Inflow Removal Program			\$225,000	\$575,000	\$550,000		
Core Fleet						\$47,900	\$47,900
DPW Phase II (garage bays)						\$150,000	\$150,000
Drain System Improvements – Water Quality (EPA)						\$71,000	
Sewer System Rehabilitation Infiltration & Inflow Master Plan						\$600,000	\$600,000
Other Available Funds							
Debt							
Sewer Pump Station Improvements - GPA Supplement	\$770,000						
Wastewater Pump Station Reservoir "B" Design		\$577,500					
Wastewater Pump Station Reservoir "B" ***				\$6,300,000			

Notes

*** Special financing/grants may be available through MWPAT or MWRA for this project

Town of Needham
 Capital Improvement Plan
 January 2013

**All Proposed Water Enterprise Fund Capital
 Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$7,578,200	\$7,578,200
Cash							
Receipts	\$321,345						
Reserves	\$682,500	\$805,682	\$1,465,400	\$1,464,000	\$416,300	\$2,013,100	\$2,013,100
Other Available Funds							
Total - Cash	\$1,003,845	\$805,682	\$1,465,400	\$1,464,000	\$416,300	\$2,013,100	\$2,013,100
Debt							
Fee Supported	\$2,630,000	\$1,000,000				\$5,565,100	\$5,565,100
Total - Debt	\$2,630,000	\$1,000,000				\$5,565,100	\$5,565,100
Total Appropriations	\$3,633,845	\$1,805,682	\$1,465,400	\$1,464,000	\$416,300	\$7,578,200	\$7,578,200

Town of Needham
Capital Improvement Plan
January 2013

**All Proposed Water Enterprise Fund Capital
Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Enterprise Fund Receipts							
Water Construction Equipment	\$18,000						
Water Core Fleet	\$65,345						
Water Service Connections	\$200,000						
Water Small Specialty Equipment	\$38,000						
Fire Flow Improvements							
Enterprise Fund Reserves							
Water Supply Development		\$75,000					
Fire Hydrant Replacement Program		\$100,000	\$100,000				
Restoration of Charles River Treatment Facility Well				\$600,000			
Water Construction Equipment			\$147,500				
Water SCADA System Upgrade & Video Surveillance				\$40,000			
Water Small Specialty Equipment		\$45,000	\$12,600				
Water Core Fleet		\$54,882	\$88,500	\$69,500	\$117,000		
Water System Fire Flow Improvements			\$313,500				
DPW Phase II (garage bays)						\$450,000	\$450,000
Filter Media Replacement				\$70,000		\$75,000	\$75,000
Irrigation Supply Facility Design						\$80,000	\$80,000
SCADA System Upgrade						\$435,000	\$435,000
Water Service Connections		\$200,000	\$200,000		\$200,000	\$200,000	\$200,000
Water Small Specialty Equipment						\$57,300	\$57,300
Water System Rehabilitation Program	\$682,500	\$330,800	\$603,300	\$684,500	\$99,300	\$715,800	\$715,800
Other Available Funds							

Town of Needham
 Capital Improvement Plan
 January 2013

**All Proposed Water Enterprise Fund Capital
 Funding Sources**

Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Debt							
Water Storage Tank Repair & Paint	\$730,000						
14 inch Water Main Replacements	\$1,900,000						
Water Distribution System Rehabilitation		\$1,000,000					
St Mary's Pump Station						\$5,565,100	\$5,565,100

Notes

*** Special financing/grants may be available through MWPAT or MWRA for this project

Town of Needham
Capital Improvement Plan
January 2013

Proposed Funding - Excluding Extraordinary Capital							
All Funding Sources							
Description	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Requested FY2014	Proposed FY2014
Current Year Requests						\$14,500,542	\$13,621,542
Cash							
Cash	\$1,407,474	\$1,145,416	\$2,385,064	\$1,680,667	\$3,901,633	\$3,094,665	\$3,094,665
Retained Earnings	\$708,500	\$1,664,291	\$2,276,400	\$2,289,000	\$1,238,600	\$3,100,100	\$3,029,100
Other Available Funds	\$1,292,500	\$1,243,291	\$803,685	\$163,192	\$2,278,000		
Total - Cash	\$3,408,474	\$4,052,998	\$5,465,149	\$4,132,859	\$7,418,233	\$6,194,765	\$6,123,765
Debt							
Operating Revenues	\$5,555,000	\$3,007,500	\$6,411,300	\$9,241,000	\$3,905,000	\$8,305,777	\$7,497,777
CPA Surcharge							
Debt Excluded							
Total - Debt	\$5,555,000	\$3,007,500	\$6,411,300	\$9,241,000	\$3,905,000	\$8,305,777	\$7,497,777
Total Appropriations	\$8,963,474	\$7,060,498	\$11,876,449	\$13,373,859	\$11,323,233	\$14,500,542	\$13,621,542

Five Year
Capital Submission Summary
And
Preliminary Out Year
Recommendations

Section 3

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital
Group and Classification
FY2014 - FY2018

Description	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Equipment & Technology												
General Fund (Including CPA)	\$2,081,337	\$1,213,534	\$2,304,624	\$1,581,480	\$1,729,760	\$1,186,343	\$2,269,910	\$1,449,170	\$1,837,935	\$1,442,690	\$10,223,566	\$6,873,217
Recycling & Solid Waste Disposal	\$532,300	\$532,300	\$200,500	\$200,500	\$292,400		\$31,800	\$31,800	\$284,500	\$284,500	\$1,341,500	\$1,049,100
Sewer Enterprise	\$47,900	\$47,900			\$63,800	\$63,800	\$202,000	\$202,000	\$81,000	\$81,000	\$394,700	\$394,700
Water Enterprise	\$57,300	\$57,300	\$15,000	\$15,000	\$255,000	\$255,000	\$102,500	\$102,500	\$193,200	\$193,200	\$623,000	\$623,000
Total Equipment & Technology	\$2,718,837	\$1,851,034	\$2,520,124	\$1,796,980	\$2,340,960	\$1,505,143	\$2,606,210	\$1,785,470	\$2,396,635	\$2,001,390	\$12,582,766	\$8,940,017
Building & Facilities												
General Fund (Including CPA)	\$2,360,605	\$2,435,415	\$2,821,273	\$2,219,903	\$1,628,060	\$784,590	\$1,160,472	\$582,475	\$1,510,000	\$879,271	\$9,480,410	\$6,901,654
Recycling & Solid Waste Disposal												
Sewer Enterprise												
Water Enterprise												
Total Buildings & Facilities	\$2,360,605	\$2,435,415	\$2,821,273	\$2,219,903	\$1,628,060	\$784,590	\$1,160,472	\$582,475	\$1,510,000	\$879,271	\$9,480,410	\$6,901,654
Infrastructure & Land												
General Fund (Including CPA)	\$1,563,000	\$755,000	\$1,201,400	\$1,005,000	\$1,508,000	\$1,358,000	\$1,333,000	\$1,360,000	\$1,915,000	\$1,385,000	\$7,520,400	\$5,863,000
Recycling & Solid Waste Disposal												
Sewer Enterprise	\$671,000	\$600,000	\$986,400	\$652,400	\$2,992,000	\$2,878,000	\$2,395,000	\$395,000	\$514,000	\$400,000	\$7,558,400	\$4,925,400
Water Enterprise	\$7,070,900	\$7,070,900	\$1,333,000	\$1,333,000	\$845,370	\$845,370	\$3,140,000	\$1,050,000	\$1,135,739	\$1,135,739	\$13,525,009	\$11,435,009
Total Infrastructure & Land	\$9,304,900	\$8,425,900	\$3,520,800	\$2,990,400	\$5,345,370	\$5,081,370	\$6,868,000	\$2,805,000	\$3,564,739	\$2,920,739	\$28,603,809	\$22,223,409
Extraordinary												
General Fund (Including CPA)	\$1,500,000	\$500,000	\$58,221,938		\$13,813,462	\$500,000	\$80,449,485		\$153,075		\$154,137,960	\$1,000,000
Recycling & Solid Waste Disposal												
Sewer Enterprise												
Water Enterprise												
Total Extraordinary	\$1,500,000	\$500,000	\$58,221,938		\$13,813,462	\$500,000	\$80,449,485		\$153,075		\$154,137,960	\$1,000,000

Town of Needham
Capital Improvement Plan
January 2013

**Five Year Capital
Group and Classification
FY2014 - FY2018**

Description	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
General Government & Land Use												
Equipment & Technology	\$115,000	\$115,000	\$162,837	\$30,000	\$60,645	\$60,645	\$30,000	\$30,000	\$50,000	\$50,000	\$418,482	\$285,645
Building & Facilities												
Infrastructure & Land												
General Government	\$115,000	\$115,000	\$162,837	\$30,000	\$60,645	\$60,645	\$30,000	\$30,000	\$50,000	\$50,000	\$418,482	\$285,645
Public Safety												
Equipment & Technology	\$285,742	\$121,742	\$552,472	\$466,775	\$136,700	\$27,500	\$78,400	\$70,000	\$184,200	\$184,200	\$1,237,514	\$870,217
Building & Facilities	\$28,500	\$28,500									\$28,500	\$28,500
Infrastructure & Land												
Public Safety	\$314,242	\$150,242	\$552,472	\$466,775	\$136,700	\$27,500	\$78,400	\$70,000	\$184,200	\$184,200	\$1,266,014	\$898,717
Public Schools												
Equipment & Technology	\$809,945	\$542,092	\$611,910	\$563,200	\$653,515	\$582,098	\$876,110	\$591,870	\$736,035	\$548,790	\$3,687,515	\$2,828,050
Building & Facilities	\$515,277	\$665,277	\$150,000				\$163,500	\$105,000	\$622,000	\$182,000	\$1,450,777	\$952,277
Infrastructure & Land												
Public Schools	\$1,325,222	\$1,207,369	\$761,910	\$563,200	\$653,515	\$582,098	\$1,039,610	\$696,870	\$1,358,035	\$730,790	\$5,138,292	\$3,780,327
Public Works												
Equipment & Technology	\$775,800	\$434,700	\$836,800	\$415,500	\$849,800	\$487,000	\$1,251,300	\$723,200	\$825,200	\$617,200	\$4,538,900	\$2,677,600
Building & Facilities	\$1,040,000	\$1,000,000			\$360,500	\$197,800					\$1,400,500	\$1,197,800
Infrastructure & Land	\$1,408,000	\$600,000	\$831,400	\$635,000	\$1,450,000	\$1,300,000	\$1,273,000	\$1,300,000	\$1,830,000	\$1,300,000	\$6,792,400	\$5,135,000
Public Works	\$3,223,800	\$2,034,700	\$1,668,200	\$1,050,500	\$2,660,300	\$1,984,800	\$2,524,300	\$2,023,200	\$2,655,200	\$1,917,200	\$12,731,800	\$9,010,400
Public Facilities - Undesignated												
Equipment & Technology	\$94,850		\$30,400	\$30,400	\$29,100	\$29,100	\$34,100	\$34,100	\$42,500	\$42,500	\$230,950	\$136,100
Building & Facilities	\$578,828	\$543,638	\$578,323	\$541,953	\$624,560	\$586,790	\$721,972	\$477,475	\$538,000	\$697,271	\$3,041,683	\$2,847,127
Infrastructure & Land												
Public Facilities - Undesignated	\$673,678	\$543,638	\$608,723	\$572,353	\$653,660	\$615,890	\$756,072	\$511,575	\$580,500	\$739,771	\$3,272,633	\$2,983,227

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital
Group and Classification
FY2014 - FY2018

Description	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Community Services												
Equipment & Technology			\$110,205	\$75,605							\$110,205	\$75,605
Building & Facilities	\$198,000	\$198,000	\$2,092,950	\$1,677,950	\$643,000		\$275,000		\$350,000		\$3,558,950	\$1,875,950
Infrastructure & Land	\$155,000	\$155,000	\$370,000	\$370,000	\$58,000	\$58,000	\$60,000	\$60,000	\$85,000	\$85,000	\$728,000	\$728,000
Community Services	\$353,000	\$353,000	\$2,573,155	\$2,123,555	\$701,000	\$58,000	\$335,000	\$60,000	\$435,000	\$85,000	\$4,397,155	\$2,679,555
General Fund												
Equipment & Technology	\$2,081,337	\$1,213,534	\$2,304,624	\$1,581,480	\$1,729,760	\$1,186,343	\$2,269,910	\$1,449,170	\$1,837,935	\$1,442,690	\$10,223,566	\$6,873,217
Building & Facilities	\$2,360,605	\$2,435,415	\$2,821,273	\$2,219,903	\$1,628,060	\$784,590	\$1,160,472	\$582,475	\$1,510,000	\$879,271	\$9,480,410	\$6,901,654
Infrastructure & Land	\$1,563,000	\$755,000	\$1,201,400	\$1,005,000	\$1,508,000	\$1,358,000	\$1,333,000	\$1,360,000	\$1,915,000	\$1,385,000	\$7,520,400	\$5,863,000
Total General Fund Groups	\$6,004,942	\$4,403,949	\$6,327,297	\$4,806,383	\$4,865,820	\$3,328,933	\$4,763,382	\$3,391,645	\$5,262,935	\$3,706,961	\$27,224,376	\$19,637,871
Extraordinary Capital												
Equipment & Technology												
Building & Facilities	\$500,000	\$500,000	\$58,221,938		\$1,813,462	\$500,000	\$80,449,485		\$153,075		\$141,137,960	\$1,000,000
Infrastructure & Land	\$1,000,000				\$12,000,000						\$13,000,000	
Extraordinary Capital	\$1,500,000	\$500,000	\$58,221,938		\$13,813,462	\$500,000	\$80,449,485		\$153,075		\$154,137,960	\$1,000,000
Recycling & Solid Waste Disposal												
Equipment & Technology	\$532,300	\$532,300	\$200,500	\$200,500	\$292,400		\$31,800	\$31,800	\$284,500	\$284,500	\$1,341,500	\$1,049,100
Building & Facilities												
Infrastructure & Land												
RTS Enterprise	\$532,300	\$532,300	\$200,500	\$200,500	\$292,400		\$31,800	\$31,800	\$284,500	\$284,500	\$1,341,500	\$1,049,100
Sewer Enterprise												
Equipment & Technology	\$47,900	\$47,900			\$63,800	\$63,800	\$202,000	\$202,000	\$81,000	\$81,000	\$394,700	\$394,700
Building & Facilities												
Infrastructure & Land	\$671,000	\$600,000	\$986,400	\$652,400	\$2,992,000	\$2,878,000	\$2,395,000	\$395,000	\$514,000	\$400,000	\$7,558,400	\$4,925,400
Sewer Enterprise	\$718,900	\$647,900	\$986,400	\$652,400	\$3,055,800	\$2,941,800	\$2,597,000	\$597,000	\$595,000	\$481,000	\$7,953,100	\$5,320,100

Town of Needham
Capital Improvement Plan
January 2013

**Five Year Capital
Group and Classification
FY2014 - FY2018**

Description	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Water Enterprise												
Equipment & Technology	\$57,300	\$57,300	\$15,000	\$15,000	\$255,000	\$255,000	\$102,500	\$102,500	\$193,200	\$193,200	\$623,000	\$623,000
Building & Facilities												
Infrastructure & Land	\$7,070,900	\$7,070,900	\$1,333,000	\$1,333,000	\$845,370	\$845,370	\$3,140,000	\$1,050,000	\$1,135,739	\$1,135,739	\$13,525,009	\$11,435,009
Water Enterprise	\$7,128,200	\$7,128,200	\$1,348,000	\$1,348,000	\$1,100,370	\$1,100,370	\$3,242,500	\$1,152,500	\$1,328,939	\$1,328,939	\$14,148,009	\$12,058,009
Total All Groups	\$15,884,342	\$13,212,349	\$67,084,135	\$7,007,283	\$23,127,852	\$7,871,103	\$91,084,167	\$5,172,945	\$7,624,449	\$5,801,400	\$204,804,945	\$39,065,080
Excluding Extraordinary	\$14,384,342	\$12,712,349	\$8,862,197	\$7,007,283	\$9,314,390	\$7,371,103	\$10,634,682	\$5,172,945	\$7,471,374	\$5,801,400	\$50,666,985	\$38,065,080

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page	
General Government																				
Election Equipment	P	Town Clerk	1	85,000	85,000									85,000	85,000	85,000				5-01
Technology Systems and Applications Upgrades	P	Finance	1			100,000								100,000						5-03
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	50,000	50,000	170,000	170,000	170,000				5-05
Mail Processing Machines	P	Finance	1					30,645	30,645					30,645	30,645	30,645				5-07
Core Fleet Replacement	PM	Finance	1			32,837								32,837						5-09
Total - General Government				115,000	115,000	162,837	30,000	60,645	60,645	30,000	30,000	50,000	50,000	418,482	285,645	285,645				
Cash Funding				115,000		30,000		60,645		30,000		50,000		285,645						
Debt Funding																				
Other Financial Source																				
Total - General Government				115,000		30,000		60,645		30,000		50,000		285,645						

* Refer to the last page for code and cat (category) descriptions

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Safety																			
Public Safety Computer Aided Dispatch Replacement	N	Finance	1			292,575	292,575							292,575	292,575	292,575			5-11
Police In-Cruiser Video	PM	Police	1			38,400								38,400					5-13
Heart Monitor / Defibrillator	N	Fire	1	27,500	27,500			27,500	27,500					55,000	55,000	55,000			5-15
Wireless Municipal Radio Master Fire Box System	P	Fire	1	164,000										164,000					5-17
Brush/Utility Truck F350 (C-6)	PM	Fire	1	49,200	49,200									49,200	49,200	49,200			5-20
Osage Rescue Ambulance (R-2)	PM	Fire	1			174,200	174,200							174,200	174,200	174,200			5-20
Bucket Truck F450 (C-5)	PM	Fire	1					109,200						109,200					5-20
Inspector's Vehicle (C-43)	PM	Fire	1							34,200	30,000			34,200	30,000	30,000			5-20
Shift Commander Vehicle (C-2)	PM	Fire	1							44,200	40,000			44,200	40,000	40,000			5-20
Osage Rescue Ambulance (R-1)	N	Fire	1									184,200	184,200	184,200	184,200	184,200			5-20
Core Fleet Replacement	PM	Building	1	45,042	45,042	47,297								92,339	45,042	45,042			5-25
Underground Storage Tank Removal - Police Station	N	Public Facilities	2	28,500	28,500									28,500	28,500	28,500			6-01
Total - Public Safety				314,242	150,242	552,472	466,775	136,700	27,500	78,400	70,000	184,200	184,200	1,266,014	898,717	898,717			
Cash Funding					150,242		466,775		27,500		70,000		184,200		898,717				
Debt Funding																			
Other Financial Source																			
Total - Public Safety					150,242		466,775		27,500		70,000		184,200		898,717				

* Refer to the last page for code and cat (category) descriptions

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Schools																			
Furniture	R	School	1	41,600		34,180		45,405		45,000		45,000		211,185					5-29
Copier Replacement	R	School	1	59,620		21,830		41,820		76,980		52,150		252,400					5-31
NHS Radio System	N	School	1	37,275										37,275					5-34
Production Center Postage Machine and Folder Inserter	N	School	1			9,340				16,770				26,110					5-36
Musical Equipment	R	School	1	15,000		15,000		15,000		15,000		15,000		75,000					5-38
Interactive Whiteboard Technology	PM	School	1	22,600		24,600		12,600						59,800					5-40
Fitness Equipment Replacement	R	School	1	14,380		14,810		20,020		13,110		15,450		77,770					5-42
School Department NPS 1:1 Initiative	PM	School	1	145,000		56,000		40,000		57,000		29,000		327,000					5-44
Technology Replacement	R	School	1	441,200		402,700		389,100		335,350		349,100		1,917,450					5-47
School Department Technology Innovation	N	School	1	25,000		25,000		25,000		25,000		25,000		125,000					5-51
High School Graphics Production Room	PQ	School	1	8,270		8,450		11,910		7,660		18,090		54,380					5-53
School Technology and Equipment		School	1	809,945	542,092	611,910	563,200	600,855	582,098	591,870	591,870	548,790	548,790	3,163,370	2,828,050	2,828,050			
School Vehicle Replacement	PMS	School	1					52,660		284,240		187,245		524,145					5-55
Pollard Boiler Replacement	PM	Public Facilities	2	462,277	612,277	150,000								612,277	612,277		612,277		6-03
Pollard Telephone System Replacement	PM	Public Facilities	2	53,000	53,000									53,000	53,000	53,000			6-05
High School A Gym Upgrade	PM	Public Facilities	2							105,000	105,000	182,000	182,000	287,000	287,000	287,000			6-07
Pollard Blue & Green Gym Upgrades	NS	Public Facilities	2							58,500		440,000		498,500					6-09
Total - Public Schools				1,325,222	1,207,369	761,910	563,200	653,515	582,098	1,039,610	696,870	1,358,035	730,790	5,138,292	3,780,327	3,168,050	612,277		
Cash Funding					595,092		563,200		582,098		696,870		730,790		3,168,050				
Debt Funding					612,277										612,277				
Other Financial Source																			
Total - Public Schools					1,207,369		563,200		582,098		696,870		730,790		3,780,327				

* Refer to the last page for code and cat (category) descriptions

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Works																			
Message Boards	P	DPW	1			135,000								135,000					5-57
Two - Way Radio Upgrade	N	DPW	1	47,700	47,700									47,700	47,700	47,700			5-59
General Fund - Construction Equipment	R	DPW	1							111,000	111,000	208,000		319,000	111,000	111,000			5-61
General Fund - Core Fleet	R	DPW	1	387,000	387,000	482,700	415,500	561,700	487,000	344,400	325,200	347,300	347,300	2,123,100	1,962,000	1,962,000			5-61
General Fund - Large Specialty Equipment	R	DPW	1							463,900	172,000			463,900	172,000	172,000			5-61
General Fund - Small Specialty Equipment	R	DPW	1	130,800		29,100		126,000		115,000	115,000	38,100	38,100	439,000	153,100	153,100			5-61
General Fund - Snow & Ice Equipment	R	DPW	1	210,300		190,000		162,100		217,000		231,800	231,800	1,011,200	231,800	231,800			5-61
DPW Boiler Replacement	PM	Public Facilities	2					360,500	197,800					360,500	197,800	197,800			6-11
Blue Tree Replacement	P	DPW	3			35,000	35,000							35,000	35,000	35,000			7-01
Public Works Infrastructure Program	R	DPW	3	1,408,000	600,000	796,400	600,000	1,450,000	1,300,000	1,273,000	1,300,000	1,830,000	1,300,000	6,757,400	5,100,000		5,100,000		7-03
DPW Phase II (portion under extraordinary)	PM	DPW	2	1,040,000	1,000,000									1,040,000	1,000,000		400,000	600,000	8-03
Total - Public Works				3,223,800	2,034,700	1,668,200	1,050,500	2,660,300	1,984,800	2,524,300	2,023,200	2,655,200	1,917,200	12,731,800	9,010,400	2,910,400	5,500,000	600,000	
Cash Funding					434,700		450,500		684,800		723,200		617,200		2,910,400				
Debt Funding					1,000,000		600,000		1,300,000		1,300,000		1,300,000		5,500,000				
Other Financial Source					600,000										600,000				
Total - Public Works					2,034,700		1,050,500		1,984,800		2,023,200		1,917,200		9,010,400				

* Refer to the last page for code and cat (category) descriptions

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Facilities																			
100kW Portable Generator	N	Public Facilities	1	61,250										61,250					5-68
Core Fleet	R	Public Facilities	1	33,600		30,400	30,400	29,100	29,100	34,100	34,100	42,500	42,500	169,700	136,100	136,100			5-70
Energy Efficiency Upgrade Improvements	PM	Public Facilities	2	113,078	113,078	96,323	96,323	125,560	125,560	205,472		205,472	205,472	540,433	540,433	540,433			6-13
Public Facilities Maintenance Program	R	Public Facilities	2	465,750	430,560	482,000	445,630	499,000	461,230	516,500	477,475	538,000	491,799	2,501,250	2,306,694	2,306,694			6-15
Total - Public Facilities				673,678	543,638	608,723	572,353	653,660	615,890	756,072	511,575	580,500	739,771	3,272,633	2,983,227	2,983,227			
Cash Funding					543,638		572,353		615,890		511,575		739,771		2,983,227				
Debt Funding																			
Other Financial Source																			
Total - Public Facilities					543,638		572,353		615,890		511,575		739,771		2,983,227				

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Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page	
Community Services																				
Van Replacement	PM	Human Services	1			75,605	75,605							75,605	75,605	75,605				5-73
Vehicle Replacement	R	Health	1			34,600								34,600						5-76
Athletic Facility Improvements	RM	DPW	2	158,000	158,000	1,475,200	1,475,200	193,000		275,000		350,000		2,451,200	1,633,200			1,633,200		6-17
Mills Field Improvements	PM	DPW	2	40,000	40,000	202,750	202,750							242,750	242,750			242,750		6-20
Cricket Field Building Renovations	PS	Parks & Recreation	2			415,000		450,000						865,000						6-22
Trail Improvement Project - Needham Reservoir	PM	Community Development	3	65,000	65,000	140,000	140,000							205,000	205,000			205,000		7-08
Trail Improvement Project - Newman Eastman Conservation	PM	Community Development	3	90,000	90,000	210,000	210,000							300,000	300,000			300,000		7-11
Trail Improvement Project - Ridge Hill Loop	PM	Community Development	3			20,000	20,000	50,000	50,000					70,000	70,000			70,000		7-13
Trail Improvement Project - Rosemary Camp	PM	Parks & Recreation	3					8,000	8,000	60,000	60,000	85,000	85,000	153,000	153,000			153,000		7-15
Total - Community Services				353,000	353,000	2,573,155	2,123,555	701,000	58,000	335,000	60,000	435,000	85,000	4,397,155	2,679,555	75,605		2,603,950		
Cash Funding							75,605								75,605					
Debt Funding																				
Other Financial Source					353,000		2,047,950		58,000		60,000		85,000		2,603,950					
Total - Community Services					353,000		2,123,555		58,000		60,000		85,000		2,679,555					

* Refer to the last page for code and cat (category) descriptions

General Fund Cash Funding - All Groups	1,838,672	2,158,433	1,970,933	2,031,645	2,321,961	10,321,644
General Fund Debt Funding - All Groups	1,612,277	600,000	1,300,000	1,300,000	1,300,000	6,112,277
General Fund Other Financial Source - All Groups	953,000	2,047,950	58,000	60,000	85,000	3,203,950
Total General Fund	4,403,949	4,806,383	3,328,933	3,391,645	3,706,961	19,637,871

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
RTS Enterprise																			
Construction Equipment	R	DPW - RTS	1	314,200	314,200							284,500	284,500	598,700	598,700	284,500	314,200		5-78
Core Fleet	R	DPW - RTS	1							31,800	31,800			31,800	31,800	31,800			5-78
Large Specialty Equipment	R	DPW - RTS	1	218,100	218,100	200,500	200,500	292,400						711,000	418,600	418,600			5-78
Total - Recycling and Transfer Station Enterprise				532,300	532,300	200,500	200,500	292,400		31,800	31,800	284,500	284,500	1,341,500	1,049,100	734,900	314,200		
Cash Funding				218,100		200,500				31,800		284,500		734,900					
Debt Funding				314,200										314,200					
Other Financial Source																			
Total - Recycling and Transfer Station Enterprise				532,300		200,500				31,800		284,500		1,049,100					
* Refer to the last page for code and cat (category) descriptions																			
Sewer Enterprise																			
Core Fleet	R	DPW - Sewer	1	47,900	47,900							81,000	81,000	128,900	128,900	128,900			5-83
Large Specialty Equipment	R	DPW - Sewer	1							202,000	202,000			202,000	202,000	202,000			5-83
Small Specialty Equipment	R	DPW - Sewer	1					63,800	63,800					63,800	63,800	63,800			5-83
Drain System Improvements - Water Quality (EPA)	PS	DPW - Drains	3	71,000		76,000		114,000		2,000,000		114,000		2,375,000					7-17
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	P	DPW - Sewer	3	600,000	600,000									600,000	600,000	600,000			7-20
Sewer Alarm System Upgrade	P	DPW - Sewer	3			258,000								258,000					7-23
Sewer Pump Station Improvements	P	DPW - Sewer	3			602,400	602,400	2,828,000	2,828,000	345,000	345,000	350,000	350,000	4,125,400	4,125,400	1,297,400	2,828,000		7-25
Sewer Service Connections	R	DPW - Sewer	3			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	200,000	200,000	200,000			7-28
Total - Wastewater Enterprise				718,900	647,900	986,400	652,400	3,055,800	2,941,800	2,597,000	597,000	595,000	481,000	7,953,100	5,320,100	2,492,100	2,828,000		
Cash Funding				647,900		652,400		113,800		597,000		481,000		2,492,100					
Debt Funding								2,828,000						2,828,000					
Other Financial Source																			
Total - Wastewater Enterprise				647,900		652,400		2,941,800		597,000		481,000		5,320,100					
* Refer to the last page for code and cat (category) descriptions																			

Town of Needham
Capital Improvement Plan
January 2013

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page	
Water Enterprise																				
Construction Equipment	N	DPW - Water	1					94,200	94,200			193,200	193,200	287,400	287,400	287,400				5-88
Core Fleet	R	DPW - Water	1					160,800	160,800	102,500	102,500			263,300	263,300	263,300				5-88
Small Specialty Equipment	N	DPW - Water	1	57,300	57,300	15,000	15,000							72,300	72,300	72,300				5-88
14 Inch Water Main Replacements	PM	DPW - Water	3									400,000	400,000	400,000	400,000	400,000				7-30
Filter Media Replacement	PM	DPW - Water	3	75,000	75,000	78,000	78,000	81,120	81,120			87,739	87,739	321,859	321,859	321,859				7-32
Fire Flow Improvements	P	DPW - Water	3			100,000	100,000	470,250	470,250	2,090,000				2,660,250	570,250	570,250				7-34
Irrigation Supply Facility Design	PM	DPW - Water	3	80,000	80,000									80,000	80,000	80,000				7-36
SCADA System Upgrade	PM	DPW - Water	3	435,000	435,000									435,000	435,000	435,000				7-38
Service Connections	R	DPW - Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,000,000	1,000,000				7-40
St Mary Pump Station	PM	DPW - Water	3	5,565,100	5,565,100									5,565,100	5,565,100		5,565,100			7-42
Water Supply Development	PM	DPW - Water	3			400,000	400,000							400,000	400,000	400,000				7-44
Water System Rehabilitation Program	P	DPW - Water	3	715,800	715,800	555,000	555,000	94,000	94,000	850,000	850,000	448,000	448,000	2,662,800	2,662,800	2,662,800				7-46
Total - Water Enterprise				7,128,200	7,128,200	1,348,000	1,348,000	1,100,370	1,100,370	3,242,500	1,152,500	1,328,939	1,328,939	14,148,009	12,058,009	6,492,909	5,565,100			
Cash Funding					1,563,100		1,348,000		1,100,370		1,152,500		1,328,939		6,492,909					
Debt Funding					5,565,100										5,565,100					
Other Financial Source																				
Total - Water Enterprise					7,128,200		1,348,000		1,100,370		1,152,500		1,328,939		12,058,009					

* Refer to the last page for code and cat (category) descriptions

Town of Needham Capital Improvement Plan January 2013

Five Year Capital Submissions Preliminary Recommendations Tier One - All Funding Sources FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
TOTAL SUBMISSIONS - All Funds				\$14,384,342		\$8,862,197		\$9,314,390		\$10,634,682		\$7,471,374		\$50,666,985		Cash		20,041,553	
TOTAL RECOMMENDED - All Funds **				\$12,712,349		\$7,007,283		\$7,371,103		\$5,172,945		\$5,801,400		\$38,065,080		Debt		14,819,577	
															Other		3,203,950		

** Exclusive of any extraordinary capital recommendations

Code

- B = Transfer request and possible funding to operating budget
- C = Recommendation is combined with other requests
- D = Recommendation is deferred or on hold pending other actions.
- E = Emergency approval
- F = Funded appropriation outside the capital plan
- I = Project submission is incomplete or waiting additional information.
- M = Submission has been modified
- N = New submission with this CIP.
- P = Project request has appeared in previous CIP's.
- Q = Request does not qualify as a capital submission
- R = Request is a regularly occurring capital expense.
- S = No recommendation; under study

Cat (Category)

- 1 = Equipment or Technology
- 2 = Building or Facility
- 3 = Infrastructure
- 4 = Extraordinary Capital Item

Town of Needham
Capital Improvement Plan
January 2013

Five Year Extraordinary Capital Submissions
Preliminary Recommendations - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Department Submission See Page
Extraordinary Capital Items																
DeFazio Park Parking Lot & Tot Lot	P	DPW	4					10,000,000						10,000,000		8-01
DPW Phase II	P	DPW	4			1,103,000		811,000		12,156,000				14,070,000		8-03
Hillside Elementary School Renovation	PM	School	4	500,000	500,000	56,828,200								57,328,200	500,000	8-06
Mitchell Elementary School Renovation	PM	School	4					500,000	500,000	68,144,700				68,644,700	500,000	8-09
Mitchell Modular Classrooms	NS	School	4			290,738		502,462		148,785		153,075		1,095,060		8-12
Open Space Purchase	PI	Parks & Recreation	4	1,000,000										1,000,000		8-15
Rosemary Lake Water Quality	PS	DPW	4					2,000,000						2,000,000		8-17
Total - Extraordinary Capital Items				1,500,000	500,000	58,221,938		13,813,462	500,000	80,449,485		153,075		154,137,960	1,000,000	

Code

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Cat (Category)

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Town of Needham
Capital Improvement Plan
January 2013

**Provisional Capital Submissions
No Recommendations**

Title	Department	Cat*	Target Year	Estimated Cost	Department Submission See Page
Town Facilities Security System	Multiple Departments	1	TBD	\$30,000	9-01
Sewer Main Extensions in Zone I and II	Public Works - Sewer	3	TBD	\$2,250,000	9-02
Sewer System Infiltration & Inflow Removal	Public Works - Sewer	3	TBD	Unknown	9-03
Transfer Station Renovations	Public Works - RTS	4	TBD	Unknown	9-04
Renovations to Rosemary Pool Complex	Parks & Recreation	2	TBD	\$3,000,000	9-05
Renovation of Buildings at Camp Property	Parks & Recreation	2	TBD	\$250,000	9-06
Pollard School Improvements	School	4	TBD	Unknown	9-07
Police and Fire Department (headquarters) Expansion	Multiple Departments	4	2017	\$90,000	9-08
Parcel Acquisition	Board of Selectmen	3	TBD	\$2,000,000	9-09
Improvements to Memorial Park Buildings and Grounds	Trustees of Memorial Park	2	TBD	Unknown	9-10
Emery Grover Roof Replacement	Public Facilities	2	TBD	\$150,000	9-11
Emery Grover School Administration Building Renovation	School	4	TBD	Unknown	9-12
Bridge Repairs	Public Works - Engineering	3	TBD	\$5,000,000	9-13
Athletic Fields Master Plan	Parks & Recreation	2	TBD	\$75,000	9-14
Artificial Turf Carpet Replacement	Public Works	2	2017	\$2,000,000	9-15

Town of Needham
 Capital Improvement Plan
 January 2013

**Provisional Capital Submissions
 No Recommendations**

Title	Department	Cat*	Target Year	Estimated Cost	Department Submission See Page
Radio Repeater Building Replacement (Hillcrest Rd.)	Multiple Departments	2	TBD	\$230,000	9-16

Cat (Category)

- 1 = Equipment or Technology
- 2 = Building or Facility
- 3 = Infrastructure
- 4 = Extraordinary Capital Item

Debt Schedules

Section 4

Town of Needham
Capital Improvement Plan
January 2013

Debt Service to Revenue
Issued, Authorized and Proposed for FY2014
FY2014 - FY2018

Description	2013	2014	2015	2016	2017	2018
Revenue						
General Fund Within the Levy *	\$110,705,828	\$114,165,085	\$117,723,403	\$121,244,984	\$124,921,610	\$128,753,049
CPA Revenue - Local	\$1,684,833	\$1,726,954	\$1,770,128	\$1,814,381	\$1,859,740	\$1,906,234
CPA Revenue - State Estimate	\$437,167	\$330,227	\$338,483	\$346,945	\$355,619	\$364,509
CPA Revenue	\$2,122,000	\$2,057,181	\$2,108,611	\$2,161,326	\$2,215,359	\$2,270,743
RTS Revenue	\$1,502,290	\$1,517,313	\$1,532,486	\$1,547,811	\$1,563,289	\$1,578,922
Sewer Revenue	\$7,581,127	\$7,656,938	\$7,733,508	\$7,810,843	\$7,888,951	\$7,967,841
Water Revenue	\$5,250,380	\$5,302,884	\$5,355,913	\$5,409,472	\$5,463,566	\$5,518,202
Total Revenue	\$133,867,065	\$137,931,893	\$141,387,709	\$144,561,016	\$148,252,546	\$152,097,599
						3.1%
Debt Service						
General Debt (Table I)	\$3,231,127	\$3,424,953	\$3,453,542	\$3,508,856	\$3,205,913	\$2,626,942
CPA Debt (Table II)	\$550,000	\$711,000	\$622,363	\$609,038	\$596,413	\$584,763
RTS Debt (Table III)	\$150,000	\$150,000	\$146,224	\$139,500	\$133,200	\$126,900
Sewer Debt (Table IV)	\$1,400,000	\$1,500,000	\$1,337,849	\$1,142,708	\$1,099,110	\$1,040,038
Water Debt (Table V)	\$1,550,000	\$1,550,000	\$1,484,651	\$1,535,249	\$1,499,878	\$1,472,764
Gross Excluded Debt (Table VI)	\$7,507,149	\$7,927,640	\$7,628,937	\$7,081,729	\$6,894,919	\$6,703,990
Total Debt Service	\$14,388,276	\$15,263,593	\$14,673,566	\$14,017,079	\$13,429,432	\$12,555,396
Total Debt Service to Total Revenue	10.7%	11.1%	10.4%	9.7%	9.1%	8.3%
Total Debt Service to Total Revenue (less MSBA) ***	10.2%	10.6%	9.9%	9.3%	8.6%	7.8%
General Debt Service to General Revenue	2.9%	3.0%	2.9%	2.9%	2.6%	2.0%

* FY2014 - FY2018 revenue is based on the September 2012 Five-Year Pro Forma.

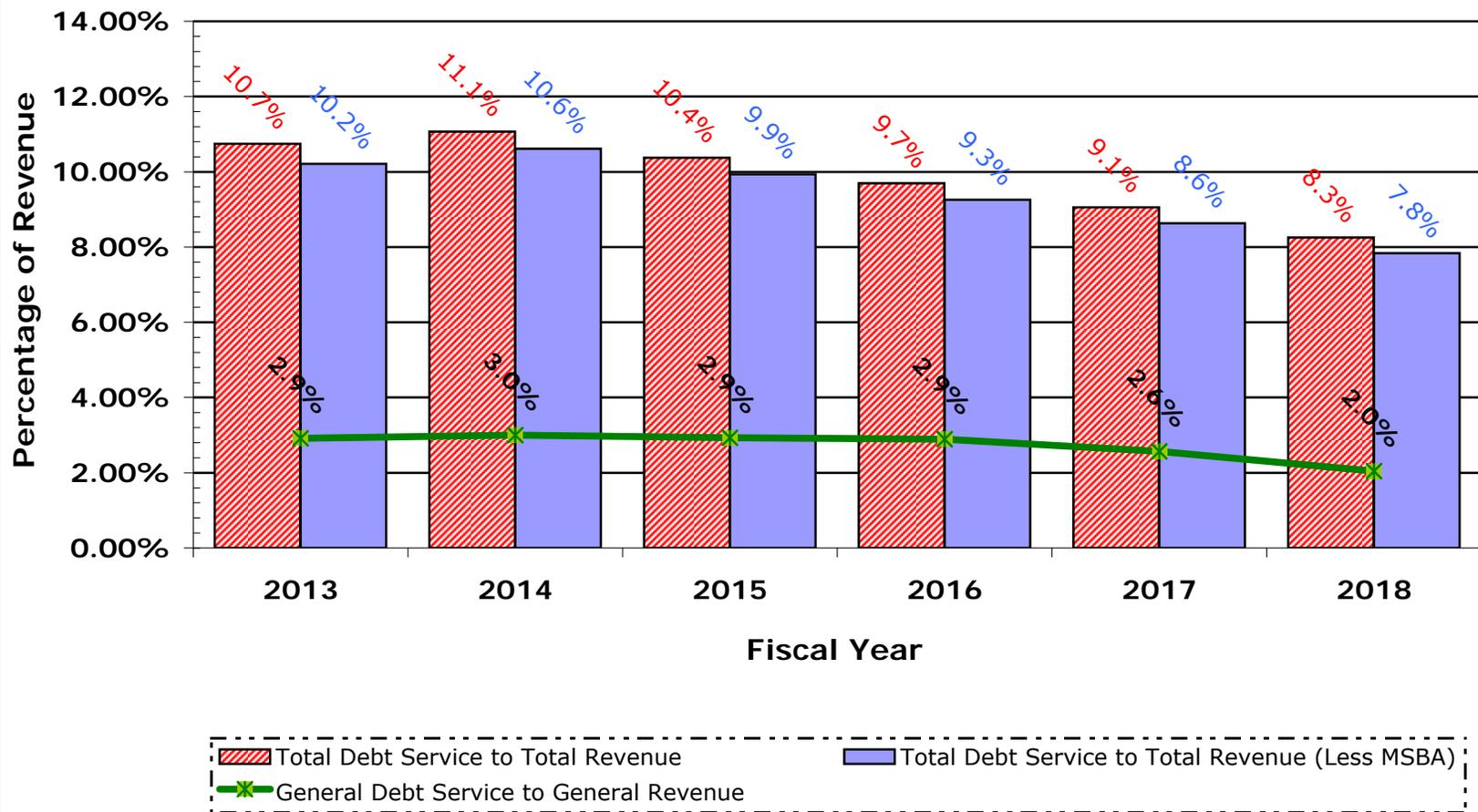
** Excludes Massachusetts School Building Assistance (MSBA) Revenue.

*** Uses net general fund debt excluded figure (or actual debt to be paid by Town after MSBA payment) see table VI.

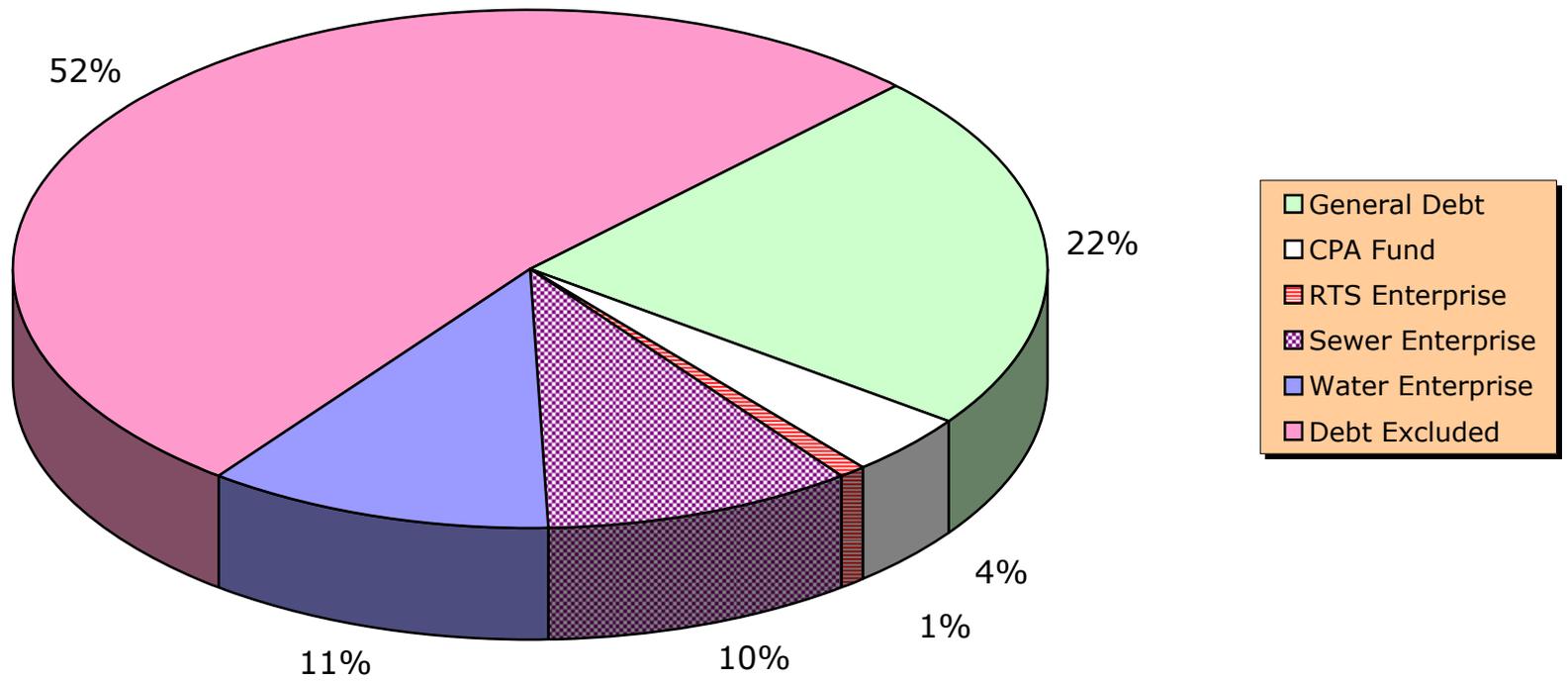
Town of Needham
Capital Improvement Plan
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Debt Service as a Percentage of Revenue



**FY2013 Debt Service
Share of Total**



**Projected Gross Debt Service
\$14,388,276**

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Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2014

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2013	2014	2015	2016	2017	2018
General Fund Within the Levy									
Pollard School Boiler Replacement	\$612,277	10	6.00%			\$99,014	\$98,000	\$94,100	\$90,200
Public Works Infrastructure Program	\$600,000	5	6.00%			\$156,000	\$148,800	\$141,600	\$134,400
DPW Complex Phase II (Garage Bays)	\$400,000	10	6.00%			\$64,000	\$61,600	\$59,200	\$56,800
Projected New General Fund Debt Service#	\$1,612,277					\$319,014	\$308,400	\$294,900	\$281,400
General Fund Debt									
Authorized & Issued (refer to schedule)				\$2,304,734	\$2,282,056	\$1,942,791	\$1,525,340	\$1,292,596	\$783,826
Authorized Not Yet Issued & Short Term Costs Proposed				\$926,393	\$1,142,897	\$1,191,738	\$1,675,116	\$1,618,416	\$1,561,716
						\$319,014	\$308,400	\$294,900	\$281,400
Total General Fund Debt Service Within the Levy				\$3,231,127	\$3,424,953	\$3,453,542	\$3,508,856	\$3,205,913	\$2,626,942
General Fund Within the Levy Revenue *				\$110,705,828	\$114,165,085	\$117,723,403	\$121,244,984	\$124,921,610	\$128,753,049
Debt Service % of General Fund Revenue				2.9%	3.0%	2.9%	2.9%	2.6%	2.0%

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Table II
CPA Capital Projects
Proposed Funding by Debt
FY2014

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2013	2014	2015	2016	2017	2018
CPA Fund Debt									
No New Authorizations Proposed for FY2014									
Projected New CPA Fund Debt Service									
CPA Fund Debt									
Authorized & Issued				\$438,249	\$487,906	\$473,263	\$464,438	\$456,313	\$449,163
Authorized Not Yet Issued & Short Term Costs Proposed				\$111,751	\$223,094	\$149,100	\$144,600	\$140,100	\$135,600
Total CPA Fund Debt Service				\$550,000	\$711,000	\$622,363	\$609,038	\$596,413	\$584,763

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Table III
Recycling & Solid Waste Disposal Capital Projects
Proposed Funding by Debt
FY2014

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2013	2014	2015	2016	2017	2018
Recycling & Solid Waste Disposal Enterprise (RTS)									
Construction Equipment	\$320,400	5	6.00%			\$84,624	\$80,300	\$76,400	\$72,500
Projected New RTS Debt Service	\$320,400					\$84,624	\$80,300	\$76,400	\$72,500
RTS Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$87,550	\$40,800				
Authorized Not Yet Issued & Short Term Costs				\$62,450	\$109,200	\$61,600	\$59,200	\$56,800	\$54,400
Proposed						\$84,624	\$80,300	\$76,400	\$72,500
Total RTS Debt Service				\$150,000	\$150,000	\$146,224	\$139,500	\$133,200	\$126,900

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Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2014

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2013	2014	2015	2016	2017	2018
Sewer Enterprise									
No New Authorizations Proposed for FY2014									
Projected New Sewer Debt Service									
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,164,356	\$1,495,300	\$1,282,149	\$1,089,108	\$1,047,610	\$990,638
Authorized Not Yet Issued & Short Term Costs Proposed				\$235,644	\$4,700	\$55,700	\$53,600	\$51,500	\$49,400
Total Sewer Debt Service				\$1,400,000	\$1,500,000	\$1,337,849	\$1,142,708	\$1,099,110	\$1,040,038

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Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2013	2014	2015	2016	2017	2018
Water Enterprise									
St Mary's Pump Station	\$5,565,100	20	6.00%			\$391,302	\$597,106	\$580,306	\$563,506
Projected New Water Debt Service	\$5,565,100					\$391,302	\$597,106	\$580,306	\$563,506
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,113,225	\$943,901	\$931,549	\$783,243	\$771,572	\$768,158
Authorized Not Yet Issued & Short Term Costs				\$436,775	\$606,099	\$161,800	\$154,900	\$148,000	\$141,100
Proposed						\$391,302	\$597,106	\$580,306	\$563,506
Total Water Debt Service				\$1,550,000	\$1,550,000	\$1,484,651	\$1,535,249	\$1,499,878	\$1,472,764

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Table VI
Capital Projects
Proposed Funding by Debt Exclusion
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2013	2014	2015	2016	2017	2018
General Fund Debt Excluded									
No New Authorizations Proposed for FY2014									
Projected New General Fund Debt Service Excluded									
General Fund Debt Excluded									
Authorized & Issued (refer to schedule)				\$6,702,680	\$7,267,763	\$7,034,474	\$6,733,129	\$6,558,919	\$6,380,590
Authorized Not Yet Issued & Short Term Costs Proposed				\$804,469	\$659,878	\$594,464	\$348,600	\$336,000	\$323,400
Total General Fund Excluded Debt Service				\$7,507,149	\$7,927,640	\$7,628,937	\$7,081,729	\$6,894,919	\$6,703,990
Projected SBA Payments/Other Adjustments				\$801,709	\$695,148	\$695,148	\$695,148	\$695,148	\$695,148
Net General Fund Excluded Debt Service *				\$6,705,440	\$7,232,492	\$6,933,789	\$6,386,581	\$6,199,771	\$6,008,842

* Before other offsets and credits

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED												
Title V Loans - MWPAT T5-97-1027 - R	May-97	\$85,894	Dec-99	Aug-19	(see note)	\$6,794.15	\$6,529.60	\$6,265.04	\$5,922.75	\$5,662.92	\$5,391.28	\$9,974
Stormwater - MWPAT 98-92 (Restructured)	May-98	\$364,979	Sep-01	Aug-19	(see note)	\$33,750.23	\$32,889.07	\$35,649.55	\$34,152.24	\$32,701.87	\$31,149.37	\$58,441
Road Improvement Program	May-05	\$468,400	Dec-05	Feb-15	3.48%	\$11,110.00	\$10,750.00	\$10,380.00				
Road, Bridges, Sidewalks and Intersection Improvement	May-08	\$820,000	Jun-09	Jun-13	2.40%	\$209,100.00						
Public Services Administration Building (Series I)	Oct-08	\$4,000,000	Dec-09	Aug-26	3.16%	\$339,525.00	\$334,725.00	\$329,925.00	\$325,125.00	\$319,125.00	\$312,525.00	\$2,405,513
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$165,000	Dec-09	Aug-13	2.00%	\$41,200.00	\$40,400.00					
Public Safety Building Roof	May-08	\$350,000	Jun-10	Dec-14	2.20%	\$73,850.00	\$72,100.00	\$70,700.00				
Public Services Administration Building (Series II)	Oct-08	\$1,000,000	Jun-10	Dec-24	3.07%	\$84,637.50	\$83,137.50	\$81,937.50	\$85,606.25	\$84,062.50	\$82,356.25	\$566,369
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$530,000	Jun-10	Dec-13	2.31%	\$134,550.00	\$131,300.00					
Public Services Administration Building (Series III)	Oct-08	\$125,000	Oct-10	Apr-14	2.10%	\$20,800.00	\$10,200.00					
Town Hall Project (Series I)	May-09	\$2,500,000	Oct-10	Apr-17	2.24%	\$335,250.00	\$326,250.00	\$320,250.00	\$314,250.00	\$307,500.00		
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$180,000	Oct-10	Apr-13	2.11%	\$30,900.00						
Road, Bridges, Sidewalks and Intersection Improvement	May-10	\$500,000	Jun-11	Oct-14	2.68%	\$133,125.00	\$130,000.00	\$126,875.00				
Senior Center Design	Nov-10	\$350,000	Jun-11	Oct-13	2.55%	\$128,375.00	\$75,750.00					
Town Hall (Series III)	May-09	\$385,000	Oct-11	Aug-26	2.63%	\$46,522.42	\$33,281.26	\$32,781.26	\$32,281.26	\$31,781.26	\$31,281.26	\$254,203
Parking Lot Improvement (Marked Lee)	May-08	\$100,000	Oct-11	Aug-16	2.00%	\$22,372.22	\$21,400.00	\$21,000.00	\$20,600.00	\$20,200.00		
Kendrick Street Bridge Repair	May-10	\$750,000	Oct-11	Aug-21	2.21%	\$94,747.40	\$88,687.50	\$87,187.50	\$85,687.50	\$84,187.50	\$82,687.50	\$314,531
Pollard School Repairs	Nov-10	\$325,000	Jun-11	Oct-13	2.81%	\$152,750.00	\$25,250.00					

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
Pollard School Roof Replacement	Nov-10	\$1,000,000	Jun-11	Oct-15	2.80%	\$219,000.00	\$214,000.00	\$209,000.00	\$203,000.00			
Pollard School Parking and Access	Mar-11	\$702,200	Jun-11	Oct-14	2.68%	\$186,375.00	\$182,000.00	\$177,625.00				
Public Services Administration Bldg.	Oct-08	\$100,000	Oct-12	Jul-22	3.69%		\$14,025.00	\$13,000.00	\$12,750.00	\$12,450.00	\$12,150.00	\$55,000
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	\$52,500	Oct-12	Jul-32	2.93%		\$5,421.25	\$4,465.00	\$4,390.00	\$4,300.00	\$4,210.00	\$43,913
Road, Bridges, Sidewalks and Intersection Improvement P	May-10	\$306,500	Oct-12	Jul-17	2.72%		\$90,222.50	\$80,250.00	\$73,450.00	\$71,350.00	\$10,150.00	
Road, Bridges, Sidewalks and Intersection Improvement P	May-11	\$600,000	Oct-12	Jul-17	2.82%		\$138,300.00	\$132,000.00	\$129,000.00	\$125,400.00	\$121,800.00	
Fire Engine	May-11	\$400,000	Oct-12	Jul-16	2.72%		\$111,500.00	\$107,000.00	\$104,500.00	\$101,500.00		
Pollard School Roof Replacement	Nov-10	\$725,000	Oct-12	Jul-22	3.67%		\$103,937.50	\$96,500.00	\$94,625.00	\$92,375.00	\$90,125.00	\$385,000
GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT						\$2,304,734	\$2,282,056	\$1,942,791	\$1,525,340	\$1,292,596	\$783,826	\$4,092,943

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED & ISSUED												
Library Project (Series II)	May-03	\$750,000	Dec-05	Feb-15	3.59%	\$99,805.00	\$91,565.00	\$93,420.00				
High School (Series I)	May-03	\$10,000,000	Nov-06	May-26	4.01%	\$845,250.00	\$823,250.00	\$801,250.00	\$779,250.00	\$757,250.00	\$735,250.00	\$4,781,375
Eliot School	May-00	\$5,500,000	Jun-05	Jun-25	3.82%	\$399,793.76	\$390,693.76	\$421,593.76	\$411,093.76	\$399,843.76	\$388,593.76	\$2,235,406
High Rock School - Designs	Nov-06	\$480,000	Jun-08	Dec-26	3.91%	\$38,968.75	\$38,156.25	\$37,343.75	\$36,531.25	\$35,562.50	\$34,562.50	\$265,500
High Rock & Pollard School Projects	May-07	\$1,120,000	Jun-08	Dec-26	3.91%	\$92,725.00	\$90,775.00	\$88,825.00	\$86,875.00	\$84,550.00	\$82,150.00	\$611,600
High School (Series IIA)	May-03	\$9,000,000	Jun-08	Dec-24	3.89%	\$783,337.50	\$766,112.50	\$748,887.50	\$731,662.50	\$711,125.00	\$689,925.00	\$4,217,000
High School (Series IIB)	Feb-05	\$2,000,000	Jun-08	Dec-26	3.91%	\$163,668.75	\$160,256.25	\$156,843.75	\$153,431.25	\$149,362.50	\$145,162.50	\$1,115,100
High Rock & Pollard School Projects (Series III)	May-07	\$5,000,000	Nov-08	Aug-27	4.69%	\$450,075.00	\$440,800.00	\$430,862.50	\$420,262.50	\$409,662.50	\$398,731.25	\$3,263,475
High School (Series III)	Feb-05	\$3,850,000	Jun-09	Jun-28	3.42%	\$306,550.00	\$297,450.00	\$292,950.00	\$288,200.00	\$283,450.00	\$275,450.00	\$2,269,000
High Rock & Pollard School Projects (Series IV)	May-07	\$10,500,000	Dec-09	Aug-28	3.35%	\$835,037.50	\$823,937.50	\$812,837.50	\$801,737.50	\$787,862.50	\$772,600.00	\$7,299,856
Newman School HVAC Design and Engineering (Series I)	May-09	\$225,000	Jun-10	Dec-14	2.20%	\$47,475.00	\$46,350.00	\$45,450.00				
Newman School Extraordinary Repairs (Series I)	Nov-09	\$1,000,000	Jun-10	Dec-19	2.62%	\$119,000.00	\$116,500.00	\$114,500.00	\$112,375.00	\$110,000.00	\$107,375.00	\$206,000
Newman School Extraordinary Repairs (Series II)	Nov-09	\$675,000	Oct-10	Apr-14	2.07%	\$104,000.00	\$51,000.00					
Newman School Extraordinary Repairs (Series III)	Nov-09	\$5,000,000	Jun-11	Oct-28	3.35%	\$424,700.00	\$417,700.00	\$410,700.00	\$402,300.00	\$395,300.00	\$389,700.00	\$3,622,050
Broadmeadow School (refunding bond)	Jun-12	\$8,400,000	Jun-12	Nov-23	3.00%	\$963,642.56	\$939,450.00	\$914,325.00	\$886,300.00	\$857,150.00	\$828,300.00	\$4,343,275
Library Project (refunding bond)	Jun-12	\$6,510,000	Jun-12	Dec-19	3.00%	\$1,028,651.33	\$996,481.25	\$964,025.00	\$933,750.00	\$902,000.00	\$870,550.00	\$1,627,250
Newman School Extraordinary Repairs (Series IV)	Oct-12	\$9,000,000	Oct-12	Jul-32	2.82%		\$777,285.00	\$700,660.00	\$689,360.00	\$675,800.00	\$662,240.00	\$8,095,200
EXCLUDED DEBT						\$6,702,680	\$7,267,763	\$7,034,474	\$6,733,129	\$6,558,919	\$6,380,590	\$43,952,088

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
CPA FUND DEBT - AUTHORIZED & ISSUED												
Town Hall (Series II)	May-09	\$3,500,000	Jun-11	Oct-28	3.36%	\$296,487.50	\$291,612.50	\$286,737.50	\$280,887.50	\$276,012.50	\$272,112.50	\$2,547,856
Town Hall (Series III)	May-09	\$1,225,000	Oct-11	Aug-26	2.63%	\$141,761.67	\$106,500.00	\$104,900.00	\$103,300.00	\$101,700.00	\$100,100.00	\$813,450
Town Hall (Series IV)	May-09	\$970,000	Oct-12	Jul-30	2.80%		\$89,793.75	\$81,625.00	\$80,250.00	\$78,600.00	\$76,950.00	\$810,413
CPA DEBT						\$438,249	\$487,906	\$473,263	\$464,438	\$456,313	\$449,163	\$4,171,719

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
RTS FUND DEBT FEE SUPPORTED - AUTHORIZED & ISSUED												
Collection Packer	May-08	\$125,000	Dec-09	Aug-12	2.00%	\$40,400.00						
Construction Equipment (FE Loader)	May-09	\$165,000	Oct-10	Apr-14	2.29%	\$47,150.00	\$40,800.00					
RTS DEBT SERVICE						\$87,550	\$40,800					

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED												
MWPAT 95-01 - RESTRUCTURED	May-91	\$310,656	Aug-01	Feb-15	(see note)	\$32,080.28	\$32,060.89	\$32,021.36				
Sewer - WEST STREET FORCE MAIN	May-98	\$881,800	Jun-99	Jun-19	4.83%	\$70,100.00	\$67,700.00	\$70,250.00	\$72,500.00	\$69,500.00	\$71,500.00	\$68,250
Sewer - WEST STREET PUMPING STATION	May-98	\$1,939,000	Jun-99	Jun-19	4.83%	\$154,165.00	\$153,885.00	\$153,250.00	\$152,250.00	\$156,000.00	\$154,250.00	\$152,250
Sewer - MWPAT 97-13 (Restructured)	Oct-96	\$67,700	Nov-04	Aug-18	(see note)	\$6,557.67	\$6,508.77	\$6,536.80	\$6,451.53	\$6,288.05	\$6,106.89	\$6,150
Sewer - MWPAT 97-33 (Restructured)	Oct-96	\$180,300	Nov-04	Aug-18	(see note)	\$17,592.86	\$17,426.84	\$17,374.13	\$17,019.98	\$16,720.92	\$16,208.29	\$16,195
MWPAT 97-63 (Restructured 2)	May-97	\$1,019,778	Nov-04	Aug-18	(see note)	\$99,729.25	\$98,416.74	\$98,250.26	\$96,382.43	\$94,916.69	\$91,683.46	\$91,840
Sewer - MWPAT 98-10 (Restructured)	May-97	\$130,200	Nov-04	Aug-18	(see note)	\$12,792.53	\$12,594.41	\$12,566.64	\$12,320.71	\$12,114.16	\$11,683.18	\$11,685
Sewer System Rehab - I/I Work	May-03	\$425,000	Jun-05	Jun-14	3.14%	\$42,800.00	\$41,400.00					
Sewer Pump Station - Great Plain Ave.	May-05	\$484,550	Dec-05	Feb-15	3.59%	\$60,915.00	\$58,935.00	\$51,900.00				
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$2,000,000	Jun-07	Nov-22	4.35%	\$142,637.50	\$138,387.50	\$134,012.50	\$129,262.50	\$124,262.50	\$119,737.50	\$466,281
Sewer Pump Station - GPA	May-05	\$500,000	Jun-09	Jun-19	3.17%	\$60,500.00	\$59,500.00	\$58,375.00	\$57,187.50	\$56,000.00	\$54,000.00	\$52,000
Sewer System Rehabilitation I/I	May-07	\$725,000	Jun-10	Jun-14	2.35%	\$151,162.50	\$148,262.50					
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$320,000	Dec-09	Aug-28	3.39%	\$28,362.50	\$27,962.50	\$22,612.50	\$22,312.50	\$21,937.50	\$21,525.00	\$219,706
Sewer Pump Station GPA	May-08	\$550,000	Dec-09	Aug-28	3.36%	\$44,600.00	\$44,000.00	\$43,400.00	\$42,800.00	\$42,050.00	\$41,225.00	\$376,538
MWRA Loan Sewer Pump Station Richardson Drive	Nov-02	\$215,710	Feb-10	Feb-15		\$43,142.00	\$43,142.00	\$43,142.00				
MWRA Loan Sewer System Rehabilitation I/I	May-07	\$283,305	May-10	May-15		\$56,661.00	\$56,661.00	\$56,661.00				
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$145,000	Jun-10	Dec-19	2.59%	\$17,700.00	\$17,325.00	\$17,025.00	\$16,706.25	\$16,350.00	\$15,956.25	\$25,675
Sewer Pump Station Richardson Drive	Nov-02	\$200,000	Oct-10	Apr-16	2.00%	\$16,387.50	\$15,937.50	\$15,637.50	\$15,337.50			

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
Sewer System Rehabilitation I/I (MWRA)	May-07	\$57,613	Nov-10	Nov-15		\$11,522.50	\$11,522.50	\$11,522.50	\$11,522.50			
Sewer System Rehab - I/I Work	May-03	\$95,000	Jun-11	Oct-12	3.00%	\$50,750.00						
Sewer System Rehabilitation I/I (MWRA)	May-07	\$220,990	Feb-12	Feb-17		\$44,198.00	\$44,198.00	\$44,198.00	\$44,198.00	\$44,198.00		
Sewer Pump Station Design (Reservoir B)	May-09	\$90,000	Oct-12	Jul-17	2.79%		\$22,675.00	\$21,700.00	\$21,200.00	\$15,675.00	\$15,225.00	
Sewer Pump Station Reservoir B	Nov-11	\$6,034,290	Dec-12	Jul-30	2.00%		\$376,799.32	\$371,714.19	\$371,656.44	\$371,597.43	\$371,537.15	\$5,564,873
SEWER DEBT SERVICE						\$1,164,356	\$1,495,300	\$1,282,149	\$1,089,108	\$1,047,610	\$990,638	\$7,051,443

Town of Needham
Capital Improvement Plan
January 2013

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED												
Water Treatment Facility	May-96	\$2,665,000	Jun-99	Jun-19	4.83%	\$210,295.00	\$208,095.00	\$210,500.00	\$212,250.00	\$208,500.00	\$209,500.00	\$210,000
Water Treatment Facility	Nov-97	\$3,090,000	Jun-99	Jun-19	4.83%	\$245,465.00	\$247,065.00	\$243,000.00	\$243,500.00	\$243,500.00	\$248,000.00	\$246,750
Water System Rehab - Warren Street Area	May-05	\$413,500	Dec-05	Feb-15	3.60%	\$50,370.00	\$53,750.00	\$51,900.00				
Water System Rehabilitation - Rte 128 Area	May-06	\$1,500,000	Jun-07	Nov-22	4.32%	\$148,912.50	\$144,662.50	\$140,287.50	\$135,537.50	\$130,537.50	\$126,012.50	\$638,269
Water System Rehabilitation - Rte 128 Area	May-06	\$230,000	Nov-08	Aug-12	3.48%	\$55,962.50						
Water System Rehabilitation - Rte 128 Area	May-06	\$212,000	Jun-09	Jun-19	3.16%	\$23,157.50	\$22,777.50	\$23,350.00	\$22,875.00	\$22,400.00	\$21,600.00	\$20,800
Water Storage Tank Rehabilitation	May-08	\$655,000	Jun-09	Jun-19	3.16%	\$79,692.50	\$78,372.50	\$75,887.50	\$74,343.76	\$72,800.00	\$70,200.00	\$67,600
Water Service Connections	May-06	\$55,000	Dec-09	Aug-19	2.51%	\$5,912.50	\$5,812.50	\$5,712.50	\$5,612.50	\$5,487.50	\$5,350.00	\$10,294
Water System Rehabilitation - Rte 128 Area	May-06	\$100,000	Dec-09	Aug-28	3.41%	\$7,737.50	\$7,637.50	\$7,537.50	\$7,437.50	\$7,312.50	\$7,175.00	\$73,369
Water System Rehabilitation - Rte 128 Area	May-06	\$165,000	Jun-10	Dec-14	2.22%	\$36,725.00	\$30,900.00	\$30,300.00				
Water Main Improvements	May-08	\$185,000	Jun-10	Dec-14	2.20%	\$36,925.00	\$36,050.00	\$35,350.00				
Water Distribution System Rehab (various areas)	May-09	\$400,000	Jun-10	Dec-24	3.02%	\$39,212.50	\$38,462.50	\$37,862.50	\$32,281.25	\$31,687.50	\$31,031.25	\$195,656
Water Distribution System Rehab (various areas)	May-09	\$300,000	Oct-10	Apr-15	1.85%	\$21,400.00	\$20,800.00	\$20,400.00				
Water Distribution System Rehab (various areas)	May-09	\$204,300	Jun-11	Oct-12	3.00%	\$101,500.00						
MWPAT Water DWS-08-24 (amended 06/06/2012)	May-08	\$765,335	Jun-12	Jul-30	2.00%	\$49,957.90	\$49,516.21	\$49,461.22	\$49,405.29	\$49,347.11	\$49,289.34	\$634,868
WATER DEBT SERVICE						\$1,113,225	\$943,901	\$931,549	\$783,243	\$771,572	\$768,158	\$2,097,606
TOTAL						\$11,810,795	\$12,517,727	\$11,664,225	\$10,595,257	\$10,127,010	\$9,372,374	\$61,365,798

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in low or no interest rate loan.

Town of Needham
Capital Improvement Plan
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**Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the October 2012 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2013	\$2,304,733.92	\$6,702,680.15	\$438,249.17	\$87,550.00	\$1,164,356.09	\$1,113,225.40	\$11,810,794.73
2014	\$2,282,056.18	\$7,267,762.51	\$487,906.25	\$40,800.00	\$1,495,300.47	\$943,901.21	\$12,517,726.62
2015	\$1,942,790.85	\$7,034,473.76	\$473,262.50		\$1,282,149.38	\$931,548.72	\$11,664,225.21
2016	\$1,525,340.00	\$6,733,128.76	\$464,437.50		\$1,089,107.84	\$783,242.80	\$10,595,256.90
2017	\$1,292,596.05	\$6,558,918.76	\$456,312.50		\$1,047,610.25	\$771,572.11	\$10,127,009.67
2018	\$783,825.66	\$6,380,590.01	\$449,162.50		\$990,637.72	\$768,158.09	\$9,372,373.98
2019	\$632,179.91	\$6,166,782.51	\$441,493.75		\$962,576.83	\$758,867.14	\$8,961,900.14
2020	\$616,311.96	\$5,922,271.26	\$430,525.00		\$553,325.19	\$208,468.68	\$7,730,902.09
2021	\$577,896.26	\$4,863,053.76	\$416,675.00		\$508,204.69	\$222,762.35	\$6,588,592.06
2022	\$562,232.51	\$4,700,211.26	\$405,040.63		\$503,757.81	\$216,543.56	\$6,387,785.77
2023	\$471,987.51	\$4,546,131.26	\$395,256.26		\$499,240.78	\$210,222.42	\$6,122,838.23
2024	\$378,823.76	\$4,376,338.76	\$384,906.26		\$421,247.30	\$81,488.08	\$5,642,804.16
2025	\$342,396.26	\$3,612,778.76	\$374,762.51		\$419,777.34	\$80,370.41	\$4,830,085.28
2026	\$256,221.26	\$2,699,585.00	\$364,681.26		\$418,205.89	\$54,677.26	\$3,793,370.67
2027	\$241,915.63	\$2,110,300.00	\$354,306.26		\$416,532.90	\$54,407.26	\$3,177,462.05
2028	\$2,282.50	\$1,764,355.00	\$259,996.88		\$439,358.34	\$54,135.00	\$2,520,127.72

Town of Needham
 Capital Improvement Plan
 January 2013

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the October 2012 Bond Issue

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2029	\$2,237.50	\$1,306,700.00	\$241,637.50		\$426,882.18	\$58,763.06	\$2,036,220.24
2030	\$2,192.50	\$490,820.00	\$51,812.50		\$370,704.37	\$48,488.04	\$964,017.41
2031	\$2,145.00	\$480,180.00	\$50,625.00		\$370,624.90	\$48,412.51	\$951,987.41
2032	\$2,090.00	\$462,935.00			\$370,543.71		\$835,568.71
2033	\$2,030.00	\$449,645.00			\$370,460.79		\$822,135.79
2034							

Town of Needham
Capital Improvement Plan
January 2013

**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2001	Rosemary Pool Complex - Design	\$100,000	\$72,500
2003	Water Pumping Station Design - St. Mary's St.	\$300,000	\$78,000
2006	Ridge Hill Rehabilitation	\$126,875	\$104,600
2006	Water System Rehabilitation (Warren Street)	\$913,500	\$30,000
2007	Water System Improvements (Rte 128 Area)	\$3,000,000	\$735,000
2008	High Rock and Pollard School Project	\$20,475,000	\$274,000
2008	Sewer System Rehabilitation I/I Work	\$1,806,800	\$12,023
2009	Public Safety Building Roof	\$535,000	\$61,500
2009	Street & Traffic Light Improvements	\$105,000	\$25,000
2009	Wastewater Pump Station at GPA	\$770,000	\$18,000
2009	Water Main Improvements	\$1,900,000	\$649,869
2009	Water Storage Tank Cleaning & Painting	\$730,000	\$75,000
2009	Public Services Administration Bldg	\$5,725,000	\$94,000
2010	Stormwater Master Plan Drainage Improvements	\$200,000	\$160,000
2010	Sewer Pump Station Design	\$577,500	\$50,497
2010	Town Hall (GF Portion)	\$4,100,000	\$465,000
2010	Town Hall (CPA Portion)	\$7,200,000	\$1,379,125
2010	Water Distribution System Rehab (Chapel & May) (Pickering & GPA)	\$1,000,000	\$80,000
2010	Newman School Extraordinary Repairs	\$26,962,128	\$3,158,060
2011	Road, Bridges, Sidewalks and Intersection Improvement Program	\$1,236,300	\$249,800

Town of Needham
Capital Improvement Plan
January 2013

**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2011	Pollard School Roof Repair	\$3,500,000	\$478,369
2012	Road, Bridges, Sidewalks and Intersection Improvement Program	\$1,100,000	\$500,000
2012	Booth Street	\$125,000	\$80,000
2012	RTS Construction Equipment - Forklift	\$86,000	\$32,000
2012	RTS Semi-Tractor Equipment	\$152,000	\$152,000
2012	Senior Center Construction	\$8,051,808	\$7,934,308
2012	Sewer Pump Station Reservior B	\$6,300,000	\$265,710
2012	Road, Bridges, Sidewalks and Intersection Improvement Program	\$600,000	\$600,000
2012	Property Acquisition 59 Lincoln Street & 89 School Street	\$1,175,000	\$1,122,500
2013	Property Acquisition 37-39 Lincoln Street	\$630,000	\$630,000
2013	Recycling Transfer Station Soil Remediation	\$400,000	\$400,000
2013	Property Acquisition 51 Lincoln Street	\$1,100,000	\$1,100,000
Total		\$100,982,911	\$21,066,860

The above projects are in various stages of completion and therefore the amount and timing of each Note and Bond issue has not yet been determined. The debt retirement will be structured to fit within the proposed budget allocation shown in the debt tables.

Equipment & Technology Submissions

Section 5

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FY2014 - FY2018**

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**Five Year Department Submissions
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FY2014 - FY2018**

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**Five Year Department Submissions
Section Index
FY2014 - FY2018**

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Alphabetical by Title (sort)			
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Town of Needham
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Department Capital Request CIP-DCR						
Title	Election Equipment	Department	Town Clerk/Board of Registrars			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?		x			
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?		X			
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?		X			
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?		x			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			x		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?		x			
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?					

Town of Needham
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Department Capital Request CIP-DCR									
Title	Election Equipment				Department	Town Clerk/Board of Registrars			
Useful Life	IV	Primary Reason		3	Operating Budget Impact			C5	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013			Intangibles						
FY2014	\$85,000		Equipment	\$85,000					
FY2015			Design & Engineering						
FY2016			Construction Expenses						
FY2017			Other Expenses*						
Total	\$ 85,000		Total	\$ 85,000		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 15 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next couple of years all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. It is my understanding that the DS200 Voting Machine has been approved by the federal government and is awaiting approval from the Elections Division of the Secretary of the Commonwealth. LHS Associates, Inc. hopes to begin testing the equipment in Fiscal Year 2014 and I have requested that the Town of Needham be considered for one of the testing sites. These new machines are currently assessed at approximately \$7,500 each. If these machines are approved by the Commonwealth, I would like to pursue bringing this capital request before Town Meeting for Fiscal Year 2014 or 2015. I will keep you updated as more information becomes available.</p>									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR					
Title	Technology Systems and Applications Upgrades	Department	Information Technology Center		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?		X		
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?		X		
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?		X		
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Technology Systems and Applications Upgrades				Department	Information Technology Center			
Useful Life	II	Primary Reason		3	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013			Intangibles						
FY2014			Equipment						
FY2015	100,000		Design & Engineering	100,000					
FY2016			Construction Expenses						
FY2017			Other Expenses*						
Total	\$100,000		Total	\$100,000		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p><u>Geographic Information System Update:</u> The Geographic Information System (GIS) update is a request for updated planimetric data as well as imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update would add any additional changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the Spring 2009 flight and a 2015 flight. The flight would also improve imagery to help in analysis of land use and development throughout Needham. The GIS update would also include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the Spring 2009 and any subsequent updates will be incorporated into an internet accessible site for viewing and querying the GIS data. This site was completed in the first quarter of 2012. Because many departments, Engineering, Water & Sewer, Planning and other Town and School Departments, use the GIS data on a regular basis it is very important to have up to date data so these departments can plan with, analyze with and display with as accurate a representation of the land base and infrastructure</p>									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR					
Title	Network Hardware, Servers, Switches, Replacement/Upgrades	Department	Information Technology Center		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?		X		
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?		X		
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	Network Hardware, Servers, Switches, Replacement/Upgrades					Department	Information Technology Center				
Useful Life	I	Primary Reason			3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	\$30,000		Intangibles								
FY2015	\$30,000		Equipment		\$170,000						
FY2016	\$30,000		Design & Engineering								
FY2017	\$30,000		Construction Expenses								
FY2018	\$50,000		Other Expenses*								
Total	\$ 170,000		Total		\$ 170,000		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS	
Description and Justification											
<p>The request is to replace older servers, application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. This can also include the replacement of the spam filter, virus firewall, and internet filtering. The request would also be for replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches would be better able to take advantage of the Town fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment can have an effect on email, financial applications, internet access, and data accessibility.</p> <p>The reason for the \$20,000 increase in FY2018 is that though the Information Technology Center has reduced the number of physical servers required for the day to day operation the dollar value of the individual hardware required for virtualization has increased. The servers are more robust and the required attached storage, which uses internal logic or applications to move data between the primary and redundant data centers, help the Information Technology Center work more efficiently with backups, server maintenance, and server deployment. The Information Technology Center currently has a working virtual server farm of over 40 virtual servers maintained on the current hardware and that number is expected to increase.</p>											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR					
Title	Mail Processing Machines Replacement	Department	Information Technology center		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?		X		
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?		X		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?		X		
26.	Have other non-capital investment options been explored before submitting this request?		X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR										
Title	Mail Processing Machines Replacement				Department	Information Technology center				
Useful Life	I	Primary Reason	5	Operating Budget Impact	C					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013		Intangibles								
FY2014		Equipment	30,645							
FY2015		Design & Engineering								
FY2016	30,645	Construction Expenses								
FY2017		Other Expenses*								
Total	\$30,645	Total	\$30,645	Total	\$					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>The mail processing machines request is for the replacement of two pieces of equipment, folding/stuffing and mail, used in departmental daily support of multiple departments. The folding/stuffing machine is used almost daily for various tasks by the ITC in support of the Finance Department as well as request from external departments. The mail machine is used daily in support of multiple departments for postage and mailing.</p>										

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	Core Fleet Replacement-General Government	Department	Finance Dept. (Assessors)			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?		X			
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?		X			
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?		X			
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
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Department Capital Request CIP-DCR											
Title	Core Fleet Replacement-General Government					Department	Finance Dept. (Assessors)				
Useful Life			Primary Reason				Operating Budget Impact				
Requested Funding Years & Amounts	Column A	Costs Components			Column B	*Other Expenses		Column C			
FY2014		Intangibles									
FY2015	32,837	Equipment			32,837						
FY2016		Design & Engineering									
FY2017		Construction Expenses									
FY2018		Other Expenses*									
Total	\$32,837	Total			\$32,837	Total					\$
Attached Schedules		CF		CX		LS		SI		SS	
Description and Justification											
<p>The current vehicle (Ford Taurus #452) will have been in service for 10 years with local stop and go driving mileage over this period (current mileage 26,066). This purchase will allow the office to continue to send staff out in the field in a Town vehicle to do the property inspections for valuation updates (this is a Department of Revenue mandate). The vehicle also allows staff to visit properties which involved a recent sale, building permit as well as personal property inspections. Site visits allows staff to take digital photos updating of the Town's online files. Increased mobility for the Personal Property/Commercial-Industrial Data Collector helps to keep down reliance on outside vendors which in the past has been used to gather information necessary to produce Personal Property billing file on an annual basis. Use of a marked Town of Needham vehicle will also serve to put residents visited by office staff more at ease as to their identities. The plan at this time is to consider a hybrid vehicle if feasible. The identified vehicle for purchase at this time is a Ford Fusion hybrid. The current contract (2012) price for this vehicle is \$28,775 (with warranty). Market and vehicle reliability data at the time of purchase may change according to market conditions. The FY2015 price assumes an annual increase in the contract price of 4.5%</p>											
FY2014-FY2018 Version											

Town of Needham
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January 2013

Department Capital Request CIP-DCR					
Title	Public Safety Computer Aided Dispatch Replacement	Department	Information Technology Center		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?		X		
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?		x		
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?		X		
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
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Department Capital Request CIP-DCR										
Title	Public Safety Computer Aided Dispatch Replacement				Department	Information Technology Center				
Useful Life	III		Primary Reason	1		Operating Budget Impact	B			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013			Intangibles	\$165,816		Consultant & Implementation Services	\$49,723			
FY2014			Equipment			Conversion Services	\$46,868			
FY2015	\$292,575		Design & Engineering			Annual Maintenance (included in initial cost)	\$30,168			
FY2016			Construction Expenses							
FY2017			Other Expenses*	\$126,759						
Total	\$292,575		Total	\$244,615		Total	\$126,759			
Attached Schedules										
		CF		CX		LS		SI	SS	
Description and Justification										
<p>This request is in place of a capital request that was initially submitted to replace the current Needham Police Department IBM and Intel blade servers and tape backup. This request is to replace the current Sungard Public Safety Computer Aided Dispatch (CAD) application with a new application that is designed to be run on an Intel style of server. The current CAD application has been used by the Needham Police Department since 1994 initially installed on an IBM A/S 400 and recently transitioned to an IBM iSeries Blade Server Center. The current CAD application is designed to run on the IBM iSeries Blade Center OS/400 V5R4 operating system which is nearing its end of life. There is also a concern that being able to support the operating system in-house is becoming more of an issue each year. The style and interface of the current application is commonly known as "green screen" making it difficult for officers to transition from standard windows based interfaces. Also based upon initial assessments there may be cost saving to the operating budget because of lower maintenance costs on a new CAD application. Some savings may come in that a new CAD application may eliminate the need for multiple applications currently being used by the Needham Police Department because they are included modules within a new CAD application. These include the current scheduling application and the image booking application. There is also a desire for the Needham Police Department to have an application that is widely used by other Public Safety agencies throughout the Commonwealth. Currently the Needham Police Department is not aware of other Public Safety agencies that use the Sungard Public Safety CAD application. With the hopes of procuring an application used by other Commonwealth Public Safety agencies the Needham Police Department and Needham Public Safety in general could better leverage local knowledge to use the application more effectively.</p> <p>It is also asked that the time frame for this request be advanced an additional year. The original request was for FY2016. This is due to the factors above as well as the potential for other funding sources for Public Safety that the Needham Police Department would want to take advantage. The FY15 costs are based on a multiplier of 5% per year. This is a standard calculation used for determining future costs of software purchases, maintenance, and implementations.</p>										

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	Police In-Cruiser Video	Department	Police Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?		X			
8.	Is this a request to purchase technology or wireless communication system?		X			
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?		X			
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
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Department Capital Request CIP-DCR										
Title	Police In-Cruiser Video				Department	Police Department				
Useful Life	II	Primary Reason	7	Operating Budget Impact	C					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013		Intangibles								
FY2014		Equipment	38,400							
FY2015	38,400	Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total	\$ 38,400	Total	\$ 38,400	Total	\$					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>Police Cruiser Video - This is a request for in-cruiser digital video cameras, also known as "dash cams" for five police cruisers. Utilization of such equipment is expected to improve the performance of citizen contacts by police and to equip the administration with a tool for providing a more thorough review of patrol activities. A recent project evaluation, disclosed a price increase of \$3,400.00 over the initial proposal. The increase is the result of technology changes in the digital video field.</p>										

Town of Needham
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January 2013

Department Capital Request CIP-DCR								
Title	Heart Monitor / Defibrillator	Department	Fire					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?					X		
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?					X		
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?					X		
26.	Have other non-capital investment options been explored before submitting this request?					X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
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Department Capital Request CIP-DCR										
Title	Heart Monitor / Defibrillator					Department	Fire			
Useful Life	II		Primary Reason	1, 3		Operating Budget Impact	C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2014	\$27,500.		Intangibles							
FY2015			Equipment							
FY2016	\$27,500.		Design & Engineering							
FY2017			Construction Expenses							
FY2018			Other Expenses*							
Total	\$ 55,000.		Total		\$	Total	\$ 55,000.			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request is to replace two (2) "12 Lead Cardiac Heart Monitor / Defibrillator" with new "15 Lead Cardiac Heart Monitor / Defibrillator". The older of our two current units is 8 years old, and due to advancements in technology it will become obsolete in July 2013. It is anticipated that parts will no longer be available for that unit after June 2013. The second unit is approximately 4+ years old, and we plan to replace that unit in FY16. The current cost (State Contract) is \$27,500. and there are no expected increases in pricing over the next few years. The manufacturer actually expects prices to decrease.</p> <p>These monitors/defibrillators are required by the State Office of Emergency Medical Services (OEMS), as a licensing component of our Advanced Life Support (ALS) ambulance licenses. Both units are essential equipment in providing emergency services which provide significant revenue for the Town, as well as life saving patient treatment in the pre-hospital setting. Failure to update and replace these units could result in a loss of ALS licenses, which would have a negative impact on revenue.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR						
Title	Wireless Master Box Fire Box System	Department	Fire			
Parameters				YES	NO	NA
1. Is this a stand-alone capital request?				X		
2. Is this a multi-year capital replacement/upgrade request?					X	
3. Is this a request in response to a documented public health or safety condition?					X	
4. Is this a request in response to a Court, Federal, or State order?					X	
5. Is this a request for a study or long range plan?					X	
6. Is this a request to purchase office or school equipment (other than technology)?					X	
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?					X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?					X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X	
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?					X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?					X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X	
21. Will additional permanent staff be required if the request is approved?					X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?						X
24. Does the request support activities to produce new revenue for the Town?					X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?					X	
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
28. If applicable, will the items being replaced be retained by the Town?					X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?					X	
30. Are there any appendix forms with this funding request?					X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR													
Title	Wireless Master Box Fire Box System						Department	Fire					
Useful Life	V		Primary Reason			4			Operating Budget Impact			B	
Requested Funding Years & Amounts	Column A		Costs Components			Column B			*Other Expenses		Column C		
FY2014	\$164,000.		Intangibles										
FY2015			Equipment										
FY2016			Design & Engineering										
FY2017			Construction Expenses										
FY2018			Other Expenses*										
Total	\$164,000.		Total			\$			Total		\$ 164,000.		
Attached Schedules			CF		CX		LS		SI		SS		
Description and Justification													
<p>This request would eliminate the older style fire alarm master boxes and replace (some) with a newer style wireless radio master box system. All pole mounted fire alarm boxes (222) would be removed permanently, and sold for the highest price. Building master boxes (129) would be replaced with a radio box transmitter (over time). The 129 master boxes are privately owned, but pay the Town an annual monitoring fee of \$480. (which totals \$61,920.) *NOTE* Billing would stay the same, however, privately owned buildings would not be required to change over to this municipal system if they chose to use their own private alarm company (which must be UL Listed/FM Approved).</p> <p>Of the \$164,000 requested for this project, \$52,000 would be for the head-end equipment to be located within the fire dispatch center. An additional \$112,000 would be to purchase radio boxes for 28 town buildings at approximately \$4,000 each. This cost would be for the box and installation at each town building. With this new system, the fire dispatch center would be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. These wireless boxes could replace telephone lines that the Town may be paying a monthly or annual fee to monitor.</p> <p>Explanation for significant increase in funding request: The original request was for a system which is no longer UL or FM approved for public reporting systems. Although it still may be available, using a system which is not listed as approved would expose the Town to possible liabilities in the case of a system failure. There are several approved systems available on the market, and we have solicited estimated costs based on our existing equipment and what upgrades would be necessary. Additionally, the original request was to install the system in only 15 municipal buildings, and we are now proposing installing the system in all 28 municipal buildings.</p> <p>*NOTE* This could be phased in over a two or three year period to reduce the financial impact on one fiscal year.</p> <p>Although available grant funding has been significantly reduced and at the same time has become much more competitive, we will continue to pursue that option to fund this request.</p> <p>As for increases in operating budgets for other departments: It is possible that the Legal Department would have to draft a contract for the</p>													

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR			
Title	Wireless Master Box Fire Box System	Department	Fire
<p>private buildings depending on the type of services provided by the system.</p> <p>A wireless system is much more reliable in storm conditions when often times overhead lines are out of service.</p> <p>The long-range plan would be to reduce Fire Department personnel in the Fire Alarm Division (one FTE). Once the wireless system is completed an outside vendor could be used to maintain the wireless boxes, which are low maintenance. The current costs of cable, hardware and much of the overtime would be reduced or eliminated. In fact, implementing a wireless radio system may eliminate the need for the department to operate its own bucket truck, which could impact the vehicle replacement capital funding request.</p> <p>The fire dispatch center would be responsible for monitoring all of the signals transmitted through the wireless system. Our existing head-end equipment is approximately 20 years old and will need replacement in the next few years at a cost of approximately \$35,000. This cost is included in this request, however, if the request is not approved or funded the equipment will still need to be replaced in two to three years.</p> <p>Additionally, a wireless system would eliminate the need to replace all of the fire alarm cables which currently cross Route 128 (Interstate 95), which will be a major undertaking with the upcoming widening of the highway (the "Add-a Lane" project).</p> <p>Lastly, the Public Facilities Department is currently spending approximately \$4,000 annually to monitor intrusion alarms at all Town buildings. This service could be provided through the new wireless system at no cost if approved.</p>			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire					
Parameters						YES	NO	NA
1. Is this a stand-alone capital request?						X		
2. Is this a multi-year capital replacement/upgrade request?						X		
3. Is this a request in response to a documented public health or safety condition?							X	
4. Is this a request in response to a Court, Federal, or State order?							X	
5. Is this a request for a study or long range plan?							X	
6. Is this a request to purchase office or school equipment (other than technology)?							X	
7. Is this a request to purchase specialty equipment?						X		
8. Is this a request to purchase technology or wireless communication system?							X	
9. Is this a request to purchase vehicles or other rolling stock?						X		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X	
11. Is this a request to improve or make repair to extend the useful life of a public building?							X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?							X	
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?							X	
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?							X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?							X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?							X	
18. Will the requested project increase the annual operating costs for ANY department?							X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?							X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?							X	
21. Will additional permanent staff be required if the request is approved?							X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?							X	
24. Does the request support activities to produce new revenue for the Town?							X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?						X		
26. Have other non-capital investment options been explored before submitting this request?						X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?							X	
28. If applicable, will the items being replaced be retained by the Town?							X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?							X	
30. Are there any appendix forms with this funding request?							X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	5 Year Vehicle / Apparatus Replacement					Department	Fire				
Useful Life	III	Primary Reason			5	Operating Budget Impact			c		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	\$49,200.		Intangibles								
FY2015	\$174,200.		Equipment								
FY2016	\$109,200.		Design & Engineering								
FY2017	\$78,400.		Construction Expenses								
FY2018	\$184,200.		Other Expenses*								
Total	\$ 595,200.		Total		\$		Total		\$595,200.		
Attached Schedules											
			CF	X	CX		LS	X	SI	SS	
Description and Justification											
<p>This request is in line with the fire department established vehicle/apparatus replacement plan. All of the requests are either due or past due for replacement in the year which they are requested. Due to the fact that these are all emergency response vehicles (Except C-5) it is imperative that the department adhere to its scheduled replacement program as closely as possible.</p> <p>As in the past, we have explored what might be available for funding vehicle replacements using federal grants.</p> <p>Additionally, due to new federal regulations on emergency (public safety) two-way radio frequencies, we have added \$4,200. for new radios in each vehicle being replaced. This is based on pricing from State Bid List Contracts: mobile units= \$2,700 portable units (hand held)= \$1,500.</p> <p>** NOTE** The pricing for the two ambulance replacements (FY15 and FY18) are based on estimates from the manufacturer's representative. However, due to pending changes in national standards, as well as uncertainties in the cost of construction materials (aluminum and stainless steel), it may be necessary to adjust these requests going forward. Additionally, in previous years we have included the estimated trade-in value of the ambulance being replaced in the requested dollar amount. Because that value is difficult to predict we have deleted it from the requests, and increased the requests to the actual cost estimates from the manufacturer's representative.</p> <p>The following descriptions are listed in the same order as the requests are:</p> <p>(C-6) (FY14, \$49,200.) This request is to replace a 2004 Ford pick-up truck, with a utility body. The truck functions primarily as a brush fire truck, but it also has many other uses. In the winter months the modular brush unit and water tank is removed, and the truck is used to transport various materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, hazardous materials trailer, firefighting foam trailer, mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 29,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 35,000.</p> <p>(R-2) (FY15, \$174,200.) This request is to replace a 2005 Ford/Osage Rescue Ambulance. The vehicle currently has over 49,000 miles of</p>											

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
<p>emergency service, and at time of replacement mileage is estimated to be over 70,000. The ambulance also has over 7,500 hours of run time on the engine and equipment. The vehicle/apparatus replacement plan calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of scheduled replacement R-2 will be 10 years old. This ambulance is the back-up unit for multiple calls (which have been increasing), and it is put into use as the frontline ambulance every Saturday through Sunday. This ambulance also supports services which produce significant revenue for the Town, and if it is placed out of service for maintenance reasons that revenue is forfeited to a mutual aid ambulance.</p> <p>(C-5) (FY16, \$ 109,200.) This request is to replace a 2001 Ford F450 Bucket Truck. The truck is used primarily by the fire alarm division to maintain the municipal fire alarm system overhead wires on telephone poles. This truck currently has over 47,000 miles, and at time of replacement is estimated to have 70,000 miles. The vehicle apparatus replacement schedule calls for replacing this vehicle in 15 years from time of purchase which is 2016. This truck also supports services which produce significant revenue for the Town. Current estimates to replace the truck at today's prices are approximately 85,000. with a 5% annual inflation factor added.</p> <p>(C-2) (FY17, \$44,200.) This request is to replace a 2010 Ford Expedition, Shift Commander vehicle. The vehicle currently has over 29,000 miles, and at time of replacement is estimated to have 58,000 miles. This vehicle is an emergency response vehicle that responds to all emergency incidents, and carries a multitude of emergency supplies, as well as, technology and information to support all types of incidents. Because of the importance of the dependability of this vehicle in emergency situations, we need to adhere to our scheduled replacement program (6-7 years). The estimated cost of replacement is based on information received from the manufacturer's vendor, who is currently on the State Bid List.</p> <p>(C-43) (FY17, \$34,200.) This request is to replace a 2007 Ford 500 (sedan), Inspectors vehicle. The car currently has over 54,000 miles, and at time of replacement is estimated to have approximately 90,000 miles of service. Although this car is used primarily for non-emergency services, it does respond to certain emergency calls and all fires. At the time of requested replacement this vehicle will be 8-10 years old. If this vehicle is not replaced then maintenance and service costs will increase significantly. Additionally, because this vehicle responds to certain emergency incidents, if it is not replaced with a dependable vehicle then liability exposure will also increase. Additionally, this vehicle supports services which produce significant revenue to the Town through permitting and inspections.</p> <p>(R-1) (FY18, \$184,200.) This request is to replace a 2008 Ford/Osage Rescue Ambulance. The vehicle currently has over 38,500 miles of emergency service, and at the time of replacement mileage is estimated to be over 70,000. The ambulance also has over 7,680 hours of run time on the engine and equipment. The vehicle/apparatus replacement schedule calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of replacement this vehicle will be approximately 10 years old. At this time (and until FY15) this ambulance is our frontline primary emergency ambulance. On weekends it rotates to the back-up ambulance position to allow for more even wear and proper rotation of supplies and medications of both ambulances. If Rescue 2 (R-2) is replaced in FY15 this vehicle will become the secondary ambulance for 3-4 years. This vehicle supports services which produce significant revenue for the Town, and if it is taken out of service for maintenance or repair reasons that revenue is forfeited to a mutual aid ambulance service. More importantly, ambulances which are not replaced when scheduled and require maintenance and repairs more frequently, can cause delayed responses and impact rapid patient intervention.</p>			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 49,200.00	\$ 174,200.00	\$ 109,200.00	\$ -	\$ 184,200.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Fire	T	C-6		2004	Ford F-350 Utility	Utility/Brush Truck	9,700	D	29,000	\$49,200.00					
Fire	T	R-2		2005	Ford E-450	Rescue Ambulance	14,050	D	49,000		\$174,200.00				
Fire	T	C-5		2001	Ford F-450	Aerial Bucket Truck	16,000	D	47,000			\$109,200.00			
Fire	T	R-1		2008	Ford E-450	Rescue Ambulance	14,500	D	38,500					\$184,200.00	

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 78,400.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															

Fire	P	C-2		2010	Ford Expedition SUV	Command Vehicle - Deputy	8,000	G	29,000				\$44,200.00		
Fire	P	C-43		2007	Ford 500 Sedan	Fire Inspector Vehicle	NA	G	54,000				\$34,200.00		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	Core Fleet Replacement	Department	Building Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?		X			
9.	Is this a request to purchase vehicles or other rolling stock?		x			
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			x		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?		x			
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR										
Title	Core Fleet Replacement					Department	Building Department			
Useful Life	II	Primary Reason			4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013			Intangibles				First Aid Kit & Fire Extinguisher		\$431	
FY2014		\$45,042	Equipment			\$84,650	Lettering-Graphic Package "A"		\$1,271	
FY2015		\$47,297	Design & Engineering				Safety Lighting		\$2,046	
FY2016			Construction Expenses				Two-Way Radio		\$3,941	
FY2017			Other Expenses*			\$7,689				
Total		\$ 92,339	Total			\$ 92,339	Total		\$7,689	
Description and Justification										
<p>Unit #456 a 2002 Ford Taurus Sedan, this is a request to replace the previous year's request of Ford Hybrid Escape for a Ford Fusion. The Taurus has served in this capacity for 10 years. The requested replacement will have a two-way radio communication system and safety lights used when responding to emergency. The Public Works Garage will assist with this purchase and provide the maintenance.</p> <p>The department has experience on-going problems with Unit #454 (with approximately 48,714 miles) which recently required engine and brake work. After evaluating the departments fleet, through the FY2104 budget process it is being recommended to replace both Unit 456 as pursuant to the CIP and Unit #454 with two (2) Ford Fusion (or similar) vehicles.</p> <p>After consulting the Department of Public Works and per the Plymouth County Commissions Bid—Contract (good through October 2013)# 12-13-14 Specification #12-04 the cost for a Ford Fusion is broken down as follows:</p> <p>Ford Fusion Contract Price is \$19,662. The MPG for the Fusion is 22 City and 34 Highway.</p> <p>Engine 2.5L Duratec I-4 gasoline Lettering - Graphics Package "A" \$295 Two-way radio \$915 Safety lighting - Whelen LED Vertex hideaway system # VTX609-4 \$475 First Aid kit and fire extinguisher \$100 Sub-Total \$1,785 Total \$21,447</p> <p>Based on this cost estimate the FY2014 request is for a \$45,042 which is \$11,442 more the FY2014 request amount for one Ford Hybrid Escape.</p>										

Town of Needham
 Capital Improvement Plan
 January 2013

Department Capital Request CIP-DCR			
Title	Core Fleet Replacement	Department	Building Department
Unit #	Year	Miles	
456	2002	68,707	
454	2005	48,714	
453	2005	51,869	
455	2006	52,840	
<p>In year FY2015 the department will be requesting the replacement for Unit # 453 which is a 2005 Ford Taurus (with approximately 51,869 miles) and Unit #455 which is a 2006 Ford Taurus (with approximately 52,840 miles) with Ford Fusions and the similar additional equipment with a recommend cost of \$45,040 \$22,520 each.</p>			

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 45,042.00	\$ 47,297.00	\$ -	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Bldg		456		2002	Ford Taurus	Sedan		G	68,707	\$ 22,521.00					
Bldg		454		2005	Ford Taurus	Sedan		G	48,714	\$ 22,521.00					
Bldg		453		2005	Ford Taurus	Sedan		G	51,869		\$ 23,648.50				
Bldg		455		2006	Ford Taurus	Sedan		G	52,840		\$ 23,648.50				
Bldg		457		2002	Ford E 150	Van		G	43,099						

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	School Furniture Replacement	Department	School Department					
Parameters						YES	NO	NA
1. Is this a stand-alone capital request?						X		
2. Is this a multi-year capital replacement/upgrade request?						X		
3. Is this a request in response to a documented public health or safety condition?							X	
4. Is this a request in response to a Court, Federal, or State order?							X	
5. Is this a request for a study or long range plan?							X	
6. Is this a request to purchase office or school equipment (other than technology)?						X		
7. Is this a request to purchase specialty equipment?							X	
8. Is this a request to purchase technology or wireless communication system?							X	
9. Is this a request to purchase vehicles or other rolling stock?							X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X	
11. Is this a request to improve or make repair to extend the useful life of a public building?							X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?							X	
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?							X	
15. Are there recommendations or costs identified by other departments that are NOT factored into the request?							X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?							X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?							X	
18. Will the requested project increase the annual operating costs for ANY department?							X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?							X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?							X	
21. Will additional permanent staff be required if the request is approved?							X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?							X	
24. Does the request support activities to produce new revenue for the Town?							X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?							X	
26. Have other non-capital investment options been explored before submitting this request?								X
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?							X	
28. If applicable, will the items being replaced be retained by the Town?							X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?							X	
30. Are there any appendix forms with this funding request?							X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	School Furniture Replacement					Department	School Department				
Useful Life	II		Primary Reason		3		Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	\$41,600		Intangibles								
FY2015	\$34,180		Equipment		\$211,185						
FY2016	\$45,405		Design & Engineering								
FY2017	\$45,000		Construction Expenses								
FY2018	\$45,000		Other Expenses*								
Total	\$ 211,185		Total		\$ 211,185		Total		\$		
Attached Schedules	CF	CX	LS	X	SI	SS					
Description and Justification											
<p>This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use.</p> <p>In FY05, Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY15, all furniture in 'poor' condition will have been replaced at these schools. The FY16-FY19 funding request will continue with the replacement of furniture in fair condition at these schools.</p>											
# Items in Poor Condition to be Replaced by Age						# Items in Fair Condition to be Replaced by Age					
	#	#	#	#	#		#	#	#	#	
	30-40	20-29	10-19	0-9	TOTAL		30-40	20-29	10-19	0-9	TOTAL
Hillside	10	109	26	2	147	Hillside	0	23	131	0	154
Mitchell	21	143	87	1	252	Mitchell	0	114	38	0	152
Newman	123	216	205	0	544	Newman	0	0	186	25	211
Pollard	36	50	11	0	97	Pollard	4	38	142	4	188
	190	518	329	3	1,040		4	175	497	29	705
FY14-FY18 Funding Plan											
	Funded	Funded	Funded	Funded	Request	Request	Request	Request	Request	FY14-FY18	
Funding Plan	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	TOTAL	
Hillside	23,100	-	5,470	-	-	10,570	14,425	3,840	-	28,835	
Mitchell	-	40,950	5,080	-	-	5,605	30,980	4,700	-	41,285	
Newman	-	-	-	28,450	41,600	18,005	-	0	25,873	85,478	
Pollard	-	-	27,200	-	-	-	-	36,460	19,127	55,587	
	23,100	40,950	37,750	28,450	41,600	34,180	45,405	45,000	45,000	211,185	
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	School Copier Replacement	Department	School Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?		X			
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?		X			
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?		X			

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR																																									
Title	School Copier Replacement				Department	School Department																																			
Useful Life	II	Primary Reason		3	Operating Budget Impact			C																																	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C																																		
FY2014	\$59,620	Intangibles																																							
FY2015	\$21,830	Equipment		\$252,400																																					
FY2016	\$41,820	Design & Engineering																																							
FY2017	\$76,980	Construction Expenses																																							
FY2018	\$52,150	Other Expenses*																																							
Total	\$252,400	Total		\$252,400		Total	\$																																		
Attached Schedules	CF	CX	LS	SI	SS																																				
Description and Justification																																									
<p>In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of 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. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Since FY04, the following copy machines have been replaced throughout the district:</p>																																									
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Fiscal Year</th> <th style="text-align: left;"># Of Copy/RISO Machines Replaced</th> </tr> </thead> <tbody> <tr><td>FY04</td><td>9</td></tr> <tr><td>FY05</td><td>6</td></tr> <tr><td>FY06</td><td>8</td></tr> <tr><td>FY07</td><td>4</td></tr> <tr><td>FY08</td><td>4</td></tr> <tr><td>FY09</td><td>1</td></tr> <tr><td>FY10</td><td>5*</td></tr> <tr><td>FY11</td><td>5</td></tr> <tr><td>FY12</td><td>14</td></tr> <tr><td>FY13 (Estimated)</td><td>15</td></tr> <tr><td>FY14 (Requested)</td><td>8</td></tr> <tr><td>FY15 (Requested)</td><td>5</td></tr> <tr><td>FY16 (Requested)</td><td>5</td></tr> <tr><td>FY17 (Requested)</td><td>7</td></tr> <tr><td>FY18 (Requested)</td><td>7</td></tr> </tbody> </table>										Fiscal Year	# Of Copy/RISO Machines Replaced	FY04	9	FY05	6	FY06	8	FY07	4	FY08	4	FY09	1	FY10	5*	FY11	5	FY12	14	FY13 (Estimated)	15	FY14 (Requested)	8	FY15 (Requested)	5	FY16 (Requested)	5	FY17 (Requested)	7	FY18 (Requested)	7
Fiscal Year	# Of Copy/RISO Machines Replaced																																								
FY04	9																																								
FY05	6																																								
FY06	8																																								
FY07	4																																								
FY08	4																																								
FY09	1																																								
FY10	5*																																								
FY11	5																																								
FY12	14																																								
FY13 (Estimated)	15																																								
FY14 (Requested)	8																																								
FY15 (Requested)	5																																								
FY16 (Requested)	5																																								
FY17 (Requested)	7																																								
FY18 (Requested)	7																																								
<p>*Two of the copiers purchased in FY10 were funded from the High Rock construction budget.</p>																																									
<p>Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers, which are heavily used, are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is</p>																																									

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR																					
Title	School Copier Replacement	Department	School Department																		
<p>assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. Attachment A predicts the % useful life expired for each copier – replacement years are highlighted. Attachment B presents the associated cost of replacing the copiers identified for replacement.</p> <p>The requested cost of copier replacement in FY14-18 has been reduced from previous years, as illustrated by the chart below. The anticipated savings reflects the intentional reduction in inventory since FY12, the purchase of high quality Xerox machines, which are estimated to have a longer duty life than other brands, and the large-scale replacement of the District's oldest machines in FY12 and FY13.</p>																					
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Fiscal Year</th> <th style="padding: 5px;">Prior CIP</th> <th style="padding: 5px;">Current CIP</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">FY14 (Requested)</td> <td style="padding: 5px;">\$80,450</td> <td style="padding: 5px;">\$59,620</td> </tr> <tr> <td style="padding: 5px;">FY15 (Requested)</td> <td style="padding: 5px;">\$52,990</td> <td style="padding: 5px;">\$21,830</td> </tr> <tr> <td style="padding: 5px;">FY16 (Requested)</td> <td style="padding: 5px;">\$70,505</td> <td style="padding: 5px;">\$41,820</td> </tr> <tr> <td style="padding: 5px;">FY17 (Requested)</td> <td style="padding: 5px;">\$48,820</td> <td style="padding: 5px;">\$76,980</td> </tr> <tr> <td style="padding: 5px;">FY18 (Requested)</td> <td style="padding: 5px;">N/A</td> <td style="padding: 5px;">\$52,150</td> </tr> </tbody> </table>				Fiscal Year	Prior CIP	Current CIP	FY14 (Requested)	\$80,450	\$59,620	FY15 (Requested)	\$52,990	\$21,830	FY16 (Requested)	\$70,505	\$41,820	FY17 (Requested)	\$48,820	\$76,980	FY18 (Requested)	N/A	\$52,150
Fiscal Year	Prior CIP	Current CIP																			
FY14 (Requested)	\$80,450	\$59,620																			
FY15 (Requested)	\$52,990	\$21,830																			
FY16 (Requested)	\$70,505	\$41,820																			
FY17 (Requested)	\$48,820	\$76,980																			
FY18 (Requested)	N/A	\$52,150																			
FY2014-FY2018 Version																					

Town of Needham
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Department Capital Request CIP-DCR						
Title	Radio System High School	Department	School Department			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?				X	
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?					X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR										
Title	Radio System High School				Department	School Department				
Useful Life	II	Primary Reason			1	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2014	\$37,275		Intangibles							
FY2015			Equipment		\$37,275					
FY2016			Design & Engineering							
FY2017			Construction Expenses							
FY2018			Other Expenses*							
Total	\$ 37,275		Total		\$37,275		Total		\$	
Attached Schedules										
	CF		CX		LS		SI		SS	X
Description and Justification										
<p>This request is for the purchase and installation of a radio repeater, antenna and 25 portable radios at Needham High School, for the purpose of implementing a unified and reliable administrative radio system for communicating during lockdowns and emergencies.</p> <p>Currently, a limited number of two-way radios are in use, however the existing equipment is aged and does not possess the power or range necessary for building-wide communication. (The newly-renovated building is more expansive than in the past. For example, during a building evacuation, the current radios do not allow the incident commander to communicate with the east/south side captain, until the captain walks from the Webster Street and south side exists, to the muster point on Memorial Field.) Additionally, there aren't enough functioning radios for all personnel to communicate in an emergency (floor captains, department heads, nurses and administrators) and the custodians are on a separate radio system and frequency from the existing system.</p> <p>The following options were explored, but were not able to meet the building-wide emergency communication needs. Although an intercom system is installed, it can not reach staff members who are outside of the building and cannot be relied upon as a means of accounting for individual students and teachers. In addition, in the event of an emergency situation, some sensitive/confidential information cannot be broadcast to the entire school, as would be the case with an intercom system. Neither are cell phones a feasible alternative, since the High School does not have uniform cell phone reception throughout the building, nor do all staff members have a school-issued phone. The High School currently uses cell phone/text messaging for certain issues, but in doing so, relies upon the staff's willingness/ability to use their cell phone for school purposes.</p> <p>The new radios and repeater would allow for school-wide coverage and administrative communication in emergency situations. The purchase includes: a radio repeater, programming for the repeater, UHF antenna system, two and four-way portable radios, spare batteries, set up, programming and tuning, FCC licensing & frequency coordination.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR								
Title	Production Center Postage Machine and Folder Inserter	Department	School Department					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?						X	
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?					X		
7.	Is this a request to purchase specialty equipment?					X		
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?							X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
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Department Capital Request CIP-DCR										
Title	Production Center Postage Machine and Folder Inserter				Department	School Department				
Useful Life	Primary Reason			Operating Budget Impact						
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014		Intangibles								
FY2015	\$9,340	Equipment		\$26,110						
FY2016		Design & Engineering								
FY2017	\$16,770	Construction Expenses								
FY2018		Other Expenses*								
Total	\$ 26,110	Total		\$ 26,110	Total		\$			
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>This request is to purchase a replacement mail meter and folder/stuffer/inserter machine for the Needham Public Schools Production Office. The existing folder/stuffer/inserter machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use. The Pitney Bowes postage meter (purchased in 2007) will complete ten years of service in FY17, when it is scheduled for replacement. Both of these machines are critical to the operation of the District Production Center/Mail Room.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR						
Title	School Musical Instrument Replacement (FY2014-2015) Musical Instrument Inventory Expansion (FY2015-2025)	Department	School Department			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?		X			
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?		X			
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?		X			
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
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Department Capital Request CIP-DCR										
Title	School Musical Instrument Replacement (FY2014-2015) Musical Instrument Inventory Expansion (FY2015-2025)				Department	School Department				
Useful Life	Primary Reason			Operating Budget Impact						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	\$15,000	Intangibles								
FY2015	\$15,000	Equipment	\$75,000							
FY2016	\$15,000	Design & Engineering								
FY2017	\$15,000	Construction Expenses								
FY2018	\$15,000	Other Expenses*								
Total	\$ 75,000	Total	\$75,000	Total	\$					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>In FY05, Town Meeting allocated \$15,000 in first-year funding for a ten year replacement cycle for school musical instruments (of \$15,000/year).). The purpose of the request was to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department’s string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain.</p> <p>We are now entering year nine of the replacement cycle. As a result, we continue to see major improvement in the quality of musical instruments our students are able to use. The final year of the replacement cycle (FY14) would replace the grand piano (FPA-234) in the Newman School Auditorium.</p> <p>Beginning in FY15, we will begin to shift these dollars from “Replacement” of Musical Instruments to “Musical Instrument Inventory Expansion”. This is due to the population growth in the program. (Our largest classes are now entering the middle and high schools, where they will need the larger size instruments in the Brass and String families.) In addition, we need to expand our inventory of trombones and cellos, since these are not allowed on school buses and thus we must provide a school instrument for these students to use in the classroom. The proposed schedule for inventory expansion is:</p> <ul style="list-style-type: none"> • FY15: Increase inventory at the middle and high schools with three to six bass violins/cellos, four trombones and two tubas. • FY16 – Expand inventory at the middle and high schools with five French horns, two tubas and one bass violin. • FY17 – Expand inventory of instruments throughout the District with six violins, six violas, three double reeds and three low brass. • FY18 – Expand inventory of low brass instruments throughout the District based on actual student use in FY16 and FY17. <p>The proposed schedule for replacement/ expansion is preliminary; the actual instruments purchased may vary, based on changing student needs.</p>										
2014-FY2018 Version										

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Department Capital Request CIP-DCR						
Title	School Department Interactive Whiteboards	Department	School Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			x		
8.	Is this a request to purchase technology or wireless communication system?		X			
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			x		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		x			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			x		

Town of Needham
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Department Capital Request CIP-DCR										
Title	School Department Interactive Whiteboards				Department	School Department				
Useful Life	Primary Reason			Operating Budget Impact						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	\$22,600	Intangibles								
FY2015	\$24,600	Equipment		\$59,800						
FY2016	\$12,600	Design & Engineering								
FY2017	\$0	Construction Expenses								
FY2018	\$0	Other Expenses*								
Total	\$ 59,800	Total		\$ 59,800	Total				\$	
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>This project request ongoing funding to purchase and install whiteboard technology at Needham schools Grades One through Twelve. The FY 2013 capital request included \$148,300 in funding to install interactive whiteboards in all first through fifth grade classrooms at Newman. The FY14-18 request includes funding to install interactive whiteboard technology at Broadmeadow (2), Mitchell (1), and Pollard (5). It also increases the number of whiteboards to be installed at Pollard and Broadmeadow, due to the reallocation of rooms and the use of the Pollard modularity, which has extended the need for initial funding to FY16. The decision has been made not to continue with Mimios but instead to continue with SMART Boards and short-throw projectors or Epson Bright Link projectors.</p>										
IWB Costs	FY 14	FY 15	FY 16	FY 17	FY 18					
Bmeadow	\$8,400	\$12,600	\$8,400	\$0	\$0					
Eliot	\$0	\$0	\$0	\$0	\$0					
Hillside	\$0	\$0	\$0	\$0	\$0					
Mitchell	\$4,200	\$0	\$0	\$0	\$0					
Newman	\$0	\$0	\$0	\$0	\$0					
High Rock	\$0	\$0	\$0	\$0	\$0					
Pollard	\$10,000	\$12,000	\$4,200	\$0	\$0					
NHS	\$0	\$0	\$0	\$0	\$0					
TOTALS	\$22,600	\$24,600	\$12,600	\$0	\$0					
FY2014-FY2018 Version										

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	Fitness Equipment Replacement	Department	School Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?		X			
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?					X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?		X			

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Department Capital Request CIP-DCR										
Title	Fitness Equipment Replacement				Department	School Department				
Useful Life	V	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014	\$14,380	Intangibles								
FY2015	\$14,810	Equipment		\$77,770						
FY2016	\$20,020	Design & Engineering								
FY2017	\$13,110	Construction Expenses								
FY2018	\$15,450	Other Expenses*								
Total	\$ 77,770		Total	\$ 77,770		Total	\$			
Attached Schedules		CF	CX	LS	SI	SS	X			
Description and Justification										
<p>The Needham High School renovation project purchased a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward.</p> <p>An inventory of fitness equipment at both schools is attached to this document, as is a plan for replacing that equipment over the 2013-2025 period. The manufacturer's estimated life cycle is 5 years for treadmills, 6 years for cross trainers, 8 years for recumbent and upright bikes, 23 years for rowing machines and 25 years for circuit training equipment. The requested replacement cycle is based on a longer replacement cycle of: 5-7 years for treadmills, 9 years for cross trainers, 8 years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. An annual inflation factor of 3% is used to inflate FY12 manufacturers' prices, for costing purposes.</p> <p>The FY13-18 request would replace the following: FY13 - N/A FY14 - 3 spinning bikes, 1 treadmill FY15 - 3 spinning bikes, 1 treadmill FY16 - 5 spinning bikes, 1 treadmill FY17 - 1 recumbent bike, 4 spinning bikes FY18 - 2 cross trainers</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR						
Title	School Department NPS 1:1 Initiative	Department	School Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			x		
8.	Is this a request to purchase technology or wireless communication system?		X			
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?		X			
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?		X			
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?		X			
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			x		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			x		

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Department Capital Request CIP-DCR											
Title	School Department NPS 1:1 Initiative					Department	School Department				
Useful Life	Primary Reason				Operating Budget Impact						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2014	\$145,000	Intangibles									
FY2015	\$56,000	Equipment	\$327,000								
FY2016	\$40,000	Design & Engineering									
FY2017	\$57,000	Construction Expenses									
FY2018	\$29,000	Other Expenses*									
Total	\$ 327,000	Total	\$ 327,000	Total	\$						
Attached Schedules											
	CF	CX	LS	SI	SS						
Description and Justification											
<p>This project continues the initiative begun in FY12 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. The FY14-16 request has been reduced by \$68,000 to reflect the \$60,000 provided by the Finance Committee in May 2012 to purchase devices for Pollard. Additional funding has been added in FY17-18 to begin the expansion of wireless infrastructure at Broadmeadow, Eliot and Newman.</p> <p>Pilot Update:</p> <p>This year we will continue and expand the Pilot at Pollard in order to truly evaluate the impact of a 1:1 initiative. We are grateful to the Town for providing the additional funding needed to support this important and expanded initiative. This year one entire cluster of students and teachers at grade eight will have access to iPads for the year. Teachers and students will have access to devices daily in their core classes and later in the year for 24/7 use. Teachers will receive ongoing professional development and support around pedagogy and effective integration of iPads and technology in a 1:1 environment. Over the course of the year we will gather and analyze data based on the evaluation metrics developed through our work with Boston College and the MassCUE Evaluation Team. We will share this feedback with the community and provide opportunities for education and conversation about the Pilot and moving forward.</p> <p>If this year's Pilot is successful, and success means educationally and financially, we expect that all grade eight students will come to Pollard with their own iPad for the 2013 - 2014 school year. This also means that in 2014 - 2015 grade nine students will arrive at the High School with iPads. In order to support this expected eventuality, we have begun to engage and prepare the High School staff for this arrival as well. In addition, we are including additional grade eight and grade seven staff at Pollard in this training. It is extremely likely that we will be expanding the 1:1 initiative to grade seven in 2014 - 2015 as well. This is a quicker rollout than originally anticipated. However, given the pace of technological and educational change and the pending impact of the PARCC online assessments, it may be appropriate to move forward earlier.</p>											

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**Department Capital Request
CIP-DCR**

Title	School Department NPS 1:1 Initiative	Department	School Department
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FY14 Costs:

The FY 2014 request is for \$145,000 to install additional wireless access points at Pollard and NHS (\$105,000) and \$40,000 to purchase tablet devices. The FY14-16 request accelerates the installation of wireless infrastructure at Pollard (from FY15-16 to FY14,) based on our belief that we will be adjusting the rollout of the 1:1 at Pollard. Additionally, the cost of the infrastructure upgrade at NHS had declined considerably. We had originally expected the High School infrastructure expansion to cost \$106,000. However, the cost has dropped to \$60,000, due to our selection of different equipment. The \$40,000 in tablet devices will be for the remaining Pollard Grade Eight teachers as well as High School teachers and Pollard Grade Seven teachers preparing for the implementation.

FY15 – FY18 Projected Costs:

The FY15-18 request includes \$16,000 to install wireless infrastructure at High Rock, and accelerates the High Rock implementation schedule from FY17 to FY15. Additional purchases of \$40,000 for tablet devices also are planned for FY15 and FY16, and accommodate the increased number of participating teachers. We have also built in the cost of devices for a population of students that may not be able to afford their own device.

We expect to begin the expansion of the wireless infrastructure at Broadmeadow, Eliot and Newman beginning in FY17. This two-phased approach includes additional data wiring at both Broadmeadow and Eliot. (Newman was completed in conjunction with the Newman Repair Project.) The second phase is for the installation of the wireless access points and is relevant for all three schools. We expect all aspects of the infrastructure preparation for Hillside and Mitchell to be addressed in the respective building projects.

The table below outlines the anticipated multi-year costs.

NPS 1:1 Initiative	FY14	FY15	FY16	FY17	FY18
Bdmdw Wireless	\$0	\$0	\$0	\$20,000	\$10,000
Eliot Wireless	\$0	\$0	\$0	\$17,000	\$7,000
Newman Wireless	\$0	\$0	\$0	\$0	\$12,000
Pollard Wireless					
Infra.	\$45,000	\$0	\$0	\$0	\$0
NHS Wireless Infra.	\$60,000	\$0	\$0	\$0	\$0
HR Wireless	\$0	\$16,000	\$0	\$0	\$0
Devices (iPads)	\$40,000	\$40,000	\$40,000	\$20,000	\$0
TOTALS	\$145,000	\$56,000	\$40,000	\$57,000	\$29,000

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Department Capital Request CIP-DCR						
Title	School Department Technology Replacement	Department	School Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			x		
8.	Is this a request to purchase technology or wireless communication system?		X			
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?		X			
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?		X			
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?		X			
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			x		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			x		

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Department Capital Request CIP-DCR									
Title	School Department Technology Replacement				Department	School Department			
Useful Life	Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
FY2014	\$441,200	Intangibles							
FY2015	\$402,700	Equipment	\$1,917,450						
FY2016	\$389,100	Design & Engineering							
FY2017	\$335,350	Construction Expenses							
FY2018	\$349,100	Other Expenses*							
Total	\$ 1,917,450	Total	\$ 1,917,450	Total	\$				
Attached Schedules									
	CF	CX	LS	SI	SS				
Description and Justification									
<p>The costs for FY15 – FY18 are the same as presented in last year’s CIP Technology Request as we await additional data from the results of the iPad Pilot, the impact of the PARCC Online Assessments and other trends effecting technology purchases. We expect adjustments and possible reductions but cannot identify them at this time. Again, the CIP Technology Request assumes the successful implementation of a 1:1 initiative. The cost of the FY14 technology replacement has decreased by \$25,000 in order to reallocate funding to a new request for technology innovation funds.</p> <p>The FY14 request includes:</p> <ul style="list-style-type: none"> • The replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY14 represents the second year of the anticipated five-year timeframe to replace the High School computers. • The replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of 8 UPS batteries that support critical servers throughout the District. • The replacement of 47 printers across the District, the plan for which a shared printing model at Pollard that will be more efficient, both in terms of maintenance and support as well as the cost of supplies. • Ongoing funding of \$30,000 to analyze the impact of the recent operating system conversion to Apple’s new operating system, Lion, on the hundreds of software packages owned by the District. We expect that current versions of our software will no longer be able to be 									

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Department Capital Request CIP-DCR						
Title	School Department Technology Replacement	Department	School Department			
<p>be used with the new operating system, which all new Apple computers will be required to run, and which now must be adopted District-wide.</p> <ul style="list-style-type: none"> • The \$25,000 in cost savings, which will be reallocated to technology innovation, results from: • the elimination of replacement LCD projectors at the High School thereby reducing the request from \$184,900 to \$176,900, or \$8,000. Instead we will be able to repurpose the portable LCD projectors from Newman as necessary. • Reducing printer replacement costs have been reduced from \$31,400 to \$17,700 (a savings of \$13,700) • Reducing the number of administrator computers requested from \$11,200 to \$4,000, which is offset by an increase in the server request from \$38,000 to \$42,500, for a net savings of \$2,300. 						
RE Counts	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Bmeadow	0	0	25	26	41	61
Eliot	31	0	2	25	38	40
Hillside	29	29	29	6	30	18
Mitchell	2	27	29	17	5	23
Newman	26	38	44	25	46	45
High Rock	0	4	0	58	88	102
HR w/ 1:1	0	4	0	62	51	0
Pollard	154	124	60	54	81	45
Pollard w/ 1:1	64	4	1	54	51	19
NHS	198	235	220	44	0	0
NHS w/ 1:1	157	170	121	11	0	0
E.Grover	4	8	8	8	5	8
TOTALS	444	465	417	263	334	342
1:1 TOTALS	313	280	259	234	267	214

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Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department	School Department	
RE Costs	FY 14	FY 15	FY 16	FY 17	FY 18	
Bmeadow	\$0	\$0	\$29,700	\$29,700	\$45,100	
Eliot	\$36,600	\$0	\$2,200	\$29,700	\$44,000	
Hillside	\$31,900	\$31,900	\$31,900	\$6,600	\$33,000	
Mitchell	\$2,200	\$32,200	\$31,900	\$18,700	\$5,500	
Newman	\$28,600	\$41,800	\$48,400	\$29,700	\$50,700	
High Rock	\$0	\$4,800	\$0	\$67,000	\$96,800	
HR w/ 1:1	\$0	\$4,800	\$0	\$75,900	\$56,100	
Pollard	\$178,400	\$142,400	\$69,100	\$59,400	\$89,100	
Pollard w/ 1:1	\$70,400	\$4,400	\$1,100	\$59,400	\$56,100	
NHS	\$220,900	\$261,500	\$246,600	\$44,000	\$0	
NHS w/ 1:1	\$176,900	\$190,000	\$135,600	\$11,000	\$0	
E.Grover	\$4,400	\$11,200	\$11,200	\$11,200	\$6,000	
Printers	\$17,700	\$16,400	\$30,100	\$5,450	\$2,600	
Servers	\$42,500	\$40,000	\$37,000	\$38,000	\$40,000	
OS /Software	\$30,000	\$30,000	\$30,000	\$20,000	\$10,000	
TOTALS	\$593,200	\$612,200	\$568,100	\$359,450	\$422,800	
1:1 TOTALS	\$441,200	\$402,700	\$389,100	\$335,350	\$349,100	

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Department Capital Request CIP-DCR						
Title	School Department Technology Innovation	Department	School Department			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?				X	
2.	Is this a multi-year capital replacement/upgrade request?				x	
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				x	
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?				X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				x	

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Department Capital Request CIP-DCR											
Title	School Department Technology Innovation					Department	School Department				
Useful Life		Primary Reason				Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C				
FY2014	\$25,000	Intangibles									
FY2015	\$25,000	Equipment		\$125,000							
FY2016	\$25,000	Design & Engineering									
FY2017	\$25,000	Construction Expenses									
FY2018	\$25,000	Other Expenses*									
Total											
	\$ 125,000	Total		\$ 125,000	Total		\$				
Attached Schedules											
	CF		CX		LS		SI		SS		
Description and Justification											
<p>This is a new request for "technology innovation" funds. In years past, the CIP Technology Request has been organized as funding for computer replacements, interactive whiteboards, and, most recently, inclusion of the NPS 1:1 Initiative. One of the limitations we face is that our technology purchases are fixed and do not provide for financial resources to evaluate and experiment with emerging technologies. The funds received are earmarked for the replacement cycle, as guided by the constraints of our Technology Plan. This does not allow us to be flexible or forward thinking. The arena of available technology continues to evolve and expand. As educators it is incumbent upon us as to determine what fosters student learning and achievement in our District. The intent of these requested funds is to afford us this opportunity. A model wherein we experiment on a small scale is useful for assessment and for building capacity of staff.</p> <p>For FY14, and the next four years, we are requesting \$25,000 annually. At present there are two areas that stand out as likely beginnings. One is to purchase eReaders such as Kindles and Nooks for use in the school libraries. The other is to purchase some iPads for experimentation at the elementary school level. Appropriate planning would involve the Director of Technology and Innovation, building principals and administrators as well as instructional staff. This innovation would help us better identify and prepare our use and deployment of technology.</p>											
FY2014-FY2018 Version											

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January 2013

Department Capital Request CIP-DCR						
Title	High School Graphics Production Room	Department	School Department (Fine & Perf. Arts)			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?		X			
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?		X			
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?		X			
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR										
Title	High School Graphics Production Room				Department	School Department (Fine & Perf. Arts)				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014	\$8,270	Equipment								
FY2015	\$8,450	Equipment		\$ 54,380						
FY2016	\$11,910	Design & Engineering								
FY2017	\$7,660	Construction Expenses								
FY2018	\$18,090	Other Expenses*								
Total	\$ 54,380	Total		\$ 54,380	Total		\$			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request continues the equipment replacement cycle established in FY13 for equipment used in the Graphics Production Center at Needham High School. This program not only provides convenient, cost effective, but most importantly, provides excellent hands on educational training in the field of professional graphics and printing production for our students enrolled in the 3rd Year Graphics class (Production Printing) as well as working as summer interns in the program.</p> <p>Although the Center received new equipment during the recent renovation at the High School, an ongoing source of funding is required to sustain and update program equipment. The purchase/ replacement cost of much of the equipment is such that it cannot be easily sustained via the normal revolving account finances.</p> <p>During the summer of 2011, a complete inventory analysis of all equipment was completed. A five-year equipment replacement plan is presented below. The specific equipment to be replaced may change from year to year, in response to unexpected equipment breakdown or program changing program needs.</p> <p>FY13: Screen Print Dryer, Wide Format Printer FY14: Vinyl Cutter – Heavy Duty, Thermal Transfer Press, Flash Dryer, Paper Joggin Machine FY15: Vinyl Cutter – 24”, Saddle Stitch Stapler, Binder/Spireler, Comb Binder FY16: Paper Drill (Heavy Duty), Screen Exposure Unit FY17: Tower Collator w/Booklet Maker, Padding Machine FY18: Folder/ Collator/ Binder, GBC Magnapunch</p>										

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	School Department Vehicle Replacement	Department	School Department			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?					X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR																																														
Title	School Department Vehicle Replacement				Department	School Department																																								
Useful Life	II	Primary Reason			3, 4	Operating Budget Impact			C																																					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C																																							
FY2014	\$0	Intangibles																																												
FY2015	\$0	Equipment																																												
FY2016	\$52,660	Design & Engineering		\$524,145																																										
FY2017	\$284,240	Construction Expenses																																												
FY2018	\$187,245	Other Expenses*																																												
Total	\$524,145	Total		\$524,145	Total	\$																																								
Attached Schedules																																														
	CF	X	CX		LS		SI		SS																																					
Description and Justification																																														
<p>This request is to provide an ongoing funding source for school core fleet replacement. The two KASE buses have a dedicated funding source, outside of the capital plan. They are identified on this capital request, however, to document the asset replacement cycle.</p> <p>The school core fleet includes the following vehicles, with replacement years noted: 2 71-Passenger School Buses (KASE Program) – FY17 and FY18 1 30-Passenger Mini-Bus, with Wheel Chair Lift – FY17 5 8-Passenger Vans for Student Transport – FY16 (2), FY17 (1), FY18 (2) 1 8-Passenger Van for Student Transport, with Wheel Chair Lift – FY17 1 Production Center Cargo Van – FY18 1 8-Passenger Van for Student Transport, with Wheel Chair Lift – FY19</p> <p>The KASE Program budget can provide the required funding to replace the two KASE buses (\$99,165 in FY17 and \$104,125 in FY18.) Additional funding of \$26,000/year toward van replacement also is available from the school operating budget. The resulting net additional funds request for FY14-18 is \$242,855 and is summarized below:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">FY 2014</th> <th style="text-align: center;">FY 2015</th> <th style="text-align: center;">FY 2016</th> <th style="text-align: center;">FY 2017</th> <th style="text-align: center;">FY 2018</th> </tr> </thead> <tbody> <tr> <td>Total Project Cost</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 52,660</td> <td style="text-align: right;">\$ 284,240</td> <td style="text-align: right;">\$ 187,245</td> </tr> <tr> <td>Less Offsetting Revenue:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> KASE Program Funds</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ (99,165)</td> <td style="text-align: right;">\$ (104,125)</td> </tr> <tr> <td> Operating Budget Funds:</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ (26,000)</td> <td style="text-align: right;">\$ (26,000)</td> <td style="text-align: right;">\$ (26,000)</td> </tr> <tr> <td>Net Funding Request</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 26,660</td> <td style="text-align: right;">\$ 159,075</td> <td style="text-align: right;">\$ 57,120</td> </tr> </tbody> </table>												FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total Project Cost	\$ -	\$ -	\$ 52,660	\$ 284,240	\$ 187,245	Less Offsetting Revenue:						KASE Program Funds				\$ (99,165)	\$ (104,125)	Operating Budget Funds:	\$ -	\$ -	\$ (26,000)	\$ (26,000)	\$ (26,000)	Net Funding Request	\$ -	\$ -	\$ 26,660	\$ 159,075	\$ 57,120
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018																																									
Total Project Cost	\$ -	\$ -	\$ 52,660	\$ 284,240	\$ 187,245																																									
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Operating Budget Funds:	\$ -	\$ -	\$ (26,000)	\$ (26,000)	\$ (26,000)																																									
Net Funding Request	\$ -	\$ -	\$ 26,660	\$ 159,075	\$ 57,120																																									
FY2014-FY2018 Version																																														

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR							
Title	DPW - Message Boards	Department	Public Works				
Parameters					YES	NO	NA
1.	Is this a stand-alone capital request?				X		
2.	Is this a multi-year capital replacement/upgrade request?					X	
3.	Is this a request in response to a documented public health or safety condition?					X	
4.	Is this a request in response to a Court, Federal, or State order?					X	
5.	Is this a request for a study or long range plan?					X	
6.	Is this a request to purchase office or school equipment (other than technology)?					X	
7.	Is this a request to purchase specialty equipment?				X		
8.	Is this a request to purchase technology or wireless communication system?					X	
9.	Is this a request to purchase vehicles or other rolling stock?					X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?					X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?					X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
18.	Will the requested project increase the annual operating costs for ANY department?					X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?					X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X	
21.	Will additional permanent staff be required if the request is approved?					X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?					X	
24.	Does the request support activities to produce new revenue for the Town?					X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?					X	
26.	Have other non-capital investment options been explored before submitting this request?					X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
28.	If applicable, will the items being replaced be retained by the Town?					X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?					X	
30.	Are there any appendix forms with this funding request?					X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	DPW - Message Boards					Department	Public Works				
Useful Life	V		Primary Reason	4		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2014			Intangibles								
FY2015	135,000		Equipment	110,000							
FY2016			Design & Engineering								
FY2017			Construction Expenses	25,000							
FY2018			Other Expenses*								
Total	\$135,000		Total	\$135,000		Total	\$				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>Currently the Public Works Department has 3 mobile message boards that are used for large construction projects. These message boards are removed from the projects and relocated to various sites in Town when requested to notify residents and commuters. The existing message boards are difficult to maneuver, time consuming to program and are often not available for non-emergency notices. Public Works is proposing 4 message boards to supplement the current boards. These proposed boards would be permanently located at designated locations around town. The message boards would have the capacity to be programmed remotely simultaneously from a town work station or a laptop.</p>											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	Two - Way Radio Upgrade	Department	DPW - Garage					
Parameters						YES	NO	NA
1. Is this a stand-alone capital request?						X		
2. Is this a multi-year capital replacement/upgrade request?							X	
3. Is this a request in response to a documented public health or safety condition?							X	
4. Is this a request in response to a Court, Federal, or State order?						X		
5. Is this a request for a study or long range plan?							X	
6. Is this a request to purchase office or school equipment (other than technology)?							X	
7. Is this a request to purchase specialty equipment?							X	
8. Is this a request to purchase technology or wireless communication system?						X		
9. Is this a request to purchase vehicles or other rolling stock?							X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X	
11. Is this a request to improve or make repair to extend the useful life of a public building?							X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?							X	
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?							X	
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?							X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?							X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?							X	
18. Will the requested project increase the annual operating costs for ANY department?							X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?							X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?							X	
21. Will additional permanent staff be required if the request is approved?							X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?							X	
24. Does the request support activities to produce new revenue for the Town?							X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?							X	
26. Have other non-capital investment options been explored before submitting this request?							X	
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?							X	
28. If applicable, will the items being replaced be retained by the Town?							X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?							X	
30. Are there any appendix forms with this funding request?							X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR										
Title	Two - Way Radio Upgrade				Department	DPW - Garage				
Useful Life	II	Primary Reason	3	Operating Budget Impact	C					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	47,700	Intangibles								
FY2015		Equipment	47,700							
FY2016		Design & Engineering								
FY2017		Construction Expenses								
FY2018		Other Expenses*								
Total	\$ 47,700	Total	\$ 47,700	Total	\$					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. There are still some vehicles that require their radios to be converted. Also, additional portable two-way radios and back stock two-way radios for vehicle are needed to keep the DPW operating efficiently, safely, & legally.</p> <p>This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request.</p>										
FY2014-FY2018 Version										

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	General Fund Vehicles & Equipment	Department	Public Works			
Parameters			YES	NO	NA	
1. Is this a stand-alone capital request?			X			
2. Is this a multi-year capital replacement/upgrade request?			X			
3. Is this a request in response to a documented public health or safety condition?				X		
4. Is this a request in response to a Court, Federal, or State order?				X		
5. Is this a request for a study or long range plan?				X		
6. Is this a request to purchase office or school equipment (other than technology)?				X		
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?			X			
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?				X		
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X		
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X		
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X		
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X		
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X		
21. Will additional permanent staff be required if the request is approved?				X		
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X			
23. If the requested project is funded, will it reduce the requesting department's operating costs?				X		
24. Does the request support activities to produce new revenue for the Town?				X		
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X		
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X		
28. If applicable, will the items being replaced be retained by the Town?				X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X		
30. Are there any appendix forms with this funding request?				X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	General Fund Vehicles & Equipment					Department	Public Works				
Useful Life	I	Primary Reason			5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	728,100	Intangibles									
FY2015	701,800	Equipment		4,356,200							
FY2016	849,800	Design & Engineering									
FY2017	1,251,300	Construction Expenses									
FY2018	825,200	Other Expenses*									
Total	\$4,356,200		Total		\$4,356,200		Total		\$		
Attached Schedules											
	CF	X	CX	X	LS	X	SI	X	SS	X	
Description and Justification											
<p>Core Fleet 2014 Replacement: #65 (2008) - 4WD F350 Pick-Up Truck; this is on a six year replacement cycle; this is a chaser vehicle for the snow program #66 (2007) - One Ton Dump Truck; this is on a seven year replacement cycle; this is a primary vehicle for the snow program #6 (2000) - Six Wheel Dump Truck; this is past its ten year replacement cycle; this is a primary vehicle for the snow program #72 (2007) - One Ton Dump Truck; this is on a seven year replacement cycle</p> <p>There is no Construction Equipment being recommended for replacement in FY 2014.</p> <p>Snow & Ice Equipment FY 2014 Replacement #6A (2000) - Material Spreader; this equipment is used on unit #6; this is past its ten year replacement cycle #116 (1998) - Sidewalk Tractor (Track); this is past its eight year replacement cycle #66A (2006) - Material Spreader; this equipment is used on unit #66; this is being replaced just prior to its ten year replacement schedule</p> <p>Small Specialty Equipment #186 (1963) - Leaf Collector; this is past its ten year replacement cycle #303 (1985) - Tractor; this is past its twelve year replacement cycle #356 (1985) - Aerator; this is past its twelve year replacement cycle</p> <p>There is no Large Specialty Equipment being recommended for replacement in FY 2014.</p>											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 130,800.00	\$ 29,100.00	\$ 126,000.00	\$ 115,000.00	\$ 38,100.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - P	Z	186		1963	Good Roads 6500	Leaf Collector		G		\$ 25,900.00					
DPW - P	Z	303		1985	Ford 1710	Tractor		D	2,749	\$ 74,900.00					
DPW - P	Q	356		1985	Scott 18-6	Aerator		D		\$ 30,000.00					
DPW - P		340		2008	Exmark Tracer	Mower		G	298		\$ 8,100.00				
DPW - P	Q	351		2002	John Deere 4410	Tractor		D	1,341						
DPW - P	Z	352		2008	Kubota ZD331	Mower		D	371		\$ 21,000.00				
DPW - H	Z	120		2004	Solar	Message Board	1,400	E				\$ 41,300.00			
DPW - H	Z	128		2002	PSC SMTM	Traffic Monitor	1,060	E				\$ 61,400.00			
DPW - P	Z	333		2008	Kubota ZD331	Mower		D	702			\$ 23,300.00			
DPW - H	Z	121		2007	Ver-mac	Message Board	3,500	E					\$ 57,500.00		
DPW - H	Z	122		2007	Ver-mac	Message Board	3,500	E					\$ 57,500.00		
DPW - P	TR	328		1998	Cross Country 16"	Trailer	7,000								
DPW - P		335		2010	Smithco 42-000Super Star	Field Renovator		G						\$ 30,100.00	
DPW - H	Q	129		2000	Custom	Trailer/Utility	10,000							\$ 8,000.00	

Town of Needham
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**Capital Schedule
Schedule SI
Snow and Ice Removal Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 210,300.00	\$ 190,000.00	\$ 162,100.00	\$ 217,000.00	\$ 231,800.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - H	X	6	A	2000	Tarrant HLH2Y10	Material Spreader				\$ 32,200.00					
DPW - H	Q	116		1998	Bombardier SW48	Sidewalk Tractor (Track)	5,490	D	3,609	\$ 169,300.00					
DPW - H	X	66	A	2006	Tarrant 1.86 CY Spreader	Material Spreader				\$ 8,800.00					
DPW - H	X	7	A	2000	Tarrant HLH2Y10	Material Spreader					\$ 35,500.00				
DPW - H	Q	117		2000	Bombardier SW48	Sidewalk Tractor (Track)	5,700	D	3,884		\$ 154,500.00				
DPW - H	Q	106		2002	Trackless MTV	Sidewalk Tractor (Wheels)	5,360	D	939			\$ 162,100.00			
DPW - H	Q	107		2008	Camoplast SW4S	Sidewalk Tractor (Track)		D	427				\$ 178,300.00		
DPW - H	X	47	A	1994	Tarrant Highlander	Material Spreader							\$ 38,700.00		
DPW - H	Q	113		2008	Camoplast SW4S	Sidewalk Tractor (Track)		D	407					\$ 187,200.00	
DPW - H	X	14	A	1989	HI-Way E2020	Material Spreader								\$ 44,600.00	

Town of Needham
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**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year									
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$	-	\$	-	\$	-	\$	463,900.00	\$	-					
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other																								
DPW - P	T	38		2007	IH 4300	50' Aerial Lift	35,000	D	17,057				\$ 172,600.00											
DPW - H	Z	182		2010	Elgin Crosswind	Vacuum Sweeper	33,000	D	3,535				\$ 291,300.00											

Town of Needham
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**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 111,000.00	\$ 208,000.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - H	Z	134		2006	Wacker	Roller (Sidewalk)	3,000	G	524				\$ 17,000.00		
DPW - H	Z	76		2007	Bobcat A300	Skid Steer Ldr.	8,673	D	1,120				\$ 94,000.00		
DPW - H	Z	102		2008	John Deere 544J	Front End Loader	28,500	D	2,351					\$ 208,000.00	

Town of Needham
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**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 387,000.00	\$ 482,700.00	\$ 561,700.00	\$ 344,400.00	\$ 347,300.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - P	T	65		2008	Ford F-350	4WD Pick-Up	10,600	D	41,393	\$ 51,900.00					
DPW - H	T	66		2007	Ford F-550	One Ton Dump Truck	17,950	D	46,749	\$ 78,300.00					
DPW - P	T	72		2007	Ford F-550	One Ton Dump Truck	17,950	D	42,106	\$ 78,400.00					
DPW - H	T	6		2000	IH S4900	Six Wheel Dump Truck	35,000	D	39,895	\$ 178,400.00					
DPW - P	T	50		2008	Ford F-150	4WD Pick-Up	6,800	G	26,110		\$ 54,500.00				
DPW - A	P	15		2008	Ford Taurus	Sedan		G	35,289		\$ 36,000.00				
DPW - P	T	41		2009	Ford F-350	4WD Pick-Up	10,600	G	31,863		\$ 56,600.00				
DPW - H	T	48		2008	Ford F-450	4WD Enclosed Utility Body	16,000	G	39,755		\$ 76,200.00				
DPW - P	T	73		2008	Ford F-350	One Ton Dump Truck	13,000	D	31,493		\$ 74,100.00				
DPW - H	T	7		2000	IH S4900	Six Wheel Dump Truck	35,000	D	36,613		\$ 185,300.00				
DPW - G	T	4		2006	Ford F-350	4WD Pick-Up	10,700	D	32,890			\$ 49,800.00			
DPW - H	P	52		2009	Ford Escape Hybrid	Utility Vehicle	4,880	H	19,250		\$ 42,800.00				
DPW - P	P	12		2009	Ford Escape Hybrid	Utility Vehicle	4,880	H	13,661		\$ 42,000.00				
DPW - G	T	2		2011	Ford F-150 XL	2WD Pick-Up Truck	6,700	G	3,792			\$ 30,300.00			
DPW - P	T	74		2008	Ford F-550	One Ton Dump Truck	17,950	D	31,201		\$ 77,300.00				
DPW - P	T	75		2008	Ford F-550	One Ton Dump Truck	17,950	D	24,235		\$ 77,300.00				
DPW - H	T	49		2002	Volvo VHD64B	Ten Wheel Dump Truck	60,332	D	88,184		\$ 242,200.00				
DPW - P	P	301		2009	Ford E-150	Van	8,250	G	27,507				\$ 28,100.00		
DPW - T	T	70		2009	Ford F-550	One Ton Dump Truck	17,950	D	21,013				\$ 81,100.00		
DPW - T	T	71		2009	Ford F-550	One Ton Dump Truck	17,950	D	20,430				\$ 81,100.00		
DPW - H	T	47		2002	IH S4900	Six Wheel Dump Truck	35,000	D	27,519				\$ 154,100.00		
DPW - E	P	44		2011	Ford Escape Hybrid	Utility Vehicle	4,720	H	5,673					\$ 46,700.00	
DPW - A	P	1		2011	Ford Escape Hybrid	Utility Vehicle	4,880	H	13,180					\$ 46,700.00	
DPW - H	T	32		2012	Ford F-350	4WD Pick-Up	11,100	D	780					\$ 66,700.00	
DPW - H	T	57		2012	Ford F-350	4WD Pick-Up	10,800	D	1,273					\$ 61,500.00	
DPW - H	T	55		2011	Ford F-550	One Ton Dump Truck	18,000	D	8,655					\$ 83,400.00	
DPW - E	P	46		2011	Ford Escape Hybrid	Utility Vehicle	4,720	H	6,876					\$ 42,300.00	

Town of Needham
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Department Capital Request CIP-DCR								
Title	100kW Portable Generator	Department	Public Facilities/Operations					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?						X	
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?					X		
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X		
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?							X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
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Department Capital Request CIP-DCR											
Title	100kW Portable Generator					Department	Public Facilities/Operations				
Useful Life	II		Primary Reason	7		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2014	61,250	Intangibles									
FY2015		Equipment	61,250								
FY2016		Design & Engineering									
FY2017		Construction Expenses									
FY2018		Other Expenses*									
Total	\$61,250	Total	\$ 61,250	Total	\$						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>The Senior Center that is presently being constructed may be used during power outages for a gathering site for residents. This request is to provide a 100kW Portable Generator that can be temporarily installed at the Senior Center during such circumstances to ensure comfort and safety to those occupying the site. This site would be particularly useful to have as an emergency location for residents during the day time when schools are in session.</p>											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR					
Title	Department of Public Facilities – Core Fleet	Department	Public Facilities/ Operations		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?		X		
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?		X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?		X		

Town of Needham
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Department Capital Request CIP-DCR										
Title	Department of Public Facilities – Core Fleet				Department	Public Facilities/ Operations				
Useful Life	II	Primary Reason			5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2014	33,600	Intangibles								
FY2015	30,400	Equipment		169,700						
FY2016	29,100	Design & Engineering								
FY2017	34,100	Construction Expenses								
FY2018	42,500	Other Expenses*								
Total										
	\$ 169,700		Total		\$ 169,700		Total		\$	
Attached Schedules										
	CF	X	CX		LS		SI		SS	
Description and Justification										
<p>The request for FY 2014 is for the replacement of one vehicle currently within the Department’s Fleet. The Department has structured its vehicle replacement program so that the Department will be replacing one vehicle each fiscal year.</p> <p>This request is for the replacement of a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town’s carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life. This vehicle was initially purchased in 2001.</p>										
FY2014-FY2018 Version										

Town of Needham
Capital Improvement Plan
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**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 33,600.00	\$ 30,400.00	\$ 29,100.00	\$ 34,100.00	\$ 42,500.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
PFD	T	702		2001	Ford, F250	Carpenter Pick-Up with Cab	8,800	G	63,394	\$ 33,600.00					
PFD	Z	704		2005	Ford, E250	HVAC Tech Van	8,600	G	63,977		\$ 30,400.00				
PFD	Z	705		2006	Ford, E250	Delivery Van	8,600	G	26,431			\$ 29,100.00			
PFD	Z	706		2006	Ford, E250	Glazier Van	8,600	G	31,436				\$ 34,100.00		
PFD	Z	707		2008	Ford, E250	HVAC Tech Van	8,600	G	43,472					\$ 42,500.00	
PFD	Z	NEW			Ford E250	HVAC Tech Van		G							2019
PFD	Z	756		2010	Ford, F150	Director Truck									2020
PFD	Z	712		2011	Ford, E250	Plumber Van	8,600	G							2021
PFD	Z	700		2012	Ford, E250	Electrician Van	8,600	G							2022
PFD	T	703		2013	Ford, F450	Grounds Rack Truck	15,000	G							2023
PFD	Z	701R		1998	Ford E250	HVAC Tech Van									tbd
PFD	Z	709R		2002	Ford, F150	Craftworker Truck									tbd

Town of Needham
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Department Capital Request CIP-DCR								
Title	Van Replacement	Department	Human Services					
Parameters						YES	NO	NA
1. Is this a stand-alone capital request?						X		
2. Is this a multi-year capital replacement/upgrade request?							X	
3. Is this a request in response to a documented public health or safety condition?						X		
4. Is this a request in response to a Court, Federal, or State order?							X	
5. Is this a request for a study or long range plan?							X	
6. Is this a request to purchase office or school equipment (other than technology)?							X	
7. Is this a request to purchase specialty equipment?							X	
8. Is this a request to purchase technology or wireless communication system?							X	
9. Is this a request to purchase vehicles or other rolling stock?						X		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X	
11. Is this a request to improve or make repair to extend the useful life of a public building?							X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?							X	
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?							X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?							X	
18. Will the requested project increase the annual operating costs for ANY department?							X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?							X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?							X	
21. Will additional permanent staff be required if the request is approved?							X	
22. If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?						X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?							X	
24. Does the request support activities to produce new revenue for the Town?							X	
25. If the request is not approved will existing Town revenue sources be negatively impacted?							X	
26. Have other non-capital investment options been explored before submitting this request?						X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?							X	
28. If applicable, will the items being replaced be retained by the Town?						X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?							X	
30. Are there any appendix forms with this funding request?							X	

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Department Capital Request CIP-DCR										
Title	Van Replacement				Department	Human Services				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013		Intangibles								
FY2014		Equipment		\$75,605						
FY2015	\$75,605	Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total	\$ 75,605	Total		\$75,605	Total					
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Council on Aging wheelchair accessible van operates 5 days a week for predominantly local trips that require frequent stops which creates stress on the vehicle. The van has traveled approximately 10,000 miles per year since it went on the road in 2004. Input from industry professionals indicates that if the vehicle is well maintained it is possible that it could be useful for approximately eight years. Due to safety, reliability and maintenance concerns it had been projected that the present vehicle should have been replaced in fiscal year 2012, however in December 2010 the department applied for a grant through the Massachusetts Department of Transportation and was notified in June 2011 that we were selected to receive an award through the Mobility Assistance Program. Through this grant in June Of 2012 we received a 14 passenger wheelchair accessible Type C minibus with 20% of the cost being covered by the Friends of the Needham Elderly Inc.</p> <p>With the authorization by Town Meeting to build a new Senior Center, and the advent of an increased number of residents over 60 yrs old, it will be necessary to increase the transportation options both to the Center and to services throughout the town. As we continue to work with community partners that provide transportation to medical appointments and other destinations, we are being made aware of an increased need for this service as well. With this in mind we recommend purchasing a second small 14 passenger handicapped accessible bus for the above purposes in FY2015.</p> <p>In January of 2003 the Council on Aging distributed a transportation survey to the older residents of Needham. The responses indicated a need for more grocery shopping assistance. In August of that year we expanded our grocery shopping service to include assistance for home-bound elders and an additional goal for the program was to expand the program to include volunteers who could assist seniors with side by side assistance inside of the store. Food shopping is an important function of the department's transportation program. The van is utilized three days a week, morning and afternoon, to fulfill this need. Without this service the nutritional needs of these residents are at risk of not being met. In FY 12, 7778 rides were provided and 2,649 were utilized for our grocery program. We need to ensure that our capacity to address this need continues.</p> <p>We suggest that the van replacement should be similar to the 14 passenger, wheelchair equipped van we have just received. Due to the increase in the over 60 population, the concerns over energy prices, public awareness of and further commitment to "green" issues, as well as the continued parking issues in downtown areas, we recommend that this replacement would better meet our present and future needs.</p>										

Town of Needham
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Department Capital Request CIP-DCR			
Title	Van Replacement	Department	Human Services
<p>This would mean that even if transporting two passengers requiring a wheelchair, the vehicle could still transport 12 other passengers. When a twelve passenger vehicle is called upon to transport one person in a wheelchair only 8 passengers can be transported at the same time.</p> <p>Currently, our transportation program is being mostly funded through donations. The Town assists by paying for insurance, when possible gasoline, by providing some administrative support through paid staff, and absorbing some labor costs of maintaining our vehicle through our DPW (Department of Public Works). The Council on Aging believes that having the capability of having two vans on the road would be an asset to Town.</p> <p>The cost of the 2012 Van the Town acquired on a Grant and with the financial assistance from the Friends of the Needham Elderly (FONE) cost \$65,309 with the cost inflator of 5% per fiscal year the submittal cost for similar van is \$75,605. Attached is a copy of the invoice for the new grant and donations funded van for the COA. Conversations with the vendor #: VC6000180847 and applying the 5% future year cost inflator from FY2012 to FY2015 the recommend cost is \$75,605.</p> <p>The Council on Aging Transportation program works within a community context. Throughout the development and implementation of our Transportation Program we have been mindful of other Transportation Resources within our community. To this end we work with community partners such as, but not limited to, the Needham Community Council as well as a local taxi transportation service available. Additionally, we work with our local Aging Service Access Point (ASAP) Springwell who offers a Medical Escort Program which matches frail seniors with volunteers to drive and or accompany a person 60 or over who is unable to get to medical appointments. We also assist residents in applying for authorization to use "The RIDE" which is operated by the MBTA and provides medical and non-medical transportation to many destinations, including adult day health centers.</p> <p>The transportation service provided by the Needham Council on Aging addresses several areas referred to in the Coordinated Human Resource Public Transportation Plan. Specified in the Plan is the expectation of improving services for elderly individuals and people with disabilities as well as the idea that a community should strive to maximize service and minimize duplication. Since our van became operational we have provided on average 7000 rides per year which is done in concert with other service providers in our area. We believe that our performance underscores our ability to make transportation services to the elderly and disabled population more accessible and offers an alternative to those who might not meet the criteria for certain more restrictive options the require medical or cognitive justification for not driving their own vehicle.</p> <p>As stated, the Council on Aging works collaboratively within our area to ensure that our residents have options that help to increase their ability to travel to desired destinations in convenient and reliable ways that are also accessible and affordable. The Needham Council on Aging Transportation Program is a partner in meeting these goals to include the wish to reduce single-occupant transportation, where possible, to help relieve congestion and to promote a healthier environment. As part of the transportation system that currently exists in this area, we have been providing free transportation to and from the Senior Center as well as multiple grocery shopping trips weekly that help to promote health and wellness of our residents by assisting them in maintaining independence.</p> <p>Transportation continues to be a critical service in promoting the health and wellness of our citizens and our community. With increased capacity the Needham Council on Aging will be able to more fully support this need.</p>			

Town of Needham
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Department Capital Request CIP-DCR								
Title	Vehicle Replacement	Department	Health					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?						X	
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?					X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?						X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Vehicle Replacement				Department	Health			
Useful Life	II	Primary Reason		5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013			Intangibles						
FY2014			Equipment	34,600					
FY2015		34,600	Design & Engineering						
FY2016			Construction Expenses						
FY2017			Other Expenses*						
Total		\$34,600	Total	\$ 34,600	Total				\$
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Public Health Department car is on a 8-10 year replacement schedule. The car would be replaced in 2014 for a total projected cost of \$34,600</p>									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	RTS Enterprise Fund Vehicles & Equipment	Department	Public Works-RTS					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?					X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	RTS Enterprise Fund Vehicles & Equipment					Department	Public Works-RTS				
Useful Life	I	Primary Reason			5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	532,300		Intangibles								
FY2015	200,500		Equipment		1,341,500						
FY2016	292,400		Design & Engineering								
FY2017	31,800		Construction Expenses								
FY2018	284,500		Other Expenses*								
Total											
	\$1,341,500		Total		\$1,341,500		Total		\$		
Attached Schedules											
	CF	X	CX	X	LS	X	SI		SS		
Description and Justification											
<p>The RTS core fleet consists of one pick-up truck.</p> <p>The construction equipment request consists of a waste handler. The waste handler is a track unit used to move and crush trash around the facility. The waste handler will allow for the removal of metals, which can they be sold for revenue, prior to loading of trailers for disposal with Wheelabrator. The waste handler is also gentler on the tipping floor, allowing for a longer life cycle before the floor needs to be replaced.</p> <p>The large specialty equipment includes two roll-off trailers, a wood grinder, and a trommel screener. The roll-offs are used to move the trash and recycling materials around the RTS yard</p>											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 218,100.00	\$ 200,500.00	\$ 292,400.00	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
RTS	T	42		1999	Mack RD688S	Roll Off	62,060	D		\$ 218,100.00					
RTS	X	93		2004	MCB 512R	Trommel Screener	21,000	D			\$ 200,500.00				
RTS	Z	67		2004	Vermeer	Wood Grinder		D				\$ 292,400.00			

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 314,200.00	\$ -	\$ -	\$ -	\$ 284,500.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
RTS		105		1998	Catepillar 363B	Waste Handler		D		\$ 314,200.00					
RTS		104		2008	Case 821E	Front End Ldr.		D						\$ 284,500.00	

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 31,800.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
RTS	T	56		2010	Ford F-150	2WD Pick-Up	6,700	G	14,351				\$ 31,800.00		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	Sewer Enterprise Fund Vehicles & Equipment	Department	Public Works-Sewer			
Parameters			YES	NO	NA	
1. Is this a stand-alone capital request?			X			
2. Is this a multi-year capital replacement/upgrade request?			X			
3. Is this a request in response to a documented public health or safety condition?				X		
4. Is this a request in response to a Court, Federal, or State order?				X		
5. Is this a request for a study or long range plan?				X		
6. Is this a request to purchase office or school equipment (other than technology)?				X		
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?			X			
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?				X		
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X		
15. Are there recommendations or costs identified by other departments that are NOT factored into the request?				X		
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X		
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X		
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X		
21. Will additional permanent staff be required if the request is approved?				X		
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X			
23. If the requested project is funded, will it reduce the requesting department's operating costs?				X		
24. Does the request support activities to produce new revenue for the Town?				X		
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X		
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X		
28. If applicable, will the items being replaced be retained by the Town?				X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X		
30. Are there any appendix forms with this funding request?				X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	Sewer Enterprise Fund Vehicles & Equipment					Department	Public Works-Sewer				
Useful Life	I	Primary Reason			5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	47,900	Intangibles									
FY2015			Equipment		394,700						
FY2016	63,800	Design & Engineering									
FY2017	202,000	Construction Expenses									
FY2018	81,000	Other Expenses*									
Total	\$394,700	Total		\$394,700	Total		\$				
Attached Schedules											
	CF	X	CX		LS	X	SI		SS		
Description and Justification											
Core Fleet 2014 Replacement: #94 (2008) - 2WD pickup being replaced with a 4WD F250 with Utility Body; this is on a six year replacement cycle; this is a chaser vehicle for the snow program											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year								
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$	-	\$	-	\$	63,800.00	\$	-	\$	-				
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other																							
Sewer	X	New			TBD	Easement Jetter		D				\$	63,800.00										

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 202,000.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Sewer	T	837		2000	Catch Basin Cleaner	Catch Basin Cleaner	35,000	D	33,691				\$ 202,000.00		

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 47,900.00	\$ -	\$ -	\$ -	\$ 81,000.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Sewer		94		2008	Ford F-250	Utility Body 4WD	9,200	G	75,314	\$ 47,900.00					
Sewer		23		2011	Ford F-350	Cab & Chassis	13,300	G	13,581					\$ 81,000.00	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	Water Enterprise Fund Vehicles & Equipment	Department	Public Works-Water			
Parameters			YES	NO	NA	
1. Is this a stand-alone capital request?			X			
2. Is this a multi-year capital replacement/upgrade request?			X			
3. Is this a request in response to a documented public health or safety condition?				X		
4. Is this a request in response to a Court, Federal, or State order?				X		
5. Is this a request for a study or long range plan?				X		
6. Is this a request to purchase office or school equipment (other than technology)?				X		
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?			X			
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?				X		
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X		
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X		
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X		
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X		
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X		
21. Will additional permanent staff be required if the request is approved?				X		
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X			
23. If the requested project is funded, will it reduce the requesting department's operating costs?				X		
24. Does the request support activities to produce new revenue for the Town?				X		
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X		
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X		
28. If applicable, will the items being replaced be retained by the Town?				X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X		
30. Are there any appendix forms with this funding request?				X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR												
Title	Water Enterprise Fund Vehicles & Equipment					Department	Public Works-Water					
Useful Life	I	Primary Reason			V	Operating Budget Impact				C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C			
FY2014	57,300		Intangibles									
FY2015	15,000		Equipment		623,000							
FY2016	255,000		Design & Engineering									
FY2017	102,500		Construction Expenses									
FY2018	193,200		Other Expenses*									
Total	\$623,000		Total		\$623,000		Total		\$			
Attached Schedules												
	CF	X	CX	X	LS		SI		SS	X		
Description and Justification												
Small Specialty Equipment 2014 Replacement #160 (2006) – Vac. Tech Trailer; this piece of equipment is currently inoperable and the controller is from a legacy system that would be cost prohibitive to repair												
FY2014-FY2018 Version												

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 57,300.00	\$ 15,000.00	\$ -	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Water		160				Vac. Tech Trailer				\$ 57,300.00					
Water		151	A	1989		Welder					\$ 15,000.00				

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year									
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$	-	\$	-	\$	94,200.00	\$	-	\$	193,200.00					
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other																								
Water		133		2001	John Deere 310SG	Backhoe Ldr.	16,500	D	5,875			\$ 94,200.00												
Water		115		2008	Mauldin 1350WS	Excavator		G						\$ 193,200.00										

Town of Needham
Capital Improvement Plan
January 2013

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ 160,800.00	\$ 102,500.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Water	T	24		2009	Ford F-150	Pick-Up Truck	6,700	G	37,184			\$ 30,300.00			
Water	P	22		2009	Ford F-450	Utility Body	16,500	G	42,516			\$ 57,700.00			
Water	P	20		2009	Ford Escape Hybrid	SUV	4,880	H	14,540			\$ 42,500.00			
Water	T	21		2010	Ford F-150	Pick-Up Truck	6,700	G	15,936			\$ 30,300.00			
Water	T	26		2011	Ford F-150 XL	Pick-Up Truck	7,050	G	19,372				\$ 32,100.00		
Water	T	27		2011	Ford F-150 XL	Pick-Up Truck	7,050	G	13,991				\$ 32,100.00		
Water	T	31		2011	Ford F-150 X	4WD Pick-Up	7,200	G	11,648				\$ 38,300.00		

Building & Facility Submissions

Section 6

**Five Year Department Submissions
Section Index
FY2014 - FY2018**

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Pollard Blue & Green Gym Upgrades	Public Facilities	Public Schools	6-09
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Underground Storage Tank Removal - Police Station	Public Facilities	Public Safety	6-01

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Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR					
Title	Underground Storage Tank Removal – Police Station	Department	Public Facilities - Operations		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Underground Storage Tank Removal – Police Station				Department	Public Facilities - Operations			
Useful Life	V	Primary Reason		4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2014	28,500		Intangibles						
FY2015			Equipment						
FY2016			Design & Engineering	10,500					
FY2017			Construction Expenses	18,000					
FY2018			Other Expenses*						
Total									
	\$28,500		Total	\$28,500		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>This request is for the Department of Public Facilities to remove the underground fuel storage tank at the Police Station in FY2014. It is intended that all public safety vehicles will be utilizing the fueling station at the Department of Public Works. This request includes potential clean up should there be any contamination.</p>									
FY2014-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR					
Title	Pollard Boiler Replacement	Department	Department of Public Facilities/Construction		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?		X		
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?		X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?		X		
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR										
Title	Pollard Boiler Replacement				Department	Department of Public Facilities/Construction				
Useful Life	III	Primary Reason		4	Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	55,000	Intangibles								
FY2014	462,277	Equipment								
FY2015	150,000	Design & Engineering		55,000						
FY2016		Construction Expenses		612,277						
FY2017		Other Expenses*								
Total	\$667,277	Total		\$ 667,277	Total		\$			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request is to replace the two (2) boilers in the back boiler room of the Pollard Middle School with three (3) high efficiency condensing boilers.</p> <p>Currently the building is designed to operate off of two (2) boiler rooms with two (2) boilers in each of those rooms. These boiler rooms are presently oversized, and there have been logistical problems with running the boilers in both of these rooms simultaneously. An inability to successfully run boilers in both rooms simultaneously does not allow for sufficient redundancy should any failure in one of these boilers occur. Upgrading the front boiler room with three (3) high efficiency boilers and removing the boilers in the back boiler room, will allow for the front boiler room to carry the heating load of the entire building without any of the problems currently being experienced from running the boilers at the same time. The current boilers are over twenty (20) years old, and are beginning to become problematic. Repairs in the winter of 2011/2012 will be necessary to keep the building running at a sufficient temperature.</p> <p>The new boilers will be designed for natural gas and will increase the energy efficiency of the heating systems at the Pollard. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model.</p> <p>In FY 2015 the current oil tank at the Pollard will be scheduled for removal. This will reduce liability for the Town of having an underground storage tank for Fuel Oil #2 at this location.</p>										

Town of Needham
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Department Capital Request CIP-DCR					
Title	Pollard Phone System Replacement	Department	Department of Public Facilities/Operations		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?		X		
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that areNOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
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Department Capital Request CIP-DCR										
Title	Pollard Phone System Replacement				Department	Department of Public Facilities/Operations				
Useful Life	III	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013		Intangibles								
FY2014	53,000	Equipment								
FY2015		Design & Engineering								
FY2016		Construction Expenses		53,000						
FY2017		Other Expenses*								
Total	53,000	Total		53,000	Total		\$			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request is to upgrade the current phone system at the Pollard Middle School, which is a Samsung 400 series with an updated and modern phone system. There are presently more phone users at the Pollard, than the 400 series can handle. Samsung no longer manufactures or supports the 400 series. This system has required frequent repairs and has caused intermittent disruption of phone service to the building occupants. This request would include rewiring areas where appropriate and procuring and installing the new system.</p>										

Town of Needham
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Department Capital Request CIP-DCR								
Title	NHS A Gym Upgrades	Department	Public Facilities/Operations					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?					X		
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?					X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

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Department Capital Request CIP-DCR											
Title	NHS A Gym Upgrades					Department	Public Facilities/Operations				
Useful Life	III		Primary Reason	3		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2014			Intangibles								
FY2015			Equipment	186,550							
FY2016			Design & Engineering	28,700							
FY2017	105,000		Construction Expenses	71,750							
FY2018	182,000		Other Expenses*								
Total	\$287,000		Total	\$287,000		Total	\$				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>This request is to upgrade the NHS A Gym. The NHS A Gym was not part of the 2009 renovation.</p> <p>The bleachers are beyond their useful life and are being requested to be replaced in FY 2017. The bleachers that are currently at the High School are difficult to maintain and use, requiring frequent repair.</p> <p>The lighting is presently inadequate and this is being requested to be replaced in FY 2018. The ceiling is a drop ceiling and ceiling tiles are frequently damaged. This project would include both the replacement of the ceiling and the lighting.</p> <p>This gym is a high demand space for utilization by the community. There is potential for the Needham Booster Club and NHS Athletics to contribute to this project</p> <p>In the out years we have plans to replace the basketball winch mechanisms, replacing siding, and replacing the wood floors.</p>											
FY2014-FY2018 Version											

Town of Needham
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Department Capital Request CIP-DCR						
Title	Pollard Blue & Green Gym Upgrades	Department	Public Facilities/Operations			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?				X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

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Department Capital Request CIP-DCR										
Title	Pollard Blue & Green Gym Upgrades					Department	Public Facilities/Operations			
Useful Life	III		Primary Reason	3		Operating Budget Impact	C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2014			Intangibles							
FY2015			Equipment							
FY2016			Design & Engineering	100,000						
FY2017	58,500		Construction Expenses	398,500						
FY2018	440,000		Other Expenses*							
Total	\$498,500		Total	\$498,500		Total	\$			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Pollard Gym was identified in the Feasibility Study conducted in 2011 as in need of upgrade and has additionally been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is specifically ideal for basketball use, upgrading lighting, and installing mats along the side of the gym for safety.</p> <p>In FY 2017 the lighting in the gym will be upgraded. Presently the lumens produced from the lighting in these gyms are not adequate to light the space. Additionally the new lighting will be more efficient than the existing lighting</p> <p>In FY 2018 this project would replace the flooring only in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and Community basketball groups based on its size. The rubber flooring would be replaced by a new type of rubber flooring that would have the same bounce as wood flooring for basketball use, but does not have the handicapped accessible issues that using wood flooring would present.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR							
Title	DPW Boiler Replacement – 470 Dedham Ave	Department	Public Facilities/Operations				
Parameters					YES	NO	NA
1.	Is this a stand-alone capital request?				X		
2.	Is this a multi-year capital replacement/upgrade request?					X	
3.	Is this a request in response to a documented public health or safety condition?					X	
4.	Is this a request in response to a Court, Federal, or State order?					X	
5.	Is this a request for a study or long range plan?					X	
6.	Is this a request to purchase office or school equipment (other than technology)?					X	
7.	Is this a request to purchase specialty equipment?					X	
8.	Is this a request to purchase technology or wireless communication system?					X	
9.	Is this a request to purchase vehicles or other rolling stock?					X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X
15.	Are there recommendations or costs indentified by other departments that areNOT factored into the request?						X
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X
18.	Will the requested project increase the annual operating costs for ANY department?						X
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X
21.	Will additional permanent staff be required if the request is approved?						X
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?						X
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X		
24.	Does the request support activities to produce new revenue for the Town?						X
25.	If the request is not approved will existing Town revenue sources be negatively impacted?						X
26.	Have other non-capital investment options been explored before submitting this request?						X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X
28.	If applicable, will the items being replaced be retained by the Town?						X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X
30.	Are there any appendix forms with this funding request?						X

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Department Capital Request CIP-DCR										
Title	DPW Boiler Replacement – 470 Dedham Ave					Department	Public Facilities/Operations			
Useful Life	III		Primary Reason	3		Operating Budget Impact	B			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013			Intangibles							
FY2014			Equipment							
FY2015			Design &Engineering	30,000						
FY2016	360,500		Construction Expenses	330,500						
FY2017			Other Expenses*							
Total	\$360,500		Total	\$ 360,500		Total	\$			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
<p>The request to replace the DPW boiler with two (2) high efficiency condensing boilers is based on both the need for redundancy in the heating season and to improve energy efficiency. The boiler at the DPW was installed in the 1961 and is past its useful life. This piece of equipment has required a number of repairs in order to maintain it in working order. A new boiler will improve the energy efficiency of heating the DPW and installing two units will ensure that if one unit needs repair during the heating season the building will have sufficient heat to prevent the pipes from freezing.</p> <p>The new boiler will be designed for natural gas and will increase the energy efficiency of the heating systems at the DPW. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model.</p>										

Town of Needham
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Department Capital Request CIP-DCR						
Title	Energy Efficiency Upgrades	Department	Public Facilities/Operations			
Parameters			YES	NO	NA	
1. Is this a stand-alone capital request?			X			
2. Is this a multi-year capital replacement/upgrade request?			X			
3. Is this a request in response to a documented public health or safety condition?				X		
4. Is this a request in response to a Court, Federal, or State order?				X		
5. Is this a request for a study or long range plan?				X		
6. Is this a request to purchase office or school equipment (other than technology)?				X		
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?				X		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?			X			
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X		
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X		
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X		
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X		
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X		
21. Will additional permanent staff be required if the request is approved?				X		
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X			
23. If the requested project is funded, will it reduce the requesting department's operating costs?			X			
24. Does the request support activities to produce new revenue for the Town?				X		
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X		
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X		
28. If applicable, will the items being replaced be retained by the Town?				X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X		
30. Are there any appendix forms with this funding request?				X		

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Department Capital Request CIP-DCR									
Title	Energy Efficiency Upgrades				Department	Public Facilities/Operations			
Useful Life	I-V	Primary Reason		4	Operating Budget Impact			B	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	113,078	Intangibles							
FY2015	96,323	Equipment			54,043				
FY2016	125,560	Design & Engineering			81,065				
FY2017	205,472	Construction Expenses			405,325				
FY2018		Other Expenses*							
Total	\$ 540,433	Total		\$540,433	Total	\$			
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The 2011 May Special Town Meeting approved Article 6 to fund an Engineering Study for Energy Upgrades. This study was conducted on 10 key buildings in August and September of 2011 and the results were issued in October of 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years.</p> <p>In 2012 the department tackled some of the low cost items, most notably the installation of vendor misers on the vending machines throughout Town. This device powers down vending machines when no one is in the area, and then powers them back on when motion is detected.</p> <p>In 2013 the department intends to tackle additional low cost items as well as some more costly items at the Hillside and Mitchell in order maximize the life of those measures. These items include upgrading the exterior lighting in both buildings to more energy efficient lighting and tightening up the building envelope in both buildings. Design issues have prevented the department from addressing the insulation in the Mitchell Attic, as the solution to those issues would be more costly than the payoff of those improvements.</p> <p>In 2014 the department intends to tackle some of the more involved projects in the Eliot and Broadmeadow, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro commissioning the HVAC system in the Broadmeadow, installing motion sensors for the lighting in the Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.</p>									
FY2014-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	Public Facilities Maintenance Program	Department	Public Facilities/Operations					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?					X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Public Facilities Maintenance Program				Department	Public Facilities/Operations			
Useful Life	I	Primary Reason		5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2014	465,750		Intangibles						
FY2015	482,000		Equipment	250,125					
FY2016	499,000		Design & Engineering	375,188					
FY2017	516,500		Construction Expenses	1,875,937					
FY2018	538,000		Other Expenses*						
Total									
	\$2,501,250		Total	\$2,501,250		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>This warrant article covers annual necessary maintenance of public buildings throughout the town and school department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. In FY 13 this fund was used for flooring replacement at the Eliot, Library, Hillside, and Broadmeadow, asbestos abatement and stairwell flooring work at the Hillside, exterior painting at the Mitchell, motion sensor installation for lighting at the Pollard, duct cleaning at the NHS in the A & B buildings, wood floor refinishing in various school buildings, pump, exhaust fan, and oil containment work at the Hillside & Mitchell, window AC unit upgrade at the Hillside, installation of an awning at the Mitchell, LED exterior light conversion at the Newman, and xeriscaping at the Webster St entrance of NHS.</p> <p>FY 14 will have duct cleaning at the C & D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot and Broadmeadow. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains. With the natural gas line installation down Brookline St, and the replacement of the Pollard boilers, the Mitchell school will have the existing boilers converted to natural gas using remaining parts from the old Pollard boilers.</p> <p>FY 15 will have duct cleaning at High Rock School, Mitchell School, and Public Services Administration Building. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Pollard School makes minor adjustments to site configuration for improved site circulation.</p> <p>FY 16 will have duct cleaning at the Pollard School, Fire Station #2, and Broadmeadow School. Xeriscaping at the High School. Asbestos Abatement at Pollard. Flooring replacement at Pollard.</p> <p>FY 17 will have duct cleaning at the Hillside School, Public Safety Building, Library, and Eliot. Flooring replacement at Pollard. Xeriscaping at the High School.</p> <p>FY 18 will have duct cleaning at the Newman and Town Hall.</p>									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	Athletic Facility Improvements	Department	Public Works/Park & Recreation					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?					X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?					X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X		
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?					X		
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR										
Title	Athletic Facility Improvements				Department	Public Works/Park & Recreation				
Useful Life	III	Primary Reason			5	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014	158,000	Intangibles								
FY2015	1,475,200	Equipment								
FY2016	193,000	Design & Engineering		188,000						
FY2017	275,000	Construction Expenses		2,263,200						
FY2018	350,000	Other Expenses*								
Total	\$2,451,200	Total		\$2,451,200	Total	\$				
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds.</p> <p><u>FY 2014</u></p> <ul style="list-style-type: none"> Newman School athletic fields renovation. Engineering: \$158,000 <p><u>FY 2015</u></p> <ul style="list-style-type: none"> Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Newman fields are currently at the water table, resulting in an inability to use the fields for the majority of playing seasons, in the spring or the fall. This has resulted in overuse of other fields, making the Newman fields available during the spring and fall sports seasons will benefit sports organizations and improve conditions and playability on the other fields. Construction: \$1,475,200 <i>Anticipated increase to the operating budget: \$33,000/yr. (\$20,000/yr. for fert., seed & plant protectants; approximately \$4,000/acre, \$11,000/yr. for topdressing and all other cultural practices; approximately \$2,200/acre)</i> <p><u>FY 2016</u></p> <ul style="list-style-type: none"> Strip, Amend soil and re-sod both Conroy and Memorial field: \$193,000 <p><u>FY 2017</u></p> <ul style="list-style-type: none"> Cricket Field – Drainage, and field renovation for Field #2, irrigation renovation for both fields Engineering: \$30,000 										

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR			
Title	Athletic Facility Improvements	Department	Public Works/Park & Recreation
Design and Construction: \$245,000			
<u>2018</u>			
Claxton Field – Upgrade field lighting system to more energy efficient lights: \$350,000			
<u>ADDITIONAL FUTURE PROJECTS:</u>			
<ul style="list-style-type: none"> • Avery Field – improved parking (DPW road project), irrigation & bubbler • Broadmeadow School Diamond #1 – install grass infield and irrigation adjustment, drainage for diamond #2 • DeFazio Complex – renovation of parking lot, walking path with protective netting to DeFazio #1 • High Rock Fields– new backstop, player benches, perimeter fencing • Perry Park – new backstop, player benches, player fencing 			
<u>Construction of new athletic fields (locations - TBD)</u>			
			FY2014-FY2018 Version

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR					
Title	Mills Field Improvements	Department	Public Works/Park and Recreation		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?			X	
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?		X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?		X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?			X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?		X		
30.	Are there any appendix forms with this funding request?			X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Mills Field Improvements				Department	Public Works/Park and Recreation			
Useful Life	IV	Primary Reason		1	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013			Intangibles						
FY2014		40,000	Equipment						
FY2015		202,750	Design & Engineering		40,000				
FY2016			Construction Expenses		202,750				
FY2017			Other Expenses*						
Total									
		\$242,750	Total		\$242,750	Total		\$	
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>Mills Field has been the location of several park improvements in the past four years including renovated tennis courts, new playground equipment, addition of high barrier fence between baseball diamond and tennis courts, and replacement of backstop and outfield fencing. Fencing around the playground area has been replaced.</p> <p>The purpose of this project is to provide safety and aesthetic renovations to the park. (a) create new parking areas at circular drive (24 spaces) and along Hampton Avenue (10-12 spaces); (b) add asphalt overlay to basketball court, stripe, and replace poles and backboards; (c) replace picnic tables and grills; and (d) add Xeriscape gardening in appropriate locations.</p> <p>Additionally, the ball field would also be stripped and sodded. The breakdown for this is \$22,750, (.65 for 33,000 sq. ft.)</p> <p>Park and Recreation has worked with DPW to develop this scope of work.</p>									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	Cricket Field Building Renovations	Department	Park and Recreation			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?				X	
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?				X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Cricket Field Building Renovations				Department	Park and Recreation			
Useful Life	IV	Primary Reason		1	Operating Budget Impact			A	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2014			Intangibles						
FY2015	\$415,000		Equipment						
FY2016	\$450,000		Design & Engineering	\$173,000					
FY2017			Construction Expenses	\$692,000					
FY2018			Other Expenses*						
Total	\$ 865,000		Total	\$ 865,000		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. The study looked at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. The final recommendations gave a range for renovation and a modular building at a different location at the park. For the renovation, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. Option 1 is used for the request, which is an update of the current layout for seasonal use only. Option 1A reduces some of the changes of the layout, for an estimate of \$611,000. A new modular building would be in a similar price range as Option 1. The design costs would also include a survey that is required for a building permit. The estimate was created in 2012, with a 10% contingency. It is recommended to escalate the estimate by 5% annually, or review if a significant period of time passes. The design/engineering costs were based on 20% of total project estimate.</p> <p>The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for these purposes, and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking. Approval of a new septic system as opposed to a sewer system would help reduce the cost of construction.</p> <p>The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue as it isn't likely another site in Town would be available to accommodate the program.</p> <p>Donations have been made for other projects at the park, totaling about \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches.</p>									
FY2014-FY2018 Version									

Infrastructure Submissions

Section 7

**Five Year Department Submissions
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FY2014 - FY2018**

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**Five Year Department Submissions
Section Index
FY2014 - FY2018**

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Alphabetical by Title (sort)			
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Town of Needham
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Department Capital Request CIP-DCR						
Title	Blue Tree Replacement	Department	Public Works			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?				X	
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?				X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?				X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	Blue Tree Replacement					Department	Public Works				
Useful Life	V	Primary Reason	8	Operating Budget Impact	C						
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles			Cost of purchase and transportation	35,000				
FY2014			Equipment								
FY2015	35,000		Design & Engineering								
FY2016			Construction Expenses								
FY2017			Other Expenses*	35,000							
Total	\$35,000		Total	\$35,000		Total	\$				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>Upon discovery of the declining condition of Needham's historic Blue Tree, the Tree Warden, working with the help of a local tree consultant, has come up with a plan to remove and replace the Blue Tree. This tree has had a long and storied life but unfortunately it has come time to take it down due to its failing health and potential liability. Given the history of this tree, we recommend that it be replaced with a large tree to carry on the holiday tradition of the Blue Tree lighting. At this time, the plan is to relocate a large Red Maple tree. The tree being purchased would be a 12 inch caliper tree and approximately 30 feet tall. The current Blue Tree is a Sugar Maple tree approximately a 30 inch caliper tree and 70 feet tall.</p>											

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	Public Works Infrastructure Program	Department	Public Works					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?					X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Public Works Infrastructure Program				Department	Public Works			
Useful Life	3	Primary Reason			5	Operating Budget Impact			C
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	1,408,000	Intangibles							
FY2015	796,400	Equipment							
FY2016	1,450,000	Design & Engineering		245,400					
FY2017	1,273,000	Construction Expenses		6,512,000					
FY2018	1,830,000	Other Expenses*							
Total	\$6,757,400	Total		6,757,400	Total	\$			
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>Street Resurfacing: This program is essential to improve the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.</p> <p>Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb usually placed with the paving operation better defines the edge of road, improves drainage and protects the shoulder from erosion.</p> <p>The requested street resurfacing funding in FY14 is \$456,000, FY15 is \$200,000, FY16 is \$320,000, FY17 is \$400,000, and FY18 is \$600,000. The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$1,976,000.</p> <p>Roads to be considered, but not yet prioritized:</p>									
<p>Traffic Signal & Intersection Improvements: The costs are estimated by Engineering and require conceptual scope of work for project level costs that have not yet been determined. This program will fund Traffic Signal Improvements & Intersection Improvements and new traffic signal installations where none currently exist.</p> <p>FY14 – Forest Street @ Central Avenue, Construction - \$300,000</p> <p>FY15 - Highland Avenue @ West Street, Engineering & Design - \$115,000</p> <p>FY16 – Highland Avenue @ West Street, Construction - \$455,000</p> <p>FY17 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the</p>									

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>replacement of traffic signals, Engineering & Design - \$99,000</p> <p>FY18 – Great Plain Avenue @ Greendale Avenue, Construction - \$580,000</p> <p>The average useful life is 25 years; the proposed 5 year capital request is \$1,549,000</p> <p>Out Years – Dedham Ave</p> <p>Combined Sidewalk Program: This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town’s sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.</p> <p>Fiscal year 2012 contract pricing to reconstruct one mile of asphalt sidewalk including handicapped ramps is \$200,000 per mile (\$38/lf). Contract pricing to install a mile of granite curb with minor drainage improvements is \$237,000 per mile (\$45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.</p> <p>The requested Combined Sidewalk Program funding in FY14 is \$552,000, FY15 is \$450,000, FY16 is \$575,000, FY17 is \$500,000, and FY18 is \$550,000. The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,627,000.</p> <p>Storm Drain Capacity Improvements: This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan, identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. The funding request also includes but is not limited to the installation of additional storm drains and to replace, increase capacity and extend storm drains on Manning Street, Hoover Road, Concord Road and Burnside Road. Since the issuance of this report numerous mulit-unit developments have been built or planned in the Town of Needham. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town’s drainage system and causes flooding in some areas.</p> <p>FY14 - No Funding requested FY15 – Taylor Street / Central Avenue – Engineering \$31,400 FY16 - No Funding requested FY17 – Taylor Street / Central Avenue – Construction \$174,000 FY18 – No Funding requested</p>			

Town of Needham
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Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>The average useful life is 60 years; the proposed 5 year capital request is \$205,400.</p> <p>Future Areas to be considered, but not yet prioritized: Carey Road (area 2) – Engineering \$42,800 Carey Road (area 2) – Construction \$156,800 Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Eng. 41,800 Lower Hunnewell Drainage improvements Eng. & Construction 305,000 Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Construction Concord St., Greendale Ave., Woodbine Cir. System (Area 4) – Eng. 100,000 Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9), West St. (Area 11) Fairfield St., Elmwood Rd. (Area 5)</p> <p>Brooks and Culverts – Repair and Maintenance:</p> <p>The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces. It is the intention of the DPW to expend Capital Funds to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Flooding in March 2010 has caused the failure of retaining walls, loss of soils behind the walls, and brooks have become silted allowing the overgrowth of vegetation that has impacted the level of the water flows. This neglect has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.</p> <p>Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA.</p> <p>FY14 – Continued wall repair along Rosemary Brook – Construction \$100,000. FY15 - No Funding requested. FY16 - Continued wall repair along Rosemary Brook – Construction \$100,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000. FY18 – Culvert at Meadowbrook Rd – Construction \$100,000</p> <p>The annual funding request is \$100,000</p>			

Town of Needham
 Capital Improvement Plan
 January 2013

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>Future Projects include, but are not limited to, the following locations:</p> <ul style="list-style-type: none"> Winding River Locust Lane Fuller Brook Oxbow Road Webster & Howland Streets Brookside Road & Forest Street Chestnut Street & Carriage Lane Emerson Place Pennsylvania Avenue Elder Road Meredith Circle <p>Prior projects funded include:</p> <ul style="list-style-type: none"> Cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook. FY09 - Brook cleaning from Chestnut Street to Maple Street was completed FY11 - MBTA culvert replacement FY12 - Rosemary Brook at Mallard Road, Perry Gorge FY13 - Portion of Rosemary Brook 			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR					
Title	Trail Improvement Project – Needham Reservoir	Department	Conservation/Park & Recreation		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?	X			
2.	Is this a multi-year capital replacement/upgrade request?		X		
3.	Is this a request in response to a documented public health or safety condition?		X		
4.	Is this a request in response to a Court, Federal, or State order?		X		
5.	Is this a request for a study or long range plan?		X		
6.	Is this a request to purchase office or school equipment (other than technology)?		X		
7.	Is this a request to purchase specialty equipment?		X		
8.	Is this a request to purchase technology or wireless communication system?		X		
9.	Is this a request to purchase vehicles or other rolling stock?		X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?		X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?		X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?	X			
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	X			
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?		X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?		X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?		X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?		X		
18.	Will the requested project increase the annual operating costs for ANY department?		X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?		X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?		X		
21.	Will additional permanent staff be required if the request is approved?		X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?		X		
24.	Does the request support activities to produce new revenue for the Town?		X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?		X		
26.	Have other non-capital investment options been explored before submitting this request?	X			
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?		X		
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?	X			
30.	Are there any appendix forms with this funding request?		X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	Trail Improvement Project – Needham Reservoir					Department	Conservation/Park & Recreation				
Useful Life	V	Primary Reason			1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	65,000		Intangibles								
FY2015	140,000		Equipment								
FY2016			Design & Engineering		65,000						
FY2017			Construction Expenses		140,000						
FY2018			Other Expenses*								
Total	\$ 205,000		Total		\$ 205,000		Total		\$		
Attached Schedules											
	CF		CX		LS		SI		SS		
Description and Justification											
<p>This request is for the design and permitting of a handicap accessible perimeter trail (with boardwalks) around the Needham Reservoir. The development of an accessible trail around one of the Town’s important amenities – the Needham Reservoir – was a key priority identified in the Town’s Trail Master Plan. The proposal dovetails nicely with the construction of the Public Services Administration Building and the associated improvements to the parcel on Dedham Avenue. Furthermore, as Needham does not currently have a handicapped accessible trail, this project would also provide a unique recreational opportunity for those with mobility problems. In addition, a fishing dock that is accessible would be installed.</p> <p>Because the work falls within the permitting jurisdiction of the Conservation Commission, it will be necessary to design and permit the project prior to construction (survey plan, wetland delineation, trail/boardwalk design, Notice of Intent, potential need to develop a mitigation plan, etc.). While there is potential to obtain grant money to assist in building the trail, such funds are typically not available for pre-construction activities.</p> <p>The estimated cost has been reviewed in September 2012 by the consultants who provided the original estimate in the Trails Master Plan, and the fishing dock estimate was added into the trail project. The estimated construction costs are also preliminary and presume that the project would be executed by a private contractor.</p> <p>In 1890, the Town of Needham acquired the property including and surrounding the Needham Reservoir for water supply purposes. Groundwater extraction wells operated on the property until the 1940’s and the reservoir was decommissioned as a water supply source in 1995. The property is under the jurisdiction of the Board of Selectmen and the water supply use has not changed since the property was purchased. What has changed is that pedestrian use of the property – primarily by nearby residents and by employees from the abutting Department of Public Works – has increased. While an ad hoc, dirt road (constructed decades ago to provide access to the wells) exists along the northern edge of the reservoir, the road is eroding in places and is impassible during wet conditions in others. The remainder of the reservoir perimeter (beyond the last well) is used less frequently; however, those who do walk the southerly portion of the property have blazed their own, inconsistent routes through and over existing shrubs and herbaceous plants in an effort to keep their feet dry. Additionally, some direct abutters to the property have constructed their own “paths” directly to the water’s edge.</p>											

Town of Needham
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Department Capital Request CIP-DCR			
Title	Trail Improvement Project – Needham Reservoir	Department	Conservation/Park & Recreation
<p>The primary purpose of designing and subsequently constructing a formal trail system at this location is to preserve the sensitive wetland system that surrounds the reservoir. In order to protect the functions and values of this area (including but not limited to wildlife habitat, storm damage prevention, and pollution prevention) it is necessary to keep pedestrians – who cannot reasonably be excluded from using this property – to a predefined and appropriate space. Creating a functional, dry and obvious trail around the reservoir will address the haphazard and detrimental routes that are developing and will discourage encroachment into the vegetated portions of the property. Furthermore, replacing the outdated access drive with a solid, non-erodible surface will decrease the potential sediment loads to both the surrounding wetlands and the reservoir.</p>			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR								
Title	Trail Improvement Project – Newman Eastman Conservation	Department	Conservation/Park & Recreation					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?						X	
2.	Is this a multi-year capital replacement/upgrade request?						X	
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?					X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?							X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?					X		
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
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Department Capital Request CIP-DCR										
Title	Trail Improvement Project – Newman Eastman Conservation				Department	Conservation/Park & Recreation				
Useful Life	V	Primary Reason			1	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2014	\$90,000		Intangibles							
FY2015	\$210,000		Equipment							
FY2016			Design & Engineering		\$90,000					
FY2017			Construction Expenses		\$210,000					
FY2018			Other Expenses*							
Total	\$ 300,000		Total		\$ 300,000		Total		\$	
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Trails Master Plan has outlined several projects, and this is the second major improvement project that is being moved forward for funding. The trail system in the Eastman Conservation land behind the Newman School is utilized as part of the curriculum of the Needham Public Schools and its Science Center. It is hoped that this project could be coordinated with a project that is proposed by the Department of Public Works to improve the athletic fields at the Newman School. As the legislation requirements have changed, this project is now eligible for CPA funding.</p> <p>The estimate was reviewed in September 2012 by the Trails Master Plan consultant. Design and permitting estimates also include assistance from a structural engineer for bridges and walkways within the wetland areas. With the recent purchase of the Carol/Brewster properties, the trail built on those properties will now be able to be officially connected with those in the Eastman Conservation area.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR								
Title	Trail Improvement Project – Ridge Hill Loop	Department	Conservation					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?						X	
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?						X	
5.	Is this a request for a study or long range plan?						X	
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?					X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?							X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?					X		
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR										
Title	Trail Improvement Project – Ridge Hill Loop				Department	Conservation				
Useful Life	V	Primary Reason		1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014			Intangibles							
FY2015		20,000	Equipment							
FY2016		50,000	Design & Engineering		20,000					
FY2017			Construction Expenses		50,000					
FY2018			Other Expenses*							
Total		\$ 70,000	Total		\$ 70,000	Total		\$		
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Trails Master Plan has outlined several projects, and this is the third major improvement project that is being moved forward for funding. This is a high priority project for the Conservation Commission. The proposed Ridge Hill Loop would be located in the north-westernmost portion of Ridge Hill Reservation and would create a large turn-around for the northernmost extension of the Esker Trail. Currently, the maintained portion of the Esker Trail ends at a three-way fork with two branching trails terminating at abutting private properties. The Ridge Hill loop would connect the two branching trails which will be imperative for the future use and expansion of this trail system. The trail would require significant vegetation removal along with one intermittent stream bridge crossing. The proposed Ridge Hill Loop trail is a high priority for the new trails to connect the circuit at the end of the Esker Trail and will provide better passive recreational opportunities for Ridge Hill users. With the recent regulation changes to the Community Preservation Act (CPA), this project is eligible for CPA funding.</p> <p>This estimated cost of the project design and construction is based on preliminary conversations with environmental consultants.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR								
Title	Trail Improvement Project – Rosemary Camp Property	Department	Park & Recreation					
Parameters						YES	NO	NA
1. Is this a stand-alone capital request?							X	
2. Is this a multi-year capital replacement/upgrade request?							X	
3. Is this a request in response to a documented public health or safety condition?							X	
4. Is this a request in response to a Court, Federal, or State order?							X	
5. Is this a request for a study or long range plan?							X	
6. Is this a request to purchase office or school equipment (other than technology)?							X	
7. Is this a request to purchase specialty equipment?							X	
8. Is this a request to purchase technology or wireless communication system?							X	
9. Is this a request to purchase vehicles or other rolling stock?							X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X	
11. Is this a request to improve or make repair to extend the useful life of a public building?							X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?							X	
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?							X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?							X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?							X	
18. Will the requested project increase the annual operating costs for ANY department?							X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?							X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?							X	
21. Will additional permanent staff be required if the request is approved?							X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?							X	
24. Does the request support activities to produce new revenue for the Town?							X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?							X	
26. Have other non-capital investment options been explored before submitting this request?						X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?							X	
28. If applicable, will the items being replaced be retained by the Town?								X
29. Does this request qualify for funding from Community Preservation Act (CPA)?						X		
30. Are there any appendix forms with this funding request?							X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR									
Title	Trail Improvement Project – Rosemary Camp Property				Department	Park & Recreation			
Useful Life	V	Primary Reason		1	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C
FY2014			Intangibles						
FY2015			Equipment						
FY2016		\$8,000	Design & Engineering			\$68,000			
FY2017		\$60,000	Construction Expenses			\$85,000			
FY2018		\$85,000	Other Expenses*						
Total									
		\$ 153,000	Total		\$ 153,000	Total		\$	
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Trails Master Plan has outlined several projects, and this is one of the major improvement projects that is being moved forward for funding. The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents in the area. The beginning section is the most urgent need for restoration, but there are other areas of concern, particularly along the steep stretch adjacent to the lake. Some projects would be completed by volunteers, so that only the large construction projects will need to be performed by a contractor. Under the revised legislation, this project is now eligible for CPA funding. The estimate was reviewed with the Trails Master Plan consultant, and a pre-feasibility study was added to insure that the original trail and any other options have been fully vetted. Permitting costs are included in the design phase.</p> <p>Park and Recreation is studying the future of the Rosemary Pool complex, so this project would be coordinated with any future renovations at Rosemary Lake and Pool. The Pool Complex was partially funded with federal Land and Water Conservation funds, and access to the property for residents is an important component to the rules related to funding.</p>									
FY2014-FY2018 Version									

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	Drain System Improvements – Water Quality (EPA)	Department	Public Works - Drains			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?		X			
5.	Is this a request for a study or long range plan?		X			
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?		X			
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR									
Title	Drain System Improvements – Water Quality (EPA)				Department	Public Works - Drains			
Useful Life	V	Primary Reason		2	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2014	71,000		Intangibles						
FY2015	76,000		Equipment						
FY2016	114,000		Design & Engineering	299,000					
FY2017	2,000,000		Construction Expenses	2,076,000					
FY2018	114,000		Other Expenses*						
Total									
	\$2,375,000		Total	\$2,375,000		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>In 1995, the DPW was under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit discharges identified in this investigation were pursued and improvements undertaken to eliminate them in 1996 and 1997. This investigation resulted in the Town entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation and to the development of a Stormwater Master Plan. This Master Plan was completed in 2002. Incorporated into this Stormwater Master Plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged to the Charles River in Needham. Further investigation and sampling continues year to year.</p> <p>When the 2003 EPA NPDES Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year.</p> <p>Past projects completed to improve stormwater discharge with a variety of methods are</p> <ul style="list-style-type: none"> • Town Library • High School • Chestnut Street Reconstruction • High Rock School • Lake Drive <p>Design completed, awaiting construction</p> <ul style="list-style-type: none"> • DPW Drainage improvements • Sportsmen’s Pond/Rosemary Glen <p>FY14 – Water Shed Management Plan \$71,000</p> <p>FY15 - DPW Facility SWMP, Construction \$76,000</p>									

Town of Needham
 Capital Improvement Plan
 January 2013

Department Capital Request CIP-DCR			
Title	Drain System Improvements – Water Quality (EPA)	Department	Public Works - Drains
FY16 – Rosemary Lake Sediment Removal – Engineering & Design \$114,000 The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding.			
FY17 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000			
FY18 - Sportsmen’s Pond/Rosemary Glen - Engineering & Design \$114,000			
FY19 - Sportsmen’s Pond/Rosemary Glen - Construction \$621,000			
FY2014-FY2018 Version			

Town of Needham
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January 2013

Department Capital Request CIP-DCR								
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer					
Parameters						YES	NO	NA
1.	Is this a stand-alone capital request?					X		
2.	Is this a multi-year capital replacement/upgrade request?					X		
3.	Is this a request in response to a documented public health or safety condition?						X	
4.	Is this a request in response to a Court, Federal, or State order?					X		
5.	Is this a request for a study or long range plan?					X		
6.	Is this a request to purchase office or school equipment (other than technology)?						X	
7.	Is this a request to purchase specialty equipment?						X	
8.	Is this a request to purchase technology or wireless communication system?						X	
9.	Is this a request to purchase vehicles or other rolling stock?						X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?						X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?						X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
18.	Will the requested project increase the annual operating costs for ANY department?						X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?						X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?						X	
21.	Will additional permanent staff be required if the request is approved?						X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?						X	
24.	Does the request support activities to produce new revenue for the Town?						X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?						X	
26.	Have other non-capital investment options been explored before submitting this request?						X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
28.	If applicable, will the items being replaced be retained by the Town?						X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						X	

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR										
Title	Sewer System Inflow & Infiltration Removal				Department	Public Works-Sewer				
Useful Life	V	Primary Reason		2	Operating Budget Impact			N/A		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014	600,000		Intangibles							
FY2015			Equipment	300,000						
FY2016			Design & Engineering	300,000						
FY2017			Construction Expenses							
FY2018			Other Expenses*							
Total	\$600,000		Total	\$600,000		Total		\$		
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request is for a master study of Infiltration and Inflow (I/I) in the existing sewer system. The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems.</p> <p>The current studies that the Sewer Division is using to identify areas of work are presently outdated. These last study was conducted over twenty years ago. I/I analysis was conducted in 1985 & 1989 and there was a Sewer System Evaluation Survey conducted in 1991. The purpose of these studies is to identify the areas of the collection system that were contributing high volumes of I/I into the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction.</p> <p>The components of the first phase of the study to which funds were appropriated in FY13 include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow meters (\$100,000). The components of the second phase will include engineering (\$100,000) and closed circuit TV services (\$500,000) to be conducted in FY14.</p> <p>Infiltration is defined as groundwater or storm water runoff that enters the system thru deteriorated pipe or manhole structures that by definition need to be repaired.</p> <p>Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The inflow removal program is being presented separately from the infiltration removal program. Much of this work could address inflow to include extending or expanding the storm drain system to accept groundwater from household sump pumps. Needham's most significant problem is believed to be from these private sources. The program will initiate with an education and information campaign to inform and prepare the homeowners as to the nature of the problem. The cost impacts to the community, the legal implications, the likely solutions and the responsibilities of the homeowner and the potential enforcement actions by the Town, the MWRA, the DEP and the</p>										

Town of Needham
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Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
<p>EPA will need to be communicated. The preliminary engineering will likely take the form of smoke testing and flooded dye testing to determine any direct or indirect interconnections between the sewer and the storm drain system. It also includes a door-to-door investigation of households to determine where violations are occurring. Typical violations include, but are not limited to, sump pumps or open clean-outs where non-sanitary flow is discharging directly to the sewer system as well as foundation drains, yard drains, roof leaders and other cross connections</p> <p><u>Proposed Funded Areas</u></p> <p>FY 14 – Phase II I/I Townwide System Master Plan 600,000</p> <p>FY 15 – FY18 Area Determined by Study</p> <p>Beginning in FY 1996, the MWRA assessment included a component that reflects the volume of wastewater discharged. The total I/I (Inflow/Infiltration) has been measured to be as much as 60% of Needham's total sewage flow. Normal daily sewage volume is approximately 3.0 million gallons per day (mgd); the wastewater flow can exceed a rate of 15.0 mgd. These spikes are attributable to the <i>Inflow</i> component and can total as much as 300 mgd annually in a typical rainfall year. The remaining 75% is flow that occurs throughout the year as <i>Infiltration</i> and can approach 1 billion gallons per year. This is approximately 25% of the total I/I in the system.</p> <p><u>Cost Benefits of Program:</u></p> <ol style="list-style-type: none"> 1) Failure to do any mitigation in any of the MWRA communities will cause the overall costs for all participating communities to increase. 2) The failure of the Town of Needham to address it's I/I while neighboring communities reduce there's will increase the percentage of the cost to Needham. 3) When Needham decreases its I/I the same or better than other participating communities its percentage of cost will stay the same or decrease. 4) The overall cost to operate the MWRA sewer system tends to increase. The portion of the cost attributed to Needham decreases in percentage but increases in total dollars. 5) The Town must keep up with its I/I mitigation in order to avoid disproportionate increases in cost and to comply with the MassDEP's administrative order. 			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	Sewer Alarm System Upgrade	Department	Public Works-Sewer			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?		X			
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
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Department Capital Request CIP-DCR											
Title	Sewer Alarm System Upgrade					Department	Public Works-Sewer				
Useful Life	III	Primary Reason	4	Operating Budget Impact	C						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2014		Intangibles									
FY2015	258,000	Equipment									
FY2016		Design & Engineering									
FY2017		Construction Expenses	258,000								
FY2018		Other Expenses*									
Total	\$ 258,000	Total	\$258,000	Total	\$						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>The Sewer Alarm system upgrade includes the implementation of a SCADA system. SCADA is an acronym that stands for Supervisory Control and Data Acquisition (SCADA). The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations through out the system. The data will then be sent to a central computer which efficiently manages and controls the operations of the entire Sewer Collection System.</p> <p>A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the Fall of 2012. The FY15 cost estimate is for the implementation of the new SCADA system once a design is in place. This proposal also includes a power management system to reduce energy costs of operating the pump stations.</p>											
FY2014-FY2018 Version											

Town of Needham
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Department Capital Request CIP-DCR						
Title	Sewer Pump Station Improvements/Replacement	Department	Public Works-Sewer			
Parameters			YES	NO	NA	
1. Is this a stand-alone capital request?			X			
2. Is this a multi-year capital replacement/upgrade request?			X			
3. Is this a request in response to a documented public health or safety condition?				X		
4. Is this a request in response to a Court, Federal, or State order?				X		
5. Is this a request for a study or long range plan?				X		
6. Is this a request to purchase office or school equipment (other than technology)?				X		
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?				X		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?				X		
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X			
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X		
15. Are there recommendations or costs identified by other departments that are NOT factored into the request?				X		
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X		
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X		
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X		
21. Will additional permanent staff be required if the request is approved?				X		
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X			
23. If the requested project is funded, will it reduce the requesting department's operating costs?				X		
24. Does the request support activities to produce new revenue for the Town?				X		
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X		
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X		
28. If applicable, will the items being replaced be retained by the Town?				X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X		
30. Are there any appendix forms with this funding request?				X		

Town of Needham
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Department Capital Request CIP-DCR										
Title	Sewer Pump Station Improvements/Replacement				Department	Public Works-Sewer				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014			Intangibles							
FY2015	602,400		Equipment							
FY2016	2,828,000		Design & Engineering	479,200						
FY2017	345,000		Construction Expenses	3,646,200						
FY2018	350,000		Other Expenses*							
Total	\$4,125,400		Total	\$4,125,400		Total				
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>As part of the Wastewater System Master Plan, several of the wastewater pumping stations were evaluated to assess their physical condition, capacity, evaluate current and future flow projections. The Master Plan recommended that at least 7 of the 10 stations be upgraded. These included major improvements and replacement of the Reservoir St. "B" Station (this is the 2nd oldest station in the system). The station has been designed and construction began in the Spring of 2012.</p> <p>The Kendrick St. Station had been renovated to accommodate some of the initial redevelopment currently underway in the New England business district and the 350 residential units at 300 Second Avenue (Charles River Landing) tributary to this station. The West Street Station was completed 2000. The Great Plain Avenue Station was completed in 2010.</p> <p>Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Warren Street and Reservoir "A" are each either at or beyond their design life. Constant maintenance and emergency shutoffs occur more frequently and require greater amounts of personnel time and emergency funds to keep running.</p> <p>Alden Road Pump Station was originally constructed in the mid- 1950's as a pneumatic ejection station, converted in the 70's a built in place wet well/dry well type station with vertical flooded suction sewage pumps. There are no alarms with the exception of a local red light alarm for high wet well level. The pumps outdated electrical control panels are located below grade level adjacent to the pumps which if flooded poses a severe threat to personnel as well equipment. The station has heat, but no dehumidifier or ventilation. Problems have also occurred with roots and rags clogging pumps.</p> <p>FY14 No Funding Requested</p> <p>FY15 Cooks Bridge - Engineering & Design \$280,700</p>										

Town of Needham
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Department Capital Request CIP-DCR			
Title	Sewer Pump Station Improvements/Replacement	Department	Public Works-Sewer
	Reservoir St. "A" – Engineering, Design & Construction		\$321,700
FY16	Cooks Bridge - Construction		\$2,828,000
FY17	Lake Drive – Engineering, Design & Construction		\$345,000
FY18	Alden Rd – Engineering, Design, & Construction		\$350,000
			FY2014-FY2018 Version

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Department Capital Request CIP-DCR						
Title	Sewer Service Connections	Department	Public Works-Sewer			
Parameters			YES	NO	NA	
1. Is this a stand-alone capital request?			X			
2. Is this a multi-year capital replacement/upgrade request?			X			
3. Is this a request in response to a documented public health or safety condition?				X		
4. Is this a request in response to a Court, Federal, or State order?				X		
5. Is this a request for a study or long range plan?				X		
6. Is this a request to purchase office or school equipment (other than technology)?				X		
7. Is this a request to purchase specialty equipment?				X		
8. Is this a request to purchase technology or wireless communication system?				X		
9. Is this a request to purchase vehicles or other rolling stock?				X		
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11. Is this a request to improve or make repair to extend the useful life of a public building?				X		
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X			
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X		
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X		
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X		
18. Will the requested project increase the annual operating costs for ANY department?				X		
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X		
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X		
21. Will additional permanent staff be required if the request is approved?				X		
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?				X		
24. Does the request support activities to produce new revenue for the Town?				X		
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X		
26. Have other non-capital investment options been explored before submitting this request?				X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X		
28. If applicable, will the items being replaced be retained by the Town?				X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X		
30. Are there any appendix forms with this funding request?				X		

Town of Needham
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Department Capital Request CIP-DCR									
Title	Sewer Service Connections				Department	Public Works-Sewer			
Useful Life	V	Primary Reason		4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2014	0		Intangibles						
FY2015	50,000		Equipment						
FY2016	50,000		Design & Engineering						
FY2017	50,000		Construction Expenses	200,000					
FY2018	50,000		Other Expenses*						
Total	\$200,000		Total	\$200,000		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>There are 122 homes with access to sewer that are not connected to the Sewer System, because they have chosen not to. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that the homeowner can connect should they choose to or should their septic system fail. The lateral sewer line is to be added prior (at least one year) to a road reconstruction/paving project. The cost for these service installations are typically not included in road construction estimates. In the case of Chapter 90 Projects, these are not considered as a reimbursement eligible expense. These expenses are included in local road reconstruction estimates. There is a corresponding request for water service connections.</p>									
FY2014-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR								
Title	14 inch Water Main Replacement	Department	Public Works-Water					
Parameters						YES	NO	NA
1. Is this a stand-alone capital request?						X		
2. Is this a multi-year capital replacement/upgrade request?						X		
3. Is this a request in response to a documented public health or safety condition?							X	
4. Is this a request in response to a Court, Federal, or State order?							X	
5. Is this a request for a study or long range plan?							X	
6. Is this a request to purchase office or school equipment (other than technology)?							X	
7. Is this a request to purchase specialty equipment?							X	
8. Is this a request to purchase technology or wireless communication system?							X	
9. Is this a request to purchase vehicles or other rolling stock?							X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X	
11. Is this a request to improve or make repair to extend the useful life of a public building?							X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?							X	
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?							X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?							X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?							X	
18. Will the requested project increase the annual operating costs for ANY department?							X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?							X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?							X	
21. Will additional permanent staff be required if the request is approved?							X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?						X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?							X	
24. Does the request support activities to produce new revenue for the Town?							X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?							X	
26. Have other non-capital investment options been explored before submitting this request?							X	
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?							X	
28. If applicable, will the items being replaced be retained by the Town?							X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?							X	
30. Are there any appendix forms with this funding request?							X	

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Department Capital Request CIP-DCR										
Title	14 inch Water Main Replacement				Department	Public Works-Water				
Useful Life	V	Primary Reason		3,5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014			Intangibles							
FY2015			Equipment							
FY2016			Design & Engineering	400,000						
FY2017			Construction Expenses							
FY2018	400,000		Other Expenses*							
Total	\$400,000		Total	\$400,000		Total				
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping which at the time was approximately 19,000 linear feet extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road and a section between Oak Street and Chestnut Street, to School Street.</p> <p>In 2008, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue.</p> <p>This project includes replacing the pipe and reconstructing the road.</p> <p>FY 2018</p> <p>Funding is proposed for the design of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street and Central Avenue to the intersection of School Street and Chestnut Street. Engineering and Design: \$400,000</p> <p>FY 2020</p> <p>Funding is proposed for the construction of the remaining water main. Construction: \$4,000,000</p> <p>SRF Funding may be available for this project and Public Works will submit an application to complete the project.</p>										
FY2014-FY2018 Version										

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Department Capital Request CIP-DCR						
Title	Filter Media Replacement	Department	Public Works-Water			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?		X			
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

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Department Capital Request CIP-DCR									
Title	Filter Media Replacement				Department	Public Works-Water			
Useful Life	I	Primary Reason		5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2014	75,000	Intangibles							
FY2015	78,000	Equipment							
FY2016	81,120	Design & Engineering							
FY2017		Construction Expenses		321,859					
FY2018	87,739	Other Expenses*							
Total	\$321,859		Total	\$321,859		Total	\$		
Attached Schedules	CF	CX	LS	SI	SS				
Description and Justification									
<p>The filter media (greensand) is used for manganese removal at the Charles River Water Treatment Facility.</p> <p>This is the second year of the program that is intended to establish a five year replacement cycle for the replacement of the filter media, with a new synthetic product called Greensand Plus, a substitute for natural greensand. Greensand Plus is promoted as being able to withstand wider variations in operating conditions and therefore may reduce the frequency of media replacement. The cost savings would be less than \$5,000 per year.</p>									
FY2014-FY2018 Version									

Town of Needham
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Department Capital Request CIP-DCR						
Title	Fire Flow Improvements	Department	Public Works-Water			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?		X			
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

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Department Capital Request CIP-DCR										
Title	Fire Flow Improvements					Department	Public Works-Water			
Useful Life	V	Primary Reason			4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014	0	Intangibles								
FY2015	100,000	Equipment								
FY2016	470,250	Design & Engineering		570,250						
FY2017	2,090,000	Construction Expenses		2,090,000						
FY2018		Other Expenses*								
Total	\$2,660,250	Total		\$2,660,250	Total	\$				
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Water System Master Plan has identified a category of improvements for high priority action:</p> <p>A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. This may create the potential for problems with the pressure needed for fire protection in higher elevation areas during high demand. In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations.</p> <p>FY15 - Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 100,000 FY16 - Bird's Hill Tank high service area & Dunster Road Tank high service area / engineering, design - \$ 470,250 FY17 - Bird's Hill Tank high service area & Dunster Road Tank high service area / construction - \$ 2,090,000 FY18 - No funding requested</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR						
Title	Irrigation Supply Feasibility Study	Department	Public Works-Water			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?				X	
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?		X			
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?		X			
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?				X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

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Department Capital Request CIP-DCR											
Title	Irrigation Supply Feasibility Study					Department	Public Works-Water				
Useful Life	V		Primary Reason	4		Operating Budget Impact	B				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2014	80,000		Intangibles			Feasibility Study	80,000				
FY2015			Equipment								
FY2016			Design & Engineering								
FY2017			Construction Expenses								
FY2018			Other Expenses*	80,000							
Total	\$80,000		Total	\$80,000		Total	\$80,000				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>This feasibility study will determine the potential yield of the two previously abandoned wells that are located at 480 Dedham Ave. These wells were originally abandoned due to water quality issues, but the water produced from these wells would be acceptable for irrigation. This study will determine if these wells will provide sufficient water to supply the DeFazio Playfields, Pollard Playfields, and the Town's Golf Course. The potential cost benefit of this project is reduced reliance on MWRA and reduces the Town's utilization of treated potable water. The study will also determine an estimated cost for construction and potential revenues. The water drawn from these well would be more beneficial for irrigation uses than treated water, because it has low sodium content. This feasibility study will ultimately determine whether or not to proceed with an irrigation project at these wells.</p> <p>The second phase of this project would be an engineering design. This would be conducted by an outside contractor. Anticipated date for engineering would be FY15.</p> <p>The third phase would be construction. The study will determine if this work should be done in house, outsourced, or a combination of the two. This would likely be conducted FY16-17.</p>											
FY2014-FY2018 Version											

Town of Needham
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Department Capital Request CIP-DCR							
Title	Water SCADA System Upgrade	Department	Public Works-Water				
Parameters					YES	NO	NA
1.	Is this a stand-alone capital request?				X		
2.	Is this a multi-year capital replacement/upgrade request?					X	
3.	Is this a request in response to a documented public health or safety condition?					X	
4.	Is this a request in response to a Court, Federal, or State order?					X	
5.	Is this a request for a study or long range plan?					X	
6.	Is this a request to purchase office or school equipment (other than technology)?					X	
7.	Is this a request to purchase specialty equipment?					X	
8.	Is this a request to purchase technology or wireless communication system?					X	
9.	Is this a request to purchase vehicles or other rolling stock?					X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?					X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?					X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
18.	Will the requested project increase the annual operating costs for ANY department?					X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?					X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X	
21.	Will additional permanent staff be required if the request is approved?					X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?					X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?					X	
24.	Does the request support activities to produce new revenue for the Town?					X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?					X	
26.	Have other non-capital investment options been explored before submitting this request?					X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
28.	If applicable, will the items being replaced be retained by the Town?					X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?					X	
30.	Are there any appendix forms with this funding request?					X	

Town of Needham
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Department Capital Request CIP-DCR										
Title	Water SCADA System Upgrade				Department	Public Works-Water				
Useful Life	III		Primary Reason	4		Operating Budget Impact	C			
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	435,000	Intangibles		Contingencies	63,750					
FY2015		Equipment	255,000							
FY2016		Design & Engineering	116,250							
FY2017		Construction Expenses								
FY2018		Other Expenses*	63,750							
Total	\$435,000	Total	\$435,000	Total	\$63,750					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>This request is to update the existing SCADA system, add a power monitoring system, and video monitoring system to the existing Water System. A design study was conducted in the Fall of 2012 for this system.</p> <p>SCADA is an acronym that stands for Supervisory Control and Data Acquisition. The Town's Water SCADA System collects data from various sensors at the Charles River Water Treatment Plant as well as remote locations throughout the system. The data is then sent to a central computer which efficiently manages and controls the operations of the entire Water System. The current SCADA system is outdated. It communicates through copper communications lines owned and services by Verizon. These lines are unreliable and have resulted in an increase in communications failures over time. This new system will utilize a different method of communication which will make the system more reliable and efficient. During the Tropical Storm Irene in August of 2011 the phone lines were down after the storm for four days requiring additional staffing hours on site during that time. Additionally, this project will include replacing the PLCs. These are programmable logic converters for the remote terminal units that relay information.</p> <p>A power monitoring system is being included as part of this upgrade for the primary pumps associated with the Town's Water facilities. This system will increase the efficiency of the operations and reduce energy consumption.</p> <p>In addition to these upgrades this request will also add recommendations issued by Homeland Security to install video monitoring equipment at water treatment facility and tanks. The new video monitoring system will provide exterior video recording collected at the sites referenced above.</p>										
FY2014-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR						
Title	Water Service Connections	Department	Public Works-Water			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?		X			
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?		X			
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR																					
Title	Water Service Connections				Department	Public Works-Water															
Useful Life	V	Primary Reason		3	Operating Budget Impact			C													
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C													
FY2014	200,000	Intangibles																			
FY2015	200,000	Equipment																			
FY2016	200,000	Design & Engineering																			
FY2017	200,000	Construction Expenses		1,000,000																	
FY2018	200,000	Other Expenses*																			
Total	\$1,000,000		Total	\$1,000,000		Total	\$														
Attached Schedules																					
	CF		CX		LS		SI		SS												
Description and Justification																					
<p>The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY 2014 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 2,500 services that still need to be replaced in the system.</p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Year</th> <th>Number of Services Replaced</th> </tr> </thead> <tbody> <tr> <td>CY 2007</td> <td style="text-align: center;">126</td> </tr> <tr> <td>CY 2008</td> <td style="text-align: center;">170</td> </tr> <tr> <td>CY 2009</td> <td style="text-align: center;">174</td> </tr> <tr> <td>CY 2010</td> <td style="text-align: center;">17</td> </tr> <tr> <td>CY 2011</td> <td style="text-align: center;">145</td> </tr> </tbody> </table>										Year	Number of Services Replaced	CY 2007	126	CY 2008	170	CY 2009	174	CY 2010	17	CY 2011	145
Year	Number of Services Replaced																				
CY 2007	126																				
CY 2008	170																				
CY 2009	174																				
CY 2010	17																				
CY 2011	145																				
FY2014-FY2018 Version																					

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR						
Title	St Mary Pump Station	Department	Public Works-Water			
Parameters				YES	NO	NA
1. Is this a stand-alone capital request?				X		
2. Is this a multi-year capital replacement/upgrade request?				X		
3. Is this a request in response to a documented public health or safety condition?					X	
4. Is this a request in response to a Court, Federal, or State order?					X	
5. Is this a request for a study or long range plan?					X	
6. Is this a request to purchase office or school equipment (other than technology)?					X	
7. Is this a request to purchase specialty equipment?					X	
8. Is this a request to purchase technology or wireless communication system?					X	
9. Is this a request to purchase vehicles or other rolling stock?					X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X	
11. Is this a request to improve or make repair to extend the useful life of a public building?					X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
15. Are there recommendations or costs indentified by other departments that are NOT factored into the request?					X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
18. Will the requested project increase the annual operating costs for ANY department?					X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?					X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X	
21. Will additional permanent staff be required if the request is approved?					X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?					X	
24. Does the request support activities to produce new revenue for the Town?					X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?					X	
26. Have other non-capital investment options been explored before submitting this request?					X	
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
28. If applicable, will the items being replaced be retained by the Town?					X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?					X	
30. Are there any appendix forms with this funding request?					X	

Town of Needham
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Department Capital Request CIP-DCR												
Title	St Mary Pump Station					Department	Public Works-Water					
Useful Life	V	Primary Reason			3	Operating Budget Impact			C			
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C			
Prior	490,000		Intangibles				Debt Issuance**		55,100			
FY2014	5,565,100		Equipment									
FY2015			Design & Engineering		1,170,000							
FY2016			Construction Expenses		4,830,000							
FY2017			Other Expenses*		55,100							
Total	\$6,055,100		Total		\$6,055,100		Total		\$ 55,100			
Attached Schedules												
	CF		CX		LS		SI		SS			
Description and Justification												
<p>St. Mary Pump Station built in 1957 was designed to pump potable water from the MWRA aqueduct and intended to supplement the Town's demand for water. There are five pumps located within the station; however only two of the pumps are operable, resulting in less capacity than permitted (permitted 6.5 million gallons per day (mgd)). The current pump station is equipped with two emergency auxiliary diesel engines. It's preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure the station has emergency back-up electrical power. The construction budget of \$4,830,000 is inclusive of owner's expenses, site development, general contractor, heavy equipment, F&E, and technology. The design and engineering budget of \$1,170,000 is inclusive of administration, project management, architect & engineering, and contract management expenses. This figure is also inclusive of \$490,000 previously appropriated for the project.</p> <p>The selection for the OPM Services for St. Mary pump station has been awarded to CDM Smith. The PPBC is preparing to seek proposals for the selection of engineering firms for the final design.</p> <p>** The \$55,100 assumes construction costs are financed through the Massachusetts Water Pollution Abatement Trust (MWPAT) lending program.</p>												

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	Water Supply Development	Department	Public Works-Water			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?				X	
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?				X	
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?				X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

Town of Needham
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January 2013

Department Capital Request CIP-DCR											
Title	Water Supply Development					Department	Public Works-Water				
Useful Life	V		Primary Reason	4		Operating Budget Impact	B				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2014			Intangibles								
FY2015	400,000		Equipment								
FY2016			Design & Engineering	400,000							
FY2017			Construction Expenses								
FY2018			Other Expenses*								
Total	\$400,000		Total	\$400,000		Total	\$				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>This project would be to install a fourth well at the Charles River Well Field that will provide for reliability and redundancy while other wells are taken offline for routine maintenance or repair. The Well Field is presently at full capacity when all three wells are operational. This fourth well would allow the Town to continue to operate to its full capacity. Previously, when the system was at peak demand and a well was taken offline, the Town had to rely on MWRA water source to meet its daily demands. This redundant well will allow the Town to be more independent even during routine maintenance periods. A feasibility study was completed in FY 2011 that supports the development of an additional well in the Town's existing well field.</p> <p>The funding request in FY 2015 is for the engineering, design, test well drilling, and water quality testing as part of the permitting process with Massachusetts Department of Environmental Protection (MassDEP).</p> <p>If the application to MassDEP is accepted and permit is granted, construction will be approximately 7 to 10 years from start of permitting. Construction estimates are projected to be 2.03 million dollars which is in FY 2013 dollars. This well would require a new building to house the well, including: pump, electrical equipment, and instrumentation; and a new water main to bring the water to the Water Treatment Plant.</p>											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	Water System Rehabilitation Program	Department	Public Works-Water			
Parameters				YES	NO	NA
1. Is this a stand-alone capital request?				X		
2. Is this a multi-year capital replacement/upgrade request?				X		
3. Is this a request in response to a documented public health or safety condition?					X	
4. Is this a request in response to a Court, Federal, or State order?					X	
5. Is this a request for a study or long range plan?					X	
6. Is this a request to purchase office or school equipment (other than technology)?					X	
7. Is this a request to purchase specialty equipment?					X	
8. Is this a request to purchase technology or wireless communication system?					X	
9. Is this a request to purchase vehicles or other rolling stock?					X	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						
11. Is this a request to improve or make repair to extend the useful life of a public building?					X	
12. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
13. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
14. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
15. Are there recommendations or costs identified by other departments that are NOT factored into the request?					X	
16. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
17. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
18. Will the requested project increase the annual operating costs for ANY department?					X	
19. Will the requested project require an increase in the operating budget of any department the year it is approved for funding?					X	
20. If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?					X	
21. Will additional permanent staff be required if the request is approved?					X	
22. If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X		
23. If the requested project is funded, will it reduce the requesting department's operating costs?					X	
24. Does the request support activities to produce new revenue for the Town?					X	
25. If the request is not funded will existing Town revenue sources be negatively impacted?					X	
26. Have other non-capital investment options been explored before submitting this request?					X	
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
28. If applicable, will the items being replaced be retained by the Town?					X	
29. Does this request qualify for funding from Community Preservation Act (CPA)?					X	
30. Are there any appendix forms with this funding request?					X	

Town of Needham
Capital Improvement Plan
January 2013

Department Capital Request CIP-DCR											
Title	Water System Rehabilitation Program					Department	Public Works-Water				
Useful Life	V		Primary Reason	3,5		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2014	715,800		Intangibles								
FY2015	555,000		Equipment								
FY2016	94,000		Design & Engineering		144,000						
FY2017	850,000		Construction Expenses		2,518,800						
FY2018	448,000		Other Expenses*								
Total	\$ 2,662,800		Total		\$2,662,800		Total		\$		
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>The DPW has analyzed the Town's water system and found that aging water pipes (75+ years old) have developed interior corrosion, which decreases water flow. This program will replace water pipes prioritized based upon pipe condition, water break history, and adequacy of water flow to fire hydrants.</p>											
<u>Previously Funded Projects</u>											
6/22/2007	Charles River St 14" Water Main Cleaning & Relining									\$348,509	
7/24/2008	Construction Engineering Services Dunster Water Tank									\$46,000	
9/13/2008	Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St									\$77,600	
1/29/2009	Chapel St & May St Engineering Design									\$93,500	
6/18/2009	16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)									\$807,661	
8/1/2009	Pickering St. 8" Water Main Replacement/Engineering & Design									\$69,300	
8/1/2009	16" Water Main Construction Engineer Services DWRP #3157									\$150,940	
9/1/2009	Chapel/May Water Main Replacement									\$690,860	
6/1/2010	Pickering St & Garden Street St Water Main Construction									\$521,338	
2/6/2012	Highland Ave Water Main Replacement Webster to Sachum Rd Design									\$29,300	
4/24/2012	Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.									\$519,628	
8/7/2012	Lincoln St Water Main Replacement Design									\$23,125	
8/7/2012	16" Water Main Replacement Design (Chestnut & Oak)									\$29,300	
<u>Current Request:</u>											
<u>FY13</u>											
Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. & Design					\$99,300						

Town of Needham
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Department Capital Request CIP-DCR			
Title	Water System Rehabilitation Program	Department	Public Works-Water
<u>Future Projects:</u>			
<u>FY14</u>			
	Grant St. – New 8’ (2500 lf) - Construction	\$715,800	
<u>FY15</u>			
	Lincoln St. – Construction -	\$555,000	
	<i>(The requested appropriation is the balance only needed to complete the project originally funded in FY 12)</i>		
<u>FY16</u>			
	Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Eng. & Design	\$94,000	
	Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Eng. & Design		
<u>FY17</u>			
	Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Construction	\$850,000	
	Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Construction		
<u>FY18</u>			
	Alfreton Rd./ Highland Ave. to Webster St. New 8” (500 lf) - Eng. & Design	\$50,000	
	Bennington St. / High St. to Concord St. New 8” (650 lf) - Eng. & Design		
	Alfreton Rd./Highland Ave to Webster – Construction	\$398,000	
	Bennington St./High St. to Concord St. – Construction		
<u>Future Projects after FY18:</u>			
	Thorpe Rd./Webster St. to End New 8” (330lf) – Eng. & Design		
	Mills Rd./ Sachem Rd. to Davenport Ave. New 8” (500lf) – Eng. & Design		
	Mayo Ave. Harris Ave to Great Plain Ave New 8” (1060lf) – Eng. & Design		
	Thorpe Rd./ Mills Rd./ Mayo Ave. – Construction		
	Kingsbury St. / Oakland Ave. to Webster St. – Eng. & Design		
	Oakland Ave. / May St. to Highland Ave. - Eng. & Design		
	Fenton Rd. / West St. to Pershing Rd. - Eng. & Design		
	Greenough St. / Pine Grove St. to Avery St. – Eng. & Design		
	Pine Grove St. Hillside Ave to existing 8” - Eng. & Design		
			FY2014-FY2018 Version

Extraordinary Capital Submissions

Section 8

**Five Year Department Submissions
Section Index
FY2014 - FY2018**

Title	Department	Group	Page
Alphabetical by Title (sort)			
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DPW Phase II	DPW	Public Works	8-03
Hillside Elementary School Renovation	Needham Public Schools	Public Schools	8-06
Mitchell Elementary School Renovation	Needham Public Schools	Public Schools	8-09
Mitchell Modular Classrooms	Needham Public Schools	Public Schools	8-12
Open Space Purchase	Parks & Recreation	Community Services	8-15
Rosemary Lake Water Quality	DPW	Public Works	8-17

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Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP									
Title	Defazio Park Parking Lot and Tot Lot Improvements					Fiscal Year		2016	
Requester	Department of Public Works – Sewer								
Location	380 Dedham Ave					Project Category		I	
Funding	Sewer Enterprise Fund	CPA Eligible	Yes	X	No	Initial Submission		2012	
Partners	Park & Recreation								
Project Description	Create paved parking for Defazio Park and Tot Lot.								
Anticipated Result	These improvements will decrease pollutants entering the Reservoir and wetland and bring the Town into compliance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES).								
Alternatives	Leave lot as it is and deal with potential stormwater management issues.								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant		A, D, & E	150,000	
New Construction Addition		Feasibility			Industry References		Site Development		
Reconstruction or Repair	X	Design/Permitting	2016		In-House	X	General Contractor	9,850,000	
Court, Federal or State Order	X	Construction Phase	2016		Other		Project Management		
Health or Safety		Close Out Process					F, F, & E		
New Technology		Total Project Duration					Technology		
Performance Measure							Other		
Estimated Useful Life→							Total Budget	10,000,000	
Project Funding Schedule									
		Year 1	Year 2	Year 3	Year 4		Total		
Pre Design Costs									
Engineering & Design Costs		150,000							
Construction Costs		9,850,000							
Close Out Costs									
Total		10,000,000							
Project Manager Title→		Director of Public Works							
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X

Town of Needham
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Extraordinary Capital Project CIP-XCP									
Title	Defazio Park Parking Lot and Tot Lot Improvements					Fiscal Year	2016		
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact->								C	
Other Considerations									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost	%			%			%		
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1									
2									
3									
4									
5									
TOTAL									
Explanations									
<p>In the spring of 2012 the Defazio parking lot was scarified, graded, and resurfaced with stone chips as a temporary solution. The parking lot is heavily used resulting in numerous and large depressions on the surface. During heavy rains, gravel and dirt run into the nearby reservoir which has resulted in deposits of sand and silt into nearby wetlands. The project will improve the entrance to the parking lot near the Tot Lot to improve child safety between the Tot Lot and the playing fields, and create a buffer for the wetlands. Stormwater quality features will be installed to improve stormwater before it enters into the stream and the reservoir.</p>									
FY2014-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP									
Title	DPW Complex Phase II (470 Dedham Avenue)					Fiscal Year		2014-2018	
Requester	Department of Public Works								
Location	470 Dedham Ave					Project Category		B	
Funding	GF, WEF, SEF	CPA Eligible	Yes	No	X	Initial Submission		FY08	
Partners									
Project Description	Phase II engineering and construction - garage space for DPW equipment								
Anticipated Result	Storage and garage space for Public Works and stormwater improvements								
Alternatives									
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant		A, D, & E	1,243,000	
New Construction Addition	X	Feasibility			Industry References		Site Development		
Reconstruction or Repair	X	Design/Permitting	18		In-House	X	General Contractor	13,867,000	
Court, Federal or State Order		Construction Phase	30		Other		Project Management		
Health or Safety		Close Out Process	3				F, F, & E		
New Technology		Total Project Duration	48				Technology		
Performance Measure							Other		
Estimated Useful Life→			V			Total Budget		15,110,000	
Project Funding Schedule									
	Year 1		Year 2		Year 3		Year 4		Total
Pre Design Costs									
Engineering & Design Costs	140,000		1,103,000						1,243,000
Construction Costs	900,000				811,000		12,156,000		13,867,000
Close Out Costs									
Total	1,040,000		1,103,000		811,000		12,156,000		15,110,000
Project Manager Title→									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact→								None	
Other Considerations									

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP						
Title	DPW Complex Phase II (470 Dedham Avenue)				Fiscal Year	2014-2018
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost	%		%		%	
Other Personnel Costs						
Sub Total of Personnel Costs						
Services						
Supplies and Materials						
Equipment						
Sub Total of Non-Personnel Costs						
GRAND TOTAL						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1						
2						
3						
4						
5						
TOTAL						
Explanations						
<p>The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address both storage space for equipment and stormwater quality issues.</p> <p>In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt under a Federal highway act from NPDES stormwater requirements regulating transportation facilities. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. Construction for these improvements will be requested in FY 2014 in a separate CIP request. The remainder of the DPW site must be addressed. The lack of storage space is the primary contributor to the water quality issues due to exposure to the weather. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues.</p> <p>In FY 2013 Town Meeting approved \$40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY 2014 under this request will be the construction of the six garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements. The arrangement should not preclude relocation of the refueling station in the</p>						

Town of Needham
 Capital Improvement Plan
 January 2013

Extraordinary Capital Project CIP-XCP			
Title	DPW Complex Phase II (470 Dedham Avenue)	Fiscal Year	2014-2018
<p>future nor would it infringe on or limit the access to a DeFazio development.</p> <p>The current DPW facility is over 50 years old. With modifications, it will continue to be used well into the future. The major building systems including electrical, plumbing, and HVAC are all original and are in need of replacement. The remainder of the current open vehicle storage area is proposed to be covered.</p> <p>FY 14- Build six garage bays for DPW related operations and storage. FY 15- Design the proposed DPW facility expansion proposed in FY 16. FY 16- Move gas/diesel island in preparation for DPW facility expansion. FY 17- Construction of the DPW facility expansion.</p>			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP									
Title	Hillside Elementary School Renovation					Fiscal Year		FY14	
Requester	Needham Public Schools								
Location	28 Glen Gary Road, Needham					Project Category		B	
Funding	General Fund	CPA Eligible	Yes	No	X	Initial Submission		2006	
Partners	Massachusetts School Building Authority (MSBA)								
Project Description	<p>Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modulars) over the past 40 years, but is in need of additional total replacement to address building deficiencies and modernize the learning environment. This request would bring the Hillside facility to a level of modernization comparable to that of the Eliot School.</p> <p>This request preliminarily assumes the construction of a new facility on the Hillside site, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) Given the environmental and access issues associated with the Hillside site, however, it is possible that the Hillside School could be relocated or an alternative project scope considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA.</p> <p>Project timing is based on the following schedule: FY13 – Statement of Interest Submitted to MSBA (Jan. 2013) FY14 – Town Meeting Funds Feasibility Design (Nov. 2013), MSBA 270-Day Eligibility Period (Apr. 2013- Dec. 2013) FY15 – Feasibility Study Completed (May 2014 – Dec. 2014); Debt Exclusion Override (Apr. 2015); Design & Construction Budget Appropriated (May 2015) FY16 – Schematic Design/Bid Documents Developed (May 2015 - Feb. 2016); Project Bidding (Jan. – Apr. 2016); Contract Award Modulars (Mar. 2016); Contact Award Construction (May 2016); Modulars Constructed (Apr. – Jun, 2016) FY17 & FY18 – Construction (Jul 2016 – July 2018) FY19 – Hillside Opens September 2018</p> <p>Project costs are based on a preliminary estimate of \$42.4 million (FY12 \$, excluding feasibility study) for an 80,650 s.f. building with a capacity of 487 students, developed by Dore & Whittier Architects for a Pre-Feasibility Study conducted in 2012. Advancing this estimated cost to FY19 at 5%/year, results in a \$57.3 million project cost, or \$711/sf. Needham could receive MSBA funding for this project. The above estimate assumes an MSBA funding share of \$16.2 million (31% of project costs, less modular expense.)</p>								
Anticipated Result	New School with modular classrooms								
Alternatives	Alternative scenarios considered as part of 2012 Pre-Feasibility study, available for viewing at http://rwd1.needham.k12.ma.us/finance/Construction								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition				Consultant	X	A, D, & E		\$5,434,300	
New Construction Addition	X	Feasibility	FY14-FY15	Industry References		Site Development			
Reconstruction or Repair		Design/Permitting	FY16	In-House		General Contractor		\$45,393,800	
Court, Federal or State Order		Construction Phase	FY17-FY18	Other		Project Management			

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP								
Title	Hillside Elementary School Renovation				Fiscal Year		FY14	
Health or Safety		Close Out Process	Summer 2018			F, F, & E	\$1,566,300	
New Technology		Total Project Duration	FY14-FY19			Technology		
Performance Measure						Other	\$4,933,800	
Estimated Useful Life->			V			Total Budget	\$57,328,200	
Project Funding Schedule								
	Year 1	Year 2	Year 3	Year 4	Total			
Pre Design Costs	\$500,000				\$500,000			
Engineering & Design Costs		\$4,934,300			\$4,934,300			
Construction Costs		\$51,893,900			\$51,893,900			
Close Out Costs								
Total	\$500,000	\$56,828,200			\$57,328,200			
Project Manager Title->								
Operational Budget Considerations							YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?								X
Will other Town department's resources be needed to successfully complete the project at the requested amount?							X	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?							X	
Will additional staff be required if the request is approved?								X
As Permanent Employees?								
As Independent Contractors?							X	
Does the request include or require new or additional technology?							X	
Does the request support activities that produce revenue for the Town?								X
If the request is not approved will existing Town revenues be negatively impacted?								X
<i>All "YES" responses must be explained under the Other Considerations section</i>								
Operating Budget Impact->							TBD	
Other Considerations								
It is assumed that any additional site remediation expenses can be funded within the requested project total allocation. The new facility is assumed to require additional operational expenses for facility operation. The actual operating budget impact will be estimated by a feasibility study performed during the design and engineering phase of the project.								
Operating and Maintenance Expenditure Detail Estimates								
Description	First Year of Operation		Second Year of Operation		Third Year of Operation			
Personnel (new)	FTE #		FTE #		FTE #			
Salaries and Wages								
Indirect Personnel Cost		%		%		%		
Other Personnel Costs								
Sub Total of Personnel Costs								
Services								
Supplies and Materials								
Equipment								
Sub Total of Non-Personnel		TBD		TBD			TBD	

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP			
Title	Hillside Elementary School Renovation		Fiscal Year
			FY14
Costs			
GRAND TOTAL			
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project			
Revenue Source(s)	First Year of Operation	Second Year of Operation	Third Year of Operation
1 MSBA Reimbursement (31%)	\$16,242,260		
2			
3			
4			
5			
TOTAL			
Explanations			
The project assumes that the MSBA will provide 31% reimbursement for the project cost (less modular expense.)			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP									
Title	Mitchell Elementary School Renovation					Fiscal Year		FY16	
Requester	Needham Public Schools								
Location	187 Brookline St., Needham					Project Category		B	
Funding	General Fund	CPA Eligible	Yes	No	X	Initial Submission		2006	
Partners	Massachusetts School Building Authority (MSBA)								
Project Description	<p>Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additional over the past 50 years, but is in need of additional renovation/repairs 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 Eliot School.</p> <p>This request preliminarily assumes the construction of a new facility on the Mitchell site, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) It is possible that a modified project scope could be considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA.</p> <p>Project timing is based on the following schedule: FY15 – Statement of Interest Submitted to MSBA (Jan. 2015) FY16 – Town Meeting Funds Feasibility Design (Nov. 2015), MSBA 270-Day Eligibility Period (Apr. 2015- Dec. 2015) FY17 – Feasibility Study Completed (May 2016 – Dec. 2016); Debt Exclusion Override (Apr. 2017); Design & Construction Budget Appropriated (May 2017) FY18 – Schematic Design/Bid Documents Developed (May 2017 - Feb. 2018); Project Bidding (Jan. – Apr. 2018); Contract Award Modulares (Mar. 2018); Contact Award Construction (May 2018); Modulares Constructed (Apr. – Jun, 2018) FY19 & FY20 – Construction (Jul 2018 – July 2020) FY21 – Hillside Opens September 2020</p> <p>Project costs are based on a preliminary estimate of \$46.1 million (FY12 \$, excluding feasibility study) for an 82,227 s.f. building with a capacity of 503 students, developed by Dore & Whittier Architects for a Pre-Feasibility Study conducted in 2012. Advancing this estimated cost to FY20 at 5%/year, results in a \$68.6 million project cost, or \$835/sf. Needham could receive MSBA funding for this project. The above estimate assumes an MSBA funding share of \$19.4 million (31% of project costs, less modular expense.)</p>								
Anticipated Result	New School with modular classrooms								
Alternatives	Alternative scenarios considered as part of 2012 Pre-Feasibility study, available for viewing at http://rwd1.needham.k12.ma.us/finance/Construction								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition				Consultant	X	A, D, & E		\$6,425,000	
New Construction Addition	X	Feasibility	FY16-FY17	Industry References		Site Development			
Reconstruction or Repair		Design/Permitting	FY18	In-House		General Contractor		\$54,510,500	
Court, Federal or State Order		Construction Phase	FY19-FY20	Other		Project Management			

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP										
Title		Mitchell Elementary School Renovation				Fiscal Year		FY16		
Health or Safety		Close Out Process		Summer 2020		F, F, & E		\$1,783,600		
New Technology		Total Project Duration		FY16-FY21		Technology				
Performance Measure						Other		\$5,925,600		
Estimated Useful Life->		V				Total Budget		\$68,644,700		
Project Funding Schedule										
		Year 1		Year 2		Year 3		Year 4		Total
Pre Design Costs		\$500,000								\$500,000
Engineering & Design Costs				\$5,925,000						\$5,925,000
Construction Costs				\$62,219,700						\$62,219,700
Close Out Costs										
Total		\$500,000		\$68,144,700						\$68,644,700
Operational Budget Considerations										
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?								YES	NO	
Will other Town department's resources be needed to successfully complete the project at the requested amount?								X		
Will the requested project require an increase in the next fiscal year operating budget for ANY department?								X		
Will additional staff be required if the request is approved?									X	
As Permanent Employees?										
As Independent Contractors?										
Does the request include or require new or additional technology?								X		
Does the request support activities that produce revenue for the Town?									X	
If the request is not approved will existing Town revenues be negatively impacted?									X	
<i>All "YES" responses must be explained under the Other Considerations section</i>										
Operating Budget Impact->								TBD		
Other Considerations										
The new facility is assumed to require additional operational expenses for facility operation. The actual operating budget impact will be estimated by a feasibility study performed during the design and engineering phase of the project.										
Operating and Maintenance Expenditure Detail Estimates										
Description		First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)		FTE #			FTE #			FTE #		
Salaries and Wages										
Indirect Personnel Cost		%			%			%		
Other Personnel Costs										
Sub Total of Personnel Costs										
Services										
Supplies and Materials										
Equipment										
Sub Total of Non-Personnel Costs		TBD			TBD			TBD		

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP			
Title	Mitchell Elementary School Renovation	Fiscal Year	FY16
GRAND TOTAL			
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project			
Revenue Source(s)	First Year of Operation	Second Year of Operation	Third Year of Operation
1 MSBA Reimbursement (31%)	\$19,442,920		
2			
3			
4			
5			
TOTAL			
Explanations			
The project assumes that the MSBA will provide 31% reimbursement for the project cost (less modular expense.)			
FY2014-FY2018 Version			

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP							
Title	Mitchell Modular Classrooms					Fiscal Year	FY15
Requester	Needham Public Schools						
Location	187 Brookline St., Needham				Project Category	B	
Funding	General Fund	CPA Eligible	Yes	No	X	Initial Submission	
Partners							
Project Description	<p>Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additional over the past 50 years, but is in need of additional renovation/repairs to address building deficiencies and modernize the learning environment. A request to renovate the school has been submitted under separate cover. This request is to install three free-standing, leased modular classrooms at the Mitchell School, to address the existing space deficiency, until such time as the larger renovation project can be completed.</p> <p>The modular classrooms would house the Mitchell Kindergarten class and would be installed in the southwest corner of the existing parking lot fronting Brookline Street. The modular classrooms would provide sufficient space for two large Kindergarten classrooms, plus toilets. The installation would require the subdivision of a separate parcel fronting Brookline Street and the construction of additional parking onsite. An alternative scenario, which involves installing two classrooms at the rear of the school that are connected to the building via a covered walkway, was rejected, because it would have triggered a cost-prohibitive requirement that the entire school be retrofitted with sprinklers and ADA-upgrades. The modular classrooms would remain in place until the new school opened, tentatively scheduled for September, 2020.</p> <p>Project costs are based on the Mitchell School Modular Classrooms Report, prepared by DiNisco Design Partnership in April 2010, as well as information about leased classrooms from Williams Scottsman.</p>						
Anticipated Result	Expanded, temporary classroom space						
Alternatives	Spot redistricting of students to other school(s)						
Purpose		Timeline		Method to Determine Cost		Project Budget	
Acquisition				Consultant	X	A, D, & E	\$290,738
New Construction Addition	X	Feasibility	FY15	Industry References	X	Site Development	
Reconstruction or Repair		Design/Permitting	FY15	In-House		General Contractor	\$678,862
Court, Federal or State Order		Construction Phase	FY16	Other		Project Management	
Health or Safety		Close Out Process	Summer 2020			F, F, & E	
New Technology		Total Project Duration	FY15-FY21			Technology	
Performance Measure						Other (Lease Payments)	\$628,400
Estimated Useful Life→			I			Total Budget	\$1,598,000
Project Funding Schedule							
	Year 1	Year 2	Year 3	Year 4	Total		
Pre Design Costs							

Town of Needham
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Extraordinary Capital Project CIP-XCP						
Title	Mitchell Modular Classrooms			Fiscal Year		FY15
Engineering & Design Costs	\$290,738					\$290,738
Construction Costs			\$502,462			\$502,462
Lease Payments				\$148,785	\$153,075	\$301,860
Total	\$290,738		\$502,462	\$148,785	\$153,075	\$1,095,060
Project Manager Title→		PPBC				
Operational Budget Considerations						
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?						YES NO
Will other Town department's resources be needed to successfully complete the project at the requested amount?						X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?						X
Will additional staff be required if the request is approved?						X
As Permanent Employees?						
As Independent Contractors?						
Does the request include or require new or additional technology?						X
Does the request support activities that produce revenue for the Town?						X
If the request is not approved will existing Town revenues be negatively impacted?						X
<i>All "YES" responses must be explained under the Other Considerations section</i>						
Operating Budget Impact→						TBD
Other Considerations						
The modular classrooms will have associated utility expenses, which are to be determined.						
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost		%		%		%
Other Personnel Costs						
Sub Total of Personnel Costs						
Services						
Supplies and Materials						
Equipment						
Sub Total of Non-Personnel Costs		TBD		TBD		TBD
GRAND TOTAL						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1 MSBA Reimbursement (31%)		\$19,442,920				
2						
3						

Town of Needham
Capital Improvement Plan
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Extraordinary Capital Project CIP-XCP									
Title	Mitchell Modular Classrooms						Fiscal Year	FY15	
4									
5									
TOTAL									
Explanations									
Calculated project costs are as follows:									
Lease - Independent	Parking	Install	Payments	A/E	Removal	Soft	Contingency	Total	Cost/SF
	150,000	169,344	103,607	127,300	108,320	50,000	100,000	808,571	
FY10 Cost Multiplier @ 5%		177,811.2							
FY11 Cost Multiplier @ 5%	157,500	186,702	108,787	133,665	113,736	52,500	105,000	857,890	\$284
FY12 Cost Multiplier @ 5%	165,375	196,037	114,227	140,348	119,422	55,125	110,250	900,784	\$298
FY13 Cost Multiplier @ 5%	173,644	205,839	119,938	147,366	125,394	57,881	115,763	945,823	\$313
FY14 Cost Multiplier @ 5%	182,326	216,131	125,935	154,734	131,663	60,775	121,551	993,115	\$328
FY15 Cost Multiplier @ 5%	191,442	226,937	132,232	162,471	138,246	63,814	127,628	1,042,770	\$345
FY16 Cost Multiplier @ 5%	201,014	238,284	138,843		145,159	67,005	134,010	924,315	\$306
FY17 Cost Multiplier @ 5%			145,785		152,417			398,202	\$99
FY18 Cost Multiplier @ 5%			153,075		160,038			313,112	\$104
FY19 Cost Multiplier @ 5%			160,728		168,039			328,768	\$109
FY20 Cost Multiplier @ 5% (Mitchell opens Sept 2020)			168,765		176,441			345,206	\$114
TOTAL PROJECT COST	201,014	238,284	628,354	162,471	176,441	63,814	127,628	1,598,006	\$528
TOTAL COST (ROUNDED)	201,000	238,300	628,400	162,500	176,400	63,800	127,600	1,598,000	\$528
Project Funding Schedule			FY15	FY16	FY17	FY18	FY19	FY20	Total
Pre-Design Costs								-	-
Engineering & Design		290,738						-	290,738
Construction				502,462				176,400	678,862
Capital Lease Payments					145,785	153,075	160,728	168,811	628,400
Total		290,738	502,462	145,785	153,075	160,728	345,211		1,598,000

FY2014-FY2018 Version

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP									
Title	Purchase of Open Space					Fiscal Year		2014	
Requester	Conservation Commission/Park and Recreation Commission/Board of Selectmen								
Location	To be determined					Project Category		L	
Funding	Community Preservation Fund	CPA Eligible	Yes	X	No	Initial Submission		annual	
Partners	Possible CPA and/or grant								
Project Description	<p>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. Unexpectedly, in FY 2010, 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. It is possible that some purchases would relate to easements, as opposed to full ownership of the land. 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. Some parcels may require improvements. 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.</p>								
Anticipated Result	Achieve goals from the Open Space and Recreation Plan, including access to open space parcels.								
Alternatives	Various Town boards discuss opportunities with landowners throughout the year, and some easements are donated or restrictions are put in place. These funds would be utilized for unexpected purchases, or for negotiated easements that might have a financial consideration.								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition	X				Consultant		A, D, & E		
New Construction Addition		Feasibility			Industry References		Site Development		
Reconstruction or Repair		Design/Permitting			In-House		General Contractor		
Court, Federal or State Order		Construction Phase			Other		Project Management		
Health or Safety		Close Out Process					F, F, & E		
New Technology		Total Project Duration					Technology		
Performance Measure							Other		
Estimated Useful Life→							Total Budget		
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs	\$1,000,000								
Engineering & Design Costs									
Construction Costs									
Close Out Costs									
Total	\$1,000,000								
Project Manager Title→	Director of Conservation or Director of Park & Recreation								

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP						
Title	Purchase of Open Space			Fiscal Year	2014	
Operational Budget Considerations					YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?						X
Will other Town department's resources be needed to successfully complete the project at the requested amount?					X	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?						X
Will additional staff be required if the request is approved?						X
As Permanent Employees?						X
As Independent Contractors?						X
Does the request include or require new or additional technology?						X
Does the request support activities that produce revenue for the Town?						X
If the request is not approved will existing Town revenues be negatively impacted?						X
<i>All "YES" responses must be explained under the Other Considerations section</i>						
Operating Budget Impact->						C
Other Considerations						
As a particular parcel of land or easement cannot be identified at this time, the information provided is general. Surveys have indicated a desire to protect open space and provide access to trails, so this appears to be a high priority project for residents, when funding sources are available. The purchase of land or an easement will require assistance from Town Counsel. When a parcel becomes available for review, it will be important to determine whether Town departments could handle any increased work-load associated with the parcel.						
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost	%		%		%	
Other Personnel Costs						
Sub Total of Personnel Costs						
Services						
Supplies and Materials						
Equipment						
Sub Total of Non-Personnel Costs						
GRAND TOTAL						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1						
2						
3						
4						
5						
TOTAL						
Explanations						

Town of Needham
Capital Improvement Plan
January 2013

Extraordinary Capital Project CIP-XCP									
Title	Rosemary Lake Parking Lot Improvements					Fiscal Year		2016	
Requester	Department of Public Works								
Location	178 Rosemary St					Project Category		I	
Funding	GF	CPA Eligible	Yes	X	No	Initial Submission		2012	
Partners	Park & Recreation								
Project Description	Create paved parking for the Rosemary Pool site to address both parking and water quality concerns.								
Anticipated Result	These improvements will decrease pollutants entering Rosemary Lake and bring the Town into compliance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES).								
Alternatives	Leave lot as it is and deal with potential stormwater management issues.								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant		A, D, & E	100,000	
New Construction Addition		Feasibility			Industry References		Site Development		
Reconstruction or Repair	X	Design/Permitting	2016		In-House	X	General Contractor	1,900,000	
Court, Federal or State Order	X	Construction Phase	2016		Other		Project Management		
Health or Safety		Close Out Process					F, F, & E		
New Technology		Total Project Duration					Technology		
Performance Measure							Other		
Estimated Useful Life→			V				Total Budget	2,000,000	
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs									
Engineering & Design Costs	100,000								
Construction Costs	1,900,000								
Close Out Costs									
Total	2,000,000								
Project Manager Title→	Director of Public Works								
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X

Town of Needham
Capital Improvement Plan
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Extraordinary Capital Project CIP-XCP									
Title	Rosemary Lake Parking Lot Improvements					Fiscal Year	2016		
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact->							C		
Other Considerations									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost	%			%			%		
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1									
2									
3									
4									
5									
TOTAL									
Explanations									
<p>Currently the Rosemary Lake parking lot is gravel. During heavy rains, erosion occurs causing gravel, sand, stone, and other debris to flow into Rosemary Lake. This appropriation will provide the ability to construct stormwater management devices under a newly paved parking lot. This project will also improve the entrance to the recreation area.</p>									
FY2014-FY2018 Version									

Provisional Capital Submissions

Section 9

**Five Year Department Submissions
Section Index
FY2014 - FY2018**

Title	Department	Group	Page
Alphabetical by Title (sort)			
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Transfer Station Renovations	DPW	RTS	9-04
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Future Capital Project CIP-FCP											
Title	Town Facilities Security System										
Department	Park and Recreation, Police, Public Facilities, Public Works, IT										
Location	Various Parks, Public Facilities and Buildings										
Estimated Project Cost	30,000	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Summary											
<p>This is a proposal to upgrade security at town facilities and properties, including building exteriors, athletic fields, parks, and Rosemary pool. The objective is to increase security at town assets and safeguard town properties, preventing vandalism, or identifying those responsible for damage. Current town systems, within the police department, include a technical platform upon which the proposed security system should be structured.</p> <p>Development of this system is a long term project.</p> <p>Equipment needs at each facility should be assessed. The Recycling Transfer Station is proposed as a potential trial location</p> <p>The security system at Needham High School and High Rock School should be considered part of this system. Security coverage at all school properties should also be given consideration.</p> <p>In FY2013, the Police Department obtained an estimate on the installation of a security system at the RTS. The system involved the installation of cameras and all wiring along with a multi channel recorder. The system would be networkable and would allow the Town to integrate the system into their wired network. It would be programmed and configured to allow the police department or Town to access the system remotely. The estimated cost for the installation of the system at the RTS is \$30,000</p>											

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Future Capital Project CIP-FCP																	
Title	Sewer Main Extensions in Zone I and II																
Department	Department of Public Works – Sewer																
Location	Zone I & II																
Estimated Project Cost	2,250,000	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>						
Project Summary																	
<p>There are eight homes in Needham that need to be prioritized for sewer service connection because they are within DEP's Zone I & Zone II areas. These homes are being looked at as part of a future sewer main extension/ service connections project.</p> <p>The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I, as defined by MassDEP includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II, which includes that area of an aquifer which contributes water to an existing well under the most severe pumping and recharge conditions that can be or realistically anticipated (180 days of pumping at safe yield, with no recharge from precipitation). It is bounded by the groundwater divides which result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. Note; these private systems predate the Zone I and II requirements by MassDEP and Needham Zoning Bylaws, Section 3.4.6 (b). In order to become compliant with Zone I and II MassDEP requirements the Town must be proactive in having these homes connected to Town Sewer.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">FY18</td> <td style="width: 60%;">Engineering & Design</td> <td style="width: 25%; text-align: right;">\$250,000</td> </tr> <tr> <td>FY19</td> <td>Construction</td> <td style="text-align: right;">\$2,000,000</td> </tr> </table>												FY18	Engineering & Design	\$250,000	FY19	Construction	\$2,000,000
FY18	Engineering & Design	\$250,000															
FY19	Construction	\$2,000,000															
FY2014-FY2018 Version																	

Town of Needham
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Future Capital Project CIP-FCP											
Title	Sewer System Inflow & Infiltration Removal										
Department	Public Works - Sewer										
Location	Various										
Estimated Project Cost		Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
A study to determine which areas will be worked on was requested for FY 13. Areas for Infiltration and Inflow removal design and construction will be determined by the study for the next 10 years.											

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Future Capital Project CIP-FCP											
Title	Transfer Station Renovations										
Department	Public Works - RTS										
Location	1421 Central Avenue										
Estimated Project Cost	TBD	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>The Transfer Station is in need of many improvements. Among the issues at the site are poor ventilation systems, major drain and plumbing issues, lack of dry storage for goods and supplies, poor visibility, tight working quarters, lack of electrical sources for equipment and many more essential functions. The proposed request would update the facility to a healthier working environment with an exhaust system for odor control, heating and cooling system to prevent freezing in plumbing and drains. The current conditions do not provide any storage for files or dry goods needed for the daily operations of the Station. Due to the extreme conditions on the site, showers and other provisions for health and sanitary services will be included in this project. A second level would be added for the facility manager office with file and storage requirements needed for RTS records keeping. A larger working area, the ability to host meetings with personnel, vendors and contractors, will also be included.</p> <p>The tipping building floor would also be replaced due to the aggressive nature of the densification process of the trash. This includes the replacement of the tipping floor and other equipment and layout adjustments to make the operations more functional.</p>											

Town of Needham
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Future Capital Project CIP-FCP											
Title	Renovation of Rosemary Pool Complex										
Department	Park and Recreation										
Location	Rosemary Pool – 178 Rosemary Street										
Estimated Project Cost	\$3,000,000+	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
<p>Rosemary Pool is the Town’s only publicly owned swimming facility. As an outdoor pool, its season lasts approximately 10 weeks.</p> <p>With existing funding, Park and Recreation is currently working with the PPBC on a feasibility study of Rosemary Pool. The \$3,000,000 project presumes that the study indicates that Rosemary Pool will remain in existence in the long-term and that upgrades will be made to the pool and building that meets with current needs. The estimate does not include improvements to the parking area, which are expensive due to current federal requirements.</p> <p>Renovations to Rosemary Pool have been on the CIP since 2000. Some portions of the work have been funded, and many smaller projects recommended in the 1999 study of the pool have been completed.</p> <p>A community group of residents has formed within the past two years and hope to provide support for some form of a swimming facility.</p> <p>Disconnecting the pool from the lake is a major desire of the department, and it is estimated to be in the \$1,000,000 range.</p> <p>The pool was partially funded through the federal Land and Water Conservation Fund, which has regulations related to changes to the site.</p> <p>Other related capital projects include renovations to the trail around Rosemary Lake and renovation of the buildings on the adjacent camp property.</p>											
FY2014-FY2018 Version											

Town of Needham
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Future Capital Project CIP-FCP										
Title	Renovation of Buildings at Camp Property									
Department	Park and Recreation									
Location	Camp Property – Adjacent to Rosemary Lake, off of Pennsylvania Avenue									
Estimated Project Cost	\$250,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No
Project Summary										
<p>Due to the difficulty in securing summer program space, an alternate site for a program would be the Camp Property on Rosemary Lake. In order to prepare the site for use, the following projects would be needed: (a) replace 2 latrines with environmentally-friendly, accessible restroom facility; (b) update activity building interior; (c) restore electrical service, replace electrical wiring, and install lights; (d) update water service; (e) create accessibility to activity building; (f) furnish building; (g) add portable dock at lake; (h) improve landscape to maximize participant safety and accessibility, and protect environment. Efforts would be made to apply for grants or private funding to supplement Town funding.</p> <p>A pre-feasibility study has been included in the request for funding for the Rosemary trails at the camp property, and this project would be discussed with that study.</p>										
FY2014-FY2018 Version										

Town of Needham
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Future Capital Project CIP-FCP											
Title	Pollard School Improvements										
Department	School Department										
Location	200 Harris Avenue										
Estimated Project Cost	TBD	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>In 2011, a facilities assessment was conducted of the Mitchell, Hillside and Pollard Schools. This assessment identified repair projects that should be undertaken to extend the useful life of these school buildings. It also identified, in summary fashion, the need for programmatic improvements at the Pollard Middle School, for the purpose of adapting Pollard to the "21st Century Learning" environment. This environment reflects changes in education that have occurred over the past 50 years, including technology integration, project-based learning, team-teaching, multi-disciplinary collaboration and special education delivery methods. Dore & Whittier, the architects who conducted the facilities assessment, concluded that a detailed programmatic study be undertaken, in order to understand the full scope of the programmatic improvements needed and to ensure that any future renovation/improvement project be comprehensive enough to meet both the facility maintenance and programmatic needs of the school for the next several decades.</p> <p>Some of the programmatic improvements identified by Dore & Whittier included renovation and enlargement of the science and engineering classrooms, updates to the auditorium and reconfiguration of the administration area. The science classrooms are undersized from Massachusetts School Building Authority (MSBA) standards, do not have adequate prep rooms or storage spaces and include casework and plumbing fixtures that are in poor condition. The engineering classroom is a converted space that is not well-suited to delivery of the curriculum. The auditorium needs updating, including sound and lighting upgrades, in order to remain a suitable space for performing arts, guest lectures and assemblies. In addition, the administration space, which is located on the side of the building, is difficult for visitors to locate, doesn't allow school personnel to view visitors as they approach the building and is undersized by MSBA standards.</p> <p>Finally, the modular classrooms, constructed in 2002, are not designed for permanent, long-term facilities. They are constructed of inexpensive materials, in fast-production style construction techniques and are not energy efficient. A long-term solution will be required within the next ten years. (The expected lifespan for modular classrooms is 20 years.)</p> <p>This request is for funds to repair/renovate or reconstruct the Pollard Middle School to address identified needs and meet programmatic needs. It is anticipated that a Statement of Interest will be filed with the MSBA to initiate a dialog about this facility.</p>											

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Future Capital Project CIP-FCP											
Title	Police and Fire Department Expansion										
Department	Police										
Location	99 School Street										
Estimated Project Cost	\$90,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>Police & Fire headquarters, originally built in 1931 was reconstructed twenty five years ago (1988 – 1989). The amount of space that was originally allocated within the building for the police and fire department has not sufficiently provided for changes in personnel, adjustments in operational methods and security requirements. Among the major concerns that exist at this time are:</p> <p>Police</p> <ol style="list-style-type: none"> 1. Female locker space is not adequate to meet existing and future needs. 2. Evidence and property storage space is not sufficient. 3. Interview space and interview recording requirements must be expanded and improved. 4. Limited public meeting space 5. Separate police and fire dispatch areas (should be combined into one public safety dispatch center) 6. Holding cells do not meet standards <p>Fire</p> <ol style="list-style-type: none"> 1. Apparatus bays are too small for modern fire trucks 2. Rear maintenance garage too small to perform maintenance work. 3. Dispatch center is not accessible to the public 4. Existing office space is not sufficient for the needs of the administrative staff 5. Storage space is not sufficient. Files, plans and permits are split between two small unsecured basement spaces. 6. Hose tower is no longer necessary due to modern day equipment <p>Since last year further discussion of these issues has taken place to further evaluate the needs of both departments. Senior members of both departments have met with town personnel to obtain an estimate on the cost of a feasibility study. The scope of the study should include a review of the operational needs of both departments, a facility assessment, assessment of spatial needs within existing/ expanded facility, an alternative study for demolition and rebuilding of a new facility, considerations for phasing/swing space, and a cost comparison of addition, renovation or rebuilding.</p> <p>At this time, the project is scheduled for a feasibility study in FY2017. It is estimated that the feasibility assessment would cost \$90,000</p>											

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Future Capital Project CIP-FCP											
Title	Parcel Acquisition										
Department	Board of Selectmen/Town Manager										
Location	Various										
Estimated Project Cost	\$1,000,000 - \$2,000,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>The Town has identified parcels of interest for acquisition for general municipal and school purposes as they become available. If one of the parcels to be purchased is for municipal parking, such purchase could support an activity that produces revenue for the Town</p>											
FY2014-FY2018 Version											

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Future Capital Project CIP-FCP										
Title	Improvements to Memorial Park Buildings and Grounds									
Department	Trustees of Memorial Park (submitted by Park and Recreation Director on their behalf)									
Location	Memorial Park – 92 Rosemary Street									
Estimated Project Cost		Alternative Funding Source	Yes	X	No		CPA Eligible	Yes	X	No
Project Summary										
<p>Various improvements have been completed at Memorial Park in the past five years, including a major renovation of the athletic fields. Additional projects to be completed include (a) replacement of retaining wall along Highland Avenue and within parking lot; (b) add park benches, particularly in the area along Highland Avenue with red maples; (c) illuminate the two flag poles with solar lighting system; (d) create handicap access to the 2nd floor of the building.</p> <p>Donations would be sought.</p> <p>Currently, the Trustees are working with a local organization on the flagpole donation.</p> <p>Other projects are likely to be eligible for CPA funding.</p>										
FY2014-FY2018 Version										

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Future Capital Project CIP-FCP											
Title	Emery Grover Roof Replacement										
Department	Department of Public Facilities/Operations										
Location	1330 Highland Ave										
Estimated Project Cost	150,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
<p>This request is to replace the existing roof at the Emery Grover Building. The existing slate roof at the Emery Grover is over 100 years old. It poses a continual maintenance problem and is way beyond the expected 75 year life span of this roof type. In the spring of 2010 leaks in this roof caused damage to flooring materials that forced the Department to reprioritize its summer asbestos abatement work and caused interruption to the operations of this building over the summer.</p> <p>A new environmentally conscious material that mimics the aesthetics of slate, but is composed of recycled rubber from tires will be used to replace this roof. This material would reduce the cost of installation by over one third and would reduce the cost of maintenance. The anticipated lifespan of this material is 50 years. If slate material is required the cost of this installation would be \$237,537.</p> <p>Replacing this roof will increase the energy efficiency of this building and will decrease leaks and the cost of repair and inconvenience to the occupants.</p> <p>This project is pending the results of the Emery Grover feasibility study.</p>											
FY2014-FY2018 Version											

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Future Capital Project CIP-FCP											
Title	Emery Grover School Administration Building Renovation										
Department	School Department										
Location	1330 Highland Avenue, Needham										
Estimated Project Cost	TBD	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Project Summary											
<p>This project is a placeholder to request funding for the renovation of the Emery Grover School Administration Building, pending the outcome of a feasibility study currently underway. The study, funded in FY 2012/13, will address the programmatic needs of school administration, as well as potential renovation/replacement options for the building, including lease/purchase alternatives.</p> <p>The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. That study identified an \$11.4 Million (2008 \$) budget cost to renovate the building. The scope of the original renovation was to reorganize the layout of offices, make the building fully ADA accessible, remove remaining asbestos, lead paint, and replace deteriorating systems, including: windows, HVAC, electrical and plumbing and allowing for full utilization of all four floors.</p> <p>Portion of this project may be eligible for funding under CPA.</p>											
FY2014-FY2018 Version											

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Future Capital Project CIP-FCP											
Title	Bridge Repairs										
Department	DPW - Engineering										
Location	Various throughout Town										
Estimated Project Cost	1,000,000 – 5,000,000	Alternative Funding Source	Yes		No	<input checked="" type="checkbox"/>	CPA Eligible	Yes		No	<input checked="" type="checkbox"/>
Project Summary											
<p>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. This program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. Capital Project costs will include surveying, engineering evaluation, design, and repair or reconstruction. Bridges are one of the infrastructure assets whose value and depreciation are now tracked under the GASB 34 program.</p> <p>Cooks Bridge – Central Ave to Newton Upper Falls Highland Ave Bridge to Newton Kendrick Bridge to Newton Lyon’s Bridge, Greendale Ave to Dedham Dedham Ave Bridge to Dedham Day’s Bridge, Chestnut St to Dover Newell’s Bridge, Central Ave to Dover Fisher’s Bridge, South St to Dover Pierce’s Bridge, Charles River St. to Dover and So. Natick</p>											
											FY2014-FY2018 Version

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Future Capital Project CIP-FCP										
Title	Athletic Fields Master Plan									
Department	Park and Recreation									
Location	Various parks									
Estimated Project Cost	\$75,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No
Project Summary										
<p>The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. The study would then help the Commission determine whether new athletic fields are needed to accommodate the need and provide feasibility studies on possible locations for new athletic fields.</p> <p>The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.</p>										
FY2014-FY2018 Version										

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Future Capital Project CIP-FCP											
Title	Artificial turf carpet replacement										
Department	Public Works										
Location	Memorial Field and De Fazio Field										
Estimated Project Cost	2,000,000	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Summary											
<p>The "Field Turf" fields at Memorial and DeFazio were finished and placed online in the Spring of 2009. "Field Turf" is a relatively new product with which Needham has no prior experience. The fields' complete lifespan and maintenance requirements are not fully known. University research and industry experts have found that most artificial turf fields need to have carpet replacement approximately every 8 to 10 years. Each and every field wears differently so it is very difficult to pinpoint when to replace the turf. Some factors that will determine when the field is ready for replacement are:</p> <ul style="list-style-type: none"> • Amount of use • Climate conditions • Maintenance practices <p>When artificial turf needs renovating there is a hidden cost of disposal. Because the field is filled and top dressed with a crumb rubber material (typically made from ground automobile tires), the material may require special disposal. Sub base repairs/rework should be minimal at the time of replacement. "Old turf" may have some resale, or salvage value.</p> <p>The estimated project cost is in 2011 dollars.</p>											

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Future Capital Project CIP-FCP											
Title	Radio Repeater Building Replacement (Hillcrest Rd.)										
Department	Fire, Police, DPW, Schools										
Location	Hillcrest Rd. (Base of water tower)										
Estimated Project Cost	\$230,000.	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>This future request is to replace the failing building at the base of the water tower on Hillcrest Rd. The building houses radio equipment and related support components for the radios and antennas used by the following departments: Fire, Police, DPW and Schools (including the school buses). The new building would contain all of the same with the back-up generator in a separate room for noise control purposes. Additionally, water testing and metering equipment would now be housed at this location.</p> <p>The current building, which is built with cement blocks, is deteriorating and has several water leaks both in the walls and the roof. There has also been damage to the building and contents from animals (rodents), and the steel entrance door has heavy rust and rot. We have not been able to find records of when the structure was built, but it appears it was most likely in the late 1960s or early 1970s.</p> <p>Representatives from each of the departments who use the building have met several times to discuss what is actually needed, and have met with one vendor to secure cost estimates. The estimate from the one vendor was used to develop the dollar amount in this request. As this project was not previously included in the five year capital plan, it is expected that it will not be done for several years, which would most likely have an impact on the pricing.</p> <p>We will also research the possibility of grant funding, and see what other funding programs might be available.</p> <p>It has also been determined that the new building should be larger than the existing building to allow for future additional equipment, which could possibly include private antenna and communications equipment. Private equipment may be a source of revenue for the Town. The current building size is 8'X10' and the proposed replacement building would be up to 10'X18' to allow for the added water department equipment, placing the back-up power generator in a separate room, as well as possible expansion space.</p> <p>If this building is not replaced, or significantly rebuilt, continuing damage to the communications equipment could cause a major void(s) in public safety radio signals and the ability to communicate during emergencies. There is also concern of electrical problems due to water and rodent damage to the electrical wiring in the building.</p>											
FY2014-FY2018 Version											

Overview of the Major Public Facilities

Section 10

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Significant Facility Descriptions

Needham High School

609 Webster Street

Assessed Value: \$48,715,600
Parcel ID: 199/226 0-0010-0000 0
Lot Size: 14 acres
Original Construction: 1930 reconstructed in 2008

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
A Gym Upgrade				105,000	182,000	287,000
						-
Totals	-	-	-	105,000	182,000	287,000

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
C Building Roof				320,000		320,000
						-
Totals	-	-	-	320,000	-	320,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Cleaned duct work in buildings A & B
- Cleaned condenser coils
- Repaired chiller
- Replaced elevator piston in center connector lobby elevator
- Repaired 13 exterior lights by the parking lot
- Replaced and epoxied capstones on bottom wall, middle wall, and top wall
- Repaired existing free standing interlocking block wall at the main entrance
- Repairs to walk way
- Repaired AAB ramp on Webster Street side, installed concrete pads for benches, and repaired two drains on the center connector
- Repaired A Gym bleacher arm that failed
- Replaced bad condenser fan motors in 2 units in the auditorium
- Replaced tandem compressors for circuit #1 in RTU-6
- Relined parking lot on Webster Street side
- Repaired pipe handrail and stairwell on main staircase on Highland Ave. side
- Replaced cracked stone treads on main staircase on Highland Ave. side
- Installed washer and dryer in gym storage room

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- Installed new manual winches on main basketball backboards

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Replace C building roof
- Weeded & mulched entire landscape on the Webster Street side.
- Refinished floor in A Gym and Band Space
- Repaired fence that was damaged during winter storm
- Repaired block wall in front of grand staircase
- Painted exterior awning to cafeteria
- Repaired several exterior lights
- Reconfigured stairway in hallway near B gym
- Installed modine heater in space between location of domestic hot water heater and A gym
- Installed lighting display for athletics display case

Other significant maintenance/repairs in Calendar Year 2010 included:

- Weeded & mulched entire landscape on the Webster Street side.
- Rebuilt circulation pump # 6
- Roof repairs C Building
- Replaced heating coils in multiple rooms and spaces
- Refinished floors in A gym and B gym
- Repainted traffic markings and installed signs
- Installed handicapped signs where required
- Insulated interior walls of Athletic Suite

Other significant maintenance/repairs in Calendar Year 2009 included:

- Upgraded Building Management Software and server, to improve energy efficiency
- Reprogrammed heating and cooling system to stagger start during morning start up, reducing load on energy grid
- Removed 13 univents, reinsulated, reflashed, replastered and reinstalled
- Replaced the control drive for the supply fan on RTU 4
- Replaced the control drive for the return fan on RTU 15
- Installed Lutron exterior lighting system to reduce energy consumption
- Enrolled emergency generator in Demand Response program
- Provided power and electrical outlets for wood shop
- Provided additional electrical outlets and for new school store
- Add additional electrical outlets in Art room to accommodate potting wheels
- Installed chair rails in nurses office
- Excavated trenches along sidewalks of plaza and installed 1 ½" trap rock improve drainage and prevent erosion

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- Refinished floor in the A Gym
- Roof repairs

Other significant maintenance/repairs in Calendar Year 2008 included:

- Assisted in several office relocations with all services
- External lock work and exit devices serviced
- Provided service for laboratory chemical cleanup
- Roof repairs

William F Pollard Middle School

200 Harris Avenue

Assessed Value: \$18,570,200
 Parcel ID: 199/035 0-0001-0000 0
 Lot Size: 26.57 acres
 Original Construction: 1957 reconstructed in 1992 with modular classrooms added 2002

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Blue & Green Gym Upgrades				58,500	440,000	498,500
Boiler Replacement	612,277					612,277
Telephone System	53,000					53,000
						-
Totals	665,277	-	-	58,500	440,000	1,163,777

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Boiler Replacement Design					55,000	55,000
Condition Analysis			30,000			30,000
Design & Engineering for Newman Relocation			30,000			30,000
Interior & Exterior Improvements			442,000	758,000		1,200,000
Replace Exterior & Locks Doors	175,000					175,000
Roof Design and Replacement			3,500,000			3,500,000
Technology & Electrical Upgrades						-
Totals	175,000	-	4,002,000	758,000	55,000	4,990,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new sink in classroom 210
- Converted classroom 210 to an engineering classroom

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- Installed Sentricon termite control
- Upgraded kitchen from pneumatic to electronic heating control
- Retrofitted heat valves in 12 office areas
- Restored phone service to the modular classrooms
- Converted bathrooms in modular classrooms to standard fixtures
- Repaired boiler (section replacement)
- Installed motion sensors
- Installed new sink faucets in girls' restroom
- Removed and replaced urinals in boys' restroom
- Installed drain piping for 4 new serving tables
- Replaced 3 exterior light pole ballasts and lamps
- Installed boosters for fire alarm panel
- Replaced carpet in classrooms 227 and 132 with VCT
- Installed 2 new coils in café UV's
- Removed wall dividers in blue gym and replaced with flexible partitions in both blue & green gym
- Installed new sinks, drain lines, faucets, and water lines in classroom 251
- Restored modular classroom M6 and M7 back to original condition prior to Newman at Pollard

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Abated asbestos flooring and installed new tile
- Installed new front sign
- Repaired several exterior lights
- Installed split air conditioning system in room 209
- replaced Victaulic couplings with welded pipe over Boiler #1 and Boiler #2
- Installed drain, water feed, sink, and fixtures in room 288 for new science classroom
- Rekeyed interior of building
- Installed insulation on roof drains

Other significant maintenance/repairs in Calendar Year 2010 included:

- Replaced the skirt under the modular classrooms
- Reactivated AHU-5
- Installed sink and extended water and drain service for room 286
- Installed motion light switches in all rest rooms, storage areas and small meeting rooms
- Asbestos abatement in various areas
- Stripped and reconstructed girls bathroom
- Rebuilt heating circulator pump
- Replaced heating circulator pump

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- Interior painting

Other significant maintenance/repairs in Calendar Year 2009 included:

- Converted classroom to science room, installing counter, sink and extending water and drain service
- Converted Art classroom to Wood Working classroom, upgrading electrical service and installed counters and cabinets
- Asbestos abatement in rooms 260 and 200 (Administrative Offices)
- Carpet installed in rooms 260 and 200 (Administrative Offices)
- Remove VCT tile and installed cushioned flooring in the weight room
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Cleaned all duct work
- Painted a number of corridors, bathrooms and boys locker room
- Replaced all exterior doors and locks
- Refinished Auditorium Stage floor
- Roof repairs

Other significant maintenance/repairs in Calendar Year 2008 included:

- Asbestos abatement in lecture hall and storage areas
- Floor area carpet installed
- Paint work in and around kitchen
- Painted traffic control lines
- Repairs to PA system
- Roof repairs

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Newman Elementary School

1155 Central Avenue

Assessed Value: \$19,154,600
 Parcel ID: 199/216 0-0021-0000 0
 Lot Size: 60.7 acres
 Original Constructions: 1961 and reopened in 1993 as an Elementary School; major Systems Upgrade 2012

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Facility Reconstruction		27,412,128				27,412,128
Oil Tank Removal		125,000				125,000
Reconstruction Design & Engineering	650,000					650,000
Shed*	10,000					10,000
Totals	660,000	27,537,128	-	-	-	28,197,128

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repair windows in classrooms 118 and 219
- Repaired pole lights in the parking lot
- Replaced damaged angle on the elevator car

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished gym floor

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed new AC compressor in the administration area.
- Replaced 3 sections in boiler # 1 & 3 sections in boiler #2
- Cleaned all sections in boiler #1 & #2
- Refinished the floor in the gym
- Interior painting
- Installed domestic hot water pump
- Replaced solid gym divider with flexible divider
- Replaced shaft and bearing in fan room # 5

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- Continued evaluation of 10,000 gallon underground storage tank and surrounding soils

Other significant maintenance/repairs in Calendar Year 2009 included:

- Painted hallways, stairwells, and band room
- Evaluated 10,000 gallon underground oil storage tank and surrounding soils
- Refinished Gym and Auditorium Stage floor
- Installed new HVAC control compressor
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Replace 28' of 8" steam pipe between the east wing and west wing
- Replace sidewalk due to steam pipe project
- Replaced 6 boiler sections in the number two boiler
- Installed new steamer and kettle in kitchen
- Roof repairs

Other significant maintenance/repairs in Calendar Year 2008 included:

- Addressed all inadequacies as outlined by MA Dept of Health
- Asbestos abatement
- Ballasts and bulbs inspected and replaced
- Carpentry work for repairs and additional fixtures
- Inspection of PVI water heater
- Scope and cleaned ductwork of entire building
- Conducted complete evaluation of all fixtures by plumber
- Electrical repair work
- Repaired existing fence and installed new fences
- Inspect, repair and replaced gutters over the summer
- Inspected UST tank and installed two 1000 gallon above ground replacement tank
- Worked on phone extensions relocations and issues
- Removed trees around school that were believed to have been causing air quality issues
- Replaced water heaters
- Roof work on as needed basis
- Sidewalks removed and replaced in court yard area
- Stripped floors and HEPA vacuumed in music room
- Temporary HVAC system installed

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Mitchell Elementary School

187 Brookline Street

Assessed Value: \$7,870,800
Parcel ID: 199/056 0-0001-0000 0
Lot Size: 12.47 acres
Original Construction: 1951 with an addition constructed in 1968

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
New Facility			500,000	68,144,700		68,644,700
Modular Classrooms		290,738	502,462	148,785	153,075	1,095,060
Totals	-	290,738	1,002,462	68,293,485	153,075	69,739,760

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Condition Assessment*			25,000			25,000
Cooking & Serving Equipment	30,000					30,000
Parking Lot/Play Area*	80,000					80,000
Totals	110,000	-	25,000	-	-	135,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Grouped exterior lights together
- Installed induction lights in place of existing wall packs
- Replaced motors on boiler room exhaust fan
- Installed new grease trap in kitchen
- Replaced doors and changed out locks
- Painted exterior of school
- Completed exhaust fan work and oil containment work
- Replaced 13 exterior windows in the gym

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished wood floors in gym and cafeteria
- Installed lighting motion sensors throughout the entire building
- Weeded and mulched
- Replaced louvers and installed cages on exterior of building

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed motion detector light switches in all bathrooms, storage rooms and small meeting rooms

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- Repaired stairs in the kindergarten area
- Refinished the floors in gym, cafeteria and stage
- Interior painting
- Added additional graphics to the Building Management System

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed new electrical service for new kitchen refrigerator and freezer
- Replaced boiler number two
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Asbestos abatement in eleven classrooms and school administration area
- Installed VCT tile in all abated areas
- Installed twelve low flow toilets (MWRA Grant)
- Cleaned all duct work
- Replaced electrical service from building to parking lot lights
- Refinished Cafeteria, Stage and Gym floors
- Painted two class rooms, principles office, nurses office and stage ceiling
- Installed covers over AC units for the winter
- Converted pneumatic heating controls to digital controls and added to Building Management System

Other significant maintenance/repairs in Calendar Year 2008 included:

- Asbestos abatement in two classrooms
- Conducted energy assessment of building
- Electrical work on an as needed basis, and more thorough work on installing new electrical panels for kitchen area

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Hillside Elementary School

28 Glen Gary Road

Assessed Value: \$7,860,500
Parcel ID: 199/102 0-0001-0000 0
Lot Size: 24.6 acres
Original Construction: 1960 with a 1968 addition and portable classrooms (1996)

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
New Facility	500,000	56,828,200				57,328,200
Totals	500,000	56,828,200	-	-	-	57,328,200

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Condition Assessment *			25,000			25,000
Door Replacements		81,600				81,600
Parking Lot/Play Area*	80,000					80,000
Shed*	10,000					10,000
Totals	90,000	81,600	25,000	-	-	196,600

Other significant maintenance/repairs in Calendar Year 2012 included

- Replaced all window AC units with Energy Star Rated units
- Replaced pump and did oil containment work
- Replaced flooring

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Replaced domestic hot water heater
- Installed storage area in gym/auditorium on stage
- Weeded and mulched
- Replaced grease trap in cafeteria kitchen
- Rebuilt steam traps throughout the school
- Installed lighting motion sensors throughout the entire building
- Refinished gym wood flooring

Other significant maintenance/repairs in Calendar Year 2010 included:

- Converted pneumatic HV control system to digital HV control system and added to the Building Management System (stimulus funding)
- Replaced heating coil in cafeteria air handling unit
- Replaced heating coil in room 10

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- Refinished gym floor
- Install new bathroom stalls in three girls bathrooms and 3 boys bathrooms
- Refurbished flag pole
- Replaced two condensate pumps
- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2009 included:

- Removed and replaced decks and stairs for modular class rooms
- Replaced main water valve and secondary hot and cold water valves
- Replace four large exhaust fans
- Installed two AC's, including electrical service
- Replaced all faucet fixtures in bathrooms and class rooms
- Installed second Rentar Fuel Catalyst to reduce oil consumption
- Painted interior fire doors, interior door casings, selected hallway areas
- Refinished Gym floor
- Replaced light lenses
- Replaced bathroom stalls in one bathroom
- Replaced exterior doors
- Installed fence around dumpsters
- Caulked all exterior openings and AC units
- Installed covers over AC units for winter

Other significant maintenance/repairs in Calendar Year 2008 included:

- Conducted energy assessment of building
- Conducted indoor mold assessment on modular classrooms
- Installed fuel catalyst in order to make boiler more efficient
- Replaced failing exit signs

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Broadmeadow Elementary School

120 Broad Meadow Road

Assessed Value: \$13,193,900
Parcel ID: 199/013 0-0003-0000 0
Lot Size: 11.2 acres
Original Construction: 1951, reconstructed in 2002

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Data Room AC Upgrade	25,000					25,000
Totals	25,000	-	-	-	-	25,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed LED bulbs in performance center and hallway
- Replaced water temperature sensor in generator room
- Installed 42 new clocks and new master unit
- Installed new airphone system
- Installed new exhaust fans on the roof
- Replaced flooring in music room
- Installed new diffuser in room 113
- Replaced condenser fans on RTU 4

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Replaced two compressors in RTU 3
- Replaced mixed air damper in RTU 5
- Replaced main breaker in RTU 2
- Repaired fence that was damaged during winter storm
- Replaced flooring in entrance way, performance, and rooms 4, 35, and 36
- Repaired several exterior lights
- Weeded and mulched

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed main compressor in RTU 3

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- Replaced the flooring in rooms 55, 56, 60, 61 and the cafeteria
- Cleaned entire air handling system (duct cleaning)
- Refinished gym floor and stairs in Performance Center
- Replaced three circulator pumps for the domestic hot water system
- Interior painting

Other significant maintenance/repairs in Calendar Year 2009 included:

- Install split AC unit in head end room
- Replaced the motor, for the supply fan on RTU 2
- Painted selected hallway areas and bathrooms
- Replaced three way heat valve in Air Handling ceiling unit in gym

Other significant maintenance/repairs in Calendar Year 2008 included:

- Interior painting
- Repaired holes in walkway

John Eliot Elementary School

135 Wellesley Avenue

Assessed Value: \$11,798,700
 Parcel ID: 199/091 0-0019-0000 0
 Lot Size: 7.9 acres
 Original Construction: 1955 reconstructed in 2004

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2012 included

- Installed airphone system on main entrance
- Replaced/repaired flooring in hallways
- Installed padding behind basketball nets

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Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Weeded and mulched
- Repaired fence that was damaged during winter storm
- Repair several exterior lights
- Replaced actuator and fixed damper in RTU 3
- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2010 included:

- Replaced all the seals in boiler #1
- Repaired marnolium flooring in the cafeteria and lobby area.
- Refinished gym and stage floors
- Replaced main breaker in electrical room
- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2009 included:

- Replaced the control drive for the supply fan for RTU 3
- Repaired flooring in Performance Center

Other significant maintenance/repairs in Calendar Year 2008 included:

- Chiller maintenance performed

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High Rock School

77 Sylvan Road

Assessed Value: \$12,285,800
Parcel ID: 199/133 0-0041-0000 0
Lot Size: 8.75 acres
Original Constructions: 1955 reconstruction & addition 2009

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired 6 pole lights in the upper parking lot
- Relined parking lot

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repair several exterior lights
- Weeded and mulched
- Refinished wood floor on stage
- Repaired fence that was damaged during winter storm
- Repaired domestic hot water heater

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed a 2.34 KW Solar Array
- Participated in numerous HVAC commissioning meetings

Other significant maintenance/repairs in Calendar Year 2008 included:

- Investigated all drain lines for plumbing inspector

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Emery Grover

1330 Highland Avenue

Assessed Value: \$2,025,400
Parcel ID: 199/053 0-0002-0000 0
Lot Size: 1.06 acres
Finished Square Feet: 14,742
Original Construction: 1898

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Roof Replacement					150,000	150,000
Totals	-	-	-	-	150,000	150,000

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
School Administration Building Study					30,000	30,000
Totals	-	-	-	-	30,000	30,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new indoor and outdoor units for heatpump system and adjusted system for dehumidification

Other significant maintenance/repairs in Calendar Year 2011 included:

- Reconstructed bathroom in basement
- Repaired to gutters and downspouts
- Removed all knob and tube wiring
- Removed finish floor, wall panels, and sub floor in ETC. Insulated walls, installed wall panels and sub floor, and finished floor.

Other significant maintenance/repairs in Calendar Year 2010 included:

- Asbestos abatement in several areas
- Installed rug in all abated areas (Administrative Areas)
- Removed and replaced floor and build outs along exterior foundation wall of ETC office
- Install vapor barrier throughout ETC office, insulated and reconstructed build outs along foundation walls
- Repoint bricks around the ETC office
- Repair and replace the gutters and down spouts on the north side of the building
- Installed new handrails in entrance
- Repainted traffic markings

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Other significant maintenance/repairs in Calendar Year 2009 included:

- Asbestos abatement in several areas
- Installed rug in all abated areas (Administrative Areas)
- Exterior Painting
- Painted selected interior spaces
- Install covers over all AC's which cannot be removed
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Upgraded electrical service in the production center

Other significant maintenance/repairs in Calendar Year 2008 included:

- Asbestos abatement
- Assisted in several office relocations
- Conducted energy assessment of building
- Conducted indoor mold assessment on lower level
- Interior painting

Town Hall

1471 Highland Avenue

Assessed Value: \$9,197,900
Parcel ID: 199/051 0-0001-0000 0
Lot Size: 1.23 acres
Original Construction: 1902 reconstructed and addition in 2011

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Renovation & Addition Design	1,000,000					1,000,000
Renovation & Addition Project		18,155,746				18,155,746
Totals	1,000,000	18,155,746	-	-	-	19,155,746

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

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- Put back in service October 2011 – fully renovated

Other significant maintenance/repairs in Calendar Year 2010 included:

- Taken out of service February 2010

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed baseboard heat in second floor ladies room
- Installed new AC unit
- Installed Rentar Fuel Catalyst to reduce oil consumption

Other significant maintenance/repairs in Calendar Year 2008 included:

- Created additional office space from existing conference room on 2nd floor
- Changed 2nd floor ladies room into storage closet and converted men’s room into a ladies room

Department of Public Works

470 Dedham Avenue

Assessed Value: \$2,932,200 (DPW Building)
Parcel ID: 199/302 0-0005-0000 0 (DPW Building)
Lot Size: 17.7 acres
Original Constructions: 1960 (DPW Building) addition 1966

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Boiler Replacement			360,500			360,500
Facility Improvements		1,103,000	811,000	12,156,000		14,070,000
Facility Improvements Garage Bays	1,000,000					1,000,000
Totals	1,000,000	1,103,000	1,171,500	12,156,000	-	15,430,500

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Energy Supply Conversion			250,000			250,000
Salt Shed Relocation				75,000		75,000
Facility Improvements Garage Bays Design					40,000	40,000
Totals	-	-	250,000	75,000	40,000	365,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired and re-tubed boiler in boiler room
- Replaced expansion tank in boiler room

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- Changed cores on office doors on second floor

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repaired exterior brick
- Repaired boiler
- Glazed and painted exterior of windows
- Reconfigured building to storage space

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed additional exterior back lot lighting for DPW employees
- Contracted with utility to have natural gas main brought to Water Building and DPW
- Converted oil fired burner to natural gas fired burner
- Clean out oil water separator at the DPW building
- Install new down spouts at Water Building
- Installed two urinals and flushometers in the Water Building
- Install new furnace at the Charles River Water Treatment Plant

Other significant maintenance/repairs in Calendar Year 2009 included:

- Repaired main boiler vessel
- Replace HVAC control compressor
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Constructed Men's and Women's bathrooms in Water Building
- Installed new high efficiency propane heating system in Water Building
- Install water meter test bench in St. Mary's Pump Station
- Enrolled emergency generator at the Charles River Water Treatment Facility, in Demand Response program

Other significant maintenance/repairs in Calendar Year 2008 included:

- Completed repairs to large bay doors at DPW
- Created additional office space from existing conference room
- Installed 30 new windows in the DPW garage
- Replaced emergency lighting at DPW Building
- Installed a new trailer at RTS Facility
- New furnace installed at the Water Treatment Plant
- Repairs to the WTP roof

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Public Services Administration Building

500 Dedham Avenue

Assessed Value: \$5,254,700
Parcel ID: 199/302 0-0003-0000 0
Lot Size: 2.67 acres
Original Constructions: 2009

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
New Building	6,225,000					6,225,000
Totals	6,225,000	-	-	-	-	6,225,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repainted several spaces for new occupants

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

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Recycling & Transfer Station

1407 Central Avenue

Assessed Value: \$2,329,300
Parcel ID: Map 308 / Lot 2
Lot Size: 22 acres
Original Construction: Information not available

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
RTS Soil Remediation					400,000	400,000
Totals	-	-	-	-	400,000	400,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed steel barricade for the electrical switches in the garage
- Repaired damaged conduit
- Evaluated all overhead doors

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed AC in Superintendents office
- Repaired service power to overhead door
- Replaced overhead doors

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Morse-Bradley House/Ridge Hill

461-463 Charles River Street

Assessed Value: \$2,931,100
Parcel ID: 306/01
Lot Size: 223.1 acres
Original Construction: 1907 and 1929

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Installed alarm system
- Installed downspouts and drains

Other significant maintenance/repairs in Calendar Year 2010 included:

- Install 5/8" AC plywood to protect hard wood floors
- Winterized Plumbing
- Install new downspouts

Other significant maintenance/repairs in Calendar Year 2008 included:

- Fuel oil tank replaced and boiler cleaned
- Winterized plumbing

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Public Safety Buildings **88 Chestnut Street/99 School Street/707 Highland Avenue**

Assessed Value: \$3,078,000 (88 Chestnut Street/99 School Street)
 \$1,588,200 (707 Highland Ave)
 Parcel ID: 199/047 0-0056-0000 0 (88 Chestnut Street)
 199/070 0-0005-0000-0 (707 Highland Avenue)
 Lot Size: 1.04 acres (88 Chestnut Street/99 School Street)
 1 acre (707 Highland Avenue)
 Original Construction: 1931 (88 Chestnut Street/99 School Street) renovations 1989
 1906 (707 Highland Avenue)

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Underground Storage Tank Removal	28,500					28,500
Public Safety Building Expansion Study				90,000		90,000
Totals	28,500	-	-	90,000	-	118,500

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Roof Repairs	535,000					535,000
Rooftop AC Unit			48,000			48,000
Totals	535,000	-	48,000	-	-	583,000

Other significant maintenance/repairs in Calendar Year 2012 included:

- Fire Station 1 & Police Station
 - Installed air compressor and auto condensate drain in the garage
 - Furnished and installed a copper chimney cap and screening
 - Replaced parking lot pole
 - Replaced voltage regulator and adjusting potentiometer
 - Installed new sink
 - Installed sentricon termite system
 - Painted exterior of Police station
 - Replaced section in overhead door in garage
 - Renovated kitchen
 - Repaired door #1 on Police side
 - Replaced all showerheads
 - Painted interior of stairwell in fire station

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- Fire Station 2
 - Replaced main doors in apparatus bay
 - Replaced spiral duct and low voltage wiring
 - Cleaned gutters and repaired parts of the roofs
 - Sanded and painted exterior doors, trim, and handrails

Other significant maintenance/repairs in Calendar Year 2011 included:

- Fire Station 1 & Police Station
 - Repaired overhead doors
 - Repaired several exterior lights
 - Repaired Plymovent exhaust system in garage
 - Cleaned duct work and abated mold
 - Replaced chiller and air handler
- Fire Station 2
 - Replaced boiler with condensing boiler
 - Cleaned duct work
 - Repaired Plymovent exhaust system in garage
 - Replaced 8 windows in building
 - Repaired overhead doors
 - Replaced gas stove and microwave in kitchen

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repaired police and fire station overhead doors
- Exterior sprinkler repair at both station # 1 & station # 2
- Repaired natural gas line at station # 2
- Cleaned out gas/oil separator at Station # 1

Other significant maintenance/repairs in Calendar Year 2009 included:

- Completed repairs to police and fire station overhead doors
- Roof repairs
- Replaced roof on Public Safety Building
- Replaced carpeting in all administrative spaces in police station
- Painted all administrative spaces in police station
- Repaired natural gas leak in Fire Station #2
- Upgraded one main electrical service panel in Fire Station #2

Other significant maintenance/repairs in Calendar Year 2008 included:

- Completed repairs to the police and fire station large bay doors

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Daley Building

257 R Webster Street

Assessed Value: \$998,600
Parcel ID: 199/070 0-0029-0000 0
Lot Size: .92 acres
Original Construction: 1960

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repaired overhead doors
- Repaired security alarm system
- Repaired exterior masonry on northeast corner of building

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed Burner Booster (pilot) to reduce fuel oil consumption

Other significant maintenance/repairs in Calendar Year 2009 included:

- Roof repairs

Other significant maintenance/repairs in Calendar Year 2008 included:

- Built and installed a new oil fill platform
- Roof repairs
- Transferred hazardous materials to RTS for disposal

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Needham Public Library

1139 Highland Avenue

Assessed Value: \$13,772,800
Parcel ID: 199/226 0-0055-0000 0
Lot Size: 1.05
Original Construction: 1915, reconstruction and addition in 2006

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired clock facing Highland Avenue
- Removed and replaced cork flooring on second and first floor
- Upgraded controls on boiler #1
- Repaired pole lights in parking lot
- Repaired and improved handicapped door opener at rear entrance
- Replaced first floor window panel in children's room
- Repaired chiller – roof
- Repaired mortar on corner stones
- Repaired broken glass partition on 2nd floor
- Installed film and railings on glass balustrades

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repaired Boiler #1 & # 2
- Repaired some exterior lighting
- Repaired cork flooring in main level
- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

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Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed low volume ventilation system in Children’s Room
- Removed the Wave in the Children’s Room
- Patched and paint walls in Children’s Room
- Installed cove base in Children’s Room

Other significant maintenance/repairs in Calendar Year 2008 included:

- Installed lights to illuminate clock tower

Senior Center (New Building)

To Be Determined

Assessed Value: Information not available
Parcel ID: Information not available
Lot Size: Information not available
Original Construction: Information not available

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Construction				8,075,000		8,075,000
Engineering & Design			500,000			500,000
Feasibility Study		49,091				49,091
Totals	-	49,091	500,000	8,075,000	-	8,624,091

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Rosemary Pool Complex

Rosemary Street

Assessed Value: \$3,573,000
 Parcel ID: 225/01;02;03;31
 Lot Size: 36.49 acres Includes camp and lake (lake equals 11.8 acres +/- camp equals 19 acres +/-)
 Original Construction: Camp 1942, Pool 1960, and Buildings 1972

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Rosemary Lake Water Quality Improvements			2,000,000			2,000,000
Renovations					3,000,000	3,000,000
Totals	-	-	2,000,000	-	3,000,000	5,000,000

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2012 included:

- Replaced all showerheads
- Replaced old hot water heaters with new energy efficient hot water heaters

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- Replacement of two major pumps: lift pump and circulation pump

Other significant maintenance/repairs in Calendar Year 2009 included:

- Replaced two exterior doors and two handicapped doors
- DPW replaced a leaking pipe
- DPW did all the pool prep work including replacing deck boards
- Replaced light fixtures in filter room, underground storage, concession room, and handicap bathrooms
- Rebuilt center dock
- Replaced the fencing and gate around the DE pit
- Installed covering over stairs

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Needham Parks

Assessed Value: Multiple
Parcel ID: Multiple
Lot Size: Multiple
Original Construction: Multiple

Identified Future Capital Projects						
Project	FY2014	FY2015	FY2016	FY2017	FY2018	Total
Artificial Turf Carpet Replacement				2,000,000		2,000,000
Athletic Facility Improvements	158,000	1,475,200	193,000	275,000	350,000	2,451,200
Cricket Building		415,000	450,000			865,000
DeFazio Park Parking Lot & Tot Lot			10,000,000			10,000,000
Mills Field Improvements	40,000	202,750				242,750
Newman School Trail	90,000	210,000				300,000
Reservoir Trail	65,000	140,000				205,000
Ridge Hill Trail		20,000	50,000			70,000
Rosemary Trail			8,000	60,000	85,000	153,000
Totals	353,000	2,462,950	10,701,000	2,335,000	435,000	16,286,950

Needham Parks

Five Year Capital Appropriation Summary						
Project	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Athletic Facility Improvements	1,500,000	107,200	103,600	162,500	192,500	2,065,800
Claxton Roof			30,598			30,598
Cricket Building				10,000		10,000
DeFazio Resodding					90,000	90,000
Greene's Field Improvements					445,000	445,000
Memorial Park			43,000			43,000
Tennis Court Improvements	150,000					150,000
Totals	1,650,000	107,200	177,198	172,500	727,500	2,834,398

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Replaced all exterior doors at Memorial Park
- Repainted awning on exterior of Memorial Park

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Other significant maintenance/repairs in Calendar Year 2010 included:

- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2008 included:

Park Buildings

- Roof repairs to Claxton Park building
- Replaced broken outlet at Claxton
- Corrected Claxton Park sink
- Remove and install furnace at Claxton Park building

Glossary

Section 11

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GLOSSARY

Provided below are some of the most commonly used terms in capital planning and debt management.

APPROPRIATION – An authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.

AVAILABLE FUNDS – Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, and retained earnings.

BETTERMENTS (Special Assessments) – Whenever part of a community benefits from a public improvement, or betterment (*e.g.*, water, sewer, sidewalks, etc.), special property taxes may be assessed to the property owners of that area to reimburse the governmental entity for all, or part, of the costs it incurred in completing the project. Each property parcel receiving the benefit is assessed a proportionate share of the cost which may be paid in full, or apportioned over a period of up to 20 years.

BOND – A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

BOND ANTICIPATION NOTE – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. Notes are retired from proceeds from the bond issue to which they are related (also referred to as a BAN).

BOND AUTHORIZATION – The action of Town Meeting authorizing the Board of Selectmen to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the selectmen.

CAPITAL EXCLUSION – A *temporary* increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require 2/3 vote of the entire Board of Selectmen and a majority vote in a town-wide election. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

CAPITAL FACILITY STABILIZATION FUND - This fund was created at the 2007 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. For this purpose, capital facility refers to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager, including any Town owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town.

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CAPITAL IMPROVEMENT FUND – This fund was created at the 2004 Annual Town Meeting. The purpose of this Fund is to allow the Town to reserve funds for the acquisition of new equipment and/or the replacement of existing equipment (for which the Town may borrow money for a period of five years or more), and/or for building/facility improvements with a cost of less than \$250,000 (for which the Town may borrow money for a period of five years or more). Only general fund capital that has been recommended in the Capital Improvement Plan (CIP) is eligible for funding in this manner.

CAPITAL IMPROVEMENT PLAN (CIP) – A financial planning and management tool that identifies public facility and equipment requirements and schedules them for funding and implementation.

CAPITAL PROJECT – Major, non-recurring expenditure involving one or more of the following: acquisition of land for a public purpose; construction of or addition to a facility such as a public building, water or sewer lines, play field, etc.; rehabilitation or repair of a building, facility, or equipment, provided the cost is \$25,000 or more and the improvement will have a useful life of five years or more; purchase of equipment costing \$25,000 or more, with a useful life of five years or more; and any planning, engineering, or design study related to an individual capital project.

CHAPTER 90 – Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities, through the Transportation Bond Issue, for highway construction, preservation and improvement projects that create or extend the life of capital facilities; routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 reimbursement only for pre-approved projects.

COMMUNITY PRESERVATION ACT (CPA) – Enacted as Massachusetts General Laws Chapter 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge up to 3 percent on real property tax bills and funds from the state generated from registry of deeds fees. The voters of Needham approved a 2 percent surcharge effective July 1, 2005.

COMMUNITY PRESERVATION FUND – A special revenue fund established pursuant to Massachusetts General Laws Chapter 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

CONSERVATION FUND – The Town may appropriate money to a conservation fund. This money may be expended by the Conservation

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Commission for lawful conservation purposes as described in Massachusetts General Laws Chapter 40 Section 8C. The money may also be expended by the Conservation Commission for damages arising from an eminent domain taking provided that the taking was approved by two-thirds vote of Town Meeting.

CONTINGENT APPROPRIATION – An appropriation that authorizes spending for a particular purpose only if subsequently approved in a voter referendum. Under Massachusetts General Laws Chapter 59 Section 21C (m), towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2½ override or exclusion question for the same purpose. If initially approved at an annual Town Meeting, voter approval of the contingent appropriation must occur by certain date after the Town Meeting dissolves. The question may be placed before the voters at more than one election, but if not approved by the applicable deadline, the appropriation is null and void.

DEBT EXCLUSION – A *temporary* increase in the Town's levy limit (and possibly the levy ceiling) to exclude the payment of debt from the limits of Proposition 2½. The debt service is added to the levy limit for the life of the debt only. To place a debt exclusion question on the ballot requires a 2/3 vote of the entire Board of Selectmen. The debt exclusion question requires a majority vote by voters for passage.

DEBT EXCLUSION OFFSET – Other funds that are used to reduce the amount of the debt paid by the tax levy. An example is a bond premium which is the difference between the market price of a bond and its face value. A premium will occur when the bond's stated interest rate is set higher than the true interest cost (the market rate). Additions to the levy limit for debt exclusion are restricted to the true interest cost incurred to finance the excluded project. Premiums received at the time of sale must be offset against the stated interest cost in computing the debt exclusion. If receipt of the premium and the payment of interest at maturity of an excluded debt occur in different fiscal years, reservation of the premium for future year's debt service is required at the end of the fiscal year when the premium was received.

DEBT LIMIT – The maximum amount of gross or net debt that is legally permitted under State Law.

DEBT POLICY – Part of an overall capital financing policy that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing. The Town of Needham has debt policies that have been developed in consultation with the Finance Committee and reviewed and approved by the Board of Selectmen.

DEBT SERVICE – The amount paid annually to cover the cost of both principal and interest on a debt issuance until its retirement.

ENTERPRISE FUND – A municipal fund established for the operation of a municipal utility, health care, recreational, or transportation facility whereby the operations are fully funded by the fees associated with that enterprise rather than by the tax levy. The "surplus" or retained earnings generated by the operation of the enterprise remain with the fund to offset future capital improvements, extraordinary maintenance expenses, or to reduce future fees and charges of the fund.

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FIXED ASSETS – Assets of a long-term character, which are intended to continue to be held or used, such as land, building, and improvements other than buildings, machinery, and equipment.

FULL FAITH AND CREDIT – A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

GENERAL OBLIGATION BONDS – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

INFRASTRUCTURE – The underlying foundation or basic framework of an organization or system, e.g., roads, bridges, buildings, land, and natural resources.

LEASE-PURCHASE AGREEMENTS – Contractual agreements which are termed "leases," but which in substance amount to purchase contracts in which the financing is provided by an outside party.

LEVY LIMIT – Property tax levy limits that constrain the total amount of revenue that can be raised from the property tax. In Massachusetts, the levy limit is governed by Proposition 2½.

NOTE PAYABLE – In general, an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the person designated therein.

OVERRIDE – A permanent increase of the Town's levy limit (but not the levy ceiling) when a majority of voters in an election approve such an override. The override amount becomes part of the levy base when setting the next year's levy limit. To place an Override question on the ballot requires a majority vote of the Board of Selectmen.

PAY-AS-YOU-GO – A term used to describe the financial policy of a government which finances all of its capital outlay from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

PAY-AS-YOU-USE – A term used to describe the financial policy of a government which finances its capital outlays from borrowing proceeds and pays for capital assets over their useful life.

PROPOSITION 2½ - That measure which limits municipal property taxes to 2½ percent of the community's full and fair cash value (levy ceiling), and which limits the amount of revenue a municipality can raise through property taxes (levy limit) to 2½ percent each year, plus a factor for new growth. A municipality may exceed its levy limit in two ways: override or debt exclusion.

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STABILIZATION FUND – Massachusetts General Laws Chapter 40, Section 5B allows a municipality to appropriate annually to such fund an amount to be raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The Treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. The Stabilization Fund may be appropriated by Town Meeting. The appropriation may be used for any lawful purpose.

UNIFORM PROCUREMENT ACT – Enacted in 1990, Massachusetts General Laws Chapter 30B establishes uniform procedures for local government to use when contracting for supplies, equipment, services and real estate. The act is implemented through the Office of the Inspector General.

UNDESIGNATED FUND BALANCE (ALSO CALLED FREE CASH) – A community's unrestricted available funds that may be used as a funding source for appropriations. Undesignated Fund Balance is generated when the actual operating results compare favorably with the budget. It can only be used after the certification process by the Department of Revenue is complete. For example, the July 1, 2010 certified amount may be used to fund supplemental appropriations voted during fiscal year 2011, or applied as a revenue source to support the fiscal 2012 budget voted in the spring of 2011.

Appendices

Section 12

- A. Capital Improvement Policies
- B. Debt Management Policies
- C. Retained Earnings Policy for Water & Sewer Enterprise Funds
- D. Retained Earnings Policy for Solid Waste Enterprise Fund

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Improvement Fund

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter referred to as the Capital Improvement Fund or CIF (Article 58/2004 ATM). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital.
2. Appropriations from the CIF are restricted to the following items for which the Town may borrow for a period of five years or more: the acquisition of new equipment; the replacement of existing equipment; and building and facility improvements which cost less than \$250,000.
3. Only General Fund capital items that have been identified in the CIP for a period of three (3) years or more, and that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. The CIF may be used to pay for recurring equipment replacement needs that have been identified in the CIP and funded in at least three (3) of the five (5) immediately preceding fiscal years.
5. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Capital Facility Fund (Article 10/2007 ATM). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.
2. For the purpose of the Fund, the term "capital facility" shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010

DEBT MANAGEMENT POLICIES

1. Proceeds from long-term debt will not be used for current, ongoing operations.
2. The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.
3. The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.
4. The Town will limit annual increases in debt service to a level that will not materially jeopardize the Town's credit rating.
5. For those previously authorized bonded projects with residual balances, the Town Manager shall propose the reallocation of these balances for other capital projects in conformance with MGL Chapter 44, Section 20.
6. For those previously authorized projects funded with available revenue (tax levy or reserves), that have residual balances in excess of \$5,000, the Town Manager shall propose the reallocation of these balances for other future capital projects in conformance with MGL Chapter 44, Section 33B. This practice will avoid abnormally inflating general fund surplus with one-time receipts.
7. For those previously authorized projects funded with available revenue (tax levy or reserves), with residual balances of less than \$5,000, the Assistant Town Manager/Finance Director may authorize the Town Accountant to close these balances to the appropriate fund surplus.
8. The Town will attempt to limit bond sales in any calendar year to \$10,000,000 in order to maintain bank qualifications and thereby receive lower interest rates on bonded debt.
9. Long-term borrowing will be confined to capital improvements too expensive to be financed from current revenues. In general, the Town will attempt to finance purchases costing less than \$100,000 with operating revenues.
10. Bonds will be paid back within a period not to exceed the expected useful life of the capital project.
11. To the extent practicable, user fees will be set to cover the capital costs of enterprise type services or activities - whether purchased on a pay-as-you-go basis or through debt financing - to avoid imposing a burden on the property tax levy.
12. Ongoing communications with bond rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.

Approved May 1991; Revised December 1998, April 7, 2009

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RETAINED EARNINGS POLICY FOR WATER AND SEWER ENTERPRISE FUNDS

It shall be the policy of the Board of Selectmen to maintain a level of unreserved retained earnings sufficient to address the financing of: working capital; revenue shortfalls; unanticipated increases in MWRA wastewater assessments; and unanticipated and emergency expenditures.

Unreserved retained earnings are cumulative surplus funds, as certified by the Massachusetts Department of Revenue, that are available for appropriation by Town Meeting to support any capital expense of the enterprise or to reduce user charges.

The rationale for, and the calculation of, unreserved retained earnings to be maintained by the Town are described below and are referred to as the "Liquidity Method" and the "Credit Quality Method." Retained earnings targets shall be calculated using both methods, and shall be set using the method which represents the higher number in any given year. Under the Liquidity Method, the total amount of retained earnings to be maintained shall be equal to 80 percent of the sum of the following individual calculations. The factor of 80 percent is based on the assumption that the likelihood of all factors occurring in one fiscal year is small; therefore there is no need to maintain one hundred percent of the calculated level of retained earnings. Under the Credit Quality Method, the total amount of retained earnings should not be less than fifteen percent of the operating revenue of the most recent audited fiscal year.

Liquidity Method

Working Capital: For those periods where monthly expenses exceed available cash, the water and sewer enterprises must have access to working capital to finance operations. In the absence of retained earnings, operations would require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the water or sewer operations, retained earnings shall be maintained at a level to provide sufficient working capital to finance the operations of these enterprise funds. The amount retained for this purpose shall be equal to the average of the largest monthly operating deficit of the prior three years.

Consumption Contingency: Annual water and sewer revenue is a function of the amount of water purchased by customers. If, in any year, purchases are less than projected, a revenue shortfall will occur. Retained earnings shall be maintained at a level sufficient to offset any loss in revenue due to unanticipated decreases in purchases. That level shall be equal to the difference of the consumption used for rate making purposes versus the lowest level of consumption for the prior six fiscal years, multiplied by the current sewer rates and water rates shown as Step 3 of the Town's step rate structure. Step 3 is selected as it generally represents the point at which discretionary purchases of water begin. The scenario envisioned here is a wet year in which customers will not need to make discretionary purchases of water.

MWRA Assessment Mitigation: The Town's MWRA wastewater assessment is levied on a fiscal year basis, yet it is a function of the volume of effluent discharged into the MWRA system in the prior calendar year. The Town's wastewater system is subject to high levels of infiltration and inflow (I/I) given its age. Infiltration and inflow can substantially increase the volume of effluent discharged into the MWRA system. Following a year in which high levels of I/I occur, the Town's MWRA assessment will increase at a rate that

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substantially exceeds the average increase for all MWRA members. An increase of this magnitude can adversely affect rates charged to Town customers. Consequently, retained earnings shall be maintained at a level sufficient to mitigate rate increases needed to fund large increases in the Town's assessment. That level shall be equal to the largest annual amount - for the prior six year period - by which the average rate of increase in assessments for all MWRA members exceeds the rate of increase in the Town's assessment, multiplied by the most current MWRA assessment.

Unanticipated Budgetary Fluctuation: Retained earnings shall be maintained at a level sufficient to fund unanticipated or emergency capital or operating expenditures. It shall be a goal to maintain an amount equal to 6% of the annual sewer operating budget and 10% of the annual water-operating budget.

Restoration of Depleted Retained Earnings: If, in any year, retained earnings fall below the targets established by this policy, it shall be the policy of the Board of Selectmen to set future rates to restore retained earnings to the target level over the following three year period.

Adopted by the Needham Board of Selectmen on April 20, 1999; revised June 6, 2003, revised January 12, 2010

RETAINED EARNINGS POLICY FOR THE SOLID WASTE ENTERPRISE FUND

It shall be the policy of the Board of Selectmen to maintain a level of unreserved retained earnings sufficient to address the financing of: working capital; unanticipated and emergency expenditures; revenue shortfalls; depreciation expense; pollution control surcharges; and unanticipated increases in the recycling costs.

Unreserved retained earnings are cumulative surplus funds, as certified by the Massachusetts Department of Revenue. In proposing the annual Solid Waste Disposal/Recycling operating budget, the Board of Selectmen shall recommend to Town Meeting the use of retained earnings that are available for appropriation by Town Meeting to support any capital expense of the enterprise or to reduce user charges, or both, as provided by State Law.

The rationale for, and the calculation of, unreserved retained earnings to be maintained by the Town are described below and are referred to as the "Liquidity Method" and the "Credit Quality Method." Retained earnings targets shall be calculated using both methods, and shall be determined using the method which represents the higher number in any given year. Under the Liquidity Method, the total amount of retained earnings to be maintained shall be equal to 80 percent of the sum of the individual calculations for working capital, unanticipated and emergency expenditures, revenue shortfalls, pollution control surcharges, and, unanticipated increases in the recycling costs and 100 percent of cumulative depreciation expense net any amounts appropriated for equipment replacement. The factor of 80 percent is based on the assumption that the likelihood of all factors occurring in one fiscal year is small; therefore there is no need to maintain one hundred percent of the calculated level of retained earnings. The use of a factor of 100 percent for depreciation expense is based on the assumption that all of these funds will be needed for equipment replacement. Under the Credit Quality Method, the total amount of retained earnings should not be less than fifteen percent of the operating revenue of the most recent audited fiscal year.

Liquidity Method

Working Capital: For those periods where monthly expenses exceed available cash, the RTS enterprise must have access to working capital to finance operations. In the absence of retained earnings, operations may require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the RTS operation, retained earnings shall be maintained at a level to provide sufficient working capital to finance the operations of this enterprise fund. The amount retained for this purpose shall be equal to the average of the largest cumulative monthly operating deficit of the prior three years.

Further, any general fund support of the RTS enterprise fund shall be made on a 1/12 basis throughout the fiscal year to preclude the RTS fund's use of general fund cash before the need truly exists.

Reserve for Unanticipated and Emergency Expenditures: Retained earnings shall be maintained at a level sufficient to fund unanticipated or emergency capital or operating expenditures as recommended to the Board of Selectmen annually by the Director of the Department of Public Works and the Director of Finance.

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January 2013

Reserve for Revenue Shortfall: Annual RTS revenue is, in part, a function of the amount of solid waste disposed of by Town residents. If, in any year, the amount disposed is less than projected, a revenue shortfall may occur. Retained earnings shall be maintained at a level sufficient to offset any loss in revenue due to unanticipated decreases in disposal.

Reserve for Depreciation Expense: Annually, the Director of Finance shall procure from the Director of Public Works, an inventory of all capital equipment used to support the operation of the RTS. This list shall be comprised of those pieces of equipment that cost \$50,000 or less and will include the purchase price and estimated useful life of each piece. Based on this information, the annual depreciation expense for each piece shall be calculated and revenues shall be raised to finance this expense. At the end of each fiscal year, the amount of revenue raised to offset depreciation expense shall constitute a reservation of retained earnings for the future replacement of capital equipment and shall be added to existing reservations attributable to prior years' depreciation. The purpose of this policy is to limit annual increases or decreases in RTS fees to fund small capital replacement.

Reserve for Pollution Control Surcharge - The Town's contract with Wheelabrator/Millbury for the tipping of solid waste contains a provision that allows Wheelabrator/Millbury to impose a pollution control surcharge on the Town to recoup the costs of installing pollution control equipment required by state and federal regulatory agencies. Retained earnings shall be maintained at a level needed to finance one year of pollution control surcharges imposed on the Town. Based on a surcharge imposed in FY92, that level shall be calculated annually at an amount equal to 3% of the current tipping fee multiplied by the tonnage tipped at the Wheelabrator Facility in the prior fiscal year.

Reserve for Unanticipated Increases in the Recycling Market - Notwithstanding any contract the Town may have for the collection and disposal of recyclable material collected at the RTS, the volatile nature of the recycling market poses the possibility that any contractor with whom the Town has an agreement could go out of business on short notice, leaving no alternative but to pay current market prices for disposal of recyclables. This exposure shall be calculated annually by the Directors of Public Works and Finance and shall be based on a comparison of costs reflected in any of the Town's active recycling contracts and the spot market for tipping and hauling at the time of this annual assessment. The amount of the exposure shall be recommended to the Board of Selectmen as a reservation of retained earnings.

Restoration of depleted Retained Earnings: If, in any year, retained earnings fall below the targets established by this policy, it shall be the policy of the Board of Selectmen to set future rates to restore retained earnings to the target level over the following three year period.

Approved by the Needham Board of Selectmen November, 1999; revised January 12, 2010